

**REQUEST FOR JANITORIAL SERVICE
THE GULF COAST CENTER**

THE GULF COAST CENTER IS SEEKING QUALIFIED JANITORIAL SERVICE PROVIDERS TO PROVIDE JANITORIAL SERVICES TO IDENTIFIED CENTER FACILITIES FOR THE PERIOD OF TIME BEGINNING SEPTEMBER 1ST, 2020 AND ENDING AUGUST 31ST 2021, UNLESS TERMINATED EARLIER IN ACCORDANCE TO AGREEMENT. THE GULF COAST CENTER (“CENTER”) IS THE TAX-EXEMPT COMMUNITY MENTAL HEALTH, INTELLECTUAL & DEVELOPMENTAL DISABILITIES AUTHORITY FOR GALVESTON AND BRAZORIA COUNTIES, TEXAS. INTERESTED SERVICE PROVIDERS MUST DEMONSTRATE AN ABILITY TO COMPLETE THE JOB (EXPERIENCE, REFERENCES) AND PROVIDE APPROPRIATE DOCUMENTATION OF LIABILITY INSURANCE, VEHICLE INSURANCE AND WORKER’S COMPENSATION COVERAGE. INSURANCE COVERAGE MUST REMAIN IN EFFECT THROUGHOUT THE PERIOD IDENTIFIED ABOVE.

A. SUBMITTAL PROCEDURE

Interested janitorial service providers can make appointments with each facility representative to walk through the listed facilities. Price quotes for any or all of the contract sites may be submitted. Sealed price quotes clearly marked JANITORIAL BID must be submitted no later than 10:00 A.M. on June 12, 2020 to The Gulf Coast Center at 4352 E.F. Lowry Expressway, Texas City for consideration. No bids will be accepted after the stated deadline. The bid opening will be conducted at that time. The Gulf Coast Center may select one or more contractors based upon the price, best value and service in the interest of The Gulf Coast Center, or reject all proposals if deemed in its best interest.

The bid is to be submitted on the attached “Bid Form” with the original, signed in ink in a sealed envelope marked “BID-DO NOT OPEN UNTIL – 10:00 A.M. ON June 12, 2020. Respondents may mail or personally deliver their bids to the designated location at the above address. The Gulf Coast Center will not be responsible for any bid(s) that is lost in the mail or not delivered to the designated location by the stated deadline.

The Bid must be signed by the person or officer of the company submitting the bid that is authorized to enter into contractual agreements on behalf of the company. Bids shall include reference list and insurance certificates or other evidence of insurance satisfactory to The Gulf Coast Center (minimum insurance requirements listed below).

B. NON-DISCRIMINATION

The Center does not discriminate against any individual or contractor with respect to his/her compensation, terms, conditions, or award of contract because of race, color, religion, sex, national origin, age or disability; or limit, segregate, or classify candidates for award of contract in any way which would deprive or tend to deprive any individual or company of business opportunities or otherwise adversely affect status as a contractor because of race, color, religion, sex, national origin, age or disability.

C. PERMITS

Any and all permits as required by authorities having jurisdiction; local, state, county and/or federal, are the total responsibility of bidder/contractor.

D. JANITORIAL SCOPE OF SERVICES & FREQUENCY (DAILY -D, WEEKLY-W, BI-MONTHLY-B, QUARTERLY-Q, SEMI-ANNUAL-S, ANNUAL-A):

Restrooms

1. Sweep & mop restroom floors (with germicidal cleaner).D
2. Clean & sanitize all surfaces of basins, bowls and urinals.D
3. Clean and refill soap and sanitizer dispensers, toilet paper and towel dispensers.D
4. Empty waste paper and sanitary napkin receptacles; maintain clean receptacles.D
5. Clean mirrors.D
6. Clean and sanitize all vanity tops.D
7. Wipe & dust shelving.D
8. Spot clean doors, hinges, frames, partitions and door handles.W
9. Spot clean walls.W

Lobby, Offices, Halls & Break Room Areas

1. Vacuum carpeted areas.D
2. Spot cleaning will be provided to stains as needed.D
3. Sweep and mop tile & linoleum floors.D
4. Empty all waste receptacles. Replace liners where necessary.D
5. Lobby/waiting area to be cleaned, sanitized and straightened. Vinyl lobby furniture is to be wiped and sanitized and upholstered fabric extracted as needed. D
6. Spot clean glass doors, partition glass, and glass furniture as needed.D
7. Clean glass windows & doors thoroughly throughout facility inside and out.S
8. Clean and sanitize the kitchenette/break room countertops and sink.D
9. Clean and sanitize exterior of appliances(ie. Microwave, refrigerator, stove/oven).M. Facility staff responsible for interiors.
10. Clean vent hood filter and provide documentation. Q
11. Clean and sanitize drinking fountain.D
12. Dust furniture including desks, desk accessories, chairs, tables, fixtures, and cabinets. Work surfaces will be cleaned with sensitivity to paperwork and other items.W
13. Clean & sanitize telephones.D
14. Spot clean lobby, hallway and office walls, doors and light switches.D
15. Provide high dusting including ledges, sills, frames, etc.M
16. Thoroughly clean all blinds.A
17. At Children's Services clinics(Anchor Point, Boat House) sanitize & clean children's toys and furniture.W

Tile & Linoleum Floors

1. Floor surfaces will be swept and mopped. D
2. All linoleum and tile floors will be stripped and waxed annually and maintained throughout the year including buffing, top scrubbing and waxing as necessary to maintain appearance and finish.B

Carpet

1. Carpets will be vacuumed daily and spot-cleaned/extracted as needed within three business days.D
2. Provide comprehensive carpet cleaning annually.A. Appropriate extraction equipment is to be utilized per carpet specifications, including the utilization of deep cleaning, water heated steam cleaning carpet cleaning machine as appropriate and needed.

Upholstered Furniture

1. Steam clean all common area and conference room upholstered furniture, including sofas, chairs, etc., annually and spot clean, as needed.

Daily Checklist Form

A Daily Checklist Form is to be filled out every time service is provided listing services that are completed and to communicate any issues, requests and needed products, as described below.

E. PURCHASES

Paper, trash liners, and dispenser soap products will be purchased and provided by Center through its central purchasing program. It is the responsibility of the contractor to communicate needed purchases (using the Daily Checklist Form) in order to maintain sufficient inventory.

The contractor is responsible for purchasing all cleaning chemicals and providing supplies, tools and equipment needed to perform the scope of the service. Chemicals must be of acceptable quality and safety rating. Contractor is responsible for providing to each facility a copy of all Material Safety Data Sheets (MSDS) for chemicals utilized at the sites. Tools and equipment are to be maintained in good, safe working order.

F. SAFETY

Safety in the workplace is to be maintained through appropriate operating procedures, proper training and utilization of chemicals and equipment, signage (i.e. Caution-Wet Floors), etc. Documentation of contractor staff safety training must be maintained and available upon request.

G. PAYMENTS

Payments shall be made for services meeting specifications within thirty (30) days of receipt and approval of an invoice. Along with submission of the invoice a monthly service summary should be included stating the dates in which strip & wax, carpet extracting and window washing are completed for each facility.

H. TERM OF AGREEMENT

The contract term will be for twelve months from September 1, 2020 – August 31, 2021. Extension of the contract for an additional year may be negotiated with the successful bidder when services have been conducted to mutual satisfaction, and prices and conditions remain unchanged. During the contract period, the Center maintains the right to terminate the Service Agreement with a thirty day written notice if the services provided do not conform to the standards and requirements detailed herein.

I. INSURANCE MINIMUM REQUIREMENTS

- a. Workers Compensation Insurance-such insurance shall be in an amount equal to the limit of liability and in the form prescribed by the laws of the State of Texas.
- b. General Liability Insurance-\$100,000 each occurrence limit subject to a General Aggregate limit of \$100,000 or \$100,000 combined Single Limit for Bodily Injury Liability and Property Damage Liability.
- c. Automobile Liability Insurance-\$100,000 Bodily Injury Each Person, subject to a \$300,000 Bodily Injury each Accident and \$100,000 Property Damage Liability each Accident, or \$300,000 Combined Single Limit for Bodily Injury Liability and Property Damage Liability.

J. SCHEDULE OF SERVICE

Service will be provided after completion of general business operations nightly, typically after 5 PM Monday through Friday, with the exception of 10pm Monday-Thursday at SBCSC-Bldg 2 and 8:45pm Monday-Thursday at Anchor Point. Also, Board of Trustees Meetings are routinely held the fourth Wednesday of each month at 6:30 pm alternating between Mall/Admin Bldg and SBCSC-Bldg. 2 with cleaning needing to be completed between 3pm and 6pm the day of the meeting and with thorough carpet cleaning completed before the day of the meeting, as needed.

Frequency and specified nights of routine, ongoing service at each facility are listed below:

K. FACILITIES

Janitorial, Floor Services, Upholstery & Window Washing:

Mall of Mainland/Administration (27,000 sq. ft.)

10000 E.F. Lowry Expressway, Suite 1220

Texas City

(409) 944-4462; (409) 944-4481

Sharon Bell, Geraldine Jones

Service: Monday, Wednesday, Friday each week.

NBCSC-Alvin (6,856 sq. ft.)

101 Brennen

Alvin

(281) 585-7300 Meagan Wilkinson

Service: Monday, Tuesday, Wednesday, Thursday, Friday each week.

Boat House (3,000 sq. ft.)

2352 Mulberry

Angleton

(979) 848-8420

Casey Dorsett, Patty Knutson

Service: Monday, Tuesday, Wednesday, Thursday, Friday each week.

Bayou House (1,566 sq. ft.)

2320 E. Mulberry

Angleton

(281) 585-7418 Virginia Smith

(409) 944-4344 Luis Diaz

Service: Friday

SBCSC-Bldg. 1 (9,390 sq. ft.)

101 Tigner, Bldg. 1

Angleton

(979) 848-0933 (979) 848-2311

Joanne Martin

Service: Monday, Tuesday, Wednesday, Thursday, Friday each week.

SBCSC-Bldg. 2 (9,390 sq. ft.)
101 Tigner, Building 2
Angleton
(979) 848-0933 (979) 848-2311

Joanne Martin
Service: Monday, Tuesday, Wed., Thursday, Friday each week. Mon.-Th. Service after 10PM.

MCSC-Bldg. 1 (6,212 sq. ft.)
7510 FM 1765
Texas City
(409) 944-4386; (281) 585-7501
Juanita Nolley; David Hernandez

Service: Monday, Tuesday, Wednesday, Thursday and Friday each week

MCSC-Bldg. 2 (13,000 sq. ft.)
7510 FM 1765
Texas City
(409) 935-6083
Liz Gamez

Service: Monday, Tuesday, Wednesday, Thursday, and Friday each week.

Mackey Building (11,600 sq. ft.)
4352 E.F. Lowry Expressway
Texas City
(409) 944-4344 Luis Diaz;
(409) 944-4324 Maria Ybanez

Service: Tuesday, Thursday, weekly service after 5pm. Note, there is a part-time day porter employee of the Center, who provides routine janitorial service M,W,F.

League City West (6,692 sq. ft.)
4444 West Main
League City
(281) 585-7407 Elisa Treadway ; (281) 585-7448 Lori Thompson

Service: Weekly service on Fridays. Note, there is a day porter providing routine janitorial service Tuesdays and Thursdays.

League City Park & Ride (1,400 sq. ft.)
2214 Gulf Freeway South
League City
(409) 256-5077 Louis Pearson (5am-9am & 4pm-9pm)

Service: Monday, Wednesday, Friday

Anchor Point (8,500 sq. ft.)
3201 FM 2004
Texas City
(409) 944-4600 Patty Knutson, Laura Salinas

Service: Monday, Tuesday, Wednesday, Thursday and Friday each week.

Optional Upholstery Cleaning:

Upholstery cleaning, as requested, of furniture in areas other than the common areas & conference rooms which are not included in the scope of service above. Bid price per item including sofa, love seat, fully upholstered chair, chair with only upholstered seat & back .

Emergency Cleaning services:

In the event of catastrophic weather, fire or other incidents causing facility damage and requiring emergency and immediate cleaning or water extracting services a determination of the vendor's ability to provide this service and the hourly rate per person is requested for provision of these contingent services.

BID FORM

Janitorial, Floor Service, and Upholstery Cleaning for facilities of The Gulf Coast Center. Submit to: Attn: Tom Writer, The Gulf Coast Center, 4352 E.F. Lowry Expressway, Texas City, TX. 77591.

1. JANITORIAL, FLOOR SERVICE AND UPHOLSTERY PER SCOPE OF SERVICE:

| FACILITY | FEE PER YEAR |
|-------------------------|---------------------|
| MALL OF MAINLAND/ADMIN | _____ |
| NBCSC | _____ |
| BOAT HOUSE | _____ |
| BAYOU HOUSE | _____ |
| SBCSC-BLDG. 1 | _____ |
| SBCSC-BLDG. 2 | _____ |
| MCSC-BLDG. 1 | _____ |
| MCSC-BLDG. 2 | _____ |
| MACKY BUILDING | _____ |
| LEAGUE CITY WEST | _____ |
| LEAGUE CITY PARK & RIDE | _____ |
| ANCHOR POINT | _____ |
| TOTAL | _____ |

UPHOLSTERY CLEANING(NON-COMMON AREAS)FEE/UNIT: SOFA _____, LOVE SEAT _____, FULLY UPH. CHAIR _____, CHAIR WITH ONLY UPH. SEAT & BACK _____

EMERGENCY CLEANING: WILL PROVIDE SERVICE? _____ HOURLY RATE _____

INTERIOR SITE VISIT TO ALL FACILITIES CONDUCTED FOR BID: YES _____ NO _____

BIDDER INFORMATION: CONTACT REPRESENTATIVE: _____

COMPANY NAME: _____

ADDRESS: _____ CITY _____ ZIPCODE _____

TELEPHONE: _____ FAX _____ E-MAIL _____

NUMBER OF EMPLOYEES: _____ **CONTRACT WORKERS:** _____ **EXPERIENCE AND YEARS IN BUSINESS:** _____

REFERENCES OF CUSTOMERS SERVED IN THE LAST THREE YEARS:

| | COMPANY | CONTACT PERSON | TELEPHONE # | YEARS SERVED |
|----|----------------|-----------------------|--------------------|---------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

INSURANCE COVERAGE: YES/NO _____ INSURANCE COMPANY _____

WORKERS COMPENSATION _____

COMPREHENSIVE GENERAL LIABILITY _____

BUSINESS AUTOMOBILE LIABILITY _____

(INCLUDE CERTIFICATE OF INSURANCE)

JANITORIAL CHEMICAL BRAND PRIMARILY UTILIZED _____

AUTHORIZED BIDDER SIGNATURE _____ DATE _____

POSITION _____