



**Town of Addison, Texas**

**Request for Proposal (RFP)**

**RFP 21-54**

**Day Porter Disinfecting Services for Addison Facilities**

**Proposals are due by February 9, 2021  
2:00 P.M. local time**

**FINANCE DEPARTMENT / PURCHASING**

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



**REQUEST FOR PROPOSALS**

The Town of Addison is accepting proposals from all interested parties for Day Porter Disinfecting Services at the eight Town of Addison facilities. The Addison Service Center, Athletic Club, Town Hall, Finance Building, Police Station, Police Substation, Pavilion and Central Fire Station shall be the designated locations for routine disinfecting services.

Proposal Number: 21-54

Proposal Name: **Day Porter Disinfecting Services for Addison Facilities**

Pre-Bid Meeting: Tuesday February 2, 2021 9:00 AM.

Pre-Bid Location: **PAVILION (Public Side)**  
4970 Addison Circle Dr.  
Addison, TX 75001

(Tours of each of the buildings below will follow Pavilion)

**POLICE SUBSTATION**  
4943 Addison Circle  
Addison, TX 75001-6065

**POLICE STATION (Lobby area only)**  
4799 Airport Parkway  
Addison, TX 75001

**CENTRAL FIRE STATION (Lobby and office area only)**  
4798 Airport Parkway  
Addison, TX 75001-3364

**ADDISON SERVICE CENTER**  
16801 Westgrove Drive  
Addison, Texas 75001

**TOWN HALL**  
5300 Belt Line Rd.  
Dallas, TX 75254-7606

**FINANCE BUILDING**  
5350 Belt Line Rd  
Dallas, TX 75254-7682

**ADDISON ATHLETIC CLUB**  
3900 Beltway Dr.  
Addison, TX 75001

Proposals Due: February 9, 2021, 2pm local time  
Addison Finance Building  
5350 Belt Line Road  
Dallas, Texas 75254

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

Questions concerning the RFP are to be asked via <https://www.bidsync.com>. This insures everyone sees the same questions and answers.

**TOWN OF ADDISON  
REQUEST FOR PROPOSALS NO. 21-54  
DAY PORTER DISINFECTION SERVICES FOR ADDISON FACILITIES**

**INTENT**

The Town of Addison General Services Department is soliciting sealed written proposals from qualified vendors for Day Porter Disinfecting Services of eight municipal buildings. The Addison Service Center, Athletic Club, Town Hall, Finance Building, Police Station, Police Substation, Pavilion and Central Fire Station shall be the designated locations for disinfecting services. This will be a one-year, as-needed contract to be paid in monthly increments, with two (2) options to renew.

**AWARD**

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

**REQUIREMENTS FOR RFP NO. 21-54  
DAY PORTER DISINFECTING SERVICES FOR ADDISON FACILITIES**

All proposals shall be for the disinfecting service of eight municipal buildings (see list and locations under Section 4, Scope of Work). **Proposals shall consist of the services contained in the proposal, including all materials, including all chemicals, solvents, disinfectants that meet the most current Centers for Disease Control and Prevention/Environmental Protection Agency guidelines for cleaning business and public places. All equipment, labor, and all other items necessary to complete said work in accordance with the bid documents shall be included in the cost.**

**PROPOSAL EVALUATION PROCESS**

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

- Proposer's reputation based on reference checks for similar services
- Experience in performance of similar services
- 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**

**50 Points:**

- Cost

**25 Points:**

- Conformance with the terms of this Request for Proposal

**15 Points:**

- Experience in performance in comparable engagements

**10 Points:**

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

**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 which 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., Dallas, TX 75254 to the attention of Purchasing by February 9, 2021, 2 pm 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 21-54 Day Porter Disinfection Services for Addison Facilities**). 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 ensure 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](http://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, disinfectants that meet the most current Centers for Disease Control and Prevention/Environmental Protection Agency guidelines for cleaning business and public places. All equipment, labor and all other items necessary to

complete said work in accordance with the bid documents shall be included in the cost.

4.2 The proposer shall keep in mind that these facilities are open and occupied by staff during the disinfecting. These facilities will require ongoing disinfecting during the proposed schedule for disinfection. Disinfection services cannot impede facility operations.

4.3 The contractor shall provide professional disinfection services to the following Town of Addison facilities:

<b>Building</b>	<b>Address</b>	<b>Type</b>
Service Center	16801 Westgrove Drive	Service building with offices, lobby, kitchens and restrooms
Addison Athletic Club	3900 Beltway Dr.	Offices, lobby, locker rooms, workout area
Finance Building	5350 Belt Line Road	Offices, lobby, kitchen, restrooms
Central Fire Station	4798 Airport Parkway	Offices and Lobby <i>only</i>
Town Hall	5300 Belt Line Rd.	Lobby, offices, meeting rooms, restrooms, kitchen, Council Chamber
Police Station	4799 Airport Parkway	Lobby and Lobby restrooms only.
Police Sub-Station	4943 Addison Circle	Offices, Lobby, restroom
Pavilion	4970 Addison Circle	Public Restrooms

4.4 Day Porter disinfecting shall be performed according to the following schedule

Athletic Club Day Porter Schedule			
Facility	Day	Time	Number of Staff
Athletic Club	M-F	07:00a - 12:00p 01:00p - 07:00p	2
Service Center Day Porter Schedule			
Facility	Day	Time	Number of Staff
Service Center	M-F	07:00a -12:00p 01:00p - 04:00p	1
Rotating Day Porter Schedule – One person to travel to disinfect following locations			
Facility	Day	Time **Times are approximate	Number of Staff
Central Fire Station	M-F	11:30a - 12:00p	1 Rotating
Finance	M-F	09:40a – 11:10a	1 Rotating
Town Hall	M-F	08:00a - 09:30a / 03:10p - 04:00p	1 Rotating
Police Station	M-F	12:10p – 01:00p	1 Rotating
Police Sub-Station	M-F	02:00p – 2:30p	1 Rotating
Pavilion	M-F	02:30p – 03:00p	1 Rotating

4.5 (2) Day Porters shall be assigned to continually disinfect the **Athletic Club**.

These duties shall include but are not limited to:

- Disinfecting all high touch surface areas such as interior and exterior door hardware into the facility.
- Disinfecting plexi glass shields at front counter
- Disinfecting all stairway railing.
- Disinfecting all water fountain hardware (mouth pieces, and operation buttons).
- Disinfecting interior and exterior elevator operating buttons and hand railing inside the elevator cart.
- Disinfecting light switches
- Disinfecting lobby countertops, table surfaces, and chairs



- Disinfecting countertops, tables, and chairs in meeting spaces and shared communal spaces such as employee break rooms.
- Disinfecting individual remotes in the meeting rooms.
- Disinfecting individual doorknobs.
- Disinfecting kitchen appliances, kitchen counter tops, and kitchen plumbing fixtures such as the sink and sink handles.
- Disinfecting kitchen tables and countertops.
- Disinfecting all interior and exterior bathroom door hardware
- Disinfecting all bathroom countertops and seating areas if applicable.
- Disinfecting all bathroom plumbing fixtures such as sinks, toilet bowls, urinals, and handles that operate the fixtures.
- Disinfecting all handicap railing in bathroom stalls
- Disinfecting all bathroom stalls doors and walls
- Disinfecting all locker room benches
- Disinfecting all exterior locker surfaces in guest locker rooms
- Disinfecting all cardio equipment such as treadmills, ellipticals, stair masters, and stationary bikes.
  - This shall consist of wiping down monitors, seats, and handrails on equipment.
- Disinfecting all weight equipment such as individual dumbbells, medicine balls, fitness bands, yoga mats, and other fitness equipment.
- Disinfecting all weight circuit equipment.
  - This shall include wiping down bench seats, handrails and associated equipment operation devices.
- Disinfecting all communal areas for guests such as couches and tables in multiuse spaces.
- Disinfecting all fitness area countertops.

4.6 (1) Day Porter shall be assigned to continually disinfect the **Service Center**. Disinfection duties shall include but are not limited to;

- Disinfecting all high touch surface areas such as interior and exterior door hardware into the facility.
- Disinfecting plexi glass shields at front counter
- Disinfecting all stairway railing.
- Disinfecting interior and exterior elevator operating buttons and hand railing inside the elevator cart.
- Disinfecting all water fountain hardware (mouth pieces, and operation buttons).
- Disinfecting light switches
- Disinfecting lobby countertops, table surfaces, and chairs
- Disinfecting countertops, tables, and chairs in meeting spaces and shared communal spaces such as employee break rooms.
- Disinfecting individual remotes in the meeting rooms.
- Disinfecting individual doorknobs.

- Disinfecting kitchen appliances, kitchen counter tops, and kitchen plumbing fixtures such as the sink and sink handles.
- Disinfecting kitchen tables and countertops.
- Disinfecting all interior and exterior bathroom door hardware
- Disinfecting all bathroom countertops and seating areas if applicable.
- Disinfecting all bathroom plumbing fixtures such as sinks, toilet bowls, urinals, and handles that operate the fixtures.
- Disinfecting all handicap railing in bathroom stalls
- Disinfecting all bathroom stalls doors and walls

4.7 (1) Day Porter shall be assigned to rotate between **Town Hall, Finance Department, Police Department Lobby, Central Fire Lobby, Police Substation, and Pavilion** and continuously disinfect the facilities and perform the following duties if applicable to location. Police Department and Central Fire Location only require Lobby areas to be disinfected.

- Disinfecting all high touch surface areas such as interior and exterior door hardware into the facility.
- Disinfecting plex glass where present
- Disinfecting all stairway railing.
- Disinfecting interior and exterior elevator operating buttons and hand railing inside the elevator cart.
- Disinfecting all water fountain hardware (mouth pieces, and operation buttons).
- Disinfecting light switches in common areas.
- Disinfecting lobby countertops, table surfaces, and chairs
- Disinfecting countertops, tables, and chairs in meeting spaces and shared communal spaces such as employee break rooms.
- Disinfecting individual remotes in the meeting rooms.
- Disinfecting individual doorknobs.
- Disinfecting kitchen appliances, kitchen counter tops, and kitchen plumbing fixtures such as the sink and sink handles.
- Disinfecting kitchen tables and countertops.
- Disinfecting all interior and exterior bathroom door hardware
- Disinfecting all bathroom countertops and seating areas if applicable.
- Disinfecting all bathroom plumbing fixtures such as sinks, toilet bowls, urinals, and handles that operate the fixtures.
- Disinfecting all handicap railing in bathroom stalls
- Disinfecting all bathroom stalls doors and walls

4.8 The Contractor shall provide all materials including all chemicals, solvents, disinfectants that meet the most current Centers for Disease Control and Prevention/Environmental Protection Agency guidelines for cleaning business and public places. All equipment, labor, and all other items necessary to complete said work in accordance with the bid documents shall be provided.

4.9 The Contractor shall provide personal protection equipment for their staff including facemasks and gloves. This equipment shall be worn properly at all

times while inside Addison Facilities in accordance with Addison public health ordinance. If guidelines change and additional PPE is recommended Contractor shall provide additional PPE to their staff. Contractors staff shall wear a uniform with the company logo identifying them as an employee of the cleaning company.

## **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.
- 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 information on the cleaning process and products used in disinfecting the facilities. All chemicals must be on the CDC recommended list.

## **References**

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

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 outlined per facility.

## **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, 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.

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 – Day Porter Disinfection 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 The Town of Addison reserves the right to cancel this Agreement, without cause, with 60 days written notice.
- 11.3 The Town may be required to cancel the contract if the governing body does not provide funding for any fiscal year beginning October 1.
- 11.4 **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 Ryan Marsh, Town of Addison Facilities Services Supervisor.
  - 4.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.
  - 4.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).
- 12.4 **Access to Site:** Access to the buildings shall be during normal business hours as noted in section 4.4
- 12.5 **Materials:** All materials including all chemicals, solvents, disinfectants that meet the most current Centers for Disease Control and Prevention/Environmental Protection Agency guidelines for cleaning business and public places. All

equipment, labor, and all other items necessary to complete said work in accordance with the bid documents shall be included in the cost.

### 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 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**.

### **AND SUBMISSION CHECKLIST**

PROPOSER: \_\_\_\_\_  
Company Name

ADDRESS: \_\_\_\_\_  
Number & Street City, State, Zip Code

#### **PROJECT: RFP: 21-54 Day Porter Disinfection Services for Addison Facilities**

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 and 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. Request for Proposal Statement**
- B. Qualification of Proposer Statement**
- C. Certification of Compliance with terms and conditions of RFP (signed)**
- D. Customer/Reference List (Enclosed in sealed envelope marked "Confidential")**
- E. Proposed Scope of Work**

**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. Number of full-time employees:

Administrative \_\_\_\_\_

Supervisory \_\_\_\_\_

Crew Leaders \_\_\_\_\_

Service Employees \_\_\_\_\_

3. Number of part time employees:

Administrative \_\_\_\_\_

Supervisory \_\_\_\_\_

Crew Leaders \_\_\_\_\_

Service Employees \_\_\_\_\_

4. List of current customers, on form provided. At least three (3) 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>
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5. 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>
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6. 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.

7. 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.

8. 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 \_\_\_\_\_

9. 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 \_\_\_\_\_

10. 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 \_\_\_\_\_ Date \_\_\_\_\_  
Contractor/Proposer

Print Name \_\_\_\_\_  
Contractor/Proposer

Title \_\_\_\_\_

### EXCEPTION SUMMARY FORM

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

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## CUSTOMER LIST

(Enclose in a sealed envelope marked "Customer List – Confidential")  
Minimum three (3)

<u>NAME OF ORGANIZATION</u>	<u>CONTACT NAME</u>	<u>PHONE #</u>	<u>SQ. FEET</u>	<u>TYPE*</u>
-----------------------------	---------------------	----------------	-----------------	--------------

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

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

**PROPOSED SCOPE OF WORK**  
(Attach proposal and fees)



**RFP: 21-54 Day Porter Disinfection Services for Addison Facilities  
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 \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

**Note to Proposer:**

*This form should be submitted with your proposal. If it cannot be submitted with your submittal as it must be completed by your insurance agent, make note in your submittal. However, 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**

(PAGE LEFT BLANK)



SECURITY CLEARANCE QUESTIONNAIRE (SAMPLE)

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 \_\_\_\_\_

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)