



## JANITORIAL SERVICES SOLICITATION ANNOUNCEMENT

### Services

Janitorial

### ISSUING DEPARTMENT

ECI Project Niños

### PUBLICATION DATE

August 9, 2022

### CLOSING DATE & TIME

5PM CST - August 19, 2022

### OVERVIEW

It is the intent of Community Action Corporation of South Texas (CACOST) to solicit quotes for Janitorial Services at 1811 E. Main St, Alice, TX 78332.

Regular business hours of operation are 8am- 5pm. Cleaning Services are to take place Monday-Friday after facilities are closed. Holiday schedules must be coordinated with the office manager. CACOST will provide all light bulbs, toilet tissue, hand towels, hand soap, and receptacle and plastic trash can liners.

### Scope

#### A. SERVICES TO BE PERFORMED DAILY:

- Clean and disinfect all restrooms, urinals, commodes, wash basins, mirrors, light fixtures and throw out trash
- Clean and refilled soap dispensers, paper towel dispensers and toilet tissue dispensers
- Mop and disinfect all restroom floors daily.

#### B. SERVICES TO BE PERFORMED TWICE WEEKLY:

- Vacuum all carpeted areas
- Mop and clean all hard floors. High traffic areas will be washed as necessary.
- Thoroughly clean and disinfect lunch break areas.
- Empty and clean all wastebaskets and shredder machines. Dispose of trash in the dumpster at the rear of the building.
- Clean and sanitize the microwave interior and exterior.

#### C. SERVICES TO BE PERFORMED WEEKLY:

- Brush down and clean all ceiling vents and light fixtures.
- Building front entrances should be kept free of insect webs and any debris.
- Remove cobwebs from ceilings and walls.
- Clean and sanitize light switches, doors levers, door frames, entrance doors, doors, walls and baseboards.

- Clean indoor glass/window ledges and outdoor glass at all entrances including glass doors.
- Dust and clean all desks, hutches, credenzas, filing cabinets, shelves, tables, computer towers, monitor frames and countertops.
- Clean and sanitize the refrigerator and freezer interior and exterior.
- Clean and sanitize all telephones.

**D. SERVICES TO BE PERFORMED EVERY 6 MONTHS:**

- Buff/polish tile floors
- Shampooing carpeted areas

**E. OTHER SERVICES, AS NEEDED:**

- Report broken fixtures and furniture to office manager
- Treat and clean spots on carpet as needed.
- Train employees on proper disarming and rearming of each alarm.

**SUBMISSION INSTRUCTIONS**

To be considered as a qualified vendor, the Proposer must submit the following information:

- Five (5) professional references
- Fee Schedule /or structure

**Term**

The awarded contract will be for an initial one (1) year term with an option to renew the contractual services annually for a total of three (3) years.

If awarded, Vendors must provide a certificate of liability insurance with proof of commercial general liability. Contract must also submit a criminal background check on any person(s) providing janitorial services on behalf of the contractor.

All submissions must be sent to the following address:

**CACOST Janitorial Service Solicitation**

ATTN:Mary Hernandez–ECI Project Niños Office Manager

204 E. First St.

Alice, Texas 78332

OR via email to [maryhdz@cacost.org](mailto:maryhdz@cacost.org)

**GENERAL TERMS & CONDITIONS**

**LIMITATIONS & RESERVATIONS**

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Proposers. Should the successful Proposer and CACOST fail to come to an agreement, CACOST may at its sole discretion award work to any of the remaining Proposers. The Proposer to whom the contract is awarded shall be required to enter a written contract with CACOST. This announcement and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract. CACOST specifically reserves the right to vary the provisions set forth herein any time before the execution of a contract where such variance is deemed to be in the best interest of

the needs of CACOST. If selected for negotiations, the Proposer may be required to prepare and submit additional information before final Proposer(s) selection, to reach terms for the provision of services, which are agreeable to both parties.

#### EQUAL OPPORTUNITY

It is the policy of CACOST not to discriminate on the basis of race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief or any other consideration made unlawful by applicable federal, state, or local laws. Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this contract, with respect to hiring, tenure, terms, conditions, and privileges of employment, or a matter directly or indirectly related to employment, because of age or race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation, or belief. Contractor further agrees that every subcontractor entered into for the performance of the contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of the covenant may be regarded as a material breach of the Agreement.

#### PROHIBITED SUBSTANCES IN THE WORKPLACE

The contractor is considered a representative of CACOST while carrying out the duties of the contract. CACOST has a policy that prohibits the possession and/or use of alcohol or illegal drugs when conducting CACOST business. If the contractor is observed engaging in this type of behavior while performing any aspect of the contract, termination of the contract will occur.

#### EQUAL EMPLOYMENT OPPORTUNITY

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans, recently separated veterans, other protected veterans, and Armed Forces Service Medal Veterans, the affirmative action clause for handicapped workers and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in the contract. By accepting the contract, the contractor certifies that it complies with the authorities cited above, and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60.

#### DEBARMENT AND SUSPENSION

The contractor certifies, by submission of a proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

#### DISCLOSURE OF PENDING GOVERNMENT INVESTIGATIONS

It is the responsibility of the Proposer to disclose any ongoing or pending legal proceedings, including any such proceedings known to be contemplated by governmental authorities, that could affect the performance of the Proposer or the execution of any potential contract. Failure to disclose this information or any efforts to omit such information may result in the disqualification of the offending Proposer's bid and/or termination of the contract.