



Invitation to Bid (“ITB”)
Contract for Janitorial Services

ITB NO. 22-002

EVENT	DATE
Issuance of ITB	Tuesday, November 11, 2021
1 st Publication Date	Tuesday, November 11, 2021
2 nd Publication Date	Tuesday, November 16, 2021
<u>Mandatory</u> Pre-Bid Meeting/Tour @ 10:00 A.M.	Wednesday, November 17, 2021
ITB Question Deadline (5:00 p.m.)	Thursday, November 18, 2021
Bid Submission Deadline (10:00 a.m.)	Thursday, December 2, 2021
City Council Consideration/Award	Thursday, December 16, 2021

- **A mandatory pre-bid meeting/tour is scheduled to discuss the City's requirements under this ITB and tour the facility where the work will be performed. Bids will not be accepted from BIDDERS who do not attend the pre-bid meeting/tour.**

INTENT

The City of Brenham requests bids for an annual contract to supply all equipment, labor and supplies for janitorial services in City Buildings, as further described herein.

SECTION I: BID INFORMATION

1. INTENT

The City of Brenham requests bids for an annual contract to supply all equipment, labor and supplies for janitorial services in City Buildings, as further described herein.

2. BID DUE DATE

Bidders shall submit **one (1) original and one (1) copy** of their bid on the Bid Submission Form provided by the City. The original bid must be clearly marked “**Bid for ITB No. 22-002**” and include an original signature, in ink, in order to be accepted. Bids must be received in the City Secretary’s Office no later than **10:00 a.m. (CST) on Thursday, December 2, 2021**. It is the Bidder’s sole responsibility to assure that the bid is delivered in a timely fashion. Bids received after this time will be rejected and returned unopened. There will be no public opening; however, the name of each bid received will be read aloud for public record. **Any bid received after 10:00 a.m. on Thursday, December 2, 2021, shall not be considered.**

Bids should be prepared simply, providing straightforward, concise description of the Bidder’s approach and capabilities necessary to satisfy the requirements of the ITB. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the bid should be on completeness, clarity of content and adherence to the presentation structure required by the ITB.

This is a FORMAL solicitation and Bids shall be delivered using one of the following methods:

<u>Hand-deliver to:</u>	<u>Mail to:</u>	<u>Ship to (FedEx, UPS, DHL, etc.):</u>
200 W. Vulcan Street Suite 203 Brenham, TX 77833	P.O. Box 1059 Brenham, TX 77834-1059 ATTN: City Secretary	200 W. Vulcan Street Brenham, TX 77833 ATTN: City Secretary

The city does accept electronic bids via download into a secure electronic depository. Bids submitted by e-mail will not be accepted. If a bidder would like to submit electronically, they must notify the city no later than 2:00 p.m. on **Tuesday, November 30, 2021**.

Notifications for electronic submissions must be sent to Kyle Branham, Purchasing and Fleet Supervisor, P. O. Box 1059 (200 W. Vulcan St.), Brenham, Texas 77834, or e-mailed to kbranham@cityofbrenham.org. All e-mails must indicate “ITB No. 22-002 – Electronic Submission Request” in the subject line. It is the sender’s responsibility to verify receipt of email; read receipt is acceptable.

3. TERM OF CONTRACT

The City requests bids with a three (3) year rate guarantee. The contract(s) will be for three (3) years with an option for two (2) annual renewals. Rates must be guaranteed for the three-year contract period. The sum of the original term and all renewals shall not exceed a total of five (5) years.

The term of the awarded contract shall be for three (3) years. The contract may be extended for two additional one-year terms or five (5) years total. In the event that extensions are granted, all pricing, terms and conditions of the contract shall remain in full force and effect.

4. **GENERAL TERMS AND CONDITIONS**

General Terms and Conditions for Invitations for Bid may be found in "Exhibit A" of this document. Should any contradiction be found to exist between those terms and conditions and body of this ITB, the ITB will prevail.

5. **QUANTITY AND PRICING**

Quantities indicated in the Bid are estimated based upon the best available information. The City reserves the right to increase or decrease the quantities by any amount deemed necessary to meet its needs without any adjustments in the unit bid prices.

Any or all services may be terminated for any location in this contract without affecting the rest of the contract. Also, the City may, from time to time, request pricing for additional services at existing or new locations. Any such changes will be incorporated as part of the contract by means of addenda generated as needed.

Pricing is requested on a unit basis for each item of the bid. Bid total will be determined by extension of estimated quantities listed at unit prices bid. Pricing shall be inclusive of all charges, FOB delivered to designated location in Brenham, Texas.

Pricing for regular services is requested per month. Monthly charges shall remain the same regardless of number of days per month and any scheduled holiday or other closures. Where possible scheduled cleaning falling on a holiday may be performed on the day before or after the holiday at the discretion of City staff.

In the case of unscheduled emergency closures lasting longer than one day, the monthly charge shall be prorated to reflect missed scheduled cleaning dates. In the case of one day closures or scheduled cleaning dates missed by Contractor due to circumstances beyond their control, the missed day may be rescheduled at the discretion of City staff.

6. **ADDENDA**

No person has the authority to verbally alter these specifications. Any changes to specifications will be made in the form of an Addendum which will be available online at www.cityofbrenham.org/finance/purchasing. It shall be the responsibility of interested bidders to check the website for addenda up to the bid submission deadline.

7. **FORM**

Bids must be submitted on the form provided only. Bidders are required to submit one (1) original (marked "Original") and one (1) copy. All bids submitted must be itemized with prices extended where indicated.

8. **STATEMENT OF QUALIFICATIONS**

Bidder shall complete the "Statement of Qualifications" found in "Attachment A" of this document. Information provided will be considered in award of the Contract. Part II of the Statement is the Staffing Plan and other information concerning the Bidder's proposed fulfillment of the Contract. It is important that this document is completed in full and submitted as a part of the Bid. The City reserves the right to request additional information if needed in order to fully evaluate and bid.

9. **STATEMENT OF RESIDENCY**

Bidder shall complete the "Statement of Residency" found in "Attachment A" of this document. The Statement must be completed and submitted with the Bid in order to establish residency status as defined in Texas Government Code ANN. §2252.001 (4) (Vernon 1994).

10. **ACCEPTANCE**

The City of Brenham reserves the right to accept or reject any or all bids, to waive informalities, and to accept the offer considered most advantageous in order to obtain the best value for the City. Causes for rejection of a bid may include but are not limited to the bidder's current violation of any City ordinance, the bidder's current inability to satisfactorily perform the work or service, or the bidder's previous failure to timely perform its obligations under a contract with the City. Bidders may be disqualified and rejection of bids may be recommended for any of, but not limited to, the following causes: 1) Failure to use the bid form furnished by the Owner; 2) Lack of signature by an authorized representative on the bid form; 3) Failure to properly complete the proposal; 4) Evidence of collusion among bidders; 5) Omission of uncertified personal or company check as a bid guarantee (if bid bond required); or 6) unauthorized alteration of bid form. City reserves the right to waive any minor informality or irregularity.

11. **AWARD**

Bids will be evaluated by the CITY. The CITY will consider the completeness of a BIDDER's bid and how well the bid meets the needs of the CITY. Bid may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City, in compliance with Texas Local Government Code, Section 252.043. The City of Brenham reserves the right to waive any informalities or technical errors, or consider alternate bids and award as lump sum, individual basis, or any combination that in its judgment will best serve the interests of the CITY. The CITY reserves the right to request that any BIDDER clarify its bid or supply any additional material deemed necessary to assist in the evaluation of the bid. The CITY reserves the right to make an award without further discussion of the submittals. Therefore, the bid should be initially submitted on the most favorable terms the BIDDER can offer. The BIDDER selected will be expected to enter into a contract with the CITY based on the CITY's standard contract terms and conditions, attached hereto as Exhibit "A" to this ITB. The bid may be awarded either to the lowest responsible bidder(s) or to the bidder(s) offering goods or services at the best value for the City. The bid award may be based on, but not necessarily limited to, the following factors:

- a) the purchase price, including payment discount terms;
- b) the reputation of the bidder and of the bidder's goods or services.
- c) the quality of the bidder's goods or services;
- d) the extent to which the goods or services meet the City's needs;
- e) the bidder's past relationship with the City;

- f) the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- g) the total long-term cost to acquire the bidder's goods or services; and
- h) any relevant criteria specifically listed in this invitation for bid.

12. **INDEMNITY**

The Contractor agrees to indemnify and hold harmless the City of Brenham and its officers, agents, and employees from any and all claims, causes of action, and damages of every kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor, and including acts or omissions of the City of Brenham, its officers, agents or employees in connection with said Contract.

13. **Price Escalations**

Upon mutual agreement of the City and the vendor for the renewal or extension of the contract, the City will consider written requests for price escalation to the bid price. Please Include documents supporting the price escalation.

13. **CONTACT**

If any other information is needed concerning these specifications, please contact the following:

Kyle Branham
Purchasing and Fleet Supervisor, City of Brenham
200 W. Vulcan St.
Brenham, TX 77833

P.O. Box 1059
Brenham, TX 77834-1059
kbranham@cityofbrenham.org
Phone: 979-337-7537

SECTION II: CONTRACT EXECUTION

1. **NOTICE OF AWARD**

Award of the Contract to the bidder providing the lowest price and/or best value to the City will be decided by City Council in the earliest possible regular meeting after evaluation of all bids. A NOTICE OF AWARD will be issued to the winning bidder and will establish due date for additional documents listed herein.

2. **CONTRACT**

Contract documents shall consist of this Bid Document, all Addenda, completed Bid Form, Notice of Award, Purchase Order, and any additional forms, information or documents listed as required herein.

3 **H.B. 1295 COMPLIANCE**

The Awarded Vendor for this contract shall comply with the requirements of Section 2252.908 of Texas Government Code as adopted in 2015 as House Bill 1295. The law requires that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a Disclosure of Interested Parties to the governmental entity. The law applies only to a contract that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million.

Compliance with the law requires that the Awarded Vendor utilize the Texas Ethics Commission website to enter the required information on Form 1295 and print a copy of the complete form. The form must be signed, notarized and submitted to the contracting government entity.

The City of Brenham, in the case of contracts formalized by Purchase Order or by other written contract, will notify the Vendor of Award by Council and request the completed Form 1295 within five (5) working days thereafter.

4. **INSURANCE**

Vendor shall obtain and maintain, throughout the contract term and any extensions thereof, insurance of the types and in the amounts specified in "EXHIBIT A" of this document. Certificates of insurance will be submitted to the City within five (5) working days of receipt of the Notice of Award.

5. **PURCHASE ORDER**

5.01 Purchase Order(s) for services from the effective date of the contract to the end of the City's fiscal year, will be issued to the Vendor. A new Purchase Order for the balance of the contract term will be issued on or after the start of the new fiscal year. Additional Purchase Orders will be issued upon extension of the contract term and at the beginning of each fiscal year of such extensions.

5.02 Beginning date of contract services, as arranged between the City's representative and the Vendor shall appear on the initial Purchase Order and shall become the effective date of the contract.

6. **PAYMENT**

The City requests monthly billing for each location and will pay according to the terms shown in the Terms and Conditions, "Exhibit A" of this document. If desired by Vendor, the City will consider twice monthly billing.

SECTION III: CONTRACT PERFORMANCE

1. CONTRACTOR'S RESPONSIBILITIES

1.01 Contractor shall provide:

- a) All equipment to perform the service.
- b) All personnel to perform the service, including on-site supervision at all locations where service is provided.
- c) All cleaning chemicals necessary to perform the service.
- d) Cleaning towels.
- e) Any other items required to perform the services and not provided by the City as further specified below.

1.02 Material Safety Data Sheets

- a) Contractor shall furnish, to the Contract Administrator, copies of Material Safety Data Sheets (MSDS), for all products used, prior to beginning service at City locations.
- b) Contractor shall provide updated copies of the MSDS sheets on an annual basis.
- c) Contractor shall furnish MSDS sheets for any new chemicals used in City facilities, prior to the first use of such new chemicals.

1.03 Staffing Requirements

- a) Contractor shall employ the use of background checks, reasonable and sufficient, for prospective employees to better ensure the safety of staff and protect the assets of the City. Return convictions, deferred adjudications and other financial/official dispositions will be reported to the City for review.
- b) Employees currently on parole or probation will be denied access to all buildings. A list of all employees assigned to work at any building will be given to the Chief of Police for documentation and accountability before access is given. Any new or additional employees added during the course of the contract shall be handled in the same manner and must be cleared prior to the beginning of work.

2. CITY'S RESPONSIBILITIES

2.01 Supplies

- a) The City will furnish the Contractor with: hand soap, paper towels, toilet paper, trash bags, air freshener, hand sanitizer, and batteries for air fresheners, etc

2.02 Contract Administrator

- a) The City may appoint a Contract Administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection, and delivery.
- b) The Administrator will serve as a liaison between the City of Brenham, and the successful vendor.

2.03 Damages or Loss

- a) The City will not be responsible for damage or loss of Contractor's equipment due to vandalism or other causes.

SECTION IV: SPECIFICATIONS AND SCOPE OF WORK

1. **FACILITIES LIST**

	Facility Name	Street Address
A.	City Hall	200 W. Vulcan Street
B.	Nancy Carol Roberts Memorial Library	100 Martin Luther King, Jr. Parkway
C.	Police Department	1800 Longwood Drive
D.	Animal Shelter	1804 Longwood Drive
E.	Central Fire Station	101 N. Chappell Hill Street
F.	Blue Bell Aquatic Center	1800 E. Tom Green
G.	All Sports Building	137 Lounge Road
H.	Central Warehouse	315 W. 2 nd Street
I.	Barnhill/Morris Hall/ Visitors Center	115 W. Main Street
J.	Airport Terminal Building	3001 Aviation Way
K.	Electric Department	210 W. Second St.
L.	Street Department	1502 E. Blue Bell Rd.
M.	Parks Department	310 W. Jefferies
N.	City Maintenance Building	506 S. Austin
O.	Fire Museum Windows	157 S. Market St.
P.	Barnhill Windows	115 W. Main St.
Q.	All Parks Restrooms	Various Locations
R.	Parks Kitchens	Various Locations

2. **DEFINITIONS**

2.01 The following terms are used in these specifications with the meaning shown:

- a) Daily – to occur each scheduled day of cleaning at a particular location.
- b) Weekly – to occur once per seven day week.
- c) Monthly – to occur once per calendar month.
- d) Quarterly – to occur at three month intervals.

- e) Two Times per Year – to occur at approximately six month intervals unless otherwise requested.
- f) Yearly – to occur once per contract year.
- g) Special Services – to be performed at intervals greater than once per calendar month as specified or as requested. Frequency is estimated and individual departments may request these services at a greater or lesser frequency as needed.

3. FLOOR CARE

3.01 CARPET

- a) Carpets shall be vacuumed daily. Detail vacuuming shall be performed monthly or as specified and shall mean that special care is taken to vacuum all accessible areas including corners, behind doors, under desks or tables and that chairs or other easily movable items will be moved, the area vacuumed, and items replaced to their original location.
- b) Spot cleaning of carpets shall be performed at least monthly and more frequently if specified or if soil or stains are evident. Full cleaning of carpets shall be performed yearly or as specified. Cleaning shall be by extraction method unless otherwise approved.

3.02. HARD SURFACE AND RESILIENT FLOORING

- a) Hard surface and resilient flooring includes linoleum, sheet vinyl, vinyl composition tile (VCT), cork (sheet or tile), and rubber as well as any other non-carpet surface. These cleaning methods shall be followed EXCEPT where specifications may indicate otherwise for a particular floor material.
- b) Flooring shall be swept and/or mopped daily or as specified to remove dust, dirt, grit and debris.
- c) Restorative Maintenance, Stripping and Polishing shall occur as specified.

Note: The use of aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers is not recommended on tile floors less than 2 years old because they may affect the adhesive bond.

- Mix stripping solution to the appropriate dilution, depending on floor finish build-up. Blockade areas to be stripped. Apply liberal amounts of solution uniformly to the floor with a mop. Let stripping solution soak for the appropriate amount of time recommended by the stripper manufacturer. Keep areas to be stripped wet. Rewet if necessary.
- Machine scrub the floor (300 rpm or less) with a scrubbing brush (aggressiveness equivalent to 3M blue pad) to break up the polish film. Do not allow stripping solution to dry on the floor.
- Remove dirty stripping solution with a wet vacuum or mop.

- Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.
 - Apply 3 to 5 coats of high-quality commercial floor polish. In areas where the flooring will be exposed to heavy traffic and/or staining agents, the application of a stain resistance sealer prior to the application of polish is recommended.
 - If polishing floor without stripping, thoroughly clean, rinse and allow the floor to dry completely before polishing.
- d) Buffing, where specified, will be the dry, machine polishing of floors without application of floor polish. Mop, rinse and allow floor to dry prior to buffing.

4. **RESTROOMS**

- a) Diaper changing stations in any restroom shall be cleaned, disinfected and wiped dry daily, regardless of whether specified elsewhere.
- b) Disposal containers for feminine hygiene products are located in stalls in some women's restrooms. Liners will be provided by the City and shall be placed in all disposal containers. Liners are to be changed and containers cleaned and sanitized as needed, regardless of whether specified elsewhere.
- c) Drinking fountains accessible to the public, whether located near restroom entrances or elsewhere shall be cleaned, disinfected and polished daily regardless of whether specified elsewhere.

5. **GLASS**

- a) Wherever specifications refer to cleaning of glass, clean with an appropriate cleaner, specifically made for glass. Glass shall be left clean and streak free and shall not be hazy or cloudy in appearance.
- b). Wherever specifications refer to interior glass, this term shall include the inside of exterior windows, glass doors, glass windows in doors, glass partitions or windows between interior rooms, glass in counters or display cases, glass protectors on furniture tops, mirrors and framed pictures or other use of glass as interior décor.
- c) Outsides of exterior windows shall only be cleaned as specified.

6. **CLEANING REQUIREMENTS AND SPECIFICATIONS**

A. **CITY HALL** is open to the public from 8:00 A.M. to 5:00 P.M. Monday through Friday. Cleaning services must be after business hours

Space to be cleaned has approximately 32,000 square feet consisting of:

- 32 offices
- 7 work/file rooms
- 3 break rooms
- 6 conference rooms
- 6 restrooms
- Council Chambers
- IT Department
- Public Areas
- 2 elevators
- 3 entry ways
- 4 emergency stairwells

CLEANING FREQUENCY AND SPECIFICATIONS	
DAILY	
Public Areas	Vacuum carpeted floors and mats
	Sweep and mop hard surface floors.
	Clean, disinfect and polish drinking fountains.
Public Entries	Vacuum carpeted floors and mats
	Sweep and mop hard surface floors.
Offices	Vacuum carpeted floors.
	Disinfect phone handsets.
	Dust all horizontal surfaces.
	Empty trash and replace liners as needed.
Work/File Rooms	Vacuum carpeted floors.
	Dust horizontal surfaces, cabinets and worktops.
	Empty trash and replace liners as needed.
Break Rooms	Wipe clean and disinfect countertops and sinks. Wipe dry.
	Spot clean walls around counters and appliances.
	Dry polish chrome and stainless steel fixtures after cleaning.
	Clean and disinfect microwave, inside and out.
	Wipe clean and disinfect appliance handles, door handles and light switches.
	Wipe down tables and chairs.
	Sweep and mop floors.
	Empty trash and replace liners.
Restrooms	Clean and disinfect toilets, urinals and washbasins, inside and outside.
	Clean and disinfect countertops and wipe dry.
	Clean and disinfect door handles and light switches. Spot clean doors, Kick plates and walls near wash basins.

	Dry polish chrome and stainless steel fixtures after cleaning.
	Clean mirrors and frames
	Empty trash containers. Replace liners.
	Empty feminine hygiene disposals and insert liners.
	Replenish supplies such as toilet paper, soap, paper towels Place in appropriate dispensers.
	Sweep and mop floors. Rinse with disinfectant

WEEKLY	
Public Areas	Remove cobwebs and dust from ceilings, corners and air vents.
	Clean window interiors.
	Dust all surfaces including, but not limited to lamps, wall picture frames, chairs, benches, moldings, door frames, etc.
	Clean horizontal surfaces of drywall beams in main lobby.
	Polish wood on half-walls surrounding central stairway.
Public Entries	Clean entry way glass doors and windows, inside and out.
	Remove cobwebs and dust from ceilings, corners and ceiling vents.
	Dust all surfaces including, but not limited to lamps, wall picture frames, chairs, benches, moldings, door frames, etc.
Council Chambers	Detail vacuum carpeted floors. Return chairs or original positions.
	Spot clean carpet.
	Dust all surfaces, remove any smudges and fingerprints.
	Dust window sills.
	Empty trash and replace liners.
	Clean doors, windows, kick plates handles and light switches.
	Remove cobwebs from ceilings and corners.
Conference Rooms	Detail vacuum floors.
	Spot clean carpet.
	Dust all surfaces, remove any fingerprints and smudges.
	Dust window sills.
	Empty trash and replace liners.
	Remove cobwebs, lint and dust from ceilings, corners, and air vents.
Central Stairway	Remove cobwebs, lint and dust from ceilings and corners.
	Polish hand rails.
Elevators	Sweep and mop hard surface floors.
	Vacuum carpets and mats.
	Remove cobwebs and dust.
	Polish stainless steel doors.
Offices	Clean desktops (carefully moving objects and putting back in place).
	Dust blinds and window sills.
	Clean interior office area glass.
	Clean glass pane on doors.
	Remove fingerprints, dust or dirt from doors, frames, light switches, kick plates and handles.
	Sweep and mop hard surface/resilient floors.

	Vacuum carpeted floors and mats.
	Clean and dust surfaces.
	Empty trash and replace liners. Wash trash receptacles as needed.
	Sanitize phone headsets.
Work/File Rooms	Sweep and mop hard surface/resilient floors.
Restrooms	Wipe down and disinfect privacy walls and partitions.
	Remove cobwebs, lint and dust from high corners, behind doors ceiling air vents and any other high dusting needed.

MONTHLY	
Floors	Spot clean carpets with steam-cleaning extractor machine.
	Buff hard surface/resilient floors.
Emergency Stairwells	Sweep and mop stair risers and any hard surface flooring at top or bottom of stairs or at landings.
	Vacuum mats.
	Dust all horizontal surfaces, including window sills.
	Clean and sanitize hand rails.
	Clean inside of windows.
	Remove cobwebs, dust and lint from ceiling, corners and air vents.
Offices	Remove cobwebs, dust and lint from ceiling, corners, behind doors and air vents.
	Clean window interiors.
Restrooms	Dust horizontal surfaces.
	Refill automatic air fresheners.
	Clean and disinfect all tile walls.
	Clean and disinfect partitions.
	Clean and disinfect doors, kick plates, handles and light switches.
	Scrub and disinfect floors.
	Pour one gallon of clean water down floor drains.

SPECIAL SERVICES	
Yearly	Clean carpets (extraction method preferred)
Quarterly	Grout restore of all tile floors (earlier if required)
	Strip and polish hard surface/resilient floors.
Two Times per Year.	IT Department – Clean and buff floors.

B. The **NANCY CAROL ROBERTS MEMORIAL LIBRARY**, is open to the public 9:00 a.m. to 7:00 p.m., Mon – Thurs, 7:00 a.m. to 5:00 p.m., Friday, and 9:00 a.m. to 3:00 p.m. on Saturday. Cleaning services must be after business hours, Monday through Saturday.

The space to be cleaned is approximately 11,900 square feet consisting of:

- Entrance
- Reception Areas
- Halls
- Common Areas
- General Office and Work Areas
- Restrooms
- Break Room/Kitchen

CLEANING FREQUENCY AND SPECIFICATIONS	
DAILY	
Entrance, Reception Areas, Halls and Common Areas	Clean finger marks and soil from entrance glass and metal.
	Vacuum entrance mats and carpeted floors.
	Spot clean carpet as needed.
	Sweep hard surface/resilient floors and mop as needed to remove any stains or spillage.
General Office, Work Areas	Dust all desks, files, chairs, tables and other furnishings
	Empty trash receptacles and replace liners as needed.
	Vacuum carpeted floors.
	Spot clean carpets as needed.
	Sweep and mop hard surface/resilient floors, removing any stains or spillage.
	Clean glass doors and partitions.
	Clean, disinfect and polish drinking fountains.
	Sanitize telephones.
Restrooms	Clean and disinfect toilets, urinals and washbasins inside and outside, to include dry polishing all chrome or stainless steel fittings.
	Clean and polish mirrors and framing.
	Clean and disinfect countertops, wipe dry.
	Dry polish chrome or stainless steel fittings after cleaning.
	Empty trash receptacles and replace liners.
	Empty and disinfect feminine hygiene containers. Replace liners as needed.
	Clean and disinfect door handles and light switches.
	Replace restroom supplies such as toilet paper, soap and paper towels from stock. Place in appropriate dispensers.
	Mop floors and rinse with disinfectant.
	Spot clean door and kick plates to remove smudges or dirt.
Break Areas:	Clean and disinfect countertops and sinks. Wipe dry.
	Dry polish chrome and stainless steel fittings after cleaning.
	Clean and disinfect microwave, both inside and outside.
	Spot clean walls around counters and appliances.
	Wipe tables and chairs clean.

	Wipe and disinfect appliance handles, door handles and light switches.
	Sweep and mop hard surface floors.
	Empty trash and replace liners.
	Clean, disinfect and polish drinking fountains.

WEEKLY	
Entrance, Reception Areas Halls and Common Areas	Mop hard surface/resilient floors.
General Office, Work Areas	Dust desk, files, chairs, tables and any other furnishings, including vertical surfaces.
	Detail vacuum carpeting.
	Mop hard surface/resilient floors.
	Wipe non-permanent coffee rings and similar soil from desktops and other furniture that has been cleared for cleaning.
Restrooms	Clean and disinfect privacy walls and partitions.
	Remove cobwebs, lint, dust from high corners, behind doors, ceiling air vents and any other high dusting needed.
Break Areas	Clean and disinfect trash receptacles.
	Treat stainless steel with approved stainless steel treatment.
	Spot clean doors and kick plates to remove any smudges and/or dirt.
	Remove cobwebs, lint and dust from ceilings, corners, behind doors and air vents.

MONTHLY	
Entrance, Reception Areas, Halls, Common Areas	Dust picture frames, window ledges, moldings, blinds and corners.
	Remove cobwebs, lint and dust from high corners, behind doors and air vents.
	Dust low ledges, baseboards, and chair rungs.
	Detail vacuum carpeting.
	Clean and polish door kick plates, handles and thresholds
	Dust window blinds.

SPECIAL SERVICES	
Yearly	Strip and polish hard surface/resilient floors
Yearly	Clean carpets (extraction method preferred)
Yearly	Cleaning of Windows

C. The **BRENHAM POLICE DEPARTMENT**, is open to the public from 8:00 a.m. to 5:00 p.m. Sunday through Thursday. Cleaning services must be after business hours. The Police Department is a two-story building. The space to be cleaned has approximately 17,600 square feet consisting of:

First Floor

- | | |
|---|--|
| <ul style="list-style-type: none"> • Public areas • 10 offices • 3 restrooms • 1 conference room • 1 break room • 1 work room • 6 holding cells • 1 Patrol supply room • 1 foyer (staff entrance) • 1 physical training room • 1 laundry room • 2 shower/locker rooms • 1 community room • 1 central supply room • 1 self-learning room • 2 interview rooms • 1 report taking room • 1 finger print/interview room • 1 digital processing room | <ul style="list-style-type: none"> • 6 corridors • 1 report writing room • 1 elevator • 1 sally port |
|---|--|

Second Floor

- Public areas
- 17 offices
- 2 conference rooms
- 1 break room
- 1 library
- 2 work rooms
- 3 interview rooms
- 1 monitor room
- 1 training room
- 5 corridors
- 1 mechanical room
- 7 restrooms
- 1 elevator

For security reasons, Custodial Personnel will not have access to the following rooms:

First Floor

1. 1010
2. 1011
3. 1011A
4. 1012
5. 1017
6. 1018
7. 1019
8. 1020
9. 1051
10. 1052

11. 1068
12. 1015

Second Floor

1. 2012
2. 2014
3. 2026
4. 2037
5. 2043

Custodial workers should never loiter or linger in or around Police working areas for the purpose of eavesdropping on conversations, reading papers exposed on desks or to observe Police activities. In addition, custodians should cease cleaning activities immediately when requested to do so by Police staff. The work should resume only after consent has been given to do so.

CLEANING FREQUENCY AND SPECIFICATIONS	
DAILY	
Public Areas	Vacuum carpeted areas.
	Sweep and mop hard surface floors, entries and exits.
	Clean glass doors at all entries and exits.
Offices	Vacuum carpeted floors.
	Sanitize telephones.
	Dust bookshelves and other furnishings.
	Empty trash and replace liners as needed
Restrooms	Clean and disinfect toilets, urinals and hand basins, both inside and outside
	Clean and disinfect countertops. Wipe dry.
	Clean mirrors and frames.
	Dry polish chrome and stainless steel fixtures.
	Spot clean walls near hand basins, doors and kick plates.
	Wipe and disinfect door handles and light switches.
	Empty feminine hygiene containers, sanitize, replace liners as needed.
	Replace restroom supplies such as toilet paper, soap and paper towels from stock. Place in appropriate dispensers.
	Empty trash and replace liners.
	Sweep and mop floors, rinse with disinfectant
Break Rooms	Clean and disinfect sink and countertops. Wipe dry
	Dry polish chrome and stainless steel fittings.
	Clean and disinfect microwaves, inside and out.
	Spot clean walls around counters and appliances.
	Wipe and disinfect appliance handles, door handles and light switches.
	Clean tables and chairs. Spot clean doors and kick plates.
	Sweep and mop hard surface floors.
	Empty trash and replace liner; wash container as needed
Patrol Supply Room	Vacuum or sweep and mop floor.
	Empty trash and replace liners as needed.
	Dust all surfaces.
Physical Training Room	Clean and sanitize all equipment and mat surfaces.
	Vacuum rubber floor.
	Empty trash and replace liners as needed.
	Dust horizontal surfaces.
Showers/Locker Room	Clean and disinfect shower stalls. Check for mold and water stains; treat as needed.
	Clean and disinfect toilets, urinals and hand basins.
	Clean and disinfect countertops. Wipe dry.
	Dry polish chrome and stainless steel fittings.
	Clean mirrors and frames.
	Spot clean walls near hand basins, doors and kick plates.
	Replace restroom supplies such as toilet paper, soap and paper towels from stock. Place in appropriate dispensers.

	Wipe and disinfect door handles and light switches.
	Mop and sanitize floors.
	Empty trash and replace liners.
Community Room	Vacuum floors.
	Dust all horizontal surfaces.
	Empty trash and replace liners as needed.
Report Taking Room	Vacuum floors.
	Empty trash and replace liners as needed.
	Dust and sanitize all surfaces.
Report Writing Room	Sweep and mop floors.
	Empty trash and replace liners as needed.
	Dust horizontal surfaces.
Training Room	Vacuum floors.
	Remove trash and replace liners as needed.
	Dust and sanitize all surfaces.
Community Room/Special Event	General cleanup of tables, chairs, floors, trash, etc. (Rate will be per occurrence)

WEEKLY	
Office	Clean inside of office windows, dust and streak free.
	Clean glass pane on doors.
	Remove fingerprints, smudges, dirt from doors, frames, light switches, kick plates and handles.
Restrooms	Pour a gallon of water down floor drain.
	Spot clean tile walls.
	Remove spots, stains, and splashes from wall area adjacent to hand basins.
	Spot clean partitions.
Laundry Room	Clean exterior of laundry equipment.
	Vacuum Carpet.
	Clean baseboards.
	Empty trash and clean containers.
Conference Room	Vacuum carpeted floors.
	Dust all surfaces.
	Empty trash and replace liners as needed.
Workrooms	Sweep and wet mop floors.
	Dust all surfaces.
	Empty trash and replace liners as needed
Elevator	Sweep, mop and sanitize floors.
	Maintain dust and cobweb free.
	Polish stainless steel doors.
Holding Cells/ Intake	Clean and sanitize all surfaces.
	Mop and sanitize floors.

Central Supply Room	Sweep and mop floors.
	Empty trash and replace liners as needed.
	Dust all surfaces.
Self-Learning Room	Vacuum floors.
	Sweep and mop floors.
	Empty trash and replace liners as needed.
Interview Rooms	Sweep and mop floors.
	Empty trash and replace liners as needed.
	Dust and sanitize all surfaces.
Interview/Finger Print Room	Sweep and wet mop floors.
	Empty trash and replace liners as needed.
	Dust and sanitize all surfaces.
Digital Processing Room	Vacuum floors.
	Dust all surfaces.
	Empty trash and replace liners as needed.
Monitor Room	Vacuum floors.
	Dust all surfaces.
	Empty trash and replace liners as needed.

MONTHLY	
Floors	Spot clean carpet.
	Buff hard surface/ resilient floors.
Public Areas	Dust all surfaces including but not limited to picture frames, molding, and door frames.
	Dust/wipe ceiling vents.
	Remove cobwebs from ceilings and corners.
Restrooms	Clean air vents.
	Dust all horizontal surfaces.
	Refill auto air-fresheners.
	Scrub and disinfect floors.
	Wash all tile walls.
	Clean and sanitize partitions
Mechanical Room	Vacuum floors.
	Empty trash and replace liners if needed.
	Dust all surfaces.
Sally Port	Sweep concrete floor

SPECIAL SERVICES	
Quarterly	Grout restore of all tile floors (earlier if required)
Yearly	Strip, recoat and polish hard surface/resilient floors.
	Wash down concrete floor of sally port.
Yearly	Clean carpets (extraction method preferred)

D. **The BRENHAM PET ADOPTION CENTER,**

Brenham Pet Adoption Center is open to the public from 8:00 a.m. to 5:00 p.m. Monday through Friday. Cleaning services must be after business hours, twice weekly on Monday and Thursday.

Area to be cleaned is approximately 2,100 square feet and consists of: Pet Adoption Center will be cleaned/ sanitized using a provided chemical called Rescue for all areas except windows.

- Pet Adoption side
Office area, break room, common areas and restroom
 - Animal Control side
Lobby and one (1) office
- Cleaning Frequency and Specifications

CLEANING FREQUENCY AND SPECIFICATIONS	
DAILY	PET ADOPTION SIDE
Public Areas	Clean and polish entrance glass and metal, inside and out.
	Vacuum entrance mats and carpeted floors.
	Sweep and mop hard surface/resilient floors.
	Dust counters, desk tops, chairs, tables and other horizontal surfaces.
	Clean and disinfect water fountains.
Break Room	Empty trash and replace liners.
	Wipe clean and disinfect countertops and sinks. Wipe dry, including chrome or stainless fixtures.
	Clean and disinfect microwaves, inside and out.
	Wipe tables and chairs clean.
	Mop hard surface floors.
	Clean and disinfect door handles and light switches.
Restrooms	Clean and disinfect toilets, urinals and washbasins, inside and outside.
	Dry polish chrome or stainless fittings.
	Clean and disinfect countertops. Wipe dry.
	Empty trash and replace liners.
	Replenish supplies of toilet paper, soap, and paper towels from stock. Place in appropriate dispensers.
	Empty feminine hygiene containers, sanitize, and replace liners as needed.
	Sweep and mop floors and rinse with disinfectant.
	Clean mirrors and frames.
	Wipe clean doors, handles and kick plates.
Offices	Empty trash and replace liners as needed.
	Vacuum carpeted floors.
	Sweep and mop hard surface floors.
	Clean glass doors and partitions.
	Sanitize telephone.
	Dust surfaces.

MONTHLY	PET ADOPTION SIDE
Public Areas	Dust picture frames, window ledges, moldings, blinds and corners, low ledges, baseboards, chair rungs and any other horizontal surfaces.
	Remove cobwebs and lint from high corners, air vents and behind doors.
	Clean and polish door kick plates and thresholds.
	Recoat and polish hard surface floors.
Break Rooms	Clean and sanitize trash receptacles.
	Treat all stainless steel with approved stainless steel treatment.
	Clean and polish door kick plates and thresholds.
	Remove cobwebs and lint from high corners, air vents and behind doors.
Restrooms	Clean and disinfect privacy walls and partitions.
	Remove cobwebs, lint and dust from high corners, behind doors and air vents.
	Clean and polish doors, handles and kick plates.
Offices	Detail vacuum carpet.
	Clean desktops and other furniture that has been cleared for cleaning.
	Clean vertical surfaces of desks, chairs fill cabinets, and pictures.
	Dust window blinds and windowsills.

DAILY	ANIMAL CONTROL SIDE
Public Area	Clean and polish entrance glass and metal, inside and out.
	Vacuum entrance mats and carpeted floors.
	Mop hard surface floors.
	Dust counters, desktops, chairs, tables and other horizontal surfaces.
	Clean and disinfect water fountains.
Offices	Empty trash and replace liners as needed.
	Vacuum carpeted floors.
	Sweep and mop hard surface floors.
	Clean glass doors and partitions.
	Sanitize telephone.
	Dust surfaces.
MONTHLY	ANIMAL CONTROL SIDE
Public Areas	Dust picture frames, window ledges, moldings, blinds and corners, low ledges, baseboards, chair rungs and any other horizontal surfaces.
	Remove cobwebs and lint from high corners, air vents and behind doors.
	Clean and polish door kick plates and thresholds.
	Buff hard surface floors.
Offices	Detail vacuum carpet.

	Clean desktops and other furniture that has been cleared for cleaning.
	Clean vertical surfaces of desks, chairs fill cabinets, and pictures.
	Dust window blinds and windowsills.

SPECIAL SERVICES	
Once a year	Strip and polish hard surface/resilient floors
Yearly	Clean carpets (extraction method preferred)

E. The CENTRAL FIRE STATION,

Fire Station Emergency Operations Center and Administrative Offices are open from 8:00 a.m. to 5:00 p.m. Monday through Friday. Cleaning services must be after business hours on Monday and Thursday.

For security reasons, Custodial personnel will not have access to the following rooms:

- IT Equipment Suite
- HVAC Mechanical Room
- Electric Equipment Room

The space to be cleaned has approximately 3,017 square feet consisting of:

- 7 offices
- 2 restrooms
- 1 break room
- 1 file room
- 1 conference room
- 1 training room
- 1 lobby
- 1 foyer
- 1 main corridor

CLEANING FREQUENCY AND SPECIFICATIONS	
DAILY	
Public Areas	Vacuum carpeted areas.
	Sweep and mop hard surface/resilient floors, entries and exits.
	Clean glass doors at all entries and exits.
	Clean and polish water fountains.
Break Room	Clean and disinfect sink and countertops. Wipe dry
	Dry polish chrome and stainless-steel fittings.
	Clean and disinfect microwaves, inside and out.
	Spot clean walls around counters and appliances.
	Wipe and disinfect appliance handles, door handles and switch plates.
	Clean tables and chairs. Spot clean doors and kick plates.

	Sweep and mop hard surface/resilient floors.
	Empty trash and replace liner; wash container as needed
Restrooms	Clean and disinfect toilets, urinals and hand basins, both inside and outside
	Clean and disinfect countertops. Wipe dry.
	Clean mirrors and frames.
	Dry polish chrome and stainless steel fixtures.
	Spot clean walls near hand basins, doors and kick plates.
	Wipe and disinfect door handles and light switches.
	Empty feminine hygiene containers, sanitize, replace liners as needed.
	Replace restroom supplies such as toilet paper, soap and paper towels from stock. Place in appropriate dispensers.
	Empty trash and replace liners.
	Sweep and mop floors, rinse with disinfectant
Conference Room	Vacuum carpet.
	Empty trash and replace liners as needed.
	Wipe counters and cabinets.
	Dust furniture.
Training Room	Vacuum carpet.
	Empty trash and replace liners as needed.
	Wipe counter tops.
	Dust furniture
Offices	Vacuum carpet..
	Sanitize telephone headsets.
	Dust desktop, behind monitors, bookshelves and other furnishings.
	Empty trash and replace liners as needed
	Clean glass partitions and glass panes in doors.
	Wipe and disinfect door handles and light switch plates.
	Spot clean doors and kick plates.
MONTHLY	
All Areas	Detail vacuum carpets. Spot clean as needed.
	Clean all doors and kick plates.
	Clean trash containers as needed.
	Clean all inside windows. Dust blinds and window sills.

SPECIAL SERVICES	
Quarterly	Restore grout on all tile floors.
	Strip and polish hard surface/resilient floors.
Yearly	Clean all carpets (extraction method preferred)
	Clean all windows, inside and out.

F. **The BLUE BELL AQUATIC CENTER**

Blue Bell Aquatic Center is open to the public. Cleaning services must be after business hours on Tuesday and Friday.

The space to be cleaned is approximately 5,000 square feet consisting of:

- 2 large restroom/locker areas
- Therapy pool restrooms
- Family restroom
- 1 office
- 1 foyer

CLEANING FREQUENCY AND SPECIFICATIONS	
DAILY	
Restrooms	Clean and disinfect toilets, urinals and washbasins, inside and outside.
	Clean and disinfect countertops and wipe dry.
	Clean and disinfect door handles and light switches. Spot clean doors, kick plates and walls near wash basins.
	Dry polish chrome and stainless steel fixtures after cleaning.
	Clean and sanitize, restroom stalls, locker room tiled seating area, shower stalls.
	Clean mirrors and frames
	Empty trash containers. Replace liners. Wash containers as needed.
	Replenish supplies such as toilet paper, soap, paper towels. Place in appropriate dispensers.
	Sweep and mop floors in restrooms and locker areas and rinse with disinfectant.
Offices	Vacuum floors.
	Clean and disinfect door handles and switch plates.
	Sanitize telephone headsets.
	Spot clean doors and kick plates.
	Empty trash and replace liners as needed.

Monthly	
Foyer	Mop tile floors in foyer and rinse with disinfectant.

Special Services	
Twice per year	Clean carpets (extraction method preferred)
	Clean exterior windows inside and out
Quarterly	Grout restore of all tile floors

- G. **The ALL SPORTS BUILDING** is a rental facility that operates by reservation. Cleaning services shall be twice a week, Monday and Thursday before 5:00 p.m.

For security reasons, custodial personnel will not have access to the following rooms:

- Equipment garages and small offices located on north side of building (facing Lounge Rd).

The space to be cleaned is approximately 2,446 square feet consisting of:

- 2 offices
- 1 meeting area (large room)
- 2 restrooms
- 2 hallways (one VCT Tile, one stained concrete)
- 1 entryway

CLEANING FREQUENCY AND SPECIFICATIONS	
DAILY	
Hallways and Entryway	Clean and disinfect door handles and switch plates.
	Spot clean doors, frames and kick plates.
	Sweep and mop hard surface/resilient floors.
Break Room	Wipe clean and disinfect countertops and sinks. Wipe dry.
	Dry polish chrome and stainless steel fixtures after cleaning.
	Spot clean walls around counters and appliances. Wipe exterior of refrigerator.
	Clean and disinfect microwave, inside and out.
	Wipe clean and disinfect appliance handles, door handles and light switches.
	Wipe down tables and chairs.
	Sweep and mop hard surface floors.
	Empty trash and replace liners.
Restrooms	Clean and disinfect toilets, urinals and washbasins, inside and outside.
	Clean and disinfect countertops and wipe dry.
	Clean and disinfect door handles and light switches. Spot clean doors, kick plates and walls near wash basins.
	Dry polish chrome and stainless steel fixtures after cleaning.
	Clean mirrors and frames
	Empty trash containers. Replace liners.
	Replenish supplies such as toilet paper, soap, paper towels Place in appropriate dispensers.
	Sweep and mop floors, and rinse with disinfectant
Offices	Vacuum floors.
	Clean and disinfect door handles and switch plates.
	Sanitize telephone headsets.
	Spot clean doors and kick plates.
	Empty trash and replace liners as needed.
Meeting Room	Wipe down tables and chairs.

	Clean and disinfect door handles and switch plates.
	Spot clean doors and kick plates.
	Inspect room for handprints, scuff marks, dirt and debris. Clean as appropriate.
	Empty trash and replace liners as needed.

Special Services	
Yearly	Strip and polish hard surface/resilient floors (VCT tile only, does NOT include stained concrete).

H. **The CENTRAL WAREHOUSE** operates from 8:00 a.m. to 5:00 p.m. Monday through Friday. Cleaning services will be required once a week, Friday, after 5:00 P.M.

The space to be cleaned is approximately 928 sq. ft. consisting of:

- Front work station/customer area
- Office
- Break Room
- Restrooms

CLEANING FREQUENCY AND SPECIFICATIONS	
WEEKLY	
Workstation/ Customer Area	Remove cobwebs, dust and lint from upper corners, behind doors and air vents.
	Wipe and disinfect customer counter, coffee area.
	Dust work station desktop.
	Empty trash and replace liners.
	Clean interior of all glass windows or partitions.
	Wipe and disinfect vending machines, door handles and switch plates.
	Spot clean doors and kick plates.
	Sweep and mop hard surface/resilient floors.
Break Room	Wipe clean and disinfect countertops and sinks. Wipe dry.
	Dry polish chrome and stainless steel fixtures after cleaning.
	Spot clean walls around counters and appliances. Wipe exterior of refrigerator.
	Clean and disinfect microwave, inside and out.
	Wipe clean and disinfect appliance handles, door handles and light switches.
	Wipe down tables and chairs.
	Sweep and mop hard surface floors.
	Empty trash and replace liners.
Restrooms	Clean and disinfect toilets, urinals and washbasins, inside and outside.
	Clean and disinfect countertops and wipe dry.

	Clean and disinfect door handles and light switches. Spot clean doors, kick plates and walls near wash basins.
	Dry polish chrome and stainless steel fixtures after cleaning.
	Clean mirrors and frames
	Empty trash containers. Replace liners.
	Replenish supplies such as toilet paper, soap, paper towels Place in appropriate dispensers.
	Sweep and mop floors, and rinse with disinfectant
Office	Vacuum carpet.
	Sanitize telephone headsets.
	Dust desktop, bookshelves and other furnishings.
	Empty trash and replace liners as needed
	Clean glass partitions and glass panes in doors.
	Wipe and disinfect door handles and light switch plates.
	Spot clean doors and kick plates.

Monthly	
All areas	Remove cobwebs, dust and lint from corners, high and low and from air vents.
	Dust window blinds and window sills.

Special Services	
Yearly	Strip and polish hard surface/resilient floors

I. **The Barnhill Center/ Morris Hall/ Visitors Center** is open to the public:

Visitor's Center: Mon. – Fri. 10:00 A.M. to 5:00 P.M.
Sat. 10:00 A.M. to 3:00 P.M.
Sun. 1:00 P.M. to 4:00 P.M. (Seasonal)

Simon Theater: Events as scheduled.

Ballroom: Events as scheduled.

Morris Hall: Events as scheduled.

Cleaning services for the Visitor's Center will be required after hours, twice per week, on Monday and Thursday.

The space to be cleaned is approximately 4,000 sq. ft. consisting of:
Common Areas

- Office
- Break Room
- Restrooms

Cleaning services for the theater and ballroom will be scheduled as needed after events.

CLEANING FREQUENCY AND SPECIFICATIONS	
DAILY	
Common Areas	Vacuum carpeted areas.
	Sweep and mop hard surface floors, entries and exits.
	Clean glass doors at all entries and exits.
	Clean and polish water fountains.
Break Room	Clean and disinfect sink and countertops. Wipe dry
	Dry polish chrome and stainless steel fittings.
	Clean and disinfect microwaves, inside and out.
	Spot clean walls around counters and appliances.
	Wipe and disinfect appliance handles, door handles and switch plates.
	Clean tables and chairs. Spot clean doors and kick plates.
	Sweep and mop hard surface/resilient floors.
	Empty trash and replace liner; wash container as needed
Restrooms	Clean and disinfect toilets, urinals and hand basins, both inside and outside
	Clean and disinfect countertops. Wipe dry.
	Clean mirrors and frames.
	Dry polish chrome and stainless steel fixtures.
	Spot clean walls near hand basins, doors and kick plates.
	Wipe and disinfect door handles and light switches.
	Empty sanitary disposals and replace liners.
	Replace restroom supplies such as toilet paper, soap and paper towels from stock. Place in appropriate dispensers.
	Empty trash and replace liners.
	Sweep and mop floors, rinse with disinfectant
Offices	Vacuum carpet.
	Sanitize telephone headsets.
	Dust desktop, behind monitors, bookshelves and other furnishings.
	Empty trash and replace liners as needed
	Clean glass partitions and glass panes in doors.
	Wipe and disinfect door handles and light switch plates.
	Spot clean doors and kick plates.

WEEKLY	
All Areas	Detail vacuum carpets. Spot clean as needed.
	Clean all doors and kick plates.
	Clean trash containers as needed.
	Dust blinds and window sills.

Special Services	
Theater	Clean restrooms near concessions area according to combined daily/weekly specifications for Visitor's Center
	Sweep and mop hallway around concessions area.
	Vacuum carpet.

	Sweep and spot mop cement floors under and around seating.
	Wipe wooden parts of chairs and spot clean fabric as needed.
Ballroom	Sweep and mop floor with product appropriate for wooden floors.
	Clean kitchen according to combined daily/weekly specifications for Visitor's Center.
	Clean restrooms in ballroom according to combined daily/weekly specifications for Visitor's Center. Clean downstairs restrooms in Visitor's Center if requested and according regular specifications.
Quarterly	Polish hard surface floors in Visitor's Center
Twice per year	Clean interior of all windows.
Yearly	Strip and polish hard surface floors in Visitor's Center.
As Needed	Restoration of Ballroom wood floors.

J. **Airport Terminal Building:**

Terminal Building: Open 24/7 with access code.

Cleaning services for the Terminal Building shall be once per week, on Monday, Thursday, or Friday.

The total Terminal Building is approximately 4,000 SF with the restaurant/diner space at approximately 1,400 SF. Weekly cleaning shall include the common area at the main entrance to the Building as well as the restrooms within the facility. Cleaning of the restaurant space will not be needed weekly only on an as-need basis.

Cleaning services for the Airport Terminal Building will only be required until the City can lease the building.

CLEANING FREQUENCY AND SPECIFICATIONS
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WEEKLY	
Lobby	Sweep and mop hallway and office area.
	Wipe down doors and windows as needed.
	Empty trash containers as needed.
	Dust blinds and window sills.
Restrooms	Clean toilets and restroom fixtures.
	Wipe down mirrors and counters.
	Sweep and mop floors.
	Empty trash containers as needed.
	Replenish paper products and soap as needed.

Special Services	
Restaurant	Sweep and mop floors.
	Clean interior of all windows.
	Wipe down counter tops and cooking equipment.
	Wipe chairs and spot clean fabric as needed.
	Clean table surfaces.

K. **Electric Department**

The Electric Department operates from 8:00 a.m. to 5:00 p.m. Monday through Friday. Cleaning services will be required twice a month, Friday, after 5:00 P.M.

The Space to be cleaned is approximately 600sq ft consisting of:

- 2-Offices
- 1-Breakroom
- 1-Restrooms
- 1-Hallway

CLEANING FREQUENCY AND SPECIFICATIONS	
WEEKLY	
Workstation/ Customer Area	Remove cobwebs, dust and lint from upper corners, behind doors and air vents.
	Wipe and disinfect customer counter, coffee area.
	Dust work station desktop.
	Empty trash and replace liners.
	Clean interior of all glass windows or partitions.
	Wipe and disinfect vending machines, door handles and switch plates.
	Spot clean doors and kick plates.
	Sweep and mop hard surface/resilient floors.
Break Room	Wipe clean and disinfect countertops and sinks. Wipe dry.
	Dry polish chrome and stainless steel fixtures after cleaning.
	Spot clean walls around counters and appliances. Wipe exterior of refrigerator.
	Clean and disinfect microwave, inside and out.
	Wipe clean and disinfect appliance handles, door handles and light switches.
	Wipe down tables and chairs.
	Sweep and mop hard surface floors.
	Empty trash and replace liners.
Restrooms	Clean and disinfect toilets, urinals and washbasins, inside and outside.
	Clean and disinfect countertops and wipe dry.
	Clean and disinfect door handles and light switches. Spot clean doors, kick plates and walls near wash basins.
	Dry polish chrome and stainless steel fixtures after cleaning.
	Clean mirrors and frames
	Empty trash containers. Replace liners.
	Replenish supplies such as toilet paper, soap, paper towels Place in appropriate dispensers.
	Sweep and mop floors, and rinse with disinfectant
Office	Vacuum carpet.
Yearly	Strip and polish hard surface/resilient floors

L. **Street Department**

The Street Department operates from 8:00 a.m. to 5:00 p.m. Monday through Friday. Cleaning services will be required twice a month, Friday, after 5:00 P.M.

- 2-Offices
- 1- Breakroom
- 3- Restrooms
-

CLEANING FREQUENCY AND SPECIFICATIONS	
WEEKLY	
Office	Sweep and mop hard surface/resilient floors.
Break Room	Wipe clean and disinfect countertops and sinks. Wipe dry.
	Dry polish chrome and stainless-steel fixtures after cleaning.
	Spot clean walls around counters and appliances. Wipe exterior of refrigerator.
	Clean and disinfect microwave, inside and out.
	Wipe clean and disinfect appliance handles, door handles and light switches.
	Wipe down tables and chairs.
	Sweep and mop hard surface floors.
	Empty trash and replace liners.
Restrooms	Clean and disinfect toilets, urinals and washbasins, inside and outside.
	Clean and disinfect countertops and wipe dry.
	Clean and disinfect door handles and light switches. Spot clean doors, kick plates and walls near wash basins.
	Dry polish chrome and stainless-steel fixtures after cleaning.
	Clean mirrors and frames
	Empty trash containers. Replace liners.
	Replenish supplies such as toilet paper, soap, paper towels Place in appropriate dispensers.
	Sweep and mop floors, and rinse with disinfectant

Special Services	
Yearly	Strip and polish hard surface/resilient floors

M. **Parks Department**

The Parks Department operates from 8:00 a.m. to 5:00 p.m. Monday through Friday. Cleaning services will be required twice a month, Friday, after 5:00 P.M.

- 4-Offices
- 1- Breakroom
- 2-Restrooms
- 1-Kitchen area

CLEANING FREQUENCY AND SPECIFICATIONS	
WEEKLY	
	Remove cobwebs, dust and lint from upper corners, behind doors and air vents.
	Wipe and disinfect customer counter, coffee area.
	Dust work station desktop.
	Empty trash and replace liners.
	Clean interior of all glass windows or partitions.
	Wipe and disinfect vending machines, door handles and switch plates.
	Spot clean doors and kick plates.
	Sweep and mop hard surface/resilient floors.
Break Room	Wipe clean and disinfect countertops and sinks. Wipe dry.
	Dry polish chrome and stainless steel fixtures after cleaning.
	Spot clean walls around counters and appliances. Wipe exterior of refrigerator.
	Clean and disinfect microwave, inside and out.
	Wipe clean and disinfect appliance handles, door handles and light switches.
	Wipe down tables and chairs.
	Sweep and mop hard surface floors.
	Empty trash and replace liners.
Restrooms	Clean and disinfect toilets, urinals and washbasins, inside and outside.
	Clean and disinfect countertops and wipe dry.
	Clean and disinfect door handles and light switches. Spot clean doors, kick plates and walls near wash basins.
	Dry polish chrome and stainless steel fixtures after cleaning.
	Clean mirrors and frames
	Empty trash containers. Replace liners.
	Replenish supplies such as toilet paper, soap, paper towels Place in appropriate dispensers.
	Sweep and mop floors, and rinse with disinfectant
Office	Vacuum carpet and or sweep and mop

N. **City Maintenance Building**

The Maintenance and Public Utilities operates from 8:00 a.m. to 5:00 p.m. Monday through Friday. Cleaning services will be required once a week, Friday, after 5:00 P.M.

The space to be cleaned is approximately 5,500 sq. ft. consisting of:

- Front gym area / Restrooms (2)
- 1st Floor Office's / Restroom (1)
- 2nd Floor Office's / Restroom (1)
- 1st Floor Break Room
- 2nd Floor Break Room

CLEANING FREQUENCY AND SPECIFICATIONS	
WEEKLY	
Office's	Remove cobwebs, dust, and lint from upper corners, behind doors and air vents.
	Dust workstation desktop.
	Vacuum carpet.
	Empty trash and replace liners.
	Sanitize telephone headsets.
	Dust desktop, bookshelves, and other furnishings.
	Clean interior of all glass windows or partitions.
	Spot clean doors and kick plates.
	Sweep and mop hard surface/resilient floors.
Break Room	Wipe clean and disinfect countertops and sinks. Wipe dry.
	Dry polish chrome and stainless-steel fixtures after cleaning.
	Spot clean walls around counters and appliances. Wipe exterior of refrigerator.
	Clean and disinfect microwave, inside and out.
	Wipe clean and disinfect appliance handles, door handles and light switches.
	Wipe down tables and chairs.
	Sweep and mop hard surface floors.
	Empty trash and replace liners.
Restrooms	Clean and disinfect toilets, urinals and washbasins, inside and outside.
	Clean and disinfect countertops and wipe dry.
	Clean and disinfect door handles and light switches. Spot clean doors, kick plates and walls near wash basins.
	Dry polish chrome and stainless-steel fixtures after cleaning.
	Clean mirrors and frames
	Empty trash containers. Replace liners.
	Replenish supplies such as toilet paper, soap, paper towels Place in appropriate dispensers.
	Sweep and mop floors, and rinse with disinfectant
Special Services	
Yearly	Strip and polish hard surface/resilient floors.

O. **Fire Museum & Silsbee Steamer Window Cleaning**

Window Cleaning services for the Fire Museum shall be outside once a month and twice per year in six-month intervals.

CLEANING FREQUENCY AND SPECIFICATIONS
--

Month	
	Clean outside of exterior windows
Semi Annually	
Windows	Clean both inside and outside of exterior windows.
	Dust blinds and windowsills.

P. **Barnhill Cleaning**

Window Cleaning Service for the Fire Museum shall be twice per year in six-month intervals.

CLEANING FREQUENCY AND SPECIFICATIONS
--

Semi Annually	
Windows	Clean both inside and outside of exterior windows.
	Dust blinds and windowsills.

Q. Parks Restrooms

Cleaning services for Parks Restrooms shall be once per day. Parks restrooms should be cleaned between the hours of 6am & 2pm. Cleaning specifications should be done daily or as needed.

NAME	ADDRESS	RESTROOMS
Fireman's New	901 N. Park St.	3
Fireman's Field	901 N. Park St.	2
Fireman's Rock RR	901 N. Park St.	2
Henderson Kitchen	804. Old N. Market	2
Henderson Field	804. Old N. Market	2
Splash Pad (April 1 st Sep 30 th)	902 N. Park St.	1
Hattie Mae Flowers	700 MLK JR. PKWY	2
Jackson St. B-Ball	1300 S. Jackson St.	2
Jackson St. Kitchen	1300 S. Jackson St.	2
Down Town	104 W. Alamo	2
Jerry Wilson	900 E. Alamo	2
L.A. Lower RR	1300 Old Independence Rd.	2
L.A Fields	1300 Old Independence Rd.	2
HS Tennis Courts	525 A H Ehrig Dr.	2
Amphitheatre (Twice a week)	2425 N. Park St.	2
Hohlt Soccer	2425 N. Park St.	2
Hohlt Baseball	2425 N. Park St.	2
Hohlt Softball	2425 N. Park St.	2
Hohlt Playground	2425 N. Park St.	2

CLEANING FREQUENCY AND SPECIFICATIONS

DAILY	
Restrooms	Clean and disinfect restroom fixtures, toilets, urinals, and washbasins both inside and outside
	Clean and disinfect countertops and mirrors and wipe dry
	Sweep and mop floors.
	Empty trash containers as needed.
	Replenish paper products and soap as needed.
Special Services	
As needed and Approved	Power washing benches, bench areas, picnic tables, and picnic table areas.

R. **Parks Kitchens**

Cleaning services for Parks Kitchens shall be Once per week on Mondays for regular scheduled cleaning. Will be additional cleanings as requested.

Henderson Kitchen	804. Old N. Market	3
Fireman's Kitchen	901 N. Park St.	2
Fireman's Rock Room	901 N. Park St.	2
Jackson St. Kitchen	1300 S. Jackson St.	2
Henderson Field	804. Old N. Market	2

CLEANING FREQUENCY AND SPECIFICATIONS
--

Weekly	
Kitchen	Complete Clean
	Clean and disinfect countertops and mirrors and wipe dry
	Sweep and mop floors.
	Empty trash containers as needed.
	Replenish paper products and soap as needed
	Clean Windows and window sills.

Special Services	
As needed and Approved	Power washing benches, bench areas, picnic tables, and picnic table areas.



BID FORM

IFB No: 22-002

Bid Opening: 10:00 A.M. (CST), Thursday, December 2, 2021

Bid Title: **Contract for Janitorial Services**

Submit to: *This is a **FORMAL ITB** and proposals must be submitted to:*

**City Secretary's Office
City of Brenham
200 W. Vulcan St., Suite 206
Brenham, Texas 77833
or
PO Box 1059
Brenham, Texas 77834-1059**

Responses may be presented in person, by mail or delivery service. Responses will **NOT** be accepted by email or fax. Electronic bids will only be accepted via requested link for secure electronic depository. Mailed bids must be addressed to post office box.

Bid Documents: Bids must be submitted on this form only. **Bidders are required to submit one (1) original and one (1) copy.** All bids submitted must be itemized with prices extended when practical. **Bidder must return the entire original bid document with bid submission.**

Bid **MUST** be signed by an authorized representative of bidder. Original signature required.

Acknowledgement of Addenda:

Addendum No. 1 _____

Addendum No. 3. _____

Addendum No. 2 _____

Addendum No. 4 _____

Name of Bidding Firm _____

Bid Form, cont.

Bid No. 22-002

Name of Bidding Firm

(please print)

Authorized Signature:

Signer's Name:

(please print)

Address:

Phone No:

Alt. Phone No:

Email:

Bid Form, cont.
 Bid No. 22-002

Pricing per Location per Month for Services Specified:		
	Facility Name	
A.	City Hall	\$ /month
B.	Nancy Carol Roberts Memorial Library	\$ /month
C.	Police Department	\$ /month
D.	Animal Shelter	\$ /month
E.	Central Fire Station	\$ /month
F.	Blue Bell Aquatic Center	\$ /month
G.	All Sports Building	\$ /month
H.	Central Warehouse	\$ /month
I.	Barnhill/ Morris Hall/ Visitors Center	\$ /month
J.	Airport Terminal Building	\$ /month
K.	Electric Department	\$ /month
L.	Street Department	\$ /month
M.	Parks Department	\$ /month
N.	City Maintenance Building	\$ /month
Total Bid per Month:		\$
Total bid per (12 month) Year:		\$

Pricing per Location per for services specified: Window cleaning		
	Facility Name	
O.	Fire Museum Windows Cleaning inside/outside	\$ /each
P.	Barnhill Window Cleaning Inside/outside	\$ /each
Total		\$

Pricing per Location per for Services Specified: Parks Restrooms		
	Facility Name	
Q.	Fireman's New	\$ /month
	Fireman's Field	\$ /month
	Fireman's Rock RR	\$ /month
	Henderson Kitchen	\$ /month
	Henderson Field	\$ /month
	Splash Pad	\$ /month
	Fink & Korthauer	\$ /month
	Hattie Mae Flowers	\$ /month
	Jackson St. B-Ball	\$ /month
	Jackson St. Kitchen	\$ /month
	Down Town	\$ /month
	Jery Wilson	\$ /month
	L.A. Lower RR	\$ /month
	L.A Fields	\$ /month
	HS Tennis Courts	\$ /month
	Amphitheatre	\$ /month
	Hohlt Soccer	\$ /month
	Hohlt Baseball	\$ /month

	Hohlt Softball	\$	/month
	Hohlt Playground	\$	/month
	Total Bid per Month		\$
	Total bid per (12 Month) Year		\$
Pricing per Location per for Services Specified:			
	Facility Name		
R.	Henderson Kitchen	\$	/month
	Fireman's Kitchen	\$	/month
	Fireman's Rock Room	\$	/month
	Jackson St. Kitchen	\$	/month
	Total bid per Month		\$
	Total bid per (12 Month) Year		\$

Pricing per Unit Requested for Special Services Specified:			
Services Specified:			
	Carpet cleaning (extraction method) *	\$	Sq. Ft.
	Grout restore of tile floors	\$	Sq. Ft.
	Buff (only) hard surface/resilient floors	\$	Sq. Ft.
	Strip and polish hard surface/floors	\$	Sq. Ft.
	Wash down concrete floor – Police Department Sally Port	\$	EA
	Restoration of Ballroom floors	\$	Sq. Ft
	Pressure washing	\$	Hr.
	Window Cleaning Ground level	\$	EA.
	Window Cleaning 2 nd story level	\$	EA.

**extraction method preferred. Do not use any other method without prior approval.*

Pricing for additional, unspecified services as requested:	
Hourly rate per employee	\$

Prompt payment discount _____ % within _____ days.

Name of Bidding Firm _____

ATTACHMENT "A"

BIDDER'S STATEMENT OF QUALIFICATIONS

Bidder shall complete the following information to describe the experience and capability factors of the bidding company. The Bidder and Owner agree that, in determining the successful Bid, the responsibility of the Bidders will be considered in awarding a Contract for this Project. Total experience and qualifications of the Bidder as represented in this document will be considered. The Owner may, as needed, request additional, updated, or clarifying information to supplement this document in order to determine award of the Contract.

Part 1: Bidder's Information and Qualifications

Bidder must complete this form in its entirety. All responses and information must be clear, accurate and comprehensive. If necessary, responses may be continued on separate sheets and attached hereto.

1. Name of Bidder _____

B. Bidder's Permanent Address _____

C. Bidder's Phone No. _____

D. Bidder's Email Address: _____

E. Number of years in business under current company name _____

If response is "YES" for question F-I, attach a brief description or explanation

F. Has the Bidder ever defaulted on a contract?

YES (____) NO (____)

G. Are there currently any judgments, claims, or lawsuits pending against the Bidder?

YES (____) NO (____)

H. Does Bidder currently have any claims, judgments or lawsuits pending against any prior client?

YES (____) NO (____)

I. Is the Bidder or principals of Bidder now, or has the Bidder or principals of Bidder ever Been involved in any bankruptcy or reorganization proceedings?

YES (____) NO (____)

4. Business location that will service/supervise this contract:

5. Longest distance travel for cleaning personnel: _____

6. Longest distance travel for supervisors: _____

7. *Hourly pay rate or range for cleaning personnel: _____

Part 2: Staffing Plan and Contract Fulfillment

1. Number of employees assigned to this contract for daily fulfillment:

Minimum number: _____ Maximum number _____

2. Explain quality control procedures: _____

3. Explain how bidder will respond to and correct service problems and failures:

4. Explain plan and procedure for supervision of work: _____

5. List grades, qualities and brand names of chemicals that would be used at City facilities:

6. Explain security procedures: _____

7. Can bidder provide emergency cleaning services? Explain:

8. Describe uniforms to be worn by Contract personnel: _____

* Note: Should the City receive Open Records Requests for this document, the City will submit the request for an opinion from the State Attorney General before complying. Bidder will be notified and will have the opportunity to correspond with the Attorney General's office concerning whether such information should be released.

BIDDER'S STATEMENT OF RESIDENCY

The City may not award a contract for general construction, services, or purchases to a Nonresident Bidder unless Nonresident's Bid is lower than the lowest Bid submitted by a responsible Texas Resident Bidder by the same amount that a Texas Resident bidder would be required to underbid the Nonresident Bidder to obtain a comparable contract in the state in which Nonresident's principle place of business is located.

1. This certifies that the Bidder, _____, is a State of Texas Resident Bidder as defined in TEX. GOVT. CODE ANN. § 2252.001(4) (Vernon 1994).

Signature

Title

"Texas Resident Bidder" means a bidder whose principal place of business is in this State, and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in this State. *When bidder cannot sign 1, above, proceed to 2.*

2. a. _____ is a resident of _____ and is a Nonresident Bidder as defined in TEX. GOVT. CODE ANN. § 2252.001(3) (Vernon 1994).

Signature

Title

"Nonresident Bidder" means a bidder whose principal place of business is not in this State, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this State.

- b. The State of _____ have a state statute giving _____ preference to resident bidders.
- | | |
|-------------------------|------------------|
| Bidder's resident state | Does or Does Not |
|-------------------------|------------------|

Signature

Title

If the answer to 2.b is that your state does have a statute giving preference to resident bidders, then you must provide a copy and proceed to 3.

3. A copy of the State of _____ statute is attached.

Signature

Title

Date

END OF DOCUMENT

EXHIBIT A

TERMS AND CONDITIONS FOR BIDS

Definitions:

In order to simplify the language throughout this request for bids, the following definitions shall apply:

CITY – OWNER - Same as City of Brenham.

CONTRACT - An agreement between the City and a Vendor to furnish goods or services over a designated period of time during which repeated purchases may be made of the goods or services specified.

VENDOR – The successful Bidder(s) of this bid request.

Instructions:

The following instructions apply to all bids and become a part of terms and conditions of any bid submitted to the City of Brenham Purchasing Department, unless otherwise specified elsewhere in this bid request.

Form:

Bids must be submitted on this form only. **Bidders are required to submit one (1) original and one (1) copy.** All bids submitted must be itemized with prices extended when practical. **BIDDER MUST RETURN THE ENTIRE ORIGINAL BID DOCUMENT WITH BID OR PROPOSAL.**

Bid Return:

Bid must be sealed, and to ensure proper recognition upon its arrival, list the Bid Number, Bid Description and the Bid Opening Date on the outside of your envelope.

Late Bids:

Bids must be received by the Purchasing Department prior to the time indicated on this form. Late bids will not be opened and will be returned to the bidder only upon written request.

Acceptance:

The City of Brenham reserves the right to accept or reject any or all bids, to waive any informalities and technicalities, to accept the offer considered most advantageous **in order to obtain the best value for the City.** Causes for rejection of a bid may include but are not limited to the bidder's current violation of any City ordinance, the bidder's current inability to satisfactorily perform the work or service, or the bidder's previous failure to timely perform its obligation under a contract with the City.

Bidders may be disqualified and rejection of proposals may be recommended for any of (but not limited to) the following causes:

1. Failure to use the proposal form furnished by the Owner;
2. Lack of signature by an authorized representative on the proposal form;
3. Failure to properly complete the proposal;
4. Evidence of collusion among proposers;
5. Omission of uncertified personal or company check as a proposal guarantee (**if Bid Bond required**); or
6. Unauthorized alteration of bid form.

Owner reserves the right to waive any informality or irregularity.

All bidders are hereby notified that the City of Brenham shall consider all factors it believes to be relevant in selecting the offer that provides the best value for the City including, but not limited to the purchase price, the proximity of the bidder as it relates to bidder's ability to perform the contract for the City, the delivery date, the reputation of the bidder and the bidder's goods or services, the quality of the bidder's goods or services, the extent to which the goods or services meet the City's needs, the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized business and non-profit organizations employing persons with disabilities, the total long-term cost of the City to acquire the bidder's goods or services, the bidder's past performance under contracts with the City, the bidder's compliance

EXHIBIT A

with City ordinances, and any relevant criteria specifically listed in this request for bid.

The City is committed to obtaining its goods, products and services at the lowest price possible which benefits all citizens of Brenham. Therefore, in order to accomplish this objective/goal, it is not the intention of the City to exclude particular vendors or manufacturers nor to create restrictive situations in its request for bids and proposals. Any manufacturer's name, trade names, brand names, catalog numbers, technical data, etc. used in the specifications are there for the sole purpose of establishing and describing general performance, quality levels, type and dimensions and such references are not intended to be restrictive. Alternate bids on similar or comparable products and/or services of any manufacturer or vendor equal to the products and/or services described in the specifications are invited and will be given careful consideration provided the alternate will accomplish the same task. The City shall be the sole judge on whether the alternate product and/or service is similar to, equal to and in compliance with that specified. The decision of the City shall be final.

Award of Contract:

The contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City. The bid award may be based on, but not necessarily limited to, the following factors:

- a. the purchase price, including payment discount terms;
- b. the reputation of the bidder and of the bidder's goods or services;
- c. the quality of the bidder's goods or services;
- d. the extent to which the goods or services meet the City's needs;
- e. the bidder's past relationship with the City;
- f. the impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- g. the total long-term cost of the City to acquire the bidder's goods or services; and

- h. any relevant criteria specifically listed in this request for bid.

The City prefers to award the entire contract to a single bidder; although, the City reserves the right to award a primary contract and a secondary contract in an effort to secure a back-up contractor to be used in emergency situations in the event the primary contractor is unable to respond as needed.

Term of Contract:

This Contract shall become effective from date of acceptance and approval by the City of Brenham. It shall remain in force and effect with firm fixed bid prices for a period of one (1) year, beginning on the date of award of contract.

Extension of Contract:

Upon completion of the term of the original contract and mutual agreement of both parties, the contract may be extended for up to two (2) additional one (1) year terms (five (5) years total). The renewal will be under the same terms and conditions as the original contract. In the event a new contract cannot be executed at the anniversary date of the original term or any renewal term, the contract may be renewed month-to-month until a new contract is executed.

Assignment of Contract:

This contract cannot be transferred or assigned to another party without written consent of the City and may be subject to cancellation by the City if such consent is requested.

Contract Termination:

The City may terminate this Contract at any time upon thirty (30) calendar day's written notice. Upon the Vendor's receipt of such notice, the Vendor shall cease work immediately. The Vendor shall be compensated for the services satisfactorily performed prior to the termination date.

If, through any cause, the Vendor fails to fulfill its obligations under this contract, or if the Vendor violates any of the agreements of this Contract, the City has the right to terminate this

EXHIBIT A

Contract by giving the Vendor five (5) calendar days written notice. The Vendor will be compensated for the services satisfactorily performed before termination date. Termination of the contract for cause shall be deemed as sufficient evidence and cause to remove the Vendor's name from the bidder's list for receiving future bids.

No term or provision of this Contract shall be construed to relieve the Vendor of liability to the City for damages sustained by the City because of any breach of contract by the Vendor. The City may withhold payments to the Vendor for the purpose of setoff until the exact amount of damages due the City from the Vendor is determined and paid.

Reimbursements:

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing bids in response to this Request for Bids and the City will not reimburse responding firms for these expenses, nor will the City of Brenham pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Minority Owned Businesses:

Minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, or national origin in consideration for an award.

Error-Quantity:

Bids must be submitted on units of quantity specified. In the event of errors in extended process, the unit price shall govern. Any suggested quantity to secure better prices is welcomed. When discrepancies occur between words and figures, the words shall govern.

Quantities:

Quantities indicated in the Bid are estimated based upon the best available information. The City reserves the right to increase or decrease the quantities by any amount deemed necessary to

meet its needs without any adjustments in the unit bid prices.

Variations:

Any variation (deviation) from these specifications must be indicated on a separate form and be made part of the bid.

F.O.B. – Damage

Bids will not be considered unless bid F.O.B. delivered to Brenham, Texas. If shipping costs are not included in the unit bid price, bidder must give exact delivery cost, which is to be prepaid or added to the invoice. The City assumes no liability of goods delivered in a damaged or unacceptable condition.

Firm Prices:

Bidders must hold bid prices firm for 90 days after the bid opening date to allow the City sufficient time to award a contract. Once a Contract is awarded, the successful bidder must hold bid prices firm for the duration of the Contract. Sealed competitive bids may not be negotiated, amended or changed after the bid opening date.

Cooperative Agreements:

Successful bidder agrees to extend prices and terms to all governmental entities that have entered into, or will enter into, joint purchasing interlocal cooperation agreements with the City.

Authorized Signature:

Bids must show full firm name and mailing address of bidder and be manually signed by an authorized representative of the bidder. Firm name and authorized signature should appear on each page of bid where spaces are provided. Submission of a signed bid will be interpreted to mean that bidder has hereby agreed to all terms and conditions set forth in all of the sheets which make up this invitation.

Withdrawal-Alteration Of Bids:

Bids cannot be altered after receiving time or opening time. No bid may be withdrawn after

EXHIBIT A

opening time without acceptable reason in writing and with the approval of the City Council.

Lump Sum Bids:

Lump sum bids will be considered only if unit prices are quoted also. However, the totals of such quoted unit prices and the lump sum bids will not be considered if the price quoted also involves prices of commodities requested on an entirely separate bid request.

All-Or-None Bids:

All-or-none bids will be considered only if bidder quoted prices on all items requested. If a bidder desires the City to consider an all-or-none bid, it must be stated in the bid document. All-or-none bids will not be considered if prices quoted involved prices of items and services requested on an entirely separate bid request.

Payment Of Invoices:

Invoices must be submitted by the successful bidder to the City of Brenham, Finance Department, P.O. Box 1059, Brenham, Texas 77835-1059. All invoices to be paid in full within thirty (30) days after satisfactory delivery and billing, whichever is the latter. The City will not be liable for payment of invoices received more than sixty (60) days after delivery of order, or completion of service.

Cash Discounts:

Bidders may quote additional cash discount terms. If no discount is shown, prices are to be assumed net. Discount period to be started from the date of completion of entire order or date of receipt of invoice, whichever occurs last regardless of date of invoice.

Taxes:

The City of Brenham is exempt from Federal Excise, State Sales and Transportation Taxes. TAX MUST NOT BE INCLUDED IN BID. The City upon request will execute Tax Exemption Certificates. The City of Brenham is statutorily exempt from State and Local Sales tax and a permit number is not required.

Delivery:

Bids must show the number of consecutive calendar days required to deliver the materials, services or equipment under normal conditions. Failure to specify delivery time will be considered reason enough to cause the bid to be disregarded. Delivery time quoted will be given consideration in awarding bids. If delivery is not made within ten (10) days after number of days specified on bid, entire order may be canceled and bidder's name removed from mailing list.

All deliveries are to be made to the Central Warehouse located at 315 West Second Street, unless otherwise specified in the Bid Request or Purchase Order. Deliveries will be accepted only during normal working hours on normal working days. Unless otherwise indicated, items received must be new and in first-class condition. Types of materials normally packaged for protection and convenience in storage shall be in the proper containers.

Liability:

Vendor shall be liable for all damages incurred while in performance of the work to be performed hereunder. Vendor assumes full responsibility for the work to be performed hereunder, and hereby releases, relinquishes, and discharges the City, its officers, agents, and employees, from all claims, demands, and causes of action of every kind and character including the cost of defense thereof, for any injury to, including death of, any person whether that person be a third person, vendor, or an employee of either parties hereto, and any loss of or damage to property, whether the same be that of either of the parties hereto or of third parties, caused by or alleged to be caused by, arising out of or in connection with the issuance of this order to Vendor, whether or not said claims, demands and causes of action in whole or in part are covered by insurance. Certificate of Insurance may be required for but not limited to Commercial General Liability, Commercial Auto Liability, Workers Compensation, and Professional Liability Insurance.

EXHIBIT A

Material Safety Data Sheets (MSDS):

MSDS's must be provided prior to or with receipt of order, and when revised. Containers must be properly labeled and identified in accordance with the OSHA Hazard Communications Standard. Improperly labeled containers will result in refusal of the shipment and possible change in vendors.

Patents, Franchises, etc.:

The successful bidder agrees to protect the City from any claim involving patent right infringements, copyrights or sales franchises.

No Bids:

If bidder is unable to quote, the bid form should be returned to the purchasing agent before opening time, and reason given for not bidding if bidder desires to bid on future purchases.

Addenda:

In the event of a needed change in the published documents, it is understood that all the foregoing terms and conditions and all performance requirements will apply to any published addendum.

All published addenda shall be signed and included with your response package as acknowledgement of the addendum. Bidders are responsible for obtaining all published addenda from the City of Brenham Purchasing office. The City assumes no responsibility for the Bidders failure to obtain and/or properly submit any addendum. Failure to acknowledge and submit any addendum may be cause for the bid to be rejected. The City's decision to accept or reject any particular bid due to a failure to acknowledge and submit addenda shall be final.

Fiscal Funding:

The City operates and is funded on a fiscal year basis; accordingly, the City reserves the right to terminate, without liability, any contract for which funding is not available. Renewal of a contract will be in accordance with Local Government Code 271.903 concerning non-appropriation of funds for multi-year contracts.

The City reserves the right to rescind the contract at the end of each fiscal year if it is determined that there are insufficient funds to extend the contract. The fiscal year for the City extends from October 1st of each calendar year to September 30th of the following calendar year.

H.B. 1295 Compliance:

The Vendor for the Contract shall comply with the requirements of Section 2252.908 of the Texas Government Code as adopted in 2015 as House Bill 1295. The law requires that a governmental entity may not enter in certain contracts with a business entity unless the business entity submits a Disclosure of Interested Parties to the governmental entity. The law applies only to a contract that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million.

Compliance with the law requires that the Vendor utilize the Texas Ethics Commission website to enter the required information on Form 1295 and print a copy of the complete form. The form must be signed, notarized and submitted to the contracting government entity

The City, in the case of contracts formalized by Purchase Order or by other written contract, will notify the Vendor of Award by Council and request the completed Form 1295 within five (5) working days thereafter.

No Boycott of Israel:

By acceptance of this Contract, Vendor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contacts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Vendor further certifies and verifies that neither vendor, nor any affiliate, subsidiary, or parent company of Vendor, if any, the "Vendor Companies", boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to

EXHIBIT A

penalize, inflict economic hoard on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

Engaged in Business with Iran, Sudan, or Foreign Terrorist Organization:

Pursuant to Texas Government Code Chapter 2252, Subchapter F, Vendor affirms that it is not identified on a list created by the Texas Comptroller of Public Accounts as a company known to have contracts with or provide supplies or services to a foreign terrorist organization.

Conflict of Interest:

By doing business or seeking to do business with the City, Vendor acknowledges that they have been notified of the requirements of Chapter 176 of the Texas Local Government Code and that they are solely responsible for compliance.

Applicable Law and Venue

This Contract shall be governed by the laws of the State of Texas. The parties agree that performance and all matters related thereto shall be in Washington County, Texas and venue for any lawsuit, claim or dispute arising out of the contract shall be in Washington County, Texas. Further, neither party will seek to remove such litigation to the federal court system by application of conflicts of laws or any other removal process.

Insurance

1. The Vendor shall procure and maintain at its sole cost and expense for the duration of the Contract insurance coverage for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, volunteers, employees or subcontractors. The Contractor's insurance coverage shall be primary insurance with respect to the City, its officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its

officials, employees or volunteers shall be considered in excess of the Contractor's insurance and shall not contribute to it. Further, the Contractor shall include the City as an additional insured under its policy. All coverage for subcontractors shall be subject to all of the requirements stated herein. Certificates of Insurance and endorsements shall be furnished to the City and approved by the City before work commences.

2. Standard Insurance Policies Required:
 - a) Commercial General Liability Policy
 - b) Automobile Liability Policy
 - c) Workers' Compensation Policy
3. General Requirements Applicable to All Policies:
 - a) General Liability and Automobile Liability insurance shall be written by a carrier with an A: VIII or better rating in accordance with the current Best Key Rating Guide.
 - b) Only Insurance Carriers licensed and admitted to do business in the State of Texas will be accepted.
 - c) Deductibles shall be listed on the Certificate of Insurance and are acceptable only on a per occurrence basis for property damage only.
 - d) "Claims Made" policies will not be accepted.
 - e) The City of Brenham, its officials, employees and volunteers, are to be added as "Additional Insured" to the General Liability policy. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees or volunteers.
 - f) A Waiver of Subrogation in favor of the City with respect to Workers' Compensation Insurance must be included.
 - g) Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior

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written notice has been given to the City.

- h) Upon request, certified copies of all insurance policies shall be furnished to the City.

4. Commercial General Liability

- a) Minimum Combined Single Limit of \$1,000,000.00 per occurrence for bodily injury and property damage.
- b) No coverage shall be deleted from the standard policy without notification of individual exclusions being attached for review and acceptance.

5. Automobile Liability

- a) Minimum Combined Single limit of \$500,000.00 per occurrence for bodily injury and property damage.

6. Worker's Compensation

- a) Statutory

7. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent. And shall contain the following provisions and warranties:

- a) The company is licensed and admitted to do business in the State of Texas.
- b) The insurance policies provided by the insurance company are underwritten on forms that have been provided by the Texas Board of Insurance.
- c) All endorsements and insurance coverage according to requirements and instructions contained herein.
- d) The form of the notice of cancellation, termination, or change in coverage provisions to the City of Brenham.
- e) Original endorsements affecting coverage required by this section shall be furnished with the certificates of insurance.

Workers' Compensation Provisions **(State law requires the following language in contracts on public works projects).**

DEFINITIONS:

Certificate of Coverage (certificate) – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Texas Workers' Compensation Commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the Project – includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the City.

Persons providing services on the project ("subcontractor" in 406.096) – includes all persons or entities performing all or part of the services the Contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the Contractor and regardless of whether that person has employees. This includes, without limitations, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnished persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other services related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

The Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the Contractor providing services on the project, for the duration of the project.

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The Contractor must provide a certificate of coverage to the City **prior** to being awarded the contract.

If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the City showing that coverage has been extended.

The Contractor shall obtain from each person providing services on a project, and provide to the City:

- a. a certificate of coverage, prior to that person beginning work on the project, so the City will have on file certificates showing coverage for all persons providing services on the project; and
- b. no later than seven calendar days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.

The Contractor shall notify the City in writing by certified mail or personal delivery, within ten (10) calendar days after the Contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation commission, informing all persons providing services on the project that they are required to be covered and stating how a person may verify coverage and report lack of coverage.

The Contractor shall contractually require each person with whom it contracts to provide services on a project, to:

- (a) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;
- (b) provide to the Contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on a project, for the duration of the project;
- (c) provide the Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
- (d) obtain from each person with whom it contracts, and provide to the Contractor:
 1. a certificate of coverage, prior to the person beginning work on the project; and
 2. a new certificate of coverage showing the extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
- (e) retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter;
- (f) notify the City in writing by certified mail or personal delivery, within ten (10) calendar days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
- (g) contractually require each person with whom it contracts, to perform as required by paragraphs (a) – (g), with the certificates of coverage to be provided to the person for whom they are providing services.

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By signing the contract, or providing, or causing to be provided a certificate of coverage, the Contractor is representing to the City that all employees of the Contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the Commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor that entitles the City to declare the contract void if the contractor does not remedy the breach within ten (10) calendar days after receipt of notice of breach from the City.