

CITY OF BRYAN
The Good Life, Texas Style.™

August 29, 2013

Andrews Building Services
Mr. Peter S. Kim, President
11503 Reeder Road
Dallas, TX 75229

RE: 2nd Extension of Contract No. 11-037 entitled "Annual Price Agreement for Custodial Services"

Dear Mr. Kim,

Please be advised that the above referenced contract will expire on November 06, 2013, and it is our intent to recommend to extend said contract for one (1) additional period of one (1) year, beginning the day following the expiration date of said contract.

If your company is willing and able to extend Contract No. 11-037 under the same prices, terms, conditions and provisions as those contained in the original contract, please complete the following information and return this original within ten (10) days from the date of this notification.

I, Peter Kim President
Name Title
Of Andrew's Building Service, Inc.
Company Name

agree to extend Contract No. 11-037 with the City of Bryan, under the same prices, terms, conditions and provisions as those contained in the original contract, for a period of one (1) year beginning November 07, 2013 and expiring November 06, 2013 upon approval.

Signed By: [Signature]

Date September 10, 2013

[Signature]
Karen Sonley, Purchasing Supervisor
City of Bryan - Purchasing Department

CONTRACT
for
Annual Contract for Custodial Services

This Contract, dated Sept. 30, 2011, is between the **City of Bryan**, a Texas home-rule municipal corporation, (the City) and **Andrews Building Service, Inc.** (the Service Provider), whereby the Service Provider agrees to provide the City with certain services as described herein and the City agrees to pay the Service Provider for those services.

1. Scope of Services

In consideration of the compensation stated in **paragraph 2**, the Service Provider agrees to provide the City with the services as described in Exhibit A, RFB #11-037, "Annual Contract for Custodial Services", which is incorporated herein by reference for all purposes, and which services may be more generally described as follows:

"Annual Contract for Custodial Services"

2. Payment

In consideration of the Service Providers provision of the services in compliance with all terms and conditions of this Contract, the City shall pay the Service Provider according to the terms set forth in Exhibit A, RFB #11-037, "Annual Contract for Custodial Services". Except in the event of a duly authorized change order, approved by the City in writing, the total cost of all services provided under this Contract may not exceed **\$142,425.32**.

3. Time of Performance

A. All work and services provided under this Contract must be completed according to the Scope of Services described in Exhibit A, RFB #11-037, "Annual Contract for Custodial Services".

B. **Time is of the essence of this Contract.** The Service Provider shall be prepared to provide the services in the most expedient and efficient manner possible in order to complete the work by the times specified and described in Exhibit A, RFB #11-037, "Annual Contract for Custodial Services".

4. Warranty, Indemnification, Release & Insurance

A. As an experienced and qualified Service Provider, the Service Provider agrees that the services provided by the Service Provider reflect the professional and industry standards, procedures, and performances. The Service Provider agrees the selection and supervision of personnel, and the performance of services under this Contract, will be pursuant to the standard of performance in the profession. The Service Provider agrees that the Service Provider will exercise diligence and due care and perform in a good and workmanlike manner all of the services pursuant to this Contract. Approval of the City shall not constitute, or be deemed, a release of the responsibility and liability of the Service Provider, its employees, agents, or associates for the exercise of skill and diligence to promote the accuracy, competency and quality of the services provided, nor shall the City's approval be deemed to be

the assumption of responsibility by the City for any defect or error in the aforesaid services provided by the Service Provider, its employees, associates, agents, or subcontractors.

B. The Service Provider shall promptly correct any defective work furnished by the Service Provider at no cost to the City. The City's approval, acceptance, use of, or payment for, all or any part of the services hereunder itself shall in no way alter the Service Providers obligations or the City's rights hereunder.

C. In all activities or services performed hereunder, the Service Provider is an independent contractor and not an agent or employee of the City. The Service Provider and its employees are not the agents, servants, or employees of the City. As an independent contractor, the Service Provider shall be responsible for the services and the final work product contemplated under this Contract. Except for materials furnished by the City, the Service Provider shall supply all materials, equipment, and labor required for the services to be provided under this Contract. The Service Provider shall have ultimate control over the execution of the services. The Service Provider shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees or subcontractors, and the City shall have no control of or supervision over the employees of the Service Provider or any of the Service Providers subcontractors.

D. The Service Provider must at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, employees, agents, subcontractors, licensees, and other persons, as well as their personal property, while in the vicinity of the Project or any of the work being done on or for the Project. It is expressly understood and agreed that the City shall not be liable or responsible for the negligence of the Service Provider, its officers, employees, agents, subcontractors, invitees, licensees, and other persons.

E. **Responsibility for damage claims (indemnification):** Service Provider shall defend, indemnify and save harmless the City and all its officers, agents, and employees from all suits, actions, or claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person or persons or property resulting from the Service Provider's negligent performance of the work, or by or on account of any claims or amounts recovered under the Workmen's Compensation Law or any other law, ordinance, order or decree, and his sureties shall be held until such suit or suits, action or actions, claim or claims for injury or damages as aforesaid shall have been settled and satisfactory evidence to the effect furnished the City. Service Provider shall defend, indemnify and save harmless the City, its officers, agents and employees in accordance with this indemnification clause only for that portion of the damage caused by Service Provider's negligence.

F. **Release.** The Service Provider 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, sickness or death of the Service Provider or its employees and any loss of or damage to any property of the Service Provider or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the Service Provider's negligent performance of the work. Both the City and the Service Provider expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance.

G. **Insurance.** The contractor agrees to maintain the coverages, endorsements, and limits in accordance with and set forth by the Insurance Coverage & Limit Table below for the duration of this contract. The Contractor agrees to:

- Deliver to the City Certificate(s) of Insurance evidencing that such policies are in full force and effect not later than 5 business days after notification of the City's intent to award a contract, but in any event prior to commencement of work. If policy endorsements are necessary, satisfactory evidence of request to insurance carrier must accompany the Certificate(s) of Insurance. Failure to meet these requirements may cause the bid to be rejected.
- Submit any policy endorsements within 30 days of the City's intent to award contract. No payment will be made and/or the City may stop work or terminate the contract if contractor fails to supply satisfactory evidence of policy endorsements.
- Allow the City the right to obtain complete, certified copies of all required insurance policies at any time.
- Clearly indicate contract name and contract number to which Certificate(s), endorsements, and policies apply.

The requirements as to types and limits, as well as the City's review or acceptance of insurance coverage to be maintained by Contractor, is not intended to nor shall in any manner limit or qualify the liabilities and obligations assumed by the Contractor.

INSURANCE COVERAGE & LIMIT TABLE

WORKERS' COMPENSATION INSURANCE & EMPLOYERS' LIABILITY INSURANCE – Statutory & \$500,000/\$500,000/\$500,000 Contractor agrees to maintain Worker's Compensation Insurance & Employers Liability. In the event any work is sublet, the Contractor shall require the subcontractor similarly to provide the same coverage and shall himself acquire evidence of such coverage on behalf of the subcontractor. Waiver of subrogation in favor of the City required. This requirement may be waived with satisfactory evidence that the contractor is sole proprietor(s)/has no employees.

COMMERCIAL GENERAL LIABILITY INSURANCE – Limit of liability not less than \$1,000,000 per occurrence Contractor agrees to maintain a standard ISO version Commercial General Liability occurrence form, or its equivalent providing coverage for, but not limited to, Bodily Injury and Property Damage, Premises/Operations, Products/Completed Operations, Independent Contractors. Additional insured endorsement required.

BUSINESS AUTOMOBILE LIABILITY INSURANCE – Limit of liability not less than \$1,000,000 per occurrence Contractor agrees to maintain a standard ISO version Business Automobile Liability, or its equivalent, providing coverage for all owned, non-owned, and hired automobiles. Should the Contractor not own any automobiles and furnish satisfactory evidence of this, the business auto liability requirement shall be amended to allow the Contractor to agree to maintain only Hired & Non-Owned Auto Liability. This amended coverage requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto policy.

UMBRELLA or EXCESS LIABILITY Contractor may satisfy the minimum liability limits required for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. The annual aggregate limit shall not be less than the highest "each occurrence" limit. Contractor agrees to endorse City as an additional insured, unless the Certificate states the Umbrella or Excess Liability provides coverage on a pure "True Follow Form" basis.

CONTRACTOR'S INSURANCE TO BE PRIMARY Contractor's insurance shall be deemed primary with respect to any insurance or self insurance carried by the City for liability arising out of operations under the contract.

DEDUCTIBLES, COINSURANCE PENALTIES, & SELF-INSURED RETENTION Contractor shall agree to be fully and solely responsible for any costs or expenses as a result of a coverage deductible, coinsurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, coinsurance penalty, or self-insured retention.

RIGHT TO REVIEW AND ADJUST The City reserves the right to review these requirements and to modify insurance coverage and their limits when deemed necessary and prudent. Furthermore, the City reserves the right, but not the obligation, to review and reject any insurer providing coverage because of poor financial condition.

SUBCONTRACTOR'S INSURANCE Contractor shall agree to cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified, provided the Contractor's insurance does not afford coverage on behalf of the subcontractor.

CERTIFICATE OF INSURANCE Contractor shall furnish the City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements. The certificate must be from a company with an A.M. Best rating of "A-VI" or better and/or otherwise acceptable to the City. Certificates must be submitted using the ACORD form and all endorsements must be included with the submittal. The certificate(s) shall contain a provision that coverage under such policies shall not be cancelled or non-renewed until at least thirty (30) days prior written notice, or ten (10) days notice for cancellation due to non-payment of premiums, is given the City of Bryan.

If the event the City is notified that a required insurance coverage will cancel or non-renew during the contract period, the Contractor shall agree to furnish prior to the expiration of such insurance, a new or revised certificate(s) as proof that equal and like coverage is in effect. The City reserves the right, but not the obligation, to withhold payment to Contractor until coverage is reinstated. If the Contractor fails to maintain the required insurance, the City shall have the right, but not the obligation, to purchase the required insurance at Contractor's expense.

Certificates and notices should be provided to the City at the following address:

City of Bryan
Attn: Purchasing Department
1309 E. MLK Street
Bryan, TX 77803

5. Termination

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

B. If, through any cause, the Service Provider fails to fulfill its obligations under this Contract, or if the Service Provider violates any of the agreements of this Contract, the City has the right to terminate this Contract by giving the Service Provider **five (5)** calendar days written notice. The Service Provider will be compensated for the services satisfactorily performed before the termination date.

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

6. **Miscellaneous Terms**

A. This Contract has been made under and shall be governed by the laws of the State of Texas. The parties agree that performance and all matters related thereto shall be in Brazos County, Texas.

B. Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

The City of Bryan
Attn: Billy Ebner
P.O. Box 1000
Bryan, Texas 77805

The Service Provider:
Andrews Building Service, Inc.
11503 Reeder Road
Dallas, TX 75229

C. No waiver by either party hereto of any term or condition of this Contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

D. This Contract represents the entire and integrated agreement between the City and the Service provider and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may only be amended by written instrument approved and executed by the parties.

E. This Contract and all rights and obligations contained herein may not be assigned by the Service Provider without the prior written approval of the City.

F. The Service Provider, its agents, employees, and subcontractors must comply with all applicable federal and state laws, the charter and ordinances of the City of Bryan, and with all applicable rules and regulations promulgated by local, state, and national boards, bureaus, and agencies. The Service Provider must obtain all necessary permits and licenses required in completing the work and providing the services required by this Contract.

G. The parties acknowledge that they have read, understood, and intend to be bound by the terms and conditions of this Contract.

CITY OF BRYAN:

APPROVED FOR PROCESSING:

[Signature]
Janis Hampton, City Attorney
Date: 9-29-11

APPROVED BY:

[Signature]
Jason Bienski, Mayor
Date: 9-30-11

ATTEST:

[Signature]
Mary L. Stratta, City Secretary
Date: 9-30-11

SERVICE PROVIDER:

By: [Signature]

(Service Provider - Corporate Seal)

Printed Name: PETER S. Kim

Title: President

Date: 9-20-11

STATE OF TEXAS

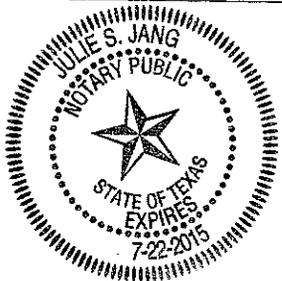
COUNTY OF Dallas

§
§
§

ACKNOWLEDGEMENT

This instrument was acknowledged before me on the 20th day of September, 2011, by

Julie Jang on behalf of Peter S Kim



[Signature]

Notary Public in and for
The State of Texas



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/22/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Swingle, Collins and Associates 13760 Noel Road, Suite 600 Dallas TX 75240	CONTACT NAME: Tabitha Richardson	
	PHONE (A/C, No, Ext): (972) 387-3000 FAX (A/C, No): (972) 387-3808 E-MAIL ADDRESS: trichardson@swinglecollins.com PRODUCER CUSTOMER ID #: 00010394	
INSURED Andrew's Building Service, Inc 2750 Northaven Road #105 Dallas TX 75229-2391	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: America First Lloyds Ins Co	11526
	INSURER B: America First Ins Co	
	INSURER C: Netherlands Ins Co	24171
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 11/12 Liability

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		CBP5805943	3/4/2011	3/4/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 15,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COM/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY		BA5805938	3/4/2011	3/4/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					\$
<input checked="" type="checkbox"/> NON-OWNED AUTOS		\$				
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR	CU8830069	3/4/2011	3/4/2012	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WC5805939	3/4/2011	3/4/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is included as Additional Insured as respects General Liability as required by written contract. Waiver of Subrogation applies as respects Workers' Compensation as required by written contract.

CERTIFICATE HOLDER

ksonley@bryantx.gov

City of Bryan
1309 E Martin Luther King
Bryan, TX 77803

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Frank Swingle/TAR



CITY OF BRYAN
The Good Life, Texas Style.

CITY OF BRYAN, TEXAS
PURCHASING DEPARTMENT
1309 E. MLK Street
Bryan, TX 77803
(979) 209-5500 fax: (979) 209-5507

REQUEST FOR BID

No. 11-037

“Annual Contract for Custodial Services”

DATE ISSUED: Monday, July 18, 2011

**SEALED BIDS TO BE SUBMITTED BEFORE:
2:00 pm Central, Tuesday, August 02, 2011**

Disclosure Requirements

Chapter 176 of the Texas Local Government Code mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the City of Bryan, including affiliations and business and financial relationships such persons may have with City of Bryan officers. An explanation of the requirements of Chapter 176, applicable forms and a complete text of the new law are available at: http://www.bryantx.gov/departments/index.html?name=texas_ethics . If you are unable to obtain such information online, please contact the City of Bryan Purchasing Department, 1309 E. MLK St., Bryan, Texas 77803 or call (979)209-5500.

BY DOING BUSINESS OR SEEKING TO DO BUSINESS WITH THE CITY OF BRYAN, YOU ACKNOWLEDGE THAT YOU HAVE BEEN NOTIFIED OF THE REQUIREMENTS OF CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE AND THAT YOU ARE SOLELY RESPONSIBLE FOR COMPLYING WITH THEM.

Vendor Name:

Andrews Building Service

TABLE OF CONTENTS

INTRODUCTION 3

SCHEDULE OF EVENTS 4

TERMS AND CONDITIONS 5-11

PROVISIONS FOR BIDDING TO THE CITY 12-16

SAMPLE INSURANCE CERTIFICATE 17

CONTRACT SPECIFICATIONS/SCOPE OF WORK 18

CUSTODIAL SPECIFICATIONS 19-51

BID SHEETS (10 PAGES) 52-61

NOTICE OF NON-PARTICIPATION 62

SAMPLE CONTRACT 63-69

INTRODUCTION

The City of Bryan is soliciting bids from qualified and experienced service providers to establish an Annual Contract for Custodial Services.

Sealed bid packages for **Bid #11-037** will be accepted until 2:00 p.m., Tuesday, August 02, 2011 and publicly opened and read aloud immediately following the opening. Any bid received **on or after** 2:00 PM CST will be returned unopened. Sealed bids must be delivered to:

Karen Sonley, Buyer
City of Bryan, Purchasing Department
1309 E. Martin Luther King St. Bryan, Texas 77803
(979) 209-5507 (Fax)
ksonley@bryantx.gov

Plans, Specifications and Information for Bidders are on file and may be examined at the Purchasing Department Office at 1309 E. Martin Luther King Jr. Street, Bryan, Texas and may be obtained by prospective bidders by calling (979) 209-5500. These documents are also available online at <http://www.bryantx.gov/departments/purchasing/bids.htm>.

A pre-bid conference is scheduled at 10:00 a.m., Tuesday, July 26, 2011 at the Purchasing Department Conference Room located in the Purchasing Department Office at 1309 E. Martin Luther King, Jr. Street, Bryan, Texas. All potential bidders are strongly encouraged to attend. **Facility tours will be provided after the pre-bid meeting.

The City believes that the data contained in these specifications is sufficient for the preparation of bids. Requests for additional information will be considered depending on the bid time frame and the availability of the requested information. Such information will be submitted to all known bidders simultaneously.

In order to ensure a fair bid process, all questions related to this Request for Bid shall be addressed in writing. **Questions must be submitted in writing (Fax or E-mail) to the individual identified above prior to 10:00 a.m. Central on Wednesday, July 27, 2011.** Contact with any City of Bryan employee or official is prohibited without prior written consent from the Purchasing Department. Failure to observe this requirement may be grounds for rejection of the Bid.

Bidders are required to submit one (1) original bid package. Bids must be completed and submitted on the forms found within the Specifications. Incomplete bid forms will invalidate the bid and the bid will be rejected and returned to the bidder. The right to accept any bid, or to reject any or all Bids and to waive all formalities is hereby reserved by the City of Bryan.

SCHEDULE OF EVENTS

- July 18, 2011 - Post date.
- July 26, 2011 @ 10:00 a.m. C.S.T.- Pre-bid conference to be held in the Purchasing Office, 1309 E. Martin Luther King St., Bryan, TX. All potential bidders are strongly encouraged to attend. **Facility tours will be provided after the pre-bid meeting.
- July 27, 2011 @ 10:00 a.m. C.S.T.- Deadline for written requests for clarifications to the RFB.
- August 02, 2011 @ 2:00 p.m. C.S.T – Sealed bids delivered to the Office of the Purchasing Department, City of Bryan, 1309 E. Martin Luther King St., Bryan, TX. Any bid received **on or after** 2:00 PM CST will be returned unopened.
- August 23, 2011: Anticipated date of award.
- September 01, 2011: Anticipated date to commence work.

TERMS AND CONDITIONS

Definitions

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

CITY - Same as City of Bryan.

CITY COUNCIL - The elected officials of the Cities of Bryan, Texas who have been given the authority to exercise such powers and jurisdiction of all City business as conferred by the State Constitution and laws.

CONTRACT - An agreement between the City and a Vendor to furnish products over a designated period of time during which repeated purchases are made of the commodities specified.

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

RFB - Request for Bids.

PROCUREMENT CARD - Chase-MasterCard

Instructions

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

Notification

The City of Bryan uses multiple channels for the notification and dissemination of all invitations to bid. Approved methods of dissemination include: City of Bryan website or the City of Bryan Purchasing office. The receipt of solicitations through any other means may result in the receipt of incomplete specifications or addenda which could ultimately render your bid non-compliant. The City of Bryan accepts no responsibility for the receipt or notifications of solicitations through any other source.

Form

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

Felony Conviction Notification

All bidders must submit with their bid the Felony Conviction Notification form if contained within this bid package. Failure to acknowledge and submit the completed Felony Conviction Notification form is sufficient cause for the bid to be rejected.

Bid Return

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

Late Bids

Bids must be received by the Purchasing Department prior to 2:00 PM CST on the date indicated on this form. Late bids will not be opened and will be returned to the bidder.

Acceptance

The City of Bryan 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 shall not be 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 properly and timely perform its obligations under a contract with the City. Bidders may be disqualified and rejection of proposals may be recommended for any (but not limited to) of 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 reserved the right to waive any minor informality or irregularity.

All bidders are hereby notified that the City of Bryan 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 his ability to perform the contract for the City of Bryan, 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 bidder's past performance under contracts with the City of Bryan and the bidder's compliance with City ordinances.

The City of Bryan, Texas is committed to obtaining its goods, products and services at the lowest price possible which benefits all the citizens of Bryan. Therefore, in order to accomplish this objective/goal, it is not the intention of the City neither to exclude particular vendors or manufacturers nor to create restrictive situations in its request for bids and proposals. Any manufacturer's names, 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 of Bryan 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.

"In literal compliance" in reference to standards and specifications shall mean the meeting or exceedance of all or nearly all of the said standards and specifications. If the City determines that standards and specifications are in literal compliance where not all standards and specifications have been met or exceeded, the City must base such a determination on its finding that any standards and specifications which have not been met or exceeded do not render the bidder product any less usable for the purpose for which it is intended.

Collusion

Advanced disclosures of any information to any particular bidder which gives that particular bidder any advantage over any other interested bidder in advance of the opening of bids, whether in response to advertising or an informal request for bids, made or permitted by a member of the

governing body or an employee or representative thereof, will cause to void all proposals of that particular bid solicitation or request.

Irregular Bid Proposals

Bids will be considered irregular and may be rejected by the City of Bryan if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate bids, or irregularities of any kind. However, the City reserves the right to waive any irregularities and to make the award providing the best value to the City.

Award of Contract

The bid award may be based on, but not necessarily limited to, the following factors:

- a. Conformity to specifications;
- b. the purchase price, including payment discount terms;
- c. the reputation of the bidder and of the bidder's goods or services;
- d. the quality of the bidder's goods or services;
- e. the extent to which the goods or services meet the City's needs;
- f. the bidder's past relationship with the City;
- g. delivery terms;
- h. payment terms;
- i. availability of repair and maintenance parts;
- j. financial condition;
- k. the total long-term cost to the City to acquire the bidder's goods or services; and
- l. any relevant criteria specifically listed in this request for bid.

The City reserves the right to award to one or more contractors based on bid pricing per facility location.

Financial Condition

Contractor must provide audited financial statements, if requested, to the City.

Term of Contract

This contract shall become effective from date of acceptance and approval by the City of Bryan. It shall remain in full force and effect with firm fixed bid prices for a period of twelve (12) months.

Extension of Contract

The City shall have the option of extending this contract, subject to approval of funding and review of the service provided by the Contractor, for four (4) additional one (1) year terms to be extended one (1) year at a time. This action does not require specific City Council approval, provided the City Council has appropriated sufficient funds to satisfy the City's obligation during the renewal term. Contracts are extended upon mutual agreement of both Vendor and the City. The City of Bryan will not consider Contract extensions which include any increase in unit bid prices.

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 the written consent of the City's Purchasing Agent and may be subject to cancellation if such consent is requested.

Contract Termination

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

If, through any cause, the Service Provider fails to fulfill its obligations under this Contract, or if the Service Provider violates any of the agreements of this Contract, the City has the right to terminate this Contract by giving the Service Provider **five (5)** calendar days written notice. The Service Provider will be compensated for the services satisfactorily performed before the 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 Service Provider of liability to the City for damages sustained by the City because of any breach of contract by the Service Provider. The City may withhold payments to the Service Provider for the purpose of setoff until the exact amount of damages due the City from the Service Provider is determined and paid.

Reimbursements

There is no expressed or implied obligation for The City of Bryan to reimburse responding firms for any expenses incurred in preparing bids in response to this Request for Bids and City of Bryan will not reimburse responding firms for these expenses, nor will the City of Bryan 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.

City Ordinances

The City of Bryan also reserves the right to reject the bid of any bidder who is currently in violation of any City ordinance. The City may, at its option, choose to negotiate a settlement of the ordinance violation as a condition of the bid award.

Error-Quantity

Bids must be submitted on units of quantity specified. In the event of errors in extended prices, 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 from these specifications must be indicated on the bid sheet(s).

F.O.B.-Damage

Bids will not be considered unless bid F.O.B. delivered Bryan, 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 of Bryan 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.

Cooperative Agreements

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

Authorized Signature

Bids must show full firm name and mailing address of bidder and be manually signed by an authorized sales or quotation 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 opening time without acceptable reason in writing and with the approval of the purchasing agent.

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 on the bid sheet(s). 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 in duplicate to the City of Bryan, Finance Department, P.O. Box 1000, Bryan, Texas 77805, (979) 209-5080. All invoices to be paid in full within thirty (30) days after satisfactory delivery and billing, whichever is the later. All invoices shall be submitted in accordance with the bid unit prices. Invoices shall not contain work that was not satisfactorily completed. Repeated failure on the part of the Contractor to submit accurate invoices shall be sufficient cause to cancel the contract. The City will not be liable for payment of invoices received more than sixty (60) days after delivery of order, or completion of services.

Cash Discounts

Bidders may quote additional cash discount terms in the Cash Discount Column. 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.

Bids offering discounts for prompt payment if invoice is paid within ten (10) days, are encouraged.

Taxes

The City of Bryan 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 Bryan 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 orders. 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 Purchasing Department located at 1309 E. Martin Luther King, Jr. 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

The successful bidder shall be liable for all damages incurred while in the performance of services pursuant to this request.

Material Safety Data Sheets

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 Communication 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 bid 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 Bryan Purchasing office or by downloading these documents from the City of Bryan website. 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.

Pre-bid Conference

Pre-bid conferences are public meetings and all qualified contractors, subcontractors and material suppliers are strongly encouraged to attend. The intent of the conference is to inform bidders of the bidding requirements and the scope of services and to solicit questions and inquiries from potential bidders and suppliers. Attendance at the pre-bid conference is not mandatory. Any and all information provided by the City during the pre-bid conference will not be construed to be a revision or change of the bid documents. All revisions, changes and clarifications to the bid documents shall be formally executed in the form of a written addendum, published by the City of Bryan.

Fiscal Funding

The City of Bryan, Texas 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 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.

Court Jurisdiction

The City of Bryan and the successful Vendor will agree that the contract awarded from this Request for Bid shall be governed by the laws of the State of Texas. The parties agree that performance and all matters related thereto shall be in a state court of competent jurisdiction in Brazos County, Texas and further that neither party will seek to remove such litigation to the federal court system by application of conflict of laws or any other removal process to any Federal Court or court not in Texas.

PROVISIONS FOR BIDDING TO THE CITY OF BRYAN

- 1.0 Upon acceptance and approval this bid effects a working contract, for the period designated or until completion of specified job, between the City of Bryan and the successful bidder.
- 2.0 The Contractor shall act as independent contractor and shall in no sense act as agent or servant of the City of Bryan.
- 3.0 The Contractor shall furnish and pay for all labor, tools, machinery, materials, insurance, bonds, permits and any other incidentals necessary to perform a turnkey job in compliance with the specified requirements.
- 4.0 All prices quoted shall include delivery expenses of supplies, materials and equipment and tools to job site including unloading. The Contractor shall be fully responsible for receiving, unloading and storing all deliveries intended for the job. The City will not be liable for any loss or damage to supplies, materials, tools and equipment left on the job unguarded, by the Contractor before, during or after job is performed.
- 5.0 All work to be performed under the supervision of Billy Ebner, Facility Services Manager or his/her delegated representative or assistant. Any questions pertaining to the work should be in writing and directed to the buyer listed on page three by the date and time specified.
- 6.0 All work is to be performed in a professional manner by skilled personnel and proper equipment. The work shall be planned so as not to interfere with or create a hazardous condition to the regular operation of the department or division of the City.
- 7.0 The Contractor shall at all times take all reasonable precautions for the safety of employees on the work site and of the public, and shall comply with all applicable provisions of Federal, state and municipal safety laws. All equipment and machinery used in performance of this contract shall be in good working order at all times.
- 8.0 Final Cleanup: Upon completion of the work and before acceptance and final payment will be made, the Contractor shall leave the work site in a neat and orderly condition equal to that which originally existed. No payment will be made for this work, its cost being included in the bid.
- 9.0 Examination of Site: Bidders are required, prior to submitting any proposal, to read the specifications carefully, to visit the site of the work, to examine carefully local conditions, to inform themselves by their independent research, test and investigations of the difficulties to be encountered and judge for themselves of the accessibility of the work and all attending circumstances affecting the cost of doing the work or time required for its completion and obtain all information required to make an intelligent proposal. No information given by the City of any official thereof, other than that contained in the specifications shall be binding upon the City. Bidders shall rely exclusively upon their own estimates, investigations, tests and other data which are necessary for full and complete information upon which the proposal may be based. It is

mutually agreed that submission of a proposal is evidence that the bidder has made the examination, investigations and tests required herein.

- 10.0** State And City Sales Taxes: The Contractor's attention is directed to Texas House Bill 11 (72nd Legislature, 1st C.S.) which amended the Texas Tax Code Section 151.311. This amendment provides that by the Contractor entering into a separate contract, the Contractor will become a seller of materials purchased for the project, which will obviate paying taxes on materials incorporated into the project.

As a seller, the Contractor purchases materials and issues a resale certificate in lieu of paying the sales tax at the time of purchase. The Owner, as an exempt entity, will provide the Contractor with an exemption certificate at the time the "sale" of the materials to the Owner, thereby precluding the Owner, and Contractor, from paying the sales tax on the materials.

Services are not tax exempt. The Contractor will be required to pay all appropriate taxes for all services as set forth herein.

- 11.0** Indemnification: The Contractor shall defend, indemnify and save harmless the City and all its officers, agents, and employees from all suits, actions, or claims of any character, name and description, including attorney's fees expenses brought for or on account of any injuries or damages received or sustained by any person or persons or property, by or from the said Contractor or his employees or by or in consequence of any negligence in safeguarding the work, or through the use of unacceptable materials in construction of the work, or by or on account of any act or omission, neglect or misconduct of the said Contractor, or by or on account of any claims of amounts recovered under the Workmen's Compensation Law or any other law, ordinance, order or decree, and so much of the money due the said Contractor under and by virtue of his contract as shall be considered necessary by the City may be retained for the use of the City, or in case no money is due, his sureties shall be held until suit or suits, action or actions, claim or claims for injury or damages as aforesaid shall have been settled and satisfactory evidence to that effect furnished the City. Contractor shall defend, indemnify and save harmless the City, its officers, agents and employees in accordance with this indemnification clause regardless of whether the injury or damage is caused in part by the City, its officers, agents or employees.

- 12.0** Equal Employment Opportunity: During the performance at this agreement: The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, to be provided by the agency setting forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for the employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

- 13.0 Contractor shall comply with all federal, state, county, municipal and/or other laws, ordinances, rules and regulations applicable to the performance of any work under this agreement and shall secure and pay for all governmental licenses, deposits, permits or fees required.
- 14.0 Contractor shall comply with H.B. 275, The Texas Prompt Payment Act, effective July 1, 1986, which in part, requires the contractor to pay their subcontractors within ten (10) calendars days after they receive payment from the City of Bryan.
- 15.0 The Contractor will be required to comply with all provisions of the President's Executive Order No. 11246 as of September 24, 1965.
- 16.0 Final Acceptance: The Contractor will be paid within thirty (30) days after final acceptance provided the Contractor has furnished the City satisfactory evidence that all sum of money due for any labor, materials, equipment or machinery furnished for and used in the prosecution of the work, or that the person or persons to whom the same may respectively be due have consented to such final payment. (The City reserves the right to retain five percent (5%) of the total contract price until such evidence is furnished). The acceptance by the Contractor of the last final payment shall operate as and shall release the City from all claims and liabilities under the Contract or for any act of neglect of said City relating to or connected with the contract.
- 17.0 Insurance Requirements: The contractor agrees to maintain the coverage's, endorsements, and limits in accordance with and set forth by the Insurance Coverage & Limit Table below for the duration of this contract. The Contractor agrees to:
- Deliver to the City Certificate(s) of Insurance evidencing that such policies are in full force and effect not later than 5 business days after notification of the City's intent to award a contract, but in any event prior to commencement of work. If policy endorsements are necessary, satisfactory evidence of request to insurance carrier must accompany the Certificate(s) of Insurance. Failure to meet these requirements may cause the bid to be rejected.
 - Submit any policy endorsements within 30 days of the City's intent to award contract. No payment will be made and/or the City may stop work or terminate the contract if contractor fails to supply satisfactory evidence of policy endorsements.
 - Allow the City the right to obtain complete, certified copies of all required insurance policies at any time.
 - Clearly indicate contract name and contract number to which Certificate(s), endorsements, and policies apply.

The requirements as to types and limits, as well as the City's review or acceptance of insurance coverage to be maintained by Contractor, is not intended to nor shall in any manner limit or qualify the liabilities and obligations assumed by the Contractor.

INSURANCE COVERAGE & LIMIT TABLE

WORKERS' COMPENSATION INSURANCE & EMPLOYERS' LIABILITY INSURANCE – Statutory & \$500,000/\$500,000/\$500,000 Contractor agrees to maintain Worker's Compensation Insurance & Employers Liability. In the event any work is sublet, the Contractor shall require the subcontractor similarly to provide the same coverage and shall himself acquire evidence of such coverage on behalf of the subcontractor. Waiver of subrogation in favor of the

City required. This requirement may be waived with satisfactory evidence that the contractor is sole proprietor(s)/has no employees.

COMMERCIAL GENERAL LIABILITY INSURANCE – Limit of liability not less than \$1,000,000 per occurrence Contractor agrees to maintain a standard ISO version Commercial General Liability occurrence form, or its equivalent providing coverage for, but not limited to, Bodily Injury and Property Damage, Premises/Operations, Products/Completed Operations, Independent Contractors. Additional insured endorsement required.

BUSINESS AUTOMOBILE LIABILITY INSURANCE – Limit of liability not less than \$1,000,000 per occurrence Contractor agrees to maintain a standard ISO version Business Automobile Liability, or its equivalent, providing coverage for all owned, non-owned, and hired automobiles. Should the Contractor not own any automobiles and furnish satisfactory evidence of this, the business auto liability requirement shall be amended to allow the Contractor to agree to maintain only Hired & Non-Owned Auto Liability. This amended coverage requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto policy.

UMBRELLA or EXCESS LIABILITY Contractor may satisfy the minimum liability limits required for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. The annual aggregate limit shall not be less than the highest “each occurrence” limit. Contractor agrees to endorse City as an additional insured, unless the Certificate states the Umbrella or Excess Liability provides coverage on a pure “True Follow Form” basis.

CONTRACTOR’S INSURANCE TO BE PRIMARY Contractor’s insurance shall be deemed primary with respect to any insurance or self insurance carried by the City for liability arising out of operations under the contract.

DEDUCTIBLES, COINSURANCE PENALTIES, & SELF-INSURED RETENTION Contractor shall agree to be fully and solely responsible for any costs or expenses as a result of a coverage deductible, coinsurance penalty, or self-insured retention; including any loss not covered because of the operation of such deductible, coinsurance penalty, or self-insured retention.

RIGHT TO REVIEW AND ADJUST The City reserves the right to review these requirements and to modify insurance coverage and their limits when deemed necessary and prudent. Furthermore, the City reserves the right, but not the obligation, to review and reject any insurer providing coverage because of poor financial condition.

SUBCONTRACTOR’S INSURANCE Contractor shall agree to cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified, provided the Contractor’s insurance does not afford coverage on behalf of the subcontractor.

CERTIFICATE OF INSURANCE Contractor shall furnish the City with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements. The certificate must be from a company with an A.M. Best rating of "A-VI" or better and/or otherwise acceptable to the City. Certificates must be submitted using the ACORD form and all endorsements must be included with the submittal. The certificate(s) shall contain a provision that coverage under such policies shall not be

cancelled or non-renewed until at least thirty (30) days prior written notice, or ten (10) days notice for cancellation due to non-payment of premiums, is given the City of Bryan.

If the event the City is notified that a required insurance coverage will cancel or non-renew during the contract period, the Contractor shall agree to furnish prior to the expiration of such insurance, a new or revised certificate(s) as proof that equal and like coverage is in effect. The City reserves the right, but not the obligation, to withhold payment to Contractor until coverage is reinstated. If the Contractor fails to maintain the required insurance, the City shall have the right, but not the obligation, to purchase the required insurance at Contractor's expense.

Certificates and notices should be provided to the City at the following address:

City of Bryan
Attn: Purchasing Department
1309 E. MLK Street
Bryan, TX 77803

**SPECIFICATIONS FOR CITY OF BRYAN
ANNUAL CONTRACT FOR CUSTODIAL SERVICES**

Scope

It is the intent of these specifications to describe services for an Annual Contract for Custodial Services for the City of Bryan, Texas in accordance with the following terms, conditions and specifications.

Bidder Qualifications

The bidder shall own and operate a facility primarily in the business of custodial services. If the bidder is not currently performing custodial services in Brazos County, they are required to provide a synopsis which clearly outlines how they will staff, supervise and perform the work. If the bidder falls in this category they are required to provide references of current customers in areas that required them to enact such a plan. The successful bidder must provide a local or toll free phone number for customer service. The successful bidder must be equipped with all equipment and staffed with personnel properly trained in all phases of custodial services, and capable of providing the services specified herein.

Quality of Service

Quality of service is a major consideration in the award of this contract. The City retains the option to terminate the contract with written notice due to Contractor's non-compliance with any term, condition or requirement of this contract.

Contract Award

The City reserves the right to award to one or more contractors based on bid pricing per facility location.

CUSTODIAL SPECIFICATIONS
RFB #11-037

MUNICIPAL FACILITIES

PART 1

1. Description of Duties: The Contractor will perform custodial maintenance functions as described in these specifications and as scheduled and detailed in Section A, Part 2. The owner reserves the right to increase and/or decrease frequencies at any or all locations according to the unit pricing bid by the successful vendor. The owner reserves the right to delete or add facilities and/or cleaning occurrences at its discretion; such additions or deletions will be adjusted on invoices billed to the owner based on specified pricing listed in each bid summary.

2. Locations:

A2-1 Bryan Fire Station Floors – Station #1 300 W. William Joel Bryan Parkway, Station #2 2813 Cavitt Avenue, Station #3 3211 Briarcrest Drive, Station #4 5429 N. Texas Avenue, Station #5 2052 W. Villa Maria Road

A2-2 Bryan Library - 201 E. 26th Street

A2-3 Bryan Library (Interior & Exterior Glass) – 201 E 26th St.

A2-4 Municipal Service Center Complex Offices- 1111 Waco Street

A2-5 Neal Recreation Center - 600 N. Randolph

A2-6 Central Fire Station - 300 William Joel Bryan Parkway

A2-7 Purchasing & Facility Services Building - 1309 E. Martin Luther King Street

A2-8 Municipal Office Building - 300 S Texas Avenue

A2-9 Municipal Office Building (Exterior Glass) - 300 S. Texas Avenue

A2-10 Bryan Justice Center – 303 E. 29th Street

A2-11 Bryan Justice Center – (Interior & Exterior Glass) – 303 E. 29th Street

A2-12 Federal Building – 216 W. 26th Street

A2-13 Carnegie Center – 111 S. Main Street

A2-14 Main Street Office – 405 W. 28th Street

A2-15 IT Facility – 801 E. 29th Street

A2-16 City Hall Annex Building – 301 E. 29th Street

A2-17 City Hall Annex Building (Exterior Glass) – 301 E. 29th Street

3. Hours of Work: The Contractor will be required to staff each facility sufficiently in order to clean each facility within the specified time. Any deviations to stated hours must be approved in advance.

A2-1 Bryan Fire Station Floors: Quarterly basis. Monday through Friday from 8:00 a.m. to 12:00 p.m.

A2-2 Bryan Library: Six consecutive workdays. Monday through Friday from 7:15 p.m. to 10:00 p.m. and on Saturday from 6:00 p.m. to 9:00 p.m.

A2-4 Municipal Service Complex Offices: Three non-consecutive workdays. Tuesday, Wednesday and Friday from 6:00 p.m. to 12:00 a.m.

- A2-5 Neal Recreation Center: Six consecutive workdays. Monday through Saturday from 9:00 p.m. to 12:00 a.m. unless otherwise notified. Possible Sundays due to rentals.
- A2-6 Central Fire Station Administration: Three non-consecutive workdays. Tuesday, Wednesday and Friday from 6:00 p.m. to 12:00 a.m.
- A2-7 Purchasing & Facility Services Building: Three non-consecutive workdays. Tuesday, Wednesday, and Friday from 6:00 p.m. to 12:00 a.m.
- A2-8 Municipal Office Building: Five consecutive workdays Monday through Friday 5:15p.m. - 12:00a.m.
- A2-10 Bryan Justice Center: Police Department six consecutive workdays 3:00p.m.-11:00p.m. Monday through Friday and Saturday 4p.m.-8p.m., Municipal Court five consecutive workdays Monday 7:00p.m.-10:00p.m., Tuesday, Wednesday and Friday 6:00p.m.-9:00p.m. and Thursday 4:30p.m.-8:30p.m.
- A2-12 Federal Building: Five consecutive workdays Monday through Friday 2:00p.m. - 4:00p.m.
- A2-13 Carnegie Center: Three consecutive workdays Wednesday, Thursday and Friday 10a.m.-12:00p.m.
- A2-14 Main Street Office: Three non-consecutive workdays Monday, Wednesday and Friday 8:00a.m.-9:00a.m.
- A2-15 IT Facility: Three non-consecutive workdays Monday, Wednesday and Friday 3:00p.m.-5:00p.m. Specialty floor services to be scheduled with City of Bryan designated representative.
- A2-16 City Hall Annex Building: Three non-consecutive workdays Monday, Wednesday and Friday 5:00p.m.- 12:00a.m.

4. **Building Access:** The City shall issue two (2) master keys and/or two (2) access cards to each facility to the Contractor for access to the work sites. In the event either or both of the master keys are altered, duplicated, misplaced or lost, the Contractor shall incur all cost associated with the re-keying of the facility in question at an estimated cost of \$1500.00. If access card is lost, misplaced or no longer in working condition, replacement cards are available for a \$10.00 fee. The City of Bryan requests to be notified immediately of lost, damaged or misplaced keys and access cards.
5. **Maintenance Conditions:** It is required of the Contractor to maintain all areas where custodial maintenance services are provided in a neat and attractive condition. It is recognized that, in the process of cleaning, the Contractor may be required to move, among others, furniture, desk materials, files, cabinets and office equipment. However, unless specified by the City's Designated Representative, the Contractor shall not change general office arrangements. Furniture, trash and waste containers, desk materials, file cabinets and equipment shall generally be replaced where they were situated prior to the required cleaning.
6. **Holidays:** **Ten (10) holidays shall be excluded from the bid unit prices for monthly services as listed here:** New Years Day, Martin Luther King Jr. Day, Memorial Day, Good Friday, Labor Day, Independence Day, Thanksgiving Day and the day after Thanksgiving Day, Christmas Eve and Christmas Day.
7. **Supervision, Consultation and Reporting:** The Contractor's Designated Representative must engage in a weekly walk-thru of facilities after all services have been performed for a minimum of four (4) weeks upon inception at the City of Bryan. The City's Designated Representative will communicate all performance related issues to the Contractor's Designated Representative. The

Contractor's Designated Representative must promptly and accurately communicate all performance related issues and/or scheduling changes directly with the Contractor's employees. The City's Designated Representative will accompany the Contractor's Designated Representative to work areas to further clarify or describe deficiencies. All work described shall be coordinated in the manner described herein and all communications must be routed through the City's Designated Representative regarding the details, scheduling and performance of the custodial maintenance work. The City of Bryan's authorized representative requires, at a minimum, a meeting with the Contractor's upper level management and the Contractor's Designated Representative on a quarterly basis to discuss performance issues. One week's notice will be given to Contractor by the City's Designated Representative to coordinate said meetings.

8. Personnel: The Contractor's personnel shall, at all times, present a neat appearance including the mandatory outward display of Contractor's company personnel I.D. Proof of background checks on any potential contractor employees will be submitted prior to them working on City of Bryan property; the time requirement for the reports is two (2) days in advance. The Contractor shall utilize competent employees in performing the work specified in this agreement. At the request of the City's Designated Representative, the Contractor will replace any incompetent, abusive or disorderly person in its employ. In addition to the above, the Contractor is required to provide semi-annual background checks via the service offered by the Texas Department of Public Safety for all personnel at its employ working on City of Bryan property. All cost associated with these background checks shall be the responsibility of the contractor.

9. Equipment and Materials & Labor: The Contractor is required to furnish and pay necessary expenses for all labor, tools, equipment and cleaning materials, including but not limited to paper towels, 2-ply toilet tissue, soap, feminine hygiene products, urinal screens, aerosol misting deodorizers and plastic bags required to perform the custodial maintenance services described in the specifications. Aerosol misting deodorizers must be furnished in all bathrooms, in sufficient numbers, to maintain a pleasant fragrance at all times. All items furnished by Contractor must be approved by City of Bryan's Designated Representative. All chemicals, waxes, polishes and other products necessary to perform work in accordance with the custodial services specifications will be supplied by Contractor. Furthermore, the Contractor will be responsible to furnish dispensers associated with the utilization of their products if existing dispensers are not adequate. Installation of said dispensers shall be performed in a professional manner and coordinated with owner. Contractor is responsible to immediately notify owner of any vandalism observed by their personnel. Any vandalism to the Contractor's dispensers will be replaced by the City according to make/model cost submitted by Contractor as part of this bid document. Vendor is responsible to verify all existing conditions and accepts conditions within the product specifications. Contractor will submit list of all products used, with a detailed description, in supplying City facilities as part of this bid document. Current MSDS must be supplied and stored on-site for all chemicals used in City municipal facilities and updated as different cleaning supplies are implemented.

10. Contractor Inspections: The owner requires the Contractor's management personnel to submit a minimum of one (1) written bi-weekly inspection on each facility to the City's Designated Representative. Such inspections shall not be completed on a facility until the Contractor has fully completed the specifications/job tasks as assigned for that day. These inspections are to be faxed to City's Designated Representative at 979-209-5524 by 8:00 a.m. of the morning following the inspection. The owner reserves the right to require more frequent inspections if owner determines deficiencies in the Contractors performance warrants such actions. Any additional services or products that might be requested by City staff during inspections conducted by Contractor must be

approved by the City's Designated Representative directly responsible for custodial services account. Contractor must have management staff available to conduct one (1) joint walk-through with the City's Designated Representative on each facility, one (1) time per week. This walk-through must be scheduled with the City's Designated Representative.

11. Accident Prevention: The Contractor shall exercise precaution at all times for the protection of persons and property. Safety provisions of all applicable laws and ordinances shall be strictly observed. The Contractor shall at all times keep the job site free from materials, debris, and rubbish as is practicable and shall remove same from any portion of the job when in the opinion of the City's Designated Representative it becomes objectionable, interferes with the project or endangers the safety of the general public or employees of the City and Contractor. The City's Designated Representative may require the Contractor to discontinue hazardous work practices upon written notification.
12. Observance of Laws: The Contractor shall secure all permits and Licenses imposed by law and ordinance, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work provided in these specifications.
13. Contractor is Required to Follow These Procedures When Providing Custodial Maintenance Services :
 - A. Contractor will notify building management of any obvious irregularities (i.e. defective plumbing, unlocked doors, lights which are out etc.) All utility closets will be straightened and locked prior to leaving.
 - B. Cleaning personnel will be identified both by uniforms and company I.D.
 - C. Contractor will turn of all lights except those designated to be left on. Contractor will close all windows and lock doors then recheck them before leaving.
 - D. Contractor will activate the security alarm system prior to leaving.
 - E. Trash will be removed to designated areas for each facility.
 - F. Contractor will adhere to any recycling programs that might be in place at various City of Bryan facilities.
 - G. Contractor is required to be sufficiently staffed to meet or exceed specifications under this bid. There are minimum industry standards established for performance of custodial functions and it is expected that the contractor will meet or exceed these standards to achieve a satisfactory level of service.
 - H. Two copies of Material Safety Data Sheets will be provided for all chemicals used during cleaning. These will be placed in designated areas on-site.
 - I. Contractor will provide a list of all products to be utilized in City of Bryan facilities. Any changes of products must be approved by City's Designated Representative prior to their use.

J. Contractor will have within its staff a customer service representative with after business hours availability. The customer service representative will be responsible for ensuring that all services are performed to the specifications as required within the contract terms, conditions and scope of work. The City will expect corrections to be initiated by the Contractor within two (2) hours of notification by the City's Designated Representative on any deficiencies.

K. Contractor will provide a schedule, within 30 days of Contract Award, for all specialty services (carpet extraction, spin bonneting, floor re-finishing, exterior window washing) to be performed in City of Bryan facilities. Owner shall be notified of any deviations to schedule one (1) week in advance of the date on which the scheduled services were to be performed.

CUSTODIAL SPECIFICATIONS
RFB #06-080

MUNICIPAL FACILITIES

PART 2

A2-1: Bryan Fire Station Floors: Stations 1-5

Station #1: 300 West William Joel Bryan Parkway, Station #2 : 2813 Cavitt Avenue, Station #3 : 3211 Briarcrest Drive, Station #4 : 5429 North Texas Avenue, Station #5 : 2052 West Villa Maria Road

Detailed Maintenance Schedule

Services To Be Rendered: Monday - Friday 8:00 a.m. to 12:00 p.m.

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
--	-------	--------	---------	-----------	---------------	----------

RESTROOMS

Scrub Clean Floors w/ Machinery & Apply Disinfectant Cleaner				X		
--	--	--	--	---	--	--

FLOORS

Scrub all ceramic tile areas				X		
Spin Bonnet Walk Ways				X		
Use Hot Water Extraction On All Carpeted Areas*				X		
Scrub & Wax VCT Floors Using 3 Coats Of Wax*				X		

*Notify Owner In Advance

Building Details
VCT = 5319 Sq. Ft.
Ceramic Tile = 5601 Sq. Ft.
Carpet = 3628 Sq. Ft.

A2-2: BRYAN LIBRARY

201 E. 26th Street Bryan, TX 77803

Detailed Maintenance Schedule

Six Consecutive Workdays : Monday - Friday 7:15 p.m. to 10:00 p.m. & Saturday 6:00 p.m. to 9:00 p.m.

Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
-------	--------	---------	-----------	---------------	----------

OFFICES/MULTI-PURPOSE/Common AREAS

Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	x				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills-Without Disturbing Papers	x				
Clean Up Entrance Ways Free From Trash	x				
Sweep Side Walk Ways		x			
Clean Disinfect Drinking Fountains & Polish	x				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	x				
Damp Wipe All Handrails & Vertical Spindles	x				
Clean All Glass Entry/Exit Doors	x				
Spot Clean Walls, Light Switch Plates & Doors	x				
Clean Elevator : Polish Brightwork, Vacuum & Clean Tracks	x				
Clean All Chalk Boards Or Dry Wipe Boards	x				
Damp Mop Plastic Chair Mats		x			
Damp Wipe Telephones		x			
Dust All Horizontal Surfaces (Up To 7ft.), Including Sills, Door Edges, Partition Tops, Rails, Bookshelves, File Cabinet, Picture Frames, & Light Fixtures		x			
Brush & Vacuum Upholstered Furniture. Spot Clean Soils Or Stains		x			
High Dusting All Horizontal Surfaces Above 7ft., Including Shelving, Ledges, Light Fixtures, Ceiling Vents, Etc.			x		
Dust Vertical Surfaces Such As Sides of Desks, Baseboards, Mini-Blinds, Etc.			x		

RESTROOMS

Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	x				
Clean Polish Mirrors	x				
Empty & Clean Containers & Sanitary Disposals. Insert Liners As Needed.	x				
Clean Walls & Doors	x				
Clean, Check, & Refill Soap Dispensers	x				
Replenish Towels, Tissues, & Sanitary Napkins As Needed	x				
Remove Water Stains From Porcelain With Pumice Bar	x				
Sweep/Damp Mop w/ Disinfectant	x				
Scrub Clean Floors w/ Machinery & Apply Disinfectant Cleaner			x		

A2-2 (CONT.): BRYAN LIBRARY

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
--	-------	--------	---------	-----------	---------------	----------

FLOORS

Dust Mop & Damp Mop w/ Neutral Floor Maintainer	X					
Spray Buff to High Gloss Using Approved Product	X					
Spot Clean Carpets Removing Stains & Soils	X					
Vacuum All Carpeted Areas, & Remove Staples As Needed	X					
Sweep/Vacuum Clean All Entrance Mats	X					
Scrub & Apply Three Coats of Wax to All Resilient Floor*					X	
Spin Bonnet Traffic Lanes				X		
Use Hot Water Extraction On All Carpeted Areas*						X
Strip & Wax Brick Pavers/VCT Utilizing 5 Coats Of Wax						X

GLASS WORK

All Entry Doors & Interior Glass Partitions (Excludes All Exterior Glass Other Than Entry Glass Door)	X					
---	---	--	--	--	--	--

*Notify Owner In Advance

Building Details
Restroom Fixture = 15 Fixtures
Carpet = 15,606.50 Sq. Ft.
VCT/Brick = 1,989 Sq. Ft.
Windows I = 864 Sq. Ft.
Windows II = 4,226 Sq. Ft.

A2-3: BRYAN LIBRARY – INTERIOR & EXTERIOR GLASS

201 E. 26th Street Bryan, TX 77803

Detailed Maintenance Schedule

Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
-------	--------	---------	-----------	---------------	----------

CLEANING OF EXTERIOR GLASS

CLEANING OF EXTERIOR GLASS	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
Clean All Interior and Exterior Glass Not Covered in A2-3					X	

*To be scheduled by the City’s designated representative.

A. Contractor shall be responsible for removal of stains or other foreign material from glass.

B. The City requires the project to be performed on a Saturday. If the work can not be completed in one (1) day, it can be scheduled for a Saturday and Sunday.

C. All work is to be completed as scheduled.

D. All barricading of the work areas will be the responsibility of the Contractor.

E. All activities shall be performed in a manner that is safe to the public, City staff and the Contractor’s employees.

F. Cleanup of work area will be completed at the end of the work day with final cleanup to include wash down of landings, steps and where dirt or other debris has gathered due to services being performed

G. Walk through with City’s Designated Representative upon completion of work and deficiencies noted with correction of deficiencies within seven (7) calendar days.

A2-4: MUNICIPAL SERVICE CENTER COMPLEX: MSC OFFICE
BUILDING, FLEET, SIGN/SIGNAL SHOPS, FACILITY MAINTENANCE
SHOP AND PARKS MAINTENANCE SHOPS

1111 Waco Street Bryan, TX 77803

Detailed Maintenance Schedule

Three Non-Consecutive Workdays :Tuesday, Wednesday and Friday 6:00 p.m. to 12:00 a.m.

Daily	Weekly	Monthly	Quarterly	Semi-Annually
-------	--------	---------	-----------	---------------

ADMINISTRATION/DORMITORIES

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	X				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills-Without Disturbing Papers	X				
Clean Up Entrance Ways Free From Trash	X				
Sweep Side Walk Ways	X				
Clean Disinfect Drinking Fountains & Polish	X				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	X				
Damp Wipe All Handrails & Vertical Spindles	X				
Clean All Glass Entry/Exit Doors	X				
Spot Clean Walls, Light Switch Plates & Doors Of Fingerprints & Smudges	X				
Damp Mop Plastic Chair Mats		X			
Damp Wipe Telephones		X			
Brush & Vacuum Upholstered Furniture		X			
High Dusting, Mini-Blinds, Ceiling Vents, Door Ledges, Partition Tops Rails, Bookshelves, File Cabinets, Picture Frames And Light Fixtures, Etc.			X		

RESTROOMS (To include one (1) exterior restroom adjacent to Fleet Office.)

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	X				
Clean Polish Mirrors	X				
Empty & Clean Containers & Sanitary Disposals; Insert Liners As Needed	X				
Clean Walls & Doors	X				
Clean, Check, & Refill Soap Dispensers	X				
Replenish Towels, Tissues, & Sanitary Napkins As Needed	X				
Remove Water Stains From Porcelain As Needed With Pumice Bar	X				
Sweep/Damp Mop w/ Disinfectant	X				
Scrub Clean Floors w/ Machinery & Apply Disinfectant Cleaner			X		

A2-4 (CONT.): MUNICIPAL SERVICE CENTER

FLOORS	Daily	Weekly	Monthly	Quarterly	Semi-Annually
Dust Mop/Damp Mop Cleaning Floor w/ Neutral Floor Maintainer	X				
Spray Buff to High Gloss w/ Owner Approved Product	X				
Spot Clean Carpets Removing Stains & Soils	X				
Vacuum Carpet: Full Vacuum 3 Nights A Week And Vacuum Traffic Lanes 2 Nights A Week	X				
Sweep/Vacuum Clean All Entrance Mats	X				

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
Scrub & Apply Three Coats of Wax (Owner Approved) to All Resilient Floor*				X	
Bonnet Buff Carpeted Areas					X
Use Hot Water Extraction On All Carpeted Areas*					X

GLASS WORK

All Entry Glass & Interior Glass Partitions	X				
---	---	--	--	--	--

*Notify Owner In Advance

Building Details - MSCO
Restroom Fixtures = 20 Fixtures
VCT/Concrete = 9227 Sq. Ft.
Carpet = 4657 Sq. Ft.

Building Details - FLEET
Restroom Fixture = 7 Fixtures
VCT/Concrete = 900 Sq. Ft.
Windows I = 33 Sq. Ft.
Windows II = 133 Sq. Ft.

A2-5: NEAL RECREATION CENTER

600 N. Randolph Bryan, TX 77803

Detailed Maintenance Schedule

Six Consecutive Workdays: Monday – Saturday 9:00 p.m. to 12:00 a.m. Possible Sundays due to rentals. Contractor will be notified in advance if such service is needed.

	Daily	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually
OFFICES/TEEN ROOM/MULTI-MEDIA/ARTS & CRAFTS/MULTI-PURPOSE/FITNESS & COMMON AREAS						
Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	x					
Wipe Clean Open Areas On Desk, Credenzas & Windowsills-Without Disturbing Papers	x					
Clean Up Entrance Ways Free From Trash	x					
Sweep Side Walk Ways	x					
Clean Disinfect Drinking Fountains & Polish	x					
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	x					
Damp Wipe All Handrails & Vertical Spindles	x					
Clean All Glass Entry/Exit Doors	x					
Spot Clean Walls, Light Switch Plates & Doors	x					
Clean Elevators, Polish Bright Work, Vacuum & Clean Tracks	x					
Clean All Chalk Boards Or Dry Wipe Boards	x					
Damp Mop Plastic Chair Mats		x				
Damp Wipe Telephones		x				
Brush & Vacuum Upholstered Furniture		x				
High Dusting, Mini-Blinds, Ceiling Vents, Door Ledges, Partition Tops Rails, Bookshelves, File Cabinets, Picture Frames And Light Fixtures, Above Gym Stage Areas Etc.				x		

RESTROOMS

Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	x					
Clean Polish Mirrors	x					
Empty & Clean Containers & Sanitary Disposals; Insert Liners As Needed	x					
Clean Walls & Doors	x					
Clean, Check, & Refill Soap Dispensers	x					
Replenish Towels, Tissues, & Sanitary Napkins As Needed	x					
Remove Water Stains From Porcelain As Needed With Pumice Bar	x					
Sweep/Damp Mop w/ Disinfectant	x					
Scrub Clean Floors w/ Machinery & Apply Disinfectant Cleaner			x			

A2-5 (CONT.): NEAL RECREATION CENTER

	Daily	Weekly	Bi-Weekly	Monthly	Quarterly	Semi-Annually
FLOORS						
Dust Mop/Damp Mop Tuflex Floor w/ Neutral Floor Cleaner	x					
Dust Mop/Damp Mop VCT w/ Neutral Floor Cleaner						
Spray Buff VCT w/ Owner Approved Product		x				
Spot Clean Carpets Removing Stains & Soils	x					
Vacuum Carpet: Full Vacuum 3 Nights A Week And Vacuum Traffic Lanes 2 Nights A Week	x					
Sweep/Vacuum Clean All Entrance Mats	x					
Scrub Clean w/ Automatic Scrubber "Matéflex" Gym Floor (Inter-locking tiles)					x	
Scrub Clean With Machinery All Ceramic (No Wax) Flooring & Apply Disinfectant				x		
Scrub & Apply Three Coats of Wax (Owner Approved) to All Resilient Floor*						x
Bonnet Buff Carpeted Areas Including (2) Offices, Media Room, Computer Area						x
Use Hot Water Extraction On All Carpeted Areas*						x

GLASS WORK

All Entry Glass & Interior Glass Partitions	x					
Exterior Building Glass To Be Cleaned Inside & Out*						x

*Notify Owner In Advance

Building Details
Restroom Fixture = 17 Fixtures
VCT/Concrete = 1,121 Sq. Ft.
"Matéflex" Gym Floor (Inter-locking tiles) = 7,752 Sq. Ft.
Windows II = 750 Sq. Ft.
Windows I* = 1,127 Sq. Ft.
Carpet = 2,388 Sq. Ft.
Tuflex = 692 Sq. Ft.

*Includes Large Wall Covering Mirrors In 3 Rooms

A2-6: CENTRAL FIRE STATION ADMINISTRATION

300 W. William Joel Bryan Parkway Bryan, TX 77803

Detailed Maintenance Schedule

Three Non-Consecutive Workdays : Tuesday, Wednesday and Friday 6:00 p.m. to 12:00 a.m.

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
ADMINISTRATION/DORMITORIES					
Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	x				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills- Without Disturbing Papers	x				
Clean Up Entrance Ways Free From Trash	x				
Sweep Side Walk Ways	x				
Clean Disinfect Drinking Fountains & Polish	x				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	x				
Damp Wipe All Handrails & Vertical Spindles	x				
Clean All Glass Entry/Exit Doors	x				
Spot Clean Walls, Light Switch Plates & Doors Of Fingerprints & Smudges	x				
Damp Mop Plastic Chair Mats		x			
Damp Wipe Telephones		x			
Brush & Vacuum Upholstered Furniture		x			
High Dusting, Mini-Blinds, Ceiling Vents, Door Ledges, Partition Tops Rails, Bookshelves, File Cabinets, Picture Frames And Light Fixtures, Etc.			x		

RESTROOMS

Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	x				
Clean Polish Mirrors	x				
Empty & Clean Containers & Sanitary Disposals; Insert Liners As Needed	x				
Clean Walls & Doors	x				
Clean, Check, & Refill Soap Dispensers	x				
Replenish Towels, Tissues, & Sanitary Napkins As Needed	x				
Remove Water Stains From Porcelain As Needed With Pumice Bar	x				
Sweep/Damp Mop w/ Disinfectant	x				
Scrub Clean Floors w/ Machinery & Apply Disinfectant Cleaner (Includes Battalion Chief's restroom)			x		

FLOORS

Dust Mop/Damp Mop Cleaning Floor w/ Neutral Floor Maintainer	x				
Spray Buff to High Gloss w/ Owner Approved Product	x				
Spot Clean Carpets Removing Stains & Soils	x				
Vacuum Carpet: Full Vacuum 3 Nights A Week And Vacuum Traffic Lanes 2 Nights A Week	x				
Sweep/Vacuum Clean All Entrance Mats	x				

A2-6 (CONT.): CENTRAL FIRE STATION

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
Scrub & Apply Three Coats of Wax (Owner Approved) to All Resilient Floor*				X	
Bonnet Buff Carpeted Areas				X	
Use Hot Water Extraction On All Carpeted Areas*					X

GLASS WORK

All Entry Glass & Interior Glass Partitions	X				
Exterior Building Glass To Be Cleaned Inside & Out*					X

*Notify Owner In Advance

Building Details
Restroom Fixture = 31 Fixtures
VCT/Concrete = 3,785 Sq. Ft.
Windows I = 484 Sq. Ft.
Windows II = 1,000 Sq. Ft.
Carpet = 2,839 Sq. Ft.

A2-7: PURCHASING & FACILITY SERVICES

1309 E. MLK Bryan, TX 77803

Detailed Maintenance Schedule

Three Non-Consecutive Workdays : Tuesday, Wednesday & Friday 6:00 p.m. to 12:00 a.m.

Daily	Weekly	Monthly	Quarterly	Semi-Annually
-------	--------	---------	-----------	---------------

ADMINISTRATION/DORMITORIES

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	x				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills-Without Disturbing Papers	x				
Clean Up Entrance Ways Free From Trash	x				
Sweep Side Walk Ways	x				
Clean Disinfect Drinking Fountains & Polish	x				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	x				
Damp Wipe All Handrails & Vertical Spindles	x				
Clean All Glass Entry/Exit Doors	x				
Spot Clean Walls, Light Switch Plates & Doors Of Fingerprints & Smudges	x				
Damp Mop Plastic Chair Mats		x			
Damp Wipe Telephones		x			
Brush & Vacuum Upholstered Furniture		x			
High Dusting, Mini-Blinds, Ceiling Vents, Door Ledges, Partition Tops Rails, Bookshelves, File Cabinets, Picture Frames And Light Fixtures, Etc.			x		

RESTROOMS

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	x				
Clean Polish Mirrors	x				
Empty & Clean Containers & Sanitary Disposals; Insert Liners As Needed	x				
Clean Walls & Doors	x				
Clean, Check, & Refill Soap Dispensers	x				
Replenish Towels, Tissues, & Sanitary Napkins As Needed	x				
Remove Water Stains From Porcelain As Needed With Pumice Bar	x				
Sweep/Damp Mop w/ Disinfectant	x				
Scrub Clean Floors w/ Machinery & Apply Disinfectant Cleaner			x		

FLOORS

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
Dust Mop/Damp Mop Cleaning Floor w/ Neutral Floor Maintainer.	x				
Spray Buff to High Gloss w/ Owner Approved Product		x			
Spot Clean Carpets Removing Stains & Soils	x				
Vacuum Carpet: Full Vacuum 3 Nights A Week And Vacuum Traffic Lanes 2 Nights A Week	x				
Sweep/Vacuum Clean All Entrance Mats	x				
Scrub & Apply Three Coats of Wax (Owner Approved) to All Resilient Floor*				x	
Bonnet Buff Carpeted Areas				x	
Use Hot Water Extraction On All Carpeted Areas*					x

A2-7 (CONT.): PURCHASING & FACILITY SERVICES

Daily	Weekly	Monthly	Quarterly	Semi-Annually
-------	--------	---------	-----------	---------------

GLASS WORK

All Entry Glass & Interior Glass Partitions	x				
---	---	--	--	--	--

*Notify Owner In Advance

Building Details
Restroom Fixtures = 14 Fixtures
VCT = 1,425 Sq. Ft.
Windows I = 75 Sq. Ft.
Windows II = 300 Sq. Ft.
Carpet = 1,922 Sq. Ft.

A2-8: Municipal Office Building

301 S. Texas Ave Bryan Texas

Detailed Maintenance Schedule

Five Consecutive Workdays: Monday - Friday 5:15p.m.-12:00a.m.

Schedule will be furnished to contractor for all meetings in advance.

Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
-------	--------	---------	-----------	---------------	----------

OFFICES/MULTI-PURPOSE/COMMON AREAS

Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	x				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills- Without Disturbing Papers	x				
Clean Up Entrance Ways Free From Trash	x				
Sweep Side Walk Ways		x			
Clean Disinfect Drinking Fountains & Polish	x				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	x				
Kitchen Area Room 305 : Dishes Placed In The Dishwasher And Food Clean Up On Second and Fourth Tuesdays Of Each Month After Council Meetings		x			
Damp Wipe All Handrails & Vertical Spindles	x				
Clean All Glass Entry/Exit Doors	x				
Spot Clean Walls, Light Switch Plates & Doors	x				
Clean Elevator : Polish Brightwork, Vacuum & Clean Tracks	x				
Clean All Chalk Boards Or Dry Wipe Boards	x				
Damp Mop Plastic Chair Mats		x			
Damp Wipe Telephones		x			
Dust All Horizontal Surfaces (Up To 7ft.), Including Sills, Door Edges, Partition Tops, Rails, Bookshelves, File Cabinet, Picture Frames, & Light Fixtures		x			

A2-8 (CONT.): Municipal Office Building

Brush & Vacuum Upholstered Furniture. Spot Clean Soils Or Stains		X				
High Dusting All Horizontal Surfaces Above 7ft., Including Shelving, Ledges, Light Fixtures, Ceiling Vents, Etc.			X			
Dust Vertical Surfaces Such As Sides of Desks, Baseboards, Mini-Blinds, Etc.			X			

RESTROOMS

Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	X					
Clean Polish Mirrors	X					
Empty & Clean Containers & Sanitary Disposals. Insert Liners As Needed.	X					
Clean Walls & Doors	X					
Clean, Check, & Refill Soap Dispensers	X					
Replenish Towels, Tissues, & Sanitary Napkins As Needed	X					
Remove Water Stains From Porcelain With Pumice Bar	X					
Sweep/Damp Mop w/ Disinfectant	X					
Scrub Clean Floors w/ Machinery & Apply Disinfectant Cleaner			X			

Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
-------	--------	---------	-----------	---------------	----------

FLOORS

Dust Mop & Damp Mop w/ Neutral Floor Maintainer	X					
Burnish to High Gloss		X				
Spot Clean Carpets Removing Stains & Soils	X					
Vacuum All Carpeted Areas, & Remove Staples As Needed	X					
Sweep/Vacuum Clean All Entrance Mats	X					
Scrub & Apply Six of Wax to Basement Floor*						X
Spin Bonnet Traffic Lanes				X		
Use Hot Water Extraction On All Carpeted Areas*						X
						X

GLASS WORK

All Entry Doors & Interior Glass Partitions (Excludes All Exterior Glass Other Than Entry Glass Door)	X					
---	---	--	--	--	--	--

*Notify Owner In Advance

Building Details
Restroom Fixture = 53 Fixtures
Carpet = 31,983 Sq. Ft.
Ceramic Tile = 4196.5 Sq. Ft.
Concrete = 1551.75 Sq. Ft.

A2-9: MUNICIPAL OFFICE BUILDING – EXTERIOR GLASS

300 Texas Ave. Bryan, TX 77803

Detailed Maintenance Schedule

Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
-------	--------	---------	-----------	---------------	----------

CLEANING OF EXTERIOR GLASS

All Exterior Glass And Metal Surfaces Shall Be Cleaned To Owners Satisfaction*				X	
All Horizontal Metal Soffit Must Be Included				X	

*Notify Owner In Advance

A. Contractor shall be responsible for removal of stains or other foreign material from glass.

E. All activities shall be performed in a manner that is safe to the public, City staff and the Contractor’s employees.

B. The City requires the project to be performed on a Saturday. If the work can not be completed in one (1) day, it can be scheduled for a Saturday and Sunday.

F. Cleanup of work area will be completed at the end of the work day with final cleanup to include wash down of landings, steps and where dirt or other debris has gathered due to services being performed

C. All work is to be completed as scheduled.

G. Walk through with City’s Designated Representative upon completion of work and deficiencies noted with correction of deficiencies within seven (7) calendar days.

D. All barricading of the work areas will be the responsibility of the Contractor.

A2-10: Bryan Justice Center

303 East 29th Street Bryan, TX

Detailed Maintenance Schedule

Police Department Six Consecutive Workdays Monday - Friday 3:00p.m.-11:00p.m. And Saturday 4p.m.-8p.m.

Municipal Court Five Consecutive Workdays Monday 7:00p.m.-10:00p.m., Tuesday 6:00p.m.-9:00p.m., Wednesday 6:00p.m.-9:00p.m., Thursday 4:30p.m.-8:30p.m., Friday 6:00p.m.-9:00p.m.

Daily	Weekly	Monthly	Quarterly	Semi-Annually
-------	--------	---------	-----------	---------------

ADMINISTRATION

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	X				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills-Without Disturbing Papers	X				
Clean Up Entrance Ways Free From Trash	X				
Sweep Side Walk Ways	X				
Clean Disinfect Drinking Fountains & Polish	X				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	X				
Damp Wipe All Handrails & Vertical Spindles	X				
Clean All Glass Entry/Exit Doors	X				
Spot Clean Walls, Light Switch Plates & Doors Of Fingerprints & Smudges	X				
Damp Mop Plastic Chair Mats	X				
Damp Wipe Telephones	X				
Brush & Vacuum Upholstered Furniture	X				
High Dusting, Mini-Blinds, Ceiling Vents, Door Ledges, Partition Tops Rails, Bookshelves, File Cabinets, Picture Frames And Light Fixtures, Etc.			X		

RESTROOMS/LOCKER ROOMS/HOLDING CELLS

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	X				
Holding Cells To Be Cleaned Weekly On Request. Access Will Be Provided By Municipal Court Staff.		X			
Clean Polish Mirrors	X				
Empty & Clean Containers & Sanitary Disposals. Insert Liners As Needed.	X				
Clean Walls & Doors	X				
Clean, Check, & Refill Soap Dispensers	X				
Replenish Towels, Tissues, & Sanitary Napkins As Needed	X				
Remove Water Stains From Porcelain As Needed With Pumice Bar	X				
Sweep/Damp Mop	X				
Scrub Clean Mondo Floors w/ Machinery Using Green Pad: NO Black or Brown			X		

A2-10 (CONT.): Bryan Justice Center

FLOORS

Dust Mop/Damp Mop Cleaning Floor w/ Neutral Floor Maintainer	x				
Spray Buff to High Gloss w/ Owner Approved Product				x	
Spot Clean Carpets Removing Stains & Soils	x				
Vacuum Carpet: Full Vacuum 3 Nights A Week And Vacuum Traffic Lanes 2 Nights A Week	x				
Sweep/Vacuum Clean All Entrance Mats	x				
Scrub & Apply Three Coats of Wax (Owner Approved) to All Resilient Floor*					x
Bonnet Buff Carpeted Areas					x
Use Hot Water Extraction On All Carpeted Areas*					x

Daily	Weekly	Monthly	Quarterly	Semi-Annually
-------	--------	---------	-----------	---------------

GLASS WORK

All Entry Glass & Interior Glass Partitions	x				
Exterior Building Glass To Be Cleaned Inside & Out*					x

*Notify Owner In Advance

Building Details
Restroom Fixture = 80 Fixtures
VCT /Terazzo = 12219 Sq. Ft.
Mondo Gym Floor = 2751 Sq. Ft.
Holding Cells = 1270 Sq. Ft. Of Concrete, 4 restrooms w/ 8 fixtures
Carpet = 23704 Sq. Ft.

A2-11: BRYAN JUSTICE CENTER – INTERIOR & EXTERIOR GLASS

201 E. 26th Street Bryan, TX 77803

Detailed Maintenance Schedule

Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
-------	--------	---------	-----------	---------------	----------

CLEANING OF EXTERIOR GLASS

Clean All Interior and Exterior Glass Not Covered in A2-10					x	
--	--	--	--	--	---	--

*To be scheduled by the City’s designated representative.

A. Contractor shall be responsible for removal of stains or other foreign material from glass.

E. All activities shall be performed in a manner that is safe to the public, City staff and the Contractor’s employees.

A2-11 (CONT.): Bryan Justice Center

B. The City requires the project to be performed on a Saturday. If the work can not be completed in one (1) day, it can be scheduled for a Saturday and Sunday.

C. All work is to be completed as scheduled.

D. All barricading of the work areas will be the responsibility of the Contractor.

F. Cleanup of work area will be completed at the end of the work day with final cleanup to include wash down of landings, steps and where dirt or other debris has gathered due to services being performed

G. Walk through with City's Designated Representative upon completion of work and deficiencies noted with correction of deficiencies within seven (7) calendar days.

A2-12: Federal Building (1st Floor)

216 W. 26th Street Bryan, TX

Detailed Maintenance Schedule

Services Will Be Rendered On Monday-Friday Of Each Week 2p.m.-4p.m.

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
ADMINISTRATION/DORMITORIES					
Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	X				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills-Without Disturbing Papers	X				
Clean Up Entrance Ways Free From Trash	X				
Sweep Side Walk Ways	X				
Clean Disinfect Drinking Fountains & Polish	X				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	X				
Damp Wipe All Handrails & Vertical Spindles	X				
Clean All Glass Entry/Exit Doors	X				
Spot Clean Walls, Light Switch Plates & Doors Of Fingerprints & Smudges	X				
Damp Mop Plastic Chair Mats		X			
Damp Wipe Telephones		X			
Brush & Vacuum Upholstered Furniture		X			
High Dusting, Mini-Blinds, Ceiling Vents, Door Ledges, Partition Tops Rails, Bookshelves, File Cabinets, Picture Frames And Light Fixtures, Etc.			X		

RESTROOMS

Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	X				
Clean Polish Mirrors	X				
Empty & Clean Containers & Sanitary Disposals; Insert Liners As Needed	X				
Clean Walls & Doors	X				
Clean, Check, & Refill Soap Dispensers	X				
Replenish Towels, Tissues, & Sanitary Napkins As Needed	X				
Remove Water Stains From Porcelain As Needed With Pumice Bar	X				
Sweep/Damp Mop w/ Disinfectant	X				
Scrub Clean Floors w/ Machinery & Apply Disinfectant Cleaner			X		

FLOORS

Dust Mop/Damp Mop Cleaning Floor w/ Neutral Floor Maintainer	X				
Burnish		X			
Spot Clean Carpets Removing Stains & Soils	X				
Vacuum Carpet: Full Vacuum 3 Times A Week And Vacuum Traffic Lanes 2 Times A Week	X				
Sweep/Vacuum Clean All Entrance Mats	X				
Scrub & Apply Three Coats of Wax (Owner Approved) to All Resilient Floor*					X
Bonnet Buff Carpeted Areas					X
Use Hot Water Extraction On All Carpeted Areas*					X

A2-12 (CONT.): Federal Building

GLASS WORK	Daily	Weekly	Monthly	Quarterly	Semi-Annually
All Entry Glass & Interior Glass Partitions	X				
Exterior Building Glass To Be Cleaned Inside & Out*					X

*Notify Owner In Advance

Building Details
Restroom Fixture = 10 Fixtures
VCT/Terazzo = 969 Sq. Ft.
Carpet = 3192 Sq. Ft.

A2-13: Carnegie Center

111 South Main Street Bryan TX

Detailed Maintenance Schedule

Three Consecutive Workdays Wednesday - Friday Of Each Week 10:00a.m.-12:p.m.

	Daily	Weekly	Monthly	Quarterly	Semi-Annually
ADMINISTRATION/DORMITORIES					
Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	x				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills-Without Disturbing Papers	x				
Clean Up Entrance Ways Free From Trash	x				
Sweep Side Walk Ways	x				
Clean Disinfect Drinking Fountains & Polish	x				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	x				
Damp Wipe All Handrails & Vertical Spindles	x				
Clean All Glass Entry/Exit Doors	x				
Spot Clean Walls, Light Switch Plates & Doors Of Fingerprints & Smudges	x				
Damp Mop Plastic Chair Mats		x			
Damp Wipe Telephones		x			
Brush & Vacuum Upholstered Furniture		x			
High Dusting, Mini-Blinds, Ceiling Vents, Door Ledges, Partition Tops Rails, Bookshelves, File Cabinets, Picture Frames And Light Fixtures, Etc.			x		

RESTROOMS

Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	x				
Clean Polish Mirrors	x				
Empty & Clean Containers & Sanitary Disposals; Insert Liners As Needed	x				
Clean Walls & Doors	x				
Clean, Check, & Refill Soap Dispensers	x				
Replenish Towels, Tissues, & Sanitary Napkins As Needed	x				
Remove Water Stains From Porcelain As Needed With Pumice Bar	x				
Sweep/Damp Mop w/ Disinfectant	x				
Scrub Clean Floors w/ Machinery & Apply Disinfectant Cleaner			x		

FLOORS

Dust Mop/Damp Mop Cleaning Floor w/ Neutral Floor Maintainer	x				
Spot Clean Carpets Removing Stains & Soils	x				
Vacuum Carpet: Full Vacuum 3 Nights A Week And Vacuum Traffic Lanes 2 Nights A Week	x				
Sweep/Vacuum Clean All Entrance Mats	x				
Bonnet Buff Carpeted Areas					x
Use Hot Water Extraction On All Carpeted Areas*					x

A2-13 (CONT.): Carnegie Center

GLASS WORK	Daily	Weekly	Monthly	Quarterly	Semi-Annually
All Entry Glass & Interior Glass Partitions	X				
Exterior Building Glass To Be Cleaned Inside & Out*					X

*Notify Owner In Advance

Building Details
Restroom Fixture = 6Fixtures
Wood Floor = 2452 Sq. Ft.
Ceramic Tile = 168 Sq. Ft.
Carpet = 1944 Sq. Ft.

A2-14: Main Street Office At Horizon Building

405 W. 28th Street Bryan TX

Detailed Maintenance Schedule

Three Non- Consecutive Workdays Monday, Wednesday And Friday Of Each Week 8a.m.-9a.m.

Daily	Weekly	Monthly	Quarterly	Semi-Annually
-------	--------	---------	-----------	---------------

ADMINISTRATION/DORMITORIES

Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	x				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills-Without Disturbing Papers	x				
Clean Up Entrance Ways Free From Trash	x				
Sweep Side Walk Ways	x				
Clean Disinfect Drinking Fountains & Polish	x				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	x				
Damp Wipe All Handrails & Vertical Spindles	x				
Clean All Glass Entry/Exit Doors	x				
Spot Clean Walls, Light Switch Plates & Doors Of Fingerprints & Smudges	x				
Damp Mop Plastic Chair Mats		x			
Damp Wipe Telephones		x			
Brush & Vacuum Upholstered Furniture		x			
High Dusting, Mini-Blinds, Ceiling Vents, Door Ledges, Partition Tops Rails, Bookshelves, File Cabinets, Picture Frames And Light Fixtures, Etc.			x		

RESTROOMS

Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	x				
Clean Polish Mirrors	x				
Empty & Clean Containers & Sanitary Disposals; Insert Liners As Needed	x				
Clean Walls & Doors	x				
Clean, Check, & Refill Soap Dispensers	x				
Replenish Towels, Tissues, & Sanitary Napkins As Needed	x				
Remove Water Stains From Porcelain As Needed With Pumice Bar	x				
Sweep/Damp Mop	x				

FLOORS

Dust Mop/Damp Mop Cleaning Floor w/ Neutral Floor Maintainer	x				
Spot Clean Carpets Removing Stains & Soils	x				
Vacuum Carpet: Full Vacuum 1 Time Weekly And Vacuum Traffic Lanes 3 Days A Week	x				
Sweep/Vacuum Clean All Entrance Mats	x				
Scrub & Apply Three Coats of Wax (Owner Approved) to All Resilient Floor*					x
Bonnet Buff Carpeted Areas					x
Use Hot Water Extraction On All Carpeted Areas*					x

A2-14 (CONT.): Main Street Office : Horizon Building

GLASS WORK	Daily	Weekly	Monthly	Quarterly	Semi-Annually
All Entry Glass	X				
Interior Glass Partitions					X

*Notify Owner In Advance

Building Details
Restroom Fixtures = 12 fixtures
Restroom Vinyl Composite Tile = 230 Sq. Ft.
Carpet = 2419 Sq. Ft.

A2-15: IT FACILITY

801 E. 29th St., Bryan, TX 77803

Detailed Maintenance Schedule

Three Non-Consecutive Workdays: Monday, Wednesday and Friday 3:00 p.m.- 5:00 p.m.

Daily	Weekly	Monthly	Quarterly	Semi-Annually
-------	--------	---------	-----------	---------------

ADMINISTRATION/DORMITORIES

Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	X				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills-Without Disturbing Papers	X				
Clean Up Entrance Ways Free From Trash	X				
Sweep Side Walk Ways	X				
Clean Disinfect Drinking Fountains & Polish	X				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	X				
Damp Wipe All Handrails & Vertical Spindles	X				
Clean All Glass Entry/Exit Doors	X				
Spot Clean Walls, Light Switch Plates & Doors Of Fingerprints & Smudges	X				
Damp Mop Plastic Chair Mats		X			
Damp Wipe Telephones		X			
Brush & Vacuum Upholstered Furniture		X			
High Dusting, Mini-Blinds, Ceiling Vents, Door Ledges, Partition Tops Rails, Bookshelves, File Cabinets, Picture Frames And Light Fixtures, Etc.			X		

RESTROOMS

Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	X				
Clean Polish Mirrors	X				
Empty & Clean Containers & Sanitary Disposals; Insert Liners As Needed	X				
Clean Walls & Doors	X				
Clean, Check, & Refill Soap Dispensers	X				
Replenish Towels, Tissues, & Sanitary Napkins As Needed	X				
Remove Water Stains From Porcelain As Needed With Pumice Bar	X				
Sweep/Damp Mop w/ Disinfectant	X				
Scrub Clean Floors w/ Machinery & Apply Disinfectant Cleaner			X		

A2-15 (CONT.): IT FACILITY

FLOORS

Dust Mop/Damp Mop Cleaning Floor w/ Neutral Floor Maintainer	x				
Burnish VCT Floor		x			
Spot Clean Carpets Removing Stains & Soils	x				
Vacuum Carpet: Full Vacuum 3 Nights A Week And Vacuum Traffic Lanes 2 Nights A Week	x				
Sweep/Vacuum Clean All Entrance Mats	x				
Scrub & Apply Three Coats of Wax (Owner Approved) to All Resilient Floor*					x
Bonnet Buff Carpeted Areas					x
Use Hot Water Extraction On All Carpeted Areas*					x

GLASS WORK					
All Entry Glass & Interior Glass Partitions	x				
Interior Building Glass To Be Cleaned Inside & Out*					x

*Notify Owner In Advance

Building Details		
Restroom Fixtures =	16	Fixtures
VCT =	4,368	Sq. Ft.
Windows I =	375	Sq. Ft.
Carpet =	1,870	Sq. Ft.
Ceramic Tile =	408	Sq. Ft.

A2-16: City Hall Annex Building

301 E. 29th Street Bryan TX

Detailed Maintenance Schedule : Three Non-Consecutive Workdays Monday, Wednesday and Friday
5:00p.m.- 12:00 a.m.

Daily	Weekly	Monthly	Quarterly	Semi-Annually
-------	--------	---------	-----------	---------------

ADMINISTRATION

Empty Waste Baskets & Trash Receptacles. Wash, If Necessary & Replace Liners As Needed	X				
Wipe Clean Open Areas On Desk, Credenzas & Windowsills-Without Disturbing Papers	X				
Clean Up Entrance Ways Free From Trash	X				
Sweep Side Walk Ways	X				
Clean Disinfect Drinking Fountains & Polish	X				
Clean Office Coffee Bar Area (Sinks & Counter Tops) & Dust Or Damp Wipe Accessory Items (Coffee Maker, Microwave, etc.)	X				
Damp Wipe All Handrails & Vertical Spindles	X				
Clean All Glass Entry/Exit Doors	X				
Spot Clean Walls, Light Switch Plates & Doors Of Fingerprints & Smudges	X				
Damp Mop Plastic Chair Mats		X			
Damp Wipe Telephones		X			
Brush & Vacuum Upholstered Furniture		X			
High Dusting, Mini-Blinds, Ceiling Vents, Door Ledges, Partition Tops Rails, Bookshelves, File Cabinets, Picture Frames And Light Fixtures, Etc.			X		

RESTROOMS

Clean, Sanitize, & Polish All Fixtures, Including Toilet Seats, Bowls, Urinals, Sinks, & Bright Work	X				
Clean Polish Mirrors	X				
Empty & Clean Containers & Sanitary Disposals; Insert Liners As Needed	X				
Clean Walls & Doors	X				
Clean, Check, & Refill Soap Dispensers	X				
Replenish Towels, Tissues, & Sanitary Napkins As Needed	X				
Remove Water Stains From Porcelain As Needed With Pumice Bar	X				
Sweep/Damp Mop	X				
Monthly Scrub Of All Ceramic Tile			X		
Weekly Scrub Of Locker Room Showers		X			

FLOORS

Dust Mop/Damp Mop Cleaning Floor w/ Neutral Floor Maintainer	X				
Spot Clean Carpets Removing Stains & Soils	X				
Vacuum Carpet: Full Vacuum 1 Time Weekly And Vacuum Traffic Lanes 3 Days A Week	X				
Sweep/Vacuum Clean All Entrance Mats	X				
Scrub & Apply Three Coats of Wax (Owner Approved) to All Resilient Floor*					X
Bonnet Buff Carpeted Areas					X
Use Hot Water Extraction On All Carpeted Areas*					X

A2-16 (CONT.): City Hall Annex

GLASS WORK	Daily	Weekly	Monthly	Quarterly	Semi-Annually
All Entry Glass	X				
Interior Glass Partitions					X

*Notify Owner In Advance

Building Details
Restroom Fixtures = 22 fixtures, 5 Showers
Restroom Vinyl Composite Tile =673 Sq. Ft.
Carpet = 8861 Sq. Ft.
VCT = 4919 Sq. Ft.
Ceramic Tile = 790 Sq. Ft.
Vinyl Gym Floor = 1224 Sq. Ft.

A2-17: CITY HALL ANNEX –EXTERIOR GLASS

301 E. 29th Street

Detailed Maintenance Schedule

Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually
-------	--------	---------	-----------	---------------	----------

CLEANING OF EXTERIOR GLASS

Clean All Interior and Exterior Glass Not Covered in A2-16					x	
--	--	--	--	--	---	--

*To be scheduled by the City’s designated representative.

A. Contractor shall be responsible for removal of stains or other foreign material from glass.

E. All activities shall be performed in a manner that is safe to the public, City staff and the Contractor’s employees.

B. The City requires the project to be performed on a Saturday. If the work can not be completed in one (1) day, it can be scheduled for a Saturday and Sunday.

F. Cleanup of work area will be completed at the end of the work day with final cleanup to include wash down of landings, steps and where dirt or other debris has gathered due to services being performed

C. All work is to be completed as scheduled.

G. Walk through with City’s Designated Representative upon completion of work and deficiencies noted with correction of deficiencies within seven (7) calendar days.

D. All barricading of the work areas will be the responsibility of the Contractor.

BID SHEET

(Page 1 of 10)

RFB #11-037 - Annual Contract for Custodial Services

Bids must be in accordance with all terms, conditions and specifications within this Bid Request #11-037. Bids must be submitted in the format provided on the bid sheets. To be accepted, bidders must thoroughly complete all blanks in this section. (Please type or write legibly in ink.) Bidders must ensure that all calculations are correct. Calculation errors may be cause to reject a bid package. The bid prices submitted by the Contractor must be for the specified services in this request for bid and may not include any unspecified services.

Definitions

Per Occurrence Cost - The total bid unit price for the Contractor to provide one day's service to a particular facility. This bid unit price will be used to determine the amount to be added or deducted from a Facility's bid amount for monthly cost if the Owner should deviate from the specified number of cleaning occurrences during that monthly period.

Monthly Cost - The total bid unit price for Contractor to provide all daily, weekly, monthly, quarterly, semi-annual and annual cleaning services averaged over a twelve month period. Due to varying number of working days in any given month, it is further stipulated that the bid amount for "monthly cost" represent an average over 12 months. The monthly bid unit price, as bid by the successful Contractor, will be subject to any credit for days when services are not rendered and/or satisfactorily completed by the Contractor. **Note:** The total bid unit prices for A2-9 - Municipal Office Building - Exterior Glass, A2-3 - Bryan Library – Exterior & Interior Glass, A2-11 Bryan Justice Center – Exterior Glass and A2-17 City Hall Annex – Exterior Glass shall not be averaged. These items must be bid per occurrence (semi-annually) and annually (per occurrence x 2)

Additional Bids - These bid unit prices will be used for calculating the cost of custodial maintenance services at future locations that may be added to this contract. This bid item covers all daily services that are scheduled to be provided under the scope of work minus the monthly, quarterly, semi-annual or annual services. This item must be bid in the units specified. (i.e. per square foot, per fixture, per hour) If the City were to add facilities to this contract in the future then this cost will be applied to the square footage of those facilities to arrive at a cost for basic daily services to be provided at a newly assigned facility. That number would then be multiplied times the desired number of cleaning occurrences within a month to arrive at a monthly charge.

Windows- I - Glass areas that comprise entryway glass up to seven feet high and interior glass partitions up to seven feet high.

Windows-II - All interior glass, with the exception of entryway glass, and interior glass above seven feet high. If the building details for the facilities listed in Section I – Municipal Facilities contains information for Windows-I and Windows-II, then the cost to perform service to those glass areas shall be included in the base bid per occurrence cost.

BASE BID – MUNICIPAL FACILITIES

*Costs based on descriptions in Custodial Specifications - Part 2

ITEM #	DESCRIPTION	PER OCCURENCE COST	MONTHLY COST
A2-1	Bryan Fire Station Floors	\$ 3600	\$ 1200
A2-2	Bryan Library	\$ 69.71	\$ 1463.93
A2-3	Bryan Library – Exterior & Interior Glass (Semi-Annual services required)	\$ 600	Annual Bid Amount: \$ 1200
A2-4	Municipal Service Center Complex	\$ 53.83	\$ 699.85
A2-5	Neal Recreation Center	\$ 51.43	\$ 1337.32
A2-6	Central Fire Station	\$ 44.24	\$ 575.21
A2-7	Purchasing & Facility Services	\$ 24.28	\$ 315.64
A2-8	Municipal Office Building	\$ 106.32	\$ 2,286.85
A2-9	Municipal Office Building - Exterior Glass (Semi-Annual services required)	\$ 500	Annual Bid Amount: \$ 1000
A2-10	Bryan Justice Center	\$ 148.93	\$ 3,723.31
A2-11	Bryan Justice Center – Exterior Glass (Semi-Annual services required)	\$ 500	Annual Bid Amount: \$ 1000
A2-12	Federal Building	\$ 23.71	\$ 498.68
A2-13	Carnegie Center	\$ 30.38	\$ 394.96
A2-14	Main Street Office	\$ 23.61	\$ 307.46
A2-15	IT Facility	\$ 37.48	\$ 486.57
A2-16	City Hall Annex Building	\$ 73.84	\$ 960.35
A2-17	City Hall Annex Building – Exterior Glass (Semi-Annual services required)	\$ 500	Annual Bid Amount: \$ 1000

MUNICIPAL FACILITIES – ADDITIONAL BIDS

The intent of this section is to establish firm fixed unit pricing to be applied to additional facilities that may be added to the scope of work.

*Costs based on descriptions in Section A: Part 2

ITEM #	DESCRIPTION	COST
1	All cleaning at facility per facility custodial services bid specifications, <u>minus</u> monthly, quarterly, semi-annual or annual services. (Per sq. ft.)	\$.12
2	Windows I-Service to all exterior and interior glass partitions at normal heights of up to 7 feet. (Per sq. ft.)	\$.055
3	Windows II-for those glass areas, both interior and exterior, above 7 feet. (Per sq. ft.)	\$.75
4	Full vacuum (Per sq. ft.)	\$.06
5	Monthly scrub of restroom ceramic tile with disinfectant. (Per sq. ft.)	\$.17
6	VCT/finished concrete - Daily mopping, restoring and burnishing. (Per sq. ft.)	\$.04
7	Restroom cleaning per facility custodial services bid specifications. (Per fixture)	\$ 1.15
8	Additional hot water extraction on carpeted areas other than the regular schedule. (Per sq. ft.)	\$.025
9	Quarterly scrub/wax with 2 coats of wax. Schedule with owner. (Excludes restroom floors.) Baseboards are to be clean and free of wax and/or other sealer. (Per sq. ft.)	\$.17
10	Annual strip, seal and wax with 1 coat sealer and 3 coats wax using owner approved products. Schedule with owner. (Excludes restroom floors.) Baseboards are to be clean and free of wax and/or other sealer. (Per sq. ft.)	\$.18
11	Porter Service (On-call Service no greater than 2-hour response time) with a guaranteed 2-hour minimum compensation. (Per hour)	\$ 15.00

METHOD OF PAYMENT

Bid Sheets – Cont.
(Page 4 of 10)

1) **PAYMENT TERMS:** Net 30 (Vendor paid within 30 days of invoice or receipt of services accepted in good order.)

2) **PROMPT PAYMENT DISCOUNT:** 2 % within 10 days (e. g. 1%, 2%, 5%)

3) **ELECTRONIC FUNDS TRANSFER DISCOUNT** _____ yes no

--If "yes" discount offered: _____ % (e.g. 1%, 2%, 5%)

Company Name: Andrews Building Service



December 15, 2010

To Whom It May Concern:

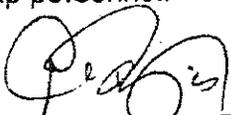
Andrew's Building Services, Inc. (ABS) is the current provider of housekeeping and changeover personnel for the Dallas Convention Center (DCC). ABS responds promptly and accurately to the requirements of the DCC and to those of our clients. ABS has proven to be a successful partner in our fast paced environment.

ABS adheres to the guidelines of the DCC and responds appropriately. ABS is an active member of logistics meetings, bringing ideas and recommendations to the team. ABS works cooperatively with the DCC implementing green practices to their operating profile. ABS management has been extremely flexible in implementing operational changes that we have requested to address budget constraints.

Staff is engaged in the day to day operation of the DCC and routinely greets clients visiting the DCC providing positive interactions and excellent customer service as front line staff members. ABS team members take pride in their work, reflected in the engagement with clients and the cleanliness of the Center.

ABS is fully engaged in the delivery of internal & external customer service. Staff members are well trained and supervised. Their attention to detail and dedication contributes to the overall success of the Convention & Event Services.

Based on ABS's delivery of quality service at the Dallas Convention Center we have continued our contract with ABS for Convention & Event Services housekeeping & set-up personnel.


Al Rojas, Interim Director
Convention & Event Services



CITY OF DALLAS

October 4, 2010

TO WHOM IT MAY CONCERN:

Re: Andrew's Building Services

The Andrew's Building Services Inc., has provided janitorial services to the Dallas Convention Center since February 2008. The services areas have covered multiple facilities during this period. The Convention Center has received excellent services without any disruption in our daily operations.

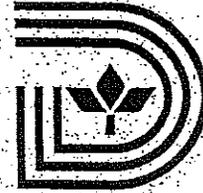
It has been a pleasure working with Andrew's Building Services, and we look forward to continue our close working relationship. They have shown to recognize that they're success is dependent on our ability to meet service commitments in an effective and caring manner.

Sincerely,

A handwritten signature in cursive script that reads "Stanley Hayes".

Stanley Hayes
Operations Manager

Memorandum



CITY OF DALLAS

DATE September 30, 2010

TO To Whom It Concerns:

SUBJECT Andrew's Building

The Andrew's Building Services Inc. has provided janitorial services to the City of Dallas Water Department since May 2006. The service facilities have covered multiple locations during this period. The Dallas Water Utilities has received excellent services without any disruption in our daily operations. Andrew's Building Services has shown leadership in resolving any discrepancies or situations that arises at any moment.

Thank you for your excellence service through out this price agreement contract that started in May 2006.

Juan Marroquin 09-30-10
Juan Marroquin, Interim Operation Supervisor
Material Services Division
Water Utilities Department



CITY OF DALLAS

October 4, 2010

To Whom It May Concern:

Andrew's Building Services Inc. provides janitorial services at a number of City Facilities including Jack Evans Police Headquarters, Central Service Center, South Dallas Cultural Center and Dallas Animal Services. The janitorial contract manages over 1,000,000 sq. ft of janitorial services at various City Facilities and has had this contract since December 2001.

The City of Dallas Building Services Division has received excellent service and we have found ABS staff to be responsible, pleasant and professional. Additionally, their approach to problem resolution has been attentive, quick and effective.

If you would like to discuss in detail services provided by Andrew's Building Services Inc. please call my office at 214 670-4916.

Sincerely,

Victor Sandoval, Manager
South East Building Services Division
Equipment and Building Services Department
City of Dallas

BIDDER QUALIFICATIONS SHEET

Bid Sheets – Cont.
(Page 7 of 10)

Please provide information as requested. If this is not sufficient space, attach additional sheets as required.

1. How long has your company been in operation?

17 years

2. What is the location of your company's main office?

Dallas TX

3. What location will you service this contract from?

Bryan TX

4. Please provide a list of equipment your company owns:

Make	Model	Description
Janitor World		Broom / Warehouse Straw Broom
3M		Broom / House Keeping
3M		Bucket Mop
3M		Bucket
		Buffer (15)
		Buffer (22) Standard
		Buffer (22) High speed
3M		Cart (Janitor)
3M		Cart (Brute Barrel)
3M		Dust Pan
		Glass Scraper
		Johnny kinEe
Noble		Shampoo Machine Extractor
		Signs / Wet Floor
Sanitaire		Vacuum Cleaner (Commercial)
Sanitaire		Vacuum Cleaner (Wet / Dry)
Sanitaire		Vacuum Cleaner (Backpack)

FELONY CONVICTION NOTIFICATION

**Bid Sheet – Cont.
(Page 9 of 10)**

Any person and/or business entity that enters into a contract with the City of Bryan must give advance notice to the City if any employee or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. The notice must also describe the role that the employee, owner, or operator will perform in executing the contract. The City may require substitution of employees in the performance of the contract.

The City may terminate a contract with a person or business entity if the City determines that the person or business entity failed to give notice as required by this clause, misrepresented the conduct resulting in the conviction, or failed to substitute personnel at City's request.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.
Vendor's Name:

WALKER HENGST
Authorized Company Official's Name (Printed)

Aug. 1, 2011
Date

A. My firm is not owned or operated by anyone who has been convicted of a felony nor does it have any employees who have been convicted of a felony:

Signature of Company Official:
[Signature]

B. My firm has employee(s) or is owned or operated by the following individual(s) who has/have been convicted of a felony:

Signature of Company Official:

C. Provide a general description of the conduct resulting in the conviction of a felony.

Signature of Company Official:

D. Describe the role that the person(s) convicted of a felony will play in the performance of the contract.

Signature of Company Official:

CERTIFICATION OF BID

Bid Sheets - Cont.
(Page 10 of 10)

CERTIFICATION and AUTHORIZATION:
RFB #11-037 "Annual Contract for Custodial Services"

The undersigned certifies that he has fully read and understands this "Request for Bid" and has full knowledge of the scope, quantity, and quality of the services and materials to be furnished and intends to adhere to the provisions described herein. The undersigned also affirms that they are duly authorized to submit this Bid, that this Bid has not been prepared in collusion with any other Vendor, and that the contents of this Bid have not been communicated to any other Vendor prior to the official opening of this Bid. Additionally, the undersigned affirms that the firm is willing to sign the enclosed Exhibit A, Standard Form of Contract, if awarded the bid.

Signed By: Walker Hengst Title: Office Manager

Typed Name: Walker Hengst Company Name: Andrews Building Service

Phone No.: 972.406.2792 Fax No.: 972.406.2740

Email: walkerhengst@yahoo.com

Bid Address: 11503 Raeder Rd. Dallas TX 75229
P.O. Box or Street City State Zip

Order Address: 11503 Raeder Rd. Dallas TX 75229
P.O. Box or Street City State Zip

Remit Address: 11503 Raeder Rd. Dallas TX 75229
P.O. Box or Street City State Zip

Federal Tax ID No.: 06-1678613

Date: Aug 1, 2011

NOTICE OF NON-PARTICIPATION

RFB #11-037 "Annual Contract for Custodial Services"

If, for some reason, you are not participating in the solicitation, PLEASE complete the following and return to:

City of Bryan
Purchasing Department
1309 E. Martin Luther King St.
Bryan, TX 77803

DO NOT return the solicitation packet. Failure to respond may result in removal of your organization from our current Vendor file.

Company Name: _____
Address: _____

Phone number: _____
Fax number: _____

Reason for no response to this RFP:

- _____ Cannot supply at this time
- _____ Suitable, but engaged in other work
- _____ Quantity too small
- _____ Opening date does not allow sufficient time to complete
- _____ Cannot meet requirements - please briefly explain:

Other remarks: _____

Signature

Title

CLIENT REFERENCES

Bid Sheets – Cont.
(Page 5 of 10)

References: The City of Bryan will conduct reference checks as needed to evaluate bids. The City may contact those listed, and inclusion of this listing in your bid is agreement that the City may contact the named reference. **The City reserves the right to contact other companies or individuals that can provide information to the City that will assist the City in fully evaluating the Service Provider and to require the Service provider to provide additional contact information for all previous clients within a five year period for custodial contracts that were completed, suspended, cancelled or not extended by either party for cause or through mutual agreement.**

All reference checks must show that the successful bidder is in good standing with their current and previous customers. **If the bidder is not currently performing custodial services in Brazos County they are required to provide a synopsis which clearly outlines how they will staff, supervise and perform the work. If the bidder falls in this category they are required to provide references of current customers in areas that required them to enact such a plan.** All bidders are required to provide a minimum of five (5) references from current and recent customers on contracts that are comprised of professional offices. The bidder must provide references that support and verify their ability to handle an account the size and complexity of the City, which has a total cleaning area of approximately 130,000 square feet.

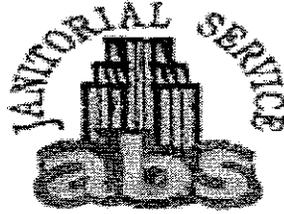
COMPANY NAME: Dallas Convention Center
CONTACT: Stanley Hayes
PHONE/FAX: 214.701.1269
ADDRESS: 651 S. Griffen St. Dallas TX
YEARS OF SERVICING COMPANY: 2008 - Present

COMPANY NAME: Jack Evans Police HQ
CONTACT: Terry Jackson
PHONE/FAX: 214.701.1269
ADDRESS: 1400 Lamar St.
YEARS OF SERVICING COMPANY: 2007 - Present

COMPANY NAME: City of Dallas - Water Dept.
CONTACT: Juan Marroquin
PHONE/FAX: 214.670.8684
ADDRESS: Multiple Locations
YEARS OF SERVICING COMPANY: 2006 - Present

COMPANY NAME: City of Dallas - Central Service
CONTACT: Terry Jackson
PHONE/FAX: 214.701.1269
ADDRESS: 3202 Canton St.
YEARS OF SERVICING COMPANY: 2007 - Present

COMPANY NAME: City of Dallas - Equipment & Building Services North Districts
CONTACT: Terry Jackson
PHONE/FAX: 214.701.1269
ADDRESS: Multiple Locations
YEARS OF SERVICING COMPANY: 2007 - Present



11503 Reeder Rd.
Dallas, TX 75229

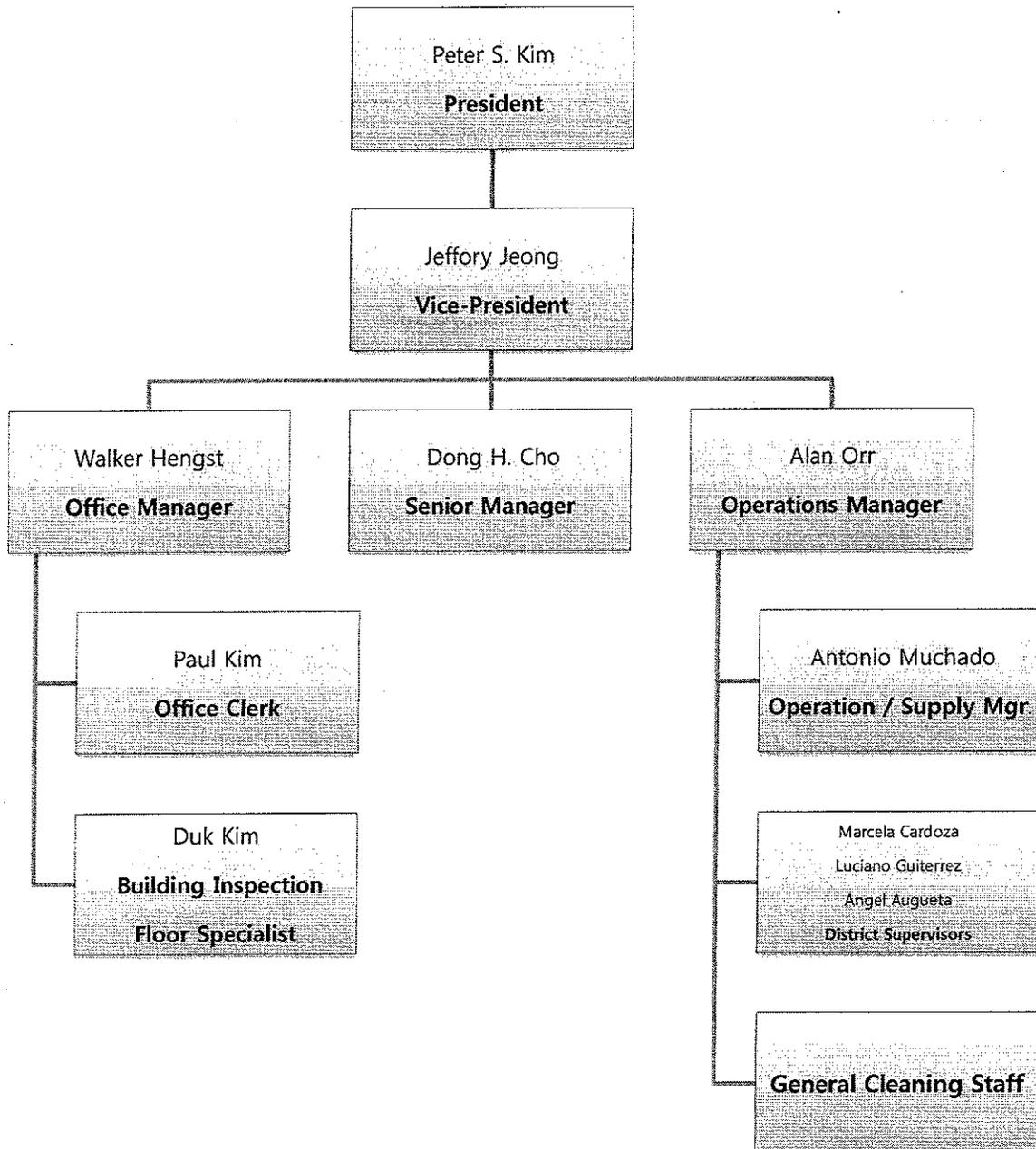
Company Information

Andrew's Building Service was established in 1995 by current Owner / President Peter S. Kim. He had previously worked as a staff manager for several janitorial service providers before starting Andrews Building Service. He identified that there was a viable market for this service in the Dallas metroplex and started his own firm. ABS became incorporated in 2003.

Andrew's Building Service quickly grew in the following years. The rapid growth developed because of two fundamental business principles that remain at the core of ABS's practices today: personal relationships and effective products. When ABS is contracted to provide its services, it is imperative to our firm that we quickly develop a comfortable rapport with our clients so that there will not be any miscommunication during our time as a contractor. Our company's experiences have shown us that when issues arise in a contract, more times than not, it is a result of a communication breakdown. ABS strives to continually improve communication lines between our clients as well as our employees. This has proven to increase the quality of our work over time as well as create long lasting, personal relationships with our clients. It is also the reason that ABS has NEVER lost a contract because of non-performance issues. Also, Andrews Building Service has not been involved in any litigation over the past 6 years.

ABS has a strong team of experienced individuals who insure the standard of work expected is always met in a timely and effective matter.

Organizational Chart – Andrew’s Building Service, Inc. Management Chart



Corporate Information

Andrew's Building Service, Inc.

11503 Reeder Rd.

Dallas TX, 75229

Andrew's Building Service, Inc. was incorporated in the state of Texas on Feb. 18th, 2003

Articles of Incorporation File #: 800174283

Federal Tax ID: 06-1678613

Industrial Codes: **SCI:** 7349-01 **NAICS:** 562710

Officers:

President / Owner: Peter S. Kim

Vice President: Hyeon J. Jeong

Office Manager: Walker Hengst

Accounting Manager: Paul Kim

Operations Manager: Alan Orr

Building Inspector / Manager: Duk Kim

Operations / Supply Manager: Antonio Muchado

District Supervisor: Marcela Cardoza

District Supervisor: Angel Argueta

District Supervisor: Luciano Gutierrez

Peter Kim – President / Owner

- Been in the Janitorial Services industry for over 25 years.
- Oversees 5.8 million square feet of janitorial services contracts
- Company employs 250 people monthly / 64 Full time
- Will be overseeing all operations to the contract and making the final decisions on staff assignments and structure.

Walker Hengst – Office Manager

- Budget development and implementation
- Oversees all ABS contract operations for Dallas County and the City of Dallas
- Performs all background and social security verifications
- Inspects locations for contract compliance.

Alan Orr – Contract Manager

- Been in the Janitorial Services industry for 23 years
- Currently manages the Dallas Convention Center and Jack Evans Police HQ
- Manage budgets and contract specifications for accounts.
- Point of contact for all buildings that will be contracted.

Duk Kim – Building Inspector

- Been in Janitorial Service industry of 13 years
- Oversees all floor work done in ABS contracts.
- Will go to various buildings in the contract on a daily basis.
- Will be staff contact and manager

Antonio Muchado – Supply Manager

- Been in Janitorial Services industry for 14 years
- Controls all supply delivery and coordination for ABS contracts
- Head worker supervisor for all current ABS Dallas Contracts
- In depth knowledge of all equipment and supplies used at every contract

The primary contact for the contract will be:

Walker Hengst

Phone: 972. 406. 2792
Fax: 972. 406. 2740
Email: walkerhengst@yahoo.com

Company website: www.abuildingservice.com

Bank References

Prosperity Bank
9330 LBJ Freeway, Suite 150
Dallas, TX 75243

Charles W. Dowden, Senior VP
972.739.0686

Bonding / Insurance Company

Swingle – Collins, Inc. – Sara McCoy
972.387.3025
13760 Noel Road, Ste. 600
Dallas, TX 75240

City of Bryan – County Buildings

Administrative Staff – Andrews Building Service, Inc.

Account Manager - Walker Hengst

P: 972.406.2792

F: 972.406.2740

Email: walkerhengst@yahoo.com

Project Manager - Alan Orr

P: 682.559.3621

F: 972.406.2740

Email: alanborr@yahoo.com

Quality Control Inspection – Duk Kim

P: 469.877.9111

F: 972.4062740

Email: andrewsbuildingservice@yahoo.com

Billing and Financial Coordinator – Paul Kim

P: 972.406.2792

F: 972.406.2740

Email: andrewsbuildingservice@yahoo.com

Staffing

The ability of Andrews Building Service to find and maintain a competent workforce in sufficient numbers to meet the needs of our customers is unquestionable. Immediately upon notification of contract award, Andrews Building Service will evaluate the personnel requirements for the contract. In contracts of this size, our initial step is to contact the existing supervisors and personnel. Andrews Building Service would then offer to continue anyone's employment as long as they meet our qualifications and are acceptable to the owner. In a situation where the existing project manager is solicited and decides not to join our team, we would offer them a temporary position as a consultant for the start up period. Before any final decisions are made, Andrews Building Service will submit a list of all interested personnel to the owner for approval. The next step is to establish a working crew; ABS will offer to continue employment and hopes to continue with all existing custodial crewmembers if possible. Andrews Building Service would immediately fill all remaining positions with experienced individuals that meet our staffing standards. Andrews Building Service also has a large database of qualified individuals that have already passed criminal back ground checks, as well as Social Security Verification. Our firm would then contact affable employees to fill the remaining positions.

Personnel Security / Screening

Andrews Building Service will evaluate all applicants by, but not limited to, requiring the applicant to complete a ABS employment application, participate in a formal interview with the Office Manager, review the custodial rules and regulations with Office Manager, and be subject to a thorough reference check. All of the screening process will occur off-site and shall not be performed by any on-site employees of the contractor, including the Project Manager. ABS will be responsible for all expenses during its in-house pre-employment screening. With respect to each applicant, a copy of the results of the pre-employment screening process can be turned over to the facility management if requested.

Andrews Building Service will maintain during the term of this Contract certain documentation in its files offsite for each employee, including the applicant's

employment application, criminal history, employment history, I-9 form and fully executed copy of the ABS custodial rules and regulations.

ABS will also provide evidence of suitability checks for each proposed employee and understands that the sufficiency of such evidence is to be determined by the facility management. The suitability check, conducted at the ABS expense, will consist of the following measures:

Criminal background check;

Local police background check;

Drug Screening (- by licensed 3rd party entity)

Social Security Verification via Social Security Business Services Online System

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

TRAINING PROGRAM

The training program at Andrew's Building Service is very detailed and comprehensive. All new employees go through three steps of training before he or she is permanently assigned to the building. The three steps are Classroom Training, Video Training and Hands-on Training. Each training session is tailored to the environment they will be assigned to work.

CLEANING BASIC TRAINING

Andrew's Building Service maintains a complete library of video tapes on office cleaning, restroom cleaning, elevator cleaning, window cleaning, floor, and carpet care procedures. Upon completion of classroom training, which consists of a review of company policy and procedure, each group or individual is shown videotape for their assigned area. These videos are detailed to the specific tasks that will be performed by the prospective employee.

Topics Covered in Formal Basic Cleaning Training:

- **General Cleaning**
 - Basic cleaning tasks and tools that will be used and implemented during the term of employment.
 - Time management for tasks.
 - General information about proper lifting techniques.
 - General information about proper sweeping and mopping techniques
 - General information about proper dusting and sanitizing techniques

- **Floor Care Tasks**
 - General maintenance – proper techniques for maintaining high traffic areas.
 - Time management for completing floor work without interfering with clients daily routines.
 - Proper techniques for removing stains or scuffs from various flooring types.

- **Considerate Housekeeping Practices**
 - Proper methods of cleaning during daytime hours.
 - Proper methods of cleaning working office desks.
 - What to touch and what not to touch in an office.
 - When and where to operate noise making machines (vacuums, carpet extractors, buffing machines.)
 - Doors – Proper closing, cleaning and knocking practices
 - Proper break time / lunch habits

- **Hard Floor Care**
 - Proper techniques for stripping hard floors
 - Proper techniques for waxing hard floors
 - Proper techniques for buffing hard floors
 - Proper chemicals to use during these processes (if applicable)
 - Optimal floor maintenance schedule

- **Carpet Care**
 - Proper stain removal practices
 - Proper tool uses for stain removal practices
 - Proper chemical selection process
 - Proper chemical mixing level for various carpet care machines
 - Proper techniques for policing designated areas for new stains

- **Disinfectants / Chemical Handling Information**
 - Proper mixing techniques
 - Potentially hazardous chemicals that will be used in day-to-day operations
 - What to do if there is a chemical spill
 - What to do if you have chemicals spilled on your person
 - MSDS Sheet / Label Review – Proper labeling and identification requirements
 - Proper storage techniques for potentially hazardous chemicals

- **Restroom Cleaning**

- Proper periodic bathroom maintenance
- Proper cleaning tasks progressions in the restroom
- Proper sink and fixtures cleaning methods
- Proper Toilet and stall cleaning methods
- Proper bathroom floor cleaning methods
- Proper evaluation of paper levels / replacement task

- **Office Cleaning**

- Proper methods of office cleaning
- Do's and Don'ts of what to touch while in the offices
- What is trash and what isn't trash.
- Proper levels of trash in receptacle
- Proper disinfectant applications

- **Elevators / Escalators**

- Proper disinfectant use and application process
- Proper polishing techniques for hard metal surfaces
- Proper glass cleaning techniques
- Optimal cleaning schedules for best visual results

SPECIAL TRAINING

Hands-on training is the last step of training and the most essential part of the training programs. This is performed at the actual working area with a supervisor in attendance. At first, the trainee is shown the area he or she will be assigned. During this time, he or she is obligated to become familiar with any special instructions, such as doors to be locked after cleaning, alarm setting procedure, etc. Then the first 2-3 hours, a supervisor works with the trainee showing actually cleaning procedure and answering all questions. Upon completion of their assignment each day, the area is to be thoroughly inspected

by a supervisor and the trainee, until a supervisor feels very confident in the trainee's performance. The

Reinforcement Training

Annually, ABS conducts field training to reinforce our staff's quality of work and to ensure the utmost quality to our customers. We will have a supervisor watching the staff as they clean and instruct them of correct ways to clean. ABS trains staff in a way so that their workmanship is satisfying to us and to our customer. In some instances, this will determine their job assignments on to which part of the cleaning process they will take part in.

In addition to training each employee to maintain the highest level of service possible, Andrew's Building Service, Inc. will report each training session that an employee goes through in the monthly report. Also, employees are required to have criminal background checks as well as Social Security Verification. These records are kept with their application at the Houston main office during the term of employment.

SAFETY TRAINING

Every employee who is hired by ABS, Inc. will go through a safety training session that will prevent and save our staff from potential safety hazards. More importantly, the tenant will benefit from having properly trained contractors on site. Safety training is a one day course that is incorporated with the training general task session. All sessions must be completed before the employee is able to start work.

Andrews Building Service has instituted an *Injury and Illness Prevention Plan* that will help ensure that all staff members that are involved with this project have received proper training for the work that they have been designated to complete.

The Project Manager will serve as the contracts Chief Safety Officer. His primary responsibilities in this capacity will be to oversee all safety practices and applications:

- Potential safety and health hazards on site
- Safe workplace practices
- Safety Audits (performed at lease semi-annually)
- Corrective Action Plans / Reporting
- Communications
- Safety Record Management
- Review and investigate all accident claims with the owner
- Safety guideline enforcement
- Maintain an up to date knowledge on latest industry safety practices

Accident / Hazard Company Procedures

All accidents that occur on site shall be reported to the shift supervisor immediately. The shift supervisor will gather the essential preliminary information that will be used to reconcile what happened at the time of the accident. The essential information shall include, but isn't limited to: Accident reports, Witness reports, Statements from all

people involved with said accident and a task record of what tasks were scheduled to be performed by the employee at the time of the accident. After all of the preliminary information has been collected, it will be turned over to the Project Manager so that he may complete a more in depth investigation. Once all facts have been obtained, ABS will report the injury and to the proper authority to ensure that the employee receives the adequate care.

Any employee that requires immediate medical attention shall be transported to the nearest medical facility by our designated safety officer. The severity of the accident or hazard has a direct correlation response action taken by our management staff.

ABS, Inc.'s general safety training covers the following information. The safety training is coupled with the general training that all employees are required to complete before they are allowed to work at any ABS contract.

The training covers the covers the following:

- General regulation and instruction of full-time employees
- Do's and Don'ts of specific buildings. (Given to contractor by tenant)
- Safety Precaution when dealing with heavy machinery
- Proper uses and handling of chemicals, tools, equipment and other supplies being used in the contract
- What to do in case of as emergency building evacuation.
- Proper protocol for contacting managers in the event of an accident.
- Proper lifting techniques when handling boxes or other large or heavy objects

Additionally, our building supervisor will provide staff with MSDS sheets that will show all the hazards of the chemicals that will be used. A supervisor will show the staff how to use machines during the training sessions. Moreover, when a job that might be dangerous is in process, there will be more than two people at the scene to ensure the utmost safety of our staff. ABS, Inc. also understands that it is our duty to be responsible for the actions of our employees, their safety and to abide by all related guidelines. ABS, Inc. understands that it is our duty to report accidents to the tenant as promptly as possible. ABS, Inc. has on site accident and damage forms that will be available to the employees to accurately identify and describe the accident, including a witness form for witnesses.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Key Control and Pilferage / Vandalism Plan for Bryan Facilities.

The City of Bryan will provide the Contractor with keys for buildings covered in the contract. The Contractor, under the terms of the contract shall not make, or allow to be made, duplicate copies of the keys issued to them. Should the Contractor need additional keys beyond the number of keys provided them by City of Bryan, they must request keys in writing and state why additional keys are necessary.

All keys remain the property at all times and shall be surrendered immediately to the Building Representative at any time. Keys shall remain on-site in the contracted building at all times. Two (2) keys will be provided to the Shift Manager, one (1) key will be issued to the Project Manager and one (1) issued to the Supervisor, if acceptable to the client.

Custodial personnel will also have a set of keys. If all keys are not returned upon expiration or termination of the contract, the Contractor shall be responsible for the cost of re-keying. Spot checks by the Contract Administrator or designee of the key inventory may be preformed randomly. If the City of Bryan determines that the Contractor has made additional keys, or allowed additional key to be made, the City of Bryan may immediately terminate the contract and assess actual damages in the cost of re-keying the affected location.

Should City of Bryan change locks on the building(s) for reasons other than the fault of the Contractor, City of Bryan will provide the Contractor with new keys.

Where property is damaged or stolen due to negligence by the Contractor's employees in the performance of their duties, Contractor shall be responsible for replacement or repair of said property. Continued incidents of theft, damaged property, etc., may result in the immediate termination of the contract. If the contract is terminated for cause, Contractor shall be responsible for any increase in cost to City of Bryan.

Quality Control Procedure:

Each manager and crew leader supports the Project Manager. They act as supplemental inspectors for recurring work and work orders. They also conduct and participate in preparedness drills for safety and security. All levels of supervisory leadership participate actively in the QC process.

Inspection System

Andrews Building Service, Inc. will employ two specific methods for identifying and correcting deficiencies: **Quality Control Inspections & Quality Assurance Audits.**

Quality control inspections are thorough examinations and observations performed by management and supervisors to determine standard of work and compliance to established working standards. Inspections come in a variety forms:

Formal (using inspection checklists)

Informal (consisting of professional observations).

Scheduled (with building management)

While QC inspections examine work, Quality Assurance (QA) audits examine work execution and supporting documentation. Quality Assurance audits shall entail extensive reviews of logs, reports, checklists, methods and procedures, performed at specific intervals by our Project Manager.

Our Project Manager will implement and oversee the day-to-day operations of our inspection program. Our inspection program is designed to:

Detect and correct minor deficiencies before they become full-blown problems;

Establish protocol for reporting, documenting, and tracking discrepancies; and

Provide training and education to prevent reoccurrence.

Quality Control:

The specific types of inspections Andrews Building Service, Inc will employ on the Project includes:

Detailed Inspection:

This method ensures that all program activities during a pre-determined Performance period are evaluated for completeness, time efficiency, and quality. Our Project Manager will perform Detailed Inspections no less than 5 times each contract year. Results will be documented and maintained in the QC file at the main office. In addition, our Project Manager will perform a Detailed Inspection of all work tasks that affect personnel safety or property security. Safety Audits will be performed in tandem with detailed inspections. They will also be performed after an accident occurs in such event.

Random Sampling:

Random sampling is used when the work being checked is repetitive and far too large to do during Detailed Inspections. Sampling will occur for tasks that are impractical or unaffordable to check on a routine basis. Recurring work, such as daily cleaning, vacuuming, and dusting will be inspected on a random basis.

Periodic Inspections:

In-process inspections of all tasks occur on a continuous basis by on site management. Checklists are used to identify what to look for during the inspection and to provide a method for determining whether the work-in-progress is acceptable or unacceptable. Determination is based on the number of checklist items that do or do not meet stated standards.

Inspection Regularity:

Quality inspections are conducted at various frequencies, depending on the facility or system to be inspected. Based upon the specific requirement, our quality inspectors perform scheduled, unscheduled and random visits to work sites. During these visits, each aspect of the system, equipment or facility is subject to detailed observation to determine operability, adherence to required maintenance frequencies, safety procedures

Quality Control:

utilized, and adherence to specifications. Inspection frequencies range from daily observation performed by lead personnel and management to quarterly inspections by the main office. A series of checklists that evaluate each basic function being performed in relation to its component requirements are used in the evaluation process. Quality inspections are conducted on all prime contract work as well as on in-coming materials and equipment issued to the buildings.

Inspection Checklists:

QC Inspection Checklists are worksheets used for evaluating procedures and assessing quality and timeliness of service. Our Project Manager, when conducting formal inspections of both work-in-progress and completed tasks uses them. Checklists are specifically tailored to the particular task or service being performed. Checklists are designed to:

1. Identify step-by-step procedures that make up a specific task;
2. Provide evaluation criteria;
3. Document deficiencies and corrective action; and
4. Provide an official record for Andrew's Building Service, Inc. and our customer

Detailed, site-specific QC checklists will be finalized during phase-in and submitted for approval prior to contract start.

Records and Reports:

Our Quality Control program uses a variety of forms and inspection procedures. They are designed to assist on-site managers when assigning duties, supervising workers, and conducting inspections of work, both in-progress, and completed. We combine these formal methods with consideration to any and all customer comments on responsiveness and performance. We have found that a combination of proactive attention to detail, adherence to the principals of Total Quality Management, and swift decisive response to customer feedback is a key to providing high quality services.

Quality Control:

Any person involved in the evaluation of an activity may generate QC records. All periodic and regularly scheduled inspections require the use of a standard issued checklist which, when completed, becomes a QC record. Records are clearly identified to allow for long term efficient management.

Example:

Records of inspection indicate the inspection procedure used, the performance date, which performed the inspection, area/section inspected and the results of the inspection. If there is a pattern of negligence in the staffs work, this can be used as supporting documentation for reprimand or termination of employees failing to meet the work standards established by ABS

The primary report associated with the QC Program is our Quality Control Review Report. All work not conforming to project standards is considered a deficiency. The On-Site Manager files a Quality Control Review Report. In addition, the Project Manager may, at his discretion, recommend further action to ensure against reoccurrence. Such recommendations might include additional training, procedural changes, improved work techniques, equipment changes, scheduling or location changes, personnel or responsibility changes, or even disciplinary action. The report will be dated and signed by the Manager and filed in the Main Office. Our Project Manager shall review all Discrepancy Reports as well as any other QC documents.

Performance Deficiencies:

ABS uses a total quality management effort to update and ensure that our QCP is functioning properly. We combine this with our inspection system and accompanying inspection schedule to detect quality control problems before they amount to a deficiency or discrepancy. As part of the QCP, Deficiency Reports will be separated by functional areas to provide fluid tracking, as well as to categorize negative trends and systematic problems by functional area. All inspection findings are documented so that the following subsequent actions can be taken:

Quality Control:

- Employees are recognized when their level of the work performance is considered "noteworthy"
- Employees are informed when their level of work performance has diminished below previous levels, yet is still being performed at a "satisfactory" levels.
- A Deficiency Report is initiated to correct any task where the performance level has fallen below acceptable levels.
- Inspection Reports will be submitted to the Project Mgr, our Main Office, and the Client.
- A counteractive request is initiated to correct any task that has been rated less than suitable.
- A combination of all QC Procedures, supplemented by the formerly mentioned systems, will prevent deficiencies and, where necessary, achieve the earliest possible corrections.

Documentation

The On-Site Manager summarizes all quality inspections performed for that period and that information is submitted to our contact. A monthly report is prepared and submitted to the Project Manager with a copy furnished to our corporate management and our contact if desired. This report includes an Inspection Summary and a copy of all inspection sheets and checklists. The Inspection Summary provides each of the areas inspected; the number of inspections performed; the number of deficiencies identified; and if the service was satisfactory or unsatisfactory. A summary analysis of all Customer Complaints and Re-Work Orders also will be included in the report. Documentation and reports are prepared and maintained on file in the Project Office. These reports and files are available for review upon request. The files are organized and easily accessible to all authorized individuals.

Review and Analysis

Monthly meetings are held between the Project Manager and other management. These meetings provide the management team an opportunity to compare the most recently completed month's performance to all previous months. Areas with potential problems receive immediate attention to prevent the service from being unsatisfactory and to circumvent negative trend development.

Annual Updates

Updates may be made to the Quality Control Plan throughout the term of the contract. All changes to the plan will be incorporated with a formal submittal made to our customer during the month of contract renewal for each year. All changes are subject to approval.

Performance Evaluation Meetings

The Project Manager will meet at monthly intervals with our contract contact to discuss project performance. These meetings will allow for the client and contractor to discuss mutual matters of concern. These meetings are not substitutes for other required update meetings specified in the contract.

Quality Control Corrective Actions Program

The most key element to a successful Quality Control program is taking preventative measures to avoid deficiencies. Identifying possible deficiencies early, before they become actual deficiencies, ABS is able to maintain a proactive Quality Control program. Our Quality Control Plan will verify or improve the quality of the work through our Quality Control system of inspections and corrections.

Proper steps to follow for proactive Quality Control Program

1. Required Inspection
2. Problem Identification
3. Deficiency Report
4. Correction of Deficiency
5. Re – Inspection of noted Deficiency
6. Evaluation of Deficiency Trend
7. Development of new QCP if necessary

Please see the examples of a daily schedule at one of our current contracts. This is a

similar form that will be used in the UT. contract. This schedule includes daily tasks as well as periodic schedules of floor and carpet cleaning.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Transition Plan:

Plan Implementation

When the contract has been awarded, a review of the current staff, operations system and equipment will be conducted. After this, the Operations Manager will make staff assignments and schedules for the upcoming contract. It shall also be the responsibility of the Operations Manager to maintain a start up log to insure that all appropriate steps have been followed when starting a new contract.

20 - 15 days until start date

- Order all new equipment and supplies for the contract.
- Conduct current staff interviews for possible changes in staff.
- Walk through the facilities and draft a final operations plan for all staff and management positions, if needed.

14 - 8 days until start date

- Meet with the building management and review the Operations Plan.
- Finalize the full time staff to be assigned to the buildings and hire any replacements.
- Conduct safety training for new ABS employees.
- Start training of staff and make final job assignments.

7 - 1 days until start date

- Deliver all equipment and supplies to the job site. (if necessary)
- Review all MSDS Books with staff and management to ensure compliance
- Set all Reporting Systems and Pay Roll additions in place.
- Conduct final meeting with Building staff to review all measures put in place by ABS.

Andrew's Building Service staff is on call at all times for emergencies as well as other issues that may arise during the course of the contract. All contact information for ABS supervisors and

management will be distributed to the Building Management for immediate response for any issue. For the first year of the contract, ABS representatives will meet with facilities staff once a week to review any issues as well as review all weekly work reports turned in by the ABS cleaning staff. If the project manager isn't available, there will be another ABS representative available to handle any concerns of the client.

Transition to a New Contractor

Start up and transition to a new contractor can be a difficult movement, but ABS has been successful in smooth transitions in many areas. The following steps will be completed, but will not be limited to the following:

- Receive Contract Award
- Sign Contract
- Meet with Contracting Officer and Supporting Staff
- Proceed with staffing
- Submit to Contracting Officer a detailed list of Equipment, Chemicals and Paper Products to be used. (if necessary)
- Submit to Contracting Officer the schedule of deductions
- Order uniforms
- Finalize all personnel; verify all required documentation and checks have been completed
- Complete all required documentation
- Train New Personnel
- Obtain Security Codes and Information from Contracting Officer
- Set up delivery of all supplies (if necessary)
- Final Training

ABS will provide an orientation session for all current service workers and supervisors to introduce them to our company and excite them about joining the ABS team, as highlighted in the training section.

Following this orientation session, and within the first two weeks after we assume control of the contract, all employees will be given cleaning procedure classes if they have not been with our company before.

The Project Manager will prepare the cleaning schedules for tasks outside the daily requirements. Log Forms and Inspection Forms will be reviewed with the Supervisors and cleaning crew and

implemented for use and review.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Contingency Plan:

Andrews Building Service is always prepared to have fill-in staff available at all time because of our firms large employee database. Our firm is very experienced with in shift staff replacement because of our extensive experience with event workers at our Dallas Convention Center contract. Our full time staff works everyday at the facility. However, when large events come into the building, we refer to our contact database that allows ABS to contact workers who have specifically requested work during certain hours and shifts. The management staff has a current database of over 300 trained and background passing staff options.

Steps to take for an absent employee:

- 1.) Shift manager shall notify the Project Manager and let him know there is a missing staff member and what position needs to be filled
- 2.) Project Manager will then contact the main office and request a fill in for the hours and times needed. (from the staffing compiled staffing roster)
- 3.) Office Manager will find a replacement and give the replacement worker the location and staff contact for the building where the work will be done.
- 4.) Replacement worker will contact the Shift Supervisor for instructions where to be as soon as possible.
- 5.) Employee will show up for the job and continue for as long as needed.

In the event that an employee has specifically let management know that they will not be at work for an excused reason, ABS will consign a replacement worker with the current staff member that is going to be absent for a half a day so they will know the routine that they are expected to follow. This protocol will be taken only for extended absences from work.

If there is an urgent need for the building that cannot wait, ABS will be able to provide a replacement worker from one of our employee rosters in the City of Bryan. This will be done in emergency situations. The response time shall be under 2 hour.

DRUG-FREE WORKPLACE POLICY - DRUG / ALCOHOL TESTING

It is the purpose of Andrews Building Service, Inc. to help provide a safe and drug-free work environment for our clients and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of Andrews Building Service, Inc.

ABS, Inc. explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on ABS, Inc. or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk ABS, Inc. reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the ABS, Inc. or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk ABS Inc. reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Andrews Building Service, Inc. will conduct drug testing under one or another of the following circumstances:

- **RANDOM TESTING:** Employees may be selected at random for drug testing at any interval determined by the Company.
- **FOR CAUSE TESTING:** ABS, Inc. may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of

drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Affirmative Action Plan

It is the policy of Andrews Building Service to promote equal employment opportunities through a positive continuing program of specific practices designed to ensure the full realization of equal employment opportunities without regard to race, color, religion, sex, or national origin.

To implement these policies, Andrews Building Service will:

- Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, sex, or national origin.
- Base decisions on employment so as to further the principle of equal employment opportunity.
- Insure that all personnel actions, including, but not limited to, compensation, benefits, transfers, layoffs, return from layoffs, company sponsored training, education, and tuition assistance, and social and recreational programs, are administered without regard to race, color, religion, sex, or national origin.
- Insure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotion.

Equal employment opportunity is not only the law, but it is a principle of our Company's operation. I expect each employee to cooperate to achieve this goal and I personally stand behind this principle.

Owner:

[This policy statement should be signed, reaffirmed, and reissued annually.]

Responsibility for the implementation of all affirmative action programs is placed in an Equal Employment Opportunity Coordinator ("Coordinator"). Walker Hengst, our Office Manager, has been appointed Coordinator. His name [appears and] will appear on all internal and external communications regarding the Company's affirmative action programs.

As Coordinator, Walker Hengst [has been and] will be given necessary top management support and staffing to execute his assignment.

The Coordinator has the responsibility to:

Develop policy statements, affirmative action programs, internal and external communication techniques, and monitoring systems.

Identify problem areas.

Assist line management in arriving at solutions to problems.

Design and implement an audit and reporting system that will measure the effectiveness of the affirmative action program, indicate the need for remedial action, if any, and determine whether the contractor's goals have been attained.

Serve as liaison between the Company and enforcement agencies.

Serve as liaison with private and public employment services for the recruiting of minority groups and women, as well as minority and women's organizations and community action groups concerned with employment opportunities for minorities and women.

Keep management informed of the latest developments in the entire equal employment opportunity area.

Assist in identifying problem areas and establishing local goals and objectives.

Become active with local minority and women's organizations, community action groups, and community service programs.

Periodically audit training programs and hiring and promotion patterns to remove impediments to the attainment of goals and objectives.

Conduct regular discussions with supervisors and employees to insure implementation of the affirmative action program.

Review the qualifications of all employees to ensure that minorities and women have full opportunities for transfers and promotions.

Provide career counseling for all employees.

Periodically audit each location for compliance, insuring that:

Posters are properly displayed.

No Company facilities, including Company housing, are segregated in anyway.

Minority and female employees are encouraged to participate in all Company sponsored activities, including, but not limited to, training.

Advise supervisors that their work performance is being evaluated on the basis of their equal employment opportunity efforts and results, as well as other criteria, and that they must take action to prevent harassment of employees placed through affirmative action efforts.

The Company's policy concerning its affirmative action program [has been and] will be disseminated internally as follows:

The policy [is and] will be included in all Company personnel policy manuals.

Special meetings [have been and] will be held at least once each year with executive, management, and supervisory personnel. Each meeting [has emphasized and] will emphasize the importance of the policy, explaining its intent and stressing each supervisor's individual responsibility for its effective implementation.

Special meetings [have been and] will be scheduled at least once each year with all other employees to discuss the policy and explain individual employee responsibilities.

The policy [has been and] will be thoroughly discussed in all employee orientation and management training programs.

Union officials [have been and] will be informed of the policy, and their cooperation [has been and] will be requested.

Nondiscrimination clauses [have been and] will be included in all union agreements, and all contractual provisions [have been and] will be reviewed to ensure that they are nondiscriminatory.

The affirmative action program and any progress reports regarding the employment of females and minorities [have been and] will be publicized in Company publications.

The policy [has been and] will be posted on employee bulletin boards.

When employees are featured in product or consumer advertising, employee handbooks, or similar publications, pictures of both minority and nonminority men and women (have been and) will be included.

The existence of the Company's affirmative action program [has been and] will be communicated to employees by notices on the bulletin board. A copy of the affirmative action program [has been and] will be available at the office of the Coordinator [or Personnel Department], so that employees shall be able to avail themselves of its benefits.

External dissemination of the ABS policy [has been and] will be accomplished as follows:

ABS (has informed and) will inform, verbally and in writing, all recruiting sources of the Company policy, requesting these sources to actively recruit and refer minorities and women for all positions listed.

The following equal opportunity clause (has been and) will be inserted in each purchase order, lease, and contract with suppliers, vendors, or subcontractors:

The subcontractor or vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The subcontractor or vendor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The subcontractor or vendor agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided by the contracting officer, setting forth the provisions of this nondiscrimination clause.

The subcontractor or vendor shall, in all solicitations or advertisements for employees placed by it or on its behalf, state that all qualified applicants will qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or

national origin.

The subcontractor or vendor shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency-contracting officer, advising the labor union or workers' representative of the subcontractor's or vendor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The subcontractor or vendor shall comply with all the provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The subcontractor or vendor shall furnish all the information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain its compliance with all such rules, regulations and orders.

In the event the subcontractor or vendor does not comply with the nondiscrimination clauses of this contract or with any rule, regulation, or order of the Secretary of Labor, this subcontract or purchase order may be cancelled.

The subcontractor or vendor shall include the provisions of these paragraphs in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that those provisions shall be binding upon each subcontractor or vendor. The subcontractor or vendor shall take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing these provisions, including sanctions for noncompliance, provided, however, that in the event the subcontractor or vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of a direction by the contracting agency, the subcontractor or vendor may request the United States to enter into litigation to protect the interests of the United States.

When pictures of employees appear in consumer or help-wanted advertising, both minority and non-minority men and women [have been and] will be shown.

ABS [has notified and] will notify the following minority and women's organizations, community leaders, secondary schools, and colleges of Company policy. [Specify.] The subcontractor or vendor shall, in all solicitations or advertisements for employees placed by it or on its behalf, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin

The subcontractor or vendor shall, in all solicitations or advertisements for employees placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

ABS [has communicated and] will communicate to prospective employees the existence of the Company's affirmative action program and make available such elements of the program as will enable prospective employees to know and avail themselves of its benefits.

Notification of ABS [has been and] will be sent to all subcontractors, vendors, and suppliers, requesting appropriate action on their part.

The following letter [has been and] will be sent to each subcontractor, supplier, and vendor:

Ms./Mr.:

As your firm is well aware, our Company is an equal opportunity employer. Pursuant to Executive Order 11246, as amended, you are advised that under the provisions of government contracts and in accordance with the Executive Order, contractors and subcontractors are obliged to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, or sex. We expect to see

our commitment to equal opportunity employment reflected in the racial and sexual composition of your firm's workforce and urge a vigorous affirmative action program to overcome underutilization.

The attached form will need to be completed and returned to us at your earliest convenience. Thank you.

Sincerely,

Andrews Building Service, Inc.

Walker Hengst

11503 Reeder Rd.

972.406.2792

Dallas, TX 75229



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/22/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Swingle, Collins and Associates 13760 Noel Road, Suite 600 Dallas TX 75240	CONTACT NAME: Tabitha Richardson	
	PHONE (A/C, No, Ext): (972) 387-3000 FAX (A/C, No): (972) 387-3808 E-MAIL ADDRESS: trichardson@swinglecollins.com PRODUCER CUSTOMER ID #: 00101394	
INSURED Andrew's Building Service, Inc 2750 Northaven Road #105 Dallas TX 75229-2391	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: America First Lloyds Ins Co	11526
	INSURER B: America First Ins Co	
	INSURER C: Netherlands Ins Co	24171
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 11/12 Liability

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		CBP5805943	3/4/2011	3/4/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 15,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COM/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY		BA5805938	3/4/2011	3/4/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					\$
<input checked="" type="checkbox"/> NON-OWNED AUTOS		\$				
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR	CU8830069	3/4/2011	3/4/2012	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 1,000,000
	DEDUCTIBLE					\$
	<input checked="" type="checkbox"/> RETENTION \$ 10,000					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WC5805939	3/4/2011	3/4/2012	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is included as Additional Insured as respects General Liability as required by written contract. Waiver of Subrogation applies as respects Workers' Compensation as required by written contract.

CERTIFICATE HOLDER

ksonley@bryantx.gov

City of Bryan
1309 E Martin Luther King
Bryan, TX 77803

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Frank Swingle/TAR