

EL PASO COUNTY PURCHASING DEPARTMENT

LOCAL GOVERNMENT CODE SECTION 176 INFORMATION FORM

ALL ELECTED OFFICIALS/DEPARTMENT HEADS SUBMITTING A PURCHASING REQUEST FOR THE PURCHASE OR SALE OF ANY PROPERTY (INCLUDING LEASES), GOODS OR SERVICES MUST SUBMIT THE SPECIFICATIONS TO PURCHASING ALONG WITH THIS FORM COMPLETED AND ATTACHED.

To: Piti Vasquez, Purchasing Agent

Date: May 28, 2009 Department: JP2

Elected Official/Department Head: Judge Sissy Hernandez


General Description of Purchasing Request Janitorial Services

Date/Agenda item approved: 6/8/2009

Texas Local Government Code Section 176 requires Vendors to file a Conflict of Interest Questionnaire (Form CIQ) that discloses each affiliation or business relationship with an employee or contractor of County who makes recommendations to the County Commissioners Court with respect to the expenditure of money.

For this contract, the Vendor will be required to disclose its business relationships with the County Judge, the County Commissioners, the above-named Elected Official/Department Head and the following persons who will review the Vendor submissions and make recommendations regarding the award of the bid/RFP/RFQ (if more than 6 persons, use additional pages):

Name:	Title:
1. <u>Becky Gonzalez</u>	<u>JP2 Court Coordinator</u> <i>Be</i>
2. <u>Rick Gammon</u>	<u>Constable Pct. Two</u> <i>RG</i>
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____



Elected Official/Department Head

Date: 6/8/2009

SPECIFICATIONS FOR JANITORIAL SERVICE OF JP2 OFFICE

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, basins, faucets, visible exposed plumbing pipes, fixtures, dispensers, counters, mirrors; doors/walls, hardware, handles, hinges, vents, entrance doors, and floors;
- c. Remove and dispose of used trash liners, 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 within 24 hours.

2. BREAKROOM AREA:

- a. wash dishes and coffee pot
- b. clean and disinfect microwave, refrigerator, water fountain
- c. wipe and disinfect counter tops, chairs and table

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.

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 and exterior 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 floor is stripped/waxed.

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).