



**procurement
operations**

Request for Proposals (RFP)

For

Janitorial Services

Project No. 08-19

REQUEST FOR PROPOSALS

TABLE OF CONTENTS

	Page
Cover Page	
Table of Contents	2
Summary of RFP	3-4
Instructions to Proposers	5-12

Forms to be completed and submitted with the Proposal, as appropriate.

Attachment No. 1 Proposal/Contract Award Form	13-14
Attachment No. 2 Schedule of Items and Prices & Staffing	15-27
Attachment No. 3 Scope of Services	28-57
Attachment No. 4 General Terms and Conditions	58-62
Attachment No. 5 Determination of Good Faith Effort Form	63
Attachment No. 6 Small Business Unavailability Certificate	64
Attachment No. 7 Small Business Development Questionnaire	65
Attachment No. 8 Contractor & Subcontractor/Supplier Participation Form	66
Attachment No. 9 Non-Discrimination Statement	67
Attachment No. 10 Certification & Disclosure Statement	68
Attachment No. 11 Affidavit Form	69
Attachment No. 12 Business Questionnaire	70-71
Attachment No. 13 Assurance of SBDP Goal	72
Attachment No. 14 Vendor Application Instructions	73
Attachment No. 15 Insurance Requirements	74
Attachment No. 16 Conflict of Interest Questionnaire	75

<u>Sample Contract Documents</u>	
(The resulting contract will include at least the following documents)	
Exhibit A: Proposal /Award Form	
Exhibit B: Schedule of Items and Prices	
Exhibit C: Scope of Services	
Exhibit D: General Terms and Conditions	
Exhibit E: Contractor & Subcontractor/Supplier Participation Form, if appropriate	
Exhibit F: Insurance Requirements, if appropriate	
Exhibit G: Subcontractor Payment Certification Form, if appropriate	
Exhibit H: Subcontractor Progress Assessment Form, if appropriate	

HOUSTON COMMUNITY COLLEGE

REQUEST FOR PROPOSALS - SUMMARY

Date: September 23, 2008
Project Title: Janitorial Services
Project No.: 08-19

ISSUED BY:

Houston Community College
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002

SUBMIT INQUIRES TO:

Name: John Carter, Jr.
Title: Director, Procurement Operations
Telephone: (713) 718-5029
Fax: (713) 718-2113
Email: john.carter@hccs.edu

Project Overview:

Houston Community College ("HCC") is seeking proposals from qualified firms to provide Janitorial Services for six (6) college campuses and its Administration Building as described and specified in this solicitation.

Award / Contract Approval:

This Procurement, any award under this procurement, and the resulting contract, if any, is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or designee. This solicitation is a request for proposals and neither this solicitation nor the response or proposal from any prospective proposer shall create a contractual relationship that would bind HCC until such time as both HCC and the selected proposer sign a legally binding contract, which includes, without limitation, the terms required by HCC as set forth in Attachment No. 4.

Pre-Proposal Meeting:

A **Mandatory** pre-proposal meeting will be held at Houston Community College, 3100 Main Street (**Seminar Room C, 2nd floor**) Houston, Texas 77002 on October 3, 2008 at 10:00 a.m. (local time).

Proposal Due Date/Time: HCC will accept sealed proposals in original form to provide the required janitorial services as described herein until 4:00 p.m. (local time) on October 24, 2008. Proposals will be received in the Procurement Operations department, 3100 Main Street (11th Floor, Room 11A06), Houston, Texas 77002. **Note:** Proposals will not be publicly opened.

Proposal Security:

Each proposer shall submit proposal security with the proposal in an amount equal to at least ten percent (10%) of the total proposed amount of the first year of services contained in the price proposal. (please refer to paragraph 9 of the Instructions to proposers).

Contract Term: The contract term for contract(s) awarded resulting from this solicitation, if any, will be Five (5) years.

Obligation and Waivers: This Request for Proposal does not obligate HCC to award a contract or pay any costs incurred by the proposer in the preparation and submittal of a proposal.

HCC, in its sole discretion, reserves the right to accept any proposal and/or reject any and all proposals or a part of a proposal, without reason or cause, submitted in response to this solicitation. HCC reserves the right to reject any non-responsive or conditional proposal. HCC reserves the right to waive any informalities, irregularities and/or technicalities in this solicitation, the proposal documents and /or proposals received or submitted.

By submitting a proposal, proposer agrees to waive any claim it has, or may have, against Houston Community College System and its trustees or agents arising out of or in connection with (1) the administration, evaluation or recommendations of any proposal; (2) any requirements under the solicitation, proposal package, or related documents; (3) the rejection of any proposal or any part of any proposal; and/or (4) the award of a contract, if any.

HCC reserves the right to withdraw this solicitation at any time for any reason; remove any scope component for any reason and to issue such clarifications, modifications and / or amendments as deemed appropriate.

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

INSTRUCTIONS TO PROPOSERS

1. **Introduction**

HCC is seeking proposals under the negotiated method of procurement from qualified firms interested in providing janitorial services in accordance with the Scope of Services contained in this solicitation (Attachment No. 3).

2. **Proposal Submittal**

Proposer(s) shall submit one (1) original and seven (7) copies of the technical and price proposals to the address shown below by the date and time specified in this solicitation. In addition to the technical and price proposal, each proposer must complete and return the following documents, if appropriate:

- Proposal / Award Form (Attachment No. 1)
- Determination of Good Faith Effort (Attachment No.5)
- Small Business Unavailability Certificate (Attachment No. 6)
- Small Business Development Questionnaire (Attachment 7) **** (Seal separately)**
- Contractor & Subcontractor/Supplier Participation Form (Attachment No. 8)
- Non-Discrimination Statement (Attachment No. 9)
- Certification & Disclosure Statement (Attachment No. 10)
- Affidavit Form (Attachment No. 11)
- Business Questionnaire (Attachment No. 12)
- Assurance of SBDP Goal (Attachment No. 13)
- Conflict of Interest Questionnaire (Attachment No. 16)

The envelope containing a proposal shall be addressed as follows:

- Name, Address and Telephone Number of Proposer;
- Project Description/Title;
- Project Number; and
- Proposal Due Date/Time.

All proposals shall be submitted to the following address:

Houston Community College
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002
Ref: Project No. 08-19
Attn: John Carter, Director, Procurement Operations

3. **Eligibility for Award**

- a. In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and HCC must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily.
- b. Responsive proposals are those that comply with all material aspects of the solicitation, conform to the solicitation documents and meet the requirements set forth in this solicitation. Proposals, which do not comply with all the terms and conditions of this solicitation will be rejected as non-responsive.

- c. Responsible proposers, at a minimum, must meet the following requirements:
- Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract:
 - Be able to comply with the required performance schedule, taking into consideration all existing business commitments:
 - Have a satisfactory record of past performance:
 - Have necessary personnel and management capability to perform any resulting contract:
 - Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements:
 - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to the Houston Community College; signing and submitting the proposal is so certifying to such non-delinquency:
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- d. Proposer(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described in Section 3 (c) and as necessary to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the proposal being rejected.
- e. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposer or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other bidders.
- f. A person or proposer shall not be eligible to be considered for this solicitation if the person or proposer engaged in or attempted to engage in prohibited communications as described in Section 13 of this solicitation

d. **Preparation of Proposal**

There are two parts of this Request for Proposal that must be completed and submitted to the Houston Community College: The technical proposal and the pricing proposal as described herein. Both documents must be received by the date and time established in the solicitation for receipt of proposals.

a. **Technical Proposal:**

The technical proposal shall include, as a minimum, the following information:

- **Cover letter:** The cover letter shall not to exceed 2 pages in length, summarizing key points in the proposal.
- **Project Management and Services:**
A description of the level of cleaning and a cleaning plan should be included in this section. This section shall also include the management and technical approach to providing the janitorial services as well as a description of any other services that can be provided by the proposer. Include an organizational chart, which includes "key" staff members and their respective responsibilities for this project. Provide a detailed management plan with defined lines of authority and the proposer's commitment to utilize HCC students in an internship capacity with the firm.

- **Qualifications and Experience of Firm and Personnel:** This section shall include a description of the firm, including firm's history, size and workforce/staff composition. Include a description of the firm's past and current contracts/assignments, which are related to the type of services, required by this solicitation. Experience must show at least two (2) major contracts that the firm currently services or has serviced in the past two years. A major contract is defined as a contract value in excess of \$500,000 annually.

This section shall also include a project-staffing plan including resumes for all proposed "key" staff members who will be assigned to this project. Include a description on how proposed staffing for HCC facilities will be screened and monitored for compliance with contractual requirements.

- **Commitment to Quality and Services:** This section shall describe the firm's demonstrated level of quality of work that the firm has performed and its commitment to customer satisfaction. References from other clients as well as internal quality control program(s) that the proposer has implemented should be addressed.
- **Small Business Participation:** This section shall include a clear statement of the firm's commitment and plan to meet the small business goal specified in this solicitation.

b. Price Proposal:

The price proposal shall be clearly identified as such in the technical proposal documents, and must reflect all cost associated with the project. (Refer to Attachment No. 2 and Attachment No. 2A Schedule of Items and Prices).

5. Evaluation Criteria

An evaluation committee ("Committee") will review all proposals to determine which proposers have qualified for consideration according to the criteria stated herein. The committee's evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the committee **may** be invited to make an oral presentation of their written proposal to the Committee and/or the HCC Board of Trustees. Proposals will be evaluated using the following criteria:

<u>FACTOR</u>	<u>Percentage Weight</u>
• Project management and services:	25 %
• Qualifications and experience of firm & Personnel:	20 %
• Commitment to quality and service:	20 %
• Small Business commitment:	10 %
• Price proposal	25 %
	Total: 100%

6. Contract Award

Award of a contract, if awarded, will be made to the proposer who (a) submits a responsive proposal; (b) is a responsible proposer; and (c) offers the best value to HCC, price and other factors considered. A responsive proposal and a responsible proposer are those that meet the requirements of and are as described in Section 3 (Eligibility for Award) of this solicitation. HCC may award a contract, based on initial proposals received, without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical standpoint, which the proposer can submit to HCC.

Except as otherwise may be set forth in this solicitation, HCC reserves the right to waive any informalities, non-material errors, technicalities, or irregularities in the proposals documents submitted and consider the proposal for award.

7. **Postponement of Proposals Due Date/Time**

Notwithstanding the date/time for receipt of proposals established in this solicitation, the date and time established herein for receiving proposals may be postponed solely at HCC's discretion.

8. **Oral Presentations**

During the process of selecting a company to provide the required services, oral presentations may or may not be held. Each proposer should be prepared to make a presentation to HCC. The presentations must show that the proposer clearly understands the requirements of the solicitation, and has a strategic plan and approach to complete the work.

9. **Bonds and Proposal Security**

Each proposer shall submit proposal security with the proposal in an amount equal to at least ten percent (10%) of the total proposed amount of the first year of service contained in the price proposal. The security shall be submitted to HCC in the form of a cashier's check, certified check or surety bond issued by a surety insurer authorized to conduct business in the State of Texas. The proposal security serves as a guarantee that the successful/selected proposer will execute a contract and furnish performance and payment bonds when required. The total amount of the successful Proposer's proposal security shall be forfeited if the Proposer fails to execute the contract and furnish a performance bond and insurance as required by the RFP within fifteen (15) calendar days after being notified, in writing, by HCC that the contract award has been made.

If the resulting contract amount exceeds \$100,000.00, the proposer/contractor shall furnish a Performance Bond in an amount equal to one hundred percent (100%) of the negotiated contract amount. Also, if the contract amount exceeds \$25,000.00, the proposer/contractor shall furnish a Payment Bond in an amount equal to one hundred percent (100%) of the negotiated contract amount.

The successful/selected contractor shall furnish Performance and/or Payment Bonds (in the amount of one hundred percent (100%) of the contract amount), and made payable to Houston Community College System within fifteen (15) calendar days after award of the contract by HCC, if required. If such bonds are not received within that time frame, any and all contracts shall therein be considered null and void.

The payment and performance bonds shall be in the form of bonds issued by a surety who is licensed in the State of Texas and can provide such bonds in the amounts required and meets the requirements of the contract terms and conditions.

10. **Small Business Development Program (SBDP)**

a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.

b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program.

c. For this solicitation, HCC has established thirty five percent (35%) of the total dollar amount of the proposal and the resulting contract as its goal for Small Business participation.

d. **Good Faith Efforts:** HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that

contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:

- e. To the extent consistent with industry practices, divide the contract work into reasonable lots.
- f. Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
- g. Document reasons for rejecting a firm that bids on subcontracting opportunities.

11. **Small Business Compliance**

To ensure compliance with any stated small business participation goal, the selected contractor will be required to meet with the HCC Buyer and the HCC Small Business Representative at the 50% and 75% completion phases/dates of the project, to verify small business participation activity and to ensure compliance with the stated small business goal, if any.

12. **Prime Contractor/Contracts for Services**

The prime contractor must perform a minimum of 30% of any contract for services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.

13. **Internship Program**

a. HCC is expanding its student internship program. All vendors are encouraged to make a commitment to utilize certain HCC student(s) in an internship capacity with the company under any resulting contract for services required under this solicitation. The selected contractor will be expected to pay the student(s) at least the minimum wage required by law. HCC will provide the selected contractor with the name of student(s) eligible to participate in the internship program.

b. For additional information regarding the internship program, please contact Dr. Freddie Wade, Director of Workforce Program Initiatives at (713) 718-7596.

14. **Prohibited Communications**

Except as provided in exceptions below, the following communications regarding this solicitation or any other invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- [1] Between a potential vendor, subcontractor to vendor, service provider, proposer, offeror, lobbyist or consultant and any Trustee;
- [2] Between any Trustee and any member of a selection or evaluation committee; and
- [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first.

The communications prohibition shall terminate when:

- [1] The contract is awarded by the Chancellor or designee; or
- [2] The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communication prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.
- [3] Emergency contracts.

- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- [6] Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

Any potential vendor, subcontractor vendor, service provider, bidder, offerer, lobbyist or consultant who engages or attempts to engage in prohibited communications shall not be eligible for the award of any resulting contract under this solicitation. Any other direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify bidders, vendors, service providers, lobbyist, consultants, and contractors from both this current and any future consideration for participation in HCC orders and contracts.

15. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, possession or use of illegal drugs (except legally prescribed medications under physician's prescription and in the original container) or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

16. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1. No proposal shall include any costs for taxes to be assessed against HCC.

17. **Explanation to Proposers**

Any explanation desired by a prospective proposer regarding the meaning or interpretation of the solicitation documents must be requested in writing and with sufficient time allowed (a minimum of seven (7) calendar days before the date set to receive proposals) for a response to reach prospective proposers before the submission of their proposals. Any HCC response will be in the form of an amendment of the solicitation or an informational letter. The response will be made available to all prospective proposers via HCC website at www.hccs.edu. Receipt of any amendment(s) issued by HCC shall be acknowledged with the proposal submission.

18. **Texas Public Information Act**

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) ("the Act") after a contract if any, is awarded. If the proposer considers any information submitted in response to this request for proposal to be confidential under law or constitute trade secrets or other protected information, the proposer must identify such materials in the proposal response. Notwithstanding the foregoing, the identification of such materials would not be construed or require HCC to act in contravention of its obligation to comply with the Act and the proposer releases HCC from any liability or responsibility for maintaining the confidentiality of such documents.

19. **Appropriated Funds**

The purchase of service or product, which arises from this solicitation, is contingent upon the availability of appropriated funds. HCC shall have the right to terminate the resulting contract at the end of the current or each succeeding fiscal year if funds are not appropriated by the HCC Board of Trustees for the next fiscal year that would permit continuation of the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to terminate the resulting contract by giving the selected contractor a thirty (30) day written notice of its intention terminate without penalty or any further obligations on the part of HCC or the contractor. Upon termination of the contract HCC shall not be responsible for any payment of

any service or product received that occurs after the end of the current contract period or the effective date of termination, whichever is the earlier to occur. HCC's fiscal year begins on September 1 and ends on August 31st.

20. **Conflict of Interest**

If a firm, proposer, contractor or other person responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in any contract resulting from this solicitation, the firm must disclose this information to HCC. Persons submitting a proposal or response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code, including, without limitation, Chapter 171 and 176 of the Texas Government Code. As applicable, the person submitting a response to this solicitation must complete and submit **Attachment No. 16, Conflict of Interest Questionnaire Form.**

21. **Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

22. **No Third Party Rights**

This Contract is made for the sole benefit of the HCC and the Contractor and their respective successors and permitted assigns. Nothing in this Contract shall create or be deemed to create a relationship between the Parties to this Contract and any third person, including a relationship in the nature of a third-party beneficiary or fiduciary.

23. **Submission Waiver**

By submitting a response to this RFP, the Offerer or respondent agrees to waive any claim it has or may have against Houston Community College System and its trustees, employees or agents arising out of or in connection with (1) the Administration, evaluation or recommendation of any offer or response; (2) any requirements under the solicitation, the solicitation or response package or related documents; (3) the rejection of any offer or any response or any part of any offer or response; and/or (4) the award of a contract, if any.

24. **Site Visits**

a. All prospective offerors are highly encouraged to schedule a site visit at any of the College campuses, please contact the designated individual at each College location listed below prior to visiting a particular college building.

- **System Administration Buildings:**
Betty Brown, Manager, Janitorial Services (713) 718-7577
- **Central College:**
Tina Young, College Operations Officer (713) 718-6354
- **Northeast College:**
Abe Bryant, College Operations Officer (713) 718-5536
- **Northwest College:**
Carolyn Glass, College Operations Officer (713) 718-5726
- **Southeast College:**
Robert Eason, College Operations Officer (713) 718-7565
- **Southwest College:**
Julian Fisher, College Operations Officer (713) 718-7737
- **Coleman College for Health Sciences**
Diana Castillo, College Operations Officer (713)718-7212

b. Following the pre-proposal meeting each vendor can pick up a Facilities/Site Visit Acknowledgement Form. it is highly encouraged that all vendors visit each facility/site and meet with the Campus COO or Manager to gain knowledge of campus location size and to discuss any special needs or requirements for each site. (i.e. student traffic, campus hours, class schedules, weekend cleaning, HCC Staff/Faculty traffic) Facilities/Site Visit Acknowledgement Form must be signed by vendor and submitted with the proposal packet.

ATTACHMENT NO. 1
HOUSTON COMMUNITY COLLEGE
REQUEST FOR PROPOSALS
PROPOSAL/CONTRACT AWARD FORM

PROJECT TITLE: Janitorial Services

PROJECT NO.: 08-19

Name of Proposer/Contractor: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Receipt of Proposal Amendment Number(s): _____

In compliance with the requirements of this Request for Proposals for Janitorial Services, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with the Technical and Price Proposal dated _____ and as mutually agreed upon by subsequent negotiations, if any.

Signed By: _____

Name: _____
(Type or Print)

Title: _____
(Type or Print)

ACCEPTANCE AND CONTRACT AWARD FORM

(Note: This page will be completed by HCC.)

Purchase Order No. _____ (for payment purposes only)

Project No. 08-19

Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC and the Terms and Conditions of Purchase posted on the HCC website at www.hccs.edu, incorporated herein by reference, and the prices, scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE

Executed for and on behalf of the Houston Community College pursuant to approval by the Board of Trustees on _____, 2008

Signed By: _____

Title: _____

ATTACHMENT NO. 2

**SCHEDULE OF ITEMS AND PRICES
FOR
JANITORIAL SERVICES**

The Proposer/Contractor agrees to furnish all labor, tools, equipment, materials, supervision, transportation, insurance, reports and all other items necessary to perform the work complete, in strict compliance with the terms and conditions of the contract (Exhibit D) at the firm unit rates stated herein in accordance with the Scope of Services (Attachment 3) and the corresponding Frequency Cleaning Chart and Day Porter Duties (Appendixes Nos. 1 and 2). **Note: Include square foot pricing in the shaded areas for buildings that are expected to come online during the first year of the contract but do not include those amounts in the Price Proposal Totals. The effective date(s) of the shaded areas buildings will be negotiated with the selected vendor.**

Administration Bldgs.	Price Proposal for System Administration Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
System Building- office space	3100 Main St, 77002	520,515			
Neo Café	3100 Main St. 77002	10,485			
Retail/ Office Space	3220 Main St. 77002	17,183			
Total Square Footage / Price for System Buildings:		548,183	\$	\$	\$

Central College	Price Proposal for Central College Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
J Don Boney Bldg	1215 Holman St A, 77004	35,000			
Business Center (BSCC)	1205 Holman St B, 77004	36,680			
Curriculum Innovation Center	1215 Holman St C, 77004	2,000			
Fine Arts Center	3517 Austin St, 77004	75,000			
Heinen Theater	3517 Austin St, 77004	18,000			
J. B. Whitely Bldg.	1301 Alabama St, 77004	102,000			
Central Maintenance Building	1401 Alabama St, 77004	3042			
San Jacinto Memorial	1300 Holman St, 77004	172,000			
West Wing	1300 Holman St, 77004	60,500			
Learning Hub Science Building	1300 B Holman St, 77004	120,000			
Staff Instructional Services	3821 Caroline St, 77004	21,800			
Caroline Annex	3902 Caroline St, 77004	1,000			
Crawford Annex	3412 Crawford St, 77004	2320			
Theater One	3517 Austin St, 77004	21,900			
Willie Lee Gay Hall	1990 W. Airport Blvd, 77004	39,000			
Educational Development Center	3214 Austin St, 77004	40,845			
Total Square Footage / Price for Central College:		751,087	\$	\$	\$

Coleman College for Health Sciences	Price Proposal for Coleman College Building				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
Health Science Center	1900 Pressler Dr, 77030	140,000			
Total Square Footage / Price for Coleman College:		140,000	\$	\$	\$

Northeast College	Price Proposal for Northeast College Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
Automotive Tech. Training Ctr. A	4638 Airline Dr, 77022	53,658			
Automotive Tech. Training Ctr. B	4638 Airline Dr, 77022	18,401			
Codwell Hall	555 Community College Dr, 77013	76,000			
Northline	8001 Fulton	116,700			
Pinemont Center	1265 Pinemont Dr, 77018	50,330			
Roland Smith Truck Driving Ctr.	555 Community College Dr,	13,000			
Public Safety Shooting Range	555 Community College Dr, 77013	21,026			
Science Building	Scheduled Jan. 2009	46,792		XX	XX
HUB Building	Scheduled Jan. 2009	86,527		XX	XX
Total Square Footage (as of 9/1/08)/ Price for Northeast College:		349,115	\$	\$	\$

Northwest College	Price Proposal for Northwest College Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Foot	Monthly Price	Annual Price
Town & Country Ctr. / South Hall	1010 West Sam Houston Pkwy, 77043	132,792			
Science Building	1050 West San Houston Pkwy, 77043	15,687			
Commons Area	1050 West Sam Houston Pkwy, 77043	4,763			
Performing Arts Ctr.	1060 West Sam Houston Pkwy, 77043	33,050			
Katy Campus-Westgate	1550 Fox Lake Dr, 77084,	108,503			
Total Square Footage / Price for Northwest College:		294,795	\$	\$	\$

Southeast College	Price Proposal for Southeast College Buildings:				
	Address	Sq. Ft.	Price Per Sq. Foot	Monthly Price	Annual Price
Angela Morales Bldg.	6816 Rustic St, 77087	60,640			
Felix Morales Bldg.	6815 Rustic St, 77087	54,345			
Temporary Classrooms (6 bldg)	6815 Rustic St, 77087	2,859			
Eastside Annex	2524 Garland St, 77087	12,800			
Temporary Classrooms (2 bldgs)	6815 Rustic St, 77087	2,816			
SE Drennan Campus	Not started (65,000 sq. ft)	N/A	XX	XX	XX
SE Learning Hub	Not started (90,213 sq. ft.)	N/A	XX	XX	XX
Total Square Footage (as of 9/1/08)/ Price for Southeast College:		133,460	\$	\$	\$

Southwest College	Price Proposal for Southwest College Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
Alief Continuing Education	13803 Bissonet St, 77072	43,000			
Applied Technology Ctr. (2 bldgs.)	4010 and 4012 Bluebonnet Dr, 77477	18,088			
Greenbriar Annex	13645 Murphy Rd, 77477	17,100			
Gulfton Center	5407 Gulfton Dr, 77081	35,500			
Alief Campus - Hayes Road	2811 Hayes Rd, 77082	81,350			
Scarcella Science & Technology Ctr.	10141 Cash Rd, 77477	75,000			
Stafford Campus (7 bldgs.)	9910 Cash Rd, 77477	57,230			
West Loop Center	5601 W. Loop S., 77081	199,451			
West Loop Buildout	5601 W. Loop S., 77081	40,385			
Missouri City- Sienna Plantation	5855 Sienna Springs, 77459	48,456			
Stafford Learning HUB	Scheduled Jan. 2009	120,000		XX	XX
Total Square Footage (as of 9/1/08)/ Price for Southwest College:		645,175	\$	\$	\$

Miscellaneous Facilities: Parking Garages, Warehouse, Mechanical Floors and Vacant Spaces	Price Proposal for Miscellaneous Facilities				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
Warehouse	1102 Delano	40,000			
Hayes Road – Vacant Floors	2811 Hayes Rd, 77082	60,800			
Mechanical Floors – 13 th , 14 th & 15 th – System	3100 Main Street, 77002	39,919			
Katy Mills	25403 Kingsland Blvd., 77494	8,050			
Fine Arts Parking Structure	3517 Austin St, 77004	N/A			
Parking Structure	3220 Main St, 77002	N/A			
Central Cooling Water Plant	1318 Alabama St, 77004	350			
NE Cooling Water Plant	Not constructed yet	XX	XX	XX	XX
Total Square Footage / Price for Misc. Facilities:		149,119	\$	\$	\$

Price Proposal Totals:		
	Monthly Price	Annual Price
System Administration	\$	\$
Central College	\$	\$
Coleman College	\$	\$
Northeast College	\$	\$
Northwest College	\$	\$
Southeast College	\$	\$
Southwest College	\$	\$
Miscellaneous Facilities	\$	\$
Grand Totals	\$	\$

**ATTACHMENT NO. 2A
SCHEDULE OF ITEMS AND PRICES
FOR
JANITORIAL SERVICES
TO MEET 80% MINIMUM GREEN STANDARD**

The Proposer/Contractor agrees to furnish all labor, tools, equipment, materials, supervision, transportation, insurance, reports and all other items necessary to perform the work complete, in strict compliance with the terms and conditions of the contract (Exhibit D) at the firm unit rates stated herein in accordance with the Scope of Services (Attachment 3) and the corresponding Frequency Cleaning Chart and Day Porter Duties (Appendixes Nos. 1 and 2). **Note: Include square foot pricing in the shaded areas for buildings that are expected to come online during the first year of the contract but do not include those amounts in the Price Proposals Totals.**

Administration Bldgs.	Price Proposal for System Administration Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
System Building- office space	3100 Main St, 77002	520,515			
Neo Café	3100 Main St. 77002	10,485			
Retail/ Office Space	3220 Main St. 77002	17,183			
Total Square Footage / Price for System Buildings:		548,183	\$	\$	\$

Central College	Price Proposal for Central College Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
J Don Boney Bldg	1215 Holman St A, 77004	35,000			
Business Center (BSCC)	1205 Holman St B, 77004	36,680			
Curriculum Innovation Center	1215 Holman St C, 77004	2,000			
Fine Arts Center	3517 Austin St, 77004	75,000			
Heinen Theater	3517 Austin St, 77004	18,000			
J. B. Whitely Bldg.	1301 Alabama St, 77004	102,000			
Central Maintenance Building	1401 Alabama St, 77004	3042			
San Jacinto Memorial	1300 Holman St, 77004	172,000			
West Wing	1300 Holman St, 77004	60,500			
Learning Hub Science Building	1300 B Holman St, 77004	120,000			
Staff Instructional Services	3821 Caroline St, 77004	21,800			
Caroline Annex	3902 Caroline St, 77004	1,000			
Crawford Annex	3412 Crawford St, 77004	2320			
Theater One	3517 Austin St, 77004	21,900			
Willie Lee Gay Hall	1990 W. Airport Blvd, 77004	39,000			
Educational Development Center	3214 Austin St, 77004	40,845			
Total Square Footage / Price for Central College:		751,087	\$	\$	\$

Coleman College	Price Proposal for Coleman College Building				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
Coleman Health Science Center	1900 Galen Dr, 77030	140,000			
Total Square Footage / Price for Coleman College:		140,000	\$	\$	\$

Northeast College	Price Proposal for Northeast College Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
Automotive Tech. Training Ctr. A	4638 Airline Dr, 77022	53,658			
Automotive Tech. Training Ctr. B	4638 Airline Dr, 77022	18,401			
Codwell Hall	555 Community College Dr, 77013	76,000			
Northline	8001 Fulton	116,700			
Pinemont Center	1265 Pinemont Dr, 77018	50,330			
Roland Smith Truck Driving Ctr.	555 Community College Dr, 77013	13,000			
Public Safety Shooting Range	555 Community College Dr, 77013	21,026			
Science Building	Scheduled Jan. 2009	46,792		XX	XX
HUB Building	Scheduled Jan. 2009	86,527		XX	XX
Total Square Footage (as of 9/1/08) Price for Northeast College:		349,115	\$	\$	\$

Northwest College	Price Proposal for Northwest College Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Foot	Monthly Price	Annual Price
Town & Country Ctr. / South Hall	1010 West Sam Houston Pkwy, 77043	132,792			
Science Building	1080 West Sam Houston Pkwy, 77043	15,687			
Commons	1080 West Sam Houston Pkwy, 77043	4,763			
Performing Arts Ctr.	1060 West Sam Houston Pkwy, 77043	33,050			
Katy Campus-Westgate	1550 Fox Lake Dr, 77084,	108,503			
Total Square Footage / Price for Northwest College:		294,795	\$	\$	\$

Southeast College	Price Proposal for Southeast College Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
Angela Morales Bldg.	6816 Rustic St, 77087	60,640			
Felix Morales Bldg.	6815 Rustic St, 77087	54,345			
Temporary Classrooms (6 bldg)	6815 Rustic St, 77087	2,859			
Eastside Annex	2524 Garland St, 77087	12,800			
Temporary Classrooms (2 bldgs)	6815 Rustic St, 77087	2,816			
SE Drennan Campus	Not started (65,000 sq. ft)	N/A	N/A	N/A	N/A
SE Learning Hub	Not started (90,213 sq. ft.)	N/A	N/A	N/A	N/A
Total Square Footage as of (9/1/08)/ Price for Southeast College:		133,460	\$	\$	\$

Southwest College	Price Proposal for Southwest College Buildings				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
Alief Continuing Education	13803 Bissonet St, 77072	43,000			
Applied Technology Ctr. (2 bldgs.)	4010 and 4012 Bluebonnet Dr, 77477	18,088			
Greenbriar Annex	13645 Murphy Rd, 77477	17,100			
Gulfton Center	5407 Gulfton Dr, 77081	35,500			
Alief Campus - Hayes Road	2811 Hayes Rd, 77082	81,350			
Scarcella Science & Technology Ctr.	10141 Cash Rd, 77477	75,000			
Stafford Campus (7 bldgs.)	9910 Cash Rd, 77477	57,230			
West Loop Center	5601 W. Loop S., 77081	199,451			
West Loop Buildout	5601 W. Loop S., 77081	40,385			
Missouri City- Sienna Plantation	5855 Sienna Springs, 77459	48,456			
Stafford Learning HUB	Scheduled Jan. 2009	120,000		XX	XX
Total Square Footage (as of 9/1/08)/ Price for the College		645,175	\$	\$	\$

Miscellaneous Facilities: Parking Garages, Warehouse, Mechanical Floors and Vacant Spaces	Price Proposal for Miscellaneous Facilities				
	Address	No. of Sq. Ft.	Price Per Sq. Ft.	Monthly Price	Annual Price
Warehouse	1102 Delano	40,000			
Hayes Road – Vacant Floors	2811 Hayes Rd, 77082	60,800			
Mechanical Floors – 13 th , 14 th & 15 th – System	3100 Main Street, 77002	39,919			
Katy Mills	25403 Kingsland Blvd., 77494	8,050			
Fine Arts Parking Structure	3517 Austin St, 77004	N/A			
Parking Structure	3220 Main St, 77002	N/A			
Central Cooling Water Plant	1318 Alabama St, 77004	350			
NE Cooling Water Plant	Not constructed yet	N/A	N/A	N/A	N/A
Total Square Footage / Price for Misc. Facilities:		149,119	\$	\$	\$

Pricing Totals		
	Amount Monthly	Amount Annually
System Administration	\$	\$
Central College	\$	\$
Coleman College	\$	\$
Northeast College	\$	\$
Northwest College	\$	\$
Southeast College	\$	\$
Southwest College	\$	\$
Miscellaneous Facilities	\$	\$
Grand Total	\$	\$

**ATTACHMENT NO. 2B
STAFFING REQUIREMENTS**

Listed below are the minimum staffing requirements for cleaning personnel for each facility. The number of porters specified is the minimum required at each facility. A designated lead person for day staff must be on site to oversee employees and schedules on a daily, weekly and monthly basis. The lead person will be responsible for coordinating the daily duties between the day staff and the campus managers.

Note: Please Indicate below both the number of employees and the total combined hours to be worked per day for cleaning personnel only, excluding the stated mandatory day porter hours.

SYSTEM ADMINISTRATION BUILDINGS:

HCC Administration Building, 3100 Main Street (Basement through 12th floor)

	# of persons	Total Hours
• Evening Cleaners	_____	_____
• Weekend Cleaners	_____	_____

HCC Office Building, 3200 Main Street

	# of persons	Total Hours
• Evening Cleaners	_____	_____
• Weekend Cleaners	_____	_____

- Day Porter(s) **7:00 AM – 3:30 PM** (Mon.–Fri.) 2 people 3100 Main and 3200 Main office areas and parking garage
8:00 AM – 5:00 PM (Mon.–Fri.) 2 people Auditorium, 2nd Floor {set up and clean up} and perimeter of 3100 Main and 3200 Main, Tenant Spaces (clean overall as needed)
8:00 AM – 4:30 PM (Sat.) 1 person, Basement, 1st, 2nd and exterior policing. Check all restrooms for cleanliness. (clean all areas as needed for Monday morning business/operations.)
- Supervisor **7:00 AM – 3:30 PM** (Mon.-Fri.) 1 person
- Evening Porter(s) **3:30 PM – 8:00 PM** (Mon.-Thurs.) 1 person Auditorium, 2nd floor {set up and clean up}and exterior of 3100 Main (overall as needed)

CENTRAL COLLEGE

	# of persons	Total Hours
• Evening Cleaners	_____	_____
• Weekend Cleaners	_____	_____

- Day Porter(s) **(1) 6:30 AM – 3:30 PM** (Mon.–Fri.) 10 People Total
(5) 8:00 AM – 5:00 PM
(4) 9:00 AM – 6:00 PM
9:00 AM – 6:00 PM (Sat.) 4 People

8:30 AM – 3:00 PM (Sun. Fine Arts Bldg. San Jacinto Bldg. 1st floor/ 5 classrooms) 1 Person
 (Note: Porter is only needed for the Fall & Spring Semester, Sundays only at the Fine Arts Bldg.)
 N/A

- Evening Porter(s)

WILLIE LEE GAY HALL

	# of persons	Total Hours
• Evening Cleaners	_____	_____
• Weekend Cleaners	_____	_____
• Day Porter(s)		8:00 AM – 5:00 PM (Mon.–Thur.) 1 Person 10:00 AM – 2:00 PM (Mon. – Thur.) 1 Person 8:00 AM – 1:00 PM (Sat.) 1 Person 8:00 AM - 10:00 AM (Sun) 1 Person
• Evening Porter(s)		N/A

COLEMAN COLLEGE

	# of persons	Total Hours
• Evening Cleaners	_____	_____
• Weekend Cleaners	_____	_____
• Day Porter(s)		8:00 AM – 5:00 PM (Mon.-Sat.) 2 People
• Evening Porter(s)		5:00 PM – 10:00 PM (Mon.-Sat.) 2 People

**NORTHEAST COLLEGE
Pinemont Center**

	# of persons	Total Hours
• Evening Cleaners	_____	_____
• Weekend Cleaners	_____	_____
• Day Porter(s)		7:30 AM - 4:00 PM (Mon.–Sat.) 1 Person 9:00 AM - 5:30 PM (Mon.–Sat.) 1 Person 9:00 AM - 5:30 PM (Sun.) 1 person
• Evening Porter(s)		5:00 PM -10:00 PM (Mon.-Sat.) 1 Person

Northline

	# of persons	Total Hours
• Evening Cleaners	_____	_____
• Weekend Cleaners	_____	_____
• Day Porter(s)		9:00 AM – 4:00 PM (Mon.–Sun.) 2 People
• Evening Porter(s)		4:00 PM – 8:00 PM (Mon.–Fri.) 1 Person

Automotive Technology Training Center

	# of persons	Total Hours
• Evening Cleaners	_____	_____
• Weekend Cleaners	_____	_____
• Day Porter(s)		9:00 AM – 2:00 PM (Mon.–Fri.) 1 Person
• Evening Porter(s)		4:00 PM – 8:00 PM (Mon.–Fri.) 1 Person

Codwell Hall & Roland Smith Truck Driving

	# of persons	Total Hours
• Evening Cleaners	_____	_____

- Weekend Cleaners _____
- Day Porter(s) **8:00 AM – 3:30 PM** (Mon.–Sun.) 2 People
- Evening Porter(s) **2:00 PM – 10:00 PM** (Mon.–Sun.) 2 Person

**NORTHWEST COLLEGE
Town and Country**

- | | # of persons | Total Hours |
|---------------------|--------------|---|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | | 8:00 AM – 5:00 PM (Mon.–Fri.) 1 Person
9:00 AM – 6:00 PM (Mon.-Fri) 1 Person
11:00 AM – 8:00 PM (Mon. – Fri.) 1 Person
12:00 PM – 9:00 PM (Mon. – Fri.) 1 Person
9:00 AM – 3:00 PM (Sat.) 1 Person |
| • Evening Porter(s) | | N/A |

Katy Campus

- | | # of persons | Total Hours |
|---------------------|--------------|---|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | | 8:00 AM – 5:00 PM (Mon.–Fri.) 1 Person |
| • Day Porter | | 10:00 AM – 2:00 PM (Sat.) 1 Person |
| • Evening Porter(s) | | 4:00 PM – 8:00 PM (Mon.–Fri.) 1 Person |

SOUTHEAST COLLEGE

- | | # of persons | Total Hours |
|---------------------|--------------|--|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | | 8:00 AM – 5:00 PM (Mon.-Fri.) 3 People
8:00 AM – 5:00 PM (Sat.-Sun.) 2 People |
| • Evening Porter(s) | | 5:00 PM – 10:00 PM (Mon.-Fri.) 3 People |

**SOUTHWEST COLLEGE
Alief Center**

- | | # of persons | Total Hours |
|---------------------|--------------|---|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | | 8:00 AM – 4:00 PM (Mon.– Fri.) 1 Person |
| • Evening Porter(s) | | 4:00 PM – 8:00 PM (Mon.–Thurs.) 1 Person |

Applied Technology

- | | # of persons | Total Hours |
|---------------------|--------------|---|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | | 8:00 AM – 4:00 PM (Mon.–Sat.) 1 Person |
| • Evening Porter(s) | | N/A |

Greenbriar Annex

- | | # of persons | Total Hours |
|--------------------|--------------|-------------|
| • Evening Cleaners | _____ | _____ |

- Weekend Cleaners _____
- Day Porter(s) **8:00 AM – 4:00 PM** (Mon.–Sat.) 1 Person
- Evening Porter(s) N/A

Gulfton Center

- | | # of persons | Total Hours |
|---------------------|---|-------------|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | 8:00 AM – 4:00 PM (Mon.–Sat.) 1 Person | |
| • Evening Porter(s) | 4:00 PM – 8:00 PM (Mon. – Fri.) 1 Person | |

Alief Campus at Hayes Road

- | | # of persons | Total Hours |
|---------------------|--|-------------|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | 8:00 AM – 5:00 PM (Mon.- Sun.) 2 People | |
| • Evening Porter(s) | 4:00 PM – 8:00 PM (Mon. – Fri.) 1 Person | |

Missouri City Sienna Plantation

- | | # of persons | Total Hours |
|---------------------|---|-------------|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | 8:00 AM – 5:00 PM (Mon.-Sat.) 1 Person | |
| • Evening Porter(s) | N/A | |

Scarcella Science and Technology

- | | # of persons | Total Hours |
|---------------------|---|-------------|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | 8:00 AM – 4:00 PM (Mon.–Sat.) 2 People | |
| • Evening Porter(s) | 4:00 PM – 8:00 PM (Mon.–Fri.) 1 Person | |

Stafford Campus

- | | # of persons | Total Hours |
|---------------------|---|-------------|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | 8:00 AM – 4:00 PM (Mon.–Sat.) 2 People | |
| • Evening Porter(s) | 4:00 PM – 8:00 PM (Mon.–Sat.) 1 Person | |

Stafford Learning HUB

- | | # of persons | Total Hours |
|---------------------|---|-------------|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | 8:00 AM – 4:00 PM (Mon.–Sat.) 3 People | |
| • Evening Porter(s) | 4:00 PM – 8:00 PM (Mon.–Sat.) 2 People | |

West Loop Center

- | | # of persons | Total Hours |
|--------------------|---|-------------|
| • Evening Cleaners | _____ | _____ |
| • Weekend Cleaners | _____ | _____ |
| • Day Porter(s) | 8:00 AM – 5:00 PM (Mon.-Sat.) 2 people | |

7:00 AM – 4:00 PM (Mon.-Fri.) 2 people

6:00 AM – 2:00 PM (Sun.) 3 People

2:00 PM – 6:00 PM (Sun.) 1 Person

- Evening Porter(s) **4:00 PM – 8:00 PM** (Mon.-Fri.) 2 people

MISCELLANEOUS FACILITIES

	# of persons	Total Hours
• Evening Cleaners	_____	_____
• Day Porter(s)	N/A	
• Evening Porter(s)	N/A	

Proposed Daily Hourly Rate For Additional Personnel:

- Day Supervisor \$ _____ / Hour
- Cleaning Personnel \$ _____ / Hour
- Day Porter \$ _____ / Hour

Working Hours: 7:30 AM – 4:30 PM

Proposed Evening Hourly Rates For Additional Personnel:

- Supervisor \$ _____ / Hour
- Cleaning Personnel \$ _____ / Hour
- Evening Porter \$ _____ / Hour

Working Hours: 6:00 PM to 10:30 PM

05. Fixed Escalation Clause:

Proposers must certify a fixed, maximum percentage of escalation for any subsequent terms of the contract as specified. This percentage will be employed in the evaluation and award of any contract resultant of this proposal. If a percentage is not presented, zero percentage (0%) will apply. The maximum annual percentage of escalation anticipated by the Proposer is _____%.

In the event of an increase in the Federal Minimum Wage, the Proposer will be allowed to increase minimum wages accordingly only for those employees currently being paid minimum wages.

**ATTACHMENT NO. 3
SCOPE OF SERVICES
FOR
JANITORIAL SERVICES
PROJECT 08-19**

I. GENERAL

1. This scope of service covers the requirements for the Contractor to furnish all required and necessary resources to perform janitorial services for the Houston Community College ("HCC").
2. The Contractor shall provide all the necessary management, supervision, labor, transportation, supplies, equipment and any other resources and materials necessary and required to perform janitorial services.

II. WORK HOURS

1. **Work Schedule** - Janitorial services shall be provided up to seven (7) days per week at the time specified for each location. General cleaning shall be performed between the hours of 5:00 PM and 1:00 AM, with the exception of facilities that are open later in the evening. The contractor shall provide twenty-four (24) hour emergency response, if requested, and shall respond to the HCC College within one (1) hour of request for emergency services and have staff onsite if needed within two (2) hours. Contractor shall provide a specific monthly schedule of all quarterly and semiannual services by building, giving specific dates.
2. **Holidays:** Generally, HCC Colleges are closed on the below Federal holidays but because of the dynamic nature of the campus buildings, some buildings may require service on these holidays while others may not require service.
 - New Year's Day
 - Martin Luther King's Day
 - Independence Day
 - President's Day
 - Labor Day
 - Memorial Day
 - Thanksgiving (Thursday & Friday)
 - Christmas Day

In addition, HCC Colleges are closed for two (2) weeks for Winter Break and one (1) week for Spring Break. Quarterly and semi-annual cleaning services should be scheduled for completion during these periods as well as during semester breaks in the summer.

III. FACILITIES AND CLEANING HOURS

SYSTEM ADMINISTRATION BUILDING

- Evening Cleaners 5:30 PM – 6:00 AM (Mon.-Fri.)

3200 MAIN OFFICES

- Evening Cleaners 5:30 PM – 6:00 AM (Mon.-Fri.)

CENTRAL COLLEGE

- Evening Cleaners 6:00 PM – 12:00 AM (Mon.-Fri.)
- Weekend Cleaning 6:00 PM – 12:00 AM (Sat.)

COLEMAN COLLEGE

- Evening Cleaners 10:00 PM – 6:00 AM (Mon.-Sat.)

NORTHEAST COLLEGE

- Evening Cleaners
 - Pinemont Center**
10:00 PM – 6:00 AM (Mon.-Fri.)
5:00 PM – 6:00 AM (Sat.-Sun.)

- Evening Cleaners
 - Northline**
10:00 PM – 6:00 AM (Mon.-Fri.)
4:30 PM – 6:00 AM (Sat.-Sun.)

- Evening Cleaners
 - Automotive Technology Training Center**
10:00 PM – 6:00AM (Mon.-Fri.)

- Evening Cleaners
 - Codwell Hall & Roland Smith Truck Driving**
10:00 PM – 6:00AM (Mon.-Fri.)
5:00 PM – 6:00 AM (Sat.-Sun.)

NORTHWEST COLLEGE

- Evening Cleaners
- Weekend Cleaning
 - Town and Country**
8:00 PM–2:00 AM (Mon–Sat.) 1010 & 1050 Bldgs
10:00 PM–2:00 AM (Fri.-Sat.) 1060 Performing Arts Ctr.
6:00 PM–12:00 AM (Sun.) 1050 Science Hall & 1060 Performing Arts Ctr.

- Evening Cleaners
 - Katy Campus**
7:00 PM – 12:00 AM (Mon–Sat.)

- Evening Cleaners
 - Katy Mills Child Care**
Weekly Cleaning

SOUTHEAST COLLEGE

- Evening Cleaners 10:00 PM – 6:00 AM (Mon.-Fri.)
5:00 PM – 6:00 AM (Sat.-Sun.)

SOUTHWEST COLLEGE

- Evening Cleaners
 - Alief Center**
10:00 PM – 5:00 AM (Mon.-Fri.)
5:00 PM – 5:00 AM (Sat.-Sun.)

- Evening Cleaners
 - Applied Technology**
Day porter will need to perform both porter and cleaning requirements

- Evening Cleaners
 - Greenbriar Annex**
Day porter will need to perform both porter and cleaning requirements

- Evening Cleaners
 - Gulfton Center**
10:00 PM – 5:00 AM (Mon.-Fri.)
6:00 PM – 5:00 AM (Sat.-Sun.)

- Evening Cleaners **Alief Campus at Hayes Road**
10:00 PM – 5:00 AM (Mon.-Fri.)
6:00 PM – 5:00 AM (Sat.-Sun.)
- Evening Cleaners **Missouri City Sienna Plantation**
10:00 PM – 5:00 AM (Mon.-Fri.)
5:00 PM – 5:00 AM (Sat.-Sun.)
- Evening Cleaners **Scarcella Science**
10:00 PM – 5:00 AM (Mon.-Fri.)
5:00 PM – 5:00 AM (Sat.-Sun.)
- Evening Cleaners **Stafford Campus**
10:00 PM – 5:00 AM (Mon.-Fri.)
5:00 PM – 5:00 AM (Sat.-Sun.)
- Evening Cleaners **Stafford Learning Hub**
10:00 PM – 5:00 AM (Mon.-Fri.)
5:00 PM – 5:00 AM (Sat.-Sun.)
- Evening Cleaners **West Loop Center**
10:00 PM – 5:00 AM (Mon.-Fri.)
5:00 PM – 5:00 AM (Sat.-Sun.)

IV. Special Conditions

1. Services and Frequency Schedule:

It shall be the responsibility of the Contractor to be familiar with good housekeeping procedures and practices and to perform the required services accordingly. The Contractor shall be familiar with the requirements of the various areas and shall have examined the premises and understands the conditions under which the Contractor will be obligated to perform. The cleaning requirements and frequency schedule are outlined in Section V, Cleaning Requirements and Appendixes Nos. 1 and 2.

2. Policing of Exterior Surface Lots:

The contractor shall provide policing of exterior surface parking lots, five (5) days per week (Mon-Fri) for one hour each day per lot. This service shall include, but is not limited to, emptying trash receptacles around the lots and pick up trash such as paper, bottles, cans, newspaper, cigarette butts and other debris and dispose of it accordingly.

3. Alarms:

If a building is equipped with an alarm system, it must be turned on when leaving the building after cleaning is completed for the day. If the Contractor's personnel is unable to activate the alarm or secure the building, they must contact HCC Police Dispatch by telephoning 713-718-8888 before leaving the facility.

4. Communication:

4.1. The campus administrator or designee must be able to communicate both in writing and verbally in English with at least one (1) designated employee of the contractor's on-site staff at all times.

4.2. There shall be a lead porter / custodian on duty at all times (day and night) while the porter/cleaning personnel on HCC premises. The role of the lead porter / custodian shall be to supervise staff, conduct daily written inspections, develop cleaning project lists for daytime / evening staff and conduct follow-up and cleaning duties.

4.3. Designated on-site staff must carry a two-way radio provided by HCC at all times.

5. **Emergency Contact:**

In case of an emergency at a campus location, the Contractor must provide a 24 hour, 7 day a week contact number with response time within one (1) hour after notification and staffing on-site within two (2) hours if required.

6. **Contractor Representative:**

Prior to the start of contract performance, the contractor shall advise HCC, in writing, of the primary and alternate representative (including phone number) who will have management responsibility for the total contract effort to receive and act on and resolve problems of a contractual nature. In addition, the contractor shall have a full-time person that will office at the HCC Administration building to serve as a liaison between HCC and the contractor and its subcontractors. This person will serve as the direct contact for all janitorial services related issues that arise at any of the HCC campus facilities.

7. **Security Access Cards:**

7.1. Prior to the issuance of a security access card to any contractor's or subcontractor's personnel, a government-issued photo identification card and a completed application for a card must be presented to the HCC Police Department. An acceptable government-issued photo ID card is defined as one of the following: a Texas ID Card, a valid Driver's License or Resident Alien Card. A second form of identification may also be requested. The HCC Police Department personnel will make a photocopy of the document presented and it shall be filed with the access card application.

7.2. The contractor shall immediately notify HCC's janitorial services manager and return such identification badges for contractor's employees whose services are not longer needed during the course of the contract or whose employment has been terminated with the contractor.

7.3. The contractor will be assessed a \$20.00 fee for any identification badges that are lost or not returned to HCC.

7.4. At the termination or expiration date of this contract, the contractor shall return to the HCC Janitorial Services Manager all HCC-issued identification badges.

8. **Contractor's Employees**

8.1. The contractor shall screen all employees and is required to conduct a pre-employment criminal background check on all employees **prior** to their assignment to this contract. Any falsification of application information or credentials or failure to make full disclosure of criminal history shall be grounds to remove and bar the contractor's employee from any and all HCC's facilities.

8.2. The contractor must submit the name, address, social security number, date of birth and driver's license number of all employees that will be assigned to work at an HCC facility. This information, along with the results of a criminal background check, shall be submitted to the HCC Manager for Janitorial Services prior to assigning any employee to this contract.

8.3. The contractor must immediately notify, in writing, the HCC Manager for Janitorial Services and the Campus Manager the name(s) of any employees that will no longer be assigned to work at an HCC facility and provide the information listed in Item 8.2 above for the replacement employee.

8.4. All contractor's employees while on duty at any HCC facility shall wear, in plain view, a name tag or company identification, indicating their affiliation with the contracting firm.

8.5. All employees shall be neatly attired at all times, and in a manner that will reflect credit both upon the contractor and Houston Community College.

8.6. Persons employed by the contractor to perform services under this contract shall be legally authorized to work in the United States.

8.7. When working in HCC facilities, the contractor shall prohibit their employees from disturbing papers on desks, opening desk drawers or using any office equipment including telephones, computers, fax machines, copiers, etc.

8.8. All HCC facilities are non-smoking buildings. Contractor employees are prohibited from smoking in all non- designated areas.

- 8.9. Sleeping on the job is prohibited.
- 8.10. Theft or aiding in the theft of any HCC or tenant's property by the contractor's employees is prohibited. The contractor shall be financially liable for all thefts by its employees.
- 8.11. Use of any HCC or tenant's computer, telephone, fax, television, etc. equipment is prohibited.
- 8.12. The contractor shall require their employees to comply with the instructions pertaining to conduct and other regulations called to the attention of the contractor by the janitorial services manager or designee.
- 8.13. At the request of the janitorial services manager or campus manager, the contractor shall remove an employee from their work force that is found unacceptable or unsatisfactory by the HCC manager. It shall be the contractor's responsibility to find a suitable replacement for the removed employee.
- 8.14. HCC may periodically request additional custodial / porter personnel to perform services not covered by this specification. Normally notification to provide extra services will be given at least twenty-four (24) hours in advance. The cost for the additional personnel will be based on the rate quoted on Attachment No. 2, the Schedule of Items and Prices.

9. Attendance Log

- 9.1. Each contractor's employee shall sign an attendance log or utilize a time recorder each day/night; sign in at the beginning of the shift and sign out at the end of the shift. The location of the attendance log shall be determined by the campus manager at each facility.
- 9.2. At a minimum, the attendance log shall have; actual time the employees entered the property, the actual time the employee left the property, the actual time the employee received and/or returned the keys, the employee's legible signature, and the task to be performed.
- 9.3. The attendance log will be used as a daily record to monitor the contractor's employees actual time recorded for the shift he/she worked. Any contractor's employee's entry on the attendance log that has been intentionally falsified, the person(s) responsible will be requested by HCC to be immediately removed from the contractor's on site work force and not be allowed to work at any HCC facility.

10. Keys to Building

- 10.1. The contractor or its employees, at all times, shall be fully compliant with the key control procedures set for by HCC. The procedures are as follows:
 - 10.1.1. The security guard on duty has control of the janitorial keys. The guard on duty will issue keys to the contractor's personnel based on the following:
 - 10.1.1.1. Employee must provide proper photographic identification.
 - 10.1.1.2. Employee shall sign an attendance log upon receipt and return of such keys.
 - 10.1.2. Under no circumstance shall the contractor's employees leave the building without returning the keys to the guard on duty, and shall not leave the keys unattended at any time. In the event that the security guard is not at his/her duty station, the employee(s) shall wait for his or her return or call Dispatch at 713-718-8888 to contact the security guard on duty.
 - 10.1.3. The contractor shall be responsible for any lost keys, card keys and shall be financially liable for their replacements. This shall include all costs associated with the replacement keys, the re-keying of any doors and all cores that require replacement as a result of the loss. HCC will provide the contractor with the actual cost for the replacements and will deduct the applicable amount from the contractor's invoice for payment.

11. Method of Payment

The Contractor shall submit to HCC Accounts Payable Department a certified itemized invoice for payment for services rendered and accepted by HCC during the previous month. The invoice shall be accompanied with supporting documentation and details, including dates and hours worked. Payment will be made within thirty (30) calendar days after receipt and approval of a proper invoice.

12. Quality Control

The Contractor shall conduct walk-through inspections of the facilities at least monthly with HCC College Operations Officers, or their designees. The Contractor shall, at all times, employ and maintain an adequate staff on the HCC premises for consistent and efficient performance of all services as specified in this Contract. HCC shall notify the Contractor of housekeeping tasks that are not being performed in a satisfactory manner, as specified in the Contract. In the event of such notification, the Contractor shall take all necessary steps to correct non-performance or unsatisfactory performance within twenty-four (24) hours

13. Uniforms

All Contractor employees shall be uniformed properly and shall be neat and clean in their appearance, and shall be easily recognized as a Contractor employee. All employee uniforms shall be of the same design and color. The Supervisor's uniform shall be of the same design but may be of a different color to distinguish him/her from the custodial staff. All uniforms must include a name tag or other markings with the name of the Contractor attached thereto. Uniforms shall be worn at all times while working in HCC facility. Contractor accepts and understands that any employee who fails to meet this requirement may be asked to leave HCC property. Should this occur, HCC will not compensate the Contractor or Contractor's employee for lost time.

14. Safety

The Contractor shall submit for approval a plan. for safety training within thirty (30) days of contract award. This program shall include the specific action that will be taken to train employees in:

- 14.1. Safe work habits
- 14.2. Safe use of cleaning chemicals
- 14.3. Safe use of cleaning equipment
- 14.4. The use of equipment signs, in particular, wet floor signs, barriers, or other devices, to protect the building occupants or equipment.
- 14.5. Recognizing hazardous or other materials that are not allowed for use in this contract.
- 14.6. Contractor shall submit Material Safety Data Sheets (MSDS) to the HCC Safety Officer in advance for all materials being used by the Contractor on the premises of HCC.
- 14.7. In addition to the above, the Contractor is responsible for obeying all rules and regulations of any governing agency having jurisdiction.

15. Security

The Contractor is responsible for training its employees in the security requirements of HCC and is responsible for enforcing the security rules of HCC as they apply to its employees. In addition to any other security rules and regulations, the Contractor shall inform its employees of the following:

- 15.1. No guns, knives, or other dangerous weapons are allowed on HCC premises.
- 15.2. No dangerous drugs, or other prohibited substances, including alcohol, are allowed on premises. Contractor will not allow employees to work while under the influence of prohibited substances.
- 15.3. The Contractor will be furnished keys to the facilities and shall be held responsible for their use or misuse. All keys shall remain the property of HCC and shall not be duplicated by the Contractor or its employees. All keys shall be returned to the College Operations Officer upon request. The Contractor will be liable for the cost of any keys not returned, for replacement keys, and for the cost of any re-keying of locks necessitated by loss of keys. The Contractor will be charged \$10.00 for each key misplaced or lost.
- 15.4. Keys shall not be left in doors or on service carts at any time.
- 15.5. No master keys may be taken from the building. A supervisor may remove those keys necessary to gain access to the building(s) and the key cabinet.
- 15.6. All exterior doors must remain as they are found when entering the building by the Contractor's employees.

16. Waste Removal

All trash collected by the Contractor must be removed via designated exit points to areas designated by the College Operations Officer or designee.

17. Non-Performance of Services

No payment will be allowed the Contractor for man-hours worked on any job assignment under the following conditions:

- 17.1. The employee does not have the required equipment, supplies or materials as specified to perform the scheduled work.
- 17.2. The job assignment is not performed in strict accordance to specifications.
- 17.3. It shall be the responsibility of the Contractor to insure all custodial work requests or complaints are resolved and completed in a satisfactory manner. HCC will exercise the option to use an outside custodial vendor after three (3) written notifications have been given to the Contractor for unresolved work requests or complaints. The outside custodial vendor will be at the expense of the Contractor.
- 17.4. It is the Contractor's responsibility to furnish day Custodians as required and requested. The Contractor cannot bill HCC when day Custodians are absent from work and no replacements are available.
- 17.5. It shall be the responsibility of the Contractor to insure at least two (2) of their day Custodians are available to work overtime or weekends, when required.

18. HCC-furnished Storage Space

The Contractor shall store its supplies, materials, and equipment in storage areas and custodial closets designated by the College Operations Officer or designee. The Contractor agrees to keep these areas neat and clean at all times in accordance with all applicable fire regulations. Also, all cleaning equipment shall be kept clean and in good repair at all times.

19. Reporting Needed Repairs

The Contractor's employees will be required to actively seek out and report to their on-site supervisor **or the Campus Manager (office)**, any needed repairs to the building, its furnishing, its fixtures and its mechanical equipment, etc. within the area covered by this Contract. Any item of a critical priority or an emergency nature will be reported upon discovery to the HCC Police Department.

20. Audit and Review of Contractor Records

The Contractor shall make available to the duly authorized representative of HCC, all payroll records, invoices for materials, books of account and other relevant records, pertinent to the Contract for the purposes of inspection and audit of such records upon request of HCC.

21. Supervisory Requirements

The Contractor shall have a supervisor on-site directly in charge of the work who shall represent the Contractor and communicate with and coordinate the work with the College Operations Officer or designee. The Contractor's Supervisor shall be approved by the College Operations Officer or designee and shall not be replaced without prior consent of the same.

22. Labor Activity

If any strike, boycott, picketing, work stoppage, slowdown, or other labor activity is directed against the Contractor at a HCC facility, which results in the curtailment or discontinuation of services performed hereunder, HCC shall have the right, during said period, to employ any means legally permissible to have the work performed. This may include the use of the Contractor's equipment.

23. Minimum Wage Requirements

Notwithstanding any other provision of the contract, the Contractor covenants and agrees to pay each of their employees engaged in any way in work where under, a wage not less than what is

currently known as the "Federal Minimum Wage", and any increase or amendments thereto. Furthermore, the Contractor shall produce proof of compliance with this provision to Houston Community College. Houston Community College shall withhold payments due to the Contractor hereunder until the Contractor has complied with this provision. Prior to any payment being made for work satisfactorily completed and accepted, the Contractor shall submit affidavits with Contractor's billing documents affirming that all employees have been paid not less than the Federal Minimum Wage.

24. Bonding Requirements

The Contractor shall furnish fidelity, performance and payment bonds, payable to the Houston Community College System, within fifteen (15) calendar days following contract award. The penal sum of each bond shall be 100% of the contract amount. (Note: Such bonds shall be in compliance with Section ___ of the RFP.)

25. Employee Background Checks

- 25.1. The Contractor shall have a comprehensive background check performed for its employees or its subcontractor's employees performing housekeeping services in any Houston Community College (HCC) facility, prior to placing the employee at any campus.
- 25.2. The Contractor shall obtain a comprehensive background verification report on information contained in the past seven (7) years that includes, but is not limited to the following:
 - National Sex Offender Registry Search
 - Felony and Misdemeanor Charges (Federal, State and Local)
 - CP National Criminal File PLUS
 - Social Security Number Verification
- 25.3. All results of the background check shall be provided to the Associate Chancellor of Administration or designee. No employee shall be allowed access to any HCC facility before an approval is obtained from the Associate Chancellor of Administration or designee.
- 25.4. Contractor shall provide a list of all Contractors' staff assigned to each work site. The list shall include name, social security number / date of birth, and the employee's work schedule and assignment. See Exhibit I)

26. Removal of Employees

The College Operations Officer or designee may request removal from the Houston Community College premises any employee for cause, including but not limited to, poor or non-performance of work, theft, abusive language and behavior or improper attire. The Contractor shall immediately remove the employee from the premises upon receipt of such request to do so.

1.1.GENERAL CLEANING / PERFORMANCE REQUIREMENTS FOR ALL FACILITES

A. Equipment and Supplies:

1. All Contractor furnished equipment shall be engraved or otherwise permanently identified so that ownership can be readily determined. All Contractor equipment shall be kept in good working order.
2. Contractor shall furnish and keep in good working order all necessary tools, equipment and supplies, including, but not limited to, waxes, soaps, cleaners, mops, brooms, buffers, ladders, hoses, vacuum cleaners, etc. The College Operations Officer, or designee, must approve all supplies and/or equipment prior to their use under this contract. Any non-complying equipment or supplies shall be changed out immediately at the request of the COO or designee. Janitorial closets located in College facilities may be used by the Contractor and shall be kept clean and free of debris and odor at all times and supplies and equipment stored in any the janitorial closets shall be stored in a neat and orderly manner and in such a way as to prevent injury to College staff, the public, or Contractor's employees. Contractor's on-site supervisor shall maintain an equipment inventory and a copy shall be given to the HCC facility manager or designee, upon request.
3. If HCC elects to incorporate the green-standard level of cleaning, a minimum of eighty percent (80%) of all chemical and paper products supplied by the contractor must have a Green Seal (GS) rating.
4. HCC will furnish chalk and erasers and secured storage areas for all Contractor furnished equipment and supplies. Control of all equipment and supplies shall be the sole responsibility of the Contractor.
5. Contractor shall supply cleaning products and supplies, including those needed to clean and maintain white boards, all paper products and restroom supplies including, but not limited to, paper towels, toilet seat covers, sanitary napkins, urinal cakes/screens, soap and fragrance/deodorant canisters and batteries for air freshener units in all restrooms, break rooms, kitchenettes and any other location that dispensers may be located. In addition, toilet seat cover dispensers shall be mounted and stocked for all restrooms located in public areas. All toilet tissue shall be at least 2-ply. Any product supplied by the contractor must fit the existing Kimberly Clark dispensers currently installed at all HCC facilities.
6. If HCC elects to incorporate a green-standard level of cleaning, all paper products supplied by the Contractor shall be green certified. Following is a list of green-certified paper products that are the minimum standard that would be acceptable if submitting pricing on Attachment 2A - Schedule of items and Prices – Green Requirements: An alternate brand or product number may be supplied as long as it is equal or better in quality and the substitution is approved by the campus manager or College Operations Officer or designee, prior to installation.
 1. Toilet tissue: Kimberly Clark coreless JRT #7006 Green
 2. Toilet tissue: Kimberly Clark coreless SRT #04007 - Green
 3. Hand towels: Kimberly Clark HRT #50606 or #02000 - Green
 4. Hand towels: Scottfold towels # 01950 - Green
7. Several campus locations host special events / church services for other than instructional purposes. The contractor shall accommodate and maintain the facilities for these events as well.
8. For locations that have AutoSan (commode drip) dispensers, units must be maintained with the appropriate chemical agent.

B. Cleaning Activity Specifications:

These specifications are given as a general guideline to establish a minimum quality of service for each cleaning activity. The cleaning activities are included in Attachment 3A, "Cleaning Requirements and Frequency Schedule".

1. General Cleaning:

Pick-up trash, bag and place in designated areas, leaving area neat and free of trash. Do not remove items that do not appear to be trash. Leave items that appear to be placed purposefully (such as desk items, test papers, etc.), and leave or turn in items that appear to be lost, such as coats, books, notebooks, etc

2. Hard Surface Floors:

- a. Sweep using soft hair brooms sprayed with a non-oily sweeping compound. Sweeping shall leave the surfaces uniformly clean of all dust and surface dirt including corners and places inaccessible to the broom. Surface accumulation of hardened dirt that cannot be loosened with the broom shall be loosened sufficiently to permit removal by sweeping.
- b. Dust mop using floor mops treated with a non-oily floor mop dressing. Dust mopping shall leave the surfaces uniformly clean of all dust and surface dirt, including corners and places inaccessible to the mop. Surface accumulation of hardened dirt that cannot be loosened with a mop shall be loosened sufficiently to permit removal by dust mopping.
- c. Damp mop using a clean mop and clean water or neutral detergent. Dust mop floors immediately prior to damp mopping to remove loose dirt and dust. Damp mopping shall leave the floor clean and free from streaks, stains, and film. Scrub heavily soiled areas as needed with mop or other scrubbing equipment and strong cleaning solution to remove all heavy soil, stains, and traffic marks. There shall be no splashes left on walls, baseboards, furniture and other adjacent surfaces, and floor shall be left damp, not wet. If strong cleaning solution is used, floor shall be rinsed with clean water.
- d. Spray buff using a floor-polishing machine and clean water or buffing compounds compatible with wax on floor. Floors shall be damp mopped immediately prior to spray buffing. Spray buff until floor is dry and glossy. Dust mop floor after buffing to remove all loose wax residue.
- e. Strip and refinish vinyl tile floors by removing all old wax and stubborn soils and stains using a rotary machine, automatic scrubber, or other equipment, and liquid stripping solution. Strip areas in corners, at baseboards and other areas inaccessible to equipment by hand or other methods as necessary. The floor shall be left clean, dry, free of stripping solution and ready for new finish. Apply wax using a new mop or other equipment according to manufacturer instructions, applying at least two (2) coats of wax. Wax shall be applied evenly, and shall cover the entire floor surface.
- f. Terrazzo flooring shall be maintained using a hard rock crystallization treatment. A maintenance process shall be completed on monthly basis and an annual crystallization process shall be done during the Winter Holiday break.
- g. Scrub and disinfect floors using a clean mop or other cleaning equipment and germicidal cleaner leaving floor completely clean, disinfected, and free of streaks, stains, mildew, odor and film. Sweep or dust mop prior to scrubbing to remove loose dirt and dust. Also, wipe base with a clean cloth or sponge and germicidal cleaner.

3. Carpeted Floors:

- a. Vacuum carpeted floors using a vacuum cleaner that incorporates brushing or beating action. Carpets shall be left clean of all dust, and loose and imbedded dirt for their full depth. If necessary, spot clean using a dry cleaner or spot remover to leave the carpet clean of spots and stains.
- b. Carpeted floors are to be cleaned using a water extraction method safe for all carpets and quick drying. Immediately prior to cleaning, vacuum, spot clean, and pre-treat heavily soiled areas. If necessary, corners and areas not accessible to machines shall be cleaned by hand. Furniture shall be moved prior to cleaning and shall be moved back into place after the carpet is cleaned, placing all furniture on moisture barriers if carpet is damp. Care shall be taken when moving desks, large tables, file cabinets, credenzas, shelving units, etc. BONNETING IS NOT ALLOWED.

4. Walls and Doors:

- a. Dust walls, moldings, doorframes, and tops of doors using a clean cloth treated with a non-oily dressing to leave surfaces free of dust, loose dirt and webs.
- b. Spot clean walls using a clean cloth or sponge and neutral detergent solution to leave walls free of marks, stains and streaks.
- c. Scrub and disinfect walls, including incidental hardware and vertical grills and louvers, using a clean cloth or sponge and germicidal cleaner leaving walls and surfaces completely clean, disinfected, and free of streaks, stains, mildew, odor and film.

5. Fixtures and Furniture:

- a. Empty trash cans, bag trash daily, and place in the appropriate dumpster.
- b. All specified recyclable materials must also be collected a minimum of one (1) time per week or when the container is nearing capacity, maintaining separation into appropriate containers. Once collected, materials are to be moved to the proper designated locations for disposal into an identified recycling container.
- c. Replace trash can Liners with liners compatible with trash can size.
- d. Wash trash cans using a neutral detergent solution, germicidal cleaner for restroom trashcans, leaving the trashcan clean and free of odor.
- e. Clean and disinfect water fountains by cleaning metal type fountains using a germicidal cleaner and polishing sides of fountain with a clean cloth, leaving the water fountain clean using a germicidal cleaner and dry with clean cloth. If necessary, porcelain type fountains shall be scoured with abrasive cleaner to remove mineral deposits. Metal fountains shall be cleaned and polished with appropriate stainless steel cleaner.
- f. Dust and clean light fixtures using a clean dry cloth, or water and a neutral detergent if necessary, leaving surfaces clean of all dust, insects, and other foreign matter.
- g. Empty and clean cigarette urns. Clean the sand in sand type urns with a sand screen or sieve to remove all butts and ashes, and other debris. Wipe exterior of urn with a damp cloth to remove butts, ashes, and debris, wiping clean with detergent, and polishing with clean dry cloth.

- h. Dust furniture, including shelves, windowsills, computers and all other surfaces, using a cloth treated with a non-oily dressing to remove all dust, loose dirt, and webs. While dusting do not disturb papers or books located on desks, tables or shelves.
 - i. Clean furniture by damp wiping vinyl, plastic, or leather furniture, and vacuuming cloth furniture to remove all loose dirt, lint, and dust.
 - j. Dust blinds using a cloth treated with a non-oily cleaner to remove all dust, loose dirt, and webs.
 - k. Clean hardware using a clean cloth dampened with a neutral cleaner. Wipe dry and polish metal surfaces.
 - l. Clean vertical grilles and louvers by dusting using finger duster or cloth treated with a non-oily cleaner, or vacuum to remove all dust, loose dirt, lint and webs. If necessary, clean with a clean cloth or sponge dampened with a neutral cleaner, wipe dry, and polish metal surfaces.
 - m. Clean ceiling grilles and louvers by dusting using finger duster or cloth treated with a non-oily cleaner, or vacuum to remove all dust, loose dirt, lint and webs. If necessary, clean with a clean cloth or sponges dampened with a neutral cleaner, wipe dry, and polish metal surfaces.
 - n. Clean rug type mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.
 - o. Clean handrails and accessories using a clean cloth dampened with neutral cleaner. Wipe dry and polish metal surfaces.
 - p. Clean chalkboards using clean water or pre-approved chalkboard cleaner and wipe dry with a clean cloth leaving chalkboard clean and free of chalk residue. Also wipe out chalk trays and machine clean erasers to remove all chalk residue. Contractor shall replenish and maintain classroom chalk trays stocked at all times. HCC shall supply chalk to the contractors.
 - q. Empty and clean pencil sharpener, wall mounted and non-electric type, by emptying all shavings and wiping clean with a clean cloth dampened with neutral cleaner. Wipe dry and polish metal surfaces.
6. Restroom Fixtures and Accessories:
- a. Clean and disinfect toilet fixtures including toilet bowls, urinals, sinks, air freshener dispensers, etc., using a clean cloth, brush or sponge and a germicidal cleaner. (Do not use same cloth or sponge for toilet bowls and urinals for any other surfaces). Thoroughly scrub all surfaces, including outside of fixtures, pipes, fittings, and wall and floor in the immediate area of fixture, leaving surfaces clean and disinfected, and free from streaks, stains, mildew, odor, mineral deposits, and film. Wipe dry with a clean cloth after scrubbing.
 - b. Clean and disinfect toilet accessories including dispensers, disposals, shelves, mirrors, partitions, etc., using a clean cloth or sponge dampened with a germicidal cleaner, leaving accessories clean and disinfected, and free from streaks, stains, mildew, odor and film. Empty sanitary napkin disposals prior to cleaning Wipe all surfaces dry with a clean cloth and polish metal surfaces.
 - c. Replace toilet supplies as necessary to keep supplies from running out; including toilet paper, toilet seat covers, paper towels, urinal cakes/screens and soap. Supplies shall be of the brand and quality , specified in this proposal and and must be compatible with existing holders and accessories.

7. Glass:

- a. Clean door glass, both sides, and wipe dry leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions.
- b. Clean entrance door and/or hallway door glass and wipe dry leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign materials shall be cleaned from sashes, sills, jambs, and mullions.
- c. Clean interior windows and wipe dry leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions.

8. Exterior Area:

- a. Remove dirt etc. when necessary, using tools, appropriate chemicals and pressure washing as needed to keep building entrance areas and sidewalks clean.
- b. Clean building and entrance area to 10' outside of entrance door by sweeping concrete surfaces, pick up and remove trash, leaves, grass and other litter. Pressure wash all patios, outside lounge areas, patio furniture and umbrellas, walkways and drives within 10' outside of entrance doors once each month. Cleaning shall incorporate designated patio areas or walkway to a patio area which extend beyond 10' outside of entrance door.
- c. Clean exterior of glass entrance area and wipe dry leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions. Area includes all glass adjacent to the entrance doors.
- d. Ash containers outside of buildings will be cleaned by the contractor at least once in the morning and once in the afternoon daily, as well as the walk areas where cigarette butts may be scattered.
- e. Police exterior surface parking lots, five (5) days per week (Mon-Fri) for one hour each day per lot. This service shall include, but is not limited to, emptying trash receptacles around the lots and pick up trash such as paper, bottles, newspaper and small trash.

C. Required Major Equipment for Routine Work:

1. The Contractor shall be responsible for maintaining the proper equipment required to complete the stated work objectives contained in this proposal. The following list of equipment, at minimum, is necessary to complete the stated work objectives. Contractor must provide sufficient quantities of the equipment for the accomplishment of the work.
 - a) High speed floor machines
 - b) Wet/ dry tank vacuums
 - c) Upright carpet vacuums and backpacks
 - d) Shelf-type custodial carts
 - e) Small pump-up sprayers
2. Equipment used to complete the stated work objectives must meet the manufacturer's mechanical and safety specifications. **Contractor shall provide a**

list of his major equipment on a separate document attached to the proposal submission.

D. Chemicals:

1. General Requirements and Specifications:
 - a. The Contractor shall furnish all chemicals necessary to perform the work in accordance with the Scope of Work requirements. The College requires the use of "Green Seal," or other non-hazardous/biodegradable cleaning products in all of its buildings. Any non-complying equipment or supplies shall be changed out immediately at the request of the COO or designee. Green Cleaning. Eighty percent (80%) of cleaning chemicals used throughout the course of this contract must have a Green Seal (GS) rating.
 - b. The Contractor shall use only those brands and types of chemicals meeting the specifications contained herein. Contractors shall submit the list of chemicals by type and brand that they propose to use HCC to the College Operations Officer with a copy to the safety department. No other chemicals of any brand or type may be used unless the Contractor has obtained written permission to change in accordance with the following procedure. HCC reserves the right to reject any brand or type and order the Contractor to substitute another product acceptable to HCC. The Contractor must have yearly training for all its employees on hazardous chemicals and provide signed documentation by the employee of such training to the College Operations Officer or designee.
 - c. The Contractor shall maintain an onsite copy of OSHA Form 20, Material Safety Data Sheet (MSDS), or equivalent forms, for all chemicals that will be present at each location and used in the performance of the contract. An additional copy shall be provided to each College Operations Officer or his/her designee.
 - d. The MSDS shall be posted in all closets where cleaning chemicals are stored. The MSDS must be multilingual, to sufficiently accommodate non-English speaking employees, assigned by the Contractor to the building. The hazardous chemical list must be kept updated.
 - e. All hazardous materials must be properly labeled.
 - f. All chemicals used by the Contractor must have the manufacturer's quality control batch numbers included on the cases or containers.
 - g. The Contractor shall also maintain on site documentation to satisfy the Texas Hazard Communication Act for chemicals used in performance of the work, at a location designated by the appropriate HCC representative.
 - h. Chemical Substitution Requests: Prior to substituting chemical products, the Contractor shall submit a written request to the College Operations Officer, with a copy to the safety department, for review and concurrence. The written request shall identify the product use, the brand name and the manufacturer's name along with a sample for onsite evaluation. If the alternate product is accepted for substitution then the MSDS book and postings must be updated to reflect the change.
 - i. Prohibited Chemicals: No ammonia, powdered cleanser or any other type of corrosive or damaging chemical agents shall be used in the performance of the work requirements without the written concurrence of the College Operations Officer and the safety department.

E. Task Performance Standards:

- 1. General Cleaning:** Cleaning in general is defined as the removal of dirt, soil, stains, liquids, trash, refuse and any other foreign material from an item, fixture, or area and may include the process of disinfecting, if required by HCC.

Standard: When properly cleaned, an area, fixture or item will be free of all dirt, soil, stains or other foreign material and will present a clean, safe, healthful, and pleasant appearance.

- 2. Specific Elements of Routine Task Housekeeping Performance Standards:** The preceding tasks are general in nature and are not intended to eliminate any specific elements of the housekeeping routine. However, the specific elements of the housekeeping routine will be judged against the general task description and standard.

- 3. Acceptable Quality Level:** The level of service which must be maintained, as outlined below, for which the Contractor will not be paid, or for which damages will be assessed and deducted from any invoice currently due, or charged in any other manner allowed under the terms of this contract or by law, rule, or delegation.

If during the course of cleaning and a process or chemical damages the intended surface to be cleaned or any other surface, the Contractor shall be responsible for the replacement of the damaged item or damaged area to its original condition prior to the damage.

- 4. Sweeping:** Sweeping is defined as the removal of loose dirt, dust, debris and other foreign material through either manual or mechanized methods, as appropriate for the location and situation.

Standard: When properly completed, a swept area will be free of all loose dirt, dust, debris or other foreign material with no build up in corners, crevices, under or around furniture parts. All items moved to remove dirt will be returned to their original location.

- 5. Wet Mopping:** Wet mopping is defined as the removal of built up dirt, soil, liquids or other foreign materials from a floor using a cotton or similar yarn type mop and sufficient neutral detergent and water solution or neutral disinfecting detergent and water solution. This will include rinsing if required or recommended by the detergent manufacturer.

Standard: When properly completed, a wet mopped floor will be free of all dirt, debris, soil, liquids or other foreign material. It will present a uniform appearance free of streaks, smudges, heel-marks or any other marks that can be reasonably removed through this cleaning method. All splash marks/spots on walls and furniture/fixtures must be removed upon the proper completion of the wet mopping task. All items moved to accomplish this task will be returned to their original positions.

- 6. Machine Scrubbing:** Machine scrubbing is defined as the use of a mechanized scrubbing/vacuum machine to accomplish the same result as wet mopping for large areas such as halls, lobbies, auditoriums or similar large areas which would otherwise require extensive labor requirements to complete in a reasonable time period.

Standard: When properly completed, machine scrubbing will be held to the same quality standard as wet mopping.

- 7. Damp Mopping:** Damp mopping is defined as the use of a cotton or similar yarn type mop which has been mechanically wrung/squeezed to remove excess solution for purpose of removing light soil, dirt, liquid or other foreign material from a floor which does not require the complete mopping of the area or the area is not soiled sufficiently to require wet mopping.

Standard: When properly completed, damp mopping will be held to the same quality standard as wet mopping.

- 8. Spot Cleaning:** Spot cleaning is defined as the removal of dirt, soil, debris, liquids, stains or other foreign materials from floors, walls, furniture, fixtures or other areas which can be accomplished by cleaning only the immediately affected area where cleaning the whole area would not be necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling.

Standard: When properly completed, spot cleaning will completely remove any evidence of the soiling which necessitated the cleaning and return the finish of the item/area affected to its pre-soiled condition without evidence of occurrence or cleaning.

- 9. Stripping:** Stripping is defined as the complete, as is practicable, removal of the wax/finish applied to non-carpeted floor. Stripping may be accomplished by either manual or mechanized application of an approved stripping agent.

Standard: When properly accomplished, a stripped floor shall be completely free of all dirt, stains, deposits, wax, finish, water and cleaning solution, and shall be ready for the re-application of sealer and floor finish. All splash evidence on baseboards and furniture/fixtures shall be removed.

- 10. Sealing:** Sealing is defined as the application of an approved floor sealer prior to the application of the final floor finish according to industry standards and manufacturer recommendations. Application may be by either manual or mechanized methods.

Standard: When properly sealed in compliance with the manufacturer's recommendation, a floor shall present a uniform appearance with all evidence of splashing on baseboards and furniture/fixtures completely removed.

- 11. Waxing/Finishing:** Waxing/Finishing is defined as the application of an approved non-slip gloss finish to hard surfaced floors such as vinyl, rubber, cork, linoleum, terrazzo, wood, or tile. Application may be by either manual or mechanized methods. This includes buffing the finish.

Standard: When applied according to the manufacturer's recommendations, the finish will present an even, high gloss shine. All evidence of splashing will be removed from baseboards and furniture/fixtures. There will be no evidence of buildup or discoloring. After stripping, sealing and waxing have been completed all items moved shall be returned to their original positions.

- 12. Spray Buffing:** Spray buffing is defined as the application of a wax and water solution to a floor and buffing with a high-speed buffing machine to refurbish the floor finish after wet or damp mopping.

Standard: When properly completed, a spray buffed floor shall be held to the same quality as a newly waxed/finished floor.

- 13. Vacuuming:** Vacuuming is defined as the mechanical removal of loose dust, dirt, soil, debris and other foreign material from carpeted floors and other items which lend themselves to this method of cleaning (Examples: couches, chairs, walls, curtains/drapes).

Standard: When properly vacuumed, there shall be no evidence of any dust or dirt or any other loose foreign material. All items moved during this process shall be returned to their original positions.

- 14. Shampooing:** Shampooing is defined as the application of an approved cleaning agent to a carpeted floor or cloth material or covering for the purpose of removing embedded soil, dirt, stains or other foreign materials. Application may be by manual or mechanized methods.

Standard: When properly shampooed, an item will be free of any foreign material such as dirt, soil, and stains. The item will be free of any cleaning residue and shall present a clean and uniform appearance. All excess-cleaning agents shall be removed from baseboards, walls, and furniture/fixtures. Any items moved during this process will be returned to their original positions.

- 15. Dusting:** Dusting is defined as the removal of laden airborne dirt, soil, lint, or other foreign material from furniture, fixtures, ledges, shelves, frames, walls and any other items which may accumulate airborne particles. Normal or low dusting is all levels up to and including six (6) feet in height. All high dusting will be all levels above six (6) feet high.

Standard: When properly dusted, an item will be free of any laden airborne materials, streaks, and smudges. Laden airborne matter will be removed by either mechanical, chemical or manual means except that devices that merely displace or redistribute the matter, such as feather dusters, will not be used, unless treated to attract and hold the matter. All items moved to accomplish this task will be returned to their original position.

- 16. Glass/Window Cleaning:** Glass/Window cleaning is defined as the removal of dirt, soil, smudges, fingerprints and other foreign material from glass windows, doors, partitions, or any other items which may consist in whole or part of glass or similar material, including mirrors. The Houston Community College System must approve all chemicals or solutions used to accomplish this task.

Standard: When properly cleaned, glass objects will be free of all dirt, soil, smudges, streaks, smears or any other substances that will interfere with the passage or reflection of light rays as may be applicable to the particular object. All excess spray/solution must be removed from any surrounding trim or surfaces. Any items moved to accomplish this task must be returned as close as possible to their original positions.

- 17. Trash/Waste Removal:** Trash/Waste removal is defined as the collection and disposal of all materials that have been placed into appropriate containers dedicated for disposal. This service also includes the separation of identified recyclable materials and placement into an identified recycling container.

- 18. Recycling:** All specified recyclable materials must be collected, maintaining separation into appropriate containers. Once collected, materials are to be moved to the proper designated locations for transportation.

Standard: When properly removed, the waste receptacles will be free of all waste and disposed materials. When any liner is used in a waste receptacle it shall be replaced if there is any evidence of soiling, tearing or other damage or contamination. When any receptacle has been used for disposal of liquid or wet wastes the liner shall be replaced regardless of its age or appearance. If the liner leaked or otherwise allowed wastes to contact the receptacle, the receptacle will be cleaned and disinfected. Recyclable materials will be kept separated and placed into their appropriate containers.

- 19. Metal Cleaning/Polishing:** Metal cleaning/polishing is defined as the removal of dirt, soil, fingerprints, smudges, streaks, watermarks, scale and other foreign material from metal surfaces and textures.

Standard: When properly cleaned/polished with an approved non-abrasive cleaner/polish, the metal surface will present a clean uniform appearance free from all dirt, soil, marks, smudges, streaks, scale, etc.

- 20. Disinfecting:** Disinfecting is defined as the removal or neutralization of material containing or supporting the growth of bacterial/viral organisms capable of causing infection in humans if

untreated, through the application of an approved disinfectant by either manual or mechanical methods.

Standard: When properly disinfected, surfaces shall be as free as possible of material containing living bacteria, viruses, or other contaminants capable of causing infections. Testing may be accomplished by the agency or through an independent testing facility.

- 21. Woodwork Cleaning/Polishing:** Woodwork cleaning/polishing is defined as the treatment of wood furniture, fixtures, and walls with an approved wood cleaner, oil and/or polish to prevent the aging, cracking, and/or drying of wood items and to remove soil, stains, fingerprints and smudges.

Standard: When properly cleaned and polished, the wood will exhibit a high uniform sheen free of all dirt, soil, stains, or other foreign material that would detract from a clean and appealing appearance.

- 22. Dispenser Service:** Dispenser service is defined as the checking, and refilling of all towel, toilet tissue, toilet seat covers, soap, air fresheners or any other dispensers which may be identified by HCC.

Standard: When properly serviced, dispensers will have an adequate, at least one (1) day, supply of dispensed product or will be identified as needing a follow-up check to insure that the dispenser does not remain empty for an extended period of time. At no time will additional supplies be left for patrons/clients/students/employees to install in the dispensers.

- 23. White Board Cleaning:** White board cleaning shall include the erasure with an approved board erasure or soft cloth of all visible marks. Boards shall be conditioned with an approved product applied on a weekly basis per the board manufacturer's instructions or as needed, due to excessive use of the boards.

Standard: When the boards have been cleaned properly, there shall be no marker residue on the boards nor shall there be any visible marker or shadow of marker left on the boards. When conditioner is applied it shall be applied according the manufacturer's instructions.

Appendix 1

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
1. PUBLIC AREAS: Entrances, Lounges, Lobbies, Hallways, Vending & Recreational Areas							
Empty Wastebaskets and Remove Trash	X						
Spot Dust All Horizontal Surfaces	X						
Damp Wipe All Wastebaskets & Replace Plastic Liners As Needed	X						
Complete Dusting - All Areas		X					
Complete Dusting - Exec. Suites, Chancellor & VC offices & Attorney offices at 3100 Main, 12 th floor	X						
Spot Clean: Desks, Counters, Chairs, Floors & Tables	X						
Complete Clean: Desks, Counters, Chairs, Etc.		X					
Clean and Sanitize Microwave Ovens, Coffee Makers, Refrigerators, etc. in Break Rooms and Lounges (inside and outside)	X						
Empty and Clean Refrigerators in Break Rooms (The Last Friday of Every Month)			X				
Clean (inside and outside) Refrigerators in Break Rooms Every Friday		X					
Load Dirty Dishes into Dishwasher and Start Dishwasher	X						
Clean & Disinfect Drinking Fountains and Bottled Water Dispensers	X						
Clean Glass, Mirrors and Spot Clean Windows	X						
Polish Hardware	X						
Clean Telephone Booths & Damp Clean Telephone Instruments	X						
Spot Clean Walls, Wall Switches, Doors, Door Glass, Halls, Passage Ways	X						
Clean Furniture, Vacuum/Polish			X				
Clean Furniture, Vacuum/Polish		X					
Spot Clean Upholstered Furniture	X						

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
Shampoo Furniture							X
Shampoo Furniture				X			
Straighten Chairs and Furniture	X						
Vacuum & Spot Clean/Water Extraction Carpets to Remove Stains, including Walk-off Mats	X						
Hose Down / Wash Exterior Walk-off Mats	X						
Shampoo Carpets				X			
Shampoo Carpets (Tenant Floors 3100 & 3200 Main)				X			
Shampoo Carpets (3100 Main Auditorium & Foyer)			X				X
Sweep and Damp Mop Tile/Slate/Terrazzo/Concrete Floors with Disinfectant Solution	X						
Buff Terrazzo Floors		X					
Buff Tile Floors		X					
Scrub & Sanitize Tile/Slate/Terrazzo Floors, Light Wax				X			
Strip & Rewax: Tile/Slate Floors, Six Coats					X		
Apply Hardrock Treatment on Terrazzo Floors (Walk-path Areas)			X				
Hardrock Treatment on Terrazzo Floors (complete)						X	
Damp Mop Floor in Gym (10 th Floor, 3100 Main)	X						
Set-up / Take-down Furniture as Requested by HCC Designated Representatives							X
Dust Window Blinds		X					
Empty Outside Cigarette Urns & Clean	X						
Outdoor Trash Receptacles Washed Inside and Out		X					
Sweep & Pick-Up Around All Outside Lobby & Building Entrances & Squeegee Water Pooling Areas	X						

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
Pick Up Litter Around Perimeter of Building	X						
Pick Up Litter in Courtyard and Student Patio Area	X						
Place Any Left Items In "Lost and Found"	X						
Reset Furniture, Windows and Doors Secured and Lights Turned Off	X						
2. WASHROOMS: Block Doorways With Sign "Closed For Cleaning"							
Spot Clean/Sanitize: Bowls, Basins, Etc.	X						
Clean and Sanitize All Fixtures (Commodes, Urinals, Lavatories and Hand Dryers) with Disinfecting Solution	X						
Complete Clean/Sanitize: Bowls, Basins, Etc.		X					
Empty Wastebaskets & Remove Trash	X						
Disinfect Waste Receptacles		X					
Damp Wipe Wastebaskets & Replace Plastic Liners As Needed	X						
Polish All Metal & Mirrors	X						
Clean Partitions and Tile Walls With Disinfecting Solution	X						
Clean Shower Walls and Floors With Disinfecting Solution	X						
Scrub & Sanitize Shower Walls and Floors		X					
Complete Clean/Sanitize: Partitions / Walls				X			
Spot Dusting	X						
Complete Dusting (Including Ceiling)		X					
Sweep, Damp Mop & Sanitize Floors	X						
Surface Scrub & Sanitize Floors		X					
Fill & Maintain Dispensers (soap, paper towels, seat covers, hand towels and sanitary napkins)	X						

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
Clean Mirrors	X						
Vacuum Vents & Gratings On Walls & Ceiling		X					
Post & Fill In Cleaning Schedule	X						
3. OFFICE, CONFERENCE ROOMS & MEETING ROOMS:							
Empty Wastebaskets – deposit recyclable materials into appropriate bins	X						
Damp Wipe all Wastebaskets & Replace Plastic Liners as Needed	X						
Spot Clean Glass	X						
Vacuum Carpets	X						
Spot Clean / Water Extraction Carpets to Remove Stains	X						
Spot Dust All Horizontal Surfaces	X						
Complete Dusting All Areas and Ceiling		X					
Spot Clean: Desks, Counters, Chairs, Etc.	X						
Complete Clean: Desks, Counters, Chairs, Etc.		X					
Spot Clean: Mirrors, Windows (Interior)	X						
Spot Clean Walls, Doors, Etc.	X						
Clean Furniture, Vacuum & Polish				X			
Spot Clean Upholstered Furniture	X						
Clean Fabric Cubicle Partitions per Mfg. Recommendations (3100 Main – HCC Floors Only)				X			
Shampoo Furniture							X
Shampoo Furniture				X			
Shampoo Carpets - Strip/Wax Tile Floors, Six (6) Coats				X			
Dust Window Blinds		X					
Clean Phones		X					
Clean Chalkboard/Dry Marker Board	X						

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
Condition Dry Marker Boards		X					
Reset Furniture, Windows & Doors Secured and Lights Turned Off	X						
4. COMPUTER ROOM / COMPUTER LAB:							
Empty Wastebaskets – deposit recyclable materials into appropriate bins	X						
Damp Wipe all Wastebaskets & Replace Plastic Liners as Needed	X						
Spot Clean Glass	X						
Damp Mop Floor		X					
Vacuum Carpets	X						
Spot Clean / Water Extraction Carpets to Remove Stains	X						
Buff and Polish Floors							X
Shampoo Carpets				X			
Clean Chalkboard/Dry Marker Board	X						
Condition Dry Marker Boards		X					
Clean Lab Tables		X					
Dust Window Blinds		X					
5. CLASSROOMS, LIBRARIES, TIERED LECTURE HALLS, LABORATORIES, AUDITORIUMS & STUDIOS:							
NOTE: LABORATORIES No Laboratory Tools, Equipment Or Work Projects Are To Be Moved Or Handled by Contractor Personnel							
Empty Wastebaskets and Pencil Sharpeners	X						
Damp Wipe All Wastebaskets & Replace Plastic Liners As Needed	X						
Deposit recyclable materials into appropriate bins		X					

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
Dust Mop Theater Floors	X						
Damp Mop Theater Floors		X					
Vacuum Carpets	X						
Spot Clean / Water Extraction Carpets to Remove Stains	X						
Shampoo Carpets				X			
Shampoo Carpets (3100 Main 2 nd Floor Auditorium & Foyer)			X				
Damp Mop Tile / Slate / Terrazzo Floors	X						
Strip/Wax Tile Floors, Six (6) Coats				X			
Spot Dust All Furniture, Shelves, Cases, Ledges	X						
Complete Dusting All Area		X					
Spot Clean Furniture	X						
Shampoo Upholstered Furniture per Mfg. Specs.							X
Shampoo Upholstered Furniture per Mfg. Specs. (3100 Main Only)					X		
Spot Clean / Sanitize Sinks in Labs	X						
Wipe Down Classroom Chairs	X						
Spot Clean Soiled Desks and Table Tops	X						
Compete Clean Tables, Counters, Etc.	X						
Dust Window Blinds		X					
Clean Light Fixtures							X
Spot Clean Glass	X						
Spot Clean Walls, Doors, Etc.	X						
Clean Chalkboards / Dry Marker Boards and Trays	X						
Condition Dry Marker Boards		X					
Reset Furniture, Windows & Doors Secured and Lights Turned Off	X						
6. PRODUCTION & WORK AREAS: Including Control Booths, Art Studios and Television Production Studios:							
Empty Wastebaskets and Pencil Sharpeners	X						

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
Damp Wipe All Wastebaskets & Replace Plastic Liners As Needed	X						
Deposit recyclable materials into appropriate bins		X					
Sweep Floor	X						
Damp Mop Floor	X						
Strip/Wax Tile Floors, Six (6) Coats				X			
Vacuum Carpets	X						
Spot Clean / Water Extraction Carpets to Remove Stains	X						
Spot Clean Furniture	X						
Spot Dust All Horizontal Surfaces	X						
Complete Dusting All Areas		X					
Spot Clean Walls, Doors & Door Facings	X						
Damp Wipe Tabletops (Art Studio Only)	X						
Clean Mirrors, Spot Clean Interior Windows		X					
Complete Clean & Reseal Floors				X			
Dust Window Blinds		X					
7. GENERAL:							
Dust Ledges & Window Sills		X					
Perform Low Dusting		X					
Perform High Dusting, i.e. Door Sashes & Tops of Partitions		X					
Dust Ledges & Picture Moldings		X					
Dust Picture Frames & Window Blinds		X					

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
Clean & Polish All Hardware		X					
Clean All Light Fixtures			X				
Damp Clean All Vents (HVAC)			X				
Spot Clean All Interior Glass Panels Located in Halls, Classroom Doors & Entrances	X						
Remove Debris & Trash From Exterior Perimeter	X						
8. STORAGE AREAS:							
Empty Wastebaskets	X						
Damp Wipe All Wastebaskets & Replace Plastic Liners As Needed	X						
Sweep and Damp Mop Floors			X				
Dust Mop Non-Carpeted Floors	X						
Damp Mop Floors To Remove Spills & Soils	X						
Dust All Horizontal Surfaces		X					
Spot Clean All Wall Spots, Doors, Door Facings		X					
Damp Mop All Non-Carpeted Floors		X					
Buff Pad Floors Using a Floor Machine & Spray			X				
Shampoo Carpet					X		
9. ELEVATORS & CHAIR LIFT:							
Damp Wipe All Wastebaskets & Replace Plastic Liners as Needed	X						
Spot Clean Walls, Doors, Door Facings	X						
Dust doors and spot clean walls	X						
Polish All Bright Work	X						

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
Dust Mop Non-Carpeted Floors	X						
Damp Mop Non-Carpeted Floors	X						
Strip and Rewax Tile Floors, Six (6) Coats				X			
Vacuum All Carpeted Floors	X						
Spot Clean Carpet To Remove Spills & Stains	X						
Wipe Interior Surfaces With Detergent Solution	X						
Clean Elevator Door Track	X						
Clean Ceiling Vents		X					
10. STAIRWELLS & LANDINGS:							
Dust Mop & Sweep	X						
Wet Mop		X					
Dust Ledges & Shelves		X					
Dust Fire Extinguisher Cabinets			X				
Spot Clean Walls	X						
Wash Handrails	X						
Wax Brick Floors, One Coat As Needed			X				
Strip, Seal/Wax Brick Floors, Two (2) Coats						X	
11. PARKING AREAS AND EXTERIOR							
Pick up Litter and Trash around perimeter of buildings and exterior patio areas	X						
Sweep Stairwells and Landings		X					
Spot Clean Walls at Entrance to Sky Bridge From Garage (3100 Main Only)	X						
Police surface parking lots to collect trash and debris	X						
Wash exterior patio furniture with soap and mop			X				
Pressure wash exterior patio areas			X				

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
Hose down/Wash Patio areas		X					
Clean black granite located in front of 3100 Main - front face and top with soap and water and squeegee			X				
12. MECHANICAL ROOMS, WAREHOUSE AND VACANT FLOORS							
Empty Waste Baskets	X						
Sweep Floors			X				
Sweep Floors (3100 Mechanical Room)	X						
Damp Mop Painted Floors	X						
Vacant or unoccupied areas							X
13. NEO MARKET AND BAKERY							
Sweep Floors Thoroughly. Move racks, carts tables and chairs; sweep under stoves, equipment and food prep tables and in storage areas.	X						
Sweep and Mop and Sanitize Floors in Kitchen Areas	X						
Sweep and Mop Tile in Dining and public area	X						
Treat Floor Drains and Grates with Drain Gel	X						
Empty and Clean Floor Drains and Grates (DO NOT Pour Liquids Down Drain other than Drain Gel)	X						
Spot Clean Walls, Doors, Door Frames, Etc.	X						
Damp Wipe Tops of Coolers, Racks and Light Fixtures			X				
Damp Wipe Top of Refrigerators	X						
Clean and Degrease Vent Hoods Over Stoves, walls behind stoves and cooking equipment. Also clean and degrease wall behind grill and floor areas around grill.	X						
Clean and Dust Window Blinds and Window Sills	X						
Clean Handprints and Smudges From Windows and Doors	X						
Scrub and sanitize kitchen floor			X				
Polish all Metal Trim	X						

CLEANING REQUIREMENTS & FREQUENCY SCHEDULE	D A I L Y	W E E K L Y	M O N T H L Y	Q U A R T E R L Y	S E M I A N N U A L	A N N U A L	O N R E Q U E S T
Wash all mini-blinds in the kitchen area from floor to eight (8) feet above floor.			X				
Detail scrub and degrease floor surfaces in kitchen and grill area			X				
Detail clean, degrease and sanitize all floors, all equipment exteriors, all food preparation surfaces and walls, which includes moving and resetting all moveable equipment.	Required 4 times per year (Sept., Winter Break, Spring Break & end of Spring semester (June))						

APPENDIX 2 DAY PORTER DAILY CLEANING TASKS

The following duties are a minimum standard for all campuses. Each individual campus may vary slightly due to usage and night-time accessibility.

ENTRANCES, LOBBIES, CORRIDORS, VENDING, LOUNGES, RECREATION AREAS, CLASSROOMS, LIBRARIES AND OTHER COMMON AREAS:

- The day porter is responsible for cleaning offices or areas that are inaccessible to the nightly cleaning crew due to security and privacy access restrictions.
- Collect and remove any litter.
- Remove trash from tables, ledges, and other building and furniture surfaces.
- Pick up trash or other debris within ten (10) foot perimeter of exterior of building.
- Empty waste receptacles that are full or nearly full.
- Empty and clean outside ash receptacles.
- Remove gum or other sticky items from floors. Spot clean walls, doors, door facings, columns, and other building surfaces to remove handprints, smudges, and other obvious soil or graffiti.
- Damp wipe soiled surfaces including flat surfaces, counter tops, tables, etc.
- Refill paper towels and coffee service items in break rooms (if applicable) as needed.
- Clean entrance mats with an upright carpet vacuum or a stiff broom and lobby pan. During inclement weather, clean entrance mats with a tank-type vacuum and damp mop entrance areas to remove tracked-in water and soil.
- Sweep / Spot mop floors as necessary to remove trash and spills.
- Spot vacuum carpeted areas where needed.
- Erase and clean chalkboards and/or dry marker boards using manufacturers suggested cleaner or equivalent.
- Polish all bright hardware to remove handprints or smears.
- Return furniture to its original position.
- Windows and doors shall be secured.
- During inclement weather, place "wet floor" signs at all entrances.
- **Clean lounges on a frequency of every 2 hours.
- Police parking garages, parking lots for trash and debris (remove all trash and debris) once a day or on request

RESTROOMS:

- *Cleaning frequency at a minimum of 4 times a day; at approximately 9:00 AM, 11:00 AM, 2:00 PM, and 4:00 PM daily*
- *Restrooms located on floors; 1, 2, and 11 at the System Administration must be checked hourly during regular business hours or during special functions held in the auditorium located on the 2nd floor.*
- Collect trash and litter from the floor and other surfaces and place in waste receptacle or waste collection bag on the cart.
- Empty waste receptacles that are full or nearly full.
- Refill paper products, hand soap dispensers, sanitary napkins and urinal screens / cakes as necessary.
- Check all basins and rinse or wipe clean those that are soiled.
- Check all urinals, flush as needed, and clean those that are soiled.
- Check unoccupied stalls, flush fixtures as needed, and clean those that are soiled, and clean soiled partitions and stall doors.
- Clean wet or heavily soiled floor areas with a mop and germicidal detergent solution.
- Spot clean mirrors, walls and doors.
- Spot mop floors.
- Upon completion of cleaning tasks, document time and date on posted cleaning schedule.

ATTACHMENT NO. 4

GENERAL TERMS AND CONDITIONS

1. Contract Award

A response to the solicitation is an offer to contract with Houston Community College ("HCC") based on the terms and conditions contained therein. Proposals do not become contracts until they are accepted by HCC through issuance of written purchase orders, a contract signed by both parties, or other duly executed documents. The general terms and conditions in this Attachment No. 4, the applicable requirements and provisions of the RFP, and other provisions required by HCC shall be included in any resulting contract.

2. Contract Term

The contract term for contract(s) awarded resulting from this solicitation will be five (5) years unless otherwise terminated by HCC in accordance with the terms and conditions of this contract.

3. Price Adjustments

For the first year, contract is considered to be a FIRM FIXED-PRICE CONTRACT, starting with year number two (2) price adjustments may be made as they relate to prevailing Federal Wage and Hour Laws. Starting year two (2) annual price adjustments for supplies cost may be made as they relate to changes in the Consumer Price Index.

4. Interpretation, Jurisdiction and Venue

The Contract shall be construed and interpreted solely in accordance with the laws of the State of Texas, without regard to its choice of law provisions. Venue of any suit, right or cause of action arising under or in connection with the contract shall be exclusively in a court of competent jurisdiction located in Harris County, Texas.

5. Compliance with Laws

The contractor shall give all notices and comply with all Federal, State of Texas and local laws. Upon request, the contractor shall furnish to HCC certificates of compliance with all such laws.

6. Taxes

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1. The contract shall not contain any requirement for HCC to pay sales or other taxes from which it is exempt under applicable law.

7. Termination for Convenience

HCC may, at its option and discretion, terminate the resulting contract for convenience and, at its option and discretion, may reduce the statement of work or other requirements of the contract at any time, without any default on the part of HCC or the contractor, by giving Ninety (90) calendar days written notice thereof to the selected contractor.

8. Termination for Default

HCC may terminate the contract immediately for default, by giving written notice thereof to the contractor, if the contractor fails to execute the work properly; performs in a manner that is unsatisfactory to HCC, breaches any terms, conditions, covenants, or provisions of the contract or otherwise fails to meet its obligations under the contract. In the event of termination for default, HCC shall have against the contractor, all remedies provided by law and equity. HCC, in its discretion, may include a provision granting the contractor a reasonable opportunity to cure contractor's default depending on the nature of the breach or default.

9. Third Party Rights

The resulting contract shall contain the following provision: Nothing in this Contract, whether express or implied, will be construed to give any person or entity (other than the parties hereto and their permitted successors and assigns) any legal or equitable right, remedy, or claim under or in respect of any terms or provisions contained in this Contract or any standing or authority to enforce the terms and provisions of this Contract. Nothing contained herein shall be construed to or operate to create any rights in any person, party, or entity who is not a party to this Contract including, but not limited to, any rights in the nature of a third-party beneficiary.

10. Ethics Conduct

Any breach of any HCC ethics policies, rules or regulations; any violation of any ethics laws or prohibitions; and any direct or indirect actions taken to unduly influence competitive processes, to circumvent equal consideration for competitive proposers, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC solicitations, proposal awards, orders and contracts.

11. Conflict of Interest

HCC expects the contractor to comply with Chapter 176 of the Texas Education Code and that failure to comply is grounds for termination of the Contract.

12. Small Business Development Program (SBDP)

To the extent required by the solicitation, the contract shall require the selected contractor to agree to attain small business participation goal or target set forth in the solicitation. The contractor further shall agree to enter into agreements for the Work identified in Exhibit ___ of the solicitation, entitled Contractor and Subcontractor/Supplier Participation. The subcontracting goal applies to all vendors regardless of their status. The contractor's failure to comply with the aforementioned small business participation provisions may result in:

- Withholding of payment until such compliance is achieved or a waiver of the provisions is provided by HCC.
- Revocation of any benefits and incentives provided under the program or suspension or termination of the contract in whole or in part.

For this contract, the small business participation goal is thirty-five (35%) percent of the total contract value.

13. Small Business Compliance

The contract shall require the contractor meet with the HCC Buyer and the HCC Small Business Representative at the 50% and 75% completion phases/dates of the contract, to verify small business participation activity and to ensure compliance with the small business goal stated in the contract, if any.

14. Prime Contractor/Contract for Services

If the resulting contract is for services, the contract shall require that the contractor perform a minimum of 30% of the work with its labor force or demonstrate management of the work to the satisfaction of HCC.

15. Changes

HCC shall have the right, at any time, to make changes within the scope of the contract. If such change causes a material increase in the contractor's cost and/or the time for performance, the contractor shall so notify HCC in writing within ten (10) calendar days from the date of the contractor's receipt of the notice of change, and an equitable adjustment in the price and/or the time of performance shall be mutually agreed upon between the parties. No such change shall be effective in the absence of express written acceptance and direction of HCC. Notwithstanding the foregoing, any increase in the cost or price under the contract of \$50,000 or more shall require approval by the HCC Board of Trustees before effective.

16. Insurance Requirements

The contractor agrees to comply with the insurance requirements contained in Exhibit F.

17. Indemnification

The Contractor shall indemnify, defend and hold HCC, its agents, employees, trustees and other officers harmless from any and all losses, damages, harm of any type or character (including attorney's fees and costs of suit) regardless of the nature or theory of the claim, whether negligence, contractual, extra-contractual, or otherwise arising from or by reason of any act or omission of the contractor, its agents, servants, officers, directors and employees in the performance of the contract.

18. Independent Contractor

It is agreed and understood that the contractor shall be deemed to be an independent contractor in all its operations and activities hereunder; that the employees furnished by the contractor to perform the services required by the contract shall be deemed to be contractor's employees or independent subcontractors; that contractor's employees shall be paid by the contractor; that contractor and its employees shall be responsible for all obligations and reports covering social security, unemployment insurance, income tax, and other reports and deductions required by State and Federal law. The contractor shall indemnify, defend, and hold HCC, its trustees, officers, employees, agents, and representatives harmless from any claims relating to the payment of salary, compensation, benefits, worker's compensation, or taxes to contractor's employees or agents

19. Assignment

The Contractor may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of HCC. This contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

20. Notices

All notices by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

Houston Community College:
Procurement Operations (11th Floor)
3100 Main Street
Houston, Texas 77002
Executive Director, Procurement Operations

Contractor:

ATTN: _____

21. Invoicing and Payment

The Contractor shall submit an original invoice to the address shown below for the goods or services which have been inspected and accepted by HCC:

Houston Community College
Accounts Payable
P.O. Box 667460
Houston, Texas 77266-7460
Reference Project No. 08-19 and the applicable purchase order number.

Generally, payment will be made within thirty (30) calendar days after receipt of a properly prepared invoice or acceptance of the goods or services, whichever is later. Payment shall be considered made when HCC deposits the contractor's payment in the mail or the date on which an electronic transfer of funds occurs.

22. Appropriated Funds

The purchase of any service or product under the resulting contract beyond the initial contract period is contingent upon the availability of appropriated funds. HCC shall have the right to terminate the resulting contract at the end of the current or each succeeding fiscal year if funds are not appropriated by the HCC Board of Trustees for the next fiscal year that would permit continuation of the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to terminate the contract by giving the contractor a thirty (30) day written notice of its intention to terminate without penalty or any further obligations on the part of HCC or the contractor. Upon termination of the contract, HCC shall not be responsible for any payment of any service or product received that occurs after the end of the current contract period – or the effective date of termination, whichever comes first. HCC's fiscal year begins on September 1 and ends on August 31st.

23. Entire Agreement

The resulting contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials and subject matter contained in the contract and supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter. This contract shall not be amended or modified, except by mutual written agreement between and signed by the parties to the contract.

24. Internship Program

The Contractor agrees to make a good faith effort to utilize HCC students in an internship capacity with the company for services performed under this Contract. HCC will provide the contractor with the name of student(s) eligible to participate in the internship program. The Contractor shall pay the student(s) at least minimum wage required by law.

25. Drug Policy

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, possession or use of illegal drugs (except legally prescribed medications under Physician's prescription and in the original container) or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

26. Performance and Payment Bonds

The Contractor shall provide a performance bond to HCC in an amount equal to one hundred percent (100%) of the contract amount if the contract amount exceeds \$100,000. A payment bond shall also be provided to HCC in an amount equal one hundred percent (100%) if the contract amount exceeds \$25,000. Each bond shall be made payable to Houston Community College and shall be provided to HCC within fifteen (15) business days after award of the contract. Failure to provide the bonds to HCC within the time period specified herein, the contract shall therein be considered null and void. The bonds shall be in the form of bonds issued by a surety licensed in the State of Texas and can provide such bonds in the amounts required and meets the requirements of the contract terms and conditions.

ATTACHMENT NO. 5

DETERMINATION OF GOOD FAITH EFFORT

Proposer _____

Address _____

Phone _____

Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form and submit supporting documentation explaining in what ways the Proposer has made a good faith effort to attain the goal. The Proposer will respond by answering "yes" or "no" to the following and provide supporting documentation.

- _____ (1) Whether the Proposer provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- _____ (2) Whether the Proposer divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the Proposer documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the Proposer negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Proposer is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Proposer must submit a letter of justification.

Signature of Proposer

Title

Date

**ATTACHMENT NO. 6
SMALL BUSINESS UNAVAILABILITY CERTIFICATE**

I, _____, _____, of
 (Name) (Title)

_____, certify that on the date(s) shown, the small businesses listed herein were
 (Name of proposer's company) contacted to solicit Proposals for Materials or Services to be used
 on Project #08-19

DATE CONTACTED	SMALL BUSINESS Name	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a proposal or prepared a proposal that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I am unable to commit to awarding subcontract(s) or supply order(s) to the small business listed above.

NOTE: This form to be submitted with all Proposal documents for Waiver of small business participation. (See Instructions to Proposers)

Signature: _____

**ATTACHMENT NO. 7
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

Note: Vendors are to complete this form along with a **copy** of the Contractor and Subcontractor/Supplier Participation Form and return it in a separate envelope to:

**Houston Community College
Attn: Jackie Swindle
Post Office Box 667517
Houston, Texas 77266-7517
Ref: HCC Project No. 08-19**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
___ African American (AA)	___ Male	___ Houston (H)
___ Asian Pacific American (APA)	___ Female	___ Texas (T)
___ Caucasian (C)		___ Out of State (O)
___ Hispanic American (HA)		Specify State ___
___ Native American (NA)		___ Public Owned (PO)
___ Other (O) Specify _____		

BUSINESS CLASSIFICATION

- | | |
|--|---|
| ___ DBE Disadvantaged Business Enterprise | ___ SB Small Business |
| ___ WBE Women Owned Business Enterprise | ___ MBE Minority Business Enterprise |
| ___ HUB Historically Underutilized Business | ___ Other: _____ |

Please provide information regarding certifying agency (if any)

Name of Agency	Certificate Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

ATTACHMENT NO. 8

CONTRACTOR AND SUBCONTRACTOR PARTICIPATION FORM

Proposer/offeror presents the following participants in this solicitation and any resulting Contract. All proposers / offerors, including small businesses submitting proposals as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their proposal submissions.

CONTRACTOR	Specify in Detail Type of Work to be Performed	Indicate below, the following: Small Business (SB) and Certification Status, if any (i.e. SB – COH, METRO, etc.)	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person Name/E-mail:				
SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				

Business Name: _____ Submitted By (Name): _____

Address: _____

Telephone/Fax: _____ Date: _____

Contractor 's Price/Total: \$ _____
 Small Business
 Subcontractor (s) Price/Total: \$ _____
 Non-Small Business
 Subcontractors Price/Total: \$ _____
 Grand Total: \$ _____

ATTACHMENT NO. 9

NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 10

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:
Have you been convicted of a felony? YES or NO

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

I attest that I have answered the questions truthfully and to the best of my knowledge.

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2008

Notary Public for the State of: _____

ATTACHMENT NO. 11

AFFIDAVIT FORM

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

Sworn to and subscribed before me at _____, _____,
(City) (State)

this the _____ day of _____, 2008.

Notary Public for the State of: _____

ATTACHMENT NO. 12
BUSINESS QUESTIONNAIRE

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for Houston Community College? _____ Yes _____ No

If yes, please specify: _____

State in which your home office / headquarters is located? _____

If headquarters is located out of state, does that state have preferential treatment on Proposals? _____

If yes, list percentage. _____%

Name of Financial Institution _____ Contact Person _____

Title _____

Please indicate how you became aware of this procurement? Source: _____

Example: Newspapers (Chronicle, El Dia, Voice of Asia, African American News, etc.) Houston Minority Business Council, HCC Website, etc.)

ATTACHMENT NO. 13
ASSURANCE OF SBDP GOAL

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = 35%

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Proposer may be subject to the loss of the contract or the termination thereof resulting from this proposal and could be ineligible for future HCC contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 14

VENDOR APPLICATION INSTRUCTIONS

The Houston Community College Procurement Operations department has developed an online vendor application. This is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within Houston Community College. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College Procurement Operations department website and register as a vendor. The website address to access the vendor registration form is http://hccs.aecglobal.com/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed proposal package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

ATTACHMENT NO. 15

INSURANCE REQUIREMENTS

The insurance coverage and limits listed below are the minimum limits that the Contractor shall carry during the term of the contract for Janitorial Services, Project No. 08-19.

1. Commercial General Liability for Bodily Injury / Property Damage Limits:

Occurrence / Personal Injury / Advertising /	
Products / Completed Operations	\$1,000,000 CSL
Annual Aggregate	\$2,000,000 CSL
Products Aggregate	\$2,000,000 CSL
Fire, Lightning or Explosion	\$1,000,000 CSL
Medical Expense	\$5,000 Per Person

2. Automobile Liability:

Bodily Injury / Property Damage	\$1,000,000 CSL
---------------------------------	-----------------

3. Workers Compensation:

Part A - Statutory	
Part B -	\$1,000,000 Each Accident
	\$1,000,000 Policy Limits
	\$1,000,000 Each Employee

4. Endorsements:

The following endorsements are required on the Certificate of Insurance:

- 90 Day Notice of Cancellation;
- HCC shall be named as Additional Insured on all policies **except** the Workers Compensation;
- Waiver of Subrogation on all policies.

5. Submission of Certificate of Insurance:

The original copy of the Certificate of Insurance indicating the limits, coverages and endorsements as specified above shall be mailed to HCC within **14** calendar days after receipt of a written purchase order, or some other duly executed contract document, issued by HCC. The original copy of the Certificate of Insurance shall be mailed to the following address:

Houston Community College
Risk Management Office
Post Office Box 667517 (MC-1119)
Houston, Texas 77266

ATTACHMENT NO. 16

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		OFFICE USE ONLY
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p>Date Received</p>	
<p>1 Name of person who has a business relationship with local governmental entity.</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p align="center">_____</p> <p align="center">Name of Officer</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p>4</p> <p align="center">_____</p> <p align="center">Signature of person doing business with the governmental entity</p> <p align="center">_____</p> <p align="center">Date</p>		

Adopted 06/29/2007



**procurement
operations**

**Sample Contract Documents
By and Between
Houston Community College
And**

**For
Janitorial Services
Project No. 08-19**

SAMPLE CONTRACT EXHIBITS

EXHIBIT A PROPOSAL / AWARD FORM

Note: (Attachment No. 1 of this solicitation may become Exhibit A in the resulting contract.)

EXHIBIT B SCHEDULE OF ITEMS AND PRICES

Note: (Attachment No. 2 of this solicitation may become Exhibit B in the resulting contract.)

EXHIBIT C SCOPE OF SERVICES

Note: (Attachment No. 3 of this solicitation may become Exhibit C in the resulting contract.)

EXHIBIT D GENERAL TERMS AND CONDITIONS

Note: (Attachment No. 4 of this solicitation may become Exhibit D in the resulting contract.)

EXHIBIT E CONTRACTOR AND SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM

Note: (Attachment No. 8 of this solicitation may become Exhibit E in the resulting contract.)

EXHIBIT F INSURANCE REQUIREMENTS

Note: (Attachment No. 15 of this solicitation may become Exhibit H in the resulting contract.)

EXHIBIT G SUBCONTRACTOR/SUBCONSULTANT/SUPPLIER PAYMENT CERTIFICATION

EXHIBIT H PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED

EXHIBIT G

**HOUSTON COMMUNITY COLLEGE
SUBCONSULTANTS/SUBCONTRACTORS/SUPPLIERS PAYMENT CERTIFICATION FORM**

- Instructions:** 1. This form shall be completed and signed by an officer of the subcontractor's company for each payment received from the prime contractor and shall be returned to the prime contractor for its submission to HCC.
2. The prime contractor shall attach this completed form to each invoice for payment submitted to HCC/Acct. Dept.

PROJECT NO./TITLE: _____

NAME OF SUBCONTRACTOR: _____

ADDRESS: _____

I hereby certify that the above firm has received payment on _____ from _____ -
(Date) **(Prime Contractor)**

In the amount of \$ _____ as full payment of our Invoice No. _____ dated _____

for work performed during _____ under Contract/Project No. _____
(Enter Time Period)

Signature: _____

Name (Print or Type) : _____

Title: _____

Date: _____

Telephone: _____

**EXHIBIT H
HOUSTON COMMUNITY COLLEGE
SUBCONTRACTOR PROGRESS ASSESSMENT FORM**

Project No./Title: _____

Reporting Period: From _____ **To** _____

Prime Contractor: _____

Total Contract Amount (Prime Contractor): \$ _____

Instructions: This form shall be completed and signed by an officer of the prime contractor's company and shall be attached to each invoice for payment submitted to HCC's Accounting Dept.

List Subcontractor(s) name below	Total Subcontract Amount	Amount Paid This Period	Total Paid to Date
	\$	\$	\$

I hereby certify that _____ has made timely payments from proceeds of prior payments, and will
(Prime Contractor)

make payments within five (5) calendar days of receipt of funds now due from HCC to our subcontractor(s) in accordance with the contractual arrangements with them.

Signature: _____

Name (Print or Type): _____

Title: _____

Date: _____

Telephone: _____