



**COUNTY OF EL PASO**  
800 E. Overland, Suite 300  
El Paso, Texas 79901  
(915) 546-2048 (915) 546-8180 Fax

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### **Notice to Interested Parties**

Sealed Request for Proposals (RFP) will be received at the County Purchasing Department, 800 E. Overland, RM 300, El Paso, Texas 79901 before 2:00 p.m., **Wednesday, April 1, 2009** to be opened at the County Purchasing Office the same date for **(RFP) Janitorial Service for the Ysleta Annex.**

**Proposals must be in a sealed envelope and marked:**

**“Proposals to be opened **April 1, 2009**  
**(RFP) Janitorial Service for the Ysleta Annex**  
**RFP Number 09-023”****

**Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, March 24, 2009, at 12:00 p.m. Questions can be faxed to (915)-546-8180.**

Award will be made based on a review of qualifications, scope of services and price. **COMMISSIONER’S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE TECHNICALITIES.** Only proposals that conform to specifications will be considered. Successful Proposer shall not order items or services until a Purchasing Order is received from the County Purchasing Office. Payment will not be made on items delivered without an Agreement.

If the proposal totals more than \$100,000.00, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract price, executed with a surety company authorized to do business in the State of Texas. The certified cashiers check must be included with the proposal at the time of the opening.

In order to remain active on the El Paso County Vendor list, each Vendor receiving this proposal must respond in some form. Vendors submitting a proposal must meet or exceed all specifications herein. Vendors submitting a no proposal must submit their reason in writing to the El Paso County Purchasing Department.

**PITI VASQUEZ**  
County Purchasing Agent

# PROPOSAL SCHEDULE

To: El Paso County, Texas

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

<b>Description – RFP # 09-023</b> <b>(RFP) Janitorial Service for the Ysleta Annex</b> Vendor must meet or exceed specifications
Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. <b>Please submit one (1) original copy and two (2) copies of your bid.</b>

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Federal Tax Identification No.

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
CIQ Confirmation Number

\_\_\_\_\_  
CIQ Sent Date

\_\_\_\_\_  
Representative Name & Title

\_\_\_\_\_  
Telephone & Fax Number

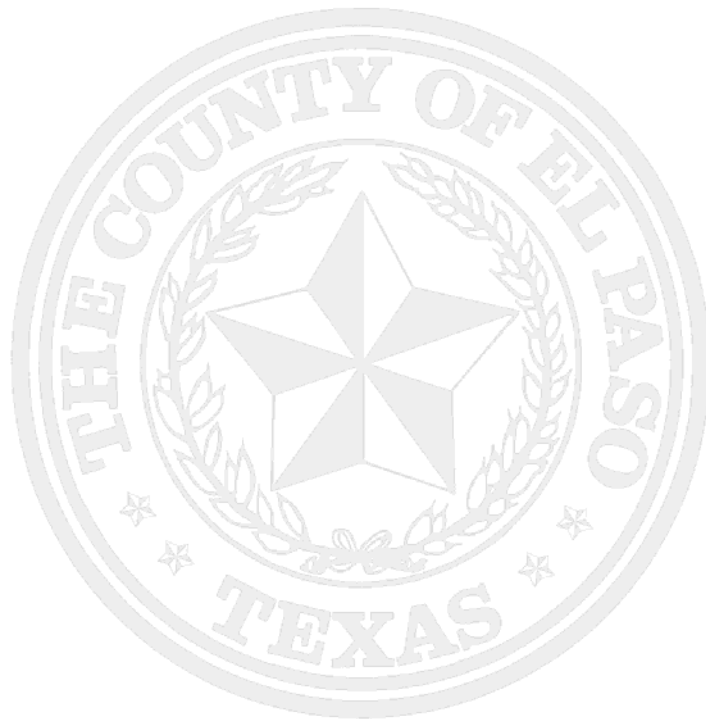
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*\*THIS MUST BE THE FIRST PAGE ON ALL BIDS\*\*\***

**(RFP) Janitorial Service for the  
Ysleta Annex**

**RFP #09-023**



**Opening Date  
Wednesday, April 1, 2009**



## **RFP SPECIFICATIONS NO. 09-023**

### **1. REQUEST FOR PROPOSALS**

The County of El Paso, Texas as owner of El Paso County Ysleta Annex at 9521 Socorro Road, El Paso, Texas, Buildings A and B, hereby requests proposals from interested and qualified Janitorial Service Providers (hereinafter called Proposer or Operator) desiring to provide janitorial service for 2 years with three one-year renewal options. The services provided will be in accordance with specific provisions of a service contract.

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to provide janitorial services. The County, as represented by its Purchasing Department, intends to use the results of this process to award a contract to one Proposer, therefore all proposals should be written to include services and management of both facilities jointly, regardless of their differing individual needs.

Proposals **MUST** be submitted in the required format and sequential order as specified in this document.

### **2. CONTRACT ADMINISTRATION**

El Paso County will appoint its Facilities Manager as contract administrator with designated responsibilities, which may include, but are not limited to, the inspection and acceptance of all services performed under the contract.

### **3. PROPOSER QUALIFICATIONS**

**A. EXPERIENCE:** To be considered qualified; the Proposer must demonstrate at least five (5) continuous years successful experience in providing janitorial services to commercial or public facilities with a minimum of 25,000 square feet. The County of El Paso reserves the right to disqualify any Proposer who has had an agreement or contract cancelled, or legal action has been taken by a public agency for cause including failure to perform, non-compliance, or illegal activity.

**B. EQUIPMENT ASSETS:** The Proposer must have ownership, or long-term lease written lease agreements, of all equipment, tools, supplies, and/or materials typically necessary to perform and carryout all of the duties necessary, including but not limited to: vacuum cleaners, floor buffers, carpet shampoos, buckets, mops, dust mops, etc.

**4. BACKGROUND**

Construction of the El Paso County Ysleta Annex was completed in March 2009 and all fixtures and furnishings are in new condition and it is expected that the janitorial services will be provided with adequate care to allow for the maximum longevity of the current conditions.

**5. COMMENCEMENT**

Commencing from the date RFP is awarded by Commissioners Court, the contract shall be effective for a period of two (2) years, subject to funding by Commissioners Court; with an option to renew the awarded contract in increments of one (1) year terms, for an additional period of three (3) years at the discretion of the Commissioners Court of El Paso County, Texas, subject to funding by the Court, and upon the successful price negotiations between the awardee and El Paso County for each subsequent term. If options are exercised, price adjustment will only be considered on anniversary date of contract for:

- a. Federal/State minimum wage law;
- b. FICA; and/or
- c. Insurance coverage

Proposer acknowledges that the County is a political subdivision of the State of Texas, and as such sets its budget according to the laws of the State of Texas for a period of one year beginning on October 1<sup>st</sup> and terminating on September 30<sup>th</sup> of each year. In the event the County does not intend to include sufficient funds in its next annual budget, in any fiscal year during the term of this Agreement, for the payment of it's obligations hereunder, the County may terminate this agreement without penalty or further payment, upon 30 days written notice to Proposer, to be effective on September 30<sup>th</sup> of the then current fiscal year.

**6. SCOPE OF OPERATION**

The selected Proposer will be required to provide management services and personnel necessary to efficiently provide janitorial services. Subject to the final Agreement, the selected shall be required to provide the following services: Management and supervision of all custodial personnel, training and education of custodial personnel, needs assessment, and conflict resolution.

**The Proposer shall be responsible for furnishing ALL SUPPLIES and EQUIPMENT necessary to clean all areas of the building AND restock all consumable products such as paper towels, toilet paper, trash can liners, and hand soap, as appropriate in accordance with the Schedule of Cleaning.**

**The County of El Paso will not be responsible for supplying ANY products associated directly or indirectly with the janitorial service provider. The Proposer is expected to furnish ALL supplies (including paper towels, toilet paper, hand soap, trash bags, etc.) equipment, labor, and any other item not expressly listed here, that is necessary to perform and carry out all duties specified in the Schedule of Cleaning, from start to finish, including moving furniture, appliances, and other heavy items to clean under or along the side of such equipment.**

The facility consists of approximately 28,630 square feet of space and houses eight County departments of various sizes.

7. **SCHEDULE OF CLEANING:** The Schedule of Cleaning listed below is considered the MINIMUM of services required by El Paso County. It is expressly understood that El Paso County may add requirements under this schedule in the order to assure that all scheduled properties are properly cleaned.

**A. NIGHTLY / DAILY**

1. **PRIVATE AND PUBLIC RESTROOMS:**
  - a. RESTROOMS SHALL BE SANITARY AT ALL TIMES
  - b. Disinfect, sanitize, remove calcium/scum, and clean all restrooms in their entirety including all commodes, urinals sinks, basins, faucets, visible exposed plumbing pipes, fixtures, dispensers, counters, mirrors; stall doors/walls, hardware, handles, hinges, vents, entrance doors, and floors;
  - c. Remove and dispose of used trash liners, including sanitary napkin disposal containers; clean/disinfectant interior/exterior of trash receptacle, furnish and replace appropriately sized trash liner;
  - d. Replenish soap, toilet paper, and paper towels (if applicable);
  - e. Report any problems with the plumbing, fixtures, or graffiti to Facilities Management with 24 hours.
2. **REGULAR TRASH COLLECTION AND DISPOSAL:** All regular trash receptacles – Remove and dispose of used trash liners and contents, clean interior/exterior of trash receptacle, furnish, install, and secure appropriately sized liner. Dispose of collected trash in on-site regular trash dumpster;
3. **RECYCLABLE MATERIAL COLLECTION AND DISPOSAL:** If departments participate in recycling program and there is a dedicated recycling dumpster (provided by the County), recyclables shall be collected separately from trash and will be disposed of in dedicated recycling dumpster, or other method of recycling collection as determined by the Facilities Management Department;
4. **VACUUM & SPOT REMOVAL OF CARPETED FLOORS:** Vacuum all carpeted areas, moving chairs, mats, trashcans, and other non-stationary furniture items as necessary, and assuring that tight corners and areas along walls are reached. Remove spots on carpet with a stain remover as necessary, to prevent permanent stains.
5. **TILE & NON-CARPETED FLOOR MAINTENANCE:** Sweep and dispose of debris, moving chairs, mats, trashcans, and other non-stationary furniture items as necessary. Mop with appropriate mild cleaning solution that will not damage, discolor, or remove wax finish from tile floor, taking care not to leave “splash” marks on walls, furniture, and other items; clean splash marks if necessary. Remove stains and spray-buff as needed.
6. **HARD SURFACE AND FURNITURE CLEANING & DUSTING:** Clean/dust furniture, tables, shelves, cabinets, counters, benches, walls, doors, door frames, interior and exterior glass panels/windows, stainless steel, chrome, laminate, etc. with a cleaning product that is appropriate to the type of surface, taking care not to damage the surface, or disturb items on or around the area being cleaned;
7. **JANITORIAL CLOSETS:** Clean and keep orderly; clean mop sinks thoroughly; empty all mop buckets nightly, and rinse mop thoroughly. Only cleaning supplies and janitorial equipment shall be stored in closet.
8. **BUILDING EXTERIOR:** Pick-up and dispose of litter surrounding facility and parking area.

9. DAY SERVICE: The Proposer must provide at least one English speaking custodian for a minimum of six hours per day, Monday through Friday, between the hours of 8am-5pm, excluding lunch and break time. The day service custodian shall be responsible for systematically and repeatedly cleaning and stocking all public and private restrooms, cleaning public areas and responding to emergency spills, and cleaning designated secured office areas that are not cleaned at night.

#### **B. MONTHLY**

1. LOBBIES, RECEPTION AREAS, HALLWAYS, AND OTHER OPEN PUBLIC AREAS: Clean walls, baseboards, doors, door frames, railings, window ledges, cubicle paneling; dust high areas such as exit/directional signs, vents, mirrors, etc.
2. UPHOLSTERED & HARD SURFACE CHAIRS/SEATING: Vacuum or manually brush upholstered chairs and furniture, removing spots with an appropriate stain remover as necessary to prevent permanent stains. Clean hard surface furniture, such as plastic chairs and tables;
3. OFFICE / SUITE WINDOWS: Dust window blinds, drapery, or other window treatments/covering as appropriate. Clean and dust window ledges and frames. Clean interior windows.

#### **C. QUARTERLY**

1. CARPETED AREAS: Carpeted areas must be shampooed with commercial shampoo equipment and chemical shampoo intended for commercial and high traffic areas at least every four months in a twelve month period.
  - a. Proposer must notify a supervisor of the area scheduled to be shampooed at least 24 hours in advance to allow employees to clear their floor areas as much as possible to allow maximum shampoo coverage and benefit;
  - b. Proposer must provide a written report to the Facilities Management Department via fax or e-mail of each department/area each time the carpet is shampooed.

#### **D. SEMI-ANNUALLY**

1. FLOOR TILE: Strip, seal, and wax all tile floors in lobby corridors, restrooms, and offices at least once per every six months within a twelve month period.
  - a. Proposer must notify a supervisor of the area scheduled to be stripped/waxed at least 24 hours in advance to allow employees to clear their floor areas as much as possible to allow maximum shampoo coverage and benefit;
  - b. Proposer must provide a written report to the Facilities Management Department via fax or e-mail of each department/area each time the carpet is shampooed.
2. WOOD FURNITURE: Apply furniture wood oil/conditioner by hand.

#### **E. SUPERVISION**

Successful Proposer must furnish at least one (1) supervisor to be responsible for overseeing the work performed by the custodians on a regular and frequent basis and assure that the employees are provided a copy of the Schedule of Cleaning, and are properly trained and instructed on how to perform all job duties in accordance. The supervisor shall be available, at the request of the County and at no additional cost, to inspect and/or discuss the satisfactory/unsatisfactory, janitorial service, performance, changes, problems, complaints, etc.. In order to prevent complaints, the Proposer shall

have a regular systematic inspection by his supervisor to assume maximum efficiency at all times.

- F. ADDITIONAL OR EMERGENCY SERVICES:** The Proposer may be required to perform certain services outside the normal contract requirements. These services may require personnel/equipment or both. The services will be billed and paid for by El Paso County under a separate invoice at the rate stated on the bid and approved by the El Paso County Commissioners Court.

The County reserves the right to change the services required under this bid, and may adjust the contract price to reflect the cost associated with such changes (either by addition or deletion of total square footage and/or addition or deletion of one or more locations).

**G. PERSONNEL RESTRICTIONS:**

1. Under NO circumstance may Proposer use his/her County-issued keys to unlock a door for anyone other than themselves. County-issued keys may ONLY be used for the expressed purpose of gaining access to an area to perform the functions of their cleaning duties.
2. The Proposer will not permit employees to use the telephone in any office area; eat or remove food or drinks from refrigerators; or otherwise remove or handle, except in the act of cleaning, any papers or other items found on County premises. Proposer will not allow employees to bring children to work with them while at the El Paso County facilities.
3. Noisy or disruptive services must be scheduled and performed when the occupants of the area are not present. If this is not possible, the occupants are uncooperative, or there any other issues preventing the Proposer from performing these duties, the Proposer shall notify the Facilities Manager, and s/he will intervene and coordinate an amiable solution.

**8. EL PASO COUNTY COMPLAINT PROCESS**

All departments located in the cleaning areas will direct all janitorial complaints to the Facilities Management Department. Upon each complaint, a Facilities Management representative will investigate the validity of the complaint, and report the complaint to the Proposer. The Proposer, or his designated representative, shall ensure that any and all complaints are investigated and corrected satisfactorily within three (3) days upon the Proposer's receipt of the complaint.

**9. CONTRACT PERFORMANCE:**

The Facilities Manager, or his/her delegate, will routinely inspect the janitorial condition of the premises and will investigate and appropriately document all complaints. Inspection reports will be provided to the Proposer, and the Proposer may request, or be asked by the County, to participate in a joint inspection to identify problem areas and plan appropriate corrective action. The Proposer shall respond to the complaint or unsatisfactory inspection report in writing, indicating the corrective action that is necessary and the date by which the problem area will be corrected. In order to prevent complaints, the Proposer shall have a regular systematic inspection by his supervisor to assume maximum efficiency at all times.



**10. NON-COMPLIANCE AND PENALTY**

All issues of contract non-compliance, problems, complaints, disputes, or otherwise deficient or unsatisfactory performance will be reported to the Proposer in writing via fax, e-mail, and/or certified U.S. Mail.

The Proposer shall respond to the complaint or unsatisfactory inspection report in writing, indicating the corrective action that will be taken. The Proposer MUST satisfactorily resolve or correct all non-compliant issues within three (3) days upon receipt of the reported problem.

The County of El Paso will re-inspect the problem area after the Proposer has had an opportunity to correct the deficiency as stipulated above. If, after re-inspection, the problem areas are not corrected within three (3) working days, five percent (5%), per diem, per problem area, will be deducted from the regular monthly price for failure to perform within the terms of the contract.

**11. UNIFORMS**

Proposer will assure that all working personnel are in clean and appropriate work attire with a shirt or official identification badge that properly identifies the Proposer and employee's name at all times.

**12. SECURITY**

Proposer shall select honest, competent, and courteous personnel to be employed at the El Paso County Ysleta Annex, and it shall be the duty of the selected Proposer to train, supervise, and maintain proper surveillance over all its employees to insure their integrity and maintain an honest and high standard of service to the public. Proposer shall follow its established company policy hiring process set forth in its Proposal and shall perform pre-employment screening including criminal background checks on newly hired employees.

Proposer shall only assign employees, whether temporarily or permanently, that have a clear criminal background record, with NO conviction of a felony or Class A or B misdemeanor. The employee must maintain a clear criminal background during the course of their employment while they are assigned to the Ysleta Annex. If their status changes at any time during the course of the contract, the Proposer shall immediately remove the employee from providing service and replace them with an employee with a clear criminal background.

The Proposer shall provide a list of all employees who are assigned, or have access to the facility, either temporarily or permanently. The list shall include the employees' legal name, address, phone number, date of birth, and social security number. Within 24 hours upon assignment of the employee to the facility, the Proposer shall provide a copy of the employee's criminal history background check to the Contract Administrator via fax, e-mail, or U.S. Mail. This shall include any employee of the Proposer, whether assigned directly, indirectly, or has access to keys, security codes, etc. that would allow them entrance in to the facility after-hours.

Proposer must provide a bond on each employee and agrees to provide a means of ensuring the employees can be searched, if necessary, in case of accusation of theft.

### **13. INDEMNIFICATION**

The successful Proposer shall defend, indemnify, and save harmless El Paso County and all its officers, agents, and employees from all suits, actions, or other claims of any character, name, and description brought for or on account of any injury to or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful Proposer, or of any agent, employee, or supplier in execution of, or performance under, any contract which may result from bid award. Successful Proposer shall pay any judgment with cost, which may be obtained against El Paso County growing out of such injury or damages.

### **14. INSURANCE**

Prior to commencing work, the successful Proposer shall be required, at his own expense, to furnish the County of El Paso with evidence showing the following insurance to be in force, with El Paso County, its officers, agents, and employees named as additional insureds:

- a. Worker's Compensation in accordance with State Territorial Worker's Compensation Laws; and Employers' Liability Insurance;
- b. Public liability and property damage insurance including independent Proposer's liability, completed operations and contractual liability, covering, but not limited to, the liability assumed in the indemnification provisions (as specified in this RFP) fully insuring Proposer's liability for injury to, or death of, County employees and third parties, extended to include personal injury liability coverage, and for damage to property of third parties, with a minimum coverage for each occurrence of \$500,000.00;
- c. Comprehensive automobile and truck liability insurance to include coverage of owned, hired, and non-owned vehicles with minimum limits of \$300,000.00 each occurrence for bodily injury and \$100,000.00 each occurrence for property damage. Such insurance is to include coverage for loading and unloading hazards.

Each insurance policy to be furnished by successful Proposer shall include, by endorsement to the policy, a statement that each policy shall require that thirty (30) days prior to the cancellation of, or upon any material change in coverage, a notice thereof shall be given to El Paso County by certified mail.

Proposer shall provide proof annually, on the anniversary of the contract award date, or at any time upon request by the County, documentation showing that the insurance requirements listed above are active and in full effect.

### **15. CANCELLATION TERMS**

This contract shall remain in effect for the contract period or until terminated by either party by giving written notice of such cancellation. The Proposer must give El Paso County sixty (60) days written notice prior to cancellation, and must state therein, the reasons for such cancellation. The contract is subject to cancellation, at the option of El Paso County, for one or all of the following reasons:

- a. Unsatisfactory performance of Contract;
- b. Inability or failure of the Proposer to fulfill the requirements of the Contract;

In the event that El Paso County should exercise its option to cancel under the above criteria, El Paso County may cancel the contract with one (1) day's written notice, but shall compensate Proposer for all work performed prior to such cancellation.

**16. SUBCONTRACTING:** Sub-contracting is not permitted.

**17. SELECTION CRITERIA**

The County of El Paso will select, award, and enter in to a contract with one firm to provide janitorial services based on the best overall response in the six criteria categories listed below. The County reserves the right to select the best overall proposal in accordance with Texas Local Government Code and the successful proposal may not necessarily be determined by the lowest cost to The County. The firm selected must have a solid business background in the area of providing janitorial services and propose a realistic cleaning schedule, management plan, quality control.

- A. Cleaning Schedule of Services 0-20 Points  
Points will be assigned based on the Proposer's Cleaning Schedule of Services in which they will maintain a high standard of sanitary conditions. Particular weight will be given to detailed plans that include the minimum requirements and planning for unforeseen problems and events.
  
- B. Quality Control and Conflict Resolution 0-20 Points  
Points will be assigned based on the Proposer's submission of a comprehensive plan to control the quality of services, provide training to employees, implement performance measures, establish procedures to address conflict, and take preventative measures to reduce complaints.
  
- C. Operating Plan 0-20 Points  
Points will be assigned based on the proposed Operating Plan and how well it takes in to consideration current needs of the facility and presents the ability to provide adequate and efficient services.
  
- D. Experience and References 0-20 Points  
Points will be assigned based on the Proposer's successful experience in providing janitorial services to commercial and/or public facilities over the past consecutive five years. Particular weight will be given to favorable references from other government entities. Experience, qualifications, credentials, and job descriptions of the proposed staffing will be taken in to consideration.
  
- E. Contract Price 0-20 Points  
Points will be assigned to the most favorable proposal. The County will select the option that best represents a realistic proposal for the hours of service that will be provided and the monthly price for service.

## **18. PROPOSAL REVIEW**

Proposals will be reviewed by the County to verify that they meet all specified requirements in this RFP. This review may include contacting references furnished by the Proposer, verifying reports regarding the Proposer's stability; verifying information, facts or statements made by the Proposer, or discovered directly or indirectly through the review process, that the County deems necessary, relevant, and appropriate to select the proposal that is in the best interest of the County.

**Proposers may not contact the County's reviewer(s) including the Contract Administrator and/or staff; any attempt to do so will result in immediate disqualification.**

Following evaluation of the proposals received in response to and in compliance with this RFP, the County may, or may not, select a Proposer with whom to attempt to negotiate a contract for products and/or services. Should negotiations fail, the County may, or may not, choose to negotiate with another compliant Proposer.

## **19. PROPOSAL ACCEPTANCE**

Proposals that do not comply with instructions, format, sequence, or mandatory requirements contained in this RFP may be rejected by the County. The County retains the right to accept or reject any or all proposals. The County shall be the sole judge as to compliance as set forth in this RFP.

## **20. MANDATORY FORMAT AND SEQUENCE OF PROPOSAL**

Proposers **MUST** comply with the format requirements listed below in their entirety and in the order listed below. The Proposer **MUST** answer ALL questions in the attached Proposal Form and submit each questionnaire as the 1<sup>st</sup> page in the appropriate corresponding TAB Number. The Proposer may submit additional documents, information, and/or reports, as required, optional, or relevant in each section as appropriate.

- **TAB 1 PROPOSAL PRICE**
- **TAB 2 LEGAL IDENTIFICATION, QUALIFICATION, HISTORY, EXPERIENCE AND REFERENCES**
- **TAB 3 CLEANING SCHEDULE**
- **TAB 4 OPERATING PLAN**
- **TAB 5 EMPLOYEE TRAINING AND QUALITY CONTROL**
- **TAB 6 COMPANY HIRING PROCEDURES AND EMPLOYEE POLICY**
- **TAB 7 INSURANCE AND BOND REQUIREMENTS**

# • PROPOSAL FORM

## INSTRUCTIONS

All documents in the following Proposal Form must be submitted in the Tab Order and Attachment Sequence as specified. Corresponding information, reports, documents, etc. must be submitted behind the first page of each corresponding Proposal Form Tab Number in sequential order and as appropriate to the subject matter.

If a question does not apply, enter “N/A”, do not leave blank. If an entire section of questions do not apply, you may draw a heavy lined “X” through the section.

You may use additional sheets of paper to answer questions or provide additional information not specifically asked; however, you must write “See Attachment #\_\_\_\_” in the corresponding question’s answer line.

**Failure to follow the Proposal Form Tab Format and Attachment Sequence requirements may result in the proposal being disqualified.**

# PROPOSAL FORM

## TAB #1

Please answer the questions listed below. On an attached sheet, include any additional information that provides details to be considered.

**Contract Price \$ \_\_\_\_\_ per month.**

**Janitorial Labor**

101	Full Time Janitor(s)	\$ _____	Per Hour	_____	Hrs/Day	_____	Hrs/Week
102	Part Time Janitor(s)	\$ _____	Per Hour	_____	Hrs/Day	_____	Hrs/Week
103	<b>Total Janitorial Labor</b>	<b>\$ _____</b>	<b>Per Hour</b>	_____	<b>Hrs/Day</b>	_____	<b>Hrs/Week</b>

**Supervisory Labor**

104	Full Time Supervisor(s)	\$ _____	Per Hour	_____	Hrs/Day	_____	Hrs/Week
105	Part Time Supervisor(s)	\$ _____	Per Hour	_____	Hrs/Day	_____	Hrs/Week
106	<b>Total Supervision Labor</b>	<b>\$ _____</b>	<b>Per Hour</b>	_____	<b>Hrs/Day</b>	_____	<b>Hrs/Week</b>

**Janitorial**

**Supplies/Expenses**      Average Cost Per Month

107	Paper Towels	\$ _____
108	Toilet Paper	\$ _____
109	Large Trash Liners	\$ _____
110	Small Trash Liners	\$ _____
111	Floor Stripper & Wax	\$ _____
112	Carpet Shampoo	\$ _____
113	Disinfectant	\$ _____
	Scum/Calcium/Rust	
114	Remover	\$ _____
115	Window/Glass Cleaner	\$ _____
116	Furniture Polish	\$ _____
117	Hand Soap	\$ _____
118	Wet/Dry Mops	\$ _____
119	Specify: _____	\$ _____
120	Specify: _____	\$ _____
121	Specify: _____	\$ _____
122	Specify: _____	\$ _____
123	Specify: _____	\$ _____
124	Specify: _____	\$ _____
125	Specify: _____	\$ _____
126	<b>Total Expenses</b>	<b>\$ _____</b>

	<b>Total Cost of Service/Month</b>	<b>\$ _____</b>
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128	<b>Additional Service Rate</b>	<b>\$ _____</b>	<b>Per Hour</b>
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	<b>Janitorial Staff Schedule</b>	# Janitors	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hrs/Wk
129	Day	_____	___	___	___	___	___	___	___	___
130	Evening	_____	___	___	___	___	___	___	___	___

# PROPOSAL FORM TAB #2

## LEGAL IDENTIFICATION, QUALIFICATION, HISTORY, EXPERIENCE, AND REFERENCES

- 201 Legal Name of Business \_\_\_\_\_
- 202 Legal description of business (*corporation, LLC, LLP, etc*) \_\_\_\_\_
- 203 Address \_\_\_\_\_
- 204 City/County \_\_\_\_\_
- 205 State \_\_\_\_\_
- 206 Owners, President, Interested Parties: \_\_\_\_\_
- 207 Number of years in business: \_\_\_\_\_
- 208 Number of employees: \_\_\_\_\_
- 209 Do you have any accreditations, certifications, special recognition? \_\_\_\_\_  
Do you currently provide service/products to other government entities in El Paso or State of  
210 Texas?
- 211 If so where: \_\_\_\_\_
- 212 Have you ever defaulted on a contract, or had a contract cancelled early?
- 213 Details: \_\_\_\_\_



## Janitorial Service References

**Instructions: You must provide FIVE references from government entities or businesses in which you currently provide janitorial service, preferably any of which where the owner is a government entity including City, County, State, or Federal. Please duplicate this Release of Information for each of the five references you will provide.**

### Release of Information

I, \_\_\_\_\_ currently provide janitorial service to the  
\_\_\_\_\_  
(Proposer) (Name of Building)

located at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. I have  
(address) (city) (state)

provided janitorial service to this facility for \_\_\_\_\_years. This facility accommodates approximately

\_\_\_\_\_square feet, with an average of \_\_\_\_\_occupants.

Contact information of person with whom the Proposer has direct contact with regarding the above stated facility:

\_\_\_\_\_  
(Contact Person's Name) (Title) (Phone)

I hereby authorize the contact person named above, or authorized representative of the same company/organization, to release information to the County of El Paso pertaining to janitorial services provided, including performance, compliance, financial obligations, and/or current standing.

\_\_\_\_\_  
Proposer's Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

# TAB 3

Please provide a detailed description of the Cleaning Schedule you are proposing to implement at the facility. Include your typical cleaning practices, procedures, and the frequency that each service will be provided.

### Restrooms

<b>301</b>	Empty trash containers	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>302</b>	Re-fill dispensers (paper/soap)	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>303</b>	Clean mirrors and chrome	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>304</b>	Clean/sanitize sinks & fixtures	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>305</b>	Clean/sanitize toilets & urinals	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>306</b>	Dust partitions and furnishings	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>307</b>	Spot clean partitions/walls	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>308</b>	Sweep & damp mop floors	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year

### Office Areas

<b>302</b>	Empty waste baskets	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>303</b>	Collect & dispose of recyclables	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>304</b>	Dust furniture and counters	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>305</b>	Clean interior of office windows	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>306</b>	Clean exterior office windows	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>307</b>	Dust cabinets: top, front, frames	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>308</b>	Dust ledges and window sills	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>309</b>	Spot clean doors/light switches	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>310</b>	Spot clean wall and partitions	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>311</b>	Clean drinking fountains	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>312</b>	Damp wipe furniture in break areas	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>313</b>	Clean break/ kitchenette areas	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year

### General Cleaning

<b>314</b>	High dusting of all areas	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>315</b>	Clean/ dust venetian blinds	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>316</b>	Polish/clean kick plates, handrails	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>317</b>	Dust/clean vents or grilles	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>318</b>	Spot clean furniture & seating	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year

### Floor Maintenance

<b>319</b>	Vacuum all carpeted areas	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>320</b>	Spot clean carpet stains	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>321</b>	Shampoo/extract carpeted areas	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>322</b>	Vacuum floor mats/ runners	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year
<b>323</b>	Dust mop/sweep hard surface floors	_____ per	<input type="checkbox"/>	Wk	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year

<b>324</b>	Spray buff resilient VCT tile floors	_____ per		Wk		Month		Year
<b>325</b>	Strip, wax, seal VCT tile	_____ per		Wk		Month		Year

**Building Exterior**

<b>326</b>	Clean sidewalks, free of trash	_____ per		Wk		Month		Year
<b>327</b>	Sweep entrances	_____ per		Wk		Month		Year
<b>328</b>	Police grounds for trash and debris	_____ per		Wk		Month		Year

**Janitorial Closets**

<b>329</b>	Inspect, stock, organize, clean	_____ per		Wk		Month		Year
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# TAB 3, Cont.

		Quantity For	Own or Lease?	or	Indicate Value Lease Price
<b>Equipment</b>		<b>This Site</b>			
<b>330</b>	Vacuum Cleaner	_____	_____		\$ _____
<b>331</b>	Back pack vacuum cleaner	_____	_____		\$ _____
<b>332</b>	Mop bucket(s)	_____	_____		\$ _____
<b>333</b>	Low speed buffer	_____	_____		\$ _____
<b>334</b>	High speed burnisher	_____	_____		\$ _____
<b>335</b>	Maids cart or rolling trash can	_____	_____		\$ _____
<b>336</b>	Chemical mixing station(s)	_____	_____		\$ _____
<b>337</b>	Carpet extraction shampooer	_____	_____		\$ _____
<b>338</b>	6ft. Ladder	_____	_____		\$ _____
<b>339</b>	4ft. Ladder	_____	_____		\$ _____
<b>340</b>	Brooms	_____	_____		\$ _____
<b>341</b>	Dust mop w/ frame & handle	_____	_____		\$ _____
<b>342</b>	Wet mop w/ handle	_____	_____		\$ _____
<b>343</b>	Duster	_____	_____		\$ _____
<b>344</b>	Wet Vac	_____	_____		\$ _____
<b>345</b>	Grout cleaning machine	_____	_____		\$ _____
<b>346</b>	Hand tools- brushes, dustpans, etc.	_____	_____		\$ _____
<b>347</b>	Vehicle(s)	_____	_____		\$ _____

# TAB 4

Please provide a detailed description of your proposed operating plan, including start-up costs, approach, implementation, scheduling, type of equipment used, etc.

401 Equipment Cost \$ \_\_\_\_\_

402 Chemicals \$ \_\_\_\_\_

403 Paper goods \$ \_\_\_\_\_

404 Uniforms/ Identification badges \$ \_\_\_\_\_

405 Staff hiring/ training \$ \_\_\_\_\_

406 **Total start-up Costs** \$ \_\_\_\_\_

407 Please provide an explanation, criteria, or formula used to calculate start up costs and number of custodians needed on site:

# TAB 5

Please describe in detail company employee training programs, and methods of assuring quality control, and complaint resolution.

		Yes	No
<b>501</b>	Chemical safety	_____	_____
<b>502</b>	Proper chemical mixing, labeling, and storage	_____	_____
<b>503</b>	Hazard Communication-MSDS sheets	_____	_____
<b>504</b>	Blood borne Pathogen training	_____	_____
<b>505</b>	Electrical safety	_____	_____
<b>506</b>	Ergonomics and proper lifting techniques	_____	_____
<b>507</b>	Use of personal protective equipment	_____	_____
<b>508</b>	Slips trips, and falls	_____	_____
<b>509</b>	Proper use of custodial equipment	_____	_____
<b>510</b>	Building security procedures	_____	_____
<b>511</b>	Proper cleaning procedures	_____	_____
<b>512</b>	Emergency procedures	_____	_____
<b>513</b>	Do you use standardized written inspection forms?	_____	_____
<b>514</b>	Please attach copies of training materials and inspection forms.		
<b>515</b>	Describe company procedures to resolve customer complaints.		

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# TAB 6

Please describe in detail company's hiring procedures and practices. Include a copy of the company's employee manual.

- 601 How much experience do you require of custodian new hires? \_\_\_\_\_
- 602 Do you conduct pre-hire criminal background checks? \_\_\_\_\_  
If so, what agency performs the criminal background checks? \_\_\_\_\_
- 603 Do you require employees to notify you of felony or misdemeanors class A or B arrest or conviction that occurs during the course of employment? \_\_\_\_\_
- 604 What is your procedure to address criminal conviction? \_\_\_\_\_

# TAB 7

Please attach copies of company's insurance documentation, as required in Paragraph 14 of this RFP as follows:

Prior to commencing work, the successful Proposer shall be required, at his own expense, to furnish the County of El Paso with evidence showing the following insurance to be in force, with El Paso County, its officers, agents, and employees named as additional insured's:

- a. Worker's Compensation in accordance with State Territorial Worker's Compensation Laws; and Employers' Liability Insurance;
- b. Public liability and property damage insurance including independent Proposer's liability, completed operations and contractual liability, covering, but not limited to, the liability assumed in the indemnification provisions (as specified in this RFP) fully insuring Proposer's liability for injury to, or death of, County employees and third parties, extended to include personal injury liability coverage, and for damage to property of third parties, with a minimum coverage for each occurrence of \$500,000.00;
- c. Comprehensive automobile and truck liability insurance to include coverage of owned, hired, and non-owned vehicles with minimum limits of \$300,000.00 each occurrence for bodily injury and \$100,000.00 each occurrence for property damage. Such insurance is to include coverage for loading and unloading hazards.

Each insurance policy to be furnished by successful Proposer shall include, by endorsement to the policy, a statement that each policy shall require that thirty (30) days prior to the cancellation of, or upon any material change in coverage, a notice thereof shall be given to El Paso County by certified mail.

Proposer shall provide proof annually, on the anniversary of the contract award date, or at any time upon request by the County, documentation showing that the insurance requirements listed above are active and in full effect.



# COUNTY OF EL PASO, TEXAS

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## **CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS\***

Instructions for the certifications:

### General Requirements

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

## 2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### 3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

### 4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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Business Name

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Date

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Name of Authorized Representative

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Signature of Authorized Representative

# COUNTY OF EL PASO PURCHASING DEPARTMENT

MDR Building, 800 E. Overland  
ROOM 300, EL PASO, TEXAS 79901  
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT  
JOSE LOPEZ, JR. ASST. PURCHASING AGENT  
LINDA GONZALEZ, INVENTORY BID TECHNICIAN

## PROPOSAL CONDITIONS

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A PROPOSAL, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY PROPOSAL; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE PROPOSAL DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY PROPOSAL; AND THE AWARD OF THE CONTRACT.
2. Proposal must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed proposals will not be accepted.
3. Late proposals properly identified will be returned to bidder unopened. Late proposals will not be considered under any circumstances.
4. All proposals are for new equipment or merchandise unless otherwise specified (merchandise only).
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver (merchandise only).
6. Proposal unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. RFP subject to unlimited price increases will not be considered.
7. Proposals must give full firm name and address of offeror. Failure to manually sign the proposal will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent for merchandise.
9. The County reserves the right to accept or reject all or any part of the proposal, waive minor technicalities and award the proposal to the lowest responsible proposer. The County of El Paso reserves the right to award by item or by total proposal. Prices should be itemized.
10. RFP \$100,000.00 and over, the proposer shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.
11. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
12. The County of El Paso reserves the right to reject any proposal due to failure of performance on deliveries. The County Purchasing Agent will justify this.

13. Brand names are for descriptive purposes only, not restrictive (merchandise only).
14. The County of El Paso is an Equal Opportunity Employer.
15. Any proposal sent via express mail or overnight delivery service must have the RFP number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your proposal may be cause for disqualification.
16. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
  - 1) A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
  - 2) A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.
17. PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 262.032(b), ANY SUCCESSFUL BIDDER WHO IS AWARDED ANY CONTRACT IN EXCESS OF \$50,000 MAY BE REQUIRED TO EXECUTE A PERFORMANCE BOND TO THE COUNTY. SAID BOND SHALL BE IN THE FULL AMOUNT OF THE CONTRACT AND MUST BE FURNISHED WITHIN 30 DAYS AFTER THE DATE A PURCHASE ORDER IS ISSUED OR THE CONTRACT IS SIGNED AND PRIOR TO COMMENCEMENT OF THE ACTUAL WORK. ANY PERFORMANCE BOND REQUIRED PURSUANT TO THIS SECTION SHALL BE NOTED IN THE ATTACHED DETAILED BID SPECIFICATIONS OR SCOPE OF WORK. THIS SECTION DOES NOT APPLY TO A PERFORMANCE BOND REQUIRED BY CHAPTER 2253, TEXAS GOVERNMENT CODE.
18. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT.

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.

**NOTICE:**

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

# Health Insurance Benefits Provided By Bidder

## Consideration of Health Insurance Benefits\*

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

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If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

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2. What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?

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**El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination.** Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
\* This page must be included in all responses.





**COUNTY OF EL PASO**  
County Purchasing Department  
800 E. Overland, RM 300  
El Paso, Texas 79901  
(915) 546-2048  
(915) 546-8180 Fax

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RE: RFP #09-023, (RFP) Janitorial Service for the Ysleta Annex

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Anthony Cobos  
Commissioner Anna Perez  
Commissioner Veronica Escobar  
Commissioner Willie Gandara, Jr.  
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent  
Jose Lopez, Jr., Assistant Purchasing Agent  
Peter Gutierrez, Buyer II  
Linda Gonzalez, Inventory Bid Technician  
Lucy Balderama, Inventory Bid Technician  
Saul Nanez, Facilities Manager  
Manny Lucero, Assistant Facilities Manager  
Monique Aguilar, Executive Assistant

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7<sup>th</sup> business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor or other person doing business with local governmental entity

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).

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.

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.

## OFFICE USE ONLY

Date Received

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

**2**  Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3** Name of local government officer with whom filer has employment or business relationship.

\_\_\_\_\_  
Name of Officer

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.

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?

Yes       No

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?

Yes       No

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?

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

## COUNTY OF EL PASO PURCHASING DEPARTMENT

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ROOM 300, EL PASO TEXAS 79901  
(915)546-2048, FAX (915)546-8180

### **Instructions: Conflict of Interest Form (CIQ)**

***Please follow and complete all instructions to fill out your CIQ form and obtain a document number.***

- ***Please complete CIQ Form whether or not a conflict exists.***
- **Box #1 All Vendors** Must Print Clearly their names and company name.
- **Box #2** If the vendor has already filed a CIQ for the current year and is updating (filing a new one) due to changes on bid, please check box. If this is the first time within the current year that the vendor is submitting a CIQ, then do not check this box.
- **Box #3** If you are filing a disclosure of conflict of interest, meaning that you do have a relationship with someone listed on the page prior to the CIQ form on your BID, RFP, RFQ, or RFI, then you must print the name of the person whom you have a business relationship with.
- If you answer **yes** to any of the following: **Item A, B, C** you have a conflict and must disclose on this form.
- **Item D** List the type of relationship and what department in the local government the person you have listed in **Box #3**.
- **Box #4** Please have the person that is named on **Box# 1**, sign and date in this box. We request a contact number in case there are any questions or form is missing information. This is a courtesy to you. If you do not provide a phone number and have not provided all the information that is needed. The department cannot file your document and you will not receive a number to provide the Purchasing department with your bids, thus, meaning disqualification. Once you have completed the form, **fax it to the County Clerks at 915-546-2012.** The County Clerk will file and fax you the CIQ document number.
- It is the vendor's responsibility to submit the CIQ document number provided by the County Clerk's to the Purchasing Department. Do not forget to place the RFP, RFQ, RFI, or BID number somewhere on your CIQ form so we may know what bid you are referencing. If you do not receive your CIQ document number in a timely manner, please contact the County Clerk's office at 546-2000, ext. 3143.
- **It would be in your best interest, to submit your CIQ document number with your bid/proposal. (See Bidding Schedule)**
- Please note that the state law requires that the Questionnaire be filed with the COUNTY CLERK no later than the 7th business day after submitting an application, response to an RFP, RFQ, RFI or bid or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor.

If you have any questions, please call Lucy Balderama at 915-543-3887  
or Linda Gonzalez at 915-545-2195

**Tex. Local Gov't Code § 176.006 (2005)**

§ 176.006. Disclosure Requirements for Vendors and Other Persons; Questionnaire

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire with the appropriate records administrator not later than the seventh business day after the date that the person:

(1) begins contract discussions or negotiations with the local governmental entity; or

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

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's affiliations or business relationships that might cause a conflict of interest with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

(1) describe each affiliation or business relationship the person has with each local government officer of the local governmental entity;

(2) identify each affiliation or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income from the person filing the questionnaire;

(3) identify each affiliation or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity;

(4) describe each affiliation or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more;

(5) describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to the expenditure of money;

(6) describe each affiliation or business relationship with a person who:

(A) is a local government officer; and

(B) appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire; and

(7) describe any other affiliation or business relationship that might cause a conflict of interest.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than:

(1) September 1 of each year in which an activity described by Subsection (a) is pending; and

(2) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) A person is not required to file an updated completed questionnaire under Subsection (d)(1) in a year if the person has filed a questionnaire under Subsection (c) or (d)(2) on or after June 1, but before September 1, of that year.

(f) A person commits an offense if the person violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is a defense to prosecution under Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice of the violation.

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**Tex. Local Gov't Code § 176.001 (2005)**

§ 176.001. Definitions

In this chapter:

(1) "Commission" means the Texas Ethics Commission.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.

(3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity; or

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity.

**COUNTY OF EL PASO, TEXAS**

**Check List**

**(RFP) Janitorial Service for the Ysleta Annex  
RFP #09-023**

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**THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE**

\_\_\_\_\_ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, April 1, 2009. Did you visit our website ([www.epcounty.com](http://www.epcounty.com)) for any addendums?

\_\_\_\_\_ Did you sign the Bidding Schedule?

\_\_\_\_\_ Did you sign the “Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations” document?

\_\_\_\_\_ Did you sign the “Consideration of Insurance Benefits” form?

\_\_\_\_\_ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-546-2012 attention Joann) and write the confirmation number given as proof of filing on your bidding schedule? Please include the completed and signed form with your response whether a relationship exists or not.

\_\_\_\_\_ If your bid totals more than \$100,000, did you include a bid bond?

\_\_\_\_\_ Did you provide one original and two (2) copies of your response?

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