



Town of Addison, Texas

Request for Proposal (RFP)

RFP 18-205

Janitorial Services for:

Conference Centre, Theatre Centre, Stone Cottage, Park Pavilion, Police Station, Circle Park Police Substation and Vitruvian Police Substation.

**Proposals are due by November 1, 2018
2:00 P.M. local time**



FINANCE DEPARTMENT / PURCHASING DIVISION

5350 Belt Line Road, Post Office Box 9010, Addison, Texas 75001
(972) 450-7091 – Fax (972) 450-7065

REQUEST FOR PROPOSALS

The Town of Addison is accepting proposals from all interested parties for janitorial services at the Addison Conference Centre, Theatre Centre, Stone Cottage, Pavilion, Police Station, and (2) Police Sub-stations.

Proposal Number: 18-205

Proposal Name: Janitorial Services for Conference and Theatre Centre Complex and Police Department

Pre Bid
Addison Conference Centre
Thursday, October 18, 2018 9:00 AM.
15650 Addison Road
Addison, Texas 75001
(Police station tour to follow Conference Centre Complex tour)

Addison Police Station
4799 Airport Parkway
Addison, TX 75001

Addison Police Sub (Vitruvian)
4015 Vitruvian Way
Addison, TX 75001

Tours will include Conference Centre, Theatre Centre, Stone Cottage, Pavilion, Police Sub Stations, and Police Station.

Note: Attendance at the pre-bid meeting is not required but strongly encourages as more detailed information will be provided. Please plan to arrive about fifteen minutes early.

Proposals Due: November 1, 2018, 2pm local time
Addison Finance Building
5350 Belt Line Road
Addison Texas 75254

Late proposals will be returned unopened, and unsigned proposals will be rejected as non-responsive.

Questions concerning the RFP are to be asked via www.Bidsync.com. This insures everyone sees the same questions and answers.

TABLE OF CONTENTS

REQUEST FOR PROPOSAL.....	4
PROPOSAL EVALUATION AND AWARD PROCESS.....	4
INSTRUCTIONS TO PROPOSERS.....	6
SCOPE OF WORK.....	7
PROPOSAL FORMAT.....	9
INSURANCE REQUIREMENTS.....	9
PAYMENT FOR SERVICES.....	10
TERMINATION CLAUSE.....	11
QUALITY CONTROL.....	11
PERSONNEL.....	12
SECURITY.....	13
REQUEST FOR PROPOSAL CHECKLIST.....	14
COMPANY BACKGROUND AND REFERENCES.....	15
CERTIFICATION OF COMPLIANCE AND EXCEPTIONS.....	17
CUSTOMER LIST.....	19
INSURANCE REQUIREMENT AFFIDAVIT.....	21
SAMPLE FORMS.....	22

**TOWN OF ADDISON
REQUEST FOR PROPOSALS NO. 18-205
JANITORIAL SERVICES**

INTENT

The Town of Addison General Services Department is soliciting sealed written proposals from qualified vendors for the cleaning of seven municipal buildings. This will be a yearlong contract to be paid in monthly increments, with options to renew each year for up to four (4) years, thereafter.

AWARD

Award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the Town. Once awarded by Council, the vendor will be notified to proceed with work.

**REQUIREMENTS FOR RFP NO. 18-205
JANITORIAL SERVICES**

All proposals shall be for the complete janitorial cleaning service of seven municipal buildings (see list and locations under Scope of Work, page 8). **Proposals shall be based off the spreadsheet detailing the nightly, weekly, quarterly and semi-annual cleaning procedures (Exhibit A). Please bid carpet cleaning, floor work and window cleaning (inside and outside)(aside from glass doors which need to be regularly) separately on an as needed basis.**

PROPOSAL EVALUATION PROCESS

Proposals will be consistently evaluated and scored using the following weighted criteria:

- Proposer's reputation based on reference checks and examination of reference properties
- Experience in performance of comparable engagements
- Conformance with the terms of this Request for Proposal
- Proposed cleaning procedures
- Reasonableness of costs

Proposals shall be kept confidential until a contract is awarded.

MAXIMUM PROPOSAL GRADE IS 100 POINTS (See attached Sample Score Sheet)

30 Points:

- Scope of Services (staffing and hours recommendation at each site, staff training, cleaning procedures, quality control)

30 Points:

- Cost

15 Points:

- Experience in performance in comparable engagements

15 Points:

- Proposer's reputation based on reference checks and examination of reference properties

10 Points:

- Conformance with the terms of this Request for Proposal

Evaluation Criteria

- The evaluation committee may also contact the references provided in response to the Section identified as Company Background and References; contact any vendor to clarify any response; contact any current users of a vendor's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the Town of Addison.
- Each vendor must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending with involves the vendor or in which the vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any proposal. The Town of Addison reserves the right to reject any proposal based upon the vendor's prior history with the Town or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.
- Clarification discussions may, at the Town's sole option, be conducted with vendors who submit proposals determined to be acceptable and competitive. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors.

INSTRUCTIONS TO PROPOSERS

1.0 RECEIPT AND PREPARATION OF THE PROPOSAL

- 1.1 **Proposers are required to submit three (3) paper versions of their proposal and one digital version on a USB memory stick.** Proposals should be delivered to the Purchasing Division in the Finance Building of the Town of Addison located at 5350 Belt Line Rd., Addison, TX 75254 to the attention of Wil Newcomer by November 1, 2018, 2pm local time. Proposals must be received by the specified time in order to be considered, and proposals submitted after this closing time will not be considered and will be returned unopened.
- 1.2 Each proposal shall be enclosed in a sealed envelope, addressed to the Purchasing Manager, Town of Addison, 5350 Belt Line Road, Dallas, Texas, 75254. Proposals must be labeled in the lower left-hand corner with the Proposal Number and Name (RFP 18-205 Janitorial Services). Proposers must also include their company name and address on the outside of the envelope.
- 1.3 Bidders are responsible for making certain bids are delivered to the purchasing division. Mailing of a bid does not insure that the bid will be delivered on time or delivered at all. If bidder does not hand deliver bid, it is suggested that he/she use some sort of delivery service that provides a receipt.
- 1.4 Bids may be withdrawn prior to the above scheduled time set for closing of the bids. Any bid received after the time and date specified will not be considered.
- 1.5 The Town of Addison reserves the right to postpone the date and time for opening bids through an addendum.
- 1.6 No changes to bid, including pricing structure, time to completion, and references may be made following submission of the bid packet.

2.0 ADDENDA AND EXPLANATIONS

- 2.1 Any addendums will be posted via www.Bidsync.com. It is the sole responsibility of the vendors to check for addendums.

3.0 TAXES

- 3.1 All proposals are required to be submitted **without** State Sales tax. The Town of Addison is exempt from payment of such taxes.

4.0 SCOPE OF WORK

- 4.1 The work under this contract shall consist of the services contained in the proposal, including all materials including all chemicals, solvents, polishes etc., equipment, labor and all other items necessary to complete said work in accordance with the bid documents. **The Town will provide paper products and plastic trash bags.**
- 4.2 The proposer shall keep in mind that these buildings are highly visible and require a very high level of cleaning to meet expectations.
- 4.3 The contractor shall provide professional cleaning and other related services to the following Town of Addison locations:

<u>Building</u>	<u>Address</u>	<u>Type</u>	<u>Square Footage</u>
Police Building	4799 Airport Parkway	Police offices, lobby, kitchen, courtroom, restrooms, locker rooms	19,270
Police Substation (Circle Park)	4943 Addison Circle	Offices, lobby, restroom	250
Police Substation (Vitruvian)	4015 Vitruvian Way	Offices, lobby, restroom	550
Conference Centre	15650 Addison Road	Offices, Lobby, Kitchen, Meeting and service spaces, restrooms	15,800
Theatre Centre	15650 Addison Road	Offices, lobby, kitchen, dressing rooms, restrooms	15,000
Stone Cottage	4901 Addison Circle Drive	Meeting space, dressing room, restrooms	1,000
Park Pavilion	4950 Addison Circle Drive	Day restrooms, as needed Special Events Restrooms, kitchen	Public Restrooms 420
			Special Events Restrooms 785
			Kitchen 590

- 4.4 All cleaning shall be performed after the normal operating hours of these buildings. The Police Station is open 24 hours a day, 7 days a week and shall not be cleaned before 8:30 p.m. Monday through Friday. The police station may be cleaned earlier on Saturday and Sunday, but cleaning must be completed no later than 6:30 p.m. on those two days. Police buildings will require CJIS Certification for all staff working in these facilities.

The Police Substations - shall be cleaned on Sunday and Thursday.

The Conference Centre, Theatre Centre and Stone Cottage shall be cleaned after midnight and finish prior to 5:30 am. The Conference Centre, Theatre Centre and Stone Cottage shall be cleaned Monday-Saturday with the Pavilion cleaned 7 days a week. A separate quote shall be submitted for an as needed Sunday cleaning of the Conference Centre, Theatre Centre and Stone Cottage.

Services to be performed monthly, quarterly and semi-annually shall be performed during the first month of the contract and then at appropriate intervals after that.

- 4.5 The Contractor shall provide all equipment necessary to complete said work including all cleaning supplies, equipment and chemicals. The Town shall provide paper goods of toilet tissue, paper towels, toilet seat covers, facial tissue and plastic trash bags. Services cover all aspects of janitorial cleaning in the buildings from entrances to the exits and building core aside from the Theatre Centre which excludes the shop, costume shop, prop room, main performance space and studio theatre.
- 4.6 The Town reserves the right to delete square footage from the contract, without a penalty, decreasing the parts of, or the entire building(s) to be cleaned. Thirty days (30) notice will be given to the contractor before any deletions are made. In this case, the amount to be deducted from the contract shall be based on percentage of square feet deleted in comparison to total building area and a change order to the contract shall be issued.
- 4.7 The Town reserves the right to add square footage to the contract, without a penalty. In this case, the amount to be added to the contract shall be negotiated and agreed upon by the Town and the Contractor, and a change order to the contract shall be issued before the additional work begins.

5.0 PROPOSING

- 5.1 Proposers are instructed to consider the following factors in preparation of your proposal:
- a. Proposals shall remain firm for a period of 60 calendar days after the scheduled bid opening.
 - b. Proposers are instructed to include all necessary charges, related to this proposal.
 - c. All costs incurred in responding to the RFP shall be the responsibility of the entity submitting the proposal.
 - d. The contract will be governed by the laws of the State of Texas. Venue shall be exclusively in Dallas County.

- 5.2 Proposers shall mark any information, which is a trade secret or confidential, as "CONFIDENTIAL" on each page. Pricing of goods and services is not considered as confidential information. Proposals shall be opened so as to avoid disclosure of contents to competing proposers. The contents will not be disclosed during the process of evaluation, revision, and negotiation. All proposals shall be open to the public after contract award, except for information marked "confidential."

6.0 AWARD OF CONTRACT

- 6.1 The Town of Addison reserves the right to reject any or all proposal, reject any particular item on a proposal and to waive immaterial formalities and/or award in the best interest of the Town.
- 6.2 The General Services Department will evaluate all qualifying proposals. All requirements in this RFP must be satisfied to ensure that the proposal will qualify for consideration.
- 6.3 The Town of Addison requests that only qualified firms submit proposals. Proposals from unqualified firms or proposals that fail to address all requirements listed in this RFP will be rejected.

7.0 PROPOSAL FORMAT

- 7.1 To assure consistency, proposals must conform to the following format:

Introduction

This section should contain your understanding of the Town's needs and objectives.

Descriptive Literature

Provide complete descriptive explanation of the following:

1. Standard cleaning procedures
2. Detailed outline of quality control methods-discuss how supervisors assure quality of work, how do they assess/evaluate performance and frequency of inspections
3. What type and frequency of reporting will the Town receive on quality assurance-if any
4. Method Town staff communicate cleaning problems with contractor and how does the contractor notify Town staff that the issue was resolved
5. Describe procedure to address emergency situations and response times
6. Explanation of employee training
7. Examples of equipment and products used in cleaning

References

This section shall contain names of at least five organizations, most preferable local governmental entities for which you have provided this service. Please include organization name, address, telephone number and contact person. (Form provided)

Current and previous clients of any firm that submits a proposal may be approached with specific questions regarding contractor performance and reliability. Responses to these questions will be considered in the evaluation process.

Fee Structure

Provide a fee schedule for your services (use form provided).

Contract

Enclose a copy of your standard contract. Indicate any clause(s) that are conditional or non-negotiable.

8.0 INSURANCE REQUIREMENTS

8.1 See attached.

8.2 Contractor shall provide the following endorsements:

- a. The Town shall be named as an additional insured with respect to general liability, automobile liability and builders risk coverages. Named insured wording which includes the Contractor and the Town of Addison with respect to general liability, automobile liability.
- b. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions and severability of interest clauses.
- c. A waiver of subrogation in favor of the Town of Addison shall be contained in the workers compensation, builders risk, and all liability policies with respect to the worker's compensation insurance and all other insurance policies
- d. The policy shall be endorsed to require the insured to immediately notify the Town of Addison of any material changes in the insurance coverage.
- e. All insurance policies shall be endorsed to the effect that the Town will receive at least thirty (30) days' notice prior to cancellation or non-renewal of the insurance.
- f. All insurance policies, which name the Town as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
- g. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
- h. Contractor may maintain reasonable and customary deductibles, subject to approval by the Town.
- i. Insurance must be purchased from insurers that are financially acceptable to the Town.
- j. The Town shall be named as a joint loss payee in the builder's risk policy.

8.3 All insurance shall be purchased from an insurance company, which meets the following requirement:

- a. Must be issued by a carrier, which is rated "A—" or better by A.M. Best's Key Rating Guide.
- b. Licensed and admitted to do business in the State of Texas and is a subscriber to the Texas Guaranty Fund.

- 8.4 All insurance must be written on forms filed with and approved by the Texas State Board of Insurance. Certificates of insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:
- a. The company is licensed and admitted to do business in the state of Texas.
 - b. The Texas State Board of Insurance has approved the company's forms.
 - c. Sets forth all endorsements as required above.
 - d. The Town of Addison will receive at least thirty (30) days notice prior to cancellation or termination of insurance.

9.0 NON-DISCRIMINATION POLICY

- 9.1 It is the policy of the Town of Addison to afford all people an equal opportunity to bid or propose on any contract being let by the Town.
- 9.2 The Town of Addison has a policy that prohibits discrimination against any person because of race, color, sex, or national origin, in the award or performance of any contract.
- 9.3 The Town of Addison will require its employees, agents, and contractors to adhere to this policy.

10.0 PAYMENT FOR SERVICES

- 10.1 The Town will be subject to the limits of the stated monthly contract price for the services proposed. The Town shall have no obligation to pay the Contractor a monthly amount which is in excess of the Contractor's proposed amount.
- 10.2 The Contractor shall submit one (1) monthly invoice for each building contract awarded, on or after the first day of the month for the prior month's cleaning services.
- 10.3 All invoices shall be address to:
Town of Addison, Accounts Payable
P.O. Box 9010
Addison, Texas 75001-9010
Attention: General Services-Janitorial Services.
- 10.4 Payment from the Town of Addison for work performed in accordance with the Agreement shall be due thirty (30) days from receipt of the monthly invoice, as provided for by State law.
- 10.5 Rights of Withholding: The Town reserves the right to withhold any payment or partial payment otherwise due the Contractor for any unsatisfactory performance or damage by the Contractor. This amount shall be withheld until such work is corrected.
- 10.6 Acceptance of Payment: The acceptance of each monthly payment by the Contractor shall constitute a waiver of all claims, of any nature, by the Contractor against the Town.
- 10.7 Upon termination of this Agreement, amounts due the Contractor from the Town under the terms of this Agreement, shall be prorated as of the date of termination.

11.0 TERMINATION OF AGREEMENT

- 11.1 **BY TOWN:** If the Town is dissatisfied with the quality of the Contractor's performance, or if the Contractor fails to comply with the terms of the proposal and subsequent Agreement, the Town shall so inform the Contractor by telephone or contractor's preferred notification method, noting all areas of dissatisfaction. The Contractor shall correct the deficiencies the evening of the day notified except in the case of fundamental deficiencies – see section 12.3 of Quality Control. If the Contractor fails to correct the deficiencies within the said period, the Town may elect to:
- 1.a. Perform the services itself, or obtain others to perform the services, in which case the Town shall recover those costs by deducting "out of pocket expenses" from the Contractor's monthly invoice; and/or,
 - 1.b. Terminate the Agreement immediately by giving written notice to the Contractor. Termination by the Town under this section shall be in addition to all other remedies that the Town may have against the Contractor.
- 11.2 Upon termination of the contract, Contractor shall bring buildings up to the Town's required level of satisfaction.
- 11.3 The Town of Addison reserves the right to cancel this Agreement, without cause, with 60 days written notice.
- 11.4 The Town may be required to cancel the contract if the governing body does not provide funding for any fiscal year beginning October 1.
- 11.5 **BY THE CONTRACTOR:** Should the Contractor elect to cancel the contract prior to the original or extended termination date, at least sixty (60) days written notice shall be given to John Godley, Town of Addison Facilities Services Supervisor.
- 5.a. The Town shall deduct any out of pocket costs, associated with re-bidding the janitorial service, from money owed the Contractor. Also, any increase in the cost of janitorial services for the balance of the contract term shall be deducted by the Town from amounts owed to the Contractor.
 - 5.b. Upon cancellation of a contract by Contractor, the Contractor shall bring buildings up to the Town's required level of satisfaction.

12.0 QUALITY CONTROL

- 12.1 The contractor shall maintain a quality control program which shall include regular inspections and tours with the Town representative of all buildings covered under this Request for Proposal. The proposal shall include how the inspections will be conducted, documented, and shall include a procedure to verify that identified deficiencies are noted and resolved to the satisfaction of the Town.
- 12.2 The contractor's quality control records shall be available on-site or electronically and open for the Town's review at all times. Copies of all quality control inspection reports completed by the contractor shall be provided to the Town as completed.
- 12.3 Proposal shall include how contractor will handle cleaning deficiencies or complaints noted by Town staff. Contractor will supply contact name, business phone number, email address and cell phone of superintendent or supervisor responsible for responding to the Town's representative in the event of cleaning deficiencies or complaints during normal business hours (8:00am – 5:00pm). Fundamental cleaning deficiencies (missed trash cans, empty product dispensers, etc...) reported

to the contractor by 10 am shall be corrected by 12 pm (noon) of the same day or result in a credit memo being issued to reflect a deduction in the fee for work not performed.

- 12.4 Access to Site: Access to the building shall be as directed by the Town. Contractor's employees are not to be accompanied in their work areas on the premises by any other person unless said person(s) are authorized contractor employees. The contractor shall be responsible for all persons admitted to the facility by the contractor, its officers, agents, or employees.
- 12.5 Materials: All equipment and other apparatus, i.e., buffers, buffer pads, vacuums, vacuum bags, etc, necessary to complete the work proposed by the contractor shall be furnished by the contractor. **The Town shall supply all paper goods and plastic trash bags.**
- 12.6 The Town/its representative desires to meet with the Contractor or Contractor's Supervisors on a weekly basis to discuss performance and any cleaning issues that may arise. This frequency may be adjusted at the Town's discretion.

13.0 PERSONNEL

- 13.1 Once awarded, all Contractor's employees who will work in the Town's buildings **must** submit to a background investigation by the Addison Police Department, and the Contractor **must** agree to replace any employee working in the Town's buildings at the request of the Town without the Town furnishing the Contractor with specifics for the request. Example of "Security Clearance Questionnaire" is attached.
- 13.2 **Employees working in the Police Department or sub-station must submit to a higher level security clearance and obtain CJIS Certification (Criminal Justice Informational Services).** Vendor shall prescreen employees to put forward to 3-5 viable employees that vendor believes is able to be certified. This is a rigorous and extensive check therefore the Contractor should only submit employees able to pass. Backup employees must be CJIS Certified so there are backup personnel to clean if needed.

Employees who have not yet submitted to a background check **shall never** be allowed in a building without a supervisor being present with that employee **at all times**.

- 13.3 The Contractor shall employ only such superintendents, supervisors, and workers who are qualified, trained, careful, competent, reliable, and informed to perform the duties or tasks assigned to them, and shall secure the summary dismissal of any person or persons employed by the Contractor in or about or on the work who shall misconduct him/herself or be otherwise objectionable or neglectful in the proper performance of his or her duties or whom neglects or refuses to comply with or carry out the directions of the Contractor. The Town shall have the right to request the immediate removal from its premises of any employee of the Contractor. At the request of the Town, the Contractor shall replace any incompetent, unfaithful, abusive, or disorderly person in its employ.

The Contractor must have extra workers trained to the Town's specifications, at all times, so that crews can be properly manned at all times in the event of a need to terminate individuals or entire crews. There shall be no gaps or delays in starting a new crew, if it becomes necessary.

The Contractor shall take all steps necessary to ensure that all of the Contractor's employees are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986.

All work is to be performed by employees of the Contractor. A subcontractor will only be allowed for unusual situations and only with the written approval from the Town's representative.

The Contractor or an authorized competent supervisor acceptable to the Town's representative shall be present on each work site at all times when the work of the contract is being performed. Supervisor shall have the authority to act for the Contractor and to receive and execute orders as assigned by the Town representative. The supervisors shall be available at all times during the designated working hours. The supervisors shall be required to read, write, and speak English so as to be able to communicate with Town personnel.

- 13.4 Employees: The personnel employed by the Contractor shall be capable employees, qualified in janitorial type work. The Contractor shall be staffed with trained and experienced cleaning personnel.

A fully qualified force shall be on board at the beginning of the contract performance and shall be maintained throughout the period of this contract. All personnel shall receive close and continuing first-line supervision by the Contractor.

- 13.5 Uniforms & Badges: When on duty, all Contractor's employees shall have on their person identification showing the employee photo, name, and personal data. In addition, Contractor employees shall be neat in appearance.

Wearing of the identification while on duty and presenting a neat, clean appearance is **mandatory**.

14.0 **SECURITY**

- 14.1 The security of the building keys shall be maintained according to the policies of the Town. Liability for lost keys, re-keying cost, and other related expenses shall be the full responsibility of the Contractor. **THE CONTRACTOR SHALL NOT ALTER ANY LOCK OR REPRODUCE ANY KEY.**
- 14.2 The Contractor shall establish procedures to assure that the building is secured as required by the Town. Janitorial personnel shall be required to secure the premises upon completion of assigned job duties. All exterior doors shall be locked, all lights are to be turned off (except security lights and lights designated as security lights) and the security systems shall be activated prior to leaving the premises. Any malfunction shall be reported to the Addison Police dispatcher prior to leaving the building. Failure to comply with this provision may result in termination of the contract.
- 14.3 In the event that the security system alarm is set off by the janitorial personnel and police are dispatched, and if the Town determines that the janitorial staff is at fault, a fine will be levied against the Contractor in the amount of \$50.00 for each false alarm. A False Alarm notice and invoice will be sent to the Contractor. Such invoice(s) must be paid in full either by check from the Contractor or in the form of a credit memo issued to the Town of Addison against the Contractor's monthly invoice for that location.
- 14.4 The Contractor's supervisor will be responsible and available at all times to respond within 30 minutes to a facility where his or her crews failed to secure the facility. If Town staff has to respond, costs associated with their response out of pocket costs will be deducted from the monthly invoice.

REQUEST FOR PROPOSAL STATEMENT AND SUBMISSION CHECKLIST

PROPOSER: _____
Company Name

ADDRESS: _____
Number & Street City, State, Zip Code

PROJECT: Contract for Custodial Services – RFP No. 18-205

All Proposers must provide the following information: (Those proposers failing to complete the Qualifications of Proposer Statement packet may be disqualified.)

Pursuant to Contract Documents and information for prospective proposers for above mentioned proposed project, the undersigned is submitting the information as required with the understanding that the purpose is for your confidential use only to assist in determining the qualifications of this organization to perform the type and magnitude of work included; and further, guarantee the trust and accuracy of all statements hereinafter made, and will accept your determination of qualifications without prejudice. The surety herein name, and any other bonding company, bank, subcontractor, supplier, or any other persons, firms or corporations with whom I/we have done business, or who have extended any credit to me/us are hereby authorized to furnish you with any information you may request concerning me/us, including, but not limited to information concerning performance on previous work and my/our credit standing with any of them; and I/we hereby release any an all such parties from any legal responsibility whatsoever on account of having furnished such information to you.

Signature _____
Contractor/Proposer

Date _____

Print Name _____
Contractor/Proposer

Title _____

Items to be furnished (4 copies):

- A. Introduction.**
- B. Descriptive Literature.**
- C. Certification of Compliance with terms and conditions of RFP (signed)**
- D. Customer/Reference List (Enclosed in sealed envelope marked "Confidential")**
- E. Fee Structure on form provided, may include any additional information.**
- F. Company Background and Reference Form.**

To be completed and furnished by appropriate Insurance Agent:

- A. Insurance Requirement Affidavit**

COMPANY BACKGROUND AND REFERENCES

1. Number of years in business as a Custodial Contractor:

_____ Years

2. Please provide information pertaining to staffing levels indicating the breakdown of supervisory versus service personnel. Also, indicate the anticipated number of hours for cleaning for each location, each time.

Location	Number of Supervisors	Number of Service Personnel	Number of Man Hours Per Night
Conference Centre			
Theatre Centre			
Stone Cottage			
Pavilion			
Police Building			
Police Substation (Addison Circle)			
Police Substation (Vitruvian)			

3. Number of full time employees in company:

Administrative _____

Supervisory _____

Crew Leaders _____

Service Employees _____

4. Number of part time employees in company:

Administrative _____

Supervisory _____

Crew Leaders _____

Service Employees _____

5. How do you handle emergency requests for service? What is your normal response time and fee charged for such service?

6. List of current customers, on form provided. At least five (5) customers with contracts of comparable type and magnitude will be contacted as references, a determining factor in the award of the contract. A Town representative may inspect the buildings of customers used as references, with the customer's approval. Are any of the references give, relative by blood or marriage? Yes_____ No_____ If so, please list them below:

<u>Company</u>	<u>Contact</u>	<u>Phone</u>	<u>Sq. Ft.</u>	<u>Years</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. List any government contracts you have or have had:

<u>Organization</u>	<u>Contact</u>	<u>Phone</u>	<u>Sq. Ft.</u>	<u>Dates</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. Have you or any present partners or officers failed to complete a contract? Yes_____ No_____ If yes, give name of owner and/or surety and reason.

9. List of equipment owned by Contractor that is in serviceable condition and available for use. The Contractor is responsible for keeping the equipment in safe and operable repair at all times.

10. The owner, manager, or supervisor must be reachable 24 hours a day, seven days a week, 365 days a year. Does this present a problem?

Yes_____ No_____

If this is not a problem, how will we reach one of the above people?

Cell phone_____ Answering service_____ Home phone_____ Other_____

- 11.** Is your office located in a building zoned for a business (as opposed to residential) and is there someone there during business hours to take phone calls, answer questions, and locate a manager or supervisory person?

Yes_____ No_____

- 12.** How long have you been at your present address?

Years_____ Months_____

Previous address:

Years_____ Months_____

CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL / EXCEPTIONS

I have read, understand, and agree to comply with the terms and conditions specified in this Request for Proposal.

Checking "YES" indicates acceptance of all terms and conditions, while checking "NO" denotes non-acceptance and vendor's exceptions should be detailed below. In order for any exceptions to be considered they MUST be documented.

YES_____ I agree.

NO_____ Exceptions noted below:

Signature_____

Contractor/Proposer

Date_____

Print Name_____

Contractor/Proposer

Title_____

EXCEPTION SUMMARY FORM

RFP SECTION #	RFP PAGE #	EXCEPTION (Provide a Detailed Explanation)

CUSTOMER LIST

(Enclose in a sealed envelope marked "Customer List – Confidential")

Minimum five (5)

NAME OF ORGANIZATION

CONTACT NAME

PHONE #

SQ. FEET

TYPE*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

*TYPE: General Office, Executive Offices, Warehouses, Service Center, etc.

Fee Structure

Please indicate the monthly and annual fee for each facility.

Location	Monthly Fee	Annual Fee
Conference Centre		
Theatre Centre		
Stone Cottage		
Pavilion		
Police Building		
Police Substation (Addison Circle)		
Police Substation (Vitruvian)		

Additional Cleanings and Services on an As Needed Basis

Location	As Needed Fee
Conference Centre	
Sunday Additional Clean	
Carpet Cleaning	
Floor Strip and Wax	
Window Cleaning	
Theatre Centre	
Sunday Additional Clean	
Carpet Cleaning	
Floor Strip and Wax	
Window Cleaning	
Stone Cottage	
Sunday Additional Clean	
Pavilion	
As Needed Cleaning of Kitchen	
As Needed Cleaning of Special Events Restroom	
Police Building	
Carpet Cleaning	
Floor Strip and Wax	

**RFP #18-205 Janitorial Services
INSURANCE REQUIREMENT AFFIDAVIT**

To be completed by appropriate insurance agent

I, the undersigned agent, certify that the insurance requirements contained in this bid document have been reviewed by me with the below identified vendor. If the below identified vendor is awarded this contract by the Town of Addison, I will be able, within ten (10) days after being notified of such potential award, to furnish a valid insurance certificate to the Town meeting all of the requirements contained in this bid.

Agent's Signature

Agent's Name Printed

Name of Insurance Carrier

Phone Number of Agent

Address of Agency

City, State, Zip

Vendor's Name

SUBSCRIBED AND SWORN to before me by the above named _____

on this _____ day of _____, 2018.

Notary Public

Note to Proposer:

This form cannot be submitted with your proposal as it must be completed by your insurance agent. Fax this form to your insurance agent and have them fax it to the Town of Addison at 972-450-7065. This form must be received by Purchasing before or within 48 hours of the bid closing date.

Note to Agent:

If this time requirement is not met, The Town of Addison has the right to declare this vendor non-responsive and award the contract to the next lowest responsible bidder meeting the specifications. If you have any questions concerning these requirements, please contact the Purchasing Manager at 972-450-7091.

**SAMPLE FORMS
ATTACHED**

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SAMPLE ADDISON POLICE DEPARTMENT

CRIMINAL JUSTICE APPLICANT

This document is your *FAST Fingerprint Pass* for a state and national criminal history record check. Please schedule a fingerprint appointment by visiting <http://www.identogo.com> or by calling 1-888-467-2080. **When scheduling an appointment you will be prompted by Identogo for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. During your Fingerprint appointment you will also be prompted for Social Security Number and Driver License Number. Requested data is required by the Texas Department of Public Safety to process your background check.** These data elements have been omitted from this document in order to better protect the security of your personal information. You may pay for *FAST* services online with a credit card or onsite with a check or money order only. Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

1. Logon to <http://www.identogo.com>
2. Select: **Texas**
3. Select: **Online Scheduling**
4. Select: **English or Espanol**
5. Enter: **First and Last Name**
6. Select: **All Others**

7. Select: **Option A – Electronic Submission**
8. Select: **Yes, I have a FAST Fingerprint Pass**
9. Enter: **TX05701H1**
10. Follow the prompts to enter requested information.
11. Bring this completed form with you to your appointment.

Section One: Qualified Entity Information

ORI#: [TX05701H1](#)

Original TCN:

(If resubmission for rejected fingerprints)

Agency/Entity/Organization Name ADDISON POLICE DEPARTMENT

Section Two: Applicant Name (To be completed by applicant)

Last: _____ First: _____ Middle: _____
(Please print) (Please print) (Please print)

Section Three: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature: _____ Date: _____

Section Four: Service Center Information (To be completed by FAST Enrollment Agent)

Date Prints Taken _____ Amount Charged For Service: \$ _____

Paid by: ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☒ Billing Acct _____

TCN: _____

I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION; I HAVE FINGERPRINTED THE SAME PERSON.

E.A. Name: _____ (Please print)

E.A. Signature: _____



SAMPLE SECURITY CLEARANCE QUESTIONNAIRE

NAME _____
(LAST NAME) (FIRST NAME) (MIDDLE INITIAL)

DATE OF BIRTH _____ SOCIAL SECURITY # _____

U.S. CITIZEN? YES___ NO___ IF NOT CITIZEN, WORK PERMIT? YES___ NO___

CURRENT ADDRESS _____ CITY _____ STATE _____

PREVIOUS ADDRESS _____ CITY _____ STATE _____

PREVIOUS EMPLOYER:

COMPANY _____ PHONE _____

SUPERVISOR _____ DATES EMPLOYED _____

DRIVERS LICENSE # _____ STATE _____ (TO) (FROM)

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes___ No___

IF YES, LIST EVERY CONVICTION, ITS DATE, WHERE CONVICTED AND OF WHAT CHARGE CONVICTED.

*** I HEREBY WAIVE THE PRIVILEGE OF CONFIDENTIALITY OF ANY AND ALL INFORMATION OBTAINED, EITHER VERBALLY OR IN WRITING, THE TOWN OF ADDISON OR ITS EMPLOYEES WITH RESPECT TO CONSIDERING MY APPLICATION FOR CONTRACT EMPLOYMENT. I WAIVE THE RIGHT TO BE INFORMED OF ANY AND ALL REASONS AS TO WHY I WAS DISQUALIFIED FOR THE POSITION FOR

WHICH I HAVE APPLIED. I HEREBY WAIVE THE PRIVILEGE OF CONFIDENTIALITY
OF ANY INFORMATION RESULTING FROM MY BACKGROUND INVESTIGATION.

(APPLICANT'S SIGNATURE)