



NOTICE TO BIDDERS

City of Rosenberg Parks Janitorial Services Bid No. 2016-18

Sealed bids, in triplicate, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until **2:00 p.m., on Wednesday, July 20, 2016**, and all bids will be opened and publicly read in the City Council Chamber at approximately 2:00 p.m., on the same date for the award of contract for:

City of Rosenberg Parks Janitorial Services

All bids must be submitted at the time and place in the manner prescribed above. Bids must be delivered in a sealed envelope with a return address and clearly marked "BID NO. 2016-18 City of Rosenberg Parks Janitorial Services". The bidder's firm name shall appear on the outside of the envelope.

Pursuant to Texas Government Code 2252.908, the successful bidder must be able to provide the City of Rosenberg with a printed, executed, and notarized original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City's inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission's website at <https://www.ethics.state.tx.us>. The City's Identification Number under Item #3 on Form 1295 for Bid No. 2016-18 will be TXE2016-23.

Specifications may be obtained from the Parks and Recreation Office, 3720 Airport Avenue, Rosenberg, Texas 77471, between the hours of 8:00 a.m., and 5:00 p.m., Monday through Friday. A Pre-bid Conference will be held on **Wednesday, July 6, 2016, at 2:00 P.M.** at the Parks and Recreation Office, 3720 Airport Ave., Rosenberg, Texas 77471.

If the amount of the bid exceeds \$50,000.00, an Official Bidder's Bond signed by both the Surety and Bidder, Cashier's Check, Certified Check, or letter of credit from an FDIC insured bank in an amount equal to five percent (5%) of the total bid must accompany each proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with the delivery time and specifications.

The City reserves the right to reject any and all bids or accept any bid deemed advantageous to it. Bids shall remain valid for ninety (90) days.

To obtain results, copies of the bid sheets, specifications, bidding documents or if you have other questions, please contact:

City of Rosenberg
Darren McCarthy
Parks and Recreation Director
Telephone: 832-595-3960
Fax: 832-595-3961
E-mail: darrenm@ci.rosenberg.tx.us

Linda Cernosek, City Secretary, TRMC



PARKS JANITORIAL SERVICES TECHNICAL SPECIFICATIONS

BID NO. 2016-18

Janitorial Services For:

Brazos Park – 320 Houston Street
Macario Garcia Park – 716 Blume Road
Riverbend Park – 2601 Avenue A
Seabourne Creek Nature Park – 3831 Highway 36 South
Seabourne Creek Regional Sports Complex – 3701 Fountains Drive
Sunset Park – 2017 Mulcahy Street
Tony Becerra Park – 2000 Avenue A
Travis Park – 3004 Avenue N
Parks and Recreation Office – 3720 Airport Avenue

The Contractor shall provide janitorial services for the following City of Rosenberg facilities as described in the scope of work below.

A. SCOPE

The services described in this Contract shall include but not be limited to daily cleaning services for restrooms. The Rosenberg Parks and Recreation Office and restrooms will be cleaned two (2) times per week.

The Contractor will provide qualified, experienced labor and supervision along with the necessary equipment, tools, cleaning supplies, uniforms, insurance and each and every item of expense except as specified herein to accomplish janitorial services as required by the City of Rosenberg.

Services to begin no earlier than 7:00 a.m. and finish no later than 5:00 p.m. (Monday through Friday)

B. FACILITY SECURITY:

1. All employees who clean any City facilities must be approved by the City of Rosenberg. In an emergency situation (if the regular employee is sick or otherwise unavailable to come clean the City's facilities), a temporary employee may perform those duties; however, a supervisor must call the change in to the Human Resources office, and provide identification to the City before receiving a temporary badge. A list of possible temporary employees, with the appropriate signatures for back ground checks (see item 3), shall be provided to the City in advance so they may be cleared by the City to allow for more efficient operations.
2. All employees who clean any City facilities must have a City badge. Only the awarded

bidder employees, with City issued badges, will be allowed in the City facilities. Employees may not bring friends or family members to work with them.

3. Prior to final approval, any employee must grant permission for the City to conduct a background check.
4. All employees are prohibited from using any City computer, equipment, materials, documents, or supplies for any reason, and from disturbing, reading, moving, taking, or using any equipment, supplies, materials, documents, or work product of the City or a City employee in or on an employee's desk, as well as from removing any items from an employee's desk, except cups which need to be washed.
5. If any employee which has been approved to work in City facilities leaves the employment of the awarded bidder, the City must be notified immediately (within 12 hours), and the identification badge must be returned to the City as soon as possible.

C. CLEANING TASKS AND SCHEDULES

1. Daily Services (Monday through Friday)
 - a. Hard surface floors swept and mopped daily. Floors left clean and free of dust, puddles, dirt and grime.
 - b. Spillages: Cleaned and stains removed.
 - c. Empty all waste receptacles and dispose of in designated area(s).
 - d. Keep chaise doors locked.
2. Rest Rooms
 - a. Metal surfaces will be polished (faucets, trim rings, flush handles, etc.) daily.
 - b. Paper and soap dispensers will be filled daily where needed with supplies provided by the City.
 - c. Clean and disinfect restrooms including urinals, commodes and basins daily.
 - d. Mirrors cleaned daily.
 - e. Counter tops to be disinfected, wiped clean and stain free daily.
 - f. Partitions and walls wiped clean daily.
 - g. Fittings and supply lines wiped clean daily.
 - h. Clean floors with a germicidal solution daily.
3. Public Areas
 - a. Sanitize and polish all water fountains daily.
Seven (7) fountains located at:
Brazos Park
Community Park
Macario Garcia Park
Sunset Park (2 fountains)
Travis Park (2 fountains)
 - b. Vacuum all office areas at the Parks and Recreation Office two (2) times per week.
 - c. Dust all blinds, desks, book shelves and flat surfaces at the Parks and Recreation

- d. Office two (2) times per week.
Remove office, restroom and lunch room trash and recyclables at the Parks and Recreation Office two (2) times per week.

D. MONTHLY SERVICE

- 1. Public Areas
 - a. Clean all interior and exterior light covers.
 - b. Clean all restroom walls from ceiling to floor
 - c. Clean all ceilings and skylights.

E. GENERAL

- 1. Contractor will supply cleaning items at all facilities.
- 2. Contractors will supply Material Safety Data Sheets (M.S.D.S.) at all locations.
- 3. Contractor will report any graffiti and/or vandalism to the Parks Supervisor.

BID PROPOSAL

City of Rosenberg Parks Janitorial Services BID NO. 2016-18

Proposals must be submitted in triplicate. Completed bid proposal must be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, by **2:00 p.m. on Wednesday, July 20, 2016.**

The contractor may submit in person or by mail for consideration. The reference sheet must accompany the bid proposal sheet. No proposal will be considered without the completed reference document.

LOCATION	APPROX. SQ/FT	LUMP SUM BID	
		Year 1	Year 2 (optional 1 year extension)
1. Brazos Park 320 Houston Street	352		
2. Macario Garcia Park 716 Blume Road	202		
3. Riverbend Park 2601 Avenue A	206		
4. Seabourne Creek Nature Park 3831 Highway 36 South	180		
5. Seabourne Creek Regional Sports Complex 3701 Fountains Drive	355		
6. Sunset Park 2017 Mulcahy Street	352		
7. Tony Becerra Park 2000 Avenue A	252		
8. Travis Park 3004 Avenue N	352		
9. Parks and Recreation Office 3720 Airport Avenue	280*		
LUMP SUM TOTALS		\$	\$

**Parks and Recreation Office requires other janitorial services in addition to restroom cleaning services.*

The City reserves the right to request additional information or to meet with representatives from proposing organizations or individuals to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.

It is understood and agreed that this price bid includes the furnishings of all superintendence, material, labor, tools and equipment necessary for the execution of the work bid upon, complete in every detail, in accordance with Specifications.

ACCEPTANCE OF BID PROPOSAL:

It is understood by the undersigned that the right is reserved by the City to reject any or all bid proposals for this service.

DATE: _____

BIDDER:

Company's Name

ATTEST/SEAL (if a corporation):
WITNESS (if not a corporation):

BY:

Signature

BY: _____

Printed or Typed Name

NAME:

Street Address

TITLE:

City, State and Zip Code

Area Code and Phone Number

BIDDER CERTIFICATION

By signature affixed, the bidder certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the anti-trust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such fine of business.

Bidder has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with City representatives and noted on the bid proposal submitted.

Bidder guarantees product offered will meet or exceed specifications identified in this bid invitation. Bidders agree that the bids submitted shall remain firm for ninety (90) days following the date specified for the opening of bids.

Bidder Must Fill in and Sign:

NAME OF FIRM/COMPANY: _____

AGENT’S NAME: _____

AGENT’S TITLE: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

AUTHORIZED SIGNATURE: _____

DATE OF BID: _____

BIDDER INFORMATION

FULL LEGAL FIRM/COMPANY NAME: _____

BUSINESS STREET ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

BUSINESS FAX NUMBER: _____

COUNTY: _____ MINORITY OWNED: _____ #OF EMPLOYEES _____

CORPORATION: ___ PARTNERSHIP: ___ PROPRIETORSHIP: ___ L.L.C. ___ L.L.P. ___

YEAR EST. ___ NO. OF YEARS IN BUSINESS ___ FEDERAL ID NO. _____

NATURE OF BUSINESS: _____

PRINCIPALS:

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

BANK REFERENCE: _____

NAME OF BANK OFFICER: _____

ADDRESS / CITY / STATE / ZIP: _____

PHONE NO. _____

BIDDER CUSTOMER / CLIENT REFERENCES

1. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

2. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

3. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

EXHIBIT A

POLICY FOR BIDDING PROJECTS

Price Quotations and Purchase Awards

- 1) Procedures of Negotiated Purchases Not Subject to Competitive Bidding. Purchase requisitions for \$5,001 to \$50,000. Purchases in excess of \$5,000 will require written competitive price quotations from at least three (3) vendors. Failure of the vendor to provide price quotations in writing may be grounds for exclusion of that vendor from the purchasing request.
 - a) Purchases between \$5,000 and \$50,000 will require a certificate of insurance on award of contract for General Liability coverage naming the City of Rosenberg (City) as an additional insured.
 - b) No bidders' bond or cashiers' check will be required as bid security.

- 2) Purchase Subject to Competitive Bidding. Purchases in excess of \$50,000 shall be competitively bid and awarded by the City Council, except as otherwise provided in the Purchasing Policy. Such purchases shall be solicited by formal competitive bids or proposals. Purchases exceeding \$50,000 during any fiscal year period shall be deemed as meeting the competitive bidding requirements of the Purchasing Policy.
 - a) For one time jobs in excess of \$50,000, the City will require \$500,000 General Liability coverage, as well as Employers' Liability coverage, with the City being named as an additional insured.
 - b) For more significant work, (i.e. infrastructure construction, etc.), the City will require \$1,000,000 in General Liability coverage minimum combined single-limit General Liability coverage per occurrence and \$2,000,000 General Aggregate for bodily injury and property damage coverage, as well as Employers' Liability coverage. If the work will exceed \$1,000,000 these limits may be increased upon recommendation of the City Manger. The City will be named as an additional insured.
 - c) Workers' Compensation coverage will be required as set forth by State Law.
 - d) Vehicle Liability Insurance coverage will be required as the same limits as General Liability coverage for any contractor who uses his own vehicles in the course of the work (not just driving to and from, but actually performing the work).
 - e) For work in an amount greater than \$50,000 (rather than the \$25,000 current requirement in our Purchasing Manual), an Official Bidders' Bond signed by the Surety and Bidder, Cashiers' Check, Certified Check, or a letter of credit from an FDIC insured bank in an amount equal to five (5) percent of the total cost of the project will be required with each submitted proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with time and specifications of the Request for Proposal.

Procurement of Professional Services

Procurement of Professional Services shall remain the same with the following exception*:

- a) Although contracts for professional services may not be awarded on the basis of competitive bids, the City Council must authorize any professional service contract which will exceed \$50,000, on the basis of the above criteria.
- b) Professional services rendered to the City which do not exceed \$50,000 in any fiscal year must be approved for payment by the Department Head of the user department, the Finance Director, and the City Manager, as provided herein.