



**GARLAND INDEPENDENT SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
501 S. Jupiter  
Garland, Texas 75042**

**REQUEST FOR PROPOSAL # 186-17  
ON: Full Service Custodial-Janitorial Services**

**Garland ISD will be closed 11/21-25/16 and 12/19-30/16**

**November 18, 2016**

**PLEASE SUBMIT PROPOSAL NO LATER THAN 10:30 A.M. LOCAL TIME ON January 5, 2017. Mark your sealed envelope in the lower left hand corner with RFP#, time, and due date, as noted above. (Should the district close for unforeseen reasons (force majeure) on the date the solicitation is due, the above referenced date should be changed to 10:30 A.M. the first date the district is open to conduct business)**

You are invited to submit a proposal to provide Full Service Custodial-Janitorial Services for the Garland Independent School District (GISD) from June 1, 2017 (or date of award) through June 1, 2018 with the District's options to renew annually through June 1, 2022.

This Request for Proposal includes Process Overview, Instructions to Proposer, Award/Evaluation of Proposals, Certifications, Terms and Conditions, Insurance Requirements, Supplier Questionnaire, Deviation Compliance Form, Certification for Criminal History Check, Confidential Information Form, Proposal Form/Specifications, Certification/Lobbying, Disclosure of Lobbying Activity, Certification/Debarment and Clean Air and Water Act. These provisions shall be considered as part of any resulting legal and binding contract/purchase order as if thereto attached or therein repeated.

**THIS RFP WILL NOT BE OPENED OR READ PUBLICLY.**

(After Receipt of Order)  
DELIVERY DATE IS \_\_\_\_\_ Business Days ARO

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

\_\_\_\_\_  
Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

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

\_\_\_\_\_ Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

*Mark A. Booker*

Mark A. Booker  
Director of Purchasing

**PROCESS OVERVIEW:** This section outlines the steps in the procurement process.

Pre-Bid Site Visit Walk-Thru: Marvin Padgett Building 701 N. 1 <sup>st</sup> St. Garland , TX 75040	December 6, 2016	8:00 a.m.
Deadline for Questions	December 8, 2016	12:00 p.m.
Deadline for Response to Questions/Addendum(s)	December 13, 2016	4:00 p.m.
Proposals Due Date	January 5, 2017	10:30 a.m.

The District Purchasing Department and proposers enter into discussions and revisions of proposal, as necessary. Discussions/negotiations may be conducted with proposers who are deemed to be within the final competitive range; however, GISD reserves the right to award a contract without discussions/negotiations. The competitive range and responsiveness of the proposal submitted will be determined by GISD's Director of Purchasing and the evaluation will include only those initial proposals that the Director determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, proposers will be required to submit a best and final proposal. The best and final proposal may be required as early as 24 hours after completion of negotiations/discussions.

**NOTE: Designated GISD Purchasing Department personnel are the only individuals allowed to negotiate contract agreements/terms & conditions and/or pricing before an award is made as well as after an award has been made. Firms hereby agree that any negotiations regarding this Request for Proposal pertaining to agreements/terms & conditions and/or pricing shall be between proposing firm and the Purchasing Department ONLY throughout the term of the contract.**

## 1. INSTRUCTIONS TO PROPOSERS

### 1.1 Submission of Proposals:

- 1.1.1. For clarification of the specification(s) of this Request For Proposal, proposer may contact:

**Janet Curtis-Fuller, Buyer at [bids@garlandisd.net](mailto:bids@garlandisd.net) or [jcfuller@garlandisd.net](mailto:jcfuller@garlandisd.net)**

The individual listed above may be contacted for clarification of specification(s) only. No authority is intended or implied that specification(s) may be amended or alternates accepted prior to opening without written approval of the Garland ISD Director of Purchasing.

- 1.1.2. **All addenda will be issued via the district website at (Current Bid List) <http://www.garlandisd.net/connect/do-business/current-opportunities> All addenda, if required, will be posted on the aforementioned website by December 13, 2016 at 4:00 p.m. It is the proposer's responsibility to check this website for addenda postings prior to submitting responses.**
- 1.1.3. Questions pertaining to proposing procedures should be directed to Purchasing Department, Garland ISD. Proposers finding errors, requests for additional information, omissions, or corrections that need to be made in the specifications shall contact the Purchasing Department in writing by December 8, 2016, 12:00 p.m. You may submit this information via fax to 972-487-3097 or email to [bids@garlandisd.net](mailto:bids@garlandisd.net)

1.1.4. **PLEASE PROVIDE ONE (1) PAPER ORIGINAL, ONE (1) PAPER COPY AND ONE (1) ELECTRONIC (FLASH DRIVE COPY) OF BID RESPONSE! ENSURE THE ORIGINAL AND COPIES ARE CLEARLY LABELED.**

1.1.5. Hand-carried proposals or proposals submitted via carrier service are to be delivered to:

**Garland ISD Purchasing Department**  
501 S. Jupiter, Garland, Texas 75042

Proposals submitted via the U. S. Postal Service are to be mailed to:

**Garland ISD Purchasing Department**  
P. O. Box 469026, Garland, Texas 75046-9026

Clearly mark all Proposal envelopes as instructed on the front page. Allow sufficient transit time.

**NOTE: Delivery of Proposal envelope to other Departments within the Garland Independent School District is not considered as delivery to the Purchasing Department.**

1.1.6. Once completed and signed, return your Proposal form to the Garland ISD Purchasing Department (as instructed above).

1.1.7. Proposals received at the GISD Purchasing Department after the time and date specified above will not be considered and will be filed unopened. The Garland ISD shall not be held liable for late proposals.

1.1.8. Oral or telegraphic proposals transmitted via the District's facsimile machine or by email are not acceptable. **DO NOT FAX OR EMAIL YOUR PROPOSALS.**

1.1.9. Proposals must be signed by an authorized individual to contractually bind their firm when submitting the Proposal. Failure to sign the Proposal will be considered as a "mistake in Proposal", and the Proposal will be rejected as "non-responsive".

1.1.10. Purchases made against this Request For Proposal are for District use and are exempt from State Sales Tax and Federal Excise Tax. Do not include these taxes in your Proposal.

1.1.11. All pages of this Request For Proposal are to be returned with your proposal. It is the proposer's responsibility to ensure the number of pages received is the same number listed on the front of this document. Proposer shall contact the Purchasing Department if discrepancies exist.

1.1.12. All prices must be typed or written in ink on the appropriate specification/pricing form(s). Proposals written in pencil will not be accepted. Changes may be crossed through and corrections inserted adjacent and initialed by the person preparing the Proposal. Should errors in multiplication or addition of a unit price against a total price occur, the unit price shall govern. All pricing proposed for products and/or services shall constitute entire consideration due.

- 1.1.13. No Proposal may be withdrawn prior to opening of proposals without written request (addressed to the Garland ISD Director of Purchasing) by an authorized agent of the proposing firm and upon written approval by the District. Proposals become the property of Garland ISD upon receipt.
- 1.1.14. The District's list of prospective proposers is being updated. To remain on Proposal lists you must either submit a proposal or return this Request For Proposal marked "NO BID". Failure to follow this procedure will result in your firm being removed from the mailing list!
- 1.1.15. Provide list of references on the Supplier Questionnaire - School districts (comparable in size to GISD's A.D.A. of approx. 57,000 students) preferred, other state agencies, other customers, etc. will be evaluated with regard to the size and scope of product/service as bid. **NOTE: Proposers failing to submit at least 2 references may not be considered for award.**
- 1.1.16. The total annual value of the current contract is \$4.6 million. The annual value of the new contract will be determined by the selected supplier's 5-year bid plus a percentage increase for special events and other requested services, and is estimated to be between \$4.1 million and \$5 million.
- 1.1.17. Proposers desiring a bid tabulation sheet resulting from this Request For Proposal may visit our web site at <http://www.garlandisd.net/connect/do-business/bid-tabulations> The tabulations will be posted once the GISD Board of Trustees has approved the contract. If you are unable to download the information, please contact the Purchasing Department at 972-487-3009 and we will forward you a copy via email.
- 1.1.18. Any and all deviations to this competitive solicitation proposed by the bidder must be listed on the Deviation/Compliance Form, attached hereto – not on a cover letter, catalog, etc.
- 1.1.19. Garland Independent School District is a public entity subject to the provisions of the Texas Public Information Act (Texas Government Code Chapter 552). Responses to this invitation may be subject to release as public information unless the response or specific parts of the response are accepted from public disclosure under such Act. Proposers should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other confidential or proprietary information before responding to this invitation. The District assumes no liability or responsibility for release of any information not properly identified and documented in accordance with the enclosed Confidential Information Declaration & Copyright Authorization Form. The District assumes no liability or responsibility for release of any information that the Texas Attorney General or a court of law determines to be subject to release.
- 1.1.20. Proposals asserted to be copyright protected in their entirety may, in the District's sole discretion, be rejected as non-conforming. Proposers who submit copyrighted materials as part of their bid must review and complete the Confidential Information Declaration & Copyright Authorization Form. Proposers submitting copyrighted materials should consult with their legal counsel regarding copyright and disclosure issues. By submitting copyrighted materials and completing the Confidential

Information Declaration and Copyright Authorization Form, bidders grant the District authorization to reproduce and provide copies of such information and agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited to, any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. In the event a bidder is unable to grant such authorization and waiver, copyrighted materials must not be included in the bid.

- 1.1.21. A proposal that has been opened may not be changed for the purpose of correcting an error in the proposed price. Proposers submitting an erroneous proposed price may be given the option of either honoring the price as proposed or withdrawing the (erroneous) proposal [Local Government Code Subchapter B, Sec. 271.026].

## **1.2 Award/Evaluation of Proposals**

- 1.2.1. The Garland Independent School District Board of Trustees reserves the right to accept or reject all or any part of any proposal, waive minor proposal formalities/technicalities and award the proposal deemed to be most advantageous to the District.
- 1.2.2. Proposal results will be presented to the GISD Board of Trustees for consideration (if total amount awarded exceeds \$75,000) at the earliest opportunity following the official opening date.
- 1.2.3. The Garland ISD shall not award a governmental contract to a proposer whose principal place of business is not in Texas, unless the nonresident underprices the lowest proposal submitted by a responsible resident proposer by an amount that is not less than the amount by which a resident Proposer would be required to underprice a nonresident proposer to obtain a comparable contract in the state in which the nonresident's principal place of business is located. [This requirement does not apply to a contract involving federal funds.]; Texas Government Code, Title 10, Section 2252.002.
- 1.2.4. The District reserves the right to award to a single proposer, multiple proposers, each line item separately or in any combination it determines to be in its best interest. Proposals shall cover the entire program as described herein. Proposers shall also include copies of any contracts/agreements required (by the proposing firm) and clearly identify/label it as such.
- 1.2.5. Tie proposals, which are equal in all respects, shall be resolved and awarded in accordance with Local Government Code (Texas) Para. 271.901. Otherwise proposals, which reflect a tie in price only, may be awarded pursuant to the permissible factors listed in Texas Education Code, Subchapter B, Sec. 44.031(b) and set forth in the factors and points below.

## EVALUATION FACTORS

	<b>EVALUATION CRITERIA</b>	<b>POINTS</b>
1	The purchase price	20
2	The reputation of the vendor and of the vendor's goods or services	5
3	The quality of the vendor's goods or services	10
4	The extent to which the goods or services meet the district's needs	30
5	The vendor's past relationship with the district	0
6	The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	0
7	The total long-term cost to the district to acquire the vendor's goods or services	30
8	For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:	2
	A. has its principal place of business in this state	
	B. employs at least 500 persons in this state	
9	Safety, Safety Plan and Litigation	3
	<b>Per Texas Education Code, Subchapter B, Sec. 44.031(b) *ALL CONTENTS PROVIDED IN THIS SOLICITATION, WILL BE CONSIDERED AS AN EVALUATION FACTOR!</b>	

- 1.2.6. In compliance with the provisions of Texas Government Code, Title 10, Subtitle D, Section 2155.074, Section 2155.075, Section 2156.007, Section 2157.003 and Section 2157.125, and Texas Administrative Code, Title 1, Chapter 113.6, information obtained from the Texas Building and Procurement Commission's Vendor Performance Tracking System may be used in evaluating responses to solicitations for goods and services to determine the best value for the Garland Independent School District. [www.window.state.tx.us/procurement/prog/vendor\\_performance](http://www.window.state.tx.us/procurement/prog/vendor_performance).
- 1.2.7. Proposers and prospective proposers are encouraged to suggest improved product and/or services for future consideration by the District. Any literature/brochures regarding such products or services should be submitted separately from the proposal submitted in response to this Request for Proposal.
- 1.2.8. Each line item must be proposed using the same unit of measure as requested by this Request for Proposal. Any questions regarding unit of measure must be resolved between the prospective proposer and the Garland Independent School District Purchasing Department in accordance with 1.1.3. Failure to propose specified unit of measure may be cause for rejection of proposal for the specific item(s) in question. Any packaging proposed which differs from that specified in the item description must be identified on the Deviation/Compliance Form.
- 1.2.9. Upon notification of potential selections for award, the person or entity submitting this proposal must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).
- 1.2.10. The District awards contracts to proposers as an alternate in case the primary proposer is unable to fulfill the contractual obligations as stated in the specifications/terms and conditions. (Refer to Supplier Questionnaire)

## **2. CERTIFICATIONS**

- 2.1. By signing this Request For Proposal, the undersigned proposer affirms that its company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this proposal.
- 2.2. The person whose signature appears on the cover page of this Request For Proposal hereby certifies (by signing this document) that the individual and/or firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective as of the date of opening of this proposal.
- 2.3. By signing this Request For Proposal, the proposer hereby certifies that it (or its firm hereby represented) is legally authorized to conduct business in Texas and has complied with any and all federal, state, or other laws or regulations applicable to any purchase resulting from this Request For Proposal, including, but not limited to, copyright and/or patent laws and anti-collusion law. Failure of proposer to sign their Proposal will render it null and void.

- 2.4. If the proposer professes to be the exclusive source of the item(s) or service(s) requested herein, the proposer must provide with its proposal a written statement to the fact that the sole source is due to one or more of the following (as applicable): a patent, copyright, secret process, or monopoly; a film, manuscript, or book; a utility service (electricity, gas, or water); or a captive replacement part or component for equipment. Such statements must be signed by the owner or corporate official of the firm submitting this proposal and must be notarized. This declaration shall not exempt the proposer from signing and submitting a signed proposal.
- 2.5. By submitting a response to this request, proposer represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code, Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information. A list of local government Officers may be obtained at <http://www.garlandisd.net/content/conflict-disclosure> Failure to comply with this provision may result in the bid being considered non-responsive.

### 3. TERMS AND CONDITIONS

- 3.1. Cash/prompt payment discounts offered will not be considered in determining the award but will be taken if earned.
- 3.2. Federal Acquisition Regulation (FAR) contract clauses, which may be required for orders placed using federal funds, are herein incorporated as follows:
- 3.2.1. CFR Title 37: Patents, Trademarks, and Copyrights - Part 401—Rights to inventions made by nonprofit organizations and small business firms under government grants, contracts, and cooperative agreements;
- 3.2.2. Section 306 of the Clean Air Act of 1970 (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- 3.2.3. Energy Policy and Conservation Act of 1975 (Pub. L. 94–163, 89 Stat. 871).
- 3.2.4. Certification Regarding Lobbying- Section 1352, Title 31, U.S. Code
- 3.2.5. Compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3).
- 3.3. Purchase Orders will serve as the award instrument(s) against this Request for Proposal. Orders will be placed as items are approved for purchase and funds become available. Effective **immediately**, the Garland Independent School District will email purchase orders in lieu of facsimile transmission. In addition to purchase orders, all solicitation notices, and award notifications will be communicated by email.



- 3.4. The District and District's representative, without invalidating the contract, may make changes by altering, adding to, or deducting from the Purchase Order; the contract sum being adjusted accordingly. No extra work or change shall be made unless in pursuance of a written order from the District and any claim for an addition to the contract sum will not be valid unless so ordered. Changes and amendments will be communicated by sending a copy of the purchase order.

**IT IS THE PROPOSER'S RESPONSIBILITY TO TRACK PURCHASE ORDER NUMBER(S) & APPLICABLE REVISIONS. DOUBLE SHIPMENTS INCURRED WILL BE RETURNED AT THE PROPOSER'S EXPENSE.**

- 3.5. Garland ISD has elected to utilize ACH for payment to expedite payment. All awarded suppliers will be required to provide banking information on the GISD provided form at <http://www.garlandisd.net/content/how-do-business-us>. Payment will be made within 30 days after the later of, receipt of goods/services and a properly submitted invoice. The district considers an invoice properly submitted when the following conditions are met:

3.5.1 Invoice is received at the address indicated on the purchase order

3.5.2. Pricing on the invoice matches the price on the purchase order

3.5.3. Include a description of the goods or services furnished, the purchase order number, invoice number and any applicable cash discount.

3.5.4. Quantities on the invoice do not exceed those specified on the Purchase Order

3.5.5. Unique invoice number used for each billing

3.5.6. Merchandise has been shipped or service performed.

3.5.7. Description of goods and services on the invoice shall match the description on the Purchase Order.

**NOTE: Awarded Companies are expected to ship goods and/or perform services in the same week in which they are invoiced. Invoicing procedures for each awarded company will be incorporated into the proposer's performance rating.**

- 3.6. Quantities may be increased or decreased at the discretion of the District.

**\*Quantities listed herein are best estimates only and cannot be guaranteed.**

- 3.7. No smoking or use of any tobacco products is permitted on school property.

- 3.8. In the event that any one or more of the provisions contained in this Request For Proposal (or resulting purchase order) shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such provisions shall not affect any other provision hereof, and this Request For Proposal (or any resulting purchase order) shall be construed as if the invalid, illegal or unenforceable provision(s) had never been contained herein.

- 3.9. Successful proposer(s) hereby assigns to purchaser any and all claims for overcharges associated with any contract resulting from this Request For Proposal which arise under the antitrust laws of the United States, 15 USCA Section 1 et. seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01 et. seq.

- 3.10. Any assignment by Proposer of this contract or any part thereof without written consent of Garland ISD shall be void.
- 3.11. Funds are not presently available for fiscal year 2017-2018 and later (after August 31, 2017). Should the Garland ISD Board of Trustees not approve funds for this service, any contract resulting from this Request For Proposal will automatically terminate on the last day of the school fiscal year for which funds have been appropriated at no further cost or obligation to the District.
- 3.12. It is understood that in the performance of any services herein provided, Contractor shall be, and is, an independent contractor, and is not an agent or employee of the District and shall furnish such services in its own manner and method, except as required by this contract. Further, Contractor has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by Contractor in the performance of the services hereunder. Contractor shall be solely responsible for, and shall indemnify, defend, and save the District harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.
- 3.13. The Garland Independent School District reserves the right to cancel any contract (purchase order) resulting from this Request For Proposal at any time, for any reason (or for no reason) with a thirty (30) day written notice to the contractor(s). Contractor may cancel any resulting contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the contractor(s) shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the bidder's address appearing on the face of the Request For Proposal (or as subsequently revised or changed). Any compensation due the contractor(s) will be limited to items received and/or services performed and accepted by the District.
- 3.14. The Contract Document consisting of the purchase order(s) and the Specifications or any documents attached thereto or expressly incorporated therein constitute the entire agreement between the parties hereto with respect to the matters covered thereby. All prior negotiation representation and agreements, with respect thereto not incorporated in such Contract Documents, are hereby cancelled. This Agreement can be modified or amended only by a document duly executed on behalf of the parties hereto.
- 3.15. Upon request by Garland ISD, any duly authorized representative of Garland ISD shall, until three (3) years after final payment under this Agreement, have access to and right to examine directly pertinent books, papers, documents, accounts, and records of Seller involving transactions related to this Agreement and to examine Seller's place of business as necessary to determine whether the terms of this Agreement are being carried out. This audit will be conducted at a location where those business documents are being held at the time of the audit request. Seller shall be required to maintain such records for three years after final payment.
- 3.16. Garland ISD shall have all remedies available at law or in equity to include reimbursement of attorneys' fees and all costs incurred in enforcing such rights. No modification of limitation of remedy shall be a part of this contract unless specifically agreed to in writing by Garland ISD's Purchasing Department.

- 3.17. **TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, SUPPLIER AND ITS AGENTS, PARTNERS, EMPLOYEES, AND CONSULTANTS (COLLECTIVELY "INDEMNITORS") SHALL AND DO AGREE TO INDEMNIFY, PROTECT, DEFEND WITH COUNSEL APPROVED BY DISTRICT, AND HOLD HARMLESS THE DISTRICT, REPRESENTATIVES OF THE DISTRICT, AND ITS MEMBERS OF THE BOARD OF TRUSTEES, ADMINISTRATORS, OTHER EMPLOYEES AND AGENTS (COLLECTIVELY "INDEMNITEES") FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS AND EXPENSES, INCLUDING ATTORNEY FEES, OF ANY NATURE, KIND, OR DESCRIPTION (COLLECTIVELY "LIABILITIES") OF ANY PERSON OR ENTITY WHOMSOEVER ARISING OUT OF, CAUSED BY, OR RESULTING FROM THE PERFORMANCE OF SERVICES, OR PROVISION OF GOODS, BY PROPOSER PURSUANT TO THIS CONTRACT, OR ANY PART THEREOF, OR ANYONE FOR WHOSE ACTS IT MAY BE LIABLE EVEN IF IT IS CAUSED IN PART BY THE NEGLIGENCE OR OMISSION OF ANY INDEMNITEE, SO LONG AS IT IS NOT CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF ANY INDEMNITEE.**

3.18. **Criminal History Checks**

During the term of this agreement, the firm's employees have the potential to have continuing duties and direct contact with students. Subsequently, the supplier is responsible for complying with Texas Education Code § 22.0834. Supplier may not commence work until all employees have been approved by the Purchasing Department.

At a minimum, the company recommended for award shall:

1. Obtain required criminal history record information, through the Department of Public Safety's Fingerprint-based Applicant Clearinghouse of Texas (FACT), regarding its employees assigned to work GISD premises. The following steps should be followed to complete the process:

If you are a **sole proprietor** (one person company) you must:

1.1 Contact GISD Purchasing Department to obtain FAST pass.

1.2 Follow instructions on the FAST Pass to arrange an appointment for employees to be finger printed. Employers may select the most convenient location to their zip code.

\*If there is not a convenient location based on your zip code, please enter 75042 and choose "Garland: Garland ISD" to schedule your fingerprint appointment.\*

1.3. After fingerprinting is completed, email Diane Fields, Administrative Assistant to Director of Purchasing at [Dfields@garlandisd.net](mailto:Dfields@garlandisd.net) and provide the following: RFP number, full name and date of birth for all personnel assigned to work on site during the contract term. If it is not possible to verify an employee based on the name and date of birth, it may be necessary to provide a driver's license number or state identification card.

All other **suppliers, contractors and subcontractors** must:

1.1 Supplier will receive award letter or signed contract from the Purchasing Department.

**Subcontractors will obtain an award letter or contract from the general contractor, before contacting DPS.**

- 1.2 Contact the Department of Public Safety (DPS) at (512) 424-2474, select option 2, to establish a vendor account and obtain a FAST pass. This process can take up to seven to ten business days.
  - 1.3 Follow instructions on the FAST Pass to arrange an appointment for employees to be finger printed. Employers may select the most convenient location to their zip code.  
\*If there is not a convenient location based on your zip code, please enter 75042 and choose “Garland: Garland ISD” to schedule your fingerprint appointment.\*
  - 1.4 After fingerprinting is completed, email Diane Fields, Administrative Assistant to Director of Purchasing at [Dfields@garlandisd.net](mailto:Dfields@garlandisd.net) and provide the following: RFP number, full name and date of birth for all personnel assigned to work on site during the contract term. If it is not possible to verify an employee based on the name and date of birth, it may be necessary to provide a driver’s license number or state identification card.
2. If an employee is arrested while under contract, you must contact Dana Knox, GISD Human Resource Specialist of Fingerprinting/Investigations at 972-487-3213. The incident must be reported within 3 business days of the arrest.
  3. Notify GISD Purchasing Department if employees leave employment with the firm during the contract term or cease responsibilities on GISD property
    - 3.19. The Garland Independent School District requires that all individuals who perform services on GISD property pursuant to this Request For Proposal to have a criminal background check. Prior to the provision of services by any such individual, the proposer shall be responsible for providing to GISD a criminal background check that was completed and dated within (1) year of the proposed dates of service and that is sufficient to meet the standards determined by GISD in its sole discretion. Failure to provide an acceptable and up-to-date criminal background check for each individual providing services under this Request For Proposal shall be grounds for immediate termination of any contracts or agreements.
    - 3.20. Insurance Requirements, apply to this Proposal Invitation and any resulting award. The Insurance Certificate is not required to be submitted with this bid; however, if bidder is to receive an award, the certificate must be submitted to the Garland ISD Purchasing Office prior to commencement of work on District Property within five (5) days of verbal or written request by the Purchasing Office (whichever is earlier). The certificate must be prepared correctly and submitted to the Garland Independent School District before award can be made.
    - 3.21. Proposers awarded a contract shall not advertise, solicit, or publish, without Garland ISD’s written consent, the fact that Proposer has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.

3.22. Garland ISD has implemented an Oracle iSupplier module and will require the successful supplier to utilize this application. iSupplier is a collaborative application that enables Garland ISD and the supplier to communicate. The system enables suppliers to have real-time access, through a standard internet browser, to information such as bids, purchase orders, invoice status, payments, and respond to Garland ISD with order acknowledgments and change requests. Oracle also allows the supplier to input invoices through the portal if permitted by Garland ISD.

3.22.1. In addition to I-Supplier, Garland ISD has implemented iSourcing, which allows the supplier to receive and submit bids and quotes electronically.

3.22.2. iSupplier and iSourcing are provided free to suppliers. Additional information regarding this Oracle application can be obtained at: [www.oracle.com/us/products/applications/ebusiness/procurement/index.html](http://www.oracle.com/us/products/applications/ebusiness/procurement/index.html).

3.23. The Proposer is required to provide the name and contact information of the individual who will be the dedicated technical resource for performing the iSupplier and iSourcing responsibilities.

Name of responsible party: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

3.24. Garland ISD requires suppliers to provide price lists and catalogs in a format capable of being uploaded electronically by the district’s E-Commerce Specialist. Utilizing a prescribed format, the supplier shall provide, at a minimum, information for the required data fields for the entire catalog.

Please refer to the pdf document titled “Instructions for completing Oracle Bulk Load Catalog” and the Excel Spreadsheet/Electronic Price List titled “Oracle Bulk Load Catalog” located at the GISD Purchasing website [http://www.garlandisd.net/sites/default/files/revised\\_instructions\\_for\\_filling\\_out\\_the\\_electronic\\_price\\_list\\_1.pdf](http://www.garlandisd.net/sites/default/files/revised_instructions_for_filling_out_the_electronic_price_list_1.pdf)  
 This information should be submitted on a flash drive or CD-ROM with your submittal or via e-mail to bids@garlandisd.net.

The data below outlines the highlighted items on the worksheet:

Data Field	Content
Supplier Item	Your company Part # (each item # must be unique and match your company’s published catalogs)
Description	Description of the item from your database (no more than 25 characters)
Unit	Unit of Measure (i.e., EA for Each)
Unit Price	Unit price offered to GISD, No percentages
Lead Time	Numbers of days to deliver ARO
Long Description	Additional description information
*Comments	Any shipping information

*Manufacturer	Name of the Manufacturer
*Model	Manufacturer Model #

\*Optional Fields

**AS CHANGES IN PRICE AND/OR PRODUCTS OCCUR DURING THE TERM OF THIS CONTRACT, IT IS THE RESPONSIBILITY OF THE SUPPLIER TO UTILIZE I-SUPPLIER FOR UPDATING AND MAKING CHANGES TO THEIR CATALOG(S) OR ELECTRONIC PRICE SHEET.** Otherwise, PO’s will not be updated and payment will not be processed. From there the information will be shared with the appropriate buyer before accepting the change(s).

It is the responsibility of the supplier to contact the Buyer on the contract or the E-Commerce Specialist for access to Supplier Authoring which gives access to the supplier’s current loaded price list. This access allows suppliers to enter new items, change pricing and end-date items. Please note if a substantial number of items require change, supplier may submit an entirely new price list to Garland ISD for loading. **It is important to note that invoices submitted with prices that have not been updated by the supplier in the electronic price list will not be paid at the higher rate.**

**Does your company commit to participate in Oracle iSupplier and Oracle iSourcing?**

Yes  No

**THIS WILL BE CONSIDERED ADDITIONAL EVALUATION CRITERIA. FAILURE TO PROVIDE THIS DATA MAY NEGATIVELY AFFECT THE CONSIDERATION OF YOUR PROPOSAL.**

- 3.25. Garland ISD has implemented two initiatives to streamline the procure-to-pay process and enable strategic partners to exchange information electronically via **Oracle iSupplier Portal** and **Oracle Supplier Network (OSN)**.

The district has enabled electronic communication of bid notices. Notifications will not be mailed after this date. Therefore, make sure you carefully select appropriate products and services and keep contact information updated to ensure that your firm is notified of upcoming bids/contracts.

Oracle Supplier Network (OSN) enables GISD and supplier the ability to electronically communicate purchase order data to the supplier utilizing a supplier network provided by Oracle.

Suppliers experienced with iSupplier shall include references indicating the date of implementation and contact information for the company.

- 3.26. **FORM 1295 CERTIFICATE OF INTERESTED PARTIES**  
If the individual contract/award exceeds \$1,000,000 or goes to the Board of Trustees, the person or entity submitting this proposal must comply with House Bill 1295 which is codified in the Texas Government Code §2252.908 effective January 1, 2016, by submitting a completed and signed Form 1295, Certificate of Interested Parties within 10 days after notification of intent to award. The appropriate form and additional information is available from the Texas Ethics commission at [www.ethics.state.tx.us/index.html](http://www.ethics.state.tx.us/index.html).

3.27. **FORCE MAJEURE CLAUSE**

Proposer shall not be liable for delay in delivery or performance or for failure to give notice of delay when such delay is due to factors beyond its control, including, but not limited to, fires, strikes, explosions, governmental regulations, court orders or decrees, or acts of nature such as flood, wind, earthquake, tornado or hurricane. If the Proposer is unable to perform any of its obligations as a result of force majeure, proposer shall immediately give written notice to the District of the date of inception of the force majeure condition and the extent to which it will affect performance.

**END OF SECTION**

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## Scope of Service Requested

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1. The contractor will report to the District's Assistant Director of Custodial Services.
2. Invoicing and Payment Procedures:

Contractor will provide KRONOS documentation of hours worked during the previous month and invoice for the amount of time actually worked by the 7<sup>th</sup> of each month. KRONOS edits will not be permitted after invoice submission. The actual work effort shall not exceed the amount on the Staffing Worksheet. GISD term of payment will be N/30. EXCEPTION: First month of the new contract will be invoiced and paid based on the Staff Worksheet monthly total.

The Contractor will provide invoice monthly information in a spreadsheet format to the Assistant Director and Business Coordinator of Maintenance:

- Name and title of employee (Custodian, Lead, Supervisor).
- Contracted hourly rate of pay for each position.
- Total number of hours worked during the month for each employee.
- Total monthly dollar amount charged for each employee.
- Grand total charged for custodial services for the month.

Invoice Format (Reference attachment (a) list of schools): Summary invoice will be submitted with the following information.

- One invoice with multiple line items. Must have electronic and hard copies available.
- The school name and location code referenced on each line.
- **Emergency and /or Special event work:** Contractor's employees shall be available for emergency and/or special event work, and such work will be determined and authorized by District's management team. Emergency and/or special event work will be considered an **extra billing and shall be invoiced separately.**
- **Special assignment:** The Contractor may be provided opportunities to perform special assignments for cleaning after athletic or other school events, community functions, banquets, or other rentals of the facility. These special assignments may or may not be at the designated Service Location. If accepted, special assignments are to be handled as an extra billing that **shall be invoiced separately.**

The Contractor will include with the monthly invoice time-keeping records of all employees in a form acceptable to Garland ISD account manager.

The Contractor shall allow Garland ISD Management team or a designee to inspect and audit account records as requested.

3. Send all invoices to the attention of the District's Coordinator of Maintenance Business Operations, Garland ISD Marvin Padgett Auxiliary Services Center, 701 N. 1<sup>st</sup> Street, Garland, Texas 75040.
4. Invoices will be accepted only for services that have been approved by the District agent.
5. **District Overtime Policy:** The District will **not** pay for any unapproved overtime. Some rental agreements and weekend events may require overtime. Should overtime be necessary, approval prior to event is required by the Assistant Director of Custodial Services. Pay for overtime should be time and a half for work over 40 hours per week. The pay scale should be for the employee that works the overtime only.



6. Contractor employees shall utilize the district KRONOS Time Management System to record the detailed records regarding the staffing of each facility. District personnel will access the records as needed to review actual hours worked at each facility.

Contractor and district agree that the contract fee is based on the number of FTE's specified on the Proposed Cost Worksheet and Staffing Worksheet. The labor work effort will be measured by using the Kronos Time Management System. At the conclusion of year 1, May 31, 2018, the contractor's employees shall have recorded the same number of productive work hours as projected on the Proposed Cost Worksheet and Staffing Worksheet for all contracted services. Work effort for administrative staff and additional services shall be excluded when calculating the work effort. A credit will be issued to the district if the work effort is not realized. The credit will be calculated using the following formula:

Credit Formula- Multiply the average hourly rate for Day Custodians by the variance of actual productive work hours and agreed contracted productive work hours. The product is then multiplied by 1.x (x represents the benefit cost associated with each productive hour).

7. Description of Personnel

A detailed description of the key personnel (resumes are preferred) responsible for the initial service, as well as ongoing customer support services (such as moves, adds, and changes) is requested. Each person's description must include a title as the person relates to the implementation of service and identify their project responsibilities. Uniforms bearing the Contractor's logo or name, along with the employees name must be furnished by the contractor. Uniforms must be distinct from District auxiliary uniforms and must be of high grade and quality.

8. Language Requirement

- a. English is the recognized language utilized in the District. Although it is not the District's requirement that all contracted employees speak English, it is a requirement that the supervisor or lead person be able to communicate any instructions in the event a contracted employee cannot speak and understand the English language.
- b. All written instructions, including Safety Data Sheets (SDS), postings of notices, etc. will be provided in both English and Spanish.

9. Energy Management Program

The Contractor will be responsible for participating in Garland ISD's Energy Management Program. Garland ISD will provide guidelines and from time to time may expand or alter program.

- a. The District has an Energy Management Program in place to maximize the most efficient use of energy. The Energy Management System is controlled centrally at the District administration facility and programmed to expand the allowable temperature range (55\*- 85\*) of all or portions of facilities during non-peak times. Peak times are defined as 7:00 am. - 4:00 pm. or amended to coincide with rental agreements, special events and extracurricular activities. HVAC units during summer breaks will operate as designated in our Energy Management Program. Custodial staff is required to work with lights on only in the areas actually working and use large fans during summer months to circulate air for comfort in order to achieve the highest level of efficiency.
- b. The HVAC units and Energy Management System is programmed to operate in conjunction with summer schools, camps, Community Education Courses and summer in-service events. Air will be kept off at all other times unless night set back brings equipment on to protect the building.

- c. Contractor's general manager will coordinate with District Energy Manager to schedule air conditioning after carpets have been cleaned to aid in drying carpets, keep carpets odor free and preventing the growth of mold or mildew.

**BEFORE SCHOOL:**

When arriving in the morning, turn on only enough lights to do your early morning duties.

Do not turn on lights in the classrooms or office areas. Teachers and Administrators can do this as they arrive.

Cafeteria and Gym lights should not be turned on until shortly before school begins.

**DURING SCHOOL:**

Cafeteria lights should be turned off during the day when not needed, and should be turned off as soon as possible following the last lunch period.

As you walk through the building during the day, please turn off lights in unoccupied areas. Turn off your storage/mechanical room lights when the rooms are not in use.

**AFTER SCHOOL:**

Clean the gym(s) first (if not in use) and turn off the lights. All lighting in unoccupied areas should be turned off as soon as students and teachers leave school.

Before cleaning begins, each custodian shall turn off all lights in their area of cleaning responsibility.

Lights shall be turned on only in the specific area in which a custodian is working.

After cleaning the room, turn off the lights before going to the next area to be cleaned. Please be sure all lights are turned off before you leave for the night.

**GENERAL ITEMS:**

- Report items needing repair to campus secretary ASAP
- Report outside lights that are on during the day to campus secretary
- Turn off trophy case and accent lights after regular school hours
- Keep exterior doors and windows closed and locked

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**SCOPE OF WORK**

The purpose of the scope of work and specifications contained herein is to define the requirements of the successful Contractor. It is the responsibility of the contractor to provide Garland Independent School District (henceforth referred to as the District) with clean, professionally maintained facilities. These specifications were written with the minimum expectations for the contracted cleaning services. The scope of frequencies noted in this document, are the minimum that are expected and may increase if necessary to achieve the standards set forth herein. Any items or services not mentioned in this document which are required to provide a professionally maintained facility will be the responsibility of the Contractor at no additional cost to the District.

<b>CATEGORY</b>	<b>GRADE</b>	<b>OPERATING HOURS</b>
Middle Schools	6-8	8:50 a.m. – 3:50 p.m.
High School	9-12	7:30 a.m. – 2:30 p.m.
Athletic Facilities	7-12	7:45 am – 11:00 pm
Auxiliary Facilities		7:00 am – 5:00 pm

A listing of all the District facilities and square footage are included as **Attachment A**.

It should be noted that the District reserves the right to utilize Contractors or District employees for any or all of the facilities included on the proposal form. Addition or reduction of facilities to the contractor services during the course of the contract period will be at the unit cost submitted for the specific category.

**CONTRACTOR RESPONSIBILITIES**

The contractor is an Independent Contractor in its relationship to the District.

All unit prices, except non-school related functions per hour, and performance bond alternates, shall be computed based upon cleanable interior square footage established by the District. Any work specified outside and around the facility will be included in the cost of interior square footage per month. The specifications require the Contractor to maintain clean, safe and orderly campuses.

Contractor must submit a written transition plan for assuming custodial duties for the District facilities, including personnel recruitment, screening, hiring and training. Plans for the deployment of equipment, cleaning products and paper goods must also be included. Transition date will be April 10, 2017.

**CONTRACTOR SERVICES**

Contractor agrees to provide all services as set forth in **Attachment B** "Specification of Cleaning Services".

Contractor agrees to provide services set forth in the specifications more frequently than stated if need arises.

Contractor will furnish daily and nightly cleaning services five (5) days per week as specified by the District except on those holidays as specified by the District. Work hours shall conform to the building requirement. Contractor shall use reasonable efforts not to interfere with the normal routine of the school or facility. The Contractor shall be present at the facility during all school-related functions including holiday events. The Contractor shall be entitled to extra compensation for all hours worked outside of the designated staffing hours.

The Contractor shall provide services at those District locations described in **Attachment A** and to other facilities the District designates during the contract period.

Cleaning assignments will be according to building hours as specified by the District. Contractor agrees to provide routine cleaning services after normal working hours of the various departments within the District. Contracted services are to be performed in accordance to the following table.

Support Facilities: Garland AEC Shugart Professional Development Center Special Event Center/Curtis Culwell Center	6:00 a.m. – 11:30 p.m.
Williams Stadium: Fieldhouse Dressing Rooms Weight Room	Prior to and following any use
All Athletic Concessions and Restrooms	Prior to and following any use
All portable classrooms	Included in regular campus cleaning schedule
Middle School Campuses	7:00 a.m. – 1:00 a.m.
High School Campuses	6:00 a.m. – 1:00 a.m.

The District will provide to Contractor, prior to January 1 of each calendar year of the contract, a list of probable holidays.

During breaks (Thanksgiving, winter, spring and summer), the Contractor is allowed to team clean or assemble specialty teams for items such as carpets, restrooms and resilient flooring. A member of each facility's assigned staff shall remain on duty during regular office hours the District year-round, and able to cover when scheduled school related or community related functions are on site. Contractor will maintain at least 70% staffing during summer break. Cleaning schedules and level of cleanliness shall be maintained at desired levels during these periods.

THE DISTRICT 2016-2017 Holidays:

- |                              |                                |
|------------------------------|--------------------------------|
| • Independence Day           | July 4, 2016                   |
| • Labor Day                  | September 5, 2016              |
| • Fair Day                   | October 17, 2016               |
| • Thanksgiving               | November 21-25, 2016           |
| • Winter Break               | December 19-30, 2017           |
| • Martin Luther King Jr. Day | January 16, 2017               |
| • Spring Break               | March 13-17, 2017              |
| • Memorial Day               | May 29, 2017                   |
| • Summer Break               | June 6, 2017 – August 21, 2017 |

The Contractor shall also provide periodic cleaning services for special assignments as requested by the District within a minimum time frame. Under normal circumstances notice will be given eight hours prior, but can be subject to a faster response time when required. If these services fall outside of normal staffing hours, these extra services may be charged to the District in accordance to the unit prices listed on the proposal form. Any work performed by Contractor outside the Scope of Work, Cleaning Specifications, or normal scheduled hours and is not billable to an outside organization or group may be charged to the District in accordance to the unit prices listed on the Contractor's Proposal Form per cleanable square foot.

The Contractor will be responsible for activation of the interior lighting and insuring that the building or area in use is unlocked at the specified times that the building is to be occupied.

The Contractor will be responsible for deactivation of security systems, at the specified times that the building is to be occupied. Additionally, the Contractor may be required to deactivate such systems when the building is not in general use. The Contractor will only use lights in the areas being serviced. HVAC equipment will not be operated after the normal operating hours of the building, or when school is not in session.

The Contractor shall provide personnel to staff the District facilities during inclement weather and furnish and spread an approved ice-melting compound when necessary. Contract personnel are expected to man buildings even during days in which school is closed for bad weather. During inclement weather, it shall be the Contractor's responsibility to maintain main entries, teacher entries, and bus drop entries. Parking lots and other extended areas shall be the responsibility of the District. Contractor shall maintain an adequate supply of approved ice-melting compound and have this product stored in sufficient quantities on site from October through March.

Contractor will be responsible for implementing all phases of the District's Recycling Program.

Contractor will be responsible for all the District energy management guidelines as set forth in the District's Energy Management Plan.

Contractor will be responsible for cleaning all windows, inside and outside, as needed.

Contractor will be responsible for providing adequate staff to set up for meetings and other activities as requested. The Contractor is further responsible for cleaning areas completely and making ready for students the next day. Other non-cleaning functions shall include but are not limited to:

- Set up tables/chairs for meetings and rearranging when completed.
- Stock paper
- Deliver packages from office to designated areas.
- Arranging/Rearranging furniture and equipment (microphones, speakers, overhead projectors, flags, etc.)
- Moving furniture and other items within designated building
- Set up and remove parking cones as directed by Campus Administrator

### CONTRACTOR STAFFING

Contractor shall interview, screen and train all personnel. Contractor's personnel shall be neat and clean in appearance and uniformed for easy identification while on the District premises. All Contractor personnel are subject to provisions of Senate Bill 9, requiring fingerprint background security checks. The Contractor must provide the District photo identification card and name tag for their employees. Uniforms and ID cards must be worn by employees at all times. Contractor will purchase each ID card at a cost of \$10 per card per person from the District after proof of background check is submitted to the District's Security & Telecommunications Department. All ID cards will be turned back into the District within 24 hours upon termination. All terminations must be submitted to the District in writing within 24 hours to the office of Security & Telecommunications.

Contractor shall provide personnel in accordance with the Daily Minimum Staffing Requirements set forth herein for the respective facilities covered under the Contract together with such additional personnel as Contractor or the District shall determine are necessary to meet the requirements of the Contract.

#### **Staffing Levels:**

The District shall determine the number of Full Time Equivalent (FTE) Employees necessary for the Contractor to perform the Services according to the provisions of this RFP per site (it being understood that the Contractor remains accountable at all times for meeting the standards and delivering the level of service required by the Contract). The District's current staffing level is based on approximately 30,000 sq. ft. of space cleaned per custodian. FTE Day-Custodians are defined as custodians working at each facility location during regular working hours, and who are responsible for opening and closing the facility, providing trash removal, restroom cleaning/refreshment, and performing cafeteria-related custodial functions, in addition to those day-time duties assigned by the Contractor. Each facility is to have a minimum of one day custodian, whose schedule must include at least 4 hours of unscheduled time for principal discretion and projects. FTE Night-Custodians are defined as custodians working at least a portion of their time at each facility location after regular working hours. A FTE of 1.0 means that the person is equivalent to a full-time worker, which is one person working an eight (8) hour shift per day. The minimum number of Custodians set forth in the awarded Contractor's proposal shall be maintained at each facility. The District reserves the right to require the contractor to remove from service to GISD any employee found unacceptable as a school based employee.

The Contractor represents and warrants that its performance of the Services shall be rendered with promptness and diligence and shall be executed in a workman-like manner, in accordance with the practices and high professional standards used in a well-managed operation performing services similar to the Services. The Contractor represents and warrants it will use an adequate number of qualified individuals with suitable training, education, experience, and skill necessary to perform the Services and the Contractor represents and warrants it will perform the Services in an efficient and cost-effective manner.

All lead custodians must have public school custodial experience or training, or written approval from the District Assistant Director of Custodial Services and must speak and understand English.

Lead custodian, or other designated custodian, shall act as Porter for the Campus Administrator. Responsibilities shall include set up of classrooms, meeting rooms, checking in deliveries, and other duties as assigned by Campus Administrator, in addition to custodial duties.

Contractor agrees that cleaning services covered by this contract shall be performed by qualified, responsible, trained employees in the strictest conformity with the best practices and standards as may be prescribed by the District and the industry throughout the duration of this contract. The District and the Contractor agree that the conduct of cleaning personnel is to be guided by a set of rules agreed upon by the District and the Contractor and any special written instructions deemed applicable by the District. It shall be agreed that cleaning personnel grooming habits will be subject to standards set by the District's dress code.

Contractor shall have drug testing policies and procedures in place and available for review by the District.

Contractor shall ensure that all personnel shall abide by all safety rules and regulations either set forth by the District or by the Federal, State or Local governments.

Contractor further agrees that, upon request by the District, Contractor will immediately remove from service any employee who, in the District's opinion, is guilty of improper conduct, is not qualified or needed to perform the work assigned, or whose presence is not in the best interest of the District or is related to immoral or criminal activities.

The Contractor will employ supervisory personnel. It is the Contractor's responsibility to provide an adequate supervisory personnel structure to ensure the direction of cleaning employees and ensure quality standards are met.

The Contractor will provide on-site supervision at all times during cleaning operations to make daily inspections and be responsible for maintaining the overall quality of housekeeping. Supervisors must be on call 24 hours per day, seven (7) days per week. The Contractor will provide home and cellular telephone numbers of supervisory personnel to the District facility management. Such supervisors will, upon reasonable notice, be available to report and confer with designated agents of the District with respect to the services provided.

All cleaning services supervisory and lead personnel will be required to communicate verbally in English, project a professional image in their duties, and interact with all people in a courteous manner.

Contractor agrees to provide all personnel, and administrative functions, including an office of operations to ensure the following:

- Administrative Personnel that will be trained to use District Work Order and Scheduling software program
- Maintain accurate and timely billing
- Coordinate all activities and special events as requested by the District
- Provide calendars that reflect all events/activities occurring at the District facilities on weekly basis
- Personnel are on site at designated times each day by the operation of a call-in system
- Provide system for the handling of all emergencies

**Contractor will furnish the District with a detailed staffing list of personnel in the assigned buildings, by the first week of the contract period. The Contractor will provide such a list for each facility added to the Contractor's scope within one week of the assignment.**

#### SUPPLIES AND EQUIPMENT

Contractor will include an initial inventory of equipment in the proposal and will update the District semi-annually.

Contractor will provide all tools and equipment necessary to maintain the facilities per the specifications including, but not limited to, standard custodial equipment but also lifts, ladders, tool boxes, lock boxes, key boxes, desks, and bulletin/information boards.

Contractor will keep all equipment operating in a safe and efficient manner.

The District will inspect all equipment used by the Contractor in the District facilities. Equipment determined by the District to be unacceptable will be repaired or removed and replaced immediately by the Contractor.

The Contractor will furnish necessary and appropriate supplies for the maintaining of the District facilities. Contractor will use chemicals approved by the District providing SDS safety sheets in each facility in the event of emergency.

Contractor is required to provide storage for all paper and plastic products in an orderly environment subject to the District approval.

Contractor agrees to provide all lavatory dispensers and dispenser supplies including paper towels, toilet tissue, hand soap, trash can liners and recycle liners. **All products shall be at the approval of the District.** Contractor will be responsible for the neatness and proper storage of all equipment and chemicals. Contractor will be responsible for stocking the lavatory dispenser supplies and for maintaining storage in an orderly environment. Contractor is required to supply all other items necessary to clean all areas in accordance with proposal specifications. After initial installation of dispensers, Contractor is responsible for repairing or replacing defective dispenser equipment.

The District is interested in any alternative, (Green), cleaning methods that utilize environmentally friendly materials and cleaners or do not use chemicals at all. Non-chemical or alternative cleaning methods must maintain an acceptable cleaning and sanitation levels as determined by the District, must not damage the District facilities or fixtures, and do not incur additional expense to the District.

### CONTRACTOR COSTS RESPONSIBILITIES

Contractor costs include, but are not limited to the following:

- All wages, salaries, benefits, and training
- Social Security taxes, state and federal unemployment taxes, general liability and umbrella insurance premiums, worker's compensation insurance premiums, and medical and hospitalization insurance premiums if applicable
- Janitorial supplies, paper towels, toilet paper, hand soap, plastic liners for trash and recycle containers
- Furnish toilet tissue holders, paper towel dispensers and all disposal receptacles
- Laundering and treating custodial supplies
- Provide entrance and walk-off mats at each facility
- Uniforms for Contractor's employees
- Payroll preparation and all other accounting functions
- Contractor's corporate overhead costs including support staff, office equipment, vehicles, radios, cellular phones
- Snow and ice removal (both labor and approved ice melting compound) from entry and sidewalks as specified
- Litter removal from interior and exterior grounds to street
- The District ID badges (\$10 each)
- Offsite storage for bulk janitorial supplies

Criminal background check, drug testing and physical examinations of Contractor's employees as required or requested by the District.



## **DISTRICT RESPONSIBILITIES**

- Agrees to provide adequate secured storage at each facility for Contractor's equipment and supplies
- Agrees to provide a custodial closet with separate key for security purpose.
- Agrees to provide adequate water and electrical facilities for use by the Contractor
- Agrees to provide initial keys for access into the premises. Any keys or other access items will be replaced at the Contractor's expense if lost, including but not limited to the master or sub-master system
- Will be responsible for removal of trash from compactors and dumpsters in a timely fashion
- May furnish office/warehouse facilities for contractor as negotiated

## **INSPECTION/QUALITY CONTROL**

Contractor is subject to weekly inspections and evaluations by representatives of both Contractor and the District. Contractor is required to furnish evidence of completion within one week of all punch list items resulting from inspections. Failure to correct deficiencies or to provide a level of service satisfactory to the District will result in a credit adjustment to the District. The District reserves the right to determine the credit adjustments.

### Definition of Cleaning Service Requirements

- There shall be a site-specific scope of work or performance outcome describing cleaning service requirements
- Changes to the service requirements shall be documented
- Cleaning service requirements shall be consistent with District's stated mission and values

### Quality Control Plan

- The contractor shall have a written Quality Control Plan. The Plan is written process for determining whether cleaning service requirements are met and for identifying improvement opportunities. It commits the contractor to attaining the level of service as defined by cleaning specifications included in this Request for Proposal.

The contractor shall communicate the plan to all materially interested parties

- Executive Director of Facilities & Maintenance
- Director of Maintenance
- Campus Principals
- Contractor's District Manager
- Contractor's Area Supervisors
- Contractor's Site Lead
- Contractor's Staff
- The plan shall define roles and responsibilities of Contractor's operational personnel.
- Operational personnel shall receive documented training related to the Plan

## **SERVICE QUALITY MEASUREMENT METRICS**

The Garland Independent School District expects all district facilities to be maintained at Association of Physical Plant Administrators (APPA) Level 2 (Ordinary Tidiness) by the contractor. APPA Level 2 is defined as;

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dirt, dust, stains or streaks.

- All vertical and horizontal surfaces are clean, but marks, dust, smudges and fingerprints are noticeable with close observation.
- Restrooms and shower tile and fixtures gleam and are odor-free, and supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean and odor-free.

This is the level at which cleaning should be maintained. A lower level for restrooms, changing/ locker rooms, and similar type facilities is not acceptable.

Monthly service evaluations surveys shall be submitted to facility Principal or designee to review level of service and customer satisfaction. Surveys grades are expected to maintain at least a 4 on a scale of 1-5. Any survey submitted to the District's Assistant Director of Custodial Services with score below 4 will also be accompanied by a written plan of actions to remedy deficiencies.

Contractor General Manager or zone managers are required to inspect facilities on a routine basis and submit monthly reports on compliance with APPA Level 2 guidelines. 90% compliance is expected by the District and any inspections submitted with a grade below 90% must also be accompanied by a written plan to correct deficiencies.

Records of Principal surveys and inspections shall be maintained by contractor for a minimum of two (2) years and are subject to inspection or viewing by the District administrators. Copies of surveys and inspections shall be submitted to the District's Assistant Director of Custodial Services at each quarterly review.

## CHANGES

1. The District may authorize changes in the scope of the services, issue additional instructions, require additional services and staffing, or direct the omission of services previously agreed upon provided. However, that Contractor shall not under any circumstances proceed with any changes involving an increase in cost without prior written authorization from District in accordance with the terms of this contract. In case of emergency, the contractor may obtain verbal authorization for an increase in cost by contacting the **Director of Maintenance at (972) 487-4125 or Asst. Director of Maintenance at (972) 487-4128**. "Emergency" is defined as an event or occurrence that may adversely impact student or employee health if not immediately corrected.

## B. PAYMENT/INCREASES

1. District agrees to pay Contractor on the 10<sup>th</sup> of each month, the reconciled invoice amount for actual hours worked.
2. District agrees to pay Contractor for other special services and associated supplies, not identified in this proposal, **upon written approval by the District's Project Manager**.
3. Supply and Equipment budgets for years two through five shall be adjusted annually based on the Consumer Price Index (CPI)\*.

**The Consumer Price Index (CPI)\*** is defined as the U.S. Department of Labor Bureau of Labor Statistics Consumer Price Index for all Urban Consumer (CPI-U) U.S. City Average, Dallas – Ft. Worth, January [year indicated] . Index Item "All Item", Dallas – Fort Worth: 12-month, Percent Change. This report is identified by the Bureau of Labor Statistic as Report Code #9140.

4. **The district may add additional square footage for contracted facilities through renovations, new construction, and portable buildings. In these cases representatives from the district and the contractor will propose the unit price per cleanable square footage.**

## 5. Early Payment Discount

Please note the district's normal payment terms are Net 30. However, it is the district's intent to assist the awarded vendor of this RFP-contract in their cash flow by paying all monthly invoices in conjunction of this RFP-contract with revised payment terms and conditions. Therefore in consideration of this revised payment term, proposing vendors shall submit within their Cost Worksheet (Exhibit IX), an early payment discount percentage to the district. **Said early payment discount represents a proposed percentage of the proposed annual operations cost, for the district's payment of vendor's monthly invoice(s) within 10 days, provided vendor invoice is received without error(s) on or before the 7<sup>th</sup> of each month.**

**REQUIRED EXHIBITS**

**SPECIAL NOTE:**

**Proposing vendor(s) of this RFP-contract shall submit with their proposal submission (ALL) Exhibits requested herein (I through XIV as listed below. Failure to submit (ALL) said requested exhibits herein (I through XIV) below may be considered a non-responsive proposal with (NO) consideration of award by the district. Clearly identify and mark your proposals with the specific Exhibit Identification Number Tabs I through XIV for the district to clearly identify and evaluate as required. Full proposal should be submitted complete in both paper and electronic (flash drive) formats.**

**Exhibit I  
Proposer Acknowledgement Form**

By submitting a signed proposal, a proposer agrees that it fully understands the requirements of this RFP and shall abide by the terms and conditions contained therein.

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone # Fax #

**REQUIRED EXHIBITS (Continued)**

**EXHIBIT II**

Please provide your firm’s official and current Certificate of Insurance.

**EXHIBIT III**

PROPOSED EQUIPMENT LIST – BY FACILITIES

Please include the following for proposed equipment:

QUANTITY	DESCRIPTION	MANUFACTURER	MODEL#
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**EXHIBIT IV**

JOB DESCRIPTIONS

Please insert sample Job Description for personnel used at the various school types.

**EXHIBIT V**

Please provide your firm’s current and PROPOSED ORGANIZATIONAL STRUCTURE and KEY PERSONNEL RESUMES:

Attach a proposed Organizational chart and a resume on each proposed administrative person who will have daily interaction with the District in conjunction with this RFP-contract.

**EXHIBIT VI**

STAFFING WORKSHEET

Please provide a detailed cost sheet which identifies all labor costs by facility for each month. The summation of all months shall equal the total annual labor cost provided in the Proposed Cost Worksheet for fiscal years 2017-2018 through 2021-2022. Detail shall include costs and number of FTEs for Lead Custodians, Day Custodians and Night Custodians.

Relief Custodians, Administration, Supervisors and Office Staff shall be reported as Administrative costs.

**EXHIBIT VII**

INSPECTION REPORT

Please insert, as a sample, a recent inspection report for a district comparable to Garland ISD.

**EXHIBIT VIII**

CLIENT LIST

Please attach a list of all school district’s your firm have executed contract’s over past 5 years. Proposer to provide three (3) reference letters with updated contact information. Minimum of two (2) different K-12 district or higher clients. GISD reserves the right to evaluate references not included in the submittal proposal.

**EXHIBIT IX – SUBMIT IN SEPARATE, SEALED ENVELOPE**

An electronic copy of worksheet is available on the district’s website at: <http://www.garlandisd.net/connect/do-business/current-opportunities> and listed as file **(RFP 186-17 Exhibit IX – Proposed Cost Worksheet)**. All proposing vendors shall download said worksheet, fully complete and submit with their proposal submission. Offers by proposers shall be fixed fees for one (1) year, with four (4) one-year extensions at the option of Garland ISD. Supply cost shall be adjusted annually by The Consumer Price Index.

**THE SEPARATE, SEALED ENVELOPE, shall include both a completed paper and an electronic flash drive copy of proposed cost worksheet.**

**REQUIRED EXHIBITS (Continued)****EXHIBIT X**

**PROPOSER QUESTIONNAIRE** – Please complete the questionnaire provided below for each question 1 through 15. Any/all questions not clearly documented and responded to may result in a non-responsive proposal submission and no award consideration granted.

- 1) Explain how your firm's unique business qualifications can benefit the Garland ISD?
  - a) Describe a brief history of your firm.
  - b) Describe your firm's philosophy regarding customer service.
  - c) Identify those programs or philosophies that are unique to your firm.
- 2) How will your company ensure exterior glass cleaning is performed to the frequency specified?
- 3) One expectation is that all campus grounds will be litter free. How will this be accomplished?
- 4) Garland ISD has two types of gym floors- Hardwood and Floor Tile.
  - a) Describe your maintenance routine for both types of gym floors.
  - b) Describe your training program for your personnel.
- 5) Describe your overall training system.
  - a) Does it include a spot check program? If yes, please explain.
  - b) How will you enforce the programs' standards and expectations?
  - c) How do you ensure all employees receive mandated safety and awareness training? Provide a sample training record.
- 6) Discuss pay and benefits. Pay scales and sample benefit packages should be included.
  - a) Describe transition program you would implement by describing how you would deal with current employees and how their salaries will be calculated.
- 7) What is your philosophy regarding the amount of cleaning area assigned to day people and the timing of duties?
- 8) How will security issues/concerns be addressed? Typical examples of security issues included failure to call or notify security before leaving the building and doors or windows left unlocked.
- 9) How would you ensure that custodians would be given sufficient time to complete all required tasks in each and every room?
- 10) How will you minimize absenteeism and how do you deal with cleaning the areas when an absence occurs?

## **REQUIRED EXHIBITS (Continued)**

### **EXHIBIT X (Continued)**

#### **PROPOSER QUESTIONNAIRE (Continued)**

- 11) Describe how your program will make our schools healthier environments?
- 12) How will you implement consistent cleaning standards for all schools?
- 13) Your proposal will include a schedule of equipment.
  - a) How will you ensure that all equipment is repaired in a timely manner?
  - b) What is the replacement criteria for each equipment type?
- 14) How will you ensure that our campuses will not run out of commonly utilized supplies?
- 15) Identify the added value benefits the district may derive as a result of contracting with your firm.

### **EXHIBIT XI**

#### **SAFETY AND LITIGATION**

Safety - Submit OSHA (Occupational Safety and Health Administration) inspection logs for the last three years, a loss analysis from the proposer's insurance carrier, and a loss history covering all lines of insurance coverage carried by the proposer. Proposer to indicate if they have ever been denied workers compensation insurance or denied renewal of workers compensation insurance. Proposer to indicate if they have ever been fined by OSHA. Proposer to provide copy of company's safety program with tabbed sections.

Safety Plan - Proposer to provide Safety Plan. Specifically, include working with students on-site. Provide resume of Safety Manager, if applicable. Confirm Drug and Alcohol program.

Litigation - Proposer to indicate and list if actively involved in any litigation with any past, previous, or current owner organization(s).

### **EXHIBIT XII**

Written transition plan for assuming custodial duties as referenced on page 19 of the RSP

### **EXHIBIT XIII**

Proposer to provide a minimum of five (5) custodial contracts. Past and current experience will be considered experience with K-12 district or higher facilities. Proposer should list K-12 district or higher education contracts in the past three (3) years of similar size and scope. Size example: cleanable square footage under contract. Scope: custodial contract with K-12 district or higher education client.

**REQUIRED EXHIBITS (Continued)****EXHIBIT XIV**

**THE FOLLOWING FORMS MUST BE COMPLETED,  
SIGNED AND RETURNED AS A PART OF THE  
BID PACKAGE SUBMISSION:**

**Supplier Questionnaire**

**Deviation/Compliance Form**

**Confidential Information Declaration & Copyright Authorization Form**

**Certification for Criminal History Check**

**Insurance Requirements**

**Certification Regarding Lobbying**

**Disclosure of Lobbying Activities**

**Clean Air & Water Act**

**Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion-Lower Tier Covered Transactions**



### Supplier Questionnaire

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1. Is your company certified by the state of Texas or the North Central Texas Regional Certification Agency as a small, women-owned, or minority business? Yes   
No   
 If yes, provide a copy of the certification with the Request for Proposal/Bid response.

2. List three (3) references of current customers similar in size and scope of services solicited in this RFP (preferably public schools)

A) School/Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact Name & Phone # \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Dates of Service \_\_\_\_\_

B) School/Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact Name & Phone # \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Dates of Service \_\_\_\_\_

C) School/Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact Name & Phone # \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Dates of Service \_\_\_\_\_

3. The Garland ISD has entered into Inter-Local Agreements for cooperative purchasing with the following public entities: City of Garland • Mesquite ISD • Plano ISD • Carrollton-Farmers Branch ISD

The Proposer agrees to honor orders for items or services included herein which may be placed by these entities? Yes   
No

4. Several governmental entities (a membership list is available at the EPCNT web site, listed below) have indicated an interest in being included in this contract. Yes   
 Should these governmental entities decide to participate in this contract, would you, (the proposer) agree that all terms, conditions, specifications, and pricing would apply? No   
 For information regarding the Educational Purchasing Cooperative of North Texas, please visit their website at the following address [www.epcnt.com](http://www.epcnt.com).

Several governmental entities (a membership list is available at the CTPA web site listed below) have indicated an interest in being included in this contract. Yes   
 Should these governmental entities decide to participate in this contract, would you, (the proposer) agree that all terms, conditions, specification, and pricing would apply? No   
 For information regarding the Central Texas Purchasing Alliance, please visit their website at the following address [www.txctpa.org](http://www.txctpa.org) .

## Supplier Questionnaire (continued)

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If you (the Proposer) checked yes, the following will apply. Governmental entities utilizing Internal Governmental contracts with the Garland Independent School District will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by a governmental entity other than Garland Independent School District will be billed directly to that governmental entity and paid by that governmental entity. Garland Independent School District will not be responsible for another governmental entity's debts. Each governmental entity will order their own material/service as needed.

5. The Garland ISD has authorized district employees to use a credit card (Bank of America Master Card) to make purchases for business purposes.

5.1. Will your company accept these credit card purchases? Yes  No

5.2. Does your company utilize level 3 data card processing information? Yes  No

6. Proposer's principal place of business (or main corporate office) is located in \_\_\_\_\_(state).

6.1. Proposer's principal place of business is located within the boundaries of the Garland Independent School District? Yes  No

6.2. Does your firm employ at least 500 persons in the state of Texas? Yes  No

7. Is your firm willing to honor the terms and conditions of this contract if awarded a contract as an alternate? Yes  No

8. Has your company filed any written declaration for bankruptcy protection, a potential merger or acquisition, office closure, pending lawsuits, financial loss that might affect your ability to perform under this contract? Yes  No

If your response is yes, please explain:

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9. Person who should be contacted regarding the bid to answer any additional questions:

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

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

## Supplier Questionnaire (continued)

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10. Provide a Dunn & Bradstreet (D&B) number for bidder's organization: \_\_\_\_\_

11. ORACLE iSUPPLIER:

Garland ISD has implemented Oracle iSupplier and will require the successful supplier to utilize this application. iSupplier is a collaborative application that enables Garland ISD and the supplier to communicate with each other. It enables suppliers to have real-time access, through a standard internet browser, to information such as purchase orders, invoice status and payments, and respond to Garland ISD with order acknowledgements and change requests. It also allows the supplier to input invoices through the portal if permitted by Garland ISD.

Does your firm agree to this requirement:

Yes  No



## Confidential Information Declaration & Copyright Authorization Form

The bidder must stamp in bold red letters the term "CONFIDENTIAL" or "PROPRIETARY" on every page of any part of a bid that the bidder claims is confidential or proprietary. *Furnishing confidential or proprietary information is discouraged.* The District cannot guarantee that the District will be allowed to keep the information submitted confidential. The District may reject as non-conforming any bid that contains confidentiality claims that the District in its sole discretion considers vague or unreasonable.

All Invitations to Proposal and parts of bids that are not marked as confidential or proprietary will generally be considered public information once the contract is awarded. The District assumes no liability or responsibility for release of any information not properly marked. The District assumes no liability or responsibility for release of any information that is properly marked but is determined by the Texas Attorney General or a court of law to be subject to release. In the event that the District receives a request for disclosure of material marked "confidential" or "proprietary", the District may request a ruling from the Texas Attorney General concerning whether such material must be disclosed.

Proposals asserted to be copyright protected in their entirety are unacceptable and may, in the District's sole discretion, be disqualified as non-responsive. By submitting copyrighted materials as part of your bid, you hereby grant the District authorization to reproduce and provide copies of such information in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552. By submitting copyrighted materials, you are representing that you have the authority to grant such authorization for the reproduction and release of such information. You further agree to waive any and all claims against the District regarding the release of such copyrighted information including, but not limited, to any claim of copyright infringement when released in response to a valid request for information under the Texas Public Information Act, Texas Government Code Chapter 552.

- Contents of this document are NOT considered Confidential or Proprietary
- Contents of this document ARE considered Confidential or Proprietary. Please identify the pages and/or sections declared Confidential or Proprietary by properly marking the pages &/or sections as confidential or proprietary and listing them below:

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The undersigned affirms that the District assumes no liability/responsibility for the release of any information if this form is not properly completed, signed and the appropriate pages clearly marked as directed. The undersigned further grants authorization for the reproduction and release of any information asserted to be copyright protected in response to a request for information under the Texas Public Information Act, and waives any and all claims regarding the release of such information.

\_\_\_\_\_  
Printed Name

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Signature Title Date

**Certification for Criminal History Check**  
**(In Compliance With Texas Education Code § 22.0834(A))**

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**“Covered employee”** - A “covered employee” is a person who is an employee, applicant, agent or Subcontractor of the Contractor or of any Subcontractor of the Contractor, if (a) the person has or will have work duties related to the Project that will be performed on District property or at another location on a regular or repeated basis, (b) students are regularly present at such location, and (c) the person will have verbal or physical interaction with, or be in direct proximity to, one or more students.

**“Direct contact with students”** - The contact that results from activities that provide substantial opportunity for verbal or physical interaction with students that is not supervised by a certified educator or other professional district employee. Contact with students that results from services that do not provide substantial [the] opportunity for unsupervised interaction with a [an individual] student or students, such as addressing an assembly, officiating a sports contest, or judging an extracurricular event, is not, by itself, direct contact with students. However, direct contact with students does result from any activity that provides substantial [the] opportunity for unsupervised contact with students, which might include [such as], without limitation, the provision of [individualized] coaching, tutoring, or other services to students.

**“Disqualifying conviction”** - A “disqualifying conviction” is a conviction of (a) any felony under the Texas Penal Code, (b) any offense for which the person is required to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure, (c) any equivalent offense under the laws of the United States or any other state, (d) any offense against a child, (e) misdemeanor possession of a controlled substance within 10 years, (f) any weapon offense, (g) theft, larceny, fraud, issuance of a bad check, theft by check above the class C misdemeanor level, or more than one offense at the class C level, (h) forgery, (i) altering an Official Document, (j) perjury, or (k) securing executing of a document by deception.

On behalf of \_\_\_\_\_ (“Contractor”), I certify that [check one]:

None of Contractor’s employees are *covered employees*, as defined above. The service contractor shall also certify that it will take reasonable steps to ensure that the conditions or precautions that have resulted in a determination that any person is not a covered contract employee continue to exist throughout the time that the contracted services are provided.

Or

Some or all of Contractor’s employee are *covered employees*. If this box is selected, I further certify that:

- (1) Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction.
- (2) If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days that it has done so. Noncompliance by Contractor with this certification may be grounds for contract termination.

---

Signature

Title

Date

## Insurance Requirements

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The Proposer shall purchase and maintain, in a company or companies licensed to do business in the State of Texas. Such insurance as will protect the Proposer and the District from claims set forth below, which may arise out of, or result from, the operations under the contract. The Proposer shall be a subscriber to the Texas Workers' Compensation Act for Workers' Compensation Insurance. The proposer shall file with the Director of Purchasing, before work is begun, certificates of such insurance which shall be subject to approval by the District as to the company providing insurance and the manner and adequacy of insurance protection. The Proposer shall, during the performance of this Agreement, keep in force the following insurance:

- a. Comprehensive General Liability\*(CGL)
  - 1) Bodily Injury .....\$250,000 each person, \$500,000 each occurrence,  
\$1,000,000 aggregate
  - 2) Personal Injury .....\$250,000 each person, \$500,000 each occurrence,  
\$1,000,000 aggregate
  - 3) Property Damage.....\$500,000 each occurrence
- b. Comprehensive Automobile Liability\*(CAL)
  - 1) Bodily Injury .....\$500,000 each person, \$500,000 each occurrence,  
\$1,000,000 aggregate
  - 2) Property .....\$100,000 each occurrence
- c. Workers' Comp. (as a subscriber to the Act) Statutory (per benefits of Texas Workers' Comp. Act)
- d. Employer's Liability
  - 1) Each accident .....\$300,000
  - 2) Disease .....\$300,000
  - 3) Disease for each employee.....\$300,000

\*In the alternate, CGL and CAL insurance coverage a combined single limit policy of \$500,000 for both property damage and bodily injury may be provided with 1 million dollar aggregate. Vendors having unsupervised access to students must have a minimum of \$100,000 claim/\$300,000 aggregate coverage for sexual abuse and molestation endorsed to their General Liability.

The Proposer shall either: (1) require each of its sub-contractors to procure and to maintain during the life of the sub-contract, Sub-contractor's Workers' Compensation Insurance as a subscriber to the act, Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified above, or (2) insure the activity of its sub-contractors in its own policy(ies).

All such policies of insurance shall contain a provision that they shall not be cancelled or altered nor the amount of coverage reduced until at least thirty (30) days after notice of such cancellation, alteration, or reduction has been delivered to the District.

Such policies of insurance shall be written by companies authorized by the Texas Department of Insurance to conduct business in the state and shall be satisfactory to the District. Proposer shall not commence work under this Agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

Self-Insurance: A proposer who self-insures for workers compensation must possess a Certificate of Authority to Self-insure issued by the Texas Workers Compensation Commission as a subscriber to the Workers' Compensation Act. By signing below, the bidder/prospective Proposer certifies that it possesses such certificate, and shall furnish a copy of the Certificate of Self Insurance with Proposal Invitation.

**The Certificate of Insurance must be presented prior to start of service. The policy must reflect Garland I.S.D. as "additional insured" or "co-insured".** The amount of deductibles and self-insurance retention must be shown on Certificate of Insurance.

By initialing below, the bidder certifies that it is capable of providing the type(s) and coverage of insurance required.  
\_\_\_\_\_(Initials)

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Company Name	Insured By	Printed Name	Certificate Number
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## Certification Regarding Lobbying

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Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) 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, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) 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 any agency, a Member of Congress, 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 Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

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Name/Address of Organization

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Name/Title of Submitting Official

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Signature

---

Date



## Disclosure of Lobbying Activities (SF-LLL)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0046

<p><b>1. Type of Federal Action:</b></p> <p><input type="checkbox"/> a. contract</p> <p><input type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p><b>2. Status of Federal Action:</b></p> <p><input type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p><b>3. Report Type:</b></p> <p><input type="checkbox"/> a. initial filing</p> <p><input type="checkbox"/> b. material change</p> <p><b>For Material Change Only:</b></p> <p>year _____ quarter _____</p> <p>date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b></p> <p><input type="checkbox"/> Prime                      <input type="checkbox"/> Subawardee</p> <p style="padding-left: 150px;">Tier _____, <i>if known:</i></p> <p><b>Congressional District, if known:</b></p>	<p><b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b></p> <p><b>Congressional District, if known:</b></p>	
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, <i>if applicable:</i></p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b></p> <p style="text-align: center;">\$</p>	
<p><b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i></p>	<p><b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p>	
<p><b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p><b>Signature:</b> _____</p> <p><b>Print Name:</b> _____</p> <p><b>Title:</b> _____</p> <p><b>Telephone No.:</b> _____      <b>Date:</b> _____</p>	
<p><b>Federal Use Only:</b></p>		<p>Authorized for Local Reproduction</p> <p>Standard Form LLL (Rev. 7-97)</p>

## **(Instructions for Completing Disclosure of Lobbying Activities (SF-LLL))**

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This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
  - (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

## Clean Air & Water Act

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I, the Proposer, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102,

Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

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Proposer Name

---

Title of Authorized Representative

---

Mailing Address

---

Signature

## **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(Before completing certification, read attached instructions on the following page.)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name

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Name and Title of Authorized Representative

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Signature

Date

## **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions Instructions**

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1. By signing (above) and submitting this form, the prospective lower tier participant is providing certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participants,” “person,” “primary covered transaction,” “principal,” “proposal” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction; unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.

**ATTACHMENT A - Designated Facilities**

<b>School Name &amp; Address</b>	<b>Estimated Cleanable Square Footage</b>	<b>Number of FTEs Required</b>
Austin Academy for Excellence 1125 Beverly Drive Garland, TX 75040	94,851	4
Brandenburg Middle School 626 Nickens Drive Garland, TX 75043	112,556	5
Bussey Middle School 1204 Travis Street Garland, TX 75040	112,345	5
Coyle Middle School 4500 Skyline Drive Rowlett, TX 75088	113,287	5
Hudson Middle School 4405 Hudson Drive Sachse, TX 75048	129,789	5
Jackson Technology Center 1310 Bobbie Lane Garland, TX 75042	123,571	5
Lyles Middle School 4655 South Country Club Road Garland, TX 75043	125,741	5
O'Banion Middle School 700 Birchwood Drive Garland, TX 75043	115,401	5
Sam Houston Middle School 2232 Sussex Drive Garland, TX 75041	100,119	4
Schrade Middle School 6201 Dandridge Road Rowlett, TX 75089	123,850	5
Sellers Middle School 1009 Mars Drive Garland, TX 75040	106,347	5
Webb Middle School 1610 Spring Creek Drive Garland, TX 75040	109,553	5
Garland High School 310 S Garland Avenue Garland, TX 75040	295,061	11
Lakeview Centennial High School 3505 Hayman Drive Garland, TX 75043	297,964	11
Memorial Pathway Academy 2825 S First Street Garland, TX 75041	69,140	3

**ATTACHMENT A - Designated Facilities (continued)**

<b>School Name &amp; Address</b>	<b>Estimated Cleanable Square Footage</b>	<b>Number of FTEs Required</b>
Naaman Forest High School 4843 Naaman Forest Blvd. Garland, TX 75040	327,618	12
North Garland High School 2109 W Buckingham Road Garland, TX 75042	345,383	13
Rowlett High School 4700 Kirby Road Rowlett, TX 75088	360,970	13
Sachse High School 3901 Miles Road Sachse, TX 75048	358,828	13
South Garland High School 600 Colonel Drive Garland, TX 75043	312,887	12
Career & Technical Education 1005 N President George Bush Hwy. Garland, TX 75040	122,320	5
Garland AEC 2015 S Country Club Road Garland, TX 75041	32,709	2
Jill Shugart Professional Development Center 870 W Buckingham Garland, TX 75040	37,774	2
Curtis Culwell Center 4999 Naaman Forest Blvd. Garland, TX 75040	186,830	7
GISD Employee Clinic 3121 N President George Bush Hwy., Suite B3 Garland, TX 75040	2,573	1
Garland High School/Williams Stadium Field House East Dressing Rooms Weight Rooms 510 Stadium Drive Garland, TX 75040	19,689 5,017 3,033	1
Homer B Johnson Stadium Field House 1029 E Centerville Rd Garland, TX 75041	4,460	.5 August - December

**ATTACHMENT A - Designated Facilities (continued)**

<b>The following facilities are used on a seasonal basis. Calculations should be based on one (1) FTE to cover all of these facilities.</b>		
<b>School Name &amp; Address</b>	<b>Estimated Cleanable Square Footage</b>	<b>Number of FTEs Required</b>
Garland High School – Softball Fields Concessions and Restrooms 870 W Buckingham Rd. Garland, TX 75040	1,630	.05
Lakeview High School – Baseball Fields Concessions and Restrooms 3505 Hayman Dr. (Field) Garland, TX 75043-1920	1,632	.05
Lakeview High School – Softball Fields Concessions and Restrooms 3505 Hayman Dr. (Field) Garland, TX 75043-1920	1,632	.05
Naaman Forest HS – Baseball Fields Concessions and Restrooms 4843 Naaman Forest Blvd. Garland, TX 75040	1,635	.05
Naaman Forest HS – Softball Fields Concessions and Restrooms <b>Under Construction until Spring 2017</b> 4843 Naaman Forest Blvd. Garland, TX 75040	<b>Under Construction</b> 1,635	.05
North Garland HS – Baseball & Softball Concessions and Restrooms 2109 W Buckingham Rd. Garland, TX 75042	1,635	.05
Rowlett HS Concessions and Restrooms 4700 Kirby Rd. Rowlett, TX 75088	1,600	.05
Sachse HS – Baseball Fields Concessions and Restrooms 3901 Miles Rd. Lot 2 Sachse, TX 75048-4621	1,650	.05
Sachse HS – Softball Fields Concessions and Restrooms 3901 Miles Rd. Lot 1 Sachse, TX 75048-4621	1,650	.05
South Garland HS – Baseball Fields Concessions and Restrooms 600 Colonel Dr. Garland, TX 75043	1,370	.05
South Garland HS – Softball Fields Concessions and Restrooms 600 Colonel Dr. Garland, TX 75043	1,370	.05



## ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES

### CLEANING REQUIREMENTS

#### District Areas to be serviced by Day/Night Staff:

#### 1 – AUDITORIUMS

##### **A. After each use (or more frequently if need arises)**

1. Sweep and damp mop all hard surface floor areas.
2. Vacuum carpeted areas. Spot clean carpet as needed.
3. Remove all trash daily or after each usage.
4. Dust mop and mop stage area as needed.
5. Remove gum from carpet and seats.

##### **B. Each Six Months (or more frequently if needed)**

1. Dust side walls (to ceiling, height 10 ft.).
2. Hot water extraction aisle areas as needed.
3. Detail Clean auditorium seats.

##### **C. As needed**

1. High Dusting – clean and dust air ducts, vents, ceiling fans, and surrounding areas.
2. Light Replacement – replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
3. Provide and spread an approved de-icer as required or requested by GISD.

#### 2 – CAFETERIAS (Kitchens Excluded)

##### **A. Daily (or more frequently if need arises)**

Contractor is required to provide adequate staff to conduct cleaning to include but not limited to:

1. Trash removal & replace liners.
2. Mop bucket, mop and broom in place.
3. Continual cleaning throughout all breakfast and lunch periods.
4. After lunch and breakfast are complete, clean these areas to include:  
Mop hard surface floor, spot clean carpet daily, clean tables and make area ready for other activities.
5. Clean and disinfect water fountain.
6. Spot clean walls as necessary.
7. Spot clean glass.
8. Furniture dusted and wiped with damp cloth. This task will be performed after breakfast and lunch.
9. Hard surfaced floors swept and remove gum as needed.
10. Mop hard surfaced floors with disinfectant.
11. Wipe tables with disinfectant and remove gum as needed.
12. Carpeted areas must be spot cleaned daily.

##### **B. Weekly (or more frequently if need arises)**

1. High speed burnish all resilient floors.
2. Wash out all trash containers.
3. Scrub floors weekly with disinfectant.

## ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES

### CLEANING REQUIREMENTS

#### 2 – CAFETERIAS (continued)

**C. Quarterly (or more frequently if need arises)**

1. Wash and sanitize all walls.
2. Spot clean walls and doors.
3. Lighting fixtures cleaned.

**D. As needed**

1. High Dusting – clean and dust air ducts, vents, ceiling fans, and surrounding areas.
2. Light Replacement – replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
3. Provide and spread an approved de-icer as required or requested by Garland ISD.
4. Strip, seal and apply floor finish to tile and resilient floors including kitchen floor area as needed, per Garland ISD.
5. Remove dust from underneath tables and chairs.

#### 3 - CLASSROOMS

**A. Daily (or more frequently if need arises)**

1. Sweep and dust mop all hard surfaced flooring to insure dust free floors with special attention to hard-to-reach areas.
2. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
3. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary.
4. Dust and clean all horizontal surfaces such as desks, files, window sills, pictures, tables, telephones, chalkboard trays, etc. being careful not to disturb papers on these surfaces.
5. Remove all fingers prints, scuff marks and chewing gum wherever found such as around light switches, door frames, etc.
6. Clean tops of desks. Remove marks as necessary. Contractor will not be responsible for student damage to desk.

**B. Weekly (as needed)**

1. Clean and treat all chalkboards with approved product.
2. Clean erasers as necessary.
3. Dust computers and clean monitors. Clean screens with feather duster.
4. Detail clean all lab tables, treating surfaces for effervescing.
5. Wet mop all tile floors.

**C. Monthly (as needed)**

1. High Speed all resilient floors.
2. High dusting.
3. Utilize E-Mist application or equivalent to help sanitize rooms.

**D. As needed**

1. Strip, seal and apply finish to tile and all resilient floors.
2. Hot water extraction of all carpeted areas (minimum of two (2) times a year or as requested)
3. Clean lighting fixtures.
4. Clean window blinds.
5. High Dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.

## ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES

### CLEANING REQUIREMENTS

#### **3 – CLASSROOMS (Continued)**

6. Light Replacement – replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
7. Provide and spread an approved de-icer as required or requested by Garland ISD.

#### **CLASSROOMS – Day / Night Staff (at beginning and close of each shift)**

##### **A. Daily (or more frequently if need arises)**

1. Monitor halls and stairway areas for trash a minimum of three times a day.
2. Monitor and restock restrooms as necessary a minimum of three times a day.
3. Wash, clean and sanitize all water fountains.
4. Police for litter and debris outside perimeter of buildings to the property line including fence lines.
5. Monitor the cafeteria after break and each lunch period, emptying trash and replacing with clean liners, pick up trash off floor and cleaning tables and chairs.
6. Detail clean cafeteria in afternoons (See Specifications for Cafeteria).
7. Police office and clinic area one time a day.
8. Police atrium areas after break and lunch.
9. Police teacher's lounge twice a day to include the restroom.
10. Assist school representatives on special projects such as a set-up, water leaks, desk moving, furniture, moving of boxes or freight, clean and disinfect areas after ill students, etc.
11. Sweep entrance mats, spot clean doors and partition glass.
12. Clean trophy display, spotting glass as necessary.
13. Detail clean auditorium (See Specifications for Auditorium).
14. Collect and remove to a designated area on the premises, all normal building waste paper, boxes and waste materials from cafeteria and rubbish.
15. Secure all doors and turn out lights at designated times.
16. Remove all objects above lockers in halls.
17. Detail clean and disinfect all lab tables.

##### **B. Weekly (or more frequently if need arises)**

1. Wash and spot clean walls in main hall areas.
2. Wash and spot clean glass, attendance office, side glass and partitions.
3. Dust top of lockers.

##### **C. As needed**

1. Assist Garland ISD staff as needed.

#### **4 – FINE ARTS ROOMS**

##### **A. Daily (or more frequently if need arises)**

1. Sweep and dust mop all hard surfaced flooring to insure dust free floors with special attention to hard-to-reach areas.
2. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
3. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary.

## ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES

### CLEANING REQUIREMENTS

#### 4 – FINE ARTS ROOMS (Continued)

4. Dust clean all horizontal surfaces, such as desks, files, window sills, pictures, tables, telephones, etc. being careful not to disturb papers on these surfaces.
5. Remove all fingerprints, scuff marks and chewing gum wherever found such as around light switches, door frames, etc.
6. Clean tops of desks. Remove marks as necessary.

#### **B. Weekly (or more frequently if need arises)**

1. Clean and treat all chalkboards with approved product.
2. Clean erasers as necessary.

#### **C. Monthly (or more frequently if need arises)**

1. High speed all resilient floors.
2. High dusting.
3. Wash walls as necessary.
4. Utilize E-Mist application or equivalent to sanitize rooms.

#### **D. As needed**

1. Strip, seal and apply floor finish to tile and all resilient floors.
2. Extract all carpeted areas as needed.
3. Clean light fixtures.
4. High Dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
5. Light Replacement – replacement light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
6. Provide and spread an approved de-icer as required or requested by GISD.

#### 5 - LIBRARIES

#### **A. Daily (or more frequently if need arises)**

1. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
2. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary.
3. Dust clean all horizontal surfaces; such as desks, files, window sills, pictures, tables, telephones, etc., being careful not to disturb papers on these surfaces.
4. Clean all glass furniture tops; damp wipe and polish as necessary.
5. Dust clothing racks, shelving and closets. Wipe, wash or polish as necessary.
6. Remove all fingerprints, scuff marks and chewing gum wherever found such as around light switches, door frames, etc.

#### **B. Weekly (or more frequently if need arises)**

1. Dust all picture frames, charts, graphs and similar wall hangings not reach in nightly cleaning.
2. Dust all window sills and frames.
3. Dust all vertical surfaces such as walls, partitions, ventilating louvers, fresh air grills and others not reached in nightly cleaning.
4. Clean all interior partition glass as necessary.
5. Dust shelf ledges by sections at librarian's request.

**ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES****CLEANING REQUIREMENTS****5 – LIBRARIES (Continued)****C. Quarterly**

1. Dust all venetian blinds and areas not reached in nightly cleaning.
2. Utilize E-Mist application or equivalent to sanitize libraries.

**D. As needed**

1. Extract all carpeted areas as needed.
2. Clean light fixtures.
3. High Dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
4. Light Replacement – replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.

**6 – OFFICE AREAS****A. Daily (or more frequently if need arises)**

1. Vacuum all carpeted areas and rugs, file cabinets, etc.
2. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary.
3. Dust clean all horizontal surfaces, such as desks, files, window sills, pictures, tables, telephones, etc., being careful not to disturb papers on these surfaces.
4. Clean all glass furniture tops, damp wipe and polish as necessary.
5. Dust clothing racks, shelving and closets. Wipe, wash or polish as necessary.
6. Remove all fingerprints, scuff marks and chewing gum wherever found such as around light switches, door frames, etc.
7. Spot mop hard surface floors.

**B. Weekly (or more frequently if need arises)**

1. Dust all picture frames, charts, graphs and similar wall hangings not reached in nightly cleaning.
2. Dust all window sills and frames.
3. Dust computers and monitors. Clean monitor screens with feather duster.
4. Dust all vertical surfaces such as walls, partitions, ventilating louvers, fresh air grills and others not reached in nightly cleaning.
5. Clean all interior partition glass as necessary.
6. Spot clean walls and doors around light switch plates and door handles.

**C. Quarterly**

1. Dust all venetian blinds and areas not reached in nightly cleaning.
2. Clean interior lens of lighting fixtures.
3. Air conditioning supply and return diffusers and exhaust vents dusted.
4. Utilize E-Mist application or equivalent to help sanitize office areas.

**D. As needed**

1. Hot water extraction of all carpet areas as needed.
2. Clean exterior and interior windows with six (6) foot ladder.
3. High Dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
4. Light Replacement – replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.

**ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES****CLEANING REQUIREMENTS****7 – OUTSIDE POLICING (at start of each shift)****A. Daily**

1. Walk perimeter of school building removing all debris.
2. Clean atrium areas to main building.
3. Sweep entrance areas to main building.
4. Empty all trash containers.
5. Police parking lots to fence lines including curb area corners.
6. Wash clean entry mats.
7. Wash clean outside trash containers.

**8 – PUBLIC AREAS****A. Daily (or more frequently if need arises)**

1. Sweep and dust mop all hard surfaced flooring to insure dust free floors with special attention to hard-to-reach areas.
2. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
3. Sweep (or vacuum clean, if carpeted) all stairways; mop as often as necessary.
4. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary.
5. Collect and remove to a designated area on the premises, all normal building wastepaper, cardboard boxes, waste materials and rubbish. Waste and/or rubbish bags shall be provided by Contractor Recycling Program.
6. Dust clean all horizontal surfaces, such as window sills, pictures, tables, telephones, etc.
7. Wash, sanitize and polish all water fountains.
8. Keep custodial sinks and closets in clean and orderly condition.
9. Dust all baseboards; remove stains if possible.
10. Keep service corridors on each floor, including lobby floor, in clean and orderly condition.
11. Remove all fingerprints, scuff marks and chewing gum wherever found such as around light switches, door frames, etc.
12. Wash glass partitions as necessary, walls and doors will be spot cleaned as well as glass.
13. Spot clean entry door glass and chrome nightly.
14. Dust/wash all directory boards and trophy cases as necessary, remove fingerprints and smudges.
15. Spot clean lockers, top and bottom.

**B. Weekly**

1. Clean all partition glass.
2. Burnish all resilient floors (classroom halls three times a week).
3. Dust all handrails and treads.
4. Scrub tile floors with scrubbing machine.
5. Clean/remove gum from entry and sidewalks.

## ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES

### CLEANING REQUIREMENTS

#### **8 – PUBLIC AREAS (Continued)**

**C. Quarterly (as needed)**

1. Recondition tile areas as necessary.
2. Dust all venetian blinds and areas not reach in nightly cleaning.
3. Burnish all classrooms, science rooms, art rooms and homemaking rooms.

**D. Semi-Annually (as needed)**

1. Strip, seal and apply floor finish to all resilient floors.

**E. As needed**

1. Extract all carpeted areas as needed.
2. Interiors of lockers to be cleaned beginning the first week after school ends.
3. High Dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
4. Light Replacement – replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
5. Provide and spread an approved de-icer as required or requested by GISD.

#### **9 – RESTROOMS**

**A. Daily (or more frequently if need arises)**

1. Sweep, wet mop and disinfect all flooring.
2. Wash and polish all mirrors, powder shelves, bright work, enameled surfaces, etc., including but not limited to, flush meters, piping and toilet seat hinges.
3. Wash with a disinfectant, and wipe dry, both sides of all toilet seats.
4. Wipe clean all toilet tissue, soap, towel and sanitary napkin dispensers and disposal units.
5. Wash and disinfect all basin, bowls, urinals and showers.
6. Spot clean all partitions, tile walls, enamel surface, dispensers and receptacles, using proper disinfectant.
7. Wash clean underneath sinks, bowls and urinals.
8. Fill toilet tissue holders, soap dispensers, towel dispensers and sanitary napkin dispensers.
9. Remove wastepaper and refuse to a designated area.
10. Remove markings/writing from walls as necessary.
11. Clean and dry polish bright metal work.
12. Install air freshener as supplied by GISD.

**B. Weekly**

1. Wash walls and partitions.
2. Dust all lighting fixtures, vents, louvers and air conditioning grills.
3. Scrub floors as needed.

**C. Special**

1. High Dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
2. Light Replacement – replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
3. Quarterly utilize E-Mist application or equivalent to help sanitize restrooms.

**ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES****CLEANING REQUIREMENTS****10 – GYMS AND FIELD HOUSES - including Williams Stadium and HBJ Stadium****A. Daily (or more frequently if need arises)**

1. Sweep, wet mop and disinfect all flooring, with exception of gym floor.
2. Wash and polish all mirrors, powder shelves, bright work, enameled surfaces, etc., including, but not limited to, flush meters, piping and toilet seat hinges.
3. Wash with a disinfectant, and wipe dry, both sides of all toilet seats.
4. Wipe clean all toilet tissue, soap, towel and sanitary napkin dispensers and disposal units.
5. Wash clean underneath sinks, bowls and urinals.
6. Wash and disinfect all basins, urinals and showers.
7. Fill toilet tissue holders, soap dispensers, towel dispensers and sanitary napkin dispensers.
8. Clean gym floors removing all debris.
9. Clean bleacher area of all debris.
10. Dust mop and mop gym floors removing all debris.
11. Vacuum all carpeted areas and rugs. Remove spots as needed.
12. Office Areas – refer to Office Requirements.
13. During sporting events, gyms are to be cleaned before games start and after games are completed.

**B. Weekly (or more frequently if need arises)**

1. Thoroughly clean carpet.
2. Thoroughly clean laundry rooms.
3. Clean all areas under bleacher and remove debris. Areas under bleachers must be cleaned thoroughly after each activity prior to folding.
4. Wash all partitions, tile walls, enamel surfaces, dispensers and receptacles, using proper disinfectant.
5. Wash clean underneath sinks, bowls and urinals.

**C. As needed**

1. Strip, seal and wax tile and all resilient floors.
2. Scrub showers and restroom floors.
3. High Dusting – clean and dust air ducts, vents, ceiling fans, bar joists and surrounding areas.
4. Light Replacement – replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
5. Provide and spread an approved de-icer as required or requested by Garland ISD.
6. Screen and apply refinish wood gym floor finish as approved by the District.
7. Monthly have all lockers emptied and opened to apply E-Mist application or equivalent sanitizer to surfaces



## ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES

### CLEANING REQUIREMENTS

#### 11 – STADIUM FACILITIES (located at High Schools)

##### **A. Before and After each game and/or scheduled event (or more frequently if need arises)**

1. Sweep, wet mop and disinfect all inside floors of ticket offices, restrooms, concession rooms and press box room areas.
2. Wash and polish all restroom mirrors, powder shelves, bright work, enamel surfaces, counter tops, etc., including but not limited to, flush meters, piping and toilet seat hinges.
3. Wash with a disinfectant, and wipe dry, both sides of all toilet seats.
4. Wipe clean all toilet tissue, soap, towel and sanitary napkin dispensers and disposal units.
5. Wash and disinfectant all restroom basins, bowls, urinals and showers.
6. Spot clean all restroom partitions, tile walls, enamel surfaces, dispensers and receptacles, using proper disinfectant.
7. Wash clean underneath sinks, bowls and urinals.
8. Fill toilet tissue holders, soap dispensers, towel dispensers and sanitary napkin dispensers.
9. Remove markings/writing from walls as necessary.
10. Install air freshener as supplied by GISD.
11. Clean and remove all debris from bleacher seating area including debris which has fallen underneath the bleacher.
12. Sweep bleacher floors/foot area of all debris and dispose.
13. Empty all trash cans, internal and external, of debris and replace clean and new trash can liners.
14. Provide and spread an approved de-icer as required or requested by GISD.
15. Clean and remove gum from bleacher seating areas.
16. Remove any/all debris from facility grounds and parking lots.
17. Dispose of all trash containers and debris to a district approved trash or recycle container.

#### 12 – CURTIS CULWELL CENTER (CCC)

Please note the CCC cleaning requirements for *office and restrooms* shall adhere to the requirements as stated herein sections 6 through 9 above and shall apply during normal business hours of 8:00 a.m. to 5:00 p.m. local standard time. The cleaning requirements/ specifications listed below A through E represent cleaning requirements for scheduled events at the CCC during said normal business hours as well as after “normal” CCC business hours as scheduled and required by the CCC.

##### **A. Arena Concourse**

1. Prior to and after a scheduled event; sweep, mop and buff concourse floors.
2. Prior to and after a scheduled event; sweep and mop grand staircase floors.
3. Prior to and after a scheduled event; dust inside window and door frames within arms-reach and clean inside windows and door frames within arms-reach of fingerprints and smudges.

**ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES****CLEANING REQUIREMENTS****12 – CURTIS CULWELL CENTER (CCC) (Continued)****B. Arena Suites, First Aide Room and Elevator**

1. Prior to and after a scheduled event; wipe down counter tops, sinks, tables and chairs.
2. Prior to and after a scheduled event; sweep floors, clean baseboards, mop floors and empty trash cans.
3. Arena Suites floors to be swept, baseboards cleaned, counter tops and sinks wiped clean once a week if no events are scheduled.
4. Prior to and after a scheduled event; sweep, mop floors and empty trash can in first aide room.
5. First aide room to be cleaned and floor buffed once a week if no events scheduled.
6. Prior to and after a scheduled event; wipe down elevator doors for fingerprints and smudges, sweep and mop elevator floor.

**C. Arena Ticket Office**

1. Prior to and after a scheduled event; sweep, mop floors and empty trash cans.
2. Prior to and after a scheduled event; dust countertops and clean ticket windows of fingerprints and smudges.

**D. Arena Restrooms**

1. Prior to and after a scheduled event; sweep and mop floors and clean walls of dirt, waste, fingerprints and smudges.
2. Prior to and after a scheduled event; clean, sanitize and wipe down each toilet, urinal, hand wash area and walls thoroughly.
3. Prior to and after a scheduled event; wipe down all restroom mirrors for fingerprints and smudges.
4. Prior to and after a scheduled event; check light bulb covers for dead bugs, clean and dust as needed.
5. Prior to and after a scheduled event; check for light bulb outages and report immediately to CCC operations for replacement.
6. Prior to and after a scheduled event; check to assure sanitary napkin machines are at full capacity in women's restrooms and report immediately to CCC operations for replenishment.
7. Prior to and after a scheduled event; empty (all) restroom and stall trash cans.
8. Prior to and after a scheduled event; thoroughly wipe down and sanitize family restroom changing tables, check to assure towel levels are a full capacity and report immediately to CCC operations for replenishment.
9. Dust arena restroom air vents once a week.

**E. Arena Locker Rooms**

1. Prior to and after a scheduled event when locker rooms are utilized; sweep, vacuum and mop floors.
2. Prior to and after a scheduled event when locker rooms are utilized; sanitize and wipe down each toilet, urinal, shower and hand wash area thoroughly.
3. Prior to and after a scheduled event when locker rooms are utilized; wipe down all mirrors for fingerprints and smudges.
4. Prior to and after a scheduled event when locker rooms are utilized; check light bulb covers for dead bugs, clean and dust as needed.

## ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES

### CLEANING REQUIREMENTS

#### 12 – CURTIS CULWELL CENTER (CCC) (Continued)

5. Prior to and after a scheduled event when locker rooms are utilized; check for light bulb outages and report immediately to CCC operations for replacement.
6. Prior to and after a scheduled event when locker rooms are utilized; check to assure sanitary napkin machines are at full capacity in women's restroom area and report immediately to CCC operations for replenishment.
7. Prior to and after a scheduled event; empty (all) restroom and stall trash cans.
8. Dust locker room air vents weekly.
9. Buff locker room floors weekly.
10. Prior to and after a scheduled event when locker rooms are utilized; sweep, vacuum and mop floors and empty trash cans in each coaches' office.

#### 13 – GENERAL AND MISCELLANEOUS

##### A. Daily (or more frequently if need arises)

1. Lock all interior doors at times designated by school representative.
2. Lock all exterior doors at times designated by school representative.
3. Re-check doors periodically. Final check of doors at end of cleaning shift.
4. Turn off all lights starting at 3:30 p.m. each day. Have cleaning personnel keep all lights off with exception of work area.
5. Secure and set security system as designated by school representatives.
6. Keep custodial closets locked at all times.
7. Items found during the course of cleaning should be turned into office lost and found. Books, notebooks, clothes, jewelry, etc.
8. Move desk and chairs to classrooms as required by school representatives.
9. Move tables and chairs for set-ups as requested by school representatives.
10. Provide labor for special projects during the course of the day.
11. Keep entry area wiped dry on rainy days.
12. All custodial closets must be kept clean and orderly.

##### B. As needed

1. Carpet cleaning, by extraction method only. **(Bonnett & Foam Shampoo not acceptable).**
2. All exterior glass will be cleaned as needed.
3. High Dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
4. Light Replacement – replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
5. Provide and spread an approved de-icer as required or requested by GISD.
6. Remove trash and debris from parking lots, tennis courts and baseball field and other outside facilities as needed.

##### C. Summer

1. High pressure wash entries to facilities as needed to remove gum, soft drink syrups, etc.
2. High pressure wash outdoor bleachers as needed to remove gum, grit, soft drink syrups, etc.
3. Wash clean all interior and exterior glass/windows.

## ATTACHMENT B – SPECIFICATION OF CLEANING SERVICES

### CLEANING REQUIREMENTS

#### **13 – GENERAL AND MISCELLANEOUS (Continued)**

4. Thoroughly clean all facilities.
5. Wipe clean all toilet tissue, soap, towel and sanitary napkin dispensers and disposal units.
6. Wash and disinfect all basins, bowls, urinals and showers.
7. Wash clean underneath sinks, bowls and urinals.
8. Fill toilet tissue holders, soap dispensers, towel dispensers and sanitary napkin dispensers.
9. Clean floor treated with gym cleaner product as needed.
10. Clean bleacher area.
11. Dust mop and mop gym floor removing all debris.
12. Vacuum all carpeted areas and rugs. Remove spots as necessary.
13. Office areas – refer to Office Specifications.
14. During sporting events, gyms are to be cleaned before games start and after games are completed.

#### **D. Weekly (or more frequently if need arises)**

1. Thoroughly clean carpet.
2. Thoroughly clean laundry rooms.
3. Clean all areas under bleachers. Areas under bleachers must be cleaned thoroughly after each activity prior to folding.
4. Wash all partitions, tile walls, enamel surfaces, dispensers and receptacles, using proper disinfectant.
5. Wash clean underneath sinks, bowls and urinals.

#### **E. As needed**

1. Strip, seal and apply floor finish to tile and all resilient floors.
2. Scrub showers and restroom floors.
3. High Dusting – clean and dust air ducts, vents, ceiling fans and surrounding areas.
4. Light Replacement – replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
5. Provide and spread an approved de-icer as required or requested by GISD.

#### **F. Annually**

1. Screen and apply refinish wood gym floor finish as approved by the District.

#### **14 – EXCLUSIONS**

**All MECHANICAL ROOMS are excluded from services of this Contract.**