



Colorado River Municipal Water District

Colorado River Municipal Water District
400 East 24th Street
PO Box 869
Big Spring, Texas 79721

Request for Proposals
for
Janitorial Services
for
400 East 24th Street, Big Spring, Texas
and
401 East 24th Street, Big Spring, Texas
and
406 East 23rd Street, Big Spring, Texas



Package

For services beginning January 2, 2021, Colorado River Municipal Water District is calling for bids for janitorial services for the offices located at 400 East 24th Street, 401 East 24th Street and 406 East 23rd Street, Big Spring, Texas. CRMWD requests that proposals are bid on a 24-month contract.

Sealed bids will be received by:

Colorado River Municipal Water District
Attn: Audra Hoback, Manager of Business Services
400 East 24th Street
Big Spring, Texas 79720

Bids are due no later than 3:00 PM on Thursday, November 5, 2020.

CRMWD is not required to accept the lowest bid. In addition to cost, service will also serve as a basis for award of the contract. Each bidder must list three references it services that are approximately our size. References may be checked if deemed advisable. (Form provided)

Successful bidder is required to furnish original Certificates of Insurance with CRMWD named as additional insured with the following limits:

- ◆ General Liability with a minimum of \$500,000
- ◆ Worker's Compensation which has statutory limits
- ◆ Automobile Liability (include hired and non-owned autos) with a minimum of \$250,000 Combined Single Limit

CRMWD reserves the right to reject any and all bids and to accept any bid deemed advantageous to CRMWD. Any deviation from these specifications must be stated in detail with complete reference to the bid specification provision from which the deviation is being made.

The bidder may schedule a time to view the buildings with Audra Hoback in order for the bidder to submit a proper weekly cleaning schedule in their proposal.

CRMWD has 10 holidays – New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day and Christmas Day.

It is the intention of CRMWD to submit the contract or contracts to be recommended to the General Manager.

Please complete the appropriate enclosed bid forms that include:

- a) Data Sheet
- b) References
- c) Declaration of Compliance

All bidders shall complete the bid forms provided. An authorized official of the bidder must sign all bid forms submitted.

Failure to complete bid forms may result in bid being disqualified.

Janitorial Services

The following janitorial services shall be performed at 400 East 24th Street and 401 East 24th Street. As a minimum requirement, cleaning shall include the following:

1. Dust all furniture at least twice per week.
2. Empty all wastebaskets daily and replace bags.
3. Clean restrooms daily.
4. Vacuum all carpeted areas at least twice per week. (Unless needed more than 2x per week)
5. Sweep hard floors daily. Mop these areas at least twice per week. This includes restrooms, foyers, kitchens and storage rooms in both locations. (Unless needed more than 2x per week)
6. Strip, Seal and Wax hard floors twice per year. This includes restrooms, foyers, kitchens and storage rooms in both locations
7. Soiled spots on carpeting areas should be removed as they appear.
8. Inside windows shall be washed at least once per quarter. Outside windows cleaned once per month.
9. Trash containers are provided. Waste from the building is disposed of in the trash containers provided by the city.
10. Nothing shall be removed from the top of any desk, credenza, table or bookshelf. Items may be gently moved and placed in original position when dusting.

The following janitorial services shall be performed at 406 East 23rd Street. As a minimum requirement, cleaning shall include the following:

1. Dust all furniture at least twice per week.
2. Empty all wastebaskets and replace bags at least twice per week.
3. Clean Restrooms at least twice per week.
4. Sweep and mop floors at least twice per week. (Unless needed more than 2x per week)
5. Strip, seal and Wax hard floors at least twice per year. This includes restroom, foyer, kitchen and storage room.
6. Inside windows shall be washed at least once per quarter. Outside windows cleaned once per quarter.
7. Trash containers are provided. Waste from the building is disposed of in the trash containers provided by the city.
8. Nothing shall be removed from the top of any desk, credenza, table or bookshelf. Items may be gently moved and placed in original position when dusting.

****Awarded Bid Agreement will provide a daily, weekly, monthly and quarterly schedule and be expected to adhere to that schedule or make reasonable accommodations. Initial deep cleaning of all three locations is welcome, but not required****

Implementation

1. Describe the equipment and supplies to be provided by the District to implement the proposal.

2. Describe the labor, equipment and supplies that the bidder will supply to implement the proposal.

3. List additional cleaning services you will provide that are above our minimum requirements.

Weekly Cleaning Schedule

Monday

Tuesday

Wednesday

Thursday

Friday

24 Month Cleaning Services \$_____ per month or \$_____ per year.

Please provide CRMWD with three references that have utilized your services on a contract basis for at least three (3) years.

Company Name: _____
Contact Person: _____ Title _____
Address: _____
City, State, Zip: _____
Phone Number: _____ Size of Building(s) _____

Company Name: _____
Contact Person: _____ Title _____
Address: _____
City, State, Zip: _____
Phone Number: _____ Size of Building(s) _____

Company Name: _____
Contact Person: _____ Title _____
Address: _____
City, State, Zip: _____
Phone Number: _____ Size of Building(s) _____

The undersigned does hereby declare that they have read the Request for Proposal in which they are submitting a proposal with full knowledge of the requirements, and does hereby agree to furnish all services in full accordance with the requirements outlined in the Request for Proposal.

The proposer affirms that, to the best of their knowledge, the proposal was arrived at independently and is submitted without collusion to obtain information or gain favoritism that would in any way limit competition or give unfair advantage over other proposers.

The undersigned hereby declares that they have the authority to represent the proposer in submitting this proposal at the prices and level of services herein after notice of proposal award.

Company Name _____

Address _____

City, State, Zip _____

Contact Person _____

Phone Number _____

Authorized Signature

Title

Printed Name of Signatory

Date