

**REQUEST FOR JANITORIAL SERVICE
GULF COAST CENTER**

THE GULF COAST CENTER IS SEEKING QUALIFIED JANITORIAL SERVICE PROVIDERS TO PROVIDE JANITORIAL SERVICES TO IDENTIFIED CENTER FACILITIES IN GALVESTON COUNTY FOR THE PERIOD OF TIME BEGINNING SEPTEMBER 1, 2024, AND ENDING AUGUST 31, 2026, UNLESS TERMINATED EARLIER IN ACCORDANCE WITH 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. Sealed price quotes clearly marked JANITORIAL BID must be submitted no later than 10:00 A.M. on JULY 29, 2024, 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 JULY 29, 2024. 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 a 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

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, 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 wastepaper 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. 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. Q
8. Clean and sanitize the kitchenette/break room countertops and sink. D
9. Clean and sanitize exterior of appliances (i.e., Microwave, refrigerator, stove/oven). W. The facility staff is 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. Spot clean lobby, hallway and office walls, doors, and light switches. D
14. Provide high dusting including ledges, sills, frames, etc.M
15. Thoroughly clean all blinds. Q
16. 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. A
3. Vinyl Plank floors are to be swept and mopped daily in accordance with manufacturers recommendations. D

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.

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. It is the responsibility of the contractor to communicate needed purchases (using a Daily Checklist Form) to maintain sufficient inventory.

The Center will purchase all center approved cleaning chemicals and provide all initial supplies, tools and equipment needed to perform the scope of the service. Tools and equipment are to be maintained in good, safe working order. Replacement tools and equipment will be supplied at the contractor's expense.

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 provided prior to the start of contract.

G. PAYMENTS

Payments shall be made for services using ACH meeting specifications within thirty (30) days of receipt and approval of an invoice. Itemized invoices must be received prior to the 10th of each month via e-mail to GCCPurchasing@GulfCoastCenter.org

H. TERM OF AGREEMENT

The contract term will be for twenty-four months from September 1, 2024 – August 31, 2026. Extension of the contract for an additional (2) 1-year terms 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. Board of Trustees Meetings are routinely held the fourth Wednesday of each month at 6:30pm alternating between MCSC 2 and SBCSC-Bldg. 2 with cleaning needing to be completed between 3pm and 6pm the day of the meeting.

Frequency and specified nights of routine, ongoing service at each facility are listed below. Times and days of service may be adjusted as needed, and the exact schedule for services will be provided once the contract has been awarded.

K. FACILITIES

Janitorial, Floor Services, & Window Washing:

MCSC-Bldg. 1 (6,267 sq. ft.)
7510 FM 1765
Texas City
Juanita Nolley- (409) 750-2562
Service: Monday, Tuesday, Wednesday, Thursday, and Friday each week

MCSC-Bldg. 2 (13,000 sq. ft.)
7510 FM 1765
Texas City
Alison Anderson- (281) 757-6292
Service: Monday, Tuesday, Wednesday, Thursday, and Friday each week.

Mackey Building (11,600 sq. ft.)
4352 E.F. Lowry Expressway
Texas City
Candace Harper- (832) 862-0819
Service: Monday, Wednesday, Friday

League City West (6,436 sq. ft.)
4444 West Main
League City
Kimberly Thomas- (281) 910-4071
Service: Tuesday and Friday each week.

Anchor Point (8,500 sq. ft.)
3201 FM2004
Texas City
Patty Knutson- (832) 802-1983
Service: Monday, Tuesday, Wednesday, Thursday, and Friday each week.

Galveston Suite F-103
4700 Broadway Ave J
Suite F-103
Galveston
Angela Lewis- (832) 594-0953
Service: Monday, Wednesday, Friday

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 Service for facilities of The Gulf Coast Center. Submit to: Attn: Sam Tingle, 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
MCSC-BLDG. 1	_____
MCSC-BLDG. 2	_____
MACKY BUILDING	_____
LEAGUE CITY WEST	_____
ANCHOR POINT	_____
GALVESTON STE. F-103	_____
TOTAL	_____

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 _____