

**DESOTO INDEPENDENT SCHOOL DISTRICT
PROPOSALS FOR
CUSTODIAL CLEANING SERVICES
RFP 22-005**

Section 1.0 NOTICE TO PROPOSER

1.1 Purpose

The DeSoto Independent School District hereby requests proposals from qualified Contractors for providing Custodial Cleaning Services for its campuses.

1.2 General Information

Proposals should be made on the basis of:

1. Price per square foot as explained on price sheet
2. Ability to provide the cleaning services for all campuses.
3. Provide training required by the specifications
4. Prior history with the District, or similar district
5. Any other factors relevant to this proposal

Under no circumstances should the DeSoto Independent School District, its staff, its employees, any member of the DeSoto Board of Trustees, or any other public official except the Administrative personnel below be contacted during the receipt of the Custodial Cleaning Services Proposal and before the awarding of the contract. Violation of this requirement may result in the disqualification of your response. All communications in regards to the Custodial Cleaning Services are to be directed to David Scott in writing at david.scott@desotoisd.org.

All questions must be submitted in writing by February 9, 2022 at 4:00 PM. Questions and their answers will be shared with all Custodial Cleaning Services participants as an Addendum by February 11, 2022.

The contract for which the proposals are being requested will be effective July 1, 2022 through June 30, 2023 (one year) with DeSoto ISD retaining the option to cease the contract after one year if the Contractor fails to meet District expectations. This contract may be extended for four (4) additional one (1) year periods for a total of five (5) years if both the Contractor and the District are in agreement.

1.3 Introduction

The DeSoto Independent School District (DeSoto ISD) is located in DeSoto, Texas. The District is composed of 4 elementary schools, 2 middle schools, 1 freshman center, 1 high school, 3 special campuses, 1 administration building and 1 service center facility. A building inventory including square footage and existing portable buildings of the District is included as Exhibit A.

1.4 Pre-Bid Conference

A pre-bid meeting will be held on February 7, 2022 at 10:00 AM. It is strongly encouraged that all interested proposers attend this pre-bid meeting. The meeting will be at the Dalton L. James Instructional Support Center Board Room, 200 E. Beltline Road, DeSoto, Texas 75115. DeSoto Independent School District will discuss proposal requirements; an overview of contractor expectations; instructions for campus visitations by contractors and any additional information for clarification of expectations for Custodial Cleaning Services. If necessary, an addendum will be sent out to answer questions.

1.5 Procedures for Submitting Proposals

A. DELIVERY

Responses to the request for proposals should be addressed to:

David Scott
Director of Purchasing
DeSoto ISD
200 E Beltline Road
DeSoto, Texas 75115

PROPOSALS MUST BE RECEIVED NO LATER THAN 2:00 P.M., FEBRUARY 22, 2022.

Proposals received at the DeSoto Independent School District Purchasing Office after the time and date specified above will not be considered and will be filed unopened. Oral or telegraphic proposals transmitted via the District's facsimile machine are not acceptable. Proposals must be submitted to the District in a sealed envelope.

After receiving this Proposal and during the evaluation process, your firm or any employee thereof may NOT, in any capacity, contact any member of the DeSoto ISD Board of Trustees to discuss any or all of the Qualification Statement. Any contact and discussion of this Qualification Statement with the DeSoto ISD Board of Trustees may result in a disqualification of your firm for consideration of these services.

DO NOT FAX YOUR PROPOSALS

Pursuant to Texas HB 914 and in accordance with Chapter 176 of the Texas Government Code, Section 176.006, vendors must file on an annual basis a Conflict of Interest Questionnaire with the DeSoto ISD Purchasing Department. The Conflict of Interest Questionnaire and instructions may be found on the Purchasing Dept. page on the DeSoto ISD website at www.desotoisd.org. Completed Conflict of Interest forms should be included with your proposals statement.

B. Number of Copies of Proposal

Submit one (1) original, (3) copies and one (1) electronic copy of the proposal. The proposals are to be bound and sealed.

1.6 Opening of Proposal(s)

Sealed proposals will be accepted in the DeSoto ISD Purchasing Office until February 22, 2022 at 2:00 PM. Proposals will only be opened thereafter so as to avoid disclosure of contents to competing PROPOSERS and kept secret during the process of evaluation and negotiation. DeSoto ISD will not make any vendor financial information, client references and other *sensitive information eligible for Texas Open Record Act requests*. Please mark any such sensitive documents as CONFIDENTIAL.

ALL PROPOSALS MUST BE SIGNED BY THE PERSON(S) WHO HAS LEGAL AUTHORITY TO BIND THE CONTRACTOR.

1.7 Withdrawal of Proposal(s)

A proposal may not be withdrawn or canceled by the PROPOSER without the permission of the DeSoto ISD for a period of ninety (90) days following the date designated for receipt of proposals.

1.8 Negotiations

Negotiations may be conducted with responsible PROPOSERS who submit proposals that are highly qualified for selection. Companies selected for final negotiations will be notified when to appear for revisions/negotiations to proposals. Tentative date for negotiations is March 3, 2022. Revisions to proposals may be permitted after submission and preparatory to receipt of the best and final offers. All PROPOSERS selected for "best and final offers" will get fair and equal treatment for revision of proposals. Oral negotiations must be confirmed in writing prior to contract award. However, contract award may be made without any negotiation of proposals.

1.9 Proposal Selection

Criteria for awarding the contract are as follows:

- A. Ability of the PROPOSER to meet the District's requirements
- B. Strength of Texas K-12 references with special interest in like-size districts
- C. Vendor must list all lost Texas accounts for any reason in the past 5 years with a thorough explanation
- D. Past relationship with the District
- E. Effective method of administration of the contract (billing, credits, etc.)
- F. Pricing
- G. Proposer must be willing to commit to performance standards
- H. M/WBE Utilization
- I. The best value to the District

1.10 Award of the Contract

The award of the contract shall be made to the responsible PROPOSER whose proposal is determined to be the best evaluated proposal resulting from negotiation taking into consideration the relative importance of price and other evaluation factors set forth in Section 1.11. All proposals submitted in accordance with the requirements of the Custodial Cleaning Services RFP shall be considered offers to contract on the terms contained in the proposal and in this Custodial Cleaning Services RFP and at the price offered by the successful PROPOSER. When the District awards a contract to the successful PROPOSER, it will constitute an acceptance of that offer as subsequently amended by negotiation. A letter of acceptance will be sent to the successful PROPOSER, which will constitute the contract.

1.11 Reservations

The DeSoto ISD expressly reserves the right to:

- A. Waive any material or immaterial defect, irregularity or informality in any proposal
- B. Accept, reject or cancel any proposal or parts of any proposal
- C. Reject all proposals

The DeSoto ISD reserves the right to select the PROPOSER who will offer contractual items and conditions most favorable to the DeSoto ISD.

AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, ANTI-LOBBYING PROPOSAL

By submission of this proposal, the undersigned certifies that:

1. Neither the Proposal Submitter's officers, partner, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, or agreed, directly or indirectly with any person, firm, corporation or other proposal submitter or potential proposal submitter any money or other valuable consideration for assistance in procuring or attempting to procure a contractor fix the prices in the attached proposal or the proposal of any other submitter and further states that no such money or other reward will be hereinafter paid.
2. No attempt has been or will be made by this company's officers, employees, or agents to lobby, direct or indirectly, the DESOTO Independent School District Board of Trustees between proposal submission date and award by the DESOTO Independent School District Board of Trustees.
3. No officer or stockholder of the proposal submitter is a member of the staff or related to any employee of the DESOTO Independent School District except as noted herein below:

The undersigned certifies that he/she is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the submitter as well as any person signing in his/her behalf.

Signature/Title: _____

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony”.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.

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

COMPANY NAME: _____
Print or type

AUTHORIZED COMPANY OFFICIAL’S NAME: _____
Print or type

******* Sign only A, B, or C *******

A. My firm is publicly held corporation therefore, this reporting requirement is not applicable.

Signature of Company Official

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official

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

Detail of Conviction: _____

Signature of Company Official _____

THIS PAGE MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL

INSTRUCTIONS FOR THE DISCLOSURE OF INTERESTED PARTIES

In accordance with Legislative House Bill 1295, the successful Proposer will be required to submit electronically a Certificate of Interested Parties form 1295 within 30 days after signing any potential contract which is completed as a result of this bid. This form which applies to contracts signed after January 1, 2016 will ensure that all persons satisfying the “interested party” definition under the statute and rules promulgated by the Texas Ethics Commission (TEC) are disclosed since the form is signed under oath and penalty of perjury.

“Interested Party” is defined as (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser or attorney for the business entity

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.	OFFICE USE ONLY
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.	

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20____, to certify which, witness my hand and seal of office.

Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

THIS FORM WILL BE COMPLETED ELECTRONICALLY BY THE SUCCCESSFUL CONTRACTOR AND IS INCLUDED FOR INFORMATION PURPOSES ONLY

Section 2.0 GENERAL CONDITIONS

2.1 Emergency Procedures

All emergency procedures will be cleared through the DeSoto ISD Plant Services office. Procedures may be water damage at campuses, fires, vandalism, or security issues. Submit these as Attachment # 1 of your proposal.

2.2 Terms of Payment

2.2.1 Funds for completed purchase orders concerning this contract will be available within thirty (30) calendar days of completion and acceptance by the District. No charge, in addition to the item price, direct costs, or agreed upon management fees, shall be made by the Contractor for placing or invoicing materials. The delivery by Contractor shall be accompanied by a set of commercial invoices (one original and one duplicate copy) on the Contractor's regular invoice form submitted to the Accounts Payable Department of DeSoto ISD each month.

2.2.1.1 The following rules apply to render an invoice for payment:

- Each invoice will reference the correct DeSoto ISD Contract Account Number.
- There must be a separate invoice number for each month listing all campus locations.
- Each invoice will be submitted in duplicate.
- Send all invoices to 200 E. Belt Line Road, DeSoto, TX – Attention: Accounts Payable.
- Invoices will be accepted only for services that have been approved by DeSoto ISD agent.

2.2.2 Payments on an accepted contract for cleaning services will be made monthly after invoicing for all District facilities have been received and reviewed for accuracy. Invoices will be submitted to Chief Financial Officer or designee for approval by the Accounts Payable clerk assigned this account. Invoices shall be broken down by site providing a grand total per District. District wishes to make one payment only per month based on a verified approved invoicing/statement. Contractor must be available to review invoices/statements with District personnel before payments will be made. Failure or unwillingness to cooperate in this matter will result in delay in payment without penalty to the District.

2.2.3 District Overtime Policy

Overtime Custodial Cleaning Services Proposal services must be requested by facility administrator through the designated DeSoto ISD representative for approval. The District will not pay for any unapproved overtime. If overtime is performed with building principal/faculty approval only, cost of overtime will be billed to campus.

2.2.4 Contractor shall provide office equipment and supplies and security in conjunction with performance of this contract.

2.3 Default

The District reserves the right to terminate the contract in case of default of the successful proposer.

2.4 Compliance Requirements

Items below apply to and become a part of the terms and conditions of proposals unless superseded by any attached terms and supplemental conditions:

- A. Contract Work Hours and Safety Standards Act, Section 103 and 107 (40USC327-330). For contracts awarded by the school district for \$2,500.00 or more, the successful bidder and *sub* grantees must comply with section 103 and 107 of the Contract Work Hours and Safety Standards Act (40USC327-330) as supplemented by Department of Labor Regulations (29CFR, Part 5) Section 103. Each contractor is required to compute wages of every laborer and mechanic on the basis of a standard workday of eight hours and a standard workweek of 40 hours. Work in excess of forty hours per week shall be compensated at a rate of not less than 1-1/2 times the basic rate of pay. No contractor may require a laborer or mechanic to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor.
- B. Equal Employment Opportunity Act. For contracts awarded in excess of \$10,000.00 by the school district, the successful bidder and their contractors or sub grantees must be in compliance with executive order 11246 "Equal Employment Opportunity" as amended by executive order 11375, and as further supplemented in Department of Labor Regulations (41 CFR, Part 60), executive order 11246, as amended, prohibits job discrimination because of race, color, religion, sex, or national origin and requiring affirmative action to ensure equality of opportunity in all aspects of employment.
- C. Equal Opportunity and Affirmative Action Employer. Neither party shall discriminate because of race, color, religion, sex, age, national origin, handicap, or status as a Vietnam Veteran as defined and prohibited by applicable government law, in the recruitment, selection, training, utilization, promotion, termination or other employment related activities concerning personnel. In addition, bidder affirms that it is an equal opportunity and affirmative action employer and shall comply with all applicable federal, state and local laws and regulations including but not limited to, Executive Order 11246 as amended by 11375 and 12086; 12138; 11625; 11750; 12073; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans Readjustment Assistance Act, 1975; Civil Rights Act of 1964; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1976 and Public Law 95-507.

- D. Energy Policy and Conservation Act (P.L. 94-163). Successful bidders must comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (p.l. 94-163).
- E. The successful Contractor must agree to provide to the school district the Texas Education Agency, the Comptroller General of the United States or any other duly authorized representative access to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts and transcriptions. The successful Contractor must also agree to maintain all required records for five (5) years after the school district makes final payment and all other pending matters are closed.

2.5 Qualifications

Qualifications of Contractor: All information in this category must be marked as confidential or DeSoto ISD may assume that this information may be treated as public information.

- 2:5.1 It is required that Contractor must have at least three (3) current school contracts in good standing with a Texas School District of similar size to DeSoto ISD for a vendor to be considered qualified. District personnel reserve the right to check with references regarding performance of any Contractor submitting a proposal.
- 2.5.2 Contractor must provide a list of at least five (5) or more currently secured Texas Independent School Districts including at least three (3) pertaining to item #2.5.1 (like size and in good standing). Please provide the complete name, address, phone number and contact person. Contractor must also provide a list of any/all accounts that have been lost or terminated over the last five (5) years. Submit a full explanation of such losses as Attachment #2 of your proposal.
- 2.5.3 Contractor must have served at least five (5) Texas K-12 school districts for a period of at least five (5) years and be currently in good standing for a vendor to be deemed qualified.
- 2.5.4 Contractor must provide evidence of financial responsibility of recent date. All financial data, including financial statements and other proofs of financial responsibility will be kept confidential and is not considered an open record during the proposal and evaluation process. This information will be kept confidential at all times. Submit these as Attachment #3 of your proposal.
- 2.5.5 Contractor must comply with all Local, State and Federal safety regulations and must meet all OSHA requirements regarding occupational hazards. Contractor must comply with Texas Department of Health and Texas Structural Pest Control Board regulations.
- 2.5.6 Contractor must be committed to a continual training program regarding techniques, products and equipment used in the work place. Submit these as Attachment 4A of your proposal.

NOTE: Contractor must include forms that employees must sign to show they have received training prior to starting to work.

Contractor is required to have a safety standard program. Sign in sheets must be maintained for each session and may be audited by DeSoto ISD. Submit these as an attachment of your proposal. Asbestos training must include a one-time 2-hour asbestos awareness class within 60 days of the date of hire. Proof of asbestos awareness training must be furnished to the facility administrator of the facility to which employee is assigned upon completion of training. Submit these as an Attachment of your proposal.

2.5.7 Contractor must have comprehensive insurance coverage as outlined in 9.1 and submit a Certificate of Insurance showing the minimum amount of coverage. If contract is awarded in conjunction with this Request for Proposal the successful Contractor will be required to submit a Certificate of Insurance showing the District as an additional named insured. Submit these as Attachment #5 of your proposal.

2.5.8 All bidders submitting proposals for this contract shall comply with the following additional requirements.

2.5.8.1 Proposals must be accompanied by a Bid Bond in the amount of not less than five percent (5%) of the annual minimum bid price and a Performance Bond of not less than 100% of the annual minimum bid price without recourse to the DeSoto ISD. NO EXCEPTION will be made on DeSoto ISD's bonding requirements. The Bid Bond and Performance Bond must be from a reliable surety company licensed to do business in the State of Texas as a guarantee that the bidder will enter to a contract and execute a performance bond within fifteen (15) days after notice of award of contract. Bidders submitting proposals which do not comply with these requirements shall not be considered. Submit these as Attachment #6 of your proposal.

2.5.9 Contractor must be licensed to do business in the State of Texas.

2.6 Reasons for Termination of Contract

The District may terminate this contract and suspend future business with the Contractor for cause to include, but not limited to, the following reasons:

- A. After each year, District is not satisfied with Contractor's performance.
- B. Lack of funds by the District
- C. Non-compliance of all federal regulations by awarded Contractor
- D. Failure to meet proposal conditions
- E. Failure of the PROPOSER to deliver supply items to campuses
- F. PROPOSER becoming insolvent or committing acts of bankruptcy or Chapter 11
- G. Any attempt by the successful PROPOSER to misrepresent the services of their company.
- H. Any unethical business practice or attempt to misrepresent or commit fraud against the DeSoto ISD.
- I. Proposer fails to comply with Senate Bill 9 as it pertains to fingerprinting and related security

2.7 Legal Remedies

In case of default of the successful bidder the District reserves the right to terminate the contract and to purchase equal in the open market to meet the requirements of DeSoto ISD and withhold (or bill for) \$1,000.00 per deliverable as liquidated damages or to exercise any other remedy available under the law or in equity. A deliverable is defined as a specific contract line item (i.e., module, service training, etc.) that is identified to be in place by a certain time to do or provide a certain function. The bidder agrees that this is a reasonable cost to compensate DeSoto ISD for time and effort involved in procuring replacement products, goods, or services which cost would be difficult if not impossible to compute with certainty and does not constitute a penalty. Assessment of liquidated damages does not preclude DeSoto ISD from seeking and obtaining other remedies as set forth in this solicitation or any other remedy at law or in equity available to DeSoto ISD.

2.8 Insurance Requirements

2.8.1 The Contractor shall maintain at all times during the performance of the services under this contract insurance through companies and agencies approved by DeSoto ISD in the amounts and containing provisions satisfactory to DeSoto ISD. The successful Contractor will be required to supply proof of insurance in accordance with the following schedule prior to the start of the project. DeSoto ISD requires that Contractor's insurance be placed only with companies that have achieved at least an "A" rating with A.M. Best. If change of Contractor's insurance rating becomes below "A", Contractor's agent must supply DeSoto ISD with an acceptable company within forty-five (45) days of discovery of rating changes. Contractor must supply DeSoto ISD with insurance company contact to verify coverage is in effect. The District reserves the right to require higher limits of coverage depending on the size, scope and nature of a contract. The District also reserves the right to require proof of insurance compliance related to General Liability and Workers Compensation. DeSoto ISD must be named as an additional insured. The Certificate of Insurance shall provide that the insurance company may not cancel or materially alter the insurance until after thirty (30) days written notice has been received by the representative of DeSoto ISD.

Insurance Requirements:

- A. General Liability
 - Commercial General Liability
 - Claims Made Occur.
 - Owner's Contractor's Prot.

- B. Automobile liability
 - Any Auto
 - All Owned Autos
 - Scheduled Autos
 - Hired Autos
 - Non-Owned Autos
 - Garage Liability

- C. Umbrella form - Excess liability

Limits:

General Aggregate	\$5,000,000
Products - Camp/or Gag	\$1,000,000
Personal & Adv. Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$50,000
Med. Expense (Any one person)	\$5,000
Combined Single Limit	\$1,000,000
Bodily Injury (per person)	
Bodily Injury (per accident)	
Property Damage	

DeSoto Independent School District
Custodial Cleaning Proposal

State the limits that your company carries,

D.	Worker's Compensation and Employer's Liability	\$500,000
	Statutory Each Accident	\$500,000
	Disease-Policy Limit	\$500,000
	Disease-Each employee	
E.	_____ Service Bond or Employee Crime Protection	\$50,000

2.8.2 The insurance requirements as listed above, also apply to any sub-contractor(s) in the event that any work is sublet. The Contractor is responsible to ensure that the sub-contractor(s) meet the minimum insurance requirement limits as stated by law.

1. Should any of the above described policies be canceled before the expiration date, the issuing company will mail thirty (30) days written notice to the certificate holder DeSoto ISD.
2. The Contractor shall agree to waive all right of subrogation against the District, its officials, employees and volunteers for losses arising from work performed by Contractor for the District.
3. The Contractor shall hold the District harmless from and indemnify it against all liability, including attorney's fees which may arise from and accrue directly from the performance of the work or any obligation of Contractor or failure of Contractor to perform any work or obligation provided for in this Agreement.
4. The select bidder will be required to supply an insurance certificate naming DeSoto ISD as an additional insured.

YOU ARE REQUIRED TO SUBMIT A CERTIFICATE OF INSURANCE FOR THE ABOVE INSURANCE REQUIREMENTS WITH YOUR BID.

2.8.3 All employees of the Contractor will be covered by a fidelity bond or insurance crime policy that protects the District against theft by the Contractor's employees.

2.8.4 If insurance carrier has been your carrier for less than three years list previous carrier name, address and telephone number and agent/broker name, address and telephone number.

2.9 Bonding requirements

2.9.1 A performance bond in the amount of 100% of your proposed annual price will be required of the successful Contractor. The bond must be held by a legitimate surety company, licensed to do business in the State of Texas. Please submit a letter from your insurance company stating your eligibility for such bond. Submit these as Attachment 7 of your proposal. The performance bond may be waived pending board approval.

2.10 Indemnification

Successful Contractor shall defend, indemnify and hold harmless DeSoto ISD and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person or property arising out of the award of the contract or on account of any negligent act or fault of the successful Contractor or of any agent, employee, subcontractor or supplier in the execution of or performance under any Contract which may result from proposal shall pay any judgment costs which may be obtained against DeSoto ISD growing out of such injury or damages.

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership or individual has not been a party to any collusion among bid/bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or with any District employee, Board Trustee or benefit consultant as to quantity, quality or price in the prospective contract or any other terms of said prospective contract or in any discussions or actions between bid/bidders and any District employee, Board Trustee or benefit consultant concerning exchange of money or other things of value or special consideration in the lettering of this contract prior to the official opening of this bid.

We, the undersigned have read and fully understand the conditions and specifications set forth in this bid document and can comply.

COMPANY

ADDRESS

CONTACT PERSON
(Printed or typed)

TITLE

TELEPHONE

FAX

AUTHORIZED REPRESENTATIVE
(Printed or typed)

TITLE

TELEPHONE

FAX

THIS PAGE MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL

Section 3.0 SPECIFICATIONS

3.1 Personnel

- 3.1.1 All contracted employees with the District must undergo a background criminal record check at the time hired. All of Contractor's employees and any subcontractor providing temporary services must comply with Senate Bill 9. No contracted employee with a felony conviction or a conviction of sex crime, crime of moral turpitude or any crime against a Child including but not limited to, sexual misconduct with a minor, child abuse and/or child abduction shall be employed, copy of criminal record check must be submitted to the Director of Human Resources monthly. Contractor must perform social security and work eligibility verifications.
- 3.1.2 Contractor shall offer a health benefit package to employees. Contractor must also provide a retirement plan to its employees that promote longevity. Include documentation of benefit plan and retirement plan as Attachment #8.
- 3.1.3 Please attach your current drug testing policy and procedures as Attachment #9.
 - 3.1.3.1 Any employee failing such test shall be removed from assignment to the District and replaced within twenty-four (24) hours. All keys to District facilities shall be immediately taken up from dismissed employee and held by Contractor manager or supervisor. Badge and any other identification from dismissed employee shall be taken up and held by Supervisor or destroyed in sight of authorized District personnel.
- 3.1.4 Contractor shall furnish each employee assigned to the District a photo identification badge to be worn at all times while on District property. The identification badge shall have the photo of the employee, name of employee, logo of the company under contract and the District location employee is assigned. The Supervisor of employees is responsible for employees wearing badges at all times and for replacement of lost or misplaced badges. The District will provide building access badges according to campus and schedule. Employee or Contractor is responsible for the cost of lost or damaged badges.
- 3.1.5 Uniforms bearing the Contractor's logo or name along with the employees name must be furnished by the Contractor. Uniforms must be distinct from District auxiliary uniforms and must be of high grade and quality.

3.2 Staffing

- 3.2.1 For bidding purposes, DeSoto ISD requires all vendors include the number of FULL TIME employees (FTEs) that will be assigned to each campus. DeSoto ISD favors full time employees. Vendors who propose extensive part time employees will not be considered in compliance with this Custodial Cleaning Services Proposal and will be disqualified. All vendors must include a dedicated Account Manager to be the main contact person for routine daily matters plus extra fulltime custodians to cover absenteeism for the district. If vendor feels that additional staffing would be required to provide satisfactory service this figure may be discussed at negotiations. Buildings are

to remain secure unless a District administrator directs doors to be unlocked for events or meetings.

3.2.2 DeSoto ISD requires a 5-day cleaning program. Vendors must explain how many full-time and part-time employees are contained in the program.

3.2.2.1 District requires a day shift and night shift person that has sufficient skills to take directions from facility administrator so that many miscellaneous duties can be performed. Larger buildings may require more than one day shift person.

3.2.2.2 DeSoto ISD is requesting that Contractors offer the following staffing consisting of a total of two (2) daily work shifts as follows:

Day Shift: 6:00 AM - 2:30 PM, Monday through Friday. Includes a minimum of one person whose primary responsibility will be service-oriented and cleaning, monitoring restrooms. All restrooms shall be cleaned a minimum of three times daily. See restrooms specifications for detail (restroom responsibilities may overlap with mid-shift).

Evening Shift: 2:30 PM - 11:00 PM, Monday through Friday. Evening shift staff should represent the majority of the custodial staff; these staff will be responsible for the majority of the custodial cleaning activities performed within the school district.

DeSoto ISD requests that Custodial Cleaning Services Proposal service workers remain in employ during the summer and holiday breaks unless otherwise directed by district administration, in order to complete large-scale projects and activities that should occur during these time periods (i.e., floor stripping, waxing and shampooing)

3.2.2.3 Contractor shall have the flexibility to change hours to ensure sufficient day and evening coverage, to see that each facility is opened at the specified time and properly secured after the second shift is complete and that the cleaning personnel are scheduled for special events that occur after normal school hours.

3.2.3 The Contractor's shall provide a dedicated Account Manager which will report to the DeSoto ISD and shall be the main contact person for routine daily matters.

3.2.4 Contractor shall provide DeSoto ISD dedicated site-based supervision at all times when work is performed in and on DeSoto ISD building and grounds. Supervision must be outlined in the staffing plans.

3.2.5 Should the Contractor choose to subcontract any portion of this contract to another firm, the proposer will be held solely responsible for ensuring that all services are performed in compliance with this contract and to District expectations.

3.3 Scheduling

- 3.3.1 The District's normal instructional and administrative work schedule during fall and spring semesters is Monday - Friday from 7:00 AM - 5:00 PM. The District requires Contractor to provide adequate staff to provide cleaning services during these times. The building is to remain staffed until 11:00 PM
- 3.3.2 Contractor will be responsible for opening each facility by 7:00 AM or as arranged with the administrator at each facility. Contractor has the flexibility to arrange the time of facility opening with the facility administrator. Facility administrator and Contractor have authority to arrange custodial schedules in regard to dates and times. Facility administrator or Contractor is not authorized to increase or decrease staff hours without approval from District administration.
- 3.3.3 Contractor will be responsible for staffing special events and performing cleaning services in conjunction with those events that occur during regular shifts at the normal hourly rate at no added cost to the District Monday through Friday. Special events occurring during normal hours are expected to be staffed by the Contractor through normal shifts unless otherwise requested and approved by District. Christmas holiday cleaning, spring break cleaning and summer hours are to be part of your total cost.
- 3.3.4 Contractor will be responsible for staffing special events and performing cleaning services in conjunction with those events that occur outside of regular shifts at the agreed upon hourly rate.

3.3.5 Building Rental

The District allows its facilities to be rented by private groups and organizations for use after hours. The facility rental administrator or designee is responsible for writing the contract for rental, assessing fees in conjunction with building rentals and collecting fees from renting organizations. Contractor will provide the following minimum services in conjunction with facility rentals.

- 3.3.5.1 Contractor will be responsible for staffing special events and performing cleaning, set-up and tear-down services in conjunction with facility rentals according to an agreed upon hourly rate. The charge for cleaning services should be based on the hourly and/or overtime rate secured under this proposal and billed as a separate line item.
- 3.3.5.2 Contractor shall be responsible for opening and securing facilities in conjunction with building rental and performing cleaning services during or immediately after events as the event allows. Contractor must thoroughly clean facility or portion of facility rented immediately after event or before the next day of operation.

3.3.6 Currently Observed Holidays

The District recognizes as holidays New Year's Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

3.4 Security

3.4.1 Contractor is responsible for opening facilities with the exception of District Administration building and Maintenance facility

3.4.2 Contractor will be responsible for securing building at the end of each day of operation or after special events whichever is later.

3.4.3 Key Control

Keys to all District facilities will be checked out to the Contractor and will be jointly managed by the Contractor supervisor and the District's Director of Maintenance and building supervisor. Contractor will be responsible for disbursement of keys to employees for use in gaining access and securing District facilities in conjunction with the individual facility schedule.

3.4.3.1 Replacement of lost keys and all related costs shall be the responsibility of the Contractor. We estimate the cost to be \$10 - \$15 per key. If the outside door master key is lost and the building must be re-keyed to a new master, cost will be charged back to Contractor on a time and material basis.

3.4.3.2 Keys shall be retrieved from all terminated employees immediately by Contractor supervisor and returned to District's Director of Maintenance.

3.5 Cleaning and Miscellaneous Services

Contractor agrees that cleaning services covered by this contract shall be performed by qualified, responsible, trained employees in the strictest conformity with the best practices and standards as may be prescribed by DeSoto ISD and the industry throughout the duration of this contract.

3.5.1 Submit a schedule of routine services to be performed and added as Attachment #10.

Please be specific.

1. Daily
2. Weekly
3. Monthly
4. Quarterly
5. Annually

A significant portion of the Contractor's ongoing evaluation by DeSoto ISD will be based on the criteria. Sample criteria for cleaning and miscellaneous services are included as **Enclosure #1**.

3.5.2 Summer Projects

The District has traditionally assembled crews to perform special projects District-wide during the summer break. The District requires the two following tasks to be performed annually:

1. All hard-surfaced floors be stripped and waxed
2. All carpeting to be shampooed

During the summer the vendor will notify DeSoto ISD when schools are completed and ready for inspection.

3.5.3 Exclusion of Outside /Exterior Tasks

Custodial Contractor will not be responsible for maintenance/grounds-related exterior services excluding litter policing and maintenance of entry mats. Contractor will only be responsible for the cleaning and servicing of interior building areas.

3.5.4 Gym and Auditorium Hardwood Floors

- 3.5.4.1 A total refinish, i.e. sanding, striping and recoating will be the responsibility of the District.

3.5.5 Lamps and Ballasts

The District will supply lamps and ballasts through its Maintenance Department. Contractor by arrangement with the facility administrator will be required to change light bulbs that can be reached with a 6' ladder but will not be required to change any ballasts.

3.5.6 Floor Maintenance

- 3.5.6.1 The District expects the tile floors to be completely stripped, sealed and waxed annually. "Shower scrubbing" is not a substitute for a complete stripping of floors. The District requires that tile and terrazzo flooring be swept, mopped daily and that the finish be applied and maintained daily so that it shines. Please supply as Attachment #11 your floor maintenance program.
- 3.5.6.2 The District expects all deep carpet cleaning to follow carpet manufacturer's recommended cleaning using hot water extraction (wet method). Bonnet buffing will not be allowed.

3.6 Cleaning Supplies

- 3.6.1 The Contractor will be responsible for supplying all cleaning items, chemical and nonchemical to perform this contract.

3.6.1.1 The Contractor will be responsible for maintaining Material Safety Data Sheets (MSDS) and furnishing each District facility with one (1) complete MSDS book of custodial chemicals and a complete MSDS book of food service chemicals. The Contractor will also be responsible for completing the Hazardous Chemical Report information for any chemicals Contractor authorizes for use in the District.

3.6.2 All equipment (vacuum cleaners, floor machines, shampooers, etc.) will be provided by the Contractor. Contractor MUST provide NEW or LIKE NEW equipment for utilization in the District facilities upon awarding of contract. All equipment will remain under the ownership of the Contractor.

3.6.2.1 Contractor will own and maintain all equipment.

3.6.2.2 The Contractor will be responsible for repairs, restoration or replacement of all equipment.

3.6.2.3 Contractor will budget for all replacement and/or new equipment that may be necessary. No additional funding not addressed in the initial contract or negotiations for equipment will be provided by DeSoto ISD.

3.6.2.4 Purchase of capital equipment will be the sole decision of the Contractor with input from the DeSoto ISD.

3.7 Recycling Program

3.7.1 The District in compliance with state law, observes an aggressive recycling program district-wide. Contractor and its employees must comply with District's recycling program as part of this contract. Failure to incorporate the District's recycling program in the daily routine of cleaning services will disqualify a proposal from being considered. If upon entering into a contract with a Contractor, it is discovered that the Contractor is not complying with the District's recycling program, the District may at its option elect to terminate said contract.

3.8 Energy Management Program

3.8.1 The District has an Energy Management Program in place to maximize the most efficient use of energy. The Energy Management System is controlled centrally at the District administration facility and programmed to reduce temperature of all or portions of facilities during non-peak times. Peak times are defined as 7:00 A.M. - 5:00 P.M. or amended to coincide with rental agreements, special events and extra-curricular activities. HVAC units are shut down completely during summer breaks. Custodial staff is required to work with lights and HVAC on only in the areas as prescribed by the DeSoto ISD Energy Management Coordinator.

3.9 Evaluation Report and Implementation Plan

- 3.9.1 Please include a time frame for full implementation of training program, safety program, criminal history & identification process and organizational structure.
- 3.9.2 Include all start-up costs in your budget for DeSoto ISD custodial services.
- 3.9.3 Quality Control - Contractor is subject to weekly evaluation related to the performance of work. Failure to provide a satisfactory level of work will result in a credit adjustment to DeSoto ISD.

DeSoto ISD reserves the right to determine the credit adjustment.

Contractor must provide evidence of a quality assurance program.

- 3.9.4 Inspection/Quality Control

Contractor is subject to weekly inspections and evaluations by representative of both Contractor and DeSoto ISD and is required to furnish evidence of completion within one (1) week of all punch list items resulting from inspections. Failure to correct deficiencies or to provide a level of service satisfactory to DeSoto ISD will result in a credit adjustment to DeSoto ISD. DeSoto ISD reserves the right to determine the credit adjustments.

3.10 Language Requirement

- 3.10.1 English is the recognized language utilized in the District. Although it is not the District's requirement that all contracted employees speak English, it is a requirement that all management and all supervisors and lead personnel be able to communicate any instructions in the event a contracted employee cannot speak and understand the English language.

- 3.1 0.2 All written instructions including MSDS, postings of notices, etc. will be provided in both English and Spanish.

3.11 Budget Requirements

Contractors will give an example detailed budget to include:

- Pay scale of employees
- Leave time policy
- Criminal background checks
- Uniforms (shirt or blouse only) - uniforms to have company logo and employee name.
- Uniforms are required.

3.12 M/WBE Compliance Guidelines and Forms

It is a continuing goal of the district to involve minority and women-owned businesses (M/WBE) in all facets of the district's contracting and purchasing activities. Information and forms must be filled out and returned with proposal.

M/WBE Compliance Guidelines and forms in Enclosure #2.

Section 4.0 RESPONSES

A sheet with answers must be attached with your competitive sealed proposal in Section 2 for:

1. Emergency procedures (see 2.1).
2. Per section 2.5.1, provide at least the required minimum Texas Independent School District references and identify a minimum of three (3) Texas districts similar in size to DeSoto ISD. All vendors must provide a minimum of five (5) Texas ISD clients currently in good standing (see 2.5.2).
3. Provide evidence of financial responsibility (see 2.5.4).
4. Written explanation of safety, general training and asbestos training programs (see 2.5.6)
 - 4A. Safety Program - Details of your safety program will become Attachment #4A of your proposal.
 - 4A.I The District currently has a safety program in place that is observed by all departments. Contractor is expected to devise a safety program that meets or exceeds the District's program with the goal to create and maintain a safe environment for workers, students and staff and to minimize the number of worker's compensation claims. Contractor must provide evidence of a functional safety program utilized by the company. Include any applicable documentation with your proposal. Contractor shall provide a schedule of safety meetings to the Maintenance Director.
 - 4B. Training Program - Details of your general training program will become Attachment #4B of your proposal.

The District requires that the successful Contractor have an effective training program for orientation and continual training in operation of District owned equipment and use of cleaning chemicals. The purpose of the training program would include introduction of new products, proper mixing and dilution of chemicals and to ensure that the most efficient methods for routine cleaning are followed. Contract must include a schedule of continuing training meetings the topics to be covered and a sample test if any that will be given to measure the extent of training received. Contractor will provide any equipment necessary in conjunction with training such as television, video cassette player, projector, screens, etc.

- 4C. Asbestos Training Program - Details of your general training program will become Attachment #4C of your proposal.

Your training program must include two (2) hours of asbestos awareness training, blood borne pathogens awareness training and hazard communication training per year. Contractor shall provide proof that individuals have completed training and submit names to AHERA coordinator.

5. Insurance Certificate form (see 2.5.7). (Section J)
6. Bid bond or cashier's check (see 2.5.8.1). (Section 1)
7. Performance Bond (see 2.9.1). (Statement required if your company is the successful Contractor.)
8. Benefits package (see 3.1.3).
9. Senate Bill 9 fingerprinting and criminal background checks
10. Drug testing policy and procedures (see 3.1.4).
11. Routine services performed (see 3.5.1).
12. Floor maintenance program (see 3.5.6.1).
13. Evaluation plan (see 3.9.1).
14. Implementation plan (see 3.9.1).
15. M/WBE Compliance Guidelines and Forms (see 3.12)

Section 5.0 PRICING

Guaranteed Maximum Price will be based on Contractor costs responsibilities and DeSoto ISD costs responsibilities. Future year's costs will be based on that year's square footage and CPI.

5.1 Contractor Costs Responsibilities

Contractor's costs include, but are not limited to, the following:

- All wages, salaries, benefits and training
- Social Security taxes, state and federal unemployment taxes, general liability and umbrella insurance premiums, worker's compensation insurance premiums and medical and hospitalization insurance premiums if applicable
- Laundering and treating custodial supplies
- Uniforms for Contractor's employees
- Payroll preparation and all other accounting functions
- Contractor's corporate overhead costs including support staff, office and warehouse storage, vehicles, radios, cellular phones and pagers
- Snow and ice removal (both labor and approved de-icer) from entry and sidewalks as specified
- Replacement of interior light bulbs (District provides bulbs)
- Litter removal from interior plus entrances, exits and sidewalks next to school building
- Other and additional costs incurred to supply and manage DeSoto ISD custodial program

5.2 DeSoto Independent School District Responsibilities

The District's responsibilities include the following:

- Providing suitable storage in each location for supplies and equipment
- Trash removal from compactors and dumpsters
- No overtime or any other form of reimbursement payment shall be made unless specifically authorized in writing by DeSoto ISD

5.3 Payments/Increases

5.3.1 District agrees to pay Contractor the monthly proposal price as adjusted each year based upon the following formula.

First Year (July 1, 2022– June 30, 2023) contract price

Second Year (July 1, 2023 - June 30, 2024) contract price per sq. ft. - (Year 1 proposal price x CPI Year End 2023)

Third Year (July 1, 2024 - June 30, 2025) contract price per sq. ft. - (Year 2 proposal price x CPI Year End 2024)

Fourth Year (July 1, 2025 - June 30, 2026) contract price per sq. ft. - (Year 3 proposal price x CPI Year End 2025)

Fifth Year (July 1, 2026 - June 31, 2027) contract price per sq. ft. - (Year 4 proposal price x CPI Year End 2026)

The Consumer Price Index (CPI) is defined as the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumer (CPI-U) U.S. City Average, Dallas-Fort Worth. Index Item "All Items", Dallas-Fort Worth: 12-month Percent Change. This report is identified by the Bureau of Labor Statistics as Report Code #9140.

CPI to be used is the Consumer Price Index (CPI) during the contiguous twelve (12) month period immediately predating the first day of the current annual period. Should the applicable CPI-U over the most recently published twelve (12) month period decrease the Contract Price shall not change from the previous annual period.

5.3.2 The payment for the service within this proposal will extend over the contract period with payments invoiced every month. Each invoice amount will be determined by the amount of square feet serviced during that invoice period.

5.3.3 Adjusted square footages shall be provided by the District.

5.3.4 District agrees to pay Contractor for other special cleaning services and/or work order requests upon written approval by the District's Authorized Representative. This list might include but is not limited to:

- Construction clean-up
- Renovation/Remodel clean-up
- Emergency clean-up (plumbing water leaks, etc.)
- Furniture Moving (not within the building)

5.3.5 Increase in Minimum Wage commencing with a second Annual Period and continuing for each succeeding Annual Period thereafter, in the event of an increase in the Federal Minimum Wage the Contract Price shall be increased on an annual basis by the actual amount of the resultant increase in labor cost to Contractor related to not only wages but FICA, FUTA, General Liability and Workers Compensation. Only these costs may be passed through to the District. DeSoto ISD reserves the right to review any and all documents, calculations and justifications associated with proposed pass through costs for increases in Minimum Wage.

5.4 Pricing Worksheet

DeSoto ISD will use the TOTAL of 1,864,006 square feet of facility area for the District for bidding purposes. This figure represents current figures for all buildings through September 2021. Any additional buildings and school additions will be considered when such increases come online and will be added to the contract during negotiations for increases in additional years of contract.

BUDGET FOR DESOTO ISD CUSTODIAL SERVICES 2022-2023 (Based on 12 Months)

A. Labor

District Classification	Total FTE*s (All FTEs Must be Based on 8 Hours per day)	Yearly Hours	Hour Rate	Days	Total Yearly Wages
Day Shift Manager					
Night Shift Manager					
Supervisors					
Day Lead Cleaners					
Day Split Cleaners					
Night Lead Cleaners					
Night Cleaners					
Floor Techs					
Periodic/Extra Cleaners					
TOTAL WAGES					

B. Benefits

Annual Cost

Workers Compensation		
General Liability		
Other Insurances (Umbrella, Auto, Crime)		
FICA		
FUTA		
SUTA		
Hospitalization		
Vacations		
Personal/Sick Days/ Holidays		
Retirement		
TOTAL BENEFITS		

**C. Related & Other
Costs**

Annual Cost

Supplies		
Floor Finish		
Equipment/Vehicles		
Overhead/Support Staff		
Uniforms		

C. Related & Other
Costs Continued

Communications (Cell Phones, Radio, Pagers)		
Laundry Services		
Training		
Office Warehouse		
Start Up Costs		
Other Costs		
TOTAL RELATED COSTS		

D. Management Fee

Total Estimated Annual Cost (TEAC)

A	B	C	D	Total Estimated Annual Cost (TEAC)

<u>TEAC</u> Total Sq. Ft.	
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Performance Bond

Total Estimated Annual Cost with Performance Bond (TEAC)

A	B	C	D + Performance Bond	Total Estimated Annual Cost (TEAC)

<u>TEAC</u> Total Sq. Ft.	
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Enclosure #1 (Section 3.5.1)

**CLEANING AND MISCELLANEOUS SERVICES SPECIFICATIONS
TABLE OF CONTENTS**

<u>Items</u>	<u>Page</u>
Auditorium	30
Cafeteria/Snack Area	30
Classrooms	31
Day Staff Responsibilities	32
Fine Arts	32
General/Miscellaneous	33
Gyms and Field House	34
Library	35
Offices	35
Outside Policing	36
Public Areas	36
Restrooms/Clinic Area/Athletic Training Rooms	37
Mechanical Rooms	38
Special Event Cleaning	39
Stadium	39
Competition Gymnasium(s)	39
Hourly Rates for Non-Listed Special Cleaning	39
Adjustments to Cleaning Schedule(s)	
Summer Break, Christmas Break, Spring and Fall Breaks	40

SPECIFICATION OF CLEANING SERVICES

Item: Auditorium

- A. After each use (or more frequently if need arises)
 - 1. Sweep and damp mop all hard surface floor areas.
 - 2. Vacuum carpeted areas. Spot clean carpet as needed.
 - 3. Remove all trash daily or after each usage.
 - 4. Dust mop and mop stage area as needed.
 - 5. Remove gum from carpet and seats. Wipe clean chair arm rails.

- B. Each Six Months (or more frequently if needed)
 - 1. Dust side walls (to ceiling, height 10ft.).
 - 2. Shampoo aisle areas as needed.
 - 3. Detail Clean auditorium seats.

- C. Special
 - 1. High Dusting - clean and dust air ducts, vents, ceiling fans and surrounding areas.
 - 2. Light Replacement - replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
 - 3. Provide and spread approved de-icer as required/requested by DeSoto ISD.

Item: Cafeteria/Snack Area

- A. Daily (or more frequently if need arises)

Contractor is required to provide adequate staff to conduct lunch runs to include but not limited to:

- 1. Trash cans with liners in place.
 - 2. Mop bucket, mop and broom in place.
 - 3. Continual cleaning throughout all breakfast and lunch periods.
 - 4. Push food carts to designated areas.
 - 5. After lunch and breakfast are complete, clean these areas to include: mop hard surface floor, spot clean any carpeted areas daily, clean tables and make area ready for other activities.
 - 6. Clean and disinfect water fountains.
 - 7. Spot clean walls as necessary. Dust ledges.
 - 8. Spot clean glass.
 - 9. Furniture dusted and wiped with damp cloth. This task will be performed after breakfast and lunch.
 - 10. Hard surfaced floors swept.
 - 11. Mop hard surfaced floors with disinfectant.
 - 12. Wash tables with disinfectant and move lunch carts to designated area.
 - 13. Carpeted areas must be spot cleaned daily (if applicable).
 - 14. Wipe clean all vending machines.
-
- B. Weekly (or more frequently if need arises)
 - 1. High speed all resilient floors.
 - 2. Wash out all trash containers.
 - 3. Scrub floors weekly with disinfectant; detail/clean comers, edges, etc.

C. Quarterly (or more frequently as need arises)

1. Wash and sanitize all walls.
2. Spot clean walls and doors.
3. Clean light fixtures.

D. Special

1. High Dusting - clean and dust air ducts, vents, ceiling fans and surrounding areas.
2. Light Replacement - replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
3. Provide and spread an approved de-icer as required or requested by DeSoto ISD.

E. Periodically (as needed)

1. Strip, seal and wax tile and resilient floors including kitchen floor area as needed, per DeSoto ISD.

Item: Classrooms

A. Daily (or more frequently if need arises)

1. Sweep and dust mop all hard surfaced flooring to insure dust free floors with special attention to hard-to-reach areas.
2. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
3. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary.
4. Dust clean all horizontal surfaces such as desks, files, windowsills, pictures, tables, telephones, marker board trays, etc. being careful not to disturb papers on these surfaces.
5. Remove all fingerprints, scuff marks and chewing gum wherever found such as around light switches, doorframes, etc. Spot clean glass. Clean lab sinks.
6. Clean tops of desks. Remove marks as necessary. Contractor will not be responsible for student damage to desks. Straighten desks.

B. Weekly (as needed)

1. Clean and treat all marker boards with approved product.
2. Clean erasers as necessary.
3. As directed by technology department, dust computers and clean monitors. Clean screens with feather duster.
4. Detail clean all lab tables and sinks treating surfaces for effervescing.
5. Wet mop all tile floors (science, homemaking, art, etc.).

C. Monthly (as needed)

1. High Speed all resilient floors.
2. High dusting.

D. Periodically (as needed)

1. Strip, seal and wax tile and all resilient floors.
2. Shampoo all carpeted areas (minimum of two (2) times a year or as requested).
3. Clean lighting fixtures.
4. Clean window blinds (if applicable).

E. Special

1. High Dusting - clean and dust air ducts, vents, ceiling fans and surrounding areas.
2. Light Replacement - replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.

Item: Day Staff Responsibilities - (Working hours to be arranged with building Principal).
Night staff shift must overlap with day staff.

A. Daily (or more frequently if need arise)

1. Monitor halls and stairway areas for trash a minimum of three times a day.
2. Monitor and restock restrooms as necessary a minimum of three times a day.
3. Wash clean and sanitize all water fountains.
4. Monitor outside perimeter of main building to the curbs.
5. Monitor the cafeteria after break and each lunch period, emptying trash and replacing with clean liners, picking up trash off floor and cleaning table and chairs.
6. Detail clean cafeteria in afternoons (See Specifications for Cafeteria).
7. Monitor office and clinic area one time a day.
8. Monitor atrium areas after break and lunch.
9. Monitor teachers' lounges twice a day.
10. Assist school representatives on special projects such as a set-up, water leaks, desk moving, furniture, moving of boxes or freight, clean up after ill students, etc.
11. Sweep entrance mats, spot doors and partition glass.
12. Clean trophy display, spotting glass as necessary.
13. Detail clean auditorium (See Specifications for Auditorium).
14. Collect and remove to a designated area on the premises all normal building wastepaper, boxes and waste materials from cafeteria and rubbish.
15. Secure all doors and turn out lights at times designated by building principal.
16. Remove all objects above lockers in halls (if applicable).

B. Weekly (or more frequently as need arises)

1. Wash and spot clean walls in main hall areas.
2. Wash and spot clean glass, attendance office, side glass and partitions.
3. Dust top of lockers (if applicable).

C. Periodically (as needed)

1. Assist DeSoto ISD staff as needed.
2. Remove trash and debris from parking lots, tennis courts, softball field, outside restrooms and other outside facilities as needed.

Item: Fine Arts (Instrumental and choral music, art, photo journalism, etc.)

A. Daily (or more frequently if need arises)

1. Sweep and dust mop all hard-surfaced flooring to insure dust free floors with special attention to hard to reach area.
2. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
3. Empty, clean and damp dust all wastepaper baskets. Install liners provided by Contractor as necessary.
4. Dust clean all horizontal surfaces such as desks, files, windowsills, pictures, tables, telephones, etc. being careful not to disturb papers on these surfaces.

DeSoto Independent School District
Custodial Cleaning Proposal

5. Remove all fingerprints, scuff marks and chewing gum wherever found such as around light switches, doorframes, etc.
 6. Clean tops of desks. Remove marks as necessary.
- B. Weekly (or more frequently if need arises)
1. Clean and treat all marker boards with approved product.
 2. Clean erasers as necessary.
 3. Detail clean all lab tables treating surfaces for effervescing.
- C. Monthly (or more frequently if need arises)
1. High speed all resilient floors.
 2. High dusting.
 3. Wash walls as necessary.
- D. Periodically (as needed)
1. Strip, seal and wax tile and all resilient floors.
 2. Shampoo all carpeted areas as needed.
 3. Clean light fixtures.
- E. Special
1. High Dusting - clean and dust air ducts, vents, ceiling fans and surrounding areas.
 2. Light Replacement - replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
 3. Provide and spread an approved de-icer as required or requested by DeSoto ISD.

Item: General/Miscellaneous

- A. Daily (or more frequently if need arises)
1. Lock all interior doors at times designated by school representative.
 2. Lock all exterior doors at times designated by school representative.
 3. Re-check doors periodically. Final check of doors at end of cleaning shift.
 4. Turn off all lights starting at 3:30 (or as indicated by campus administration) each day. Have cleaning personnel keep all lights off with exception of work area.
 5. Secure and set security system as designated by school representatives.
 6. Keep janitor closets locked at all times.
 7. Items found during the course of cleaning should be turned into office lost and found (i.e. Books, notebooks, clothes, jewelry, etc).
 8. Move desk and chairs to classrooms as requested by school representatives.
 9. Move tables and chairs for set-ups as requested by school representatives.
 10. Provide labor for special projects during the course of the day. Weekends and nights not related to school activities will result in an extra charge to group using facility.
 11. Keep entry area wiped dry on rainy days.
 12. All custodial closets must be kept clean and orderly.
- B. Special
1. High Dusting - clean and dust air ducts, vents, ceiling fans and surrounding areas.
 2. Light Replacement - replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder. Replace ceiling tiles as needed.
 3. Provide and spread an approved de-icer as required or requested by DeSoto ISD at all building entrances.

C. Summer

1. High-pressure wash entries to facilities as needed to remove gum, soft drink syrups, etc.
2. High-pressure wash outdoor bleachers as needed to remove gum, grit, soft drink syrups, etc.

Item: Gyms and Field House (Where Applicable)

A. Daily (or more frequently if need arises) - Lockers, Weight Room, Restrooms and Dressing Areas

1. Sweep, wet mop and disinfect all flooring with exception of gym floor.
2. Wash and polish all mirrors, powder shelves, bright work, enameled surfaces, etc. including but not limited to flush meters, piping and toilet seat hinges.
3. Wash with a disinfectant and wipe dry, both sides of all toilet seats.
4. Wipe clean all toilet tissue, soap, towel and sanitary napkin dispensers and disposal units.
5. Wash and disinfect all basins, bowls, urinals and showers.
6. Wash clean underneath sinks, bowls and urinals.
7. Fill toilet tissue holders, soap dispensers, towel dispensers and sanitary napkin dispensers. Clean/sanitize fixtures.
8. Clean floor treated with gym cleaner product as needed (per coaches).
9. Clean bleacher area.

B. Daily (or more frequently if need arises)- Gym and Field House Area

1. Dust mop and damp mop (w/water) gym floor, removing all debris.
2. Vacuum all carpeted areas and rugs. Remove spots as necessary.
3. Wipe clean and sanitize crash pads under baskets.
4. During basketball seasons, gyms are to be cleaned before games start and after games are completed.

C. Weekly (or more frequently if need arises)

1. Thoroughly clean carpet (if applicable) to eliminate mold/mildew problems.
2. Thoroughly clean laundry rooms.
3. Clean all areas under bleachers. Areas under bleachers must be cleaned thoroughly after each activity prior to folding. Pulling, folding, and securing the bleachers is the responsibility of DeSoto ISD. Contractor's employees may not perform these functions unless authorized in writing by the Contract Administrator and then only under the direct supervision of DeSoto ISD staff member (coach etc.)
4. Wash all partitions, tile walls, locker exteriors, enamel surfaces, dispensers and receptacles using proper disinfectant.
5. Wash clean underneath sinks, bowls and urinals.

D. Periodically (as needed)

1. Strip, seal and wax tile and all resilient floors.
2. Assist coaches' request for special cleaning, Saturday morning meetings, workouts, open house, booster club meetings, etc.
3. Scrub shower walls and floors and restroom floors.

E. Special

1. High Dusting - clean and dust air ducts, vents, ceiling fans and surrounding areas.

DeSoto Independent School District
Custodial Cleaning Proposal

2. Light Replacement - replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
3. Provide and spread approved de-icer as required/requested by DeSoto ISD.

Item: Library

- A. Daily (or more frequently if need arises)
 1. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.
 2. Empty, clean and damp dust all wastepaper baskets. Install liners provided by Contractor as necessary.
 3. Straighten tables and chairs. Dust clean all horizontal surfaces such as desks, files, windowsills, pictures, tables, telephones, etc., being careful not to disturb papers on these surfaces.
 4. Clean all glass furniture tops, damp wipe and polish as necessary.
 5. Dust clothing racks, shelving and closets. Wipe, wash or polish as necessary.
 6. Remove all fingerprints, scuff marks and chewing gum wherever found such as around light switches, doorframes, etc.
- B. Weekly (or more frequently if need arises)
 1. Dust all picture frames, charts graphs and similar wall hangings not reached in nightly cleaning.
 2. Dust all windowsills and frames.
 3. Dust all vertical surfaces such as walls, partitions, ventilating louvers, fresh air grills and others not reached in nightly cleaning.
 4. Clean all interior partition glass as necessary.
 5. Dust shelf ledges by sections at librarian's request.
- C. Quarterly
 1. Dust all Venetian blinds and areas not reached in nightly cleaning.
- D. Periodically
 1. Shampoo all carpeted areas as needed.
 2. Clean light fixtures.
- E. Special
 1. High Dusting - clean and dust air ducts, vents, ceiling fans and surrounding areas.
 2. Light Replacement - replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
 3. Provide and spread approved de-icer as required/requested by DeSoto ISD.

Item: Offices (Includes coaching offices, etc.)

- A. Daily (or more frequently if need arises)
 1. Vacuum all carpeted areas and rugs, file cabinets, etc.
 2. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary.
 3. Dust clean all horizontal surfaces, such as desks, files, windowsills, pictures, tables, telephones, etc., being careful not to disturb papers on these surfaces.
 4. Clean all glass furniture tops, damp wipe and polish as necessary.
 5. Dust clothing racks, shelving and closets. Wipe, wash or polish as necessary.

DeSoto Independent School District
Custodial Cleaning Proposal

6. Remove all fingerprints, scuff marks and chewing gum wherever found such as around light switches, doorframes, etc.
 7. Spot mop hard surface floors.
- B. Weekly (or more frequently if need arises)
1. Dust all picture frames, charts, graphs and similar wall hangings not reached in nightly cleaning.
 2. Dust all windowsills and frames.
 3. As directed by the technology department, dust computers and monitors. Clean monitor screens with feather duster.
 4. Dust all vertical surfaces such as walls, partitions, ventilating louvers, fresh air grills and others not reached in nightly cleaning.
 5. Clean all interior partition glass as necessary.
 6. Spot clean walls and doors around light switch plates and door handles.
- C. Quarterly
1. Dust all venetian blinds and areas not reached in nightly cleaning.
 2. Clean interior lens of lighting fixtures.
 3. Air conditioning supply and return diffusers and exhaust vents dusted.
- D. Periodically
1. Shampoo all carpet areas as needed.
 2. Clean exterior and interior windows with six (6) ft. ladder.
- E. Special
1. High Dusting - clean and dust air ducts, vents, ceiling fans and surrounding areas.
 2. Light Replacement - replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder. .
 3. Provide and spread an approved de-icer as required or requested by DeSoto ISD.

Item: Outside Policing

- A. Daily
1. Walk perimeter of school building removing all debris.
 2. Clean atrium areas to main building.
 3. Sweep entrance areas to main building.
 4. Empty all trash containers.
- B. As Needed
1. Police sidewalks next to school buildings and curb areas.
- C. Periodically
1. Wash clean entry mats.
 2. Wash clean outside trash containers.

Item: Public Areas (Including hallways, atriums, elevators, etc.)

- A. Daily (or more frequently is need arises)
1. Sweep and dust mop all hard surfaced flooring to insure dust free floors with special attention to hard-to-reach areas.
 2. Vacuum all carpeted areas and rugs. Spot clean carpet as needed.

DeSoto Independent School District
Custodial Cleaning Proposal

3. Sweep (or vacuum clean, if carpeted) all stairways; mop as often as necessary. Wipe clean handrails.
 4. Empty, clean and damp dust, all wastepaper baskets. Install liners provided by Contractor as necessary.

 5. Collect and remove to a designated area on the premises all normal building wastepaper, cardboard boxes, waste materials and rubbish. Waste and/or rubbish bags shall be provided by Contractor Recycling Program.
 6. Dust clean all horizontal surfaces, such as window sills, pictures, tables, telephones, etc.
 7. Wash, sanitize and polish all water fountains. Polish elevator bright work.
 8. Keep slop sink rooms in clean and orderly condition.
 9. Dust all baseboards; remove stains if possible. Clean/vacuum elevator tracks.
 10. Keep service corridors on each floor including lobby floor in clean and orderly condition.
 11. Remove all fingerprints, scuff marks and chewing gum wherever found such as around light switches, doorframes, etc.
 12. Wash glass partitions as necessary, walls and doors will be spot cleaned as well as all glass.
 13. Spot clean entry door glass and chrome nightly. .
 14. Dust/wash all directory boards and trophy cases as necessary, remove fingerprints and smudges.
 15. Spot clean lockers, top and bottom (if applicable).
- B. Weekly
1. Clean all partition glass. Wash/clean elevator walls.
 2. High speed all resilient floors (classroom halls three times a week).
 3. Dust all handrails and treads.
 4. Scrub tile flows with scrubbing machine.
- C. Quarterly (as needed)
1. Recondition tile areas as necessary.
 2. Dust all venetian blinds and areas not reached in nightly cleaning.
 3. High speed all classrooms, science rooms, art rooms and homemaking rooms.
- D. Semi-Annually (as needed)
1. Strip, seal and wax all resilient floors.
- E. Periodically
1. Shampoo all carpeted areas as needed.
 2. Interiors of lockers to be cleaned beginning the first week after school ends.
- F. Special
1. High Dusting - clean and dust air ducts, vents, ceiling fans and surrounding areas including elevator ceiling vents.
 2. Light Replacement - replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.
 3. Provide and spread an approved de-icer as required or requested by DeSoto ISD at all exterior doors.

Item: Restrooms/Clinic Area/Athletic Training Rooms

- A. Daily (minimum 3 times daily or more frequently if need arises)
 - 1. Sweep, wet mop and disinfect all flooring.
 - 2. Wash and polish all mirrors, powder shelves, bright work, enameled surfaces, etc., including but not limited to flush meters, piping and toilet seats hinges.
 - 3. Wash with a disinfectant, and wipe dry, both sides of all toilet seats.
 - 4. Wipe clean all toilet tissue, soap, towel, and sanitary napkin dispensers and disposal units.
 - 5. Wash and disinfectant all basin, bowls, urinals, and showers.
 - 6. Spot clean all partitions, tile walls, enamel surface, training room fixtures, dispensers and receptacles using proper disinfectant.
 - 7. Wash clean underneath sinks, bowels and urinals.
 - 8. Fill toilet tissue holders, soap dispensers, towel dispensers and sanitary napkin dispensers.
 - 9. Remove wastepaper and refuse to a designated area.
 - 10. Remove markings/writing from walls as necessary.
 - 11. Clean and dry polish bright metal work.
 - 12. Install air freshener as supplied by DeSoto ISD (as needed).

- B. Weekly
 - 1. Wash walls and partitions.
 - 2. Dust all lighting fixtures, vents, louvers and air conditioning grills.
 - 3. Scrub floors as needed.

- C. Special
 - 1. High Dusting - clean and dust air ducts, vents, ceiling fans and surrounding areas.
 - 2. Light Replacement - replace light bulbs including exit lights that can be replaced or reached from a six (6) foot ladder.

Item: Mechanical Rooms

Mechanical rooms may not be used as storage rooms or staging areas for supplies or products. DeSoto ISD and local campus administration is responsible for the removal of school related supplies, surplus, furniture, etc. in accordance with local, state and federal guidelines.

- A. As Needed or Requested
 - 1. Sweep floor areas.
 - 2. Mop floor areas.
 - 3. Dust equipment surfaces, ducts, & pipe surfaces.
 - 4. High dust exposed structural members, ducts, & pipes.

Item: Multi-Purpose Building

The multi-purpose building is used for various district needs and classes. Restrooms and offices shall be cleaned per the respective specifications elsewhere in this document. The tile basketball court and classroom areas shall be swept daily and cleaned/mopped as needed or

specified by administrative personnel. The indoor turf area shall be spot cleaned/vacuumed and made free of trash and debris daily or as needed. Detail cleaning (corners, edges, etc.) should be addressed monthly (or more frequently as needed).

SPECIAL EVENT CLEANING

The basic proposal cost shall include twelve (12) stadium cleanings and twenty-five (25) gymnasium cleanings. These numbers are estimates based upon prior years and may vary depending upon athletic schedules and unforeseen special events. If the district need for special events cleanings exceeds these estimates, the district shall pay on a per-event basis. Consequently the proposer is asked to list a per-event cost for both the stadium and the gymnasium cleanings. In the event that the district needs are less than the estimated minimum number of cleanings (12 stadium and 25 gymnasium), the cleaning vendor shall credit funds back to the district according to the proposed per-event costs.

Item: Stadium

(Stadium cleaning events will definitely include varsity football games, varsity track meets, marching band competitions and possible special events and may include sub-varsity football games, sub-varsity track meets, soccer games and the like. Estimate 12 events per year; schedules will be provided by district.)

- A. Per Event or As Requested
 - 1. Clean restrooms (per restroom specifications).
 - 2. Clean press box areas.
 - 3. Hose and broom bleachers.
 - 4. Pick up debris around field, track, and stadium/parking areas.

Item: Competition Gymnasiums

(Gymnasiums are cleaned daily after use as part of the regular instructional day - see section on gyms/field house. The twenty-five special event gymnasium cleanings shall include varsity basketball and volleyball games and certain special events and may include sub-varsity basketball and volleyball games and/or tournaments. Estimate 25 events per year; schedules will be provided by the district.)

- A. Per Event or As Requested (These sub-items are the key cleaning points to be included in the athletic/special events or games.)
 - 1. Pick up debris under and around bleacher areas.
 - 2. Sweep bleachers.
 - 3. Spot mop bleachers.
 - 4. Clean locker rooms. (See specifications under gyms/field house.)

Item: Hourly Rates for Non-Listed Events Requiring Custodial Personnel

From time to time the District will hold events that require one or more custodial persons to be on site for the duration of the event; for example, the District might host an all-day (Saturday) UIL academic decathlon meet or some other UIL competition event. For such an event the District would require one or more persons to be present to monitor restrooms,

DeSoto Independent School District
Custodial Cleaning Proposal

cafeterias, and emergency situations. Consequently, the Contractor is asked to provide a per-person hourly cost for such events, as well as average costs on a monthly basis.

Item: Summer Break, Christmas Break, Spring and Fall Breaks

The Contractor will make appropriate adjustments to working hours, cleaning schedules, coverage and staffing (vacation times, etc.). Contractor will be expected to address "deep cleaning" needs such as floor stripping/re-waxing, carpet shampooing, cleaning of interiors of student or athletic lockers, etc.

Enclosure #2 (Section 3.12)

M/WBE Compliance Guidelines and Forms

**PLEASE READ BEFORE COMPLETING THE M/WBE COMPLIANCE GUIDELINES
AND FORMS**

- It is the objective of the district to increase competition and promote the long-term competitive capacity of local firms and historically underutilized businesses (HUBs) owned or operated by minorities or women by encouraging and providing information and access to compete in all facets of the District's procurement opportunities.
- A HUB shall be defined as a business formed for the purpose of making a profit in which at least 51 percent of the business is owned, operated and controlled by one or more of the following: (1) Minority-Owned Business Enterprise, (2) Minority Individual, (3) Woman-Owned Business Enterprise, or (4) Small Business Enterprise.
- The District's expectation is that a minimum of 30 percent of all District work advertised for competitive procurement shall be performed by HUBs as prime contractors or as subcontractors. This expectation is applicable to any change orders, modifications, and/or revisions to the original award. However, nothing in this policy shall operate in violation of law, including the provisions of the revised civil statutes of Texas, Texas Education Code Section 44.031, or any other provision of state or federal law.
- A vendor does not have to be certified as a HUB to participate in the District's procurement activities; however, only "certified HUBs may be counted toward meeting the District's HUB goal at the subcontracting level.
- A bidder/proposer may not apply one of its subsidiary companies or its own workforce towards meeting its HUB subcontracting goals.
- The district shall recognize certifications issued by the North Central Texas Regional Certification Agency (NCTRCA), State of Texas HUB, Small Business Administration (SBA) 8A or SDB, Dallas/Fort Worth Minority Supplier Development Council; Women's Business Council Southwest, and other certifications on an individual basis.
- All District bidders/proposers must be ready to demonstrate positive and reasonable good faith efforts to subcontract with and/or procure supplies/services from HUBs.
- Respondents who will subcontract portions of the work will be required to submit a letter of intent to subcontract (page 37) for each proposed subcontractor prior to an agreement being executed by the Board or District, or committing the District to an expenditure of funds.
- The Contractor shall notify the Purchasing Director if the percentage of HUB participation declines or falls below the level of participation represented in the contract.
- Contractor must be prepared to submit a Pay Activity Report indicating the amounts paid to its subcontractors at any time requested by the District.
- Contractor agrees to establish a written contract with each subcontractor.

Subcontractor/Supplier Utilization - List all subcontractors/suppliers (minority and non-minority) that will be utilized in this bid/proposal. Non-certified firms will not be counted towards the prime’s M/WBE subcontracting goals. Bidders/proposers may not apply one of its subsidiary companies or its own workforce towards meeting its M/WBE subcontracting goals. Use additional sheets if necessary.

Subcontractor/ Supplier	Contact Person & Phone Number	Certification Type	Certification #	Ethnicity/ Gender	Service/ Supplies To be Provided	Estimated Amount	% of Total Bid
					TOTALS		

Good Faith Efforts Documentation – Complete this section if subcontractors/suppliers will be utilized if those subcontractors/suppliers are not M/WBE.

	Yes	No
1. Was contact made with M/WBE’s by telephone or written correspondence at least one week before the bid was due to determine whether any M/WBE’s were interested in subcontracting and/or joint ventures?		
2. Were contracts broken down to provide opportunities for subcontracting?		
3. Was your company represented at a pre-bid/proposal conference to discuss, among other matters, M/WBE participation opportunities and obtain a list of certified M/WBE’s?		
4. Was information provided to M/WBE’s concerning bonding, lines of credit, technical assistance, insurance, scope of work, plans/specifications, etc.?		
5. Were negotiations conducted in good faith with interested M/WBE’s?		
6. Were subcontracting opportunities advertised in general circulation, trade associations, minority/women focused media and/or minority chambers of commerce?		
7. Were the services utilized of available minority and women, community organizations, contractor groups, local, state, and federal business assistance offices, and other organizations that provide assistance in the identification of M/WBE’s?		

** Special Note: The good faith efforts documentation is subject to an M/WBE audit. Upon request, you will be required to provide supporting documentation for the purpose of verifying your good faith efforts.

Letter of Intent to Perform/Contract as a Subcontractor

Complete a form for each minority or woman-owned subcontractor, which will be utilized in this bid/proposal. If necessary, make copies to list additional subcontractors/suppliers.

Pursuant to district policy (CH Local), only "certified" HUBs may be counted towards meeting the district's M/WBE goal at the subcontracting level. Refer to page 35 bullet 6 for a listing of DeSoto ISD-recognized certifications.

Bid/Proposal # _____ Bid/Proposal Title: _____

1. Name of Offeror / Prime Contractor _____
Address, City, State & Zip _____

SUBCONTRACTOR INFORMATION:

2. The undersigned has been certified by a DeSoto ISD recognized certification agency
Name of Agency: _____ Certification # _____ Ethnicity/Gender _____

3. The undersigned is prepared to perform the following described work/service and/or supply the material listed in connection with the above project

and at the following price \$ _____

(Name of M/WBE firm) By: _____ (Signature of Owner, President or Authorized Agent) (Date)

(Phone) (Print or Type – Name of Owner, President or Authorized Agent)

DECLARATION OF PRIME CONTRACTOR:

I _____ HERBY DECLARE AND AFFIRM that I am the _____
(Name of Declarant) (Title of Declarant)
and a duly authorized representative of _____
(Name of Prime Contractor)

to make this declaration that I have personally reviewed the material and facts set forth in this Letter of Intent to Perform/Contract as a Subcontractor. To the best of my knowledge, information and belief, the facts and representations contained in this form are true. The owner, president or authorized agent of the M/WBE firm signed this form and no material facts have been omitted.

The prime contractor has designated the following person as their M/WBE Liaison Officer:

(Name of M/WBE Liaison Officer) (Phone)

Caution: Any false statements or misrepresentations regarding information submitted on this form may be a criminal offence in violation of Section 37.10 of the Texas Penal Code.

(Name of Declarant) (Phone)

(Signature of Declarant) (Date)

Exhibit A

Revised January 2022

**DeSoto Independent School District
Square Footage**

DeSoto High School - 1976 600 Eagle Dr.
Academy - 2012

High School & Academy	463,274
Eagle Stadium Press Box (Home)	60,000
Eagle Stadium Field House	22,746
Eagle Stadium concessions and restrooms (Visitors)	6,800
Baseball concession and press box	1,200
Softball storage building	400
Softball/Baseball concession stand/offices	1,830
	<u>556,250</u>

Ninth Grade Center - 1997 620 S. Westmoreland Rd.

Classrooms, Gym, etc.	108,105
Shared Facilities	45,221
	<u>153,326</u>

Multi-Purpose Athletic Facility - 1997 (Coke Building)

Office Addition	6,750
Court Area	8,176
Turf Area	<u>24,840</u>
	<u>39,766</u>

DeSoto West Middle School - 1988 800 Westmoreland

Original classrooms	95,000
Addition	21,724
3 Portable Building	<u>4,608</u>
	<u>121,332</u>

DeSoto East Middle School - 1963 601 E. Belt Line Rd.

Classrooms	70,328
Gym/Multi-Purpose	8,040
Concrete block-wood floor gym	17,731
Vocational shop	3,600
Athletic storage building	576
Addition to building (Remodel)	7,981
Metal Gym	10,500
5 Portables	<u>7,680</u>

DeSoto Independent School District
Custodial Cleaning Proposal

126,436

The Meadows Elementary - 1987 1016 Meadows Parkway

Classrooms, Gym, etc.	60,744
Wing Addition	<u>12,021</u>
	72,765

Amber Terrace Elementary - 1980 224 Amber

Classrooms, Gym, etc.	64,086
Office Area	2,891
Wing Addition	14,020
2 Portable	<u>3,072</u>
	84,069

Northside Elementary - 1971 525 Ray

Classrooms, Cafeteria, etc.	52,338
Metal gym	6,386
2 Portables	<u>3,072</u>
	61,796

Frank D. Moates Elementary – 1987 1500 Heritage

Complete building	60,000
Wing Addition	13,200
1 Portable Building	<u>1,536</u>
	74,736

Ruby Young Elementary - 1971 707 Young

Classrooms, Cafeteria, etc.	73,601
Metal gym	6,324
2 Portables	<u>3,072</u>
	82,997

Service Center 200 S. Hampton

Complete building	4,800
-------------------	--------------

Cockrell Hill Elementary - 1988 425 S. Cockrell Hill

Classrooms, gym, etc.	60,000
Wing Additions	<u>16,400</u>
	76,400

DeSoto Independent School District
Custodial Cleaning Proposal

Katherine Johnson Technology Magnet Academy – 2017 1200 Academy Way

Complete building **116,559**

12 acres

Belt Line Center - 1958 200 E. Belt Line

Conference Center	7,961	
100 Wing	8,715	
200 Wing	13,628	
Alternative Campus	13,154	Metal
tile floor gym	<u>7,470</u>	
	50,928	

Curtistene S. McCowan M.S. - 2007 1500 Majestic Meadows **171,875**

Woodridge Elementary - 2003 1001 Woodridge Dr.

Classrooms, gym, etc.	73,633
3 Portable	<u>4,608</u>
(2 storage rooms/2 classrooms)	78,241

Administration Building - 1955 200 E. Belt Line Rd.

Administration offices	12,298
Education Center / Gym	7,776
I.S.C. Building	<u>6,016</u>
	26,090

Misc. Buildings

Maintenance – 1150 S. Hampton **5,000**

Vocational Agricultural Facility 1121 Westmoreland 10,000

1 Portable	<u>1,536</u>
(2 storage rooms)	11,536

Grand Total: **1,864,006**

EXHIBIT B
Selection Criteria

It is the intent of the District that this agreement for custodial services be awarded to the contractor that best meets the needs of the district as outlined below. Experience, qualifications, stability, ability to respond to District needs, price, and references will be used to determine the award of services. The District may also use any subjective criteria in making its determination. Selected contractor(s) who submit proposals may be asked to make a presentation to members of the Board of Trustees and/or Administration. The date, time, and format of such presentations will be determined by the District. However, the District reserves the right to award the contract based upon the initial proposals received without discussion of such proposal.

Each proposal will be independently evaluated. Final selection and approval will be made by the Administration and Board of Trustees. The following criteria will be reviewed.

1. Quality and completeness of the proposal
2. Quality and extent of services offered
3. Qualifications of staff servicing the District
4. Organization, size, structure, and stability of the contractor.
5. Experience and references
6. Ability to meet the needs of the District
7. Pricing
8. M/WBE Participation
9. Other factors deemed important by the District.

EVALUATION CRITERIA	POINTS
References and Reputation of the vendor's services	20
Management Structure and Support	15
Start-up and Transition Plan	15
Contract Price and Price of additional services	15
M/WBE Participation Commitment	15
Training, Safety and Security Programs	5
Quality Control Measures	5
Stability of the Vendor	5
Value of the contract as a whole and any value adds	5
Total Points	100