

**RFP - #01-2020**

**REQUEST FOR PROPOSAL**

**JANITORIAL and CUSTODIAL**

**SERVICES**



**FOR**

**PRAIRIELANDS GROUNDWATER  
CONSERVATION DISTRICT**

**Ellis, Hill, Johnson, and Somervell  
Counties, Texas**

**PRAIRIELANDS GROUNDWATER CONSERVATION DISTRICT**  
**PROPOSAL SUBMISSION PROCEDURES**

**Invitation to Submit Proposal**

The Board of Directors of the Prairielands Groundwater Conservation District (District) invites qualified contractors having sufficient experience in providing janitorial and custodial services for an office facility.

The awarded Contractor shall provide all labor, materials, and equipment for janitorial and custodial services. The proposal should include a price estimate for compensation of the performance of the services listed below. The District shall reimburse quarterly for actual cost of paper, plastics, and other cleaning chemicals or materials used.

Work shall include but not limited to all duties required to maintain a clean work environment for all District offices, hallways, restrooms etc. and other related work as needed or required by the District. The purpose of this proposal is to set prices for future janitorial and custodial needs. A non-mandatory, pre-solicitation walkthrough of the work site will be available to interested contractors.

There is no expressed or implied obligation for the Prairielands Groundwater Conservation District to reimburse for any expenses incurred in preparing proposals in response to this request.

**Contact**

Any inquiries regarding this District or this invitation should be directed to:

Kathy Turner Jones, General Manager  
Prairielands Groundwater Conservation District  
208 Kimberly Dr  
Cleburne, TX 76031  
Phone: 817-556-2299 ~ FAX: 817-556-2305  
[kjones@prairielandsgcd.org](mailto:kjones@prairielandsgcd.org)

**Submission Schedule**

All proposals must be received at the above address no later than:

**5:00 PM, Wednesday, August 12, 2020.**

Proposals must be in a sealed envelope clearly marked **Janitorial and Custodial Services Proposal**. Two (2) copies of the complete proposal are required.

## **Anticipated Scope of Services**

### **Services to be Rendered Twice a Week**

- Trash receptacles will be emptied, and liners replaced.
- Hard surface floors will be dust mopped.
- All restroom supplies, such as soap, paper towels, and toilet paper will be restocked.
- Commodes and urinals will be cleaned inside and out using a germicidal treatment
- Sinks, countertops, and door handles will be cleaned using a germicidal treatment.
- All mirrors and fixtures will be cleaned.
- Breakroom tables will be wiped and disinfected.

### **Services to be Rendered Once a Week**

- Dust all horizontal surfaces, including desktops, shelves, cubicle tops, file cabinets, windowsills and ledges to remove dust and debris.
- All carpeted areas and mats will be vacuumed including areas under desks and chairs.
- Hard surface floors will be thoroughly wet mopped using fresh/clean mop water.
- Doors and kick plates will be cleaned to remove fingerprints and non-permanent smudges
- Light switch plates will be wiped
- Granite sealer applied to all granite countertops
- Exterior of refrigerators will be wiped.
- All entrance glass doors and windows in the foyer will be cleaned.
- Outside entrance area (Front only) will be swept and policed for trash.
- Interior glass windows will be spot cleaned as necessary.
- All drinking fountains will be polished and sanitized.
- Interior and exterior of microwave will be cleaned.

### **Services to be Rendered Monthly**

- Blinds, baseboards and air vents will be dusted.
- High and low dusting of ledges, pictures, and windows.
- Bi-monthly spot clean of carpet as needed.

### **Services to be Rendered Annually**

- Annual full carpet cleaning upon management approval.
- Annual scrub of tiles surfaces and cleaning of grout between tiles.
- Bi-annual cleaning of all exterior windows.

### **Janitorial Closet**

- Closet will be kept clean and organized.
- All supplies will be neatly organized, labeled, and SDS sheets will be included.
- All mop buckets will be emptied after each use.
- All mop heads and cleaning cloths will be cleaned and sanitized or replaced on a regular basis.

## **Proposal Requirements**

1. Title page – include the company's name, address, and a name and telephone/fax number of contact person. The proposer shall be a company with a least three (3) years' experience in janitorial and custodial services. Proposer may be required to submit documentation for years of experience.

2. A pricing quote and a statement to the effect that the amount quoted is an estimate.
3. A minimum three (3) references from current or previous customers for like services requested. Preferred references are from governmental entities.

### **Contract Term**

It is the intention of the District to award a contract for a five-month period with an option to renew for a one-year period beginning in 2021. Both the District and the awarded Contractor shall have the option to automatically renew this contract for an additional four (4) one-year periods. The contract shall renew automatically unless either party notifies the other party of its intent to terminate the agreement with a 30-day advanced written notification. At the sole option of the District, the Contract may be further extended as needed, not to exceed a total of six (6) months. Selected Contractor will be required to commence within fourteen (14) days of delivery of an executed contract and Purchase Order. The services shall be accomplished per the Anticipated Scope of Work and Services as identified within this solicitation and negotiated contract.

### **Current Information Regarding Prairielands Groundwater Conservation District**

The Prairielands Groundwater Conservation District was created in 2009 by the 81st Texas Legislature under the authority of Section 59, Article XVI, of the Texas Constitution, and in accordance with Chapter 36 of the Texas Water Code.

The District is a governmental agency and a body politic and corporate. The District is created to serve a public use and benefit and is essential to accomplish the purposes of Section 59, Article XVI, Texas Constitution.

The boundaries of the District are coextensive with the boundaries of Ellis, Hill, Johnson, and Somervell Counties, Texas.

The District employs eight (7-8) full-time employees.

The membership of the Board of Directors for the District consists of eight (8) appointed members. Members serve staggered four-year terms.

**The Prairielands Groundwater Conservation District reserves the right to reject any or all proposals or any part thereof, to waive immaterial technicalities in the quoting, and to accept the proposal deemed most favorable to the Board after all proposals have been examined and evaluated.**