

EXHIBIT

"A"

**CITY OF ROUND ROCK
AGREEMENT FOR PURCHASE OF
JANITORIAL SERVICES**

**WITH
AUSTIN PROFESSIONAL CLEANING SERVICES**

THE STATE OF TEXAS

CITY OF ROUND ROCK

COUNTY OF WILLIAMSON

COUNTY OF TRAVIS

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§
§
§
§

KNOW ALL BY THESE PRESENTS:

THAT THIS Agreement for the purchase of janitorial services (referred to herein as the "Agreement"), is made and entered into on this the ____ day of the month of _____, 2023, 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 AUSTIN PROFESSIONAL CLEANING SERVICES, whose offices are located at 9300 Jollyville Road, Suite 106, Austin, Texas 78759 (referred to herein as the "Services Provider").

RECITALS:

WHEREAS, City desires to purchase janitorial services; and

WHEREAS, City has issued its "Request for Proposal" (RFP) for the provision of said services; and

WHEREAS, City has determined that Services Provider provides the best value to City; 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 Services Provider whereby City is obligated to buy specified services and Services Provider is obligated to sell same. The Agreement includes the following: (a) City's RFP designated Solicitation No. 23-004

dated January 2023; (b) Service Provider's Response to the RFP; (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) Services Provider's Proposal; and
- (3) City's RFP, 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.

F. **Service Provider** means Austin Professional Cleaning Services, or any of its corporate structures, successors or assigns.

2.01 EFFECTIVE DATE AND 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 or extended as provided herein.

B. The term of this Agreement is for sixty (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 Services Provider to supply the services as outlined in the RFP and as set forth in the Proposal submitted by Services Provider, all as specified in Exhibit "A." The intent of these documents is to formulate an Agreement listing the responsibilities of both parties as outlined in the RFP and as offered by Services Provider in its Proposal.

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 SCOPE OF WORK

Items in Exhibit “A” are awarded to Services Provider. For purposes of this Agreement, City has issued documents delineating the required services (specifically RFP Solicitation Number 23-004 dated January 2023). Services Provider has issued its response agreeing to provide all such required services in all specified particulars. All such referenced documents are included in Exhibit “A” attached hereto and made a part hereof for all purposes. 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.

Services Provider shall satisfactorily provide all services described under the attached exhibits within the contract term specified in Section 2.01. Services Provider’s undertakings shall be limited to performing services for the City and/or advising City concerning those matters on which Services Provider has been specifically engaged. Services Provider 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 DUAL PROVIDERS OF SERVICES

The parties specifically acknowledge and agree that it is the intent of the City for Services Provider to be considered as one of two (2) providers (“dual providers”) of the specified goods and services (janitorial services). City intends on awarding the same or similar services to an additional provider subsequent to the parties entering into this Agreement. Services Provider specifically further acknowledges and agrees that this Agreement is not an exclusive agreement. City may, in its sole and unfettered discretion, elect to use either of the two (2) providers in whatever order it deems most advantageous to City’s purposes. City may, in its sole and unfettered discretion, elect to use any other providers. City is not obligated to use or purchase any estimated annual quantity of goods, and no guarantee is made of any minimum or maximum purchase.

6.01 COSTS

A. Only if, as, and when needed by City, 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 Services Provider.

B. Services Provider specifically acknowledges and agrees that City is not obligated to use any estimated annual quantity of services, and City may not expend in excess of **Seven Million Three Hundred Thousand and No/100 Dollars (\$7,300,000.00)** for the term of this

Agreement for Service Provider's services combined with a dual provider's services.

7.01 INVOICES

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

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

8.01 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 service provider(s) and the City. Such agreement shall be conclusively inferred for the service provider from lack of exception to this clause in the service provider'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.

9.01 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 Services Provider a written notice of termination at the end of its then current fiscal year.

10.01 PROMPT PAYMENT POLICY

In accordance with Chapter 2251, V.T.C.A., Texas Government Code, payment to Services Provider 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. Services Provider 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 Services Provider, 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 Services Provider 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.

11.01 GRATUITIES AND BRIBES

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

12.01 TAXES

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

13.01 ORDERS PLACED WITH ALTERNATE SERVICES PROVIDERS

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

14.01 INSURANCE

Services Provider shall meet all requirements as stated in the attached RFP and as set forth at:

http://www.roundrocktexas.gov/wp-content/uploads/2014/12/corr_insurance_07.20112.pdf.

15.01 CITY'S REPRESENTATIVE

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

Eric Dady, Facility Manager
General Services Department
212 Commerce Cove
Round Rock, Texas 78664
(512) 218-5472
edady@roundrocktexas.gov

16.01 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.

17.01 DEFAULT

If Services Provider abandons or defaults under this Agreement and is a cause of City purchasing the specified goods elsewhere, Services Provider 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.

Services Provider 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.

18.01 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 Services Provider.

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

C. Services Provider 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 Services Provider, Services Provider 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, Services Provider 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 Services Provider that portion of the charges, if undisputed. The parties agree that Services Provider is not entitled to compensation for services it would have performed under the remaining term of the Agreement except as provided herein.

19.01 INDEMNIFICATION

Services Provider 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 Services Provider, or Services Provider's agents, employees or subcontractors, in the performance of Services Provider'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 Services Provider (including, but not limited to the right to seek contribution) against any third party who may be liable for an indemnified claim.

20.01 COMPLIANCE WITH LAWS, CHARTER, AND ORDINANCES

A. Services Provider, 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. In accordance with Chapter 2271, Texas Government Code, a governmental entity may not enter into a contract with a company for goods and services unless the contract contains

a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The signatory executing this Agreement on behalf of Services Provider verifies Services Provider does not boycott Israel and will not boycott Israel during the term of this Agreement.

C. In accordance with Chapter 2274, Texas Government Code, a governmental entity may not enter into a contract with a company with at least ten (10) full-time employees for a value of at least One Hundred Thousand and No/100 Dollars (\$100,000.00) unless the contract has a provision verifying that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. The signatory executing this Agreement on behalf of Services Provider verifies Services Provider does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and it will not discriminate during the term of this Agreement against a firearm entity or firearm trade association.

D. In accordance with Chapter 2274, Texas Government Code, a governmental entity may not enter into a contract with a company with at least ten (10) full-time employees for a value of at least One Hundred Thousand and No/100 Dollars (\$100,000.00) unless the contract has a provision verifying that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract. The signatory executing this Agreement on behalf of Services Provider verifies Services Provider does not boycott energy companies, and it will not boycott energy companies during the term of this Agreement.

21.01 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.

22.01 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 Services Provider:

Austin Professional Cleaning Services
9300 Jollyville Road, Suite 106
Austin, TX 78759

Notice to City:

City Manager
221 East Main Street
Round Rock, TX 78664

AND TO:

Stephanie L. Sandre, 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 Services Provider.

23.01 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.

24.01 EXCLUSIVE AGREEMENT

This document, and all appended documents, constitutes the entire Agreement between Services Provider 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.

25.01 DISPUTE RESOLUTION

City and Services Provider 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.

26.01 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.

27.01 MISCELLANEOUS PROVISIONS

Standard of Care. Services Provider 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. Services Provider understands and agrees that time is of the essence and that any failure of Services Provider to fulfill obligations for each portion of this Agreement within the agreed timeframes will constitute a material breach of this Agreement. Services Provider 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 Services Provider'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 Services Provider 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 on the following page.]

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

City of Round Rock, Texas

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

Attest:

By: _____
Meagan Spinks, City Clerk

For City, Approved as to Form:

By: _____
Stephanie L. Sandre, City Attorney

Austin Professional Cleaning Services

By: Maria Jimenez
Printed Name: Maria Jimenez
Title: Director of Finance
Date Signed: 7/19/2023



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

REQUEST FOR PROPOSAL (RFP)

JANITORIAL SERVICES

SOLICITATION NUMBER 23-004

JANUARY 2023

Exhibit "A"

JANITORIAL SERVICES PART I GENERAL REQUIREMENTS

1. **PURPOSE AND BACKGROUND:** The City of Round Rock (CORR), herein after “the City” seeks proposals from firms experienced in janitorial services for commercial buildings.

The City of Round Rock currently owns multiple building locations spanning approximately 1,000,000 square feet of which an estimated 500,000 square feet will need to be cleaned on a scheduled basis per ISSA cleaning standards. **The City expects to multi-award this contract to the two highest-scored Respondents.**

2. **SOLICITATION PACKET:** This solicitation packet is comprised of the following:

Description	Index
Part I – General Requirements	Page(s) 2-5
Part II – Definitions, Standard Terms and Conditions and insurance Requirements	Page 6
Part III – Supplemental Terms and Conditions	Page(s) 7-9
Part IV – Scope of Work	Page(s) 10-17
Part V – Proposal Preparation Instructions and Evaluation Factors	Page(s) 18-20
Attachment A – Reference Sheet	Separate Attachment
Attachment B – Subcontractor Information Form	Separate Attachment
Attachment C – Cost Proposal Sheet	Separate Attachment
Attachment D – List of Locations and Cleaning Schedule	Separate Attachment
Attachment E – Facility Flooring Square Footage	Separate Attachment
Attachment F – Photos of PD Atrium	Separate Attachment
Attachment G – Janitorial Cleaning Requirements	Separate Attachment

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

EVENT	DATE
Solicitation released	January 25, 2023
Mandatory Pre-Proposal meetings	February 9, 2023 @ 8:00 AM CST
Deadline for submission of questions	February 17, 2023 @ 5:00 PM CST
City responses to questions or addendums	Approximately February 22, 2023 @ 5:00 PM CST
Deadline for submission of responses	March 2, 2023 @ 3:00 PM CST

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All questions regarding the solicitation shall be submitted through Bonfire in writing by 5:00 PM, 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://roundrocktexas.bonfirehub.com>

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website:

<https://roundrocktexas.bonfirehub.com>

4. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <https://roundrocktexas.bonfirehub.com> 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.
5. **MANDATORY PRE-PROPOSAL MEETING, SITE VISITS, AND INSPECTION:** A pre-proposal meeting /site visit, and inspections will be conducted to fully acquaint Respondents with the facilities, difficulties and/or restrictions inherent in the services specified. The pre-proposal meeting / site visits will be conducted on the dates specified in PART I, Section 3- Schedule of Events. The respondents must attend all of the site visits.
 - A. Attendance at the pre-proposal meetings / site visit is mandatory. Respondents shall sign-in at the pre-proposal meeting to document their attendance. Immediately following the pre-proposal meetings, a site visit tour will be conducted to enable Respondents to assess conditions. The City reserves the right to determine a response "not available for award" if the Respondent fails to attend the mandatory pre-proposal meeting and site visit tour which shall initially begin at:
**City Council Chambers
221 East Main Street
Round Rock, Texas 78664**
 - B. There will be a limit of two (2) representatives from each Company permitted to attend the pre-bid meeting.
 - C. One Company representative must attend site visits at all locations for that day.
 - D. The City will provide transportation between locations for the site visit tour.
 - E. Respondents are strongly encouraged to bring a copy of the solicitation document with them to the pre-proposal meeting / site visit.
 - F. It is the responsibility of the Respondent to examine each facility and determine quantity, amounts, take precise measurements, determine material requirements, equipment requirements, labor requirements and other solicitation related details during said site visits.
6. **RESPONSE DUE DATE:** Appropriately submitted responses are due at or before 3:00 PM, on the due date noted in PART I, Section 3 – Schedule of Events. The Offeror shall respond via the City's electronic bidding platform, Bonfire: <https://roundrocktexas.bonfirehub.com>
 - A. This request for proposal (RFP) does not commit the City to contract for any supply or service.
 - B. No paper or submittals outside of Bonfire will be accepted by the City.
 - C. Responses cannot be altered or amended after digital opening.
 - D. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
 - E. The City will not be bound by any oral statement or offer made contrary to the written specifications.
 - F. Samples and/or copies shall be provided at the Respondent's expense and shall become the property of the City.
 - G. Late responses will not be considered.

Exhibit "A"

7. **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
8. **EX PARTE COMMUNICATION:** Please note that to insure the proper and fair evaluation of an offer, the City of Round Rock prohibits ex parte communication (e.g., unsolicited) initiated by the Offeror to the City Official, Employee, City Consultant, or Evaluation Team member evaluating or considering the offers prior to the time an award decision has been confirmed. Communication between an Offeror and the City will be initiated by the appropriate City Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the offer. Ex parte communication may be grounds for disqualifying the offending Offeror from consideration of award in evaluation or any future bid.
9. **OPPORTUNITY TO PROTEST:** The Purchasing Manager for the City of Round Rock ("City"), in consultation with the City Attorney, shall have the authority to settle or resolve any dispute concerning the solicitation or award of a contract. The Purchasing Manager may solicit written responses to the protest from other interested parties. The aggrieved person must prepare his or her complaint in writing and send it by electronic mail to the City's Purchasing Department at protest@roundrocktexas.gov.
In the event of a timely protest, the City shall not proceed further with the solicitation or award of a contract unless it is determined that the award must take place without delay, to protect the best interests of the City. The procedures for notifying the City of an alleged deficiency or filing a protest are listed below. If you fail to comply with any of these requirements, the Purchasing Office may dismiss your complaint or protest.
- A. **Prior to Offer Due Date:** If you are a prospective offeror for the award of a contract ("Offeror") and you become aware of the facts regarding what you believe is a deficiency in the solicitation process before the due date for receipt of offers in response to a solicitation ("Offers"), you must notify the City in writing of the alleged deficiency before that date, giving the City an opportunity to resolve the situation prior to the Offer due date.
- B. **After Offer Due Date:** If you submit an Offer to the City and you believe that there has been a deficiency in the solicitation process or the award, you have the opportunity to protest the solicitation process, or the recommended award as follows:
- i. You must file a written notice of your intent to protest within four (4) working days of the date that you know or should have known of the facts relating to the protest. If you do not file a written notice of intent within this time, you have waived all rights to protest the solicitation process or the award.
 - ii. You must file your formal written protest within ten (10) working days of the date that you know or should have known of the facts relating to the protest unless you know of the facts before the Offer has been closed. If you know of the facts before those dates, you must notify the City as stated in section (A) above.
 - iii. You must submit your protest in writing and must include the following information:
 - a. your name, address, telephone number, and email address.
 - b. the solicitation number.
 - c. a specific identification of the statutory or regulatory provision that you are alleging has been violated.
 - d. a detailed statement of the factual grounds for your protest, including copies of any relevant documents.
 - e. a statement of any issues of law or fact that you contend must be resolved; and
 - f. a statement of the argument and authority that you offer in support of your protest.
 - iv. Your protest must be concise and presented logically and factually to help with the City's review.
- C. **Receipt of Timely Protest:** When the City receives a timely and complete written protest, the Purchasing Manager, with assistance from the City Attorney, shall make one of the following determinations:
- i. Determine that a violation of rules and statutes has occurred prior to the award of the contract and inform you and other interested parties of the determination. The City will prepare updated solicitation documents and will re-solicit.

Exhibit "A"

- ii. Determine that no violation of rules or statutes has occurred and inform you and other interested parties of the decision by letter. The reasons for the determination will be presented in the letter.
- iii. Determine that a violation of rules and statutes has occurred after the award of the contract and inform you and other interested parties of the determination. However, the awarded contract will not be canceled. As needed, corrective actions may be taken with purchasing or any other pertinent City staff.
- iv. A determination will usually be made within fifteen (15) business days after receipt of the formal protest.
- v. **Any written decisions by the Purchasing Manager shall be the final administrative action for the City.**

All documentation pertaining to a protest will be kept on file at the City and are subject to open records requests.

PART II
DEFINITIONS, STANDARD TERMS AND CONDITIONS,
AND INSURANCE REQUIREMENTS

1. **DEFINITIONS, STANDARD TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's Definitions and 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. These can be obtained from the City's website at: <https://www.roundrocktexas.gov/city-departments/purchasing/>. In addition, the Supplemental Terms and Conditions listed in Section III, shall also be enforced as part of the contract.
2. **INSURANCE:** The Respondent 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/city-departments/purchasing/>

PART III
SUPPLEMENTAL TERMS AND CONDITIONS

1. **AGREEMENT TERM:** The terms of the awarded agreement shall include but not be limited to the following:
 - A. The term of the Agreement shall begin from date of award and shall remain in full force for sixty (60) months.
 - B. 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 120 days.
2. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
 - A. Have a minimum of five (5) years of experience in commercial janitorial services.
 - B. Must be a member of the International Sanitary Supply Association (ISSA). Respondent must supply their ISSA membership number with their response.
 - C. Must have a physical business location within the State of Texas.
 - D. 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.
 - E. In order to confirm financial stability, the City may choose to review audited financial statements at any time throughout the RFP evaluation process. Upon request, the Respondent shall provide two years audited financial statements, including any notes or supplemental schedules within 2 business days of the original request.
 - F. The Respondent shall include in the proposal a list of all litigation the company or its principals have been involved in within the last three (3) years.
 - G. Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this RFP process.
3. **SUBCONTRACTORS:** **Subcontracting may only be used for “additional services” such as power washing, carpet, high rafter, and window cleaning services. Subcontracting shall not be used for fundamental janitorial services.** If Subcontractors will be used the Respondent is required to complete and submit with their proposal response Attachment B: Subcontractor Information Form. Subcontracting shall be pre-approved by the City’s custodial supervisor on an as-needed basis. The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractors own acts and omissions. The Contractor shall:
 - A. Require that all deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications, and terms of the Contract.
 - B. Require that all Subcontractors obtain and maintain, throughout the term of their agreement, primary insurance in the type and amounts specified for the Contractor, with the City being named as an additional insured; and
 - C. Require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.
 - D. Awarded Contractor is required to submit a list of all subcontractors for approval by the City prior to use of any subcontractors throughout the term of the contract.
4. **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 Respondent shall:

Exhibit "A"

- A. 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.
- B. 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.
- C. 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 Contractor's obligations under this paragraph.

5. WORKFORCE: Successful Respondent shall:

- A. Ensure Respondent's employees perform the services in a timely, professional, and efficient manner.
- B. Ensure Respondent's employees, while working on City property, wear a company uniform that clearly identifies them as the Respondent's employee.
- C. 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.

6. MATERIALS SPECIFICATIONS/DESCRIPTIVE LITERATURE:

- A. Contractor shall supply a list of cleaning chemicals to be used which must be approved by City of Round Rock personnel.
- B. If a solicitation refers to a Qualified Products List (QPL), Standard Products List (SPL) or a manufacturer's name and product, any Offeror offering products not referenced in the solicitation must submit as part of their Offer materials specifications/descriptive literature for the non-referenced product. Materials specifications/descriptive literature must be identified to show the item(s) in the Offer to which it applies.
- C. Materials specifications/descriptive literature are defined as product manufacturer's catalog pages, "cut sheets" applicable tests results, or related detailed documents that specify material construction, performance parameters, and any industrial standards that are applicable such as ANSI, ASTM, ASME, SAE, NFPA, NBS, EIA, ESL, and NSA. The submitted materials specifications/descriptive literature must include the manufacturer's name and product number of the product being offered.
- D. The failure of the materials specifications/descriptive literature to show that the product offered conforms to the requirements of the Solicitation shall result in rejection of the Offer.
- E. **Failure to submit the materials specifications/descriptive literature as part of the Offer may subject the Offer to disqualification from consideration for award.**

7. PRICING: The Respondent shall determine and submit a fixed cost for the work and shall include all incidental costs, materials, 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.

The City has included tentative future build projects on Attachment C- Cost Proposal Sheet that may be added during the term of this Contract. These buildings may be dependent upon bond voting by CORR citizens. On Attachment C- Cost Proposal Sheet the line items for future buildings are highlighted.

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 and shall be equal to the consumer price index for that year, but at no time can the increase be greater than 10% for any single line item unless otherwise approved by the City.

- A. **Consumer Price Index (CPI):** Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average (January through June OR July through December), and each (January through June OR July through December six month average) thereafter. The percentage

difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. The Consumer Price Index (CPI) is found at the Bureau of Labor Statistics, Consumer Price Index website: <http://www.bls.gov/cpi>

B. Procedure to Request Increase:

- i. Email the written price increase request to purchasing@roundrocktexas.gov with the rate detail comparison, a 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.
- ii. 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 or negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.

9. ACCEPTANCE/INSPECTION: Acceptance/Inspection should not take more than two (2) working days. The awarded respondent 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 Contractor 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.

10. PERFORMANCE REVIEW: The City reserves the right to review the awarded Contractor's performance anytime during the contract term.

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. 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. Respondents to the solicitation will be notified when City staff recommendation of award has been made. The award announcement will be posted to the City's website at <https://roundrocktexas.bonfirehub.com> once City Council has approved the recommendation of award and the agreement has been executed.

13. POINT OF CONTACT / DESIGNATED REPRESENTATIVE:

- A. **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 to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.
- B. **The City's designated representative:** The City's designated representative shall be:
Pam Keltgen
Custodian Supervisor
General Services
Phone: (512) 748-4861
E-mail: pkeltgen@roundrocktexas.gov
- C. Do not contact the individual listed above with questions or comments during the course of the solicitation.

Exhibit "A"

PART IV SCOPE OF WORK

1. **BACKGROUND:** The City of Round Rock (CORR), herein after "the City" seeks proposals from firms experienced in janitorial services for commercial buildings.

The City of Round Rock currently owns multiple building locations spanning approximately 1,000,000 square feet of which an estimated 500,000 square feet will need to be cleaned on a scheduled basis per ISSA cleaning standards. **The City expects to multi-award this contract to the two highest-scored Respondents.**

2. **JANITORIAL SERVICE STANDARDS:** This is a performance contract requiring the Contractor to explicitly follow the International Sanitary Supply Association (ISSA) Cleaning Standards during the course of the resulting Contract. These standards are available on the ISSA website:
<https://www.issa.com/education/professional-development-center/the-official-issa-cleaning-times>.

Please refer to **Attachment G- Janitorial Cleaning Requirements** for the City's performance requirements.

- A. **GENERAL SERVICE REQUIREMENTS:** Services shall be performed as required by Attachment D- List of Locations and Cleaning Schedule and Attachment G- Janitorial Cleaning Requirements.

At any time during the resulting Contract the City reserves the right to:

- i. Add or remove facility locations.
- ii. Add additional services and/or additional cleanings to any location.
- iii. Increase or decrease the square footage of any location. All dimensions and square footage are approximations.
- iv. Change the type of floor covering.
- v. Move any facility to a new location; the Contract services shall transfer to that new location.

- B. The Contractor shall provide the City with a cost for any new facilities or services based upon the cost structure utilized in Attachment C- Cost Proposal Sheet for approval by the City two week prior to the start date of servicing the new facility.

3. **DESIGNATED CONTACT PERSON:** To maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified crew leader/point of contact (POC).

- A. The City shall be provided with the designated person's name and telephone number.
- B. This contact person shall remain the same throughout the term of the contract or upon termination of the contact person.
- C. If a change has been made in the contact person due to internal personnel changes, the City's designated representative shall be notified by the Contractor immediately at the time of the change.
- D. NO substitutions of key personnel shall be permitted without written notification of the authorized City's designated representative within 14 business days.
- E. The contact person shall be identified in the solicitation response.
- F. The Contractor shall provide the City with a secondary POC if the primary POC is unavailable.

4. **SAFETY REQUIREMENTS:** The Contractor shall-

- A. Conduct a background check for all personnel and provide said check to the Custodian Supervisor prior to assignment to any City facility.
- B. 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.
- C. Not allow any employees to bring any kind of intoxicants or illegal drugs onto City property.
- D. Not allow any employees to bring visitors including wives, husbands, or children into any City facility.

Exhibit "A"

- E. Not allow any employees to use office equipment to include copy machines, fax machine, City phones, etc.
- F. Ensure that all City facilities remain secure during cleaning times. Contractor shall not allow employees to "prop open" any doors at any time for any facility.
- G. Ensure that employees do not allow access to any facility that their company is not assigned to.
- H. Ensure that all City facilities (doors and windows are locked) when leaving the facility.

5. PERSONNEL REQUIREMENTS: The Contractor shall-

- A. Designate and identify a job manager and non-working shift supervisor who is fluent in English.
- B. Assign a Supervisor representing the Contractor to be on shift at all times, Monday through Sunday according to the hours of work schedule.
- C. Assign to the City only courteous, neat, orderly, and competent workers, skilled in the performance of the services which they shall perform.
- D. 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. An updated list of personnel should be provided to the Custodian Supervisor Quarterly regardless of any changes.
- E. Have on-call porters for weekends and for as needed cleanings.

6. CONTRACTOR RESPONSIBILITIES: The Contractor shall-

- A. Use all new equipment for the resulting Contract.
- B. Note that production rate shall be listed at 3500 ft² per hour.
- C. Provide a list of all equipment to be used for this contract.
- D. Provide a document of procedures for eliminating cross contamination during cleaning.
- E. Provide man hours along with cost for each facility. See Attachment C- Cost Proposal Sheet. Contractor shall not include supervisor hours under man hours.
- F. If the level of cleaning at any time is considered unacceptable to the City, the Contractor shall be required to increase their staff or take whatever measures are required to provide acceptable cleanliness.
- G. Take immediate action to remedy non-compliance issues. Upon notice of unsatisfactory cleaning performance, the Contractor shall have 24 hours from time of notice to start a corrective action at no expense to the City.
- H. Shall check and report any obvious damages to the City's Custodian Supervisor.
- I. **Contract Manager and Shift Supervisor Responsibilities:**
 - i. **The Contracting Manager shall:**
 - 1) Be knowledgeable of all the specifications of the contract.
 - 2) Accompany Custodian Supervisor during mandatory monthly inspections. One building per month will be chosen by the City for inspection.
 - 3) Meet with Custodian Supervisor monthly to review service changes or issues.
 - ii. **The Shift Supervisor shall:**
 - 1) Be on site during cleaning to supervise personnel.
 - 2) Be knowledgeable of all the specifications of the contract.
 - 3) Inspect the performance of the janitorial personnel to assure compliance with the contracted services.
 - 4) Immediately report any damages and/or any infestation of insects or rodents.

7. SUPPLIES AND STORAGE: The Contractor will have the ability to store equipment as needed at certain locations upon request. The City must approve the storage of the equipment. The City will not be held responsible for any stored equipment.

Exhibit "A"

8. **POWER WASHING SERVICES:** These services may be requested for any city building exterior, parking garage, or sidewalks on an as needed basis. This section is considered an "Additional Service."
- A. This service shall be used to remove all foreign substances from the surface without damaging the building exterior, interior, or sidewalk.
 - B. Power washing services must follow all Texas Commission on Environmental Quality (TCEQ) regulations regarding water and wastewater.
9. **CARPET CLEANING:** For facilities that are not on a regular cleaning schedule the City reserves the right to request these services. This section is considered an "Additional Service." The Contractor shall-
- A. Provide individual Safety Data Sheets for all chemicals used.
 - B. Provide all equipment required to perform the task.
 - C. Be appropriately staffed at all times during the Contract to provide optimum conditions of carpet cleanliness.
 - D. Take immediate action to remedy issues. Upon notice of unsatisfactory work, the Contractor will have 48 hours to take measures to bring the level of service to an acceptable level.
 - E. Inspect to identify problem areas and general characteristics of the carpet.
 - F. Remove Furniture, rugs, and other items from the area to be cleaned.
 - G. Use precautions such as walk off mats, corner guards, and moving blankets set up to protect delicate areas.
 - H. Vacuum carpeting to remove soiling.
 - I. Spray carpet with approved preconditioning agent to degrade built-up soiling.
 - J. Pre-treated heavily soiled or stained spots with safe yet high strength solution to facilitate spot removal.
 - K. Use oscillator of rotary machine to further dislodge soiling, particularly in high traffic areas.
 - L. Clean carpet with heat extraction and wet vacuum to ensure carpeting is not over-wetted.
 - M. Re-treat any remaining spots with additional spot treatment.
 - N. Use approved neutralizer applied to carpet to maintain PH balance and prevent sticky residue.
 - O. Inspect the final carpet condition with City of Round Rock representative to ensure expectations are met.

10. **HIGH RAFTER CLEANING:** This section is considered an "Additional Service."

Annual cleaning shall consist of all labor, supervision, equipment, and supplies to clean and remove dust/debris from ceiling area, walls, lighting apparatus, and rafters. Services shall be performed at the following locations:

- A. **CLAY MADSEN RECREATION CENTER (CMRC)**
- i. Ceiling /rater cleaning work shall include certified mechanical lift operators.
 - ii. Floors shall be cleaned after ceiling/high rafter cleaning.
 - iii. Work hours are limited and shall consist of overnight cleaning and shall be coordinated with Custodian supervisor.
 - iv. Areas to be cleaned:
 - 1) Gym/Basketball court:
 - a. 15,750 sq ft – to be cleaned once a year.
 - b. Cleaning includes rafters, hard metal duct work, 12 basketball hoop systems, 32 light fixtures, and metal wall panels.
 - 2) Mezzanines:
 - a. To be cleaned once per year
 - b. Access to the mezzanines is limited; crew shall access the mezzanines via permanent ladder in an enclosed space.

Exhibit "A"

- 3) Four Racquetball Courts:
 - a. To be cleaned once per year
 - b. Cleaning includes hand wiping of ceiling and walls with damp microfiber cloth on hard surface board, then dried to prevent smudging or cleaning residue.
 - c. If mechanical lift equipment is utilized, care shall be taken to protect the court floor.
 - 4) Lobby:
 - a. To be cleaned once per year
 - b. Cleaning includes cathedral ceiling, vertical drop wall and ledge, metal vents, and light apparatus (light apparatus has a very hot track).
 - c. Ceiling area over light apparatus shall be cleaned (there is limited access to ceiling area over light apparatus).
 - 5) Pool room:
 - a. 7,500 sq. ft. to be cleaned every 2 years, after pool has been emptied.
 - b. Cleaning includes ceiling/rafters, hard and soft HVAC duct work, metal wall panels, and light fixtures.
 - c. Contractor will work closely with custodian supervisor and CMRC to determine dates and times for pool room ceiling cleaning.
 - d. Pool shall be cleaned after high ceiling/rafter cleaning in pool room.
 - e. If utilizing mechanical lift equipment care shall be taken to protect the pool room floor and pool itself from equipment damage.
- B. **ROUND ROCK SPORTS CENTER:** Annual cleaning shall consist of all labor, supervision, equipment, and supplies to clean and remove dust/debris from ceiling area, lighting, dividers, monitors, and rafters. This shall also include certified mechanical lift operators.
- i. Everything above the main arena wood floor and upper-level seating sections shall be wiped down and cleaned.
 - ii. Floors shall be cleaned each day after high ceiling/ rafter cleaning.
 - iii. Annual Cleaning to include:
 - 1) 12 overhead volleyball net systems and motors/cables
 - 2) 18 overhead basketball hoop systems and motors/cables.
 - 3) Roll- Up divider curtains and motors
 - 4) 12-60" Television screens and support brackets
 - 5) All roof structure support beams (horizontal, vertical, and cross)
 - 6) All light fixtures, to include globe lights and vertical pedestal lights.
 - 7) HVAC ductwork
 - 8) Audio speakers and support brackets
 - 9) Facility banners and support brackets
 - iv. Time Restrictions:
 - 1) Exact work hours and days shall be scheduled with the RRSC Operations Manager.
 - 2) Aerial Floor Primary hours.
 - a. Monday- Friday
 - b. Beginning at 10 PM- completed by 2 PM the following afternoon.
 - 3) Court surface Primary hours
 - a. Monday – Friday
 - b. Beginning at 2 PM – completed by 4 PM the same day.
 - 4) The court surface shall be dust mopped and/or wet mopped, as appropriate.
 - v. Estimated size of arena bowl is 62,400 square feet. Estimated height of arena bowl is 32 feet from floor to bottom of first rafter.
 - vi. Vendor shall have certified mechanical lift operators and shall use proper measures to protect the floor at all times.
 - 1) The RRSC Operations Manager will determine appropriate floor covering (s) required and approve or disapprove before use.

Exhibit "A"

- 2) Lifts shall be in compliance with RRSC'S weight bearing rules as outlined below.
- 3) Weight Bearing for court surface:
 - a. If lift weighs less than 4,000 pounds, it may operate on RRSC gym floor with only a protective covering of Masonite between the lift wheels and the floor surface.
 - b. If lift weighs more than 4,000 pounds, it may only operate on gym flooring using the RRSC's covering of 3/4" plywood on top of the Masonite.

C. **POLICE DEPARTMENT SALLY PORT AND SMALL GARAGE:** Cleaning shall occur once per year and shall include all labor, supervision, equipment, and supplies to clean and remove dust/debris from ceiling area, lighting, walls, and rafters. HVAC ductwork shall be hand-wiped. This shall include certified mechanical lift operators. Floors shall be cleaned after high rafter cleaning if multiple days are required floors shall be cleaned at the end of each cleaning period.

- i. Sally Port – 18,525 Sq ft
- ii. Small garage – 500 sq ft
- iii. There will be limited access to rafters in caged areas due to security – cages shall be cleaned with extensions to the best of their ability.
- iv. Contractor employees shall be conscious of police vehicles arriving and departing at any time and shall be able to shift equipment and people quickly so as not to disrupt or interrupt the flow of traffic.
- v. Custodian Supervisor shall coordinate with the Police Dept if vehicles need to be moved, or if a sections of parking areas need to be closed off for cleaning.

11. **WINDOW CLEANING SERVICES:** This section is considered an "Additional Service."

- A. All services shall be scheduled with City's designated representative to give date and time in which all work is to be performed for each location of services prior to work being performed.
- B. All services performed shall require prior authorization from the City's designated representative and a City approved purchase order before work commences.
- C. The City reserves the right to request additional visits or cancel visits as required.
- D. If lift equipment is used and it is desired to leave on City property, Contractor must seek prior approval and coordination with the City to leave equipment on City property. Note: City shall not be held liable for equipment left on site.
- E. A Safety Data Sheet (SDS) must be provided to the City for any chemical used and the City reserves the right to reject the use of any given product.
- F. Cleaning chemicals must not cause damage to window frames, building exterior or any surrounding materials including plants.
- G. Contractor shall remove mineral deposits, tape, paint, dirt, dust, or other residues at no additional cost.
- H. Visible cleaner/watersplash and drip marks will be avoided, if possible, if not possible they should be removed from all adjacent surfaces.
- I. The Contractor shall clean all windows, glass partitions, door glass, mullions, sills, and the entire frame of the window and work shall be done in such a manner as to eliminate dirt, dust, smudges, smears, streaks, water spots and/or window cleaner residue.
- J. Window cleanings shall include the interior and exterior of all entrance and exit doors and lobbies with glass unless otherwise specified in this solicitation. All adjacent glazing shall be included in the window count unless otherwise specified.
- K. At the completion of each day's work, all debris and trash from the work site shall be removed and disposed at the expense of the Contractor.

Exhibit "A"

- L. **CITY FACILITIES**: The City reserves the right to add additional facilities at any time during the term of the contract. The pricing shall be determined with the City's designated representative at an agreed upon price comparable to prices submitted by the successful Contractor. If the price offered cannot be determined reasonable, then the City reserves the right to seek the services from other sources.

Window cleaning services shall be performed at the following locations:

i. **Water Treatment Plant (Phase 3)**

- 1) Location: 5400 North IH-35, Round Rock, TX 78681 Building size: 14,876 sq. ft. two (2) story facility
- 2) Frequency: Once a year
- 3) Special Instructions:
 - a. Exterior cleaning only.
 - b. This facility has high security. Access to this facility will be determined at the post-award meeting with the City's designated representative.
 - c. South side: Windows will need to be cleaned with extensions only, as there is limited access to the windows. These windows are above open water holding tanks, and therefore, the windows must be cleaned with water only and no cleaners.
 - d. Water hose hook ups are available for the windows above the water tanks at the rear of the facility.

ii. **Water Treatment Plant (Phase 5)**

- 1) Location: 5400 North IH-35, Round Rock, TX 78681 Building size: 14,876 sq. ft. two (2) story facility
- 2) Frequency: Once a year
- 3) Special Instructions:
 - a. Exterior cleaning only.
 - b. This facility has high security. Access to this facility will be determined at the post-award meeting with the City's designated representative.
 - c. South side: Windows will need to be cleaned with extensions only, as there is limited access to the windows. These windows are above open water holding tanks, and therefore, the windows must be cleaned with water only and no cleaners.

iii. **Round Rock Sports Center**

- 1) Location: 2400 Chisholm Trail Drive, Round Rock, TX 78681 Building size: 82,800 sq. ft. two (2) story facility
- 2) Frequency: Twice a year
- 3) Special Instructions:
 - a. North side: There is very limited access to the windows on this side. There is no access for equipment, therefore, Contractor will need to utilize ladders for the window cleaning.
 - b. Back side: Some of the sections of windows on the back side have louver shades. The louver shades shall not be removed.
 - c. South side: Some of the sections of windows on the south side have louver shades. The louver shades shall not be removed but shall be hand wiped clean.

iv. **McConico Building**

- 1) Location: 301 West Bagdad, Round Rock, TX 78664 Building size: 26,382 sq. ft. two (2) story building
- 2) Frequency: Twice a year
- 3) Special Instructions: Lift equipment may be used inside the facility to clean the upper windows of the front lobby. Caution should be used to protect the flooring by using plywood or other City approved methods of protection.

v. **Clay Madsen Recreation Center (CMRC)**

- 1) Location: 1600 Gattis School Road, Round Rock, TX 78665 Building size: 39,000 sq. ft. one (1) story building

Exhibit "A"

- 2) Frequency: Twice a year

vi. Library

- 1) Location: 216 East Main Street, Round Rock, TX 78664 Building size: 42,000 sq. ft. two (2) story building Frequency: Twice a year
- 2) Special Instructions: Front entrance- Only the exterior of the lobby windows shall be cleaned.

vii. Business Center

- 1) Location: 231 East Main Street, Round Rock, TX 78664 Building size: 18,500 sq. ft. two (2) story building
- 2) Frequency: Twice a year

viii. City Hall

- 1) Location: 221 East Main Street, Round Rock, TX 78664 Building size: 24,000 sq. ft. three (3) story building
- 2) Frequency: Twice a year
- 3) Special Instructions: The exterior windows, including the skywalk between City Hall and Business Center shall be cleaned.

ix. Public Safety Training Center

- 1) Location 2801 North Mays Round Rock, TX 78664
- 2) Building Size: 65,340 sq. ft. one story facility
- 3) Frequency: Twice a year
- 4) This facility has high security. Access to this facility will be determined at the post-award meeting with the City's designated representative.

x. Luther Peterson Service Center

- 1) Location: 3400 Sunrise Round Rock, TX 78664
- 2) Building Size: 63,000 sq. ft. two story facility
- 3) Frequency: Twice a year
- 4) This facility has high security. Access to this facility will be determined at the post-award meeting with the City's designated representative.

xi. Round Rock Police Department

- 1) Location: 2701 N Mays St, Round Rock, TX 78665
- 2) Building Size: 97,950 sq. ft. One (1) story building with interior atriums
- 3) Frequency: Upon request only
- 4) Special Instructions: Please see Attachment F- Photos of PD Atrium
 - a. This facility has high security. Access to this facility will be determined at the post-award meeting with the City's designated representative.
 - b. Front entrance: Only the exterior part of the lobby and the doors shall be cleaned.
 - c. Atriums: There are a total of four (4) atriums that the windows will need to be cleaned inside and out.

xii. New Library

- 1) Location: 200 East Liberty Ave, Round Rock TX, 78665
- 2) Building Size: 66,000 Sq Ft three Story building
- 3) Frequency: quarterly
- 4) Special Instructions: No lifts on Turf. Must provide a protective covering for turf. Must provide lift. Cleaning for Interior vestibule windows at entrance.

xiii. New Library Parking Garage

- 1) Location: 200 East Liberty Ave Round Rock TX 78665
- 2) Building Size: Cleaning for Stairwell and elevator Vestibule only
- 3) Frequency: quarterly
- 4) Special Instructions: Must Provide a Lift, Must block off stairwell when cleaning

12. CITY RESPONSIBILITIES: The City will-

- A. Provide site access and badges to the Contractor and all required personnel.
- B. Provide consumables such as paper towels, soap, trash bags, etc.
- C. Provide a secure location for equipment if needed (upon request).
- D. Provide standard access to electricity and water.
- E. Give notification to the Contractor about changes in facility locations or new additions in a timely manner.

**PART V
PROPOSAL PREPARATION INSTRUCTIONS
AND EVALUATION FACTORS**

1. **PROPOSAL ACCEPTANCE PERIOD:** All proposals are valid for a period of one hundred and twenty (120) calendar days subsequent to the RFP closing date unless a longer acceptance period is offered in the proposal.
2. **PROPOSAL RESPONSE:** Responses shall be clear and concise while appropriately responding to the evaluation criteria listed below in Section 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://roundrocktxvendors.munisselfservice.com/Vendors/default.aspx>

Proposal Submittal Instructions: The Respondent shall include all of the following documents in their response-

- ☐ A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities.
- ☐ List of Exceptions (if any)- Be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the Proposal by the City. Exceptions to this solicitation if any, shall be submitted on a separate sheet labeled "Exceptions" with the Respondent's proposal.
- ☐ Acknowledge Addenda (if applicable)
- ☐ Attachment A- Reference Sheet
- ☐ Attachment B- Subcontractor Form (if applicable)
- ☐ Attachment C- Cost Proposal Sheet
- ☐ Company Information- which gives in brief, concise terms, a summation of the proposal. Include the following-
 - Business Organization:** State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.
 - Project Management Structure:** Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and interface the team with City project management and team personnel. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.
 - Authorized Negotiator:** Include the name, email address, and telephone number of the person(s) in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.
- ☐ Segment requirements listed below.

3. EVALUATION CRITERIA:

A. Segment 1 – Respondent's Solution and Program

- i. **System Concept and Solution:** Define in detail your understanding of the requirement presented in the Scope of Work of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your proposal.
- ii. **Program:** Describe your janitorial plan for accomplishing the required work. Include such information as necessary to show tasks, and decision points related to the Scope of Work and your plan for accomplishment. As part of your proposal, you must also indicate:
 - Contractors' ISSA Member number and the year Contractor became a member of ISSA.
 - Number of contracts you are currently providing ISSA standards for.
 - Number of employees Contractor will commit per site.
 - Submittal of all equipment to be used, it must be new.
 - Procedure of eliminating cross contamination during cleaning.
 - Contractor shall supply a list of cleaning chemicals to be used with all material specifications and descriptive literature as specified in this solicitation.

Exhibit "A"

B. Segment 2 – Company Work Experience and Personnel

- i. Prior Experience: State the number of years the Respondent company has been providing commercial janitorial services. Describe only relevant municipal, corporate, and individual experience for the company and personnel who will be actively engaged in the project. Do not include corporate experience unless personnel assigned to this project actively participated. Do not include experience prior to 2014. Supply the project title, year, and reference name, title, present address, and phone number of principal persons for whom prior projects were accomplished.
- ii. Personnel: Include names, qualifications, and resumes of all personnel who will be assigned to the account. State the primary work assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title.

C. Segment 3 – Cost Proposal: Information described in the following subsections is required from each Proposer. Your method of costing may or may not be used but should be described. A firm fixed price or not-to-exceed Contract is contemplated.

- i. Manpower. Separate from the cost proposal sheet itemize to show the following for each category of personnel with separate hourly rate. This will become part of the resulting Contract.
 - 1) Manager, Supervisor, senior consultant, analyst, subcontractor etc.
 - 2) Estimated hours for each category of personnel.
 - 3) Rate applied for each category of personnel.
- ii. Estimated Annual Total (not to exceed) on Attachment C- Cost Proposal Sheet. This should include all supplies and materials required to successfully perform the Contract.

4. **EVALUATION CRITERIA**: The intent of the City is to award to multiple respondents in accordance with the evaluation criteria below. The purpose of this evaluation criteria is to determine which proposals best meet the requirements and provide the best overall value to the City.

A. Evaluation Criteria:	Weights:
• Respondent's Solution and Program (Segment 1)	35 pts
• Company Work Experience and Personnel (Segment 2)	45 pts
• <u>Cost Proposal (Segment 3)</u>	<u>20 pts</u>
Maximum Weight:	100 pts

- B. An evaluation committee will be established to evaluate the proposal. The committee will include employees of the City and may include other impartial individuals who are not City employees. The evaluation committee will determine if discussions and/or Best and Final Offers (BAFO) are necessary. Award of a contract may be made without discussions or BAFO, if in the best interest of the City. The evaluation committee may determine that discussions are necessary to clarify or verify a written proposal response. The City may, at its discretion, elect to have respondents provide oral presentations of their proposal. The City reserves the right to rescore an offer based on provided demonstrations. A request for a BAFO is at the sole discretion of the City and will be requested in writing. The evaluation committee will evaluate the finalists and make a recommendation for award.
- C. The City reserves the right to reject any or all proposals submitted, or to award to the respondents who in the City's opinion, offer the best value to the City. The City also reserves the right to cancel the RFP process and pursue alternate methods for providing the requirements.
- D. The City reserves the right to conduct studies and other investigations as necessary to evaluate any proposal.
- E. The City reserves the right to waive any minor technicality, irregularities, or informalities noted in the submission process. Submission of proposal confers no legal rights upon any Respondent.
- F. The City reserves the right to request further documentation or information and to discuss proposal response with any Respondent in order to answer questions or to clarify any aspects of the proposal.
- G. The City may develop a "short list" of qualified proposals and may determine that the Respondent(s) should submit a Best and Final Offer (BAFO). Each "short listed" Respondent will be given a reasonable opportunity for discussion and revision of their proposal.

5. AGREEMENT NEGOTIATIONS AND AWARD PROCESS:

- A. A proposal presented in response to this RFP is subject to negotiation concerning any issues deemed relevant by the City. The City reserves the right to negotiate any issue with any party. Any unsolicited communication by the Respondent to a City official, undesignated employee, or an evaluation team member evaluating or considering the offers may be grounds for disqualifying the offending Offeror from consideration of award.
- B. Submission of proposal indicates the Respondent's acceptance of the evaluation process and recognition that the City may make subjective judgments in evaluating the proposal to determine the best value for the City.
- C. If negotiations are successful, the City and Respondent may enter into an agreement. If negotiations are unsuccessful, the City may formally end negotiations with that Respondent.
- D. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received.
- E. An independent signed authorized Contract will be sent to the successful Respondent(s). Execution of a City of Round Rock contract is required prior to starting work and processing any payments to the awarded Contractor.

6. POST AWARD MEETING: The City and the Contractor may schedule a post award meeting to discuss, but not be limited to the following:

- A. The method to provide a smooth and orderly transition of services performed from the current Contractor.
- B. Provide City contact(s) information for implementation of the Agreement.
- C. Identify specific milestones, goals, and strategies to meet objectives.

Exhibit "A"

ATTACHMENT A REFERENCE SHEET

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: RFP 23-004

RESPONDENT'S NAME: Austin Professional Cleaning Services, LLC **DATE:** 002/28/23

Provide the name, address, telephone number and **E-MAIL** of at least three (3) valid Municipal, Government agencies or firms of comparable size that have utilized services that are similar in type and capacity within the last two (2) years. 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.

1. Company's Name	City of Cedar Park
Name of Contact	Mark Shelnutt
Title of Contact	Facilities Maintenance Foreman
E-Mail Address	Mark.Shelnutt@cedarparktexas.gov
Present Address	450 Cypress Creek Rd, Building 1
City, State, Zip Code	Cedar Park, Texas, 78613
Telephone Number	(512) 401-5120 Fax Number: ()

2. Company's Name	City of Buda
Name of Contact	Eugene Rybicki
Title of Contact	Facility Manager
E-Mail Address	Eugene.rybicki@budatx.gov
Present Address	405 E. Loop Street, Building 100
City, State, Zip Code	Buda, Texas, 78610
Telephone Number	(512) 523-1073 Fax Number: ()

3. Company's Name _____
 Name of Contact _____
 Title of Contact _____
E-Mail Address _____
 Present Address _____
 City, State, Zip Code _____
 Telephone Number () Fax Number: ()

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

~~Exhibit "A"~~
~~ATTACHMENT B~~
SUBCONTRACTOR INFORMATION FORM
COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: RFP – 23-004

RESPONDENT'S NAME: Austin Professional Cleaning Services, LLC

DATE: 02/28/23

- **CIRCLE ONE - NO, I WILL NOT USE SUBCONTRACTORS ON THIS CONTRACT** **NO ☒**

YES, I INTEND TO USE SUBCONTRACTORS ON THIS CONTRACT **YES**

If yes complete the information below

1.	Subcontractor Name	<hr/>	
	Name of Contact	<hr/>	
	E-Mail Address	<hr/>	
	Address	<hr/>	
	City, State, Zip Code	<hr/>	
	Telephone Number	(<hr/>)	Fax Number: (<hr/>)
	Describe work to be performed	<hr/>	
	Percentage of contract work to be performed	<hr/> %	
<hr/>			
2.	Subcontractor Name	<hr/>	
	Name of Contact	<hr/>	
	Title of Contact	<hr/>	
	E-Mail Address	<hr/>	
	Address	<hr/>	
	City, State, Zip Code	<hr/>	
	Telephone Number	(<hr/>)	Fax Number: (<hr/>)
	Describe work to be performed	<hr/>	
	Percentage of contract work to be performed	<hr/> %	
<hr/>			

- *Add additional pages as needed*

Exhibit "A"
Attachment C - Cost Proposal Sheet
RFP 23-004 Janitorial Services

For pricing information see Part III, Item 6 of the solicitation. All quantities listed are annual estimates. The City reserves the right to purchase more or less than the quantities indicated below. Highlighted lines are future buildings that have not been completed yet. These buildings are subject to construction approval based on citizen voting.

Special Instructions: All prices must be quoted in order to be considered responsive

Section I: Janitorial Services

No.	Location	Physical Address	Man Hours required for location	Estimated number of cleanings per year	Unit	Location Cost per Cleaning	Extended Total
1	BACA	301 W. Bagdad Street (Building 2)	10	365	Each	\$143.00	\$52,195.00
2	Bob Bennet Building	3400 Sunrise Road	14	280	Each	\$197.00	\$55,160.00
3	Bob Bennet Building- Expansion Phase II	3400 Sunrise Road	21	280	Each	\$316.00	\$88,480.00
4	Bob Bennet Building- Expansion Phase III	3400 Sunrise Road	23	280	Each	\$346.00	\$96,880.00
5	Brushy Creek East Wastewater Treatment Plant	3939 E. Palm Valley Blvd	5	176	Each	\$75.00	\$13,200.00
6	Brushy Creek East Wastewater Treatment Plant shop area restroom	3939 E. Palm Valley Blvd	1	176	Each	\$20.00	\$3,520.00
7	Brushy Creek East Wastewater Treatment Plant Trailer office	3939 E. Palm Valley Blvd	5	176	Each	\$63.00	\$11,088.00
8	Business Center	231 E. Main Street	7	280	Each	\$100.00	\$28,000.00
9	CH parking garage elevator	221 E. Main Street	1	280	Each	\$25.00	\$7,000.00
10	City Hall	221 E. Main Street	10	280	Each	\$135.00	\$37,800.00
11	Clay Madsen Rec Center	1600 Gattis School Road	13	384	Each	\$201.00	\$77,184.00
12	Clay Madsen Rec Center Expansion	1600 Gattis School Road	6	385	Each	\$90.00	\$34,650.00
13	CRU	2008 Enterprise Drive	3	72	Each	\$73.00	\$5,256.00
14	Fire Logistics	3300 Gattis School Road	5	72	Each	\$69.00	\$4,968.00
15	General Services	212 Commerce Cv.	6	72	Each	\$85.00	\$6,120.00
16	Intermodal parking garage elevator	300 W. Bagdad	1	280	Each	\$20.00	\$5,600.00
17	Intermodel Ticket Booth	300 W. Bagdad	1	289	Each	\$20.00	\$5,780.00
18	Kinncingham Park-Regular Cleaning	1000 South Creek Drive	4	72	Each	\$60.00	\$4,320.00
19	Kinncingham Park-Event Cleaning	1001 South Creek Drive	10	72	Each	\$160.00	\$11,520.00
20	Kinncingham Park-CampCleaning	1002 South Creek Drive	5	72	Each	\$75.00	\$5,400.00
21	McConico Building	301 W. Bagdad Street (Building 1)	9	280	Each	\$135.00	\$37,800.00
22	Multi-Purpose Complex- Office Detail	2001 Kenny Fort Blvd	19	20	Each	\$335.00	\$6,700.00
23	New Library	200 East Liberty Ave	21	385	Each	\$316.00	\$121,660.00
24	New Recreation Center	Old Settlers Park	16	385	Each	\$240.00	\$92,400.00
25	Old Library	216 E Main Street	13	384	Each	\$198.00	\$76,032.00
26	Pard Yard	300 S. Burnet Street	1	280	Each	\$20.00	\$5,600.00
27	Public Safety Training Center	2801 N. Mays Street	16	176	Each	\$245.00	\$43,120.00
28	Public Safety Training Center- Expansion	2801 N. Mays Street	6	180	Each	\$75.00	\$13,500.00
29	Rabb House	151 N A.W. Grimes Blvd	8	72	Each	\$120.00	\$8,640.00
30	Rock Care Clinic	901 Round Rock Ave	2	280	Each	\$37.00	\$10,360.00
31	Round Rock Sports Center	2400 Chisholm Trail Drive	38	124	Each	\$665.00	\$82,460.00
32	Round Rock Sports Center- Expansion	2400 Chisholm Trail Drive	8	104	Each	\$110.00	\$11,440.00
33	Streets, Signs, and Signals	910 Luther Peterson Place	4	280	Each	\$63.00	\$17,640.00
34	Vehicle Maintenance	901 Luther Peterson Place	3	280	Each	\$48.00	\$13,440.00
35	Additional Cleanings	All Locations		100	SQ FT	\$0.10	\$10.00
Estimated Annual Total:							\$1,094,923.00

Section II: ADDITIONAL SERVICES UPON REQUEST

This section will not be evaluated however the services and prices listed below will become part of the contract. ☐

No.	Location	Physical Address	Man Hours required for location	Annual Cleanings	Unit	Unit Cost	Extended Total
Power Washing- Parking Garages							
36	City Hall Parking Garage(s)	111 S. Lampasas Street		15	Each	\$ 4,500.00	\$67,500.00
37	Allen R. Baca Parking Garage(s)	301 West Bagdad Ave.		15	Each	\$ 5,000.00	\$75,000.00
38	Intermodal Parking Garage(s)	310 West Bagdad Ave.		15	Each	\$ 5,500.00	\$82,500.00
39	Library Parking Garage(s)	200 East Liberty Ave		15	Each	\$ 6,000.00	\$90,000.00
Power Washing Flatwork and Exteriors							
40	Sidewalks/flatwork	All Locations		100,000	Sq Ft	\$ 0.05	\$5,000.00
41	Building Exteriors	All Locations		100,000	Sq FT	\$ 0.05	\$5,000.00
Estimated Annual Total:							\$325,000.00
No.	Location	Physical Address	Unit of Measure	Annual Cleanings	Unit	Unit Cost	Extended Total
Non-Scheduled Carpet Cleaning Services							
42	Carpet Cleaning	All Locations	As needed	30,000	SqFt	\$ 0.20	\$6,000.00
Estimated Annual Total:							\$6,000.00
No.	Location	Physical Address	Unit of Measure	Annual Cleanings	Unit	Unit Cost	Extended Total
High Rafter Cleaning							
43	Round Rock Sports Center	2400 Chisholm Trail 76861	Cleaning	15	Each	\$ 3,000.00	\$45,000.00
44	Clay Madsen Recreations Center (CMRC)	1600 Gattis School Road 78665	Cleaning	15	Each	\$ 4,000.00	\$60,000.00
45	New Recreation Center	Old Settlers Park	Cleaning	15	Each	\$ 4,000.00	\$60,000.00
46	Police Dept Sally Port and Small Garage	2701 North Mays	Cleaning	15	Each	\$ 500.00	\$7,500.00
Estimated Annual Total:							\$172,500.00

Exhibit "A"
Attachment C- Cost Proposal Sheet
RFP 23-004 Janitorial Services

No.	Location	Physical Address	Unit of Measure	Annual Cleanings	Unit	Unit Cost	Extended Total
Window Cleaning Services							
47	Bob Bennet Building Expansion Phase 1	3400 Sunrise Road	Cleaning(s)	10		\$ 2,000.00	\$20,000.00
48	Bob Bennet Building Expansion Phase 2	3400 Sunrise Road	Cleaning(s)	10		\$ 2,000.00	\$20,000.00
49	Bob Bennett Building	3400 Sunrise Road	Cleaning(s)	10		\$ 1,000.00	\$10,000.00
50	Business Center	231 E. Main Street	Cleaning(s)	10		\$ 750.00	\$7,500.00
51	City Hall	221 E. Main Street	Cleaning(s)	10		\$ 950.00	\$9,500.00
52	Clay Madsen Recreations Center (CMRC)	1600 Gattis School Road	Cleaning(s)	10		\$ 650.00	\$6,500.00
53	Library-Old Library	216 E Main Street	Cleaning(s)	10		\$ 700.00	\$7,000.00
54	McConico Building	301 W. Bagdad Street (Building 1)	Cleaning(s)	10		\$ 700.00	\$7,000.00
55	New Library	200 East Liberty Ave.	Cleaning(s)	10		\$ 2,500.00	\$25,000.00
56	New Recreation Center	Old Settlers Park	Cleaning(s)	10		\$ 750.00	\$7,500.00
57	Public Safety Training Center	2801 N. Mays Street	Cleaning(s)	10		\$ 500.00	\$5,000.00
58	Public Safety Training Center-Expansion	2801 N. Mays Street	Cleaning(s)	10		\$ 250.00	\$2,500.00
59	Round Rock Police Department	2701 North Mays	As needed	10		\$ 250.00	\$2,500.00
60	Round Rock Sports Center	2400 Chisholm Trail Drive	Cleaning(s)	10		\$ 600.00	\$6,000.00
61	Water Treatment Plant (Phase 3)	5400 North IH-35	Cleaning	10		\$ 500.00	\$5,000.00
62	Water Treatment Plant (Phase 5)	5400 North IH-35	Cleaning(s)	10		\$ 500.00	\$5,000.00
Estimated Annual Total:							\$146,000.00

Attachment D List of Locations and Cleaning Schedule

Location		Days	Times	Frequency	Comment
City Hall	221 E. Main Street, Round Rock	Monday-Friday	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.
CH parking garage elevator	221 E. Main Street, Round Rock	Monday-Friday	b/w 9 PM- 2 A M		
BACA Center	301 W. Bagdad, Round Rock Building 2	Monday-Sunday	b/w 10PM-4AM	7 days/week	
Business Center	231 E. Main Street, Round Rock	Monday-Friday		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	216 E Main Street, Round Rock	Monday-Sunday	b/w 9 PM- 2 AM	7 days/week	
CRU	2008 Enterprise Drive,Round Rock	Friday	b/w 6 PM- 2 AM	1 days/week	
Clay Madsen Rec Center	1600 Gattis School Road, Round Rock	Monday-sunday	b/w 11:00 PM-5 AM	7 days/week	Cleaning contractor will not enter facility until Rec employees have vacated and secured the facility.
McConico Building	301 W. Bagdad Street ,Round Rock (Building 1)	Monday-Friday	b/w 6 PM- 2 AM	5 days/week	
Streets,Signs, and Signals	910 Luther Peterson Place, Round Rock	Monday-Friday	b/w 6 PM – 2 AM	5 days/week	
BACA	301 W. Bagdad Street, Round Rock (Building 2)	Monday-Friday	b/w 9 PM- 2 AM	7 days/week	
Intermodel Ticket Booth	300 W. Bagdad, Round Rock	Monday-Friday	b/w 6 PM-2 AM	5 days/week	
Intermodal parking garage elevator	300 W. Bagdad, Round Rock	Monday-friday	b/w 6 PM-2 AM	5 days/week	
Vehicle Maintenance	901 Luther Peterson Place, Round Rock	Monday-Friday	b/w 8 PM- 2 AM	5 days/week	
Rock Care Clinic	901 Round Rock Ave, Round Rock	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	2001 Kenny Fort Blvd, Round Rock	N/A	N/A	Bi-Annual	Clean and power wash building exterior
Kinningham Park	1000 South Creek Drive, Round Rock	Tuesday	b/w 8pm-2am	1 day weekly/ on demand	In addition to Tuesday cleaning, special cleanings will be scheduled after each use of the Kinningham house including Saturdays and Sundays.Also during camp seasons all wet areas will be cleaned daily Mon-Thurs and entire facility detail cleaned on Fridays.
Rabb House	151 N A.W. Grimes Blvd, Round Rock	Thursday	b/w 9 AM – 3 PM	1 day/week/on demand	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	3939 E. Palm valley Blvd, Round Rock	Sunday, Tuesday, Thursday	b/w 4 PM-9 PM	3 days/week	
Brushy Creek East Wastewater Treatment Plant Trailer office	3939 E. Palm valley Blvd, Round Rock	Sunday, Tuesday, Thursday	b/w 4 PM-9 PM	3 days/week	
Brushy Creek East Wastewater Treatment Plant shop area	3939 E. Palm valley Blvd, Round Rock	Sunday, Tuesday, Thursday	b/w 4 PM-9 PM	3 days/week	
Round Rock Sports Center	2400 Chisholm Trail Drive, Round Rock	Sunday and Friday	10pm-4am	2 days/ week	
General Services	212 Commerce Cv. Round Rock	Saturday	9am-10pm	1 day/week	
Fire Logistics	3300 Gattis School Road, Round Rock	Friday	12:00pm	1 day/week	
Bob Bennet Building	3400 Sunrise Road, Round Rock	Monday-Friday	7pm-2am	5 days/week	
PSTC	2801 N. Mays Street, Round Rock	Tuesday, Thursday, Friday	7pm-2am	3 days/week	
Pard Yard	300 S. Burnet Street, Round Rock	Monday-Friday	4pm-2am	5 days/week	

The Kinningham Park location requires additional cleaning services as follows:

Winter Break: Each December. Will require a daily clean of wet areas Mon-thurs and a full facility clean on Fridays.

Spring Break: March: will require a daily clean of wet areas Mon-Thur and a full facility clean on Fridays

Summer Break: May -Sept will require a daily clean of wet areas Mon-Thurs and a full facility clean on Friday.

Current Facilities Square Footages									
Location	Total sqft	VCT - sq ft	Ceramic Tile sq ft	Carpet - sq ft	Epoxy - sq ft	Vinal - sq ft	Polished Concrete - sq ft	Wood courts	Matted
Allen R BACA Center	28,436	11,782	1,421	8,533		3,400		1,550	1,750
Bob Bennet Building	32,000		1924	24,439	268	971	4,398		
Brushy Creek East Wastewater Treatment Plant	9,000		1,200				7,800		
Brushy Creek East Wastewater Treatment Plant Shop area	150								
Brushy Creek East Wastewater Treatment Plant- Trailer	1,841					1841			
Business Center	18,500	408	1,693	16,196		203			
City Hall	24,100	1,128	2,394	20,487					
Clay Madsen Rec Center	38,000	400	300	2945	5,275	5,443		14,853	8,784
CMRC Expansion	14,000	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Fire Logistics	6550/1,200						6,550		
General Services	5,046		343	4,445		258	1,200		
Intermodel Ticket Booth	650		350	200					
Kinninham	5250						5250		
Library-Old	42,000	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
McConico	26,382	400	2,500	23,482					
Pard Yard	1,790						1,790		
PSTC	45,000		3,168	10,561		378	28,117		2,264
Rabb House	4,000	100	650			3,250			
Rock Care Clinic	1,500	1,100		100		300			
Sports Center	82,800		1,800	1,150	400	900	31,050	47,500	
Streets/ Signs	5,100	5,100							
Vehicle Maintenance	1,400	1,150		250					
Future Additional Facilities Square Footages									
Bob Bennett Phase 2	65,000	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Bob Bennett Phase 3	74,900	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Multipurpose Field Expansion	10,500	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Multi-Purpose Complex	9,208						9,208		
New Library	66,000	1391	7353	50526		6394		300	
New Recreation Center	46,000	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Public Safety Training Expansion	7,000	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Sports Center Expansion	19,000	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Exhibit "A"
ATTACHMENT G- JANITORIAL CLEANING REQUIREMENTS

1. **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.
2. **Dusting:** A properly dusted surface is free of all dirt and dust, streaks, lint and cobwebs. Dusting shall be accomplished with properly treated cloths.
3. **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.
4. **Sweeping / Vacuuming:** A properly swept / vacuumed floor is free of all stains, deposits, and is substantially free of cleaning marks.
5. **Spot Cleaning:** A surface adequately spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks.
6. **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. Use of mop is to be minimal and only in areas not reached with machine cleaning.
7. **Hard Floor Machine Cleaning:** A satisfactory machine cleaned floor is without dirt, dust, film, streaks, debris or standing water, fill water is to be fresh and clean when starting each cleaning cycle. Machine is to be maintained to ensure its scrubbing and picking up water and debris leaving the floor clean and dry. Machine clean hard flooring with minimal use of mops to prevent wall mop marks and buildup of grime from unclean mops and water.
8. **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.
9. **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.
10. **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.
11. **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.
12. **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.
13. **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.
14. **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.
15. **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.
16. Services to be completed at all City locations unless designated otherwise in scope of individual locations.

Exhibit "A"

17. 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.
18. **Daily Requirements – Each scheduled day the following shall be done:**
- A. Spot clean all interior glass frames, glass panels, side glass panels and entry doors including door exterior and glass immediately touching door.
 - B. Empty and spot clean all trash receptacles, and replace liners as required. Includes recycling containers. Remove all trash and refuse to designated areas.(recycling will be removed in facilities that have recycle dumpster available only)
 - C. Clean and polish all bright work / metal trim removing fingerprints, smudges, water and other marks.
 - D. Stairwells and landings are to be swept/dry-mopped, and damp mopped, all railings cleaned and disinfected,
 - E. Hard flooring is to be machine cleaned using a mop minimally in areas not reached with machine cleaning. The floors are to be free of tar, gum etc.
 - F. 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.
 - G. Detail; clean/polish all threshold plates and elevator tracks removing soil.
 - H. 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.
 - I. Spot clean light switches. Remove fingerprints from switches and adjacent wall.
 - J. 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.
 - K. Wipe clean all tables, counters, and shelves.
 - L. Clean floor, walls, and doors of elevator in parking garages.
19. **Weekly – Once per week, the following shall be done:**
- A. Corners and edges of floor shall be swept or vacuumed to remove all dirt and dust.
 - B. Thoroughly dust all chair and table legs and baseboards.
 - C. Thoroughly dust with treated cloth window frames and sills.
 - D. Dust high and low fixtures.
 - E. Ensure all walls, ceilings, fixtures, and corners are free of cobwebs.
 - F. Clean custodian closet/storage areas to include washing sink, dust mop and wet floor, restocking supplies and equipment.
 - G. Relay needed supply list to contractor supervisor before stock is depleted to ensure adequate supplies are stocked in each facility.
 - H. Floor mats – remove gum and spots, wash with mild detergent/soap, rinse, and let dry before placing back on floor.
 - I. Fabric chairs and couches – remove gum and spot clean.
20. **Monthly – Once per month, the following shall be done:**
- A. Thoroughly vacuum all upholstered furniture.
 - B. Thoroughly clean all wall, ceiling and floor vents, return vents and ceiling diffusers.
 - C. Spot clean baseboards, removing heel marks and soil.
 - D. Remove smudges from walls.
 - E. Thoroughly clean interior windows and blinds.
 - F. 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.
 - G. Detail dust bookshelves in library.
 - H. Machine scrub all ceramic tile restroom and break room floors. (No wax)
 - I. Machine scrub ceramic tile floors in hallways. (No wax)

Exhibit "A"

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

- A. Machine 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.
- B. Thoroughly clean all light fixtures and lenses.
- C. Shampoo carpets wall to wall.

22. **BREAKROOMS:**

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

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

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

23. **RESTROOMS/LOCKER ROOMS**

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.

- A. Sweep and machine clean floors using mop minimally in small areas not reached with machine cleaning, with germicidal detergent and clean water, including baseboard.
- B. Clean all surfaces of basins, bowls, toilet seats, and urinals with germicidal detergent, wiping excess liquid off adjacent walls, fixtures and partitions.
- C. 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.
- D. 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.
- E. Dust ledges and doors. Spot clean light switches, doors, and walls.
- F. Spot clean restroom wall ceramic tile, removing streaks, smudges and graffiti.
- G. 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.
- H. Showers are to be completely cleaned with germicidal detergent and free of soap and calcium build-up.
- I. Shower and floor matting are to be cleaned, disinfected and free of mildew and debris.
- J. Fill floor drains with water and pour a capful of enzyme bacteria product daily in drains.
- K. Lockers- outside surfaces are to be disinfected and left dust free.
- L. 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.

ALL chemicals must have MSDS labels including spray bottles; each chemical must also be listed in the MSDS logbook 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-Link 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.
 - A. The finish shall consist of all synthetic components. It shall contain no natural waxes.
 - B. The finish shall contain a minimum of 15% non-volatile material.
 - C. The finish shall consist of poly-acrylic and polyethylene components. Polymers shall be metal-linked to provide excellent detergent resistance.
 - D. 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.
 - E. The product shall produce a colorless, rough, non-slip, water resistant coating having a high gloss.
 - F. The finish shall be re-coatable within 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.
 - G. The product shall resist scuffing, powdering and scratching under traffic to a satisfactory degree and shall respond to buffing.
 - H. The finish shall level well on application without streaking or puddling.
 - I. 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.
 - J. The product shall not be acid sensitive and shall resist acidic cleaners and strippers, including acidic soft drinks and fruit juices.
 - K. The finish shall be non-yellowing on the floor and shall be milk white in the original container, rather than yellow.
 - L. The finish shall bear the UL seal of approval for slip resistance on the label.
 - M. The finish shall be film forming at usual temperatures and shall produce no powdering and no hazing.
 - N. The finish shall be waterproof within 12 hours after application. Product shall have good- to-excellent water resistance.
 - O. 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.
 - A. 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.
 - B. The compound shall be free rinsing and free from odor, which might be objectionable under conditions of use.
 - C. The compound shall not contain any fatty acid soaps.
 - D. 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.
 - E. The non-volatile content shall not be less than 6.5% at 105 degrees C.
 - F. The pH value of a 1.0% by weight solutions shall be between 2.6 and 12.0.
 - G. The compound shall be completely mixed with tap water in all proportions.

Exhibit "A"

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.
 - A. 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.
 - B. 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.
 - C. 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 Acruginosa* at one to sixty-four (1:64) dilutions and shall be effective against both Gram positive and Gram-negative organisms.
 - D. 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.
 - E. Quaternary ammonium content shall be 3.8% active, minimum.
 - F. Non-volatile content at 150 degrees C shall be 12.0% minimum.
 - G. Hard Water Tolerance: Effective within 30 seconds in waters up to and including 750 ppm. of hardness.
 - H. Cleaning Efficiency: A one to sixty-four (1:64) dilutions of the cleaner shall exhibit a cleaning efficiency of not less than 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.
 - I. 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.
 - A. 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.
 - B. The cleanser shall be a white or an attractive, pleasing color, scented or unscented, and of uniform composition.
 - C. Rinse ability: Complete.
 - D. The moisture content shall not exceed 55%
 - E. Anhydrous synthetic detergent content - five-percent (5%) minimum 10% maximum.
 - F. Abrasive content shall not be less than 30%.
 - G. PH value of this liquid shall be between seven (7) and ten (10).
 - H. Product shall not separate when stored at 50 degrees C for seven days.
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.
 - A. Compound shall contain no hydrochloric acid.
 - B. The compound shall be a stable liquid and not lose effectiveness or otherwise deteriorate when stored in a closed container at room temperature.
 - C. Compound shall be safe on porcelain and chrome, 100% biodegradable, non-flammable.
 - D. Compound shall remove rust, water minerals, lime, soap scum, body oils, grease, with excellent hard water tolerance.
 - E. Compound shall be free of harmful alkaline or abrasives.
 - F. Liquid product shall be packaged in 32 oz. container with flip-open cap.
 - G. Use of two ounces (2 oz.) shall be sufficient to remove soil, rust, lime scale and uric incrustation as well

Exhibit "A"

as disinfect and deodorize under normal conditions.

- H. 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.
 - A. 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.
 - B. 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.
 - C. Flash point: The flash point of the liquid shall be not less than 105 degrees F.
 - D. PH value: The pH value of the liquid shall be not less than 11.0 or more than 11.5 at 25 degrees C.
 - E. 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.
 - A. Compound shall be composed of low suds cleaner to be used on floors, floor finishes, and have a mild odor.
 - B. The ingredients shall be assembled to form a homogeneous liquid with no more than a trace of suspended matter. It shall be biodegradable.
 - C. The compound shall be non-caustic and contain no soap, inorganic materials.
 - D. The compound shall be completely multiple-water soluble in distilled water at room temperature.
 - E. Compound shall contain no free alkali or ammonia.
 - F. Compound shall contain no free oil, abrasives or other harmful ingredients and shall not be irritating to the skin.
 - G. 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.
 - H. PH of the compound shall be 6.0 - 8.0 PHS at one percent (1%) concentration.
 - I. Emulsification of grease, oil and dirt - very good.
 - J. Free rinsing: Excellent.
 - K. Foaming: Moderate with excellent stability in the presence of grease and oil.
 - L. Use dilution for normal finished floor mopping - about 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.
 - A. Solution shall be a blend of solvents and polishing agents, which shall remove grease, fingerprints and light soil.
 - B. It shall provide protective water resistance; prevent rusting, corrosion and discoloration.
 - C. It shall contain no harsh abrasives.
 - D. 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.
 - A. It shall be a blend of silicone, oils, waxes and cleaning agents.
 - B. It shall remove dust, smudges, fingerprints and stains. It shall protect surfaces and does not smear.
 - C. It shall have a pleasant odor and be water based with no harmful solvents.

Exhibit "A"

- D. It shall be safe on all-wood surfaces, leather, vinyl and counter/table tops.
 - E. 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.
- A. Solution shall not harm or remove finishes from surface.
 - B. It shall be non-aerosol.
 - C. 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.
- A. Solution shall be a concentrated water-soluble ingredient with pH factor of 11.0 to 12.5.
 - B. Solution shall be biodegradable.
 - C. Solution shall be applied and wiped off with no rinsing required.
 - D. Solution shall remove all common soils from most surfaces.
 - E. It shall not streak or leave a film. Product shall not contain oil or be oil-based in nature.
 - F. Solution shall contain no phosphates, ammonia or other abrasive materials.
 - G. Solution shall be pleasant smelling.
12. **Enzyme Bacteria Products:** This specification covers a non-aerosol enzyme digesting agent that dissolves odors in floor drains.
- A. Solution shall have a pleasant odor.
 - B. Solution shall work to neutralize odors with use of high activity enzymes and bacterial cultures.
 - C. Solution shall be non-acid and non-corrosive and shall not harm plumbing.
 - D. Solution shall be used to neutralize odors under and around toilets, sinks and urinals.
 - E. Solution shall continue to neutralize odors even after product has dried on surface.
 - F. Solution shall have active bacterial count of at least 37 billion per gallon.
 - G. PH range shall be 7.0 to 8.5.
 - H. 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.
- A. Solution shall be water based, biodegradable product containing rust inhibitors.
 - B. Solution shall remove soap scum and body oils in showers and washroom surfaces.
 - C. Solution shall be non-flammable, free rinsing and non-filming and contain no fumes.
 - D. Dilution rate shall be 16:1 for general cleaning, one to eight (1:8) for heavy duty cleaning.
 - E. Solution may be used with pressure washers and foam guns.
 - F. Solution shall be USDA approved.
 - G. PH value shall not exceed 12.0.
 - H. Solution shall be suitable for use on floors and walls in soft or hard water.
 - I. 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.
- A. Solution shall be designed to cling to surfaces.
 - B. It shall be safe to use on chrome, ceramic tile, and porcelain surfaces.
 - C. Solution shall be biodegradable and contain no hydrochloric acid.
 - D. It shall be pleasant scented.
15. **Spot Remover:** This product is designated to remove stains and spots from most types of carpets.

Exhibit "A"

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