

# CITY OF ALAMO

## Request for Sealed Bids

The City of Alamo hereby requests sealed bids for the following:

### Janitorial Services

Sealed bids addressed to Melissa Rodriguez, Purchasing Agent, will be accepted at the Alamo City Hall Purchasing Department, 420 N. Tower Rd., Alamo, Texas 78516, until **3:30 p.m.** on **March 23, 2016**, at which time they will be opened and read aloud.

Potential Bidders/Respondents are advised that the bidding documents can be downloaded from the City of Alamo web page address: [www.alamotexas.org](http://www.alamotexas.org), and may also be secured at the Alamo City Hall Purchasing Department, 420 N. Tower Rd., Alamo, Texas 78516, or by calling (956) 787-0006, ext. 141. Be advised that if your company is contemplating on bidding this project you must contact the Purchasing Department, so that any changes/additions via addendum form can be forwarded to your company. (Please include your company name, address, telephone, email and fax as well as contact person).

The City of Alamo reserves the right to accept or reject any or all bids to waive any formalities in the bidding or to accept the bid to be the best and most advantageous to the City and to hold bids for a period of forty-five (45) days from the date of the bid opening without taking action for the purpose of reviewing the bids and investigation of bidders' qualifications prior to bid purchase award. Bids submitted past the aforementioned date and time will not be accepted.

City of Alamo  
Melissa Rodriguez  
Purchasing Agent

**CITY OF ALAMO**  
**JANITORIAL SERVICES**  
**INSTRUCTIONS TO BIDDERS**

1. The following specifications are for cleaning services to be performed for the City of Alamo. Bid prices must include all sanitizing solutions needed for cleaning as well as trash bags. The City will provide bathroom tissue and paper towels.
2. Bids shall be submitted in a sealed envelope and marked, **“Janitorial Services”**. Bids must be filed with the City of Alamo before opening day and hour. No late bids will be accepted. Late bids will be returned to respondent unopened (if properly identified).
3. Bids MUST give full name and address of respondent, and be manually signed. Failure to do so will disqualify your bid. Person signing the bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information.
4. Bids CANNOT be altered or amended after opening time. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. No bids may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Alamo.
5. The successful bidder will agree to supply material that meet the specifications outlined in the attached Specifications sheet. The successful bidder and the City of Alamo will enter into an annual agreement stipulating terms not inconsistent with any provisions stipulated in your bid. In the event that any of the conditions or provisions are not met or service is unsatisfactory, the City of Alamo following thirty (30) days written notice may terminate the agreement.
6. **STATE SALES TAX MUST NOT BE INCLUDED IN BID**. Tax exempt form shall be provided upon request.
7. Prices quoted shall prevail for a period of one (1) year starting on the date of the approval. The City reserves the right to extend this contract for one (1) additional year, if the performance of the successful bidder is satisfactory and price remains unchanged.
8. Bidder shall carefully examine the requirements/specifications, and instructions to bidders. Should the bidder find discrepancies in specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Purchasing Agent (Alamo City Hall, Purchasing Department at 956/787-0006) and obtain clarification by addendum prior to submitting any quote.
9. The City of Alamo reserves the right to reject any or all bids and to waive any or all formalities or technicalities or to accept the bid to the best and most advantageous to the City and to hold bids for a period of forty-five (45) days without taking action. Bidders are required to hold their bids firm for the same period of time. Bids submitted past the aforementioned date and time will not be accepted.

**10. CONFLICT OF INTEREST**

Bidders are advised that they must be in compliance with the below mentioned law:

**CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE**

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Alamo not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ go to the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS "C" MISDEMEANOR.

**11. REQUIRED INSURANCE TO CONTRACT WITH THE CITY OF ALAMO**

The City requires contracted service vendors to maintain minimum insurance coverage. The successful bidder shall obtain, and during the term of the contract, maintain a policy of General Liability Insurance from an insurance company authorized to do business in the State of Texas. The insurance policies shall remain in full force during the life of said contract and shall not be canceled, terminated, or allowed to expire without thirty (30) days prior written notice to the City from the insurance company. The City shall be named as an additional insured on a separate endorsement on these policies. Before the successful vendor shall employ any person or persons in the performance of the contract, they shall procure the following:

Worker's Compensations	Statutory Limit
Compensation General Liability Occurrence	\$500,000
Bodily injury & Property Damage Aggregate	\$1,000,000
Comprehensive Auto	\$1,000,000

It shall be the responsibility of the contractor to meet all applicable Federal and/or State Laws, and safety requirements while engaged in performing janitorial services in City buildings.

12. The bidder agrees to indemnify and save harmless the City, the Purchasing Agent, and any assistants from all suits and actions of every nature and discretion brought against him or any of them, for or on account of the use of patented appliances, products or processes, and he/she shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.
  
13. Funds for this procurement have been provided through the City budget for this fiscal year only. The City, on an annual basis, has the right to reconsider a contract during the budget process for the ensuing years if financial resources of City are insufficient to meet the liabilities of said contract. The award of a bid or contract hereunder will not be construed to create a debt of the City, which is payable out of funds beyond the current fiscal year.
  
14. The City of Alamo does not discriminate on basis of race, color, national origin, sex, religion, age or handicapped status in employment or provision of service.

**CITY OF ALAMO**  
**JANITORIAL SERVICES**  
**SPECIFICATIONS**

**AREAS TO BE SERVICED:**

**City Hall Building to include Portable behind City Hall**

Offices, lobby, hallways, commission boardroom, conference room, break room and restrooms

**Municipal Court**

Courtroom, offices, hallway, restrooms, break room and conference room

**Library**

All general areas of the library, offices, lobby, restrooms and break room

**Police Department**

Offices, restrooms, cells, lobby, hallways, break room

**Public Works to include portable building**

Offices, restrooms, break room and conference room

**Boys and Girls Club**

Offices, playroom area, restrooms in play area and restrooms in Gymnasium (Not Gymnasium Court area)

**The square footage for areas to be serviced are as follows:**

City Hall Building	11,220 square feet
Portable (Behind City Hall)	438 square feet
Municipal Court	4,556 square feet
Library	13,704 square feet
Police Department	7,800 square feet
Public Works	2,173 square feet
Public Works Portable	1,536 square feet
Boys & Girls Club	7,254 square feet

Specifications continued

**Offices will be cleaned three (3) times a week on Tuesdays, Thursdays, and Fridays after 5:00 P.M. The following work will be performed:**

1. Clean entry glass doors, metal frame, trim and thresholds
2. Dust or wipe all desks, furniture (not removing or re-arranging work or paper)
3. Empty waste baskets, trash receptacles, removing waste paper to designated areas, replace bags, wash trash cans if necessary
4. Clean desktop phones
5. Clean all office glass and glass partitions in office areas and lobby areas
6. Sweep and mop hard surface floors

**Kitchen/Break Room areas will be cleaned five (5) times a week Monday-Friday after 5:00 P.M. The following work will be performed:**

1. Damp wipe and clean all table tops, counters and sinks with disinfectant
2. Wash coffee pot and clean stations
3. Take out trash and restock paper towels
4. Sweep and mop all hard surface floors
5. Clean inside microwave ovens and stoves
6. Scrub all sinks

**Restrooms and Jail Cells will be cleaned five (5) times a week Monday-Friday after 5:00 P.M. The following work will be performed:**

1. Damp wipe and polish all restroom dispensers and refill with tissue/towels and refill soap dispensers
2. Empty, clean and sanitize waste receptacles and replace receptacle bags
3. Clean and polish all restroom partitions with sanitizing solution
4. Scrub all sinks, toilets and urinals
5. Sweep floors

6. Wet mop restroom floors with a disinfectant solution

Specifications continued

**The Commission Board Meeting Room, Court Room, Lobby Areas and Hallways will be cleaned once a week after 5:00 p.m. The following work will be performed:**

1. Sweep and Mop

**The following work will be performed on a monthly basis after 5:00 P.M. on a date to be determined by the City Manager's Office:**

1. Dust picture frames
2. Clean baseboards
3. Dust air vents

**VENDOR'S NOTICE OF INTENT TO SUBMIT A BID**

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If you intend to submit a bid for **Janitorial Services** with the City of Alamo as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the fax or email below so that you may receive any addendums to the specifications should the need arise.

**Melissa Rodriguez  
Purchasing Agent  
City of Alamo  
Purchasing Department  
420 N. Tower Road  
Alamo, Texas 78516  
Phone :(956) 787-0006, ext. 141  
Fax: (956) 283-8855  
Email: mrodriguez@alamotexas.org**

Name: _____ (print)	Signature: _____
Title: _____	Company/Agency: _____
Mailing Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____
Email address: _____	

**CITY OF ALAMO  
JANITORIAL SERVICES  
BID FORM/CONTRACT**

The \_\_\_\_\_ (respondent), having read the specifications, proposes to furnish the service, for the full and firm price as designated below, in full compliance with the specifications.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other respondent, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the submittal of this bid.

**Total monthly cost of service for all eight (8) locations as noted on specifications:**

\$ \_\_\_\_\_ / Monthly

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

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Please print above signature