

Solicitation 2013-033

Services, Janitorial

Bid designation: Public



Collin County

Bid 2013-033 Services, Janitorial

Bid Number	2013-033
Bid Title	Services, Janitorial
Bid Start Date	In Held
Bid End Date	Nov 8, 2012 2:00:00 PM CST
Question & Answer End Date	Nov 2, 2012 5:00:00 PM CDT
Bid Contact	Judy Davis Contract Administrator Purchasing 972-548-4122 judydavis@co.collin.tx.us
Contract Duration	1 year
Contract Renewal	4 annual renewals
Prices Good for	90 days
Pre-Bid Conference	Oct 31, 2012 1:30:00 PM CDT Attendance is optional Location: Collin County Central Plant, 2nd Floor Conference Room located at 4600 Community Blvd., McKinney, Texas 75071.
Standard Disclaimer	<p>***Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).***</p> <p>Mailing Address: Collin County Purchasing 2300 Bloomdale Rd., Ste 3160 McKinney, TX 75071</p> <p>Prices bid/proposed shall only be considered if they are provided in the appropriate space (s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.</p> <p>All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.</p>
Bid Comments	The intended use/purpose for this Request for Proposal is to describe in detail specifications for janitorial services required by Collin County. There is a total of 736,443 square feet of cleaning area, located among 18 facilities to be provided for as part of this contract. Note: Section 3.0 Insurance Requirements and Section 6.0 Proposal Format Requirements.

Item Response Form

Item	2013-033--01-01 - State Price per Square Foot for Janitorial Services
Quantity	1 square foot
Unit Price	<input style="width: 150px; height: 20px;" type="text"/>
Delivery Location	Collin County

Collin County - See P.O.
 2300 Bloomdale Rd., Ste. 3160
 ** See P.O. for Job Site **
 McKinney TX 75071
Qty 1

Description

State Price per Square Foot for Janitorial Services

Item **2013-033--01-02 - State Production Rate for this Contract**

Quantity **1 square foot**

Prices are not requested for this item.

Production Rate

Delivery Location **Collin County**
Collin County - See P.O.
 2300 Bloomdale Rd., Ste. 3160
 ** See P.O. for Job Site **
 McKinney TX 75071
Qty 1

Description

State production rate for this contract. Please state square footage for this line item. See section 5.9, item 2 for details.

Item **2013-033--01-03 - State Employee Coverage Type**

Quantity **1 contract**

Prices are not requested for this item.

Employee Coverage Type

Delivery Location **Collin County**
Collin County - See P.O.
 2300 Bloomdale Rd., Ste. 3160
 ** See P.O. for Job Site **
 McKinney TX 75071
Qty 1

Description

Per Section 3.0 Insurance Requirements, all bidders are required to provide proof of insurance for the term of contract. Collin County requests that bidders provide a designation of the type of employee coverage to be provided under this request for proposal.

Bidders shall state the type of employee insurance coverage provided under this contract. Reference item 3.1.2 and item 3.1.2.12.

PLEASE USE 'WORKERS COMP' OR 'ALTERNATIVE' TO FILL IN THE BLANK.



COLLIN COUNTY, TEXAS TERMS AND CONDITIONS

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Bidder/Quoter/Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Quoter/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder/Quoter/Offeror.

1.0.1.4 IFB: refers to Invitation For Bid.

1.0.1.5 RFQ: refers to Request For Qualifications

1.0.1.6 RFP: refers to Request For Proposal.

1.0.1.7 RFI: refers to Request For Information.

1.0.1.8 CSP: refers to Competitive Sealed Proposal

1.0.1.9 Quotation: refers to Request for Quotation

1.1 If Bidder/Quoter/Offeror do not wish to submit an offer at this time, please submit a No Bid Form.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses BidSync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid/quote/submittal may not be withdrawn or canceled by the bidder/quoter/offeror prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids/Quotes/Proposals/Submittals for any or all products and/or services covered in an Invitation For Bid (IFB), Request For Qualifications (RFQ), Request For Proposal (RFP), Request For Information (RFI), Competitive Sealed Proposal (CSP), and Quotation, and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's, RFP's, CSP's, RFQ's, and RFI's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB/RFP/RFQ/RFI/CSP/Quotation number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's, RFP's, RFQ's, CSP's, and RFI's, may be submitted in electronic format via **BidSync**.

1.9 All Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), and Request For Information (RFI), submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ, CSP, and/or RFI.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), Request For Information (RFI), submitted in hard copy paper form. IFB's, RFP's, RFQ's, CSP's, RFI's, received in County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB/RFQ/RFP/CSP/RFI/, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid/Request For Qualifications/Request For Proposal/Request for Information/Competitive Sealed Proposal, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via **BidSync**, by facsimile, E-mail transmission or mailed via the US Postal Service.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **BidSync** at www.bidsync.com, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County

Employees.

1.17 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.18 Bidders/Quoters/Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder/Quoter/Offeror shall state these exceptions in the section provided in the IFB/RFQ/RFP/CSP/Quotation or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders/Quoters/Offerors: A prospective Bidder/Quoter/Offeror must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's/Quoter's/Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of an RFI/IFB/RFQ/RFP/CSP/Quotation submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

2.0 TERMS OF CONTRACT

2.1 A bid/quote/proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment and/or a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids/Quotes/Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 If a contract, resulting from a Collin County IFB, RFP, RFQ, CSP, Quotation is for the execution of a public work, the following shall apply:

2.10.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.10.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.12 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.13 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.14 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.15 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.16 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.17 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.17.1 Collin County Purchase Order Number;

2.17.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.17.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.18 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

2.19 All warranties shall be stated as required in the Uniform Commercial Code.

2.20 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

2.21 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.

2.22 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.

2.23 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.

2.24 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

2.25 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

2.26 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.27 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.29 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.30 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.31 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder/Quoter/Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.32 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention

Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.33 Delays and Extensions of Time when applicable:

2.33.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.33.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB/RFQ/RFP/RFI/CSP/Quotation Solicitation documents as Special Terms, Conditions and Specifications.

3.0 INSURANCE REQUIREMENTS

3.1 Insurance: Before commencing work, the Contractor shall be required, at his own expense, to furnish the Collin County Purchasing Agent within ten (10) days of notification of award with certified copies of all insurance certificate(s) showing coverage for all requirements as stated below to be in force throughout the term of the contract.

- 3.1.1 Commercial General Liability insurance at minimum combined single limits of (\$1,000,000 per-occurrence and \$1,000,000 general aggregate) for bodily injury and property damage, coverage shall include independent contractors coverage at limits of \$1,000,000 (only necessary if vendor employs independent contractors). Coverage must be written on an occurrence form.
- 3.1.2 Workers Compensation insurance at statutory limits, including employers liability coverage at minimum limits. In addition to these, the contractor must meet each stipulation below as required by the Texas Workers Compensation Commission; (Note: If you have questions concerning these requirements, you are instructed to contact the TWCC at (512)440-3789).

3.1.2.1 Definitions: Certificate of coverage ("certificate"). A copy of a certificate of authority of self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, OR TWCC-84), showing statutory workers compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in 406.096) includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

3.1.2.2 The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements

of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

3.1.2.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

3.1.2.4 If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

3.1.2.5 The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

3.1.2.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and

3.1.2.5.2 no later than seven (7) days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

3.1.2.6 The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

3.1.2.7 The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

3.1.2.8 The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

3.1.2.9 The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

3.1.2.9.1 provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;

3.1.2.9.2 provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

3.1.2.9.3 provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.4 obtain from each other person with whom it contracts, and provide to the contractor:

3.1.2.9.4.1 a certificate of coverage, prior to the other person beginning work on the project; and

3.1.2.9.4.2 a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.5 retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

3.1.2.9.6 notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

3.1.2.9.7 contractually require each person with whom it contracts, to perform as required by paragraphs 3.1.2.1 through 3.1.2.7, with the certificates of coverage to be provided to the person for whom they are providing services.

3.1.2.10 By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

3.1.2.11 The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles

the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

3.1.2.12 IF THIS BID IS NOT FOR A PUBLIC WORKS PROJECT and the Contractor is not a subscriber to the Texas Workers Compensation Act, then an alternative compensation insurance policy protecting contractor's employees must be provided and must be approved in advance by the Collin County Risk Manager.

3.1.2.12.1 Alternative Workers Compensation Insurance program for NON PUBLIC WORKS PROJECTS ONLY must consist of the following:

3.1.2.12.1.1 Bidder must have and submit a copy of their ERISA plan and Summary Plan Description (SPD) of the plan. The plan must have the following minimum benefits:

3.1.2.12.1.1.1 Benefit Guideline Minimum
Death Benefits \$150,000
Medical Expense \$150,000 per occurrence
Disability Benefits 52 weeks per occurrence

3.1.2.12.2.1 Indemnification - Contractor shall fully defend, protect, indemnify and hold harmless Collin County, its employees, servants and agents from and against each and every claim, demand, or cause of action, however arising from or related to the services to be performed by the Contractor, employees of the Contractor or their respective agents and servants, for any liability, cost, expense, or judgment, including reasonable attorney fees, expert witness fees, court costs, and other costs, and other costs and expenses incurred in the defense of Collin County or in Collin County's successful prosecution of any indemnity claim hereunder, including costs and attorney fees in connection with said indemnity claim, which may be made or asserted by Contractor, Contractor's employees, or any third parties on account of any personal injury, death, or property damage caused by, arising out of or in any way incidental to or in connection with the performance by Contractor of its obligations hereunder, (including acts of omissions of Contractor's employees in furtherance

thereof) including claims brought pursuant to strict liability or absolute liability, and whether or not Collin County, its employees, servants or agents may have jointly caused or contributed to, by its own negligence, any such claim, demand, cause of action, liability, cost, expense, damage or loss, including claims brought in strict liability or absolute liability.

3.1.3 Commercial Automobile Liability insurance shall be no less than \$500,000 combined single limits per accident for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

3.1.4 Professional Liability Insurance at minimum limits of \$1,000,000. This policy must have a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

3.2 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.

3.3 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.3.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained in the workers compensation coverage.

3.3.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.3.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.3.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.3.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.4 All insurance shall be purchased from an insurance company that meets the following requirements:

3.4.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.

3.5 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:

3.5.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.5.2 Sets forth the notice of cancellation or termination to Collin County.

4.0 EVALUATION CRITERIA AND FACTORS

4.1 The award of the contract shall be made to the responsible offeror whose proposal is determined to be the lowest and best evaluated offer, taking into consideration the relative importance of price and other factors. The evaluation criteria will be grouped into percentage factors as follows:

CRITERIA	VALUE
Price	40
References/Past Experience – Past Experience with similar size accounts will receive higher points.	30
Production Rate Supplied to County	30
Total Value	100

5.0 SPECIAL CONDITIONS AND SPECIFICATIONS

- 5.1 **Purpose:** The intended use/purpose for this Request for Proposal is to describe in detail specifications for janitorial services required by Collin County. All normal and usual services or materials not specifically mentioned which are necessary to provide a complete and acceptable service shall be included in the RFP and shall conform in quality of materials, workmanship and performance to that which is usually provided for this type of service. Janitorial service shall include all necessary supervision, labor, and equipment. Collin County will provide supplies for use by the Contractor. The filling of the dispensers/containers/waste baskets with the supplies provided by Collin County will be the responsibility of the janitorial service. Collin County provides toilet tissue dispenser, hand towel dispenser, soap dispensers and sanitary napkin dispensers.
- 5.2 **Term of Contract:** This agreement shall provide for an annual contract commencing on the effective date of award by Commissioners' Court through September 30, 2013, with the option of four (4) one (1) year renewals. Collin County will review the Contractor's performance on approximately April 1st of each year to review performance and quality of services. At that time the County will decide whether to recommend renewing the Contract for an additional one (1) year periods.
- 5.3 **Funding:** Funds for payment have been provided through the Collin County budget approved by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.
- 5.4 **Price Redetermination:** A price redetermination may be considered by Collin County only at the anniversary date of the contract (October 1st of each year). Any request for a price redetermination shall be submitted to Collin County on or before July 1st of that year. Contractor shall include documentation substantiating their request for price increase (i.e. Federal/State minimum wage law; Federal/State unemployment taxes; F.I.C.A; Insurance Coverage Rates; etc.). Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

- 5.5 Pre-Proposal Conference: A Pre-Proposal Conference will be held at 1:30 p.m. Wednesday, October 31, 2012 at the Central Plant Conference Room located on the 2nd Floor, 4600 Community Avenue, McKinney, TX 75071. All prospective offerors are requested to have a representative present. It is the offeror's responsibility to review the site and documents to gain a full understanding of the requirements of the RFP.
- 5.6 Contract Administrator: Under this contract, Collin County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between the Collin County Purchasing Department (which has the overall contract administration responsibilities) and the Contractor.
- 5.7 Purchase Order: A purchase order(s) shall be generated by Collin County to the Contractor. The purchase order number must appear on all itemized invoices. Collin County will not be held responsible for any services performed without a valid current purchase order number.
- 5.8 Right of Inspection: Collin County shall have the right to inspect the services performed before accepting them.
- 5.9 Safety Warranty: Contractor warrants that the services performed shall conform to the standards declared by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the services do not conform to OSHA standards, the County may require the services to be redone at no additional expense to the County. In the event the Contractor fails to make the appropriate correction within a reasonable time, correction made by the County will be at the Contractor's expense.
- 5.10 QUALIFICATIONS: The vendor shall meet the following minimum qualifications:
1. Vendor shall provide a minimum of three (3) references, current customers with a comparable square footage shall be listed with complete name, address, telephone number, email address, contact person that are similar in scope to this project. There is a total of 736,443 square feet of cleaning area, 452,106 square feet is carpeting and 284,337 square feet of non-carpeted flooring, located among 18 facilities to be provided for as part of this contract. Failure to provide reference information may result in rejection of submittal.
 2. The maximum production rate for this contract is 4,400 square feet per hour/per person excluding the day porters. This production rate will be in effect between the hours of 5:00 p.m. and 10:00 p.m. (Monday through Friday).
 3. Vendor shall have the ability to provide a \$100,000 performance bond, if awarded the contract.
- 5.11 PAYMENT: Contractor shall submit invoices on a monthly basis. A purchase order will be issued by the Collin County Purchasing Agent for the monthly amount of the contract, less any penalties as outlined in these specifications.

- 5.12 **PERFORMANCE BOND:** Within ten (10) days after notification of award, the Contractor shall execute and furnish to Collin County a Performance Bond (required on an annual basis for the following year services) in the amount of \$100,000.00 to guarantee faithful performance of the contract. Bond shall be made payable to Collin County and shall be executed with a surety company authorized to do business in the State of Texas.
- 5.13 **RESPONSIBILITIES:** It is the Contractor's responsibility to instruct and inform employees as to the terms, conditions and requirements of this contract. Contractor shall provide their own trash cart to carry trash to compactor. Contractor shall provide cleaning equipment per building. All equipment must be maintained in top electrical and mechanical condition and will be inspected by Facilities Maintenance Housekeeping Administrator. Contractor shall provide for Collin County and public safety by use of signs and barriers when floors are wet, slippery or in a state of maintenance. Janitorial Closets will be provided by Collin County. Closet shall be kept in a clean and orderly manner with all supplies labeled as per OSHA standards.
- 5.14 **SUPERVISION:** Contractor must furnish a supervisor/lead person at each site to be on County premises to oversee work performed at all times during regular course of service and will be available on call-back, when services have not been performed as required, without additional cost to the County. These persons should be able to speak fluent English for ease in communication with Collin County personnel. Response to a call back shall be no longer than two (2) hours from time of notification. If the Janitorial Service cannot respond within the two (2) hours and Collin County is required to take care of the callback, the charges (labor, materials and equipment used) for such services shall be deducted from monthly payment for failure to perform in keeping with the terms of this contract. Labor rate will be calculated by Facilities Maintenance Housekeeping Administrator.
- 5.15 **INSPECTION:** Contractor will make inspections with Collin County's designated representative upon request and furnish written plan of action as to how and when correction of discrepancies will be accomplished in order to eliminate complaints. The Contractor shall have a regular systematic inspection by their supervisor to maximize efficiency at all times.
- Collin County reserves the right to make periodic unannounced inspections without the Contractor being present.
- If after inspection, problem areas are not corrected immediately (within one (1) working days), unless emergency (within one (1) hour), and must be corrected using outside source other than Contractor, charges for such outside services shall be deducted from monthly payment for failure to perform in keeping with the terms of this contract.
- 5.16 **GLOSSARY OF TERMS:** Attached to this RFP is a glossary of certain terms (Attachment B) that will be used throughout these specifications. Contractor shall refer to this glossary of terms in order to determine Collin County's intent.
- 5.17 **DAY COVERAGE:** The County requires that services be performed five (5) nights per week (Monday through Friday). Because of the nature of some County offices, the Contractor will be required to provide janitorial services during the day. Those areas that require daytime cleaning are:

<u>Office</u>	<u>Location</u>
A. District Attorney's Office	2100 Bloomdale Rd

B.	Auditor's Office	2300 Bloomdale Rd
C.	Computer Room	2300 Bloomdale Rd
D.	Central Supply/Mail Room	2100 Bloomdale Rd
E.	Sheriff's Office	4300 Community Ave
F.	Criminal Investigation	4300 Community Ave
G.	Administration Offices	4300 Community Ave
H.	Computer Room	2100 Bloomdale Rd
I.	District Attorney's Office	2100 Bloomdale Rd
J.	Judges Chambers	2100 Bloomdale Rd

5.18 **DAYTIME PORTERS:** Contractor shall provide daytime porters for the following locations:

1. 2100 Bloomdale Rd., Courthouse, McKinney, Qty. of 2
2. 4300 Community Avenue, Sheriff's Administration Office, Qty. of 1.
3. 2300 Bloomdale Rd., Jack Hatchell Administration Building, McKinney, Qty. of 1
4. 900 and 920 East Park Blvd. Plano, Qty. of 1

8 hours per day from 8:00 a.m. until 5:00 p.m. 5 days a week. This person will answer directly to the Facilities Maintenance Housekeeping Administrator and in conjunction with Contractor will develop a schedule which will benefit both parties. Daytime Porters are required to carry a communication device, at minimum a pager, furnished by the contractor. Services excluded from Day Porter's duties are floor finishing, carpet extractions, blind and upholstery cleaning.

5.19 **BACKGROUND CHECK/SECURITY:** Within ten (10) days after notification of award, the Contractor shall furnish to Collin County a copy of the bond covering all services including each employee and agrees to provide a means of ensuring the employees can be searched, if necessary, in case of accusation of theft. Contractor shall not hire or work any person who has any felony conviction or misdemeanor conviction involving moral turpitude. The County shall require a background check performed by the Collin County Sheriff's Office before a person can work onsite.

5.20 **EMPLOYEE WAGES AND TAXES:** Contractor shall at all times pay or cause to be paid, without expense to Collin County, all Social Security, Unemployment and Federal Income Withholding Taxes of all their employees. All such employees shall be paid wages and benefits as required by Federal and/or State Law.

5.21 **PERSONNEL UNIFORMS:** Contractor shall assure that all working personnel are in clean uniforms (which have been approved by the County) and properly identified. Any changes in uniforms shall be agreed upon by both the County and the Contractor. Uniforms shall be required to be worn within seven (7) days of start of contract. A smock is acceptable as a uniform.

5.22 **SUBCONTRACTING:** The Contractor may subcontract portions of the requirements of this contract, namely floor finishing or carpet cleaning, window blind cleaning, or furniture upholstery cleaning under the same terms and conditions set forth in this contract and only with prior written approval of the Collin County Purchasing Agent.

- 5.23 **ENERGY MANAGEMENT:** Contractor and/or employees are responsible for turning off lights and securing all doors as per schedule provided by Collin County.
- 5.24 **MISCELLANEOUS REQUIREMENTS:** The Contractor shall not permit their employees to use the telephone in any office area or remove food or drinks from refrigerators or otherwise remove or handle, except in the act of cleaning any papers or other items found on the County premises. Contractor will not allow employees to bring children to work with them while at Collin County facilities.
- 5.25 **COMMENTS/COMPLAINTS:** Collin County will receive comments and complaints from the various departments of Collin County government. Each work day, the Facilities Maintenance Housekeeping Administrator will submit any housekeeping complaint e-mails to the Contractor or designated representative. The Contractor, or designated representative, shall ensure that any and all complaints shown to Contractor have been corrected completely, and will note the action taken by whom, when, and shall return the completed housekeeping complaint e-mail to the Facilities Maintenance Housekeeping Administrator no later than the next working day after it has been given to the Contractor.

Also, Contractor and/or employees are requested to notify the Facilities Maintenance Housekeeping Administrator via e-mail or phone call with any physical facility problems that they may encounter while working on the property of Collin County, such as tears or holes in carpet, damage to metal, wood, or glass surfaces or furniture, or any other significant item that the Contractor or employee believes should require immediate repair. The Contractor shall notify the Facilities Maintenance Housekeeping Administrator on a daily basis with this information.

- 5.26 **CONTRACT AGREEMENT:** The Contractor agrees to maintain and assure a proper appearance of the Collin County Government Facilities listed below according to the schedule of cleaning. All work performed in fulfilling the requirements of this contract will be accomplished by competent personnel utilizing the highest professional maintenance methods. This contract for services shall include all personnel, supervision and equipment used by the Contractor. Contractor agrees to perform any and all emergency cleaning services which may be required.

Floor Plans of the County owned facilities shall be made available to the Contractor upon request. There is approximately 736,443 square feet of floor space to be serviced under this contract, of that total approximately 284,337 square feet is non-carpeted flooring and 452,106 square feet is carpeted flooring. County owned/leased buildings to be included in this contract are listed in Attachment A. Location and addresses at all county facilities are listed in Attachment C.

Collin County reserves the right to change the services required under this contract, and may adjust the contract price to reflect the cost associated with such changes (either by addition or deletion of total square footage and/or addition or deletion of one or more locations).

- 5.27 **SCHEDULE OF CLEANING:** This schedule will be considered a minimum of services required by Collin County. Although specific duties are stipulated to be done nightly, any other

cleaning deemed necessary by Contractor or employee shall be done at any time as needed. It is expressly understood that Collin County may add requirements under this schedule in order to assure that all scheduled properties are properly cleaned. All cleaning shall be accomplished between the hours of 5:00 p.m. and 10:00 p.m. at all county facilities with exception of those areas noted in Section 5.17. List of Housekeeping supplies and products Collin County Government will provide are listed in Attachment D.

Contractor shall submit, on the first day of the week to Facilities Maintenance Housekeeping Administrator, a weekly schedule of work activities showing where particular duties will be performed daily and shall submit, at the same time, a follow-up report showing completed schedule for previous week.

5.28 CARPETING AND MATS

- A. **CARPETS AND MATS:** Every effort must be made to maintain the floor covering in all areas. It is the responsibility of the Contractor to assure all carpets and mats are kept clean and safe. Should an unsafe or cleaning problem occur, the Contractor shall notify Collin County as soon as possible.
1. In all cases every effort should be made to keep soiling and stains to a minimum.
 2. All chemicals and equipment used in any procedure shall meet OSHA, EPA and Air Quality standards.
 3. Contractor shall reimburse Collin County for any damage to carpet or hard floors caused by improper cleaning methods.
- B. **CARPET EXTRACTION:** Wet extraction is the preferred method of deep cleaning and should be considered regular carpet maintenance. Knowledge in stain removal is a major concern. Should the Contractor have knowledge of a safer more thorough cleaning procedure it must be agreed upon by Collin County prior to use.
1. Care shall be taken to insure quality chemicals, equipment and workmanship is used.
 2. Care shall be taken to insure over wetting does not occur.
 3. Care shall be taken to insure no damage is caused by the misuse of chemicals or equipment.
 4. Every effort shall be made to insure as much excess liquid and chemical is removed as possible. Browning shall be avoided.
 5. An odor neutralizer shall be used.
 6. Carpets shall be brushed against its lay.

7. Extraction shall be followed by deep vacuuming; pile shall be lifted.
 8. Carpet extraction shall be performed two times per year on all carpeted areas.
- C. **SPIN CLEANING:** Spin cleaning is the interim surface cleaning method preferred. Quality equipment, chemicals and workmanship are to be used. Bonnet or brush shall be used depending on the amount of soiling. Spin cleaning shall be considered regular maintenance. Should the Contractor have knowledge of a safer more thorough cleaning method it must be agreed upon by Collin County prior to use.
1. Carpet shall be deep vacuumed prior to spin cleaning.
 2. Every effort shall be made to remove as much excess liquid and chemical as possible. Browning shall be avoided.
 3. An odor neutralizer shall be used.
 4. Carpet shall be brushed against its lay.
 5. Spin cleaning shall be followed by deep vacuuming, pile should be lifted.
- D. **SPOTS, STAINS AND GUM:** Stains, spots and gum removal shall be considered regular maintenance and performed on a daily basis. Every effort should be made to insure stains do not become permanent.
1. Carpet spotting is to be done daily. Should a stain return or be difficult to remove it is the responsibility of the Contractor to notify the County of the techniques tried and results expected.
- E. **VACUUMING:** Vacuuming shall be considered one of the most important preventative routine cleaning methods used. It is the responsibility of the Contractor to insure as much soil, dirt, grit and debris is removed from all carpeting and matting as possible.
1. It is preferred all vacuums be equipped with an air filtering system to assist in air quality.
 2. Vacuuming shall be done against the lay when possible to prevent as much matting as possible.
 3. Every effort should be made to insure good quality equipment and workmanship is used and no damage is done to flooring, furnishings, etc.

5.29 NON-CARPETED FLOORING

- A. **GENERAL:** Every effort shall be taken to assure a safe, slip resistant and clean floor. The "Wet Look" is preferred. All chemicals and equipment shall meet OSHA, EPA and Air Quality Standards. All floors are to meet ADA standards on static coefficient of friction. Contractor shall provide tests and or records to assure Collin County facilities floors meet ADA regulations.

Should there be cause to anticipate any flooring problem it is the responsibility of the Contractor to notify Collin County.

- B. **COMPLETE STRIPPING:** Complete stripping is the removal of all floor finish and seal. Every effort must be made to prolong the life of the surface and finish. Floors shall be completely stripped two times per year. Should a floor need to be completely stripped or replaced because of neglect or improper cleaning, the Contractor shall refinish the floor at the request of Collin County.

1. During stripping every effort shall be made to assure no damage is done to any surface to include but not limited to: baseboards, walls, doors, frames, molding, ledges, glass, furnishings and flooring.
2. Every effort shall be made to assure all stains and foreign elements are removed, to include but not limited to: bacteria, stains, dust, dirt, hair, mop strings, heel marks, gum and stripper prior to sealing or refinishing.
3. Every effort shall be made to avoid splotching, loosening, curling, blanching, softening, swirling and tackiness.
4. Floors shall be neutralized prior to sealing and refinishing.
5. Floors shall be rinsed and completely free of stripping solution.
6. Bare floors shall be polished to a high shine prior to sealing.

- C. **SEALING:**

1. Every effort shall be made to assure the seal is applied to a bare, clean and dry floor.
2. The bare floor shall be polished and all dust removed prior to applying the seal.
3. Every effort shall be made in choosing a quality product and applied in the correct manner to insure that none of the following occur: discoloration, spotting, peeling, swirling, softening, powdering, etc.
4. Care shall be taken to assure seal is not applied in coats too thick or too thin.

5. Should seal need to be removed before a reasonable time due to neglect, poor workmanship or poor quality it will be removed at the request of Collin County and at Contractor expense.
 6. Care should be taken to assure baseboards remain clean and free of seal unless the baseboard is a continuance of the floor then seal shall be applied.
- D. **FINISH:** Every effort shall be taken to assure a good quality finish is used. The finish shall be slip resistant, moisture resistant, hard wearing and dry to a high gloss. Finish shall not powder or discolor during regular care and maintenance.
1. Finish shall be applied to a clean, sealed surface.
 2. Heavy yellow and dirty build ups along baseboards and in non-traffic areas shall be removed.
 3. Every effort shall be made to prolong the life and the look of the floor and the finish.
 4. Should stripping be necessary due to poor quality finish, workmanship or maintenance it will be done at the request of Collin County.
- E. **MACHINE SCRUB:** Machine scrubbing shall be included in regular floor maintenance in order to remove heavy soil, scuff marks, stains and other debris as well as to restore worn traffic lanes.
1. The same care shall be taken as described in the Stripping section.
 2. The clean surface shall be polished to a high shine prior to resurfacing.
 3. Should complete stripping be necessary because of the quality of the product, equipment or workmanship it will be done at the request of Collin County.
- F. **RESTORATION AND RESURFACING:** The restoration or resurfacing shall be included in the regular maintenance of the flooring.
1. The surface shall be clean prior to resurfacing.
 2. The same procedure shall be followed as described in the Finish section with the understanding that the seal and some of the finish remains on the floor. Every effort shall be taken to assure heavy dirty and dull buildup does not occur.
 3. Should complete stripping be necessary because of the quality of the product, equipment or workmanship it will be done at the request of Collin County.

G. POLISHING/BUFFING/BURNISHING: Regular maintenance should produce a clean, long wearing hard surface. Polishing is to be part of the regular maintenance of all flooring.

1. Floors shall be clean prior to polishing.
2. All scuff marks, heel marks, stains, gum, etc. are to be removed.
3. Floors shall be dust mopped after polishing.
4. Every effort shall be made to extend the life of the flooring and the floor finish. Safety and appearance shall be the main goal. Powdering, burning, swirling, etc. shall be avoided.
5. Hard surfaces shall be buffed once per week.

H. DUST MOPPING/SWEEPING/WET MOPPING: Keeping the floors clean, safe, slip resistant and with a good high gloss appearance is to be included in the regular maintenance of all flooring. Should a problem occur it is the responsibility of the Contractor to notify the County as soon as possible. Under no circumstance is safety to be disregarded.

Dust mopping/sweeping/wet mopping is to be part of regular floor maintenance. Every effort shall be made to insure as much soil and debris is removed as possible to include baseboards, corners, doorways, etc. Built up dirt in corners under or behind fixtures and furnishing, etc. shall be removed.

1. Dust mopping/sweeping/wet mopping shall be done nightly.
2. The equipment and products used shall be of good quality.
3. Every effort shall be made to insure as much soil is removed as possible, without damaging the floor surface or causing a safety hazard.
4. Care shall be taken to insure dirt, dust and debris are not distributed to other surfaces.
5. All gum, heel marks, mop strings, stains, etc. shall be removed nightly.
6. Care shall be taken to insure proper techniques, equipment and products are used.

I. Desk Mats

1. Desk Mats shall be wet mopped weekly.

- 5.30 RESTROOMS: Restrooms shall be thoroughly cleaned and disinfected no less than once a shift. All chemicals and equipment are to meet OSHA, EPA, ADA and Air Quality standards. It is the responsibility of the Contractor to notify the County of any potential health or safety problems as soon as possible. All surfaces must be maintained in a clean and safe manner. A hospital grade disinfectant must be used. All stains etc. are to be removed. No abrasive cleaners or bleach are to be used.
- A. Dispensers:
1. Dispensers shall be checked each shift to insure proper operation. All dispensers are to be secured.
 2. All dispensers shall be refilled as necessary.
 3. All dispensers shall be cleaned and polished outside once per shift and inside once weekly.
 4. Stub rolls shall not to be left in any public restroom.
- B. Receptacles: Receptacles shall be emptied and relined nightly, more often in some areas. Every effort should be taken to insure receptacles are odor free.
1. All receptacles shall be cleaned and polished on the outside once per shift. Cleaned and disinfected inside once weekly.
 2. All receptacles shall be relined with the proper fitting liner. Liners are to be secured and opened.
- C. Restroom Floors: Restroom Floors shall be swept thoroughly once nightly.
1. Baseboards shall be cleaned nightly, treated and polished weekly.
 2. Floor drains shall have no less than one half gallon of water poured into them on Mondays and Thursdays.
 3. Two ounces of enzyme shall be placed in floor drains on Tuesdays and Fridays.
 4. Floors shall be mopped with a pH neutral cleaner nightly. All stains, gum, heel marks, debris, etc. shall be removed.
 5. Floors shall be machine scrubbed and traffic lanes refinished once monthly in high traffic areas, twice a year in private restrooms. Grout shall be kept clean.
 6. Floors shall be maintained in a safe manner. Every effort shall be made to extend the life of the floor and the finish.

7. Care shall be taken to insure all debris, stains, gum, etc. is removed from floors.
- D. All fixtures shall be cleaned with disinfectant once nightly, more often in some areas.
1. Apply disinfectant to all hard surfaces; Basins, counters, splash backs, toilets, urinals, dividers, flushometer, faucets, plumbing, behind and under toilets and urinals, etc. Allow significant dwell time as suggested by manufacturer.
 2. All treated surfaces shall be wiped down. Care shall be taken that all excess liquid and water spots are removed, to include base of bowls, etc.
 3. Allow chemical to remain in bowls and leave seats up.
 4. Urinal screens shall be cleaned nightly and replaced as suggested by the manufacturer.
 5. Mirrors shall be cleaned nightly with glass cleaner edge to edge. All smudges, etc. shall be removed.
- E. Stalls and Walls
1. Stalls shall be dusted and spot cleaned nightly. All smudges, etc. shall be removed.
 2. All stall surfaces, doors, hinges, etc. shall be cleaned and polished once weekly, more often in high traffic areas.
 3. Walls shall be spot cleaned nightly.
 4. Walls shall be cleaned ceiling to floor and wall to wall monthly.
 5. Remove graffiti, fingerprints, smudges, stains, etc. nightly.
- F. Entry Doors
1. All doors shall be dusted and spot cleaned nightly to include hinges, frames, etc. All graffiti, smudges, fingerprints, etc. shall be removed.
 2. Push and kick plates shall be cleaned and polished weekly.
 3. Doors, frames, etc. shall be cleaned and polished once weekly.
- G. Louvers, Grills, Light fixtures, etc.

1. To be vacuumed and wiped clean weekly.

5.31 WINDOW CLEANING

- A. Care shall be taken to insure that chemicals used will not cause damage to windows, frames or ledges.

1. No harsh abrasive chemicals shall be used.
2. No ammonia shall be used, without consulting Collin County prior to its use.
3. Window cleaning chemicals containing isopropanol shall be acceptable.
4. Dish washing detergent and water shall be acceptable.
5. All excess liquid shall be removed from all surfaces.
6. All dust, dirt, tape, glue, paint, smears, streaks, smudges and all foreign materials shall be removed.
7. All frames and molding shall be kept clean, treated and polished.
8. Some windows have tinting. Only methods and chemicals approved by Collin County shall be used to clean these windows.

- B. WINDOW APPEARANCE: Every effort shall be made to assure a clear, unobstructed view.

1. Windows, frames and ledges shall be completely free of dust, residue, streaks, smears, smudges, tape, glue, etc.

C. FREQUENCY OF CLEANING

1. All entry glass doors shall be cleaned inside and outside, frame to frame nightly.
 - a. All kick and push plates shall be cleaned and polished nightly.
 - b. All ledges, frames and fixtures shall be dusted nightly, and shall be cleaned and polished no less than twice a week.
 - c. All fingerprints, smudges, etc. shall be removed nightly.

2. All entry way windows and glass partitions shall be spot cleaned nightly and all finger prints, smudges, etc. removed.
 - a. All entry way windows and glass partitions shall be cleaned inside and outside, frame to frame, three times per week.
 - b. All frames and ledges shall be dusted inside and outside nightly, and shall be cleaned and polished three times per week.
3. All other windows shall be spot cleaned inside nightly unless completely obstructed.

5.32 MEDICAL EXAMINERS BUILDING

- A. The Medical Examiners Building shall be cleaned as described in the Office section with the exception of Toxicology, Laboratory, Dock and Autopsy.
- B. All restrooms shall be cleaned as described in the restroom section.
- C. The Dock area shall be cleaned as described in the Public Access section.
- D. The Laboratory and Toxicology is to be cleaned as described in the Medical section. Counters and equipment will be cleaned by the Medical Examiner's staff.
- E. The Autopsy area will be thoroughly cleaned on Monday of every week. Should Monday be a holiday or the area is in use, it shall be cleaned on the following scheduled work day. On occasion this facility will request unscheduled cleaning, should this occur the Contractor will be notified in a timely manner. The Autopsy area shall be cleaned as described in the Medical section, with the exceptions described as follows.
 1. The area shall be policed nightly and spot cleaned.
 2. All floor drains shall be treated with no less than one cap full of live enzyme nightly.
 3. The cart wash area shall be mopped with a live enzyme nightly.
 4. The floor drain in the cart wash area shall be cleaned no less than once a week.
 5. Every effort shall be made to keep this area as odor free as possible.
 6. Protective equipment shall be used to protect against disease and handling of body fluids.

5.33 MEDICAL FACILITIES: HEALTH CARE ANNEX, IMMUNIZATION CLINIC, ETC.: Medical facilities must be thoroughly cleaned once nightly. All office areas will be cleaned as

described in the Office section. All restrooms will be cleaned as described in the Restroom section. All clinics, laboratories and exam rooms shall be cleaned as follows.

A. Trash and Receptacles

1. Trash shall be removed once nightly and litter picked up. (Hazardous waste, sharps, etc. will be removed by medical staff.)
2. Trash receptacles shall be washed inside and outside with disinfectant nightly.
3. Receptacles shall be relined snugly and neatly each night.
4. Receptacles shall be returned neatly to their proper places.

B. Dusting and Polishing

1. Overhead, vertical and horizontal dusting shall be done nightly.
2. Eye level, vertical and horizontal dusting shall be done once nightly.
3. Eye level vertical cleaning, disinfecting and polishing shall be done nightly.
4. Eye level horizontal cleaning, disinfecting and polishing shall be done nightly.
5. Lower level, vertical and horizontal cleaning, disinfecting and polishing shall be done nightly.
6. All dispensers shall be check for stock nightly to insure that there are no shortages the following day. (Only antibacterial hand soap shall be used in the soap dispensers.)
7. All dispensers shall be cleaned and disinfected inside and out nightly. Polish shall be applied to the outside nightly.
8. All smudges, fingerprints, graffiti, etc. will be removed nightly.
9. Every effort shall be made to avoid cross contamination.
10. A soft cloth shall be used for polishing, no paper.

C. Glass, Plexiglas and Metal Work

1. All horizontal and vertical glass, Plexiglas and metal work shall be spot cleaned nightly. Thoroughly cleaned weekly, more often if needed. A soft cloth or squeegee shall be used, no paper.
2. Doors and partitions

- a. Both sides shall be spot cleaned. Thoroughly cleaned and polished three times a week, more often if needed.
- b. Frames, handles, hinges, push plates, kick plates, etc. shall be spot cleaned, thoroughly cleaned three times a week, more often if needed. Polish shall be applied as the surface requires.

D. Furnishings

1. Upholstered Furnishings

- a. Shall be vacuumed weekly.
- b. Spots and stains shall be removed nightly.
- c. Upholstery cleaning shall be provided as requested by Collin County.
- d. Cleaning method shall be approved by Collin County.

2. Hard Surface Furnishings

- a. All hard surface furnishings, exam tables, chairs, lamps, scales, etc. shall be thoroughly cleaned and disinfected nightly. Polish shall be applied as surface requires.

E. Floors

1. Carpeted areas

- a. All litter is to be picked up nightly; staples, paper clips etc...
- b. Carpet shall be vacuumed wall to wall nightly, to include under and behind all furnishings.
- c. Spots, stains and gum shall be removed nightly.
- d. Carpet shall be spin cleaned, brush or bonneted as soiling requires no less than monthly. Traffic lanes may need spin cleaning more often.
- e. Carpet shall be steam/wet extracted and sanitized no less than once every four (4) months.

2. Hard and Resilient Floors

- a. All floors shall be swept thoroughly on a nightly basis.

- b. Floors shall be thoroughly mopped using a hospital grade disinfectant nightly, wall to wall, to include under and behind furnishings.
- c. All stains, heel marks, gum, mop strings, etc. shall be removed nightly.
- d. Baseboards shall be kept free of mop/machine lines, water marks, etc. Baseboards shall be kept clean and treated.
- e. Walls, doors and furnishings shall be kept free of water spots, chemical splashes, etc.
- f. Traffic lanes shall be polished wall to wall three times a week to include under furnishings.
- g. Floors shall be machine scrubbed every other month, more often should surface require, and fresh finish shall be applied to traffic lanes.

5.34 MYERS PARK LANDING:

- a. Floor waxing shall be done four times per year.
- b. Buffing shall be done two times per week, specifically Monday and Thursday.

5.35 PUBLIC ACCESS AREAS: LOBBIES, COURTROOMS, JURY ROOMS, RECEPTION AREAS, WAITING ROOMS AND ALL OTHER AREAS ACCESSIBLE TO THE PUBLIC: All Public access areas shall be thoroughly cleaned nightly.

A. Trash and Receptacles

- 1. Trash shall be removed nightly.
- 2. Trash receptacles shall be wiped clean weekly.
- 3. Receptacles shall be kept free of odors.
- 4. Receptacles shall be relined snugly and neatly each night.
- 5. Receptacles shall be returned neatly to their proper places.
- 6. Receptacles shall be washed inside, outside, sanitized and dried once monthly.

B. Dusting and Polishing

1. Overhead, vertical and horizontal dusting shall be done weekly. Overhead dusting shall include blinds, vents, light fixtures, walls, anything from the top of the head up.
2. Eye level, vertical and horizontal dusting shall be done weekly. Signs, desk, anything from the top of the head to the knees shall be done weekly. (Tops of desks shall only be cleaned if things are placed on blotters or clean around objects, do not rearrange.)
3. Eye level vertical and horizontal polishing shall be done weekly.
4. Lower level, vertical and horizontal dusting shall be done weekly. This includes, but is not limited to baseboards, chair legs, table legs, sides of desk, anything from the knees to the floor.
5. Lower level vertical and horizontal polishing shall be done once per week.
6. A soft cloth shall be used for polishing, no paper.
7. All finger prints, smudges and graffiti shall be removed nightly.

C. Glass, Plexiglas and Metal Work

1. All horizontal and vertical glass, Plexiglas and metal work shall be cleaned and polished nightly, using a soft cloth or a squeegee.
 - a. All vertical surfaces shall be cleaned nightly.
 - b. Where vertical surfaces allow, both sides shall be cleaned once weekly, more often if needed.
 - c. All horizontal surfaces shall be cleaned nightly. Polish shall be applied as surface requires.
 - d. All fingerprints, smudges and graffiti shall be removed nightly.
2. Doors and Partitions
 - a. Both sides of doors and partitions shall be spot cleaned nightly and thoroughly cleaned three times a week, more often if needed.
 - b. Proper equipment shall be used to insure surface is cleaned from frame to frame.

- c. Frames, handles, hinges, push plates, kick plates, etc. are to be spot cleaned weekly and thoroughly cleaned more often if needed. Polish shall be applied as the surface requires.
- d. All fingerprints, smudges and graffiti shall be removed nightly.

D. Magazines, Newspapers and Pamphlets

- 1. All newspaper shall be removed and discarded nightly.
- 2. All magazines and pamphlets shall be straightened and arranged neatly nightly.

E. Chairs and Settees

- 1. Upholstered Furnishings
 - a. Shall be vacuumed no less than once per week, more often if needed.
 - b. Spots and stains shall be removed nightly.
 - c. Upholstery cleaning shall be provided as requested by Collin County.
 - d. Cleaning method shall be approved by Collin County.
- 2. Hard Surface Furnishings
 - a. Hard surface chairs, etc. shall be wiped down nightly and polish applied as surfaces require.
 - b. Furnishings in the Healthcare Annex waiting room shall be wiped down with disinfectant nightly.
 - c. All fingerprints, smudges and graffiti shall be removed nightly.

F. Floors

- 1. Carpeted Areas
 - a. High traffic carpeted areas shall be thoroughly vacuumed, wall to wall nightly including under furnishings.
 - b. Spots, stains and gum, etc. shall be removed nightly.
 - c. Pile shall be lifted no less than once weekly, more often should matting occur.

- d. Carpet shall be spin cleaned, brush or bonneted as soiling requires, every three (3) months, and followed by heavy duty vacuuming. Pile shall be lifted to prevent matting. Care shall be taken that chemicals are removed as much as possible.
- e. Carpet shall be steam/wet extracted no less than every fourth month, more often if needed. Care shall be taken that as much detergent is removed as possible. Cleaning shall be followed by heavy vacuuming, pile shall be lifted.

2. Hard and Resilient Floors

- a. All floors shall be swept thoroughly on a nightly basis.
- b. Floors shall be thoroughly wet mopped nightly. Care shall be taken that the protective finish is maintained and its life extended effectively.
- c. All stains, heel marks, gum, mop strings, etc. shall be removed nightly.
- d. Floors shall be mopped wall to wall, to include under furnishings nightly with a neutral rinseless cleaner.
- e. Baseboards shall be kept free of mop/machine lines, watermarks, etc. Baseboards shall be kept clean and polished.
- f. Walls, doors and furnishings shall be kept free of water spots, chemical splashes, etc.
- g. Floors shall be polished.
- h. Floors shall be machine scrubbed every fourth week, more often should surface require, polished and fresh finish applied to traffic lanes.

5.36 MULTIPLE OCCUPIED OFFICE AREAS: Congested working areas shall be thoroughly cleaned three times weekly.

A. Trash and Receptacles

- 1. Trash shall be removed nightly and litter picked up.
- 2. Trash receptacles shall be wiped clean no less than once nightly.
- 3. Receptacles shall be kept free of odor.
- 4. Receptacles shall be relined snugly and neatly each night.

5. Receptacles shall be returned neatly to their proper places.
6. Receptacles shall be washed inside, outside, sanitized and dried once monthly, more often if needed.

B. Dusting and Polishing

1. Overhead, vertical and horizontal dusting shall be done once per week, more often if needed. Overhead dusting shall include blinds, vents, light fixtures, walls, anything from the top of the head up.
2. Eye level, vertical and horizontal dusting shall be done three times per week more often if needed. This includes but not limited to signs, desk, anything from the top of the head to the knees. (Tops of desks shall only be cleaned if things are placed on blotters or clean around objects, do not rearrange.
3. Eye level vertical polishing shall be done once per week. Oil shall not be used on any writing surface.
4. Eye level horizontal polishing shall be done once per week.
5. Lower level horizontal polishing shall be done once weekly, more often if needed. Baseboards, chair legs, table legs, sides of desk anything from the knees to the floor.
6. Lower level vertical and horizontal polishing to be done once per week, more often if needed.

C. Glass, Plexiglas and Metal Work

1. All horizontal and vertical glass, Plexiglas and metal work shall be spot cleaned nightly; thoroughly cleaned and polished weekly, using a soft cloth or a squeegee, no paper.
 - a. All vertical surfaces shall be spot cleaned nightly, thoroughly cleaned weekly, more often if needed.
 - b. Where vertical surfaces allow, both sides shall be cleaned once weekly, more often if needed.
 - c. All horizontal surfaces shall be spot cleaned nightly; thoroughly cleaned weekly, polish shall be applied as surface requires.
2. Doors and Partitions

- a. Both sides shall be spot cleaned nightly and thoroughly cleaned weekly more often if needed.
- b. Frames, handles, hinges, push plates, kick plates, etc. shall be spot cleaned nightly, thoroughly cleaned weekly, more often if needed. Polish shall be applied as the surface requires.

D. Furnishings

1. Upholstered Furnishings

- a. Shall be vacuumed monthly, more often if needed.
- b. Spots and stains shall be removed nightly.
- c. Upholstery cleaning shall be provided as requested by Collin County.
- d. Cleaning method shall be approved by Collin County.

2. Hard Surface Furnishings

- a. Hard surface chairs, etc. shall be wiped down weekly and polish applied as surfaces require.
- b. Conference tables shall be cleaned and polished nightly.

F. Floors

1. Carpeted Areas

- a. Traffic lanes shall be thoroughly vacuumed nightly.
- b. All litter shall be picked up nightly; staples, paper clips, etc.
- c. Carpet shall be vacuumed wall to wall, no less than three times per week, more often if needed, to include under and behind all furnishings.
- d. Spots, stains and gum shall be removed nightly.
- e. Carpet shall be spin cleaned, brush or bonneted as soiling requires, monthly and followed by vacuuming and pile shall be lifted. Chemicals shall be removed as much as possible. Traffic lanes may need spin cleaning more often.

- f. Carpet shall be steam/wet extracted every fourth month. Cleaning shall be followed by vacuuming and pile lifted.

2. Hard and Resilient Floors

- a. All floors shall be swept thoroughly each night.
- b. Floors shall be thoroughly wet mopped nightly.
- c. Care shall be taken that all stains, heel marks, gum, mop strings, etc. are removed nightly.
- d. Floors shall be mopped wall to wall, to include under furnishings nightly with a neutral rinseless cleaner.
- e. Baseboards shall be kept free of mop/machine lines, water marks, etc. Baseboards shall be kept clean and treated.
- f. Walls, doors and furnishings shall be kept free of water spots, chemical splashes, etc.
- g. Traffic lanes shall be polished wall to wall no less than monthly to include under furnishings. Floors shall be dust mopped after polishing to remove dust.
- h. Floors shall be machine scrubbed every fourth week, more often should surface require, polished and fresh finish applied.
- i. Floors shall be completely stripped and resurfaced when needed or at the request of Collin County.

5.37 SINGLE OCCUPIED OFFICE AREAS: Single occupied offices shall be thoroughly cleaned no less than twice weekly.

A. Trash and Receptacles

- 1. Trash shall be removed nightly and litter picked up.
- 2. Trash receptacles shall be wiped clean once nightly.
- 3. Receptacles shall be kept free of odors.
- 4. Receptacles shall be relined snugly and neatly each night.
- 5. Receptacles shall be returned neatly to their proper places.

6. Receptacles shall be washed inside, outside, sanitized and dried once monthly, more often if needed.

B. Dusting and Polishing

1. Overhead, vertical and horizontal dusting shall be done no less than once per week more often if needed. Overhead dusting shall include blinds, vents, light fixtures, walls, anything from the top of the head up.
2. Eye level, vertical and horizontal dusting shall be done no less than twice per week, more often if needed. This includes but not limited to signs, desk, anything from the top of the head to the knees. (Tops of desks shall only be cleaned if things are placed on blotters or clean around objects, do not rearrange.)
3. Eye level vertical polishing shall be done once a week.
4. Eye level horizontal polishing shall be done twice per week. Oil shall not be used on writing surfaces.
5. Lower level, vertical and horizontal dusting shall be done weekly. This includes but not limited to baseboards, chair legs, table legs, and sides of desk, anything from the knees to the floor.
6. Lower level vertical and horizontal polishing shall be done weekly, more often if needed.
7. A soft cloth shall be used for polishing, no paper.

C. Glass, Plexiglas and Metal Work

1. All horizontal and vertical glass, Plexiglas and metal work shall be spot cleaned nightly; thoroughly cleaned and polished weekly, using a soft cloth or a squeegee, no paper.
 - a. All vertical surfaces shall be spot cleaned nightly, thoroughly cleaned weekly more often if needed.
 - b. If vertical surfaces allow, both sides shall be cleaned once weekly, more often if needed.
 - c. All horizontal surfaces shall be thoroughly spot cleaned nightly; thoroughly cleaned once per week, polish shall be applied as surface requires.
2. Doors and Partitions

- a. Both sides shall be spot cleaned nightly and thoroughly cleaned weekly, more often if needed.
- b. Frames, handles, hinges, push plates, kick plates, etc. shall be spot cleaned nightly, thoroughly cleaned weekly, more often if needed. Polish shall be applied as the surface requires.

D. Furnishings

1. Upholstered Furnishings

- a. Shall be vacuumed no less than monthly, more often if needed.
- b. Spots and stains shall be removed nightly.
- c. Upholstery cleaning shall be provided as requested by Collin County.
- d. Cleaning method shall be approved by Collin County.

2. Hard Surface Furnishings

- a. Hard surface chairs, etc. shall be wiped down weekly and polish applied as surfaces require.
- b. Conference tables shall be cleaned and polished nightly.

F. Floors

1. Carpeted Areas

- a. Traffic lanes shall be thoroughly vacuumed nightly.
- b. All litter shall be picked up nightly; staples, paper clips, etc.
- c. Carpet shall be vacuumed wall to wall, weekly, more often if needed and shall include under and behind all furnishings.
- d. Spots, stains and gum shall be removed nightly.
- e. Carpet shall be spin cleaned, brush or bonneted as soiling requires no less than every three months, followed by vacuuming. Pile shall be lifted. Care shall be taken that chemicals are removed as much as possible. Traffic lanes may need spin cleaning more often.

- f. Carpet shall be steam/wet extracted no less than once per year. Care shall be taken that as much detergent is removed as possible. Cleaning shall be followed by vacuuming and pile lifted.
2. Hard and Resilient Floors
- a. All floors shall be swept thoroughly on a nightly basis.
 - b. Floors shall be spot mopped nightly and thoroughly wet mopped once per week.
 - c. All stains, heel marks, gum, mop strings, etc. shall be removed nightly.
 - d. Floors shall be mopped wall to wall, to include under furnishings, once weekly with a neutral rinseless cleaner.
 - e. Baseboards shall be kept free of mop/machine lines, water marks, etc. Baseboards shall be kept clean and treated.
 - f. Walls, doors and furnishings shall be kept free of water spots, chemical splashes, etc.
 - g. Traffic lanes shall be polished nightly and wall to wall, no less than once a week, to include under furnishings. Floors shall be dust mopped after polishing to remove dust.
 - h. Floors shall be machine scrubbed every three months, more often should surface require, polished and fresh finish applied to traffic lanes.
 - i. Over wetting shall be avoided.
 - j. Floors shall be completely stripped and resurfaced when needed or at the request of Collin County.

5.38 MISCELLANEOUS CLEANING AREAS

- A. Entrances shall be cleaned as described in the Public Access section with the exception of the following.
 - 1. Entrances include areas six feet in any direction.
 - a. All entrances shall be swept out at least six feet and all waste removed.
 - b. Flower beds, etc. connected with entrances shall be policed nightly and all trash, cigarette butts, etc. removed.

- B. Display cases shall be cleaned on the outside nightly and cleaned and polished on the inside no less than once a month.
- C. Elevators shall be cleaned as described in the Public Access section.
- D. Open stairs and steps shall be cleaned as described in the Public Access section.
- E. Stairwells and fire escapes shall be cleaned twice a week.
 - 1. Stairwells and fire escapes shall only need to be cleaned twice a week, but policed nightly.
 - 2. Firehouse cabinets shall be cleaned inside and out once weekly.
- F. Vending areas, lounges and break rooms shall be cleaned as described in the Public Access section.
- G. Elections and Tabulations shall be cleaned as described in the Public Access section when in use; when not in use they shall be cleaned every other month.
- H. Copy and storage rooms shall be cleaned as single offices.
- I. All recycling areas shall be kept clean and free of litter.
- J. Fire extinguishers shall be dusted once a week.
- K. Blinds shall be dusted once weekly and wiped down with a damp cloth every other week.
- L. Drapes shall be vacuumed monthly.
- M. All floor drains shall have one gallon of water poured down them once every Monday and one cap of enzyme poured down them on Tuesday and Friday of every week.
- N. All other drains shall be treated with one cap of enzyme on Tuesday and Friday. Drains such as water fountains, sinks, etc.
 - 1. Water fountains shall be cleaned with disinfectant and polished nightly.
- O. All urinals shall be treated with one cap enzyme on Tuesdays and Fridays. Areas where there is urine splash, for example, under urinals, shall also be treated with a light spray of enzyme nightly.
- P. Janitorial closets shall be cleaned as described in the office section.
 - 1. All equipment and chemicals shall meet OSHA standards.

2. All equipment and chemicals shall meet all safety and fire standards.
3. All equipment and chemicals shall be kept free of electrical boxes, etc.
4. All waste, trash and litter shall be removed nightly.
5. Every effort shall be made to keep all janitorial closets free of unpleasant odors.
6. All closets shall be kept neat and orderly.

- Q. Office equipment, which includes telephones, calculators, computers, etc., shall be cleaned by others.
- R. Personal items shall not be cleaned by the Contractor.

5.39 RECYCLING: Collin County participates in a recycling program at the 2100 Bloomdale location only. This includes cardboard only.

- A. Cardboard at the 2100 Bloomdale location shall be broken down and deposited into a large container on the jail loading dock on a daily basis.

5.40 INSURANCE REQUIREMENTS:

Per Section 3.0 Insurance Requirements, all bidders are required to provide proof of insurance for the term of the contract.

Collin County requests that bidders provide a designation of the type of employee coverage to be provided under this request for proposal.

Bidders shall state the type of employee insurance coverage provided under this contract. Reference item 3.1.2 and item 3.1.2.12.

6.0 PROPOSAL FORMAT

6.1 The proposal shall be submitted in either electronic format via www.bidsync.com or hard copy in according to the following requirements. At a minimum, include a Table of Contents detailing sections and corresponding page numbers, and shall be printed on letter-size (8-1/2"x 11") paper and assembled with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD COVER BINDERS.** Proposal shall include but not be limited to information on each of the following:

6.1.1 FIRM OVERVIEW

Offeror is requested to define the overall structure of the Firm to include the following

- 6.1.1.1 A descriptive background of your company's history.
- 6.1.1.2 State your principal business location and any other service locations.
- 6.1.1.3 What is your primary line of business?
- 6.1.1.4 How long have you been selling product(s) and/or providing service(s)?
- 6.1.1.5 State how many and the locations where your product/services are in use.

6.2 PROPOSED PROJECT TEAM/STAFF
QUALIFICATIONS/EXPERIENCE/CREDENTIALS

6.2.1 Offeror is requested to provide qualifications as well as experience information on Offeror's key personnel.

6.3 REFERENCES

6.3.1 Offeror is requested to include at least three (3) references, current customers with a comparable square footage shall be listed with complete name, address, telephone number, email address, contact person that are similar in scope to this project. Failure to provide reference information may result in rejection of submittal.

6.4 PRICING/FEES

6.4.1 State price per square foot for Janitorial Services.

6.4.2 State production rate for this contract.

6.4.3 State employee coverage type.

6.5 OTHER PROJECTS INVOLVED WITH

6.5.1 Offeror is requested to provide a list of other projects that you are currently involved with or will be involved with.

ATTACHMENT A**2013 Housekeeping**

Building	Square Feet	Hard Surface	Carpet
Administration Building	82692	40,097	42,595
Bloomdale Courthouse	238,857	109,597	129,260
Courthouse Phase II	139,120	23,648	115,472
Healthcare Annex	34,738	16,650	18,088
Public Works			
Service Center	10,319	5,475	4,844
Farmersville Barn	1,277	1,277	
Redbarn	2,430	2,430	
Medical Examiners	8,139	2,903	5,236
Justice Center	68,601	23,460	45,141
Juvenile Detention	4,868	2,927	1,941
JJAEP	37,046	26,881	10,165
Central Plant	10,390	3,883	6,507
Minimum Security	5,323	1,411	3,912
Myers Park			
The Landing at Myers Park	6,000	6,000	
Haggard House	1,443	1,443	
900 Building	40,231	4,490	35,741
920 Building	21,777	3,841	17,936
J.P's			
Farmersville	2,930	1,517	1,413
Frisco	8,108	304	7,804
Elections	5,740	479	5,261

ATTACHMENT A

Frisco W.I.C.	1,790	1,000	790
Animal Services	4,624	4,624	
Total 2013 housekeeping	736,443	284,337	452,106

ATTACHMENT B

ATTACHMENT B: GLOSSARY OF TERMS

BROWNING: Is the discoloration of materials/surfaces caused by chemicals.

BLANCHING: Discoloration of tile caused by the over use of stripping solution leaching the color out of the surface. A general washed out look can be caused by excessive application of detergents on the basis of frequency, concentration or formulation.

BLOTCHING: Stains, marks, smears, smudges and blemishes. Blotching is usually caused by the failure to completely remove old, darkened finish.

BUFFER: A polishing implement covered with a soft material. A floor machine with a rotating disk ranging in speeds; Standard speed is 175 RPM, high speed 300-1000 RPM, ultra high speed 1000-2500 and mega high speed rotating at 6000 RPM. Disk with different pads, brushes or bonnets may be used on hard floors or carpet.

BUFFING: Is the polishing of a hard floor surface. Buffing extends the length of time between stripping or scrubbing. The friction used in buffing produces a hard clean top coat of finish.

BURNISHING: This process uses an ultra high speed floor machine to renew the floor surface by actually melting some of the floor finish. This process can be used as an over all floor care system when used with restoration chemicals. Burnishing can not be used on worn or uneven floors.

CURLING: The loosening of tiles caused by the excessive use of water remaining on the floor for an extended length of time. The use of improper chemicals such as strong caustic or alkaline solutions can cause tile to loosen and curl.

DISCOLORATION: To alter or distort the original color. This process can be caused by the over use or improper use of stripping solutions, detergents or other chemicals.

DISINFECTANT: A chemical agent that destroys disease-bearing microorganisms.

DISINFECTION: The reduction of potentially harmful bacteria. Kills 99,999 out of a 10,000 organisms considered harmful.

DUST MOP: A tool for sweeping a smooth, lightly soiled and dry floor. When properly treated and cared for the dust mop will remove soil from the floor without leaving a residue.

EYE LEVEL: Is the range from approximately the top of the head to the knees. The range seen by looking up and down while holding the head straight forward. Area and

objects in this range include, doors, door knobs, push plates, light switches, desk tops, counters, table tops, signs, chairs, settees, etc.

HORIZONTAL: Flat; parallel. Areas or objects that include desk tops, counters tops, table tops, file cabinet tops, etc.

LIQUID ENZYME: Any of numerous proteins or conjugated proteins produced by living organisms. A synergistic blend of cultured bacteria, enzymes, detergent, deodorizers and odor neutralizers that will digest, liquefy and clean organic waste, paper, detergent, grease, hair, fat and other waste.

LOOSENING: Damage to tile caused by excessive use of water and chemicals and/or allowing water and chemicals to remain on the floor for an extended period of time.

LOW LEVEL: The range from approximately the knees to the floor. Areas or objects that include chair legs, rungs, table legs, baseboards, etc.

MACHINE SCRUBBING: A process of removing soils, scuffs, and heel marks without removing all the layers of floor finish, avoiding the need to apply a sealer prior to applying fresh finish. This process includes the use of a rotary disk floor machine.

NEUTRAL CLEANER: A cleaner that contains neither free acid nor free (uncombined) alkali.

NEUTRALIZE: To make a solution chemically neutral. Example: Baking soda can neutralize battery acid.

NEUTRAL pH: Ranging on the pH scale between 0 (corrosive)-14 (caustic) 7 considered neutral.

ODOR NEUTRALIZER: The elimination of odor or eliminating bacteria the cause of offensive odor. Deodorizing is the masking of an offensive odor. Neutralization is the elimination of an offensive odor.

OVERHEAD: The range from approximately the top of the head to the ceiling. This area includes light fixtures, ventilation louvers, corners, door frames, etc.

PEELING: Should a surface coating be applied to thick peeling of that coating can occur. Floor surfaces not properly maintained can produce a peeling or flaking effect.

PILE: The fibers of the carpet or mat.

PILE LIFTING: A heavy duty vacuum designed to remove deep, embedded soil and to raise the carpet pile.

POLISH: The process of adding friction to obtain, brilliance, gloss, luster (buff). Also a chemical to add the same and to protect.

POLISHING: Floor polishing is obtained by the use of a floor machine, pad, spray buffing or rejuvenation product to produce a clean, hard, shiny, slip resistant floor. Wood polishing is obtained with the use of an oil base cleaner and a soft cloth. Metal polishing is obtained by the use of a soft cloth and an oil based cleaner. Writing surfaces are polished with a wax or silicone based cleaner.

POWDERING: Powdering represents the breaking down of the floor finish as a result of poor quality of floor finish or applying the finish to a surface that is not completely free of stripping solution.

SANITIZE: To eliminate, reduce, or maintain bacteria level at safe standards.

SOFTENING: Softening occurs when the floor finish is applied too thick or when the finish is applied to a floor that is not completely free of the stripping solution and the solution continues to work on the finish.

SPIN CLEANING: A surface cleaning method for carpets. Generally only removes approximately 1/4 inch of soiling. A low speed rotary floor machine and an absorbent cotton or synthetic emulsifying solution applied to the carpet to remove surface soil

SPLITCHING: White splitches caused by water typically occurs on floors which have been finished with an inferior floor product. This problem can be rectified by using a good quality finish and regular buffing. Dark splitches usually occur when finish is dripped on the floor and allowed to dry.

SWEEPING: The removal of loose soil, debris and litter.

STRIPPING: Stripping is the process by which old floor finish and seal is removed. A emulsifying solution is used. Because the process is very labor intensive and causes damage to the flooring surface it should be used when no easier solution is available.

SWIRLING: Swirling or swirl marks may appear in a floor when a poor quality floor finish is used or when the finish is applied too thick and leveling does not occur.

TACKINESS: This condition is caused if a poor quality finish is applied or if the finish is applied too thick. Improper cleaning, leaving a residue film can also cause tackiness.

VERTICAL: Flat; Upright. Surfaces such as walls, doors, blinds, sides of furnishings, etc.

WET EXTRACTION: Wet extraction/steam cleaning are two related methods of removing large amounts of dirt, residues, and moisture from carpets fibers. Wet extraction equipment cleans by injecting water and chemicals under pressure to rinse soil

and oily residue from carpet fibers. The soil and excessive soil and solutions are immediately removed by heavy duty vacuuming.

WET MOPPING: Removes lightly embedded soil and a small amount of floor finish depending on the chemicals used and the temperature of the water.

WET LOOK: The wet look is a highly polished floor that appears to be wet.

WETTING: Wetting is a term used to imply an excessive amount of water has been used to cause a loosening of the floor surface.

**ATTACHMENT C
Location Addresses****Central Plant**

4600 Community Ave.
McKinney, Texas 75071

Collin County Justice Center

4300 Community Ave.
McKinney, Texas 75071

§ Collin County Sheriff's Administration
4300 Community Ave.
McKinney, Texas 75071

Collin County Detention Center
4300 Community Ave.
McKinney, Texas 75071

Minimum Security

4800 Community Ave.
McKinney, Texas 75071

Juvenile Detention

4700 Community Ave.
McKinney, Texas 75071

JJAEP

4650 Community Ave.
McKinney, Texas 75071

Animal Shelter

4750 Community Ave.
McKinney, Texas 75071

Health Care Annex

825 N. McDonald
McKinney, Texas 75069

Medical Examiner

700-B West Wilmeth Road
McKinney, Texas 75069

Public Works Service Center

700-A Wilmeth Road
McKinney, Texas 75069

§ Farmersville Public Works Barn
1269 Hwy. 78 North
Farmersville, Texas 75442

§ Public Works Red Barn
700 A Wilmeth Road
McKinney, Texas 75069

Myers Park

Rt. 4, Box 149-C
McKinney, Texas 75070

§ Haggard House
Rt. 4, Box 149-C
McKinney, Texas 75070

§ The Landing
§ Rt. 4, Box 149-C
McKinney, Texas 75070

Bloomdale Courthouse and Phase II

2100 Bloomdale
McKinney, TX 75071

Jack Hatchell Administration Building

2300 Bloomdale
McKinney, TX 75071

Collin County Elections

2010 Redbud Blvd, Suite 102
McKinney, TX 75069

JP-2 – Farmersville

406 Raymond St
Suite A
Farmersville, TX 75442

J.P.-2/Constable 4– Frisco

8585 John Wesley Dr., Ste. 130
Frisco, TX 75034

Frisco WIC

8785 McKinney Road
Frisco, TX 75037

900 Building

900 East Park Blvd.
Plano, TX 75074

920 Building

920 East Park Blvd.
Plano, TX 75074

ATTACHMENT DList of Housekeeping Supplies and Products for Collin County Government

Wype all wipers
Small, medium, large, & x-large Vinyl gloves
Scrub brushes
Extensio dusters
Household brooms
18" & 24" squeegees
24" & 36" dust mop frames & dust mop heads
24 & 32 oz mop heads & handles
Scrubs stainless steel wipes
Urinal screens with deodorant cakes
Waxed sanitary napkin bags
Non deodorant tampons
Time mist dispensers
Spray bottles
Sponges
On guard carpet cleaner
Buffer pads
Micrell gojo soap
Green lotion soap
Antimicrobial hand soap
Multi fold towels
Small toilet tissue
Jumbo towel
Center pull towels
Small can liners
Large can liners
Murphys oil soap
Baseboard stripper in aerosol can
A33 dry
Neutral cleaner
Concentrated window cleaner
Blue max heavy duty degreaser
Specialist high speed floor restorer
Bonnet kleen
Nonacid bathroom cleaner
Consume alive
Generations metered aerosol deodorant
Aero lemon foaming disinfectant
Brauny floor stripper
Show place floor wax
Aero furniture polish
Champion dust n more with lemon for dust mops

Bulldozer washroom cleaner
Spartan clean by proxy
Spartan sse carpet prespotter
Hillyard quick and clean super hil-aire citrus aerosol
Betco carpet spotter
Staples virustat dc plus
Hillyard clean assist restorer for floor machine

**SIGNATURE FORM
COLLIN COUNTY, TEXAS**

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER.

WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas? Yes No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: Yes No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

- Sole Proprietorship Yes No
- General Partnership Yes No
- Limited Partnership Yes No
- Corporation Yes No
- Other Yes No

List Legal Names in Company:

List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? Yes No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror’s failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED “BIDDER/OFFEROR” IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	<input type="text"/>
Street Address of Principal Place of Business	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone of Principal Place of Business	<input type="text"/>
Fax of Principal Place of Business	<input type="text"/>
E-mail Address of Representative	<input type="text"/>
Federal Identification Number	<input type="text"/>
Date	<input type="text"/>
Acknowledgement of Addenda	#1 € #2 € #3 € #4 € #5 € #6 €
Authorized Representative Name	<input type="text"/>
Authorized Representative Title	<input type="text"/>
Signature (Required for paper bid submission)	<input type="text"/>

AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company

Title of Officer

Name of Officer

Date:

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ For vendor or other person doing business with local governmental entity	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY Date Received
1	<p>Name of person doing business with local governmental entity.</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
2	<p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>
3	<p>Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.</p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>
4	<p>Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.</p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>

Adopted 11/02/2005

FORM CIQ

CONFLICT OF INTEREST QUESTIONNAIRE

Page 2

For vendor or other person doing business with local governmental entity

**5 Name of local government officer with whom filer has affiliation or business relationship.
(Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes No

D. Describe each affiliation or business relationship.

Empty text box for describing affiliations or business relationships.

6

Signature line

Signature of person doing business with the governmental entity

Date line

Date

Adopted 11/02/2005

**COLLIN COUNTY**

OFFICE OF COUNTY AUDITOR
2300 Bloomdale Road • Suite 3100
McKinney, Texas 75071
(972) 548-4731 • Metro (972) 424-1460
Fax (972) 548-4696

Dear Vendor:

In order for Collin County to comply with Internal Revenue Service Guidelines, we are required to keep a W-9 on file for each vendor to whom we have remitted payment(s). Collin County is in the process of up dating their files.

Please complete the attached/faxed W-9 form and **fax** to (972) 548-4696 OR **mail** the original to 2300 Bloomdale Road, Suite 3100, McKinney, Tx 75071. Failure to do so may result in delay(s) of future payments.

Thank you in advance for your assistance in this matter.

Sincerely,

Jeffry May
Collin County Auditor

JM/pac

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
: :
: :
or
Employer identification number
: :

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

In order to better serve our bidders, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Please take a moment to complete the below. Should you have any questions or require more information please call (972) 548-4165.

HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID OR PROPOSALS?

McKinney Courier-Gazette?	€	Yes	€	No
Plan Room?	€	Yes	€	No
Collin County Web-Site?	€	Yes	€	No
Facsimile or email from BidSync?	€	Yes	€	No
Other <input type="text"/>				

HOW DID YOU RECEIVE THE BID DOCUMENTS?

Downloaded from Home Computer?	€	Yes	€	No
Downloaded from Company Computer?	€	Yes	€	No
Requested a Copy from Collin County?	€	Yes	€	No
Other <input type="text"/>				

Thank You,

Collin County Purchasing Department

Question and Answers for Bid #2013-033 - Services, Janitorial

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.