



INVITATION TO BID

The City of Keller, Texas (the City) is soliciting sealed bids for **Janitorial Services – The Keller Pointe**. The successful Contractor shall agree to provide the City with the specific equipment and services as outlined in the Bid Specifications.

Bid Due Time/Date: 2:00 p.m., Wednesday, February 1, 2023

MANDATORY PRE-BID CONFERENCE: 9:00 a.m., Wednesday, January 25, 2023

(See pages 12 and 14 for information)

Designate on the front, lower left-hand corner of your response, the following:

Bid Number: 23-010

Subject: Janitorial Services – The Keller Pointe

Do Not Open-Bid Documents

Bid Mailing: City of Keller
Address: Sr. Purchasing Agent
P.O. Box 770
Keller, Texas 76244

Bid Courier: City of Keller
Delivery address: Sr. Purchasing Agent
1100 Bear Creek Pkwy.
Keller, Texas 76248

For convenience at bid opening, enter quote on this cover page and include in the sealed response envelope. **DO NOT** place quoted prices on the outside of the sealed response envelope.

Total Keller Pointe Bid \$_____ (dollars) Annually

Total Cost Bid **Alternate** Task #1 \$_____ (dollars) per occurrence

Total Cost Bid **Alternate** Task #2 \$_____ (dollars) per occurrence

CONTRACTOR INFORMATION:

Company name

Company representative signature

Address

Company representative printed name

City, State & Zip

Title

Area code & telephone number

Date

E-Mail

OFFICIAL SIGNATURE PAGE

***** THIS PAGE MUST BE COMPLETED OR THE BID WILL BE REJECTED *****

BID FORM RETURN CHECKLIST

	REQUIRED	SUBMITTED
1. Bid Bond	____X____	_____
2. Ack. Of Insurance	____X____	_____
3. References	____X____	_____
4. Signature Page	____X____	_____
5. Conflict of Interest Questionnaire	____X____	_____

THE KELLER POINTE BASE BID SCOPE OF SERVICES:

The intent is to describe the minimum specifications for contract janitorial services for the Keller Pointe Aquatic and Fitness Facility. The Keller Pointe is a 91,767 sq. ft. facility (63,103 sq. ft. indoor and 28,664 sq. ft. outdoor leisure waters). The Keller Pointe is open seven days a week 362 days a year (restricted hours on holidays) and is a non-smoking facility.

FACILITY SQ. FT. BREAKDOWN:

Natatorium:	11,875 sq. ft.
Cardio:	5,124 sq. ft.
Free Weight:	4,126 sq. ft.
Gymnasium:	11,406 sq. ft.
Track:	4,500 sq. ft.
Bear Creek Rooms:	2,484 sq. ft. (includes tile hallways & restrooms)
Kitchen:	228 sq. ft.
Aerobics Room:	1,458 sq. ft.
Activity Room:	1,000 sq. ft.
Pool Party Room:	408 sq. ft.
Stay 'N Play:	955 sq. ft.
Pavilion:	1,260 sq. ft.
Offices, Storage, Locker Rooms & Rest Rooms	17,979 sq. ft.

REQUIRED STAFFING AND STAFF HOURS:

DAY STAFF:

Day Staff will provide basic housekeeping services to include freshening up restrooms, spot cleaning and restocking supplies as necessary to keep all areas of the facility operational and in clean order for guest use.

10:00 AM – 6:00 PM One cleaner - Sunday-Saturday **

**Staff needed these hours to keep all areas of the facility operational during hours of operation, including room preparation and tear down/cleaning for events.

AFTER HOURS STAFF:

According to the task list, cleaning and room prep required for deep cleaning of facility each night Sunday through Saturday – Two (2) cleaners per night 10:00 PM – 6:00 AM (weekly, monthly, quarterly tasks may take longer or require additional staff). After hours staff will additionally provide room preparation and tear down/cleaning for events.

**Staff needed these hours to keep all areas of the facility operational during hours of operation.

REQUIREMENTS:

The successful bidder shall be responsible for the daily detailed cleaning and shall bid by task as described below:

BEAR CREEK ROOMS AND TILE HALLWAYS AND RESTROOMS (2,484 SQ. FT.):

After Hours Tasks:

Clean & Disinfect:

- Wet mop Tile
- Counters
- Sinks
- Cabinets
- Toilets
- Restroom Floors
- Mirrors
- Restroom Stalls – wipe down/disinfect
- Water Fountains
- Empty Trash
- Scrub Hallway Tile Floor
- Scrub Tile In Restrooms (Including Grout)
- Dust Air Returns
- Vacuum Mats
- Clean Rug by Fountain

Weekly Tasks:

- Clean Cobwebs from Ceiling
- Dust Air Returns

Monthly Tasks:

- Elevated Area Cleaning
- Scrub Tile & Grout
- Steam Clean Rug by Fountain

Upon Request:

- Set-up Tables/Chairs
- Break-down Tables/Chairs (set-up and break-down instructions are provided)

KITCHEN (228 SQ. FT.):

After Hours Tasks:

Clean & Disinfect:

- Wet Mop Tile Floor
- Counters
- Sinks
- Cabinets
- Walls
- Microwave
- Stove Top
- Empty Trash (Area under Sink)

Weekly Tasks:

- Clean Cobwebs from Ceiling
- Dust Air Returns

Monthly Task:

- Scrub Tile & Grout,
- Disinfect Ice Machine
- Clean under Refrigerator
- Clean Range
- Clean under Ice Machine

STAY N PLAY (955 SQ. FT.) ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:	Weekly Task :	Monthly Tasks:	Quarterly Tasks:
<u>Clean & Disinfect:</u>	Clean Cobwebs from Ceiling	Elevated Area	Steam Clean
	Dust Air Returns	Cleaning	Carpet
Wet mop Tile & Flooring	Saturday Night/Sunday Morning		
Counters	Wet Vac & Dry Rubberized Flooring		
Sinks			
Cabinets			
Walls			
Toilets			
Restroom Floors			
Mirrors			
Windows			
Empty Trash			
<u>Dust:</u>			
Ledges			
<u>Spot Clean:</u>			
Carpets			
Walls			
<u>Vacuum:</u>			
Carpets			
Rubberized Floor			

ACTIVITY ROOM (1,000 SQ. FT.) ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:	Weekly Task:	Monthly Task:
<u>Clean & Disinfect:</u>	Dust Air Returns	Elevated Area Cleaning
Wet Mop Floor		
Walls		
Windows		
Empty Trash	Upon Request:	
<u>Dust:</u>	Set-up Tables/Chairs	
Cabinet & Equipment	Break-down Tables/Chairs	
<u>Spot Clean:</u>	(set-up and break-down instructions are provided)	
Wall		
<u>Vacuum:</u>		
Carpets		

NATATORIUM (11,875 SQ. FT.) ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:	Monthly Task:	Quarterly Tasks:
<u>Clean & Disinfect:</u>	Elevated Area Cleaning	Clean Frame Work of
Lower Windows		Slide
Doors		
Empty Trash		
<u>Spot Clean:</u>		
Walls		

AQUATICS OFFICE & LIFEGUARD ROOM (400 SQ. FT.) ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:

Clean & Disinfect:

Wet Mop Floor
Walls
Windows
Empty Trash

Dust:

Cabinet & Equipment

Spot Clean:

Wall

Weekly Task:

Dust Air Returns

Monthly Task:

Elevated Area Cleaning

POOL PARTY ROOM (408 SQ. FT.) ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:

Clean & Disinfect:

Wet Mop Tile Floors
Counters
Sinks
Cabinets
Walls
Doors
Windows
Refrigerator
Empty Trash

Weekly Tasks:

Scrub Tile Floors
Dust Air Returns

Monthly Task:

Elevated Area Cleaning

FITNESS, FREE WEIGHT AND TRAINER AREAS (9,250 SQ. FT.) ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:

Clean & Disinfect:

Wet Mop Fitness Area (with cleaner provided)
Windows
Fitness Equipment
Free Weights
Weight Racks
Balls
Exercise Mats
Empty Trash

Dust:

Lower Ledges
Overhead HVAC Duct
Floor Fans

Spot Clean:

Carpets
Walls

Vacuum:

Carpets

Weekly Task:

Dust Fans

Monthly Task:

Elevated Area Cleaning
Dust TV's & Frames

LOBBY AND FRONT DESK ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:

Clean & Disinfect:

Wet Mop Floors (nightly)
Front Desk Countertop
Entry Area
Front of Desk & Trash Cans
Windows
Front Entrance Doors
Empty Trash

Weekly Task:

Scrub Lobby Hallway & Floors-
(Including Grout)
Clean Interior of Trash/Recycle
Bin Holders

Monthly Task:

Elevated Area
Cleaning
Steam Clean
Rugs

Dust:

Overhead Metal False Ceiling

Spot Clean:

Floors (day)
Lobby Furniture
Walls
Coffee Area & Bar Stools
Customer Tables & Chairs

Vacuum:

Entry Mats

ADMINISTRATION OFFICES ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:

Clean & Disinfect:

Counters
Sinks
Cabinets
Lunch Tables
Refrigerator
Windows
Empty Trash

Weekly Task:

Dust Air Returns

Clean Microwave

Monthly Task:

Elevated Area Cleaning

Quarterly Task:

Steam Clean
(Including Front
Desk Carpeted
Area)
Carpets
Clean
Under/Behind
Refrigerator

Dust:

Enclosed Offices
Office Partitions

Spot Cleaning:

Carpet

Vacuum:

Carpets

TRACK (4,500 SQ. FT.) ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:	Weekly Task:	Monthly Task:	Quarterly Task:
<u>Clean & Disinfect:</u> Wet Mop Restroom Floor Wet Mop Staircase Floor Wet Mop Elevator Wet Mop Track Counters Sinks Cabinets Walls Mirror Lockers Benches Toilet Track Handrail Track Windows Lower Glass Staircase Handrail Elevator Door Empty Trash	Dust Air Returns	Elevated Area Cleaning	Steam Clean Carpets
<u>Spot Clean:</u> Walls Carpet			
<u>Vacuum:</u> Carpets			

AEROBICS ROOM (1,458 SQ. FT.) ALL TASKS TO BE PERFORMED AFTER HOURS WITH EXCEPTION OF NOTED ITEMS TO BE DONE TWO TIMES DAILY

After Hours Tasks:	Monthly Tasks:	Annual Task:
<u>Clean & Disinfect:</u> Mirrors Walls Handrails Windows Exercise Mats Clean Mats under Equipment Stationary Bikes – Two Times Daily Clean Stationary Bikes – Two Times Daily Empty Trash	Elevated Area Cleaning Clean Fans	Strip & Wax Wood Floor
<u>Dust:</u> Dry Mop Wood Floor Two Times Daily Window Ledges Stationary Bikes		

GYMNASIUM (11,406 SQ. FT.) ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:

Clean & Disinfect:

Lockers
Windows
Exercise Mats
Empty Trash

Dust:

Dry Mop Floor
Window Ledges

Spot Clean:

Walls
Carpet

Vacuum:

Carpet

Mop:

VCT Tile

Monthly Tasks:

Elevated Area Cleaning

Quarterly Tasks:

Steam Clean Carpets
Strip & Wax VCT Tile

LOCKER ROOMS ALL TASKS TO BE PERFORMED AFTER HOURS

After Hours Tasks:

Clean & Disinfect:

Wet Mop Floor
Counters
Sinks
Cabinets
Walls
Mirrors
Stalls
Toilets
Shower Stalls
Shower Floors
Shower Curtains
Mats
Lockers
Stainless Steel Items
Restroom Stalls
Empty Trash

Weekly Tasks:

Clean Fans

Monthly Tasks:

Elevated Area Cleaning
Scrub Floors (Including Grout)
Scrub Shower Stalls to Clean
Grout

OUTDOOR RESTROOMS PERFORMED SEASONALLY WHEN OUTDOOR POOL IS OPEN

After Hours Tasks:

Clean & Disinfect:

Wet Mop Floor
Counters
Sinks
Cabinets
Walls

Monthly Tasks:

Elevated Area Cleaning
Scrub Shower Stalls & Mats

Mirrors
Stalls
Toilets
Shower Floors
Mats
Empty Trash

Outdoor facilities are open the Friday before Memorial Day through Labor Day

Outdoor facilities must be power washed & deep cleaned prior to reopening

TICKET BOOTH PERFORMED SEASONALLY WHEN OUTDOOR POOL IS OPEN

After Hours Task:

Clean & Disinfect:

Wet Mop Floor
Counters
Windows
Walls
Empty Trash

Monthly Task:

Elevated Area Cleaning

Ticket Booth is in operation the Friday before Memorial Day through Labor Day

ADDITIONAL INFORMATION:

Daily:

Trash emptied from all areas of the Keller Pointe shall be bagged and deposited daily in the trash dumpsters supplied by the City of Keller. This includes both regular and recycled trash. Dumpsters are to be closed after each deposit to comply with health codes.

All restroom supplies shall be restocked after hours and daily as needed.

TASK LISTS ARE PROVIDED AS PART OF THIS BID AND MUST BE COMPLETED AND TURNED IN DAILY TO JAVIER LOPEZ, BUILDING OPERATIONS SUPERVISOR.

The janitorial vendor will provide all cleaning supplies and equipment for services provided at the Keller Pointe.

The City of Keller provides toilet tissue, paper towels, shower & hand soaps, hand disinfectant gel, urinal shields and special cleaner for the rubberized floors in the fitness area.

Janitorial staff will be prohibited from using The Keller Pointe Facility services (equipment, pools, hot tub, weights, etc.) during work hours, breaks and after building operation hours. Janitorial staff must exit through side doors only. Janitorial staff may purchase a membership and utilize the facility during non-working hours following the same guidelines as all other members.

NOTE: THIS FACILITY REQUIRES AN ESTIMATED TOTAL OF 170-180 HOURS PER WEEK
PLEASE INITIAL UNDERSTANDING THE ESTIMATED HOURS REQUIRED

DAY STAFF BID \$ _____ X 12 MONTHS = \$ _____

AFTER HOURS STAFF BID \$ _____ X 12 MONTHS = \$ _____

TOTAL KELLER POINTE BID \$ _____

***** THIS PAGE MUST BE COMPLETED OR THE BID WILL BE REJECTED *****

STAFF:

All janitorial staff must:

- Be skilled and knowledgeable about cleaning techniques for a variety of surfaces
- Understand the importance of sanitization and knowledge of when it is required
- Have a clear understanding of not only the importance of cleanliness in public areas, but also how to perform the jobs efficiently with a minimum of disruption to the people around them
- Maintain the cleaning equipment and know how to use it properly
- Good communication skills and conversational English is required
- Have a good attitude, show up in uniform and present good hygiene at all times

All janitorial staff must be able to work holidays and if at any time, a staff member is absent, he or she must be replaced within two hours of their start time. **In addition, a representative from the successful bidder must meet with each facility’s representative weekly to complete a facility walk through and discuss janitorial staff job performance.**

Janitorial staff members will be provided access badges by the City of Keller.

Janitorial staff will be responsible for cleaning any accidental spills and spot cleaning throughout the day. Janitorial staff will be responsible for disposing of trash inside and outside each facility.

Janitorial staff is prohibited from allowing any person (including children) to accompany them on any premises during working hours.

Janitorial staff is prohibited from allowing any person (including children) to enter the building after working hours.

SHOULD TASKS NOT BE COMPLETED ACCORDING TO SPECIFICATIONS, THE VENDOR WILL BE NOTIFIED BY CITY STAFF AND TASKS SHALL BE COMPLETED WITHIN 24-48 HOURS DEPENDING ON PRIORITY LEVEL. SHOULD TASKS NOT BE COMPLETED IN THIS TIME FRAME, THERE WILL BE A PENALTY OF 2% OF THE MONTHLY BILL DEDUCTED FROM THE PAYMENT.

All janitorial staff shall be prohibited from using the facility and the amenities during work hours, breaks and after building operations.

ALL CITY FACILITIES ARE NON SMOKING.

BIDDERS MUST ATTEND A MANDATORY PRE-BID CONFERENCE AND TOUR ON WEDNESDAY, JANUARY 25, 2023 AT 9:00 AM AT THE KELLER POINTE, 405 RUFÉ SNOW, KELLER, TX 76248.

ALL BIDDERS MUST BE BONDED AND INSURED.

THE SUCCESSFUL BIDDER WILL BE RESPONSIBLE FOR RE-SETTING ANY SECURITY ALARMS.

BIDDERS EMPLOYEES MUST BE ABLE TO READ AND UNDERSTAND SPOKEN INSTRUCTIONS, WARNING LABELS, SIGNS, ETC. IN THE ENGLISH LANGUAGE.

The Keller Pointe performs routine task audits periodically during hours of operation.

ALTERNATE BID ITEMS:

These alternate bid items are in addition to the base scope of services and would be utilized on an “as needed” basis. Bids for alternate bid items shall include costs of services per task.

Alternate Bid Task #1:

Resurface wood floor of group exercise room and gymnasium (9,000 sq. ft.) (oil based product)

Cost per occurrence: \$_____ (dollars)

***** THIS PAGE MUST BE COMPLETED OR THE BID WILL BE REJECTED *****

Alternate Bid Task #2

Cleaning of all interior and exterior windows & ledges, removal of calcium deposits (if necessary), stain removal from designated areas of exterior windows (if necessary).

Cost per occurrence: \$_____ (dollars)

***** THIS PAGE MUST BE COMPLETED OR THE BID WILL BE REJECTED *****

INSTRUCTIONS TO BIDDERS

Terminology - Throughout this document, the terms Contractor, Bidder, Proposer, and/or Vendor may be used interchangeably. Reference to any of these terms throughout this document should be construed by the reader as meaning any bidder for the products/services being requested (e.g., Bidder, Proposer); or the bidder who has been awarded a bid/BID or contract (e.g., Contractor, Vendor).

1. **BID INSTRUCTIONS**

- A. Completed BIDs will be received until 2:00 p.m. Wednesday, February 1, 2023, at the Town Hall Receptionist's Desk, 1100 Bear Creek Parkway, Keller, Texas, 76248 or through the City of Keller e-bid system. BID responses received after the closing time and date will be returned unopened to the Contractor. BIDs will then be promptly opened and read aloud.
- B. The City WILL NOT ACCEPT a BID response or alterations to a BID response via fax or e-mail. Fax and e-mail communications are available for informational inquiries only. No BID responses received via fax or e-mail will be considered under any circumstances.
- C. The City will not release any information of Vendor's who have received the BID Specifications until such BIDs have been opened and read aloud.
- D. **BIDDERS MUST ATTEND A MANDATORY PRE-BID CONFERENCE ON WEDNESDAY, JANUARY 25, 2023 AT 9:00 AM. ANY BIDDER NOT IN ATTENDANCE AT THE PRE- BID CONFERENCE WILL NOT BE CONSIDERED FOR THE CONTRACT.**
- E. Bidders are to bid on all items as specified. Base Bids will be awarded to one bidder based on the total bid for the services specified. Alternate Bids may be awarded to one vendor based on their total bid for all alternates.

2. **SIGNATURES**

All BID responses must be signed by an authorized representative of the Contractor. Unsigned BID responses will not be considered under any circumstances. Signatures on all BID responses acknowledge Contractor's agreement to comply with all stipulations and requirements contained in the Invitation for BID and BID Specifications, unless stated otherwise in writing by Contractor under "Deviations."

3. **DEVIATIONS BETWEEN BID SPECIFICATIONS AND DELIVERED ITEM(S)**

Prior to acceptance of the quoted commodity, the City reserves the right to perform a visual inspection and physical demonstration to verify compliance with all BID specifications and operational requirements. Should the products/services fail to meet the specifications as required in the BID, Contractor agrees that the City may elect to do one of the following:

- A. Reject the BID and void the purchase as to any and all BID items;
- B. Require specific performance by the successful Contractor at no additional cost to the City; or
- C. Hire outside sources to correct deviations at Contractor's expense.

4. **BID AWARD/EVALUATION CRITERIA**

- A. The City reserves the right to reject any or all BIDs, in whole or in part; to waive any informality in any BID; and to accept the BID which, in its sole discretion, is in the best interest of the City. The City further reserves the right to award BIDs by item, combination or groups of items, or total BID. **Vendors submitting on an "All or None" basis must so indicate on the BID.**
- B. The BID award shall be based on, but not necessarily limited to, the following factors:
 - a) total price
 - b) special needs and requirements of the City
 - c) results of reference checks
 - d) Contractor's past performance with the City
 - e) City's evaluation of Contractor's ability to perform
- C. BIDs do not become contracts until they are awarded by the City Council and accepted by issuance of a Purchase Order or Contract by the City of Keller.
- D. The City may make such investigations as it deems necessary to determine the ability of the Contractor to provide satisfactory performance in accordance with specifications, and the Contractor shall furnish to the City all such information and data for this purpose as the City may request. The bidder may be required before the award of any contract to show to the complete satisfaction of the City of Keller that it has the necessary facilities, ability, human and financial resources to provide the work specified therein in a satisfactory manner. The bidder may also be required to give a past history and in order to satisfy the City of Keller in regard to the bidder's qualifications. The City of Keller reserves the right to reject any BID if the evidence submitted by, or investigation of, the bidder fails to satisfy the City

of Keller that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

1. The ability, capacity, skill and financial resources to perform the work or provide the service required;
 2. The ability of the bidder to perform the work promptly or within the time specified, without delay or interference;
 3. The character, integrity, reputation, judgment, experience and efficiency of the bidder; and
 4. The quality of performance on previous contracts or work.
- E. Continuing non-performance of the Contractor by failure to meet the terms of the Specifications shall be a basis for the termination of the contract by the City.
- F. The City of Keller accepts no responsibility for any expense incurred in the preparation and presentation of a BID. Such expenses shall be borne exclusively by the bidder.

5. **GRIEVANCE PROCEDURE**

The City of Keller provides for a grievance procedure for Contractors relating to specifications, terms, conditions, and instructions. Contractors with questions relating to the above matters are to contact Karla Parker, Sr. Purchasing Agent (817) 743-4030 or Pamela McGee, Assistant Director of Finance (817) 743-4028. If such matters have not been brought to the attention of the City staff prior to five days before the opening date, the City considers the BID request to be acceptable to all Contractors in all respects.

6. **EXCEPTIONS/ALTERNATES TO BID**

Any interlineation, alteration, or erasure made before the deadline must be initialed by the signer of the BID, guaranteeing authenticity. Any exceptions or alternates to the BID are to be clearly indicated on the page entitled, "**EXCEPTIONS/ALTERNATES TO BID**" Any exceptions/alternate from specifications and alternate BID must be clearly shown with complete information provided by the Contractor. Exceptions/alternates to BID may or may not be considered by the City.

Changes prior to opening of BID must be submitted before the opening deadline. Changes must be noted on the outside of the BID envelope as follows: "**Changes to BID #23-010**"

7. **BID WITHDRAWAL OR REJECTION**

The City reserves the right to withdraw the Invitation to BID for any reason or to reject any and all BIDs, or parts of all or any specific BID or BIDs. The City further reserves

the right to accept part or all of any specific BID or BIDs, or any combination of BIDs, and to accept any BID or BIDs with or without trade-in.

After opening, bidders shall not be allowed to withdraw their BIDs unless an obvious mistake, supported by objective evidence that the mistake was unintentional, and approval by the City of Keller. Any request for withdrawal must be made in writing and substantiated by all original work papers, documents and other materials used in the preparation of the BID. Such request shall be received by the City within 1day after opening. If permitted to withdraw its BID, the bidder shall not supply any material or labor, or perform any subcontract or other work in connection with the resulting contract. No partial withdrawals are permitted. Prior to opening, bidders may withdraw simply by making a written request to the City of Keller, Attn: Sr. Purchasing Agent, P O Box 770, Keller, TX 76244; no explanation is required.

8. **LATE BIDS**

BIDs received after the official BID opening date and time will not be considered. The City is not responsible for lateness or non-delivery of mail, courier, etc. to the City, and the time and date recorded by the City shall be the official time of receipt of the BID. It is the policy of the City that late BIDs will be returned to the sender unopened provided there is a return address on the envelope. However, if a late BID is opened in the mail room by City staff in error, or the BID invitation is improperly addressed or labeled, and subsequently opened by City staff in error, under no circumstances will the late BID be considered, even if opened. **Contractor is solely responsible for insuring that BIDs are received by the City on or before the BID due date and time.**

9. **PRICES HELD FIRM**

- A. All prices quoted shall remain firm for the duration of the contract, unless otherwise specified by the City or Contractor. See Special Terms and Conditions.
- B. Each BID shall be valid for one hundred twenty (120) calendar days after the opening date of the BID and shall constitute an irrevocable offer to the City of Keller for the 120 calendar day period. The 120 calendar day period may be extended by mutual agreement of the parties.

10. **PRICE DECLINE**

Should there be a decline in the market price of the commodities provided during this agreement, then the City shall receive the benefit of such decline.

11. **SAMPLES**

Samples of items, when required, must be furnished to the City at no cost and if Contractor has not requested the return of the samples within thirty (30) days from the BID opening date, the samples may be either kept by or disposed of by the City.

12. **QUANTITIES**

- A. To assist in establishing a total BID amount for BID tabulation purposes, estimated quantities may have been listed in the specifications, or on the BID tabulation form for each item. Bidder acknowledges that estimated quantities have been used, and further acknowledges that the City reserves the right to increase or decrease these quantities during this contract depending upon the City's needs and operations.
- B. Materials delivered in error or in excess of the quantity ordered may, at the City's option, be returned to Contractor at Contractor's expense.

13. **UNIT PRICES AND EXTENSIONS**

If unit prices and their extensions do not coincide, the City will accept the BID price(s) resulting in the lesser amount(s).

14. **PACKING, CRATING AND CARTAGE**

- A. The cost of all special packing, boxing, crating, or cartage shall be included in the pricing specified on the response, unless otherwise specifically stated in the City's request. All packing, crating, or other debris resulting from the delivery or set-up of the commodity purchased shall be removed and properly disposed of by the successful Contractor.
- B. A packing list or delivery ticket shall accompany each shipment and shall include, at a minimum, the following information:
 - 1) name and address of vendor
 - 2) name of receiving department
 - 3) job site or delivery location
 - 4) complete description of material(s) shipped, including quantity
 - 5) purchase order number (if applicable)

15. **DESTINATION CHARGES**

All products offered shall be BID F.O.B., final destination (e.g., City of Keller), as designated, with all delivery charges to be prepaid by the successful Contractor. The City WILL NOT ACCEPT C.O.D. OR COLLECT SHIPMENTS.

16. TITLE/RISK OF LOSS

The title and risk of loss of the goods shall not pass to the City until the City actually receives, takes possession, and accepts the goods at the point of delivery.

17. DELIVERY DATE(S) AND LOCATION

After receipt of the City's order, the maximum number of days to initiate service/deliver the product shall be 2 days. This date may determine the award. Should contractor be unable to deliver the product by the deadline, a 2% fee for delay per day will be assessed beginning on the first day following the promised delivery date.

Should tasks not be completed according to specifications, the vendor will be notified by City staff and tasks shall be completed within 24-48 hours, depending on priority level, NOT TO EXCEED 48 HOURS. Should contractor not complete the tasks within 24-48 hours, 2% of the monthly fee for delay per day will be assessed beginning on the first day following, until the tasks are completed. This fee will be deducted from the City's payment to the vendor.

18. IDENTICAL BIDS

In the event of two or more identical low BIDs, the BID will be awarded as prescribed by Section 271.901 of the Texas Local Government Code.

19. WARRANTY

Guarantees and warranties, when required, should be included as a part of the BID as they may be a consideration in awarding the BID.

20. TERMINATION OF AGREEMENT

A. This agreement shall remain in effect until the date of expiration, delivery, and/or acceptance of products and/or performance of services ordered. This agreement may be terminated by either party with a thirty (30) day written notice to the other party. If terminated by Contractor, Contractor must state therein the reasons for such cancellation. Upon delivery of such notice, Contractor shall discontinue all services in connection with the performance of this agreement and shall proceed to immediately cancel all existing orders and contracts insofar as such orders or contracts are chargeable to this agreement. As soon as practical after receipt of notice of termination, the Contractor shall submit a statement to the City for payment of that portion of the agreement successfully performed.

B. Breach of contract or default authorizes the City to exercise any or all of the following remedies:

- 1) take possession of the assigned premises and any fees accrued or becoming due to date.
 - 2) take possession of all goods, fixtures, and materials of Contractor therein and may foreclose its lien against such personal property, applying the proceeds toward any fees due or thereafter becoming due.
- C. The City reserves the right to cancel the contract immediately if the City determines, in its sole discretion, the successful Contractor is not fulfilling the assigned responsibilities under the agreement and work or contract would be awarded to the next qualifying Contractor.
- D. In the event the Contractor should fail to perform satisfactorily, keep or observe any of the terms and conditions to be performed, kept, or observed, the City shall provide the successful Contractor written notice of such default by certified mail; and in the event such default is not remedied to the satisfaction and approval of the City within two (2) working days of receipt of such notice by the successful Contractor, default shall be declared and all the successful Contractor's rights shall terminate. Contractor, in submitting this BID, agrees that the City shall not be liable to prosecution for damages in the event that the City declares the Contractor in default.
- E. The City reserves the right, in case of default, to procure the services from other sources and hold the defaulting Contractor responsible for any excess costs occasioned thereby.

21. ASSIGNMENT OF CONTRACT

The Contractor's rights and duties awarded by the agreement may not be assigned to another without written consent of the City, and signed by the City Manager, or his authorized designee. Such consent shall not relieve the assigner of the liability in the event of default by the assignee.

22. BID AMBIGUITY

Any ambiguity in the BID resulting from an omission, error, lack of clarity or non-compliance by the Contractor with specifications, instructions and all conditions of BID shall be construed in the favor of the City. **Bidder is solely responsible for understanding all aspects of BID specifications and BID instructions.**

For clarification of these specifications, call Javier Lopez, Building Operations Supervisor at (817) 743-4305.

23. CONTRACT DELETIONS/ADDITIONS

The City of Keller reserves the right to make changes to the contract if the City adds or deletes buildings or otherwise makes other permanent changes on property being maintained under this contract. If this occurs, City will negotiate deletions/additions and issue a change order. A thirty (30) day written notice will be issued. At the same time, City reserves the right to add to or delete from this contract. **Additionally, the City reserves the right to cancel contract, based upon available funding.**

24. CHANGE ORDERS

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications. All change orders to this agreement will be made in writing and shall not be effective unless signed by an authorized representative of the City. **Payment requests that exceed the contract/bid amount will not be processed until signed change order(s) are submitted to the Finance Department.**

25. MODIFICATIONS, AMENDMENTS AND ADDENDA

The City shall have the right to modify the BID specifications, instructions, and terms and conditions prior to the BID submission deadline. The City will endeavor to notify all potential bidders that have received a copy of the BID specifications. **However, failure to notify potential Bidders shall impose no obligation or liability on the City.**

The City will endeavor to publish notice of such modification or addenda in the *Fort Worth Star Telegram* in the same manner as the original notice was published, in accordance with Section 252.041 of the Texas Local Government Code. The City may also provide such notice of modification or addenda on the City's Internet web site at www.cityofkeller.com. It is the bidder's responsibility to contact the City of Keller to obtain the addenda information.

26. PATENT INDEMNITY

The Contractor hereby warrants that the use or sale of the products and materials delivered hereunder will not infringe on the rights of any patent, copyright, or registered trademark, covering such materials and the Bidder agrees to indemnify and hold harmless the City for any and all costs, expenses, judgments, and damages which the City may have to pay or incur.

27. GRATUITIES/GIFTS

The City may, by written notice to the Contractor, cancel this agreement without liability to the Contractor if it is determined by the City that gratuities or bribes in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or

its agent or representative to any City officer, employee, appointed or elected official, with respect to the award and/or performance of the agreement. In addition, the successful Contractor may be subject to penalties stated in Title 8 of the Texas Penal Code.

28. RESPONSE FORM(S) TO BE USED

The BID quote must be submitted on the form(s) provided in the BID package in compliance with all conditions listed thereon, unless otherwise specified in the BID specifications. BIDs may be rejected if they show any omission, alterations, conditional clauses, or irregularities.

In the event you elect not to bid on this requirement, please fill out and return the attached “NO BID” response form.

29. SPECIAL TOOLS

In the event that special tools are required for routine maintenance of equipment or products proposed, or to provide access to compartment areas, the Contractor shall provide these tools to the City at Contractor’s expense.

30. OPERATIONAL MANUALS

If requested by the City, Contractor shall provide a complete set of operational instructions and descriptive literature for proper evaluation of the products and/or services quoted.

31. SAFETY DATA SHEETS (SDS)

If required, BID shall include a SDS for each product quoted, if applicable.

32. EMPLOYEE TRAINING

The Contractor shall provide on-site (or classroom, if applicable) instruction to the designated City employee(s) as required to safely operate and maintain the item(s) purchased. This instruction and training shall be provided to the City at Contractor’s expense.

33. ORDERS AND PAYMENT TERMS

A. All BIDs shall specify terms and conditions of payment, which will be considered as part of, but not solely control, the award of BID. City review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, products and/or services. BIDs which call for payment before 30 days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the City, the review, inspection, and processing procedures can be

completed as to the specific purchases within the specified time frame. Orders will be placed by authorized City personnel, and those orders exceeding three thousand dollars (\$3,000.00) must be provided a Purchase Order Number to be valid. The Purchase Order number shall appear on all itemized invoices and packing slips. The City will not be responsible for any orders placed and/or delivered without a valid, current Purchase Order.

- B. Payment(s) to Contractor will be made after satisfactory receipt of the product and/or services, as determined by the City, and receipt of invoice or other billing statement used by the Contractor. No payments will be made in advance of receipt of products and/or services, unless specified otherwise in the contract. It is the intention of the City to make payment on completed orders within thirty (30) days of receiving invoicing unless unusual circumstances arise. Prices quoted shall include all charges, including delivery, labor, equipment, and set-up fees. Likewise, invoices shall be fully documented as to labor, materials, equipment provided, set-up fees, and taxes (if applicable). Invoices are to be submitted to the following address:

City of Keller
ATTN.: Accounts Payable
P.O. Box 770
Keller, Texas 76244

- C. The City operates on a fiscal year that ends September 30th. All invoices including work/services through September 30th must be submitted by October 31st. Invoices not received by this deadline may be subject to an Administrative Fee to be deducted from the payment request.
- D. It is the policy of the City of Keller that **ALL** vendor checks will be mailed through the U S Post Office.

34. USE OF PURCHASING CARDS

Contractor is encouraged to accept payment by Purchasing Card in order to expedite the ordering and payment process.

35. NEGOTIATION

Any attempt to negotiate or provide information on the contents of this BID with the City or its representatives prior to BID award shall be grounds for disqualification of the BID.

36. **PRICE FIXING**

In submitting a BID response, Contractor thereby certifies that he has not participated in nor been party to any collusion, price fixing, or any other agreement or agreements with any company, firm or person(s) concerning the pricing on the enclosed BID.

37. **REFERENCES**

Contractor must provide a minimum of (3) verifiable reference where services are presently being performed by their firm through contract and have been provided for a minimum of the last twelve (12) months, preferably municipalities in the Dallas/Fort Worth Metroplex area. **List references as Attachment I.**

38. **CONFIDENTIALITY OF DOCUMENTS**

In accordance with Local Government Code 252.049 trade secrets are confidential information in competitive sealed bids and are not open for public inspection.

After BID opening, except for BID amounts, names, and addresses of contractors, all other BID documents and information will be deemed confidential during the evaluation process until formal action to award the BID or reject all BIDs has been taken by the City Council. Following award of the BID or rejection of all BIDs by the City Council, all BIDs shall then become public documents, available for public view upon written request. Copies of BIDs may then be requested by interested contractors, citizens, or City officials.

39. **CONTACTS WITH CITY EMPLOYEES AND OFFICERS**

In order to ensure fair and objective evaluation of BIDs, all questions related to this BID should be addressed only to the person(s) so named herein or in the BID Specifications. Contact with any other City employee, or any appointed or elected official without prior written consent of the person(s) so named herein is expressly prohibited. Contractors directly contacting other City employees or any appointed or elected officials without prior written consent will risk elimination of the BID from further consideration.

40. **EMPLOYEE (SUBCONTRACTOR) IDENTIFICATION**

Contractor may be required to provide and enforce the use of uniforms and identification badges to personnel assigned under this contract. Uniform design (if applicable) is subject to approval by the City. The Contractor is responsible for cleaning of employee uniforms. Contractor is also responsible for the following:

- ensuring employees maintain a neat and clean appearance while providing the services;
- providing and enforcing the use of name badges;

- immediate collecting name badges of terminated employees; and
- checking employees' proof of valid driver's licenses every six months.

41. **IDENTIFICATION OF CONTRACTOR VEHICLES & EQUIPMENT**

Contractor will be responsible for ensuring vehicles and equipment are clearly identified in a manner acceptable to the City, and be properly licensed and inspected in accordance with the State of Texas and Tarrant County regulations.

42. **EMPLOYEE SAFETY**

Contractor must provide and enforce the use of appropriate safety equipment.

43. **SUBSTANCE ABUSE**

Possession, consumption of, and/or reporting for work under the influence of alcohol, controlled substances, and/or dangerous drugs by subcontractors, officers, or employees of the Contractor will not be tolerated. Enforcement of this policy is the responsibility of Contractor.

44. **CRIMINAL HISTORY BACKGROUND CHECK/PROOF OF LEGAL RESIDENCY**

Prior to each employee commencing work, Contractor must conduct a criminal history check acceptable to the City, and forward all reports to Karla Parker, Sr. Purchasing Agent, City of Keller, P O Box 770, Keller, TX 76244-0770.

Prior to each employee commencing work, Contractor must forward copies of acceptable documents (see attached list of acceptable documents) proving legal residency to Karla Parker, Sr. Purchasing Agent, City of Keller, P. O. Box 770, Keller, TX 76244-0770. Please forward one document from List A or List B AND one document from List C.

A list of employee's working at this facility shall be provided to Karla Parker, Sr. Purchasing Agent, P O Box 770, Keller, TX 76244 or by email to kparker@cityofkeller.com on the first day of each month.

45. **CUSTOMER RELATIONS**

Contractor is responsible for ensuring that its subcontractors or employees conduct themselves in a courteous and professional manner when dealing with City employees, elected or appointed officials, residents, and/or customers of the City. The City reserves the right to reject any Contractor subcontractor or employee and/or request replacement at any time.

46. SALES TAXES

The City is exempt from most state and local sales taxes by state law. Therefore, the City does not possess a “tax exempt number.” The City will provide a sales tax exemption certificate to the vendor upon request.

The total for each BID submitted must include any applicable taxes. It is suggested that taxes, if any, be separately identified, itemized, and stated on each BID. The City cannot determine for the bidder whether or not the item(s) requested in the BID are taxable to the City. The bidder, through the bidder’s attorney or tax consultant, must make such determination. Bills submitted for taxes after the BIDs are awarded will not be honored.

47. TAXES, PERMITS, LICENSES

The Contractor shall obtain and pay for all licenses, permits and inspections required for the work. Upon written notification, the contractor shall provide notarized copies of all valid licenses, permits and certificates required for performance of the work. The notarized copies shall be delivered to the City of Keller, Attn: Sr. Purchasing Agent, P O Box 770, Keller, TX 76244 within (10) days of notification.

48. ANNUAL CONTRACT FUNDING

The City operates on a fiscal year that ends on September 30th. Because state law mandates that a municipality may not commit funds beyond a fiscal year, this BID/contract is subject to cancellation if funds for this commodity/service are not approved in the next fiscal year.

49. COOPERATIVE PURCHASING

Bidders agree to extend prices, terms and conditions to any and all governmental entities that have entered into or will enter into a joint purchasing inter-local cooperation agreement with the City of Keller. As such, the City of Keller has executed an inter-local agreement with certain other governmental entities authorizing participation in a cooperative purchasing program. The bidder may be asked to provide products/services, based upon the BID price, to any other governmental entity. Bidder/vendor acknowledges that other governmental entities are eligible, but not obligated, to purchase products/services under this contract. Any and all purchases by governmental entities other than the City of Keller will be billed directly, and shall not be considered in any way an obligation of the City of Keller. As such, other governmental agencies will order their own products/services from the successful bidder as needed.

Should other governmental entities decide to participate in this contract, please indicate whether you, as bidder/vendor, agree that all terms, conditions, specifications, and pricing will apply.

[] Yes [] No _____ Initial

****Non-response to the Cooperative Purchasing Section will indicate the bidder does not wish to participate with other governmental entities.**

50. **BRAND NAMES**

If items for which BIDs have been called for have been identified by a “brand name or equal” description, such identification is intended to be descriptive, but not restrictive, and is to indicate the quality characteristics of products that will be satisfactory. BIDs offering “equal” products will be considered for award if such products are clearly identified in the BIDs and are determined by the City to be equal in all material respects to the brand name products referenced. **Unless the bidder clearly indicates in their BID that they are offering an “equal product”, their BID shall be considered as offering a brand name product referenced herein or in the BID specifications.**

51. **CONTRACT CLAUSE**

All bidders understand and agree that the bidder’s response to this BID invitation will become a legally binding contract upon acceptance in writing by the City. This contract may be superceded or amended only if replaced with a more extensive contract that is agreed to by both parties.

52. **CONTRACT ADMINISTRATION**

Under this contract, the City of Keller will appoint the City Manager or his/her designee as contract administrator with the designated responsibility to ensure compliance with performance of contract requirements. Such responsibilities will include, but will not be limited to, the inspection and acceptance of all products/services to be provided under this contract. If a product/service is found to be unsuitable or as required by this contract, the CONTRACTOR will be required to remedy the product/service at Contractor’s expense. Bidder will furnish written plan of action as to how and when correction of discrepancies will be accomplished in order to eliminate complaints. Bidder shall not handle any complaints or request from citizens. Any citizens’ concerns should be directed to the City Manager, his designee, or the appropriate City Department.

53. **FAILURE TO ENFORCE**

Failure by the City of Keller at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the City of Keller to enforce any provision at any time in accordance with its terms.

54. INDEPENDENT CONTRACTOR

The bidder who is awarded the contract shall be considered an independent contractor for all purposes. The Contractor shall maintain complete control over all of its employees and subcontractors. The Contractor shall perform all work in an orderly and workmanlike manner, enforce strict discipline and order among its employees and assure strict discipline and order by its subcontractors. The Contractor shall employ only fully experienced and properly qualified persons to perform the work.

55. QUALITY OF SUPPLIES/COMPONENTS

Except as to any supplies or components, which the specifications provide need not be new, all supplies and components to be provided under this contract/BID shall be new (not used or reconditioned, and not of such age or so deteriorated as to impair their usefulness or safety), of current production, and of the most suitable grade for the purpose intended. If at any time during the performance of this contract, the Contractor believes that furnishing of supplies or components which are not new is necessary or desirable, they shall notify the City immediately, in writing, including the reasons therefore, and proposing any consideration which will flow to the City if authorization to use supplies or components is granted.

56. INSURANCE REQUIREMENTS

Except as otherwise specified in this contract, the contractor and his subcontractors of any tier will be required at their own expense, to maintain in effect at all times during the performance of the work, insurance coverage with limits not less than those set forth below, with insurers and under forms of policies satisfactory to the City of Keller. It shall be the responsibility of the contractor and subcontractors to maintain adequate insurance coverage and to assure that all subcontractors are adequately insured at all times. Failure of the contractor and his subcontractors to maintain adequate coverage shall not relieve him of any contractual responsibility or obligation. Deductibles, of any type, are the responsibility of the vendor/contractor.

57. CERTIFICATES OF INSURANCE

At the time of the execution of this contract and each subcontract, but in any event, prior to commencing work at the job site, the contractor and his subcontractors shall furnish the City with certificates of insurance with an Endorsement naming the City of Keller as additional insured as evidence that the policies providing the required coverage and limits of insurance are in full force and effect. Contracts less than \$4,999.99 do not require an Insurance Endorsement; however, a **Certificate of Insurance** is required naming the City of Keller as additional insured. Contracts exceeding \$5,000.00 shall be required to provide a copy of the Certificate of Insurance and the Insurance Endorsement naming the City of Keller as additional insured. The certificates of insurance provide that any company issuing an insurance policy for the work under this contract shall provide not less than 30 days advance notice in writing of cancellation, non-renewable, or material change in the policy of insurance. In addition, the contractor shall provide written notice to the City of Keller upon receipt of notice of cancellation of any insurance policy. All certificates of insurance shall clearly state that all applicable requirements have been satisfied including certification that the policies are of the “occurrence” type. Certificates of insurance and Endorsements for contractor and subcontractor, terminations, or alterations of such policies shall be mailed to Karla Parker, Sr. Purchasing Agent, Finance Department, P O. Box 770, Keller, TX 76244.

58. COMPREHENSIVE GENERAL LIABILITY

This insurance shall be an occurrence type policy written in comprehensive form and shall protect the contractor and his subcontractors and the Additional Insured against all claims arising from bodily injury, sickness, disease, or death of any person other than the contractor’s employees or damage to property of the City of Keller and Keller Town Center Property Owner Association or others arising out of the act or omission of the contractor or his subcontractors or their agents, employees, or subcontractors. This policy shall also include protection against claims insured by usual personal injury liability coverage, a (protective liability) endorsed to insure the contractual liability assumed by the contractor and his subcontractors under the article entitle indemnification and completed operations, products liability, contractual liability, broad form property coverage, premises/operations, and independent contractors.

Bodily Injury and Property Damage - \$500,000 per person
\$1,000,000 per occurrence

59. COMPREHENSIVE AUTOMOBILE LIABILITY

This insurance shall be written in the comprehensive form and shall protect the contractor and his subcontractors and the additional insured against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on and off the site of all motor vehicles licensed for highway use, whether they were owned, non-owned, or hired, the liability shall not be less than:

Bodily Injury and Property Damage - \$500,000 per person
\$1,000,000 per occurrence

60. **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY**

The contractor shall provide all workers' compensation insurance for its employees as required by law.

61. **INDEMNIFICATION**

For consideration included in the BID price, contractor and his subcontractors shall pay, indemnify, and hold harmless, the City and Keller Town Center Property Owners Association, its agents, guests, consultants, invites, and employees, from all suits, actions, claims, demands, losses, expenses, including attorney's fees, costs and judgments of every kind and description to which the City of Keller and Keller Town Center Property Owners Association, its agents, guests, consultants, invites, or employees may be subjected to by reason of injury to persons or death or property damage, resulting from or growing out of any act of commission, omission, negligence, or fault of the contractor and his subcontractors, their agents or employees, committed in connection with this contract, contractor's performance hereof, or of any work performed hereunder.

The Contractor agrees to and shall indemnify and hold harmless the City of Keller against any and all liens and encumbrances for all labor, goods and services which may be provided under the City's request, by seller or seller's vendor(s), and if the City requests, a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.

Contractor and his subcontractors shall indemnify and hold harmless the City of Keller, its agents, or employees and consultants from and against all claims, demands, actions, suits, damages, losses, expenses, costs including attorney's fees, and judgments of every kind and description arising from, based upon, or growing out of the violation of any Federal, state, county, or city law, bylaw, ordinance, or regulation by the contractor, its agents, trainees, invites, servants, and employees.

62. **WAIVER OF SUBROGATION**

The contractor and his subcontractors shall require their insurance carrier, with respect to all insurance policies, to waive all rights of subrogation against the City of Keller, its commissioners, partners, officials, agents, and employees and against all other contractors and subcontractors.

63. **BONDS**

Bid Bond. Unless specified otherwise in BID specifications, all BIDs shall be accompanied by a bid bond acceptable to the City in the amount of **\$1,500.00**. **The City will accept only a bond issued by a surety/insurance company or a cashier's check issued by a national or state bank.** All bid bonds will be returned to bidder within ten days from award of contract.

****IF SUBMITTING BID THROUGH E-BID, ORIGINAL BID BOND MUST BE RECEIVED PRIOR TO BID OPENING WEDNESDAY, FEBRUARY 1, 2023 AT 2:00 PM.**

Bond Requirements: Bids under \$50,000.00 per year will require no bonds. Bids \$50,000.00 and higher will require a Bid bond. If you are submitting your Bid through the City of Keller’s e-bid system, the original Bid bond must be received by the Sr. Purchasing Agent prior to Bid opening.

64. DEBARMENT

By submitting a BID, the bidder certifies that it is not currently debarred from receiving contracts from any political subdivision or agency of the State of Texas and that it is not an agent of a person or entity that is currently debarred from receiving contracts from any political subdivision or agency of the State of Texas.

65. BANKRUPTCY

If seller becomes bankrupt or insolvent, or if a petition in bankruptcy or insolvency is filed by or against Seller, or if a receiver, trustee or assignee for the benefit of creditors is appointed for Seller, the City shall have the right, at its sole discretion, to treat such occurrence as a breach thereof.

66. CONTRACT WITH PERSON INDEBTED TO MUNICIPALITY

A municipality by ordinance may establish regulations permitting the municipality to refuse to enter into a contract or other transaction with a person indebted to the municipality.

67. PRE-ESTABLISHED CONTRACTS

The City has access to “Pre-Established Contracts” such as US Communities, State contracts and local purchasing agreements. The City will evaluate the bid amount with what is offered through these contracts and determine which is the most advantageous to the City.

68. GOVERNING LAW

This solicitation and any resulting contract(s) shall be construed in accordance with the laws of the State of Texas. Any action regarding a dispute arising from this agreement shall be brought in federal or state courts within the State of Texas and the parties consent to the exclusive personal jurisdiction of such courts in the event of a dispute.

69. CONFLICT OF INTEREST QUESTIONNAIRE

Effective January 1, 2006, House Bill 914 requires any vendor that wishes to conduct business or to be considered for business with any political subdivision, to complete a “conflict of interest” questionnaire (attached). Please complete the attached questionnaire and return with the bid specifications. Additional information regarding this requirement may be obtained at www.ethics.state.tx.us.

H.B. 491 changed Section 176.006 to read as follows: “(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire if the person has a business relationship with a local governmental entity and: (1) has an employment or other business relationship with an officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1).”

70. CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission’s website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015 to implement the law.

Filing Process:

On January 1, 2016, the commission made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be returned with this BID documentation.

Information regarding how to use the filing application is available at <https://www.ethics.state.tx.us/tec/1295-Info.htm>. Please follow instructional Video for Business Entities.

71. LOCAL GOVERNMENT CODE TITLE 10 SUBTITLE CHAPTER 2252 & 2270

Vendor shall submit HB89 Verification form prior to award of contract.

72. SUPERVISION

The contracting firm shall provide supervision of employees working under this agreement at no additional cost to the City. **Supervisors or Lead persons must speak and understand English.** This supervision shall include on-site inspection of the facilities at the request of the City's contract representative to solve any problem situations that may occur. **Project manager must be able to speak and understand fluent English.**

73. QUALITY CONTROL

The City of Keller contract representative will make periodic inspections of the facilities, documenting his findings and providing instructions to the contractor's employees as required. The Contractor or representative shall be readily available to meet with the City of Keller representative to review deficient or problem areas. Contractor shall provide a list of employees, hours worked and building assignment including floor workers. **CHANGES TO LIST MUST BE APPROVED BY THE CITY OF KELLER REPRESENTATIVE PRIOR TO NEW EMPLOYEE START DATE. ALL CLEANING PERSONNEL WORKING DURING BUILDING OPERATION HOURS MUST SPEAK AND UNDERSTAND ENGLISH.**

74. PROTECTION OF CITY PROPERTY

All keys will be maintained according to policies approved by the City of Keller contract representative. Liability for lost keys, re-keying costs and other related expenses shall be the full responsibility of the contractor. Hazardous conditions and items needing repair (such as leaky faucets, toilet stoppages, etc.) shall be promptly reported to the designated Building Operation Supervisor.

The contractor shall be liable for any and all damages to property, plants, equipment, etc., either accidental or deliberate. This shall include, but is not limited to, permanent stains on carpet, walls or floors, broken or damaged equipment, fixtures, furnishings, etc., resulting from any cleaning activity.

75. SUBCONTRACTING OF LABOR

Subcontracting of labor will not be allowed. The only exception will be Floor Care Personnel with Pre-Approval from the City representative. Any bid received containing subcontracted labor (with the exception of Floor Care

Personnel) will be considered non-responsive. In the event the awarded vendor provides subcontracted labor to meet the requirement of this bid, the City will consider such action as sufficient cause for cancellation of the agreement. IRS form W2 will be required to be submitted on each employee prior to commencement of contract.

76. COMPLIANCE WITH APPLICABLE LAW

Bidder agrees that the contract will be subject to, and bidder will strictly comply with all applicable federal, state, and local laws, ordinances, rules and regulations.

77. SERVICE REQUIREMENTS

Following are examples of services to be performed on a daily basis. These are only basic guidelines and are not exclusive of the work to be performed. Any work normally considered janitorial and requested by the City of Keller contract representative shall be performed. The contractor will adhere to all provided procedures and schedules.

A. Restrooms:

1. Promptly report dispenser malfunctions to the City of Keller Contract Representative.

B. Office Space, Public Areas, Lobbies, Corridors, Etc:

1. Dust horizontal and vertical surfaces, including desks, chairs, tables, file cabinets, shelving, credenzas, vertical blinds, ceiling fans, doors, door frames, walls, grills, ledges, handrails, etc. with treated dust cloths. Do not disturb papers or materials left on surfaces. Glass surfaces shall be cleaned with untreated cloths.
2. Empty and clean outside trash receptacles.
3. Clean drinking fountains with non-abrasive cleaner.

78. CLEANING QUALITY REQUIREMENTS

A. Floor Maintenance

1. For all operations where furniture and equipment must be moved, no chairs, wastepaper baskets or similar items shall be stacked on the desks, table, window sills, etc. Upon completion of work, all furniture and equipment must be returned to its original position.
2. Baseboards, wall, stair risers, furniture and equipment shall in no way be splashed, disfigured or damaged during these operations.

3. After sweeping and damp mopping, all floors shall be clean and free of dirt streaks. No dirt shall be left in corners, under furniture, behind doors or on stair landings or treads. Likewise, sidewalks, entrances and other assigned areas shall be swept clean of all dirt and trash.
4. Special attention shall be given to floors around urinals and toilets to prevent stains, eliminate odors and to provide a uniformly clean appearance throughout.

B. Miscellaneous

1. Dusting – Dust shall not be moved from spot to spot, but removed directly from the area in which it lies by the most effective means (treated dust cloths, vacuum, etc). When doing high cleaning, dust shall not be allowed to fall onto equipment and furniture.
2. Window & Glass Cleaning – After each operation, all glass shall be clean and free of dirt, dust, grime, streaks and excessive moisture. Window sashes, sills, woodworks and surrounding shall be thoroughly wiped free of drippings and watermarks.
3. Spot Cleaning – Following this operation, smudges, marks or spots shall have been removed without causing discolorations.

79. **ADDITIONAL SERVICES**

A. The following service shall be provided as requested:

1. Maintenance Technician
 - A. Must be able to speak and understand English.
 - B. Stocks and distributes supplies.
 - C. Moves furniture.
 - D. Assists building engineers with changing lamps and plumbing leaks.
 - E. Cleans carpets using commercial grade carpet cleaner.
 - F. Vacuums, cleans spills and water fountains.
 - G. Notes items requiring maintenance and reports to supervisor.
 - H. Other duties, as assigned.

SPECIAL TERMS AND CONDITIONS

CONTRACT TERMS

The contract period will begin March 15, 2023, or the date of City Council award if subsequent thereto, through a one year period. At City of Keller's option and approval by the vendor, the contract may be renewed for three (3) additional one (1) year periods, as further explained in Renewal Options. **Prices must not exceed the BID amount for the entire contract period.**

RENEWAL OPTIONS

The City of Keller reserves the right to exercise an option to renew the contract of the vendor for three (3) additional one (1) year periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the City exercises the right in writing, the Contractor will update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Contractor in complete form within the time specified, the City will rescind its option and seek a new BID solicitation.

If the primary contractor elects not to exercise the option(s) to renew for three (3) additional one (1) year periods, as outlined above, the next low contractor for that section will be offered the opportunity to accept the award at the same prices and discounts given in the original BID submitted by that contractor. If both the primary contractor and the next low contractor for any section elect not to renew or accept award of the contract, the contract will be re-BID. The City of Keller reserves the right to re-BID the entire contract if the pricing of the next low contractor appears to be excessive.

**CITY OF KELLER
ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS**

I acknowledge that by submitting a bid for this project, I am aware of the insurance requirements outlined in these specifications (Number 56-60). If I am awarded the bid, I will comply with all insurance requirements within 10 working days of the bid award, including providing proof that I have insurance which may include, but not be limited to, true and accurate copies of the policies. If I fail to forward all insurance requirements within the 10 working days of the award of the bid, I understand my bid bond will be forfeited.

Signature

Printed name

Name of Company: _____

Address of Company: _____

City, State & Zip: _____

STATEMENT OF NO BID

Janitorial Services

BID # 23-010

If bidder is not bidding on the goods and/or services as stated in these specifications, please complete and return this form to: The City of Keller, Attn: Sr. Purchasing Agent, P O Box 770, Keller, TX 76244.

Name of Firm: _____

Address: _____

Telephone Number: _____ **Date:** _____

Signature: _____

The above has declined to submit a BID response for the following reason(s):
(Please check one or all that apply)

- Specification too “restrictive”, i.e., goods offered by our company do not meet stated specifications.**
- Specifications unclear (please explain).**
- We do not offer this commodity and/or service or an equivalent.**
- Insufficient time to respond to the BID.**
- Our schedule would not permit us to perform.**

Remarks:

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DEB) are encouraged to participate in the City of Keller BID process. The City of Keller will provide additional clarification of specifications, assistance with BID Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The City recognizes the certifications of both the State of Texas Building and Procurement Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact:

State of Texas HUB Program
Texas Building & Procurement Commission
P O Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas Regional
Certification Agency
616 Six Flags Drive, #416-LB24
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with BID.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

INDICATE ALL THAT APPLY:

- _____ **Minority-Owned Business Enterprise**
- _____ **Women-Owned Business Enterprise**
- _____ **Disadvantaged Business Enterprise**

**REFERENCES
ATTACHMENT I**

****THIS PAGE MUST ACCOMPANY THE BID OR BID MAY BE REJECTED****

1. Company _____
Address _____
Phone _____
Contact _____
E-Mail _____

2. Company _____
Address _____
Phone _____
Contact _____
E-Mail _____

3. Company _____
Address _____
Phone _____
Contact _____
E-Mail _____

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

FORM CIQ

<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p>OFFICE USE ONLY</p> <p>Date Received</p>
<p>1 Name of person who has a business relationship with local governmental entity.</p>	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>	
<p>4</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>	

Adopted 06/29/2007

****THIS PAGE MUST BE COMPLETED OR BID MAY BE REJECTED****

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		4. Voter's registration card		5. Native American tribal document
		5. U.S. Military card or draft record		6. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		8. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

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