



COLLIN COUNTY

Services: Janitorial

RFP 2017-172

**Shannon Poe
Jack Hatchell Administration Building
2300 Bloomdale Road, Ste. 3160
McKinney, TX 75071**

**(P) 972-548-4115 (F) 972-548-4694
spoe@collincountytexas.gov**

Collin County exclusively uses IonWave Technologies, Inc. ([Collin County eBid](#)) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means.

LEGAL NOTICE

By order of the Commissioners' Court of Collin County, Texas, sealed proposals will be received by the Purchasing Agent, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071, until **2:00 P.M., Thursday, June 15, 2017**, for competitive proposals on the **Services: Janitorial, RFP 2017-172**. A mandatory pre-proposal conference will be held for **Services: Janitorial** on **Tuesday, June 6, 2017 @ 1:30 p.m. at the Collin County Central Plant 2nd Floor Conference Room located at 4600 Community Blvd., McKinney, TX 75071**. Proposers should use unit pricing. A Performance Bond shall be required in the amount of \$100,000. Proposers may obtain detailed specifications and other documents at Office of the Purchasing Agent: Collin County Administration Building, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071, 972-548-4165, or by going to: <https://collincountytx.ionwave.net>. Sealed proposals will be opened on **Thursday, June 15, 2017 at 2:00 P.M.** by the Purchasing Agent, Collin County Administration, Purchasing Department, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071. The Commissioners' Court reserves the right to reject any and all proposals.

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ATTENTION:	CLASSIFIEDS
BILL TO:	ACCOUNT NO 06100315-00
	COMMISSIONERS' COURT

NOTICE TO PUBLISHERS: Please publish in your issue on **Thursday, May 25, 2017**, and **Thursday, June 1, 2017**. A copy of this notice and the publishers' affidavit must accompany the invoice when presented for payment.

NEWSPAPER:	<u>Plano Star Courier</u>
DATE:	<u>May 23, 2017</u>
FAX:	<u>972-529-1684</u>

Collin County, Texas

Bid Information

Bid Owner Shannon Poe
Email spoe@collincountytx.gov
Phone (972) 548-4115
Fax (972) 548-4694

Bid Number 2017-172
Title Services: Janitorial
Bid Type RFP
Issue Date 05/23/2017
Close Date 6/15/2017 02:00:00 PM (CT)

Contact Information

Address 2300 Bloomdale Rd.
Ste. 3160
McKinney, TX 75071

Contact Shannon Poe
Department Purchasing
Building Admin. Building
Floor/Room Ste.3160
Telephone (972) 548-4115
Fax (972) 548-4694
Email spoe@collincountytx.gov

Ship to Information

Address 2300 Bloomdale Rd.

McKinney, TX 75071

Contact
Department Multiple Departments
Building
Floor/Room
Telephone
Fax
Email

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____

Supplier Notes

The undersigned hereby certifies the foregoing proposal submitted by the company listed below hereinafter called "offeror" is the duly authorized agent of said company and the person signing said proposal has been duly authorized to execute same. Offeror affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this proposal in collusion with any other offeror or other person or persons engaged in the same line of business; and that the contents of this proposal as to prices, terms and conditions of said 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 proposal.

Signature _____ Date ____ / ____ / ____

Bid Notes

Bid Activities

Date	Name	Description
6/6/2017 01:30 PM (CT)	Mandatory Pre-Proposal Conference	Collin County Central Plant 2nd Floor Conference Room 4600 Community Avenue McKinney, TX 75071

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	General Instructions_Proposals.docx	General Instructions_Proposals
Header	Terms of Contract_Proposals.docx	Terms of Contract - Proposals
Header	Insurance.doc	Insurance
Header	Specifications.doc	Specifications
Header	Attachment A - County OwnedLeased Buildings.xls	Attachment A
Header	Attachment B - Glossary of Terms.doc	Attachment B
Header	Attachment C - County Facility Locations and Addresses.doc	Attachment C
Header	Attachment D - Housekeeping Supplies.docx	Attachment D
Header	Performance Bond.pdf	Performance Bond
Header	HB23 CIQ.docx	Information Regarding Conflict of Interest Questionnaire
Header	CIQ_113015.pdf	Conflict of Interest Questionnaire
Header	W9_2014.pdf	W-9
Header	Bid Document.pdf	Bid document to be used if submitting a manual bid.

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Delivery	<p>Delivery will be F.O.B. inside delivery at Collin County designated locations and all transportation charges are to be paid by the supplier to destination.</p> <p>Please state delivery in calendar days from date of order.</p>	_____ (Required)
2	Exceptions	<p>Do you take exceptions to the specifications. If so, by separate attachment, please state your exceptions.</p> <p>Valid Responses: [Please Select], Yes, No</p>	_____ (Required)
3	Insurance	<p>I understand that the insurance requirements of this solicitation are required and a certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract.</p> <p>Please initial.</p>	_____ (Required)
4	Subcontractors	<p>State the business name of all subcontractors and the type of work they will be performing under this contract.</p> <p>If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".</p>	_____ (Required)

- 5 Reference No. 1 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. _____ (Required)
- Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.
- 6 Reference No. 2 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. _____ (Required)
- Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.
- 7 Reference No. 3 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. _____ (Required)
- Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.
- 8 Preferential Treatment 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). _____ (Required)
1. Is your principal place of business in the State of Texas?
2. If your principal place of business is not in Texas, in which State is your principal place of business?
3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?
4. If your state favors resident bidders, state by what dollar amount or percentage.
- 9 Debarment Certification I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations. _____ (Required)
- Please initial.
- 10 Immigration and Reform Act I 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. _____ (Required)
- 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 by Collin County.
- Please initial.

- 11 Disclosure of Certain Relationships Chapter 176 of the Texas Local Government Code _____ (Required)
requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor.
- By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.
- Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.
- Please initial.
- 12 Anti-Collusion Statement Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. _____ (Required)
- No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list.
- Please initial.
- 13 Disclosure of Interested Parties Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. _____ (Required)
- Section 2252.908 applies only to a contract entered into on or after January 1, 2016.
- Please initial.

- 14 Notification Survey _____ (Required)
- In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165.
- How did you receive notice of this request?
Valid Responses: [Please Select], Plano Star Courier, Plan Room, Collin County eBid Notification, Collin County Website, Other
- 15 Proposer Acknowledgement _____ (Required)
- Proposer acknowledges, understands the specifications, any and all addenda, and agrees to the proposal terms and conditions and can provide the minimum requirements stated herein. 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 Proposal submittal resulting from Proposer's failure to do so. Proposer acknowledges the prices submitted in this Proposal have been carefully reviewed and are submitted as correct and final. If 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 Request for Proposal.
- Please initial.
- 16 Medical Offices _____ (Required)
- Does your company have experience in cleaning medical and medical related offices?
- 17 Performance Bond _____ (Required)
- Vendor shall have the ability to provide a \$100,000 performance bond, if awarded the contract. Initial to acknowledge.

Line Items

#	Qty	UOM	Description	Response
1	1	square foot	Janitorial Services	\$ _____ (Required) Unit Price

Item Notes: State price per square foot for Janitorial Services

Supplier Notes: _____

2	1		Production Rate	\$ _____ (Required) Square Foot
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Item Notes: State production rate for this contract. Refer to section 6.4.2 for example.

Supplier Notes: _____

3	1	square foot	Extra Cleanings - Carpet Extraction	\$ _____ (Required) Unit Price
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Item Notes: State price per square foot for extra carpet extraction cleanings outside this contract.

Supplier Notes: _____

4	1	square foot	Extra Cleanings - Strip/Wax Floors	\$ _____ (Required) Unit Price
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Item Notes: State price per square foot for extra stripping/waxing floors outside this contract.

Supplier Notes: _____

5	1	square foot	Extra Cleanings - Buffing	\$ _____ (Required) Unit Price
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Item Notes: State price per square foot for extra buffing outside this contract.

Supplier Notes: _____

6 1 square foot Extra Cleanings - Upholstery Cleaning

\$ _____
(Required)
Unit Price

Item Notes: State price per square foot for extra upholstery cleaning outside this contract.

Supplier Notes: _____

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Offeror: refers to submitter.

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

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by an Offeror.

1.0.1.4 RFP: refers to Request for Proposal.

1.0.1.5 CSP: refers to Competitive Sealed Proposal

1.1 If Offeror does not wish to submit an offer at this time, please submit a No Bid.

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 ionWave Technologies, Inc. (Collin County eBid) 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 submittal may not be withdrawn or canceled by the 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 Proposals/Submittals for any or all products and/or services covered in a Request For Proposal (RFP) and Competitive Sealed Proposal (CSP), 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 RFP's and CSP's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the RFP/CSP 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. RFP's and CSP's may be submitted in electronic format via Collin County eBid.

1.9 All Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the RFP and/or CSP.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Request for Proposals (RFP) and Competitive Sealed Proposals (CSP) submitted in hard copy paper form. RFP's, and CSP's received in the Collin 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 RFP/CSP, 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 a Request for Proposal or 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 Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the RFP/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. **Collin County eBid** <https://collincountytexas.ionwave.net/>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Offeror's receipt of any addenda issued. 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 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Offeror shall state these exceptions in the section provided in the RFP/CSP 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.

1.18 Minimum Standards for Responsible Prospective Offerors: A prospective Offeror must meet the following minimum requirements:

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

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

1.18.3 have a satisfactory record of performance;

1.18.4 have a satisfactory record of integrity and ethics;

1.18.5 be otherwise qualified and eligible to receive an award.

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

1.20 Vendor shall bear any/all costs associated with its preparation of a RFP/CSP 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 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 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.

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 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 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 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County RFP/CSP is for the execution of a public work, the following shall apply:

2.11.1 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).

2.11.2 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).

2.12 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.

2.13 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.

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

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

2.16 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.

2.17 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.

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

2.18.1 Collin County Purchase Order Number;

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

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

- 2.19 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.
- 2.20 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.21 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.
- 2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.23 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.
- 2.24 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.
- 2.25 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.
- 2.26 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.
- 2.27 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.
- 2.28 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.
- 2.29 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.
- 2.30 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.

2.31 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.

2.32 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 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 proposal submission and time of award, the Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 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.

2.34 Delays and Extensions of Time when applicable:

2.34.1 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/Engineer may determine.

2.34.2 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.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send

completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

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

3.0 INSURANCE REQUIREMENTS

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv. Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.1.4 **Umbrella/Excess Liability** insurance.

- Each Occurrence/Aggregate: \$1,000,000

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

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers' Compensation.

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

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

3.2.4 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.

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

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

3.3.1 A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.

3.4 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:

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

3.4.2 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 best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with Vernon's Texas Code Annotated, Local Government 262.030.

The Evaluation Committee will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate contractors according to specific criteria and will elevate a certain number of contractors to compete against each other. The proposals will be evaluated on the following criteria.

The County will use a competitive process based upon "selection levels." The County recognizes that if a contractor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining contractors or to elevate a contractor that was not elevated before. The selection levels are described in the following sections.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Offerors may, at the discretion of the County, be contacted to submit clarifications or additional information within two business days. Incomplete or noncompliant RFPs may be disqualified.

LEVEL 1 - CONFORMANCE WITH MANDATORY REQUIREMENTS

4.1.1 Conformance with RFP guidelines and submittal requirements. The following documents shall be submitted as part of the proposal. Failure to provide these documents shall deem Contractor as non-responsive.

4.1.1.1 Provide response to Section 6.0.

4.1.1.2 Maximum production rate is 4,400. Proposals over this rate will be considered non-responsive.

4.1.1.3 Vendor shall have the ability to provide a \$100,000 performance bond. See response to attribute 17.

LEVEL 2 – DETAILED PROPOSAL ASSESSMENT

4.1.2 The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Criteria evaluated in Level 2:

CRITERIA	VALUE
Price per square foot – Line Item 1	40
References/Past Experience – Past experience with similar size accounts will receive higher points. See Section 6.3	25
Production Rate Supplied To County – Line Item 2	25
Firm Overview – See Section 6.2	10
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. Contractor 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 contractor. 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 a contract commencing on October 1, 2017 through September 30, 2018, with the option of four (4) one (1) year renewals. Collin County will review the Contractor's performance approximately ninety (90) days after commencement of contract to review performance and quality of services.

5.3 **TRANSITIONAL PERIOD:** Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the Vendor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.

5.4 **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.

5.5 **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.

5.6 **PRE-PROPOSAL CONFERENCE:** A Mandatory Pre-Proposal Conference will be held at 1:30 p.m. Tuesday, June 6, 2017 at the Collin County 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.

5.7 **CONTRACT COORDINATOR:** Under this contract, Collin County may appoint a contract coordinator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract coordinator will serve as liaison between the Collin County Purchasing Department (which has the overall contract administration responsibilities) and the Contractor.

5.8 **APPROXIMATE USAGE:** Collin County will not be held responsible for any services performed without a valid current purchase order number. The square footage of the contract is 744,643, with an estimated value of \$480,000.

5.9 RIGHT OF INSPECTION: Collin County shall have the right to inspect the services performed before accepting them.

5.10 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.

5.11 QUALIFICATIONS: The vendor shall meet the following minimum qualifications:

1. 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).

To calculate the Production Rate: 744,643 total sq. ft. divided by the number of employees you will provide, divided by 5 hours/day = Production Rate.

3. Vendor shall have the ability to provide a \$100,000 performance bond, if awarded the contract.

5.12 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.

5.13 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.

5.14 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 the Housekeeping Contract Coordinator. 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.

5.15 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. If supervisor/lead person will not be available, they must notify and provide a backup lead person's name and number to the Housekeeping Contract Coordinator no later than one (1) hour after start time. Supervisor/lead person shall carry a cell phone furnished by the contractor at all times so County personnel can contact them. 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 Contractor 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 the Housekeeping Contract Coordinator.

5.16 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.

5.17 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.

5.18 BACKGROUND CHECK: Contractor shall not hire or work any person who has any felony conviction or misdemeanor conviction involving moral turpitude. All contractor employees that will be working onsite shall pass a criminal background check performed by Collin County before any work may be performed. The selected contractor shall be provided with the required information for background checks. If the County becomes dissatisfied by any personnel provided by the Contractor, County may upon written notice to Contractor, revoke the Contractor employee's right to work within County facilities. The decision to revoke a Contractor employee's right to work within County facilities shall be at the sole discretion of the County.

5.19 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.

5.20 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.

5.21 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.

Contractor shall state names of all subcontractors and the type of work they will be performing on Attribute 4. If a Contractor fails to specify a subcontractor, then he shall be deemed to have agreed that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself.

No Contractor whose proposal is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original bid without approval in writing from the Collin County Purchasing Department.

The successful Contractor further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this contract occasioned by the acts or omissions of the

successful Contractor's subcontractors, their agents or employees. The indemnification provisions of this contract shall apply to all subcontractors.

5.22 ENERGY MANAGEMENT: Contractor and/or employees are responsible for turning off lights and securing all doors as per schedule provided by Collin County.

5.23 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.

5.24 COMMENTS/COMPLAINTS: Collin County will receive comments and complaints from the various departments of Collin County government. Each work day, the Housekeeping Contract Coordinator 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 Housekeeping Contract Coordinator 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 Housekeeping Contract Coordinator 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 Housekeeping Contract Coordinator on a daily basis with this information.

5.25 SCOPE OF WORK: 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 awarded contractor upon request. There is approximately 744,643 square feet of floor space to be serviced under this contract, of that total approximately 284,810 square feet is non-carpeted flooring and 459,833 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).

5.26 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 5.27. 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 the Housekeeping Contract Coordinator, 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.

Contractor shall submit a weekly list of supplies needed, including the floor plan supplies, to the Housekeeping Contract Coordinator no later than Wednesday 4:00 p.m. for the following week's work. Supply items will be delivered on Monday.

5.27 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 working under the direction of the Housekeeping Contract Coordinator. Those areas that require daytime cleaning are:

<u>Office</u>	<u>Location</u>
A. District Attorney's Office	2100 Bloomdale Rd Ste. 100
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 Ste. 200
J. Judges Chambers	2100 Bloomdale Rd
K. Healthcare	825 N. McDonald St.

5.28 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
5. 825 N. McDonald St., Healthcare, Qty. of 1

Eight (8) hours per day from 8:00 a.m. until 5:00 p.m. 5 days a week. Daytime Porters will answer directly to the Housekeeping Contract Coordinator and in conjunction with Contractor will develop a schedule which will benefit both parties. Daytime Porters should be able to speak fluent English for ease in communication with Collin County personnel. Daytime Porters shall carry a cell phone furnished by the contractor so the Housekeeping Contract Coordinator can contact them directly. Voice messages left by the Housekeeping Contract Coordinator shall be returned within fifteen (15) minutes. Services excluded from Day Porter's duties are floor finishing, carpet extractions, blind and upholstery cleaning.

5.29 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.

5.30 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.

5.31 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 or extra multifold towels 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.

5.32 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.

5.33 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 polished 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.

5.34 MEDICAL FACILITIES: Health Care Annex, Immunization Clinic, Etc.: Medical facilities must be thoroughly cleaned once nightly excluding Wylie WIC office. The Wylie WIC office shall be cleaned once per week. 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 per shift 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 and 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.

5.35 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.

5.36 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, and spider web removal, 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, and 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.

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

A. Trash and Receptacles

- 1. Trash shall be removed no less than once per shift 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.
- 2. 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 no less than 2 times per week.

- b. All litter shall be picked up nightly; staples, paper clips, etc.
- c. Carpet shall be vacuumed wall to wall, no less than two 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.

5.38 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, and spider web removal, 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, no less than two times per week, 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.

5.39 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.

5.40 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.

5.41 E-VERIFY: Contractors doing business with Collin County agree to comply with Federal Executive Order 13465 E-Verify. It is Collin County's intention and duty to comply and support the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification and non-discrimination. According to the INA, contractors/employers may hire only persons who may legally work in the United States. Subsequently, contractors and subcontractors doing business with Collin County must confirm their enrollment in the E-Verify system which verifies employment eligibility through completion and checking of I-9 forms. Collin County reserves the right to audit contractor's process to verify enrollment compliance.

6.0 PROPOSAL FORMAT

In accordance with the directions below, offeror shall provide a response for each item in Sections 6.2 - 6.4 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question.

Offeror shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If offeror does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 PROPOSAL DOCUMENTS: To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing
2300 Bloomdale, Suite 3160
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the offeror to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used.

6.2 FIRM OVERVIEW: Offeror is requested to define the overall structure of the Firm to include the following

- 6.2.1 A descriptive background of your company's history.
- 6.2.2 State your principal business location and any other service locations.
- 6.2.3 What is your primary line of business?
- 6.2.4 How long have you been selling product(s) and/or providing service(s)?
- 6.2.5 State how many and the locations where your product/services are in use.
- 6.2.6 Identify your Key Personnel and state qualifications of Key Personnel. Key Personnel is supervisors and above.
- 6.2.7 Describe your work plan for this project.

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. Include at least one (1) reference with a Medical Office.
- 6.3.2 Offeror is requested to provide a list of other projects that you are currently involved with or will be involved with.

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 price per square foot for extra cleanings outside this contract. Line Items 3-6.

ATTACHMENT A**2017 Housekeeping**

Building	Square Feet	Hard Surface	Carpet
Administration	82,692	40,097	42,595
Bloomdale Courthouse	377,977	133,245	244,732
Healthcare	34,738	16,650	18,088
WIC - Wylie	1,980	148	1,832
WIC - Frisco	1,790	1,000	790
Public Works			
Service Center	10,319	5,475	4,844
Farmersville Barn	1,277	1,277	0
Redbarn	2,430	2,430	0
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	0
Haggard House	1,443	1,443	0
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	11,960	804	11,156

ATTACHMENT A

Animal Services	4,624	4,624	0
Total 2017 housekeeping	744,643	284,810	459,833

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

900 Building

900 East Park Blvd.
Plano, TX 75074

920 Building

920 East Park Blvd.
Plano, TX 75074

Animal Shelter

4750 Community Ave.
McKinney, Texas 75071

Bloomdale Courthouse

2100 Bloomdale
McKinney, TX 75071

Central Plant

4600 Community Ave.
McKinney, Texas 75071

Elections

2010 Redbud Blvd, Suite 102
McKinney, TX 75069

Frisco WIC

8785 McKinney Road
Frisco, TX 75037

Health Care Annex

825 N. McDonald
McKinney, Texas 75069

Jack Hatchell Administration Building

2300 Bloomdale
McKinney, TX 75071

JJAEP

4650 Community Ave.
McKinney, Texas 75071

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

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

Juvenile Detention

4700 Community Ave.
McKinney, Texas 75071

Medical Examiner

700-B Wilmeth Road
McKinney, Texas 75069

Minimum Security

4800 Community Ave.
McKinney, Texas 75071

Myers Park

7117 County Road 166
McKinney, Texas 75071

- Haggard House
7117 County Road 166
McKinney, Texas 75071
- The Landing
7117 County Road 166
McKinney, Texas 75071

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

Wylie WIC

303 S. Highway 78, Suite 103/104
Wylie, Texas 75098

ATTACHMENT D
Housekeeping Supply List 2017 / 2018

1 Gallon Soap * - 4 gallons per case **

Air Sponge – odor eliminator

Ajax Cleaner

Bio-Control**—drain cleaner (same as Consume Alive) 12 bottles 32 oz. **

Bleach *(special order)

Blue Max *- degreaser 1 gallon

Buffing pads 19" – Black *

Buffing pads 19" – White *

Buffing pads 20"/ 27"—Aqua *

Center Roll towel – pull towel / healthcare only *

Dust Mop Head 24"

Dust Mop Head 36"

Dust Mop Head Handle

Dust Mop Treatment*

Dust Pan

Extension Duster

Feather Duster

Feminine Sanitary Bags *

Foam Disinfectant Cleaner (lemon) ** 12 cans per box

Furniture Polish**

Gloves Lg. (box)

Gloves Med. (box)

Gloves Sm (box)

Gone – carpet spot remover

Gonzo – Upholstery cleaner

Graffiti remover

Grout brushes

Grout cleaner

House Broom

Jumbo Roll Towel – 6 rolls per bx **

Jumbo Toilet Tissue – 12 rolls per bx **

Kleenex Soap* (pink square box) 6 boxes per case **

Mop Head 24"

Mop Head 36"

Mop Head Handle

Multi – Fold Towels – 16 pks per bx **

Non-Acid Bathroom cleaner* – bowl cleaner (same as NABC) 12 bottles per case 32oz. **

Pledge Multi-Surface cleaner *

Pretty Potty *(special order)

Push Broom

Quat-39 * –neutralizer (mopping) - 1 gallon

RB-25 RTU * –Deodorizer - 1 quart

Scrubs *--Stainless Steel Cleaner - 6 containers per case **

Squeegees with handle 24"

Small toilet tissue – single rolls -- 96 per bx **

Specialist *—Floor Shine, buff floors

Spray bottles

Spray Pak * - disinfectant **

Brauny Stripper * - 5 gallon buckets

Super-Zyme * – Carpet cleaner – 1 gallon

Tampons

Time Mist *

Trash Can Liners 24x33 - 1000 count per box

Trash Can Liners 38x60 - **200 bags per box**

Twin Pk Soap * box

Urinal Screens with deodorant cakes * - **12 per box**

Voban* – cleans emesis, fecal matter

Showplace Wax *- 5 gallon bucket

Waxed sanitary bags **

Windex * - **12 bottles per case 32 oz. ****

Wipe All's *

* - indicates item sent out by the case

** - indicates quantity in case

PERFORMANCE BOND

STATE OF TEXAS §
COUNTY OF COLLIN §

KNOW ALL MEN BY THESE PRESENTS:

That _____, a corporation organized and existing under the laws of the State of _____, and fully authorized to transact business in the State of Texas, whose address is _____ of the City of _____ County of _____, and State of _____, (hereinafter referred to as "Principal"), and _____ (hereinafter referred to as "Surety", a corporation organized under the laws of the State of _____ and authorized under the laws of the State of Texas to act as surety on bonds for principals, are held and firmly bound unto _____ (hereinafter referred to as "Owner") and unto all persons, firms and corporations who may furnish materials for or perform labor upon the buildings, structures or improvements referred to in the attached Contract, in the penal sum of _____ Dollars (\$ _____) (not less than 100% of the approximate total amount of the Contract as evidenced in the proposal plus 10-percent of the stated penal sum as an additional sum of money representing additional court expenses, attorneys' fees, and liquidated damages arising out of or connected with the below identified Contract) in lawful money of the United States, for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents:

WHEREAS, the Principal has entered into a certain written contract with the Owner, dated the _____ day of _____, 20____, to which said Contract is hereby referred to and made a part hereof and as fully and to the same extent as if copied at length herein for the construction of _____.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal fully and faithfully executes the work and performance of the Contract in accordance with the plans specifications, and Contract Documents, including any extensions thereof which may be granted with or without notice to Surety, during the original term thereof, and during the life of any guaranty required under the Contract, and according to the true intent and meaning of said Contract and the plans and specifications hereto annexed, if the Principal shall repair and/or replace all defects due to faulty materials or workmanship that appear within a period of one year from the date of final completion and final acceptance of the work by OWNER; and if the Principal shall fully indemnify and save harmless the OWNER from all costs and damages which OWNER may suffer by reason of failure to so perform herein and shall fully reimburse and repay OWNER all outlay and expense which the OWNER may incur in making good any default or deficiency, then this obligation shall be void; otherwise, to remain in full force and effect; and in case said CONTRACTOR shall fail to do so, it is agreed that the OWNER may do said work and supply such materials and charge the same against said CONTRACTOR and Surety on this obligation. Provided further, that if any legal action be filed on this Bond, venue shall lie in _____ Collin County, Texas.

"PROVIDED, HOWEVER, that this bond is executed pursuant to the provisions Texas Government Code, Chapter 2253, as amended, and Chapter 3503 of the Texas Insurance Code, as amended, and all liabilities on this bond shall be determined in accordance with the provisions of said articles to the same extent as if they were fully copied at length herein.

Surety, for value received, stipulates and agrees that the bond shall automatically be increased by the amount of any Change Order or supplemental agreement which increases the Contract price with or without notice to the Surety, but in no event shall a Change Order or Supplemental Agreement which reduces the Contract price decrease the penal sum of the Bond. And further that no change, extension of time, alteration, or addition to the terms of the Contract, or to the work performed thereunder, or the plans, specifications, or drawings accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract or to the work to be performed thereunder.

Surety agrees that the bond provides for the repairs and/or replacement of all defects due to faulty materials and workmanship that appear within a period of one (1) year from the date of completion and acceptance of the improvement by the OWNER.

The undersigned and designated agent is hereby designated by Surety herein as the agent resident to whom any requisite notice may be delivered and on whom service of process may be had in matters arising out of such suretyship.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument this _____ day of _____ 20____.

WITNESS

PRINCIPAL

Printed/Typed Name _____

Title: _____

Company: _____

Address: _____

SURETY

Printed/Typed Name _____

Title: _____

Company: _____

Address: _____

WITNESS

The Resident Agent of the Surety for delivery of notice and service of process is:

Name: _____

Address: _____

Phone Number: _____

Note: Date of Bond must NOT be prior to date of contract.

INFORMATION REGARDING **CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79th Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84th Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and

CIS: [http://www.ethics.state.tx.us/filinginfo/conflict_form
s.htm](http://www.ethics.state.tx.us/filinginfo/conflict_form_s.htm)

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytexas.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department:

Dan James, Director of Facilities
David Rogers, CAD Operator
Lorraine Marquez, Housekeeping Coordinator

Purchasing:

Michalyn Rains – Purchasing Agent
Sara Hoglund, CPPB – Asst. Purchasing Agent
Shannon Poe – Buyer

Commissioners' Court:

Keith Self – County Judge
Susan Fletcher – Commissioner Precinct No. 1
Cheryl Williams – Commissioner Precinct No. 2
Chris Hill – Commissioner Precinct No. 3
Duncan Webb – Commissioner Precinct No. 4

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 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 generally 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 <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and 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); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. 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 3.	Signature of U.S. person ▶ Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.