



WILLIAMSON COUNTY
PURCHASING DEPARTMENT
301 SE INNER LOOP - SUITE 106
GEORGETOWN, TEXAS 78626

<http://wilco-online.org/ebids/bids.aspx>

REQUEST FOR PROPOSAL (RFP)

JANITORIAL SERVICES FOR WILLIAMSON COUNTY

PROPOSAL NUMBER: 12WCP2003

PROPOSALS MUST BE RECEIVED ON OR BEFORE: OCTOBER 4, 2011 – 1:30 PM

PROPOSALS WILL BE PUBLICLY ACKNOWLEDGED: OCTOBER 4, 2011 - 2:00 PM

A MANDATORY PRE-PROPOSAL CONFERENCE WILL BE HELD ON THURSDAY, SEPTEMBER 22, 2011 AT 9:00AM IN THE WILLIAMSON COUNTY HR TRAINING ROOM, 301 SE INNER LOOP, SUITE 108, GEORGETOWN, TEXAS.

BUILDING WALK-THRU WILL BE HELD ON SATURDAY, SEPTEMBER 24, 2011 AT 8:00 AM. MEET AT WILLIAMSON COUNTY JUSTICE CENTER, 405 MARTIN LUTHER KING STREET, GEORGETOWN, TEXAS. IN ORDER TO ATTEND THE WALK-THRU THE PROPOSER MUST HAVE ATTENDED THE MANDATORY PRE-PROPOSAL CONFERENCE.

PROPOSAL SUBMISSION

DEADLINE: Proposals must be received in the Williamson County Purchasing Department **on or before 1:30 PM on September 27, 2011**. Proposals will be publicly acknowledged at 2:00 pm or soon thereafter in the Williamson County Purchasing Dept., 301 SE Inner Loop-Suite 106, Georgetown, Texas.

METHODS: Sealed proposals may be hand-delivered or mailed to the *Williamson County Purchasing Department, Attn: Kerstin Hancock, Suite 106, Williamson County Inner Loop Annex, 301 SE Inner Loop, Georgetown, Texas 78626*.

FAX/EMAIL: Facsimile and electronic mail transmittals will not be accepted.

LOCATION DIRECTIONS: Please see the map and directions to the Williamson County Inner Loop Annex, which are attached herein below.

PROPOSAL REQUIREMENTS

TRIPLICATE: All proposals must be submitted in triplicate (one (1) original complete proposal set, one (1) copy of the proposal set **AND** one (1) CD). The proposal

sets should be marked "original" or "copy". A "proposal set" consists of the COMPLETED AND SIGNED Proposal Form and any other required documentation. All copies and CD must have the same attachments as the original.

SEALED: All proposals must be returned in a sealed envelope with the proposal name, number, opening date and time clearly marked on the outside. **If an overnight delivery service is used**, the proposal name, number, opening date and time must be clearly marked on the outside of the delivery service envelope.

REFERENCES: Each proposer must supply a list of at least three (3) references where like services have been supplied by proposer. Include the name of the individual or entity, address, phone number and name of representative for each reference.

LEGIBILITY: Proposals must be legible and of a quality that can be reproduced.

FORMS: All proposals must be submitted on the forms provided in this proposal document. Changes to proposal forms made by proposers shall disqualify the proposal. Proposals cannot be altered or amended after submission deadline.

LATE PROPOSAL: Proposals received after submission deadline will not be opened and will be considered void and unacceptable. Williamson County (sometimes referred to herein as "County") is not responsible for lateness of mail, courier service, etc.

RESPONSIBILITY: It is expected that a prospective proposer will be able to affirmatively demonstrate proposer's responsibility. A prospective proposer should be able to meet the following requirements:

- a) have adequate financial resources, or the ability to obtain such resources as required;
- b) be able to comply with the required or proposed delivery schedule;
- c) have a satisfactory record of performance;
- d) be otherwise qualified and eligible to receive an award.

Williamson County may request representation and other information sufficient to determine proposer's ability to meet these minimum standards listed above.

AWARD

THIRTY DAYS: Awards should be made approximately thirty (30) days after the proposal opening date. Results maybe obtained by contacting the Purchasing Contact.

REJECTION OR ACCEPTANCE: No more than one proposal will be awarded for any item, single department or area. Proposals may be rejected for some items, departments or areas, even though awards are made for others. The convenience of having a single source for similar items will be taken into consideration together with price in determining the best proposal.

It is understood that the Commissioners Court of Williamson County, Texas, reserves the right to accept or reject any and/or all proposals for any or all materials and/or services covered in this RFP, and to waive informalities or defects in the proposal or to accept such proposal it shall deem to be in the best interest of Williamson County. To the extent applicable, in determining the overall best proposal, the County may exercise the following option granted to local governments under the Texas Local Government Code.

TLGC § 271.907. This option allows the County to evaluate proposal and give preference to goods and/or services of a proposer that demonstrates that the proposer meets or exceeds any and all state or federal environmental standards, including voluntary standards, relating to air quality. If the proposal being submitted will have an effect on air quality for Williamson County (as it relates to any state, federal, or voluntary air quality standard), then the proposal should provide information in narrative form indicating the anticipated air quality

impact. Proposers are expected to meet all mandated state and federal air quality standards.

CONTRACT: This RFP and the proposer's proposal, when properly accepted by the Williamson County Commissioners Court, shall constitute a contract equally binding between the selected proposer (sometimes referred to herein as the "successful proposer") and Williamson County (the "contract"). In the event a proposer's proposal conflicts with any of the terms of this RFP, the terms of this RFP shall control.

The successful proposer may be required to sign an additional agreement containing terms necessary to ensure compliance with the proposal.

CONTRACT ADMINISTRATION: Under this contract, Gary Wilson, Facilities Director, Williamson County, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between Williamson County Commissioner's Court and the successful proposer.

CONTRACT PERIOD(S): The Initial Contract Period is Date of award through September 30, 2012. Possible extensions include.

October 1, 2012 through September 30, 2013
October 1, 2013 through September 30, 2014

CONTRACT EXTENSIONS: At the end of each fiscal year, the Commissioners Court reserves the right to extend this contract, by mutual agreement of both parties, as it deems to be in the best interest of the county. If approved, this extension will be in twelve (12) month increments for up to an additional twenty-four (24) months, with the terms and conditions remaining the same; and with a price escalation at renewal time each year of no more than Employment Cost Index for natural resource construction and maintenance, wages and salaries (not seasonally adjusted), from March of the prior year to March of the current year, as published by the United States Department of Labor, Bureau of Labor Statistics. The total period of this contract, including all extensions will not exceed a maximum combined period of thirty-six (36) months. The extension of this contract is contingent on the appropriation of necessary funds by Commissioner's Court for the fiscal year in question. Upon the failure of Commissioner's Court to so appropriate in any year, the successful proposer may elect to terminate this agreement, with no additional liability to the County. The County and the successful proposer agree that termination shall be the successful proposer's sole remedy under this circumstance.

PROPOSAL CONTACTS

Any questions, clarifications or requests for general information should be directed to the contacts listed below. Question submittals must be made via email, and are **due by 5:00 PM, Tuesday, September 20, 2011**. Questions will be answered as soon as possible with an email response.

Submitted questions with their answers will be posted to the Williamson County portal,
<http://wilco-online.org/ebids/bids.aspx>

If you do not have access to email or internet please call the Purchasing contact below:

PURCHASING CONTACT:

Kerstin Hancock
301 SE Inner Loop – Suite 106
Georgetown, TX 78626
(512) 943-1546
khancock@wilco.org

TECHNICAL CONTACT:

Gary Wilson
3101 SE Inner Loop
Georgetown, TX 78626
(512) 943-1636
facilities@wilco.org

MISCELLANEOUS

FOB DESTINATION: All of the items listed are to be Free On Board to final destination (FOB Destination) with all transportation charges if applicable to be included in the price, unless otherwise specified in this RFP. The title and risk of loss of the goods shall not pass to the County until receipt and acceptance takes place at the FOB point.

FIRM PRICING: The price must be good from the date of proposal opening for a fixed period of time. Unless the proposal expressly states otherwise, this period shall be until the end of the term. Proposals which do not state a fixed price, or which are subject to change without notice, will not be considered. The Court may award a contract for the period implied or expressly stated in the best proposal.

ESTIMATED QUANTITIES: The estimated quantity of each item listed in the notice is only an estimate -- the actual quantity to be purchased may be more or less. The County is not obligated to purchase any minimum amount, and the County may purchase any reasonable amount greater than the estimate for the same unit price. Any limit on quantities available must be stated expressly in the proposal.

FUNDING: Funds for payment have been provided through the Williamson County budget approved by Commissioners Court.

SALES TAX: Williamson County is by statute, exempt from the State Sales Tax and Federal Excise Tax.

STATEMENTS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, plans and/or specifications stated in the various Proposal Packages and/or Proposal Instructions/Requirements.

DELIVERY: The delivery time and location for the commodity and/or service covered by this proposal shall be as stated in the various proposal packages.

PURCHASE ORDER: If required by the Williamson County Purchasing Department a purchase order(s) may be generated to the successful proposer for products and/or services. If a purchase order is issued the purchase order number must appear on all itemized invoices and/or requests for payment.

PAYMENT: Payment shall be made by check from the County upon satisfactory completion and acceptance of items and submission of the Invoice to the ordering department for work specified herein. All payments owed will be paid no later than thirty (30) days after the goods or services are received OR the date that the invoice is received by the Auditor's Office whichever is later. As a minimum, invoices shall include:

- (1) Name, address, and telephone number of Proposer and similar information in the event the payment is to be made to a different address
- (2) County contract, Purchase Order, and/or delivery order number
- (3) Identification of items or service provided
- (4) Quantity or quantities, applicable unit prices, total prices, and total amount
- (5) Any additional payment information which may be requested by the County

Payment inquiries should be directed to the Auditor's Office, Accounts Payable Department: Donna Baker, 943-1558.

CONFLICT OF INTEREST: No public official shall have interest in a contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

As of January 1, 2008 Proposer's are responsible for complying with Local Government Code Title 5, Subtitle C, Chapter 176. Additional information may be obtained from the County website at the following link:
<http://www.wilco.org/CountyDepartments/Purchasing/ConflictOfInterestDisclosure/tabid/689/language/en-US/Default.aspx>

The Williamson County Conflict of Interest Statement is located herein below. This form must

be completed, signed, and submitted with your proposal.

ETHICS: The proposer shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Williamson County.

DOCUMENTATION: Proposer shall provide with this proposal response, all documentation required by this proposal. Failure to provide this information may result in rejection of the proposal.

TERMINATION FOR CONVENIENCE: Williamson County may terminate this contract and/or any additional agreement containing terms necessary to ensure compliance with the successful proposer's proposal, for convenience and without cause or further liability, upon thirty (30) days written notice to the successful proposer. In the event Williamson County exercises its right to terminate without cause, it is understood and agreed that only the amounts due to the successful proposer for goods, commodities and/or services provided and expenses incurred to and including the date of termination, will be due and payable. No penalty will be assessed for Williamson County's termination for convenience.

TERMINATION FOR CAUSE: In the event of breach or default of the terms set out herein or any other additional agreement containing terms necessary to ensure compliance with the successful proposer's proposal, County reserves the right to enforce the performance of this contract or any additional agreement by any manner prescribed by law or deemed to be in the best interest of Williamson County. At County's sole discretion, the successful proposer may be given a reasonable opportunity to cure its breach or default prior to Williamson County's termination under this provision. County's option to offer time to cure a default or breach shall, however, in no way be construed as negating the basis for termination for non-performance. This provision shall not constitute a waiver of any right, at law or at equity, or any right set out herein which the County may also have hereunder if the successful proposer is in breach or default of the terms herein.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

COMPLIANCE WITH LAWS: The successful proposer shall comply with all applicable federal, state and local laws and regulations pertaining to the practice of the profession and the execution of duties under this proposal including the TEXAS HAZARD

COMMUNICATION ACT and THE WILLIAMSON COUNTY HAZARD COMMUNICATION PROGRAM POLICY.

PROPRIETARY INFORMATION: All material submitted to the County becomes public property and is subject to the Texas Public Information Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The County will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

WORKER'S COMPENSATION

The Texas Labor Code, §406.096, requires workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity. The rule requires a governmental entity to timely obtain certificates of coverage and retain them for the duration of the project. The rule also sets out the language to be included in bid/proposal specifications and in contracts awarded by a governmental entity and the information required to be in the posted notice to employees. The rule is adopted under the Texas Labor Code, §402.061. The information provided below is a result of this rule. By submitting your bid/proposal to the County, you are acknowledging that this rule is a part of these bid/proposal specifications, and that you will observe and abide by all of the requirements outlined in the rule. You are further agreeing that should your bid or proposal be accepted by the Williamson County Commissioners' Court, the necessary certificates of coverage showing workers' compensation coverage, will be provided to the following name and address prior to beginning work:

Kerstin Hancock
Williamson County Purchasing Department
301 SE Inner Loop - Suite 106
Georgetown, TX 78626

Failure to comply with this request may result in termination of this contract and any additional agreement containing terms necessary to ensure compliance with the proposal.

If you have any questions related to this ruling and/or requirement, you are encouraged to contact either the Williamson County Purchasing Department at (512) 943-1607, or you may call the Texas Workers' Compensation Commission at (512) 804-4000.

Workers' Compensation Insurance Coverage:

A. Definitions: Certificate of coverage ("certificate")-A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project - includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in S406.096) - includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, County-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage proposers, office supply deliveries, and delivery of portable toilets.

B. The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

C. The Contractor must provide a certificate of coverage to the governmental entity prior to beginning work.

D. If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

E. The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

(1) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing

coverage for all persons providing services on the project;

(2) no later than seven (7) days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

F. The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

G. The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

H. The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

I. The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

(1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;

(2) provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

(3) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

(4) obtain from each other person with whom it contracts, and provide to the contractor:

(a) a certificate of coverage, prior to the other person beginning work on the project; and

(b) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the

current certificate of coverage ends during the duration of the project;

(5) retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

(6) notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

(7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) - (7), with the certificates of coverage to be provided to the person for whom they are providing services.

J. By submitting a proposal in response to this RFP or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

K. The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

PROPOSAL SPECIFICATIONS

1. PURPOSE

Williamson County is inviting interested parties to submit Proposals for Janitorial Services. All proposals shall be submitted in accordance with this RFP. The RFP contains detailed and specific information regarding Williamson County's standards and expectations for Janitorial Services.

2. GENERAL INSTRUCTIONS

- 2.1 All proposals submitted must be valid for a period of ninety (90) days after proposal opening date.
- 2.2 If you have obtained this solicitation from our web site or from a source other than directly from Williamson County, it is the proposer's responsibility to check with our office prior to submitting your proposal to ensure that you have a complete, up-to-date package. The Purchasing Department takes no responsibility to ensure any interested proposer has obtained any outstanding addenda or additional information.
- 2.3 As set out herein above, the terms of this RFP and the successful proposer's proposal, once properly accepted by the Williamson County Commissioner's Court, will become and constitute a valid and binding contract between Williamson County and the successful proposer. At the County's option, the successful proposer may be required to sign an additional agreement containing terms necessary to ensure compliance with the proposal. If the proposer's proposal conflicts with any of the terms of this RFP, the terms of this RFP shall control.
- 2.4 Prior to submitting proposal, proposers are required to examine the proposal instructions, specifications, and proposal forms carefully. Failure to do so will be at the proposer's risk and may result in the rejection of the proposal.
- 2.5 All costs directly or indirectly related to the preparation of a response to this RFP or any oral presentation required by Williamson County to supplement and/or clarify a proposal shall be the sole responsibility of the proposer.
- 2.6 There are County buildings that are not included in this RFP. During the term of the contract between the County and the successful proposer, additional County buildings may be added in addition to those described in Attachment F. Please provide approximate square foot price for each schedule (See attachment B) in the event County adds additional buildings.

- 2.7 During the term of the contract, the successful proposer shall carry and maintain in full force insurance of the following types and amounts, insuring the successful proposer while it is performing its duties under the contract:

<u>Type of Coverage</u>	<u>Limits of Liability</u>
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Worker's Compensation:	Statutory
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Bodily Injury by Accident:	\$1,000,000 per occurrence
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Bodily Injury by Disease:	\$1,000,000 per occurrence
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Property Damage Liability:	\$1,000,000 per occurrence
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Comprehensive General Liability:	\$1,000,000 per occurrence
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Comprehensive automobile and auto liability insurance (covering owned, hired, leased and non-owned vehicles):

<u>COVERAGE</u>	<u>PER PERSON</u>	<u>PER OCCURRENCE</u>
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Bodily injury	\$500,000	\$500,000
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(including death)

Property damage	\$500,000	\$500,000
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Aggregate policy limits	No aggregate limit	
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Coverage shall be written by companies authorized and admitted to do business in the State of Texas and rated A- or better by A.M. Best Company or otherwise acceptable to County.

Policies must include the following clauses, as applicable:

- "This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10) days for non-payment of premium, has been given to Williamson County."
- "It is agreed that the insured's insurance shall be deemed primary with respect to any insurance or self insurance carried by Williamson County for liability arising out of operations under its contract with Williamson County."
- "Williamson County, its officials, directors, employees, representatives, and volunteers are added as additional insured as respects operations and activities of, or on behalf of the named insured performed under the contract with Williamson County." This is not applicable to the workers compensation policy.
- "The workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of Williamson County."

All certificates of insurance coverage must be provided to the following individual prior to beginning work:

Assistant Purchasing Agent
Kerstin Hancock
Williamson County Purchasing Department
301 SE Inner Loop, Ste 106
Georgetown, Texas 78626

Failure to comply with this request may result in the termination of the contract between the successful proposer and County.

- 2.8 Proposer must provide certificate of good standing from Texas State Comptroller.
- 2.9 Proposer should have a record of satisfactory performance with the Better Business Bureau.

3. REQUIREMENTS

3.1 Objective Criteria

- 3.1.1 Proposer must provide a list of ALL contracts of comparable size and high security/high profile for the past five (5) years where similar responsibilities and services have been required and performed. Failure to comply with this request may be subject to disqualification of the proposal.
- 3.1.2 For each contract listed, a narrative should be provided that describes how that particular contract compares with the requirements of this RFP. Points will be accumulated based upon proposer's narratives that best describe how they compare with the specifications of this RFP. Williamson County may request additional information as needed.
- 3.1.3 Price – Please provide pricing information on the designated sections of the Price Sheet, which is set out in Attachment A, and on the designate sections of Attachment B.
- 3.1.4 Proposers must provide Quality Assurance Personnel and a designated Quality Assurance Coordinator who each have a minimum of five (5) years Quality Assurance experience in janitorial service/maintenance. Please provide resumes of all Quality Assurance Personnel and Quality Assurance Coordinators.

Charges for Quality Assurance Personnel and for a designated Quality Assurance Coordinator is not listed as separate item. Any such charges shall be included in monthly cleaning costs.

The successful proposer's Quality Assurance Coordinator must obtain the signatures of designated County building representatives on monthly service reports. Please provide a narrative on type of reports that you will to use to evidence

compliance with the specifications and requirements set forth herein and include samples of such reports.

- 3.1.5 Proposers must provide a narrative that describes its plan of how to effectively communicate between County officials and employees and the proposer's staff. In the event an employee of the proposer cannot speak English fluently, please also provide a narrative on how potential language barriers will be addressed and handled by the proposer.

3.2 Subjective Criteria

- 3.2.1 In order to ensure the successful proposer's compliance with the specifications and requirements set out herein, a check list indicating all tasks completed must be presented to designated County employees for approval at the end of each month.

Each proposer must provide a narrative describing its ability to comply with this provision.

- 3.2.2 Each proposer must provide an outline of how staff will be trained to adequately meet the County's needs. Training to include OSHA regulations and general safety. Additionally, explain how staff is trained on multiple types of flooring to ensure staff is prepared for cleaning at Williamson County given the diverse nature of business conducted in each facility. Example: On the job training at a facility with similar requirements is acceptable.

The proposer's training procedures and plan should be fully explained in the proposer's proposal.

- 3.2.3 An Emergency Contact must be available twenty four (24) hours a day, seven (7) days per week. In the event of an emergency, such as a sudden flood, the proposer must be able to mobilize with all appropriate equipment within two (2) hours of receiving notice from County and begin work at the location of the emergency.

Each proposer must provide a narrative describing its ability to comply with this provision.

- 3.2.4 An email address shall be established by the successful proposer to receive complaints and requests for service from the County's contract administrator. All responses to emails must occur within two (2) hours.

Each proposer must provide a narrative describing its ability to comply with this provision.

- 3.2.5 Each proposer must have an enclosed vehicle sufficient in size to transport paper goods to all buildings.

Each proposer must provide a narrative describing its ability to comply with this provision.

3.2.6 An onsite office inspection will be conducted on the finalist's facility.

Each proposer must provide a narrative describing its facility or facilities.

3.2.7 It is expected that the successful proposer will have adequate staff and support to properly service the contract. Proposer shall provide list of employee positions and job descriptions such as Project Manager, supervisory employees and production employees and outline their job duties.

Each proposer must provide a narrative describing its ability to comply with this provision.

3.2.8 A Color Coded Micro Fiber Mopping System equivalent to Unger must be used for all Health Departments, Juvenile Justice and all other areas where health services are provided.

Each proposer must provide a narrative describing its ability to comply with this provision.

3.2.9 All supervisors and staff present on Williamson County property must pass a criminal background check. The required employee criminal background checks, employee history, and all documentation of each individual's right to work in the United States must be provided to the following individual prior to beginning work:

Gary Wilson
Facilities Director
Williamson County
3101 SE Inner Loop
Georgetown, Texas 78626

In addition, the successful proposer shall continue to submit background checks for any new employees prior to such new employee entering any Williamson County facilities.

Each proposer must provide a narrative describing its ability to comply with this provision.

3.2.10 Janitorial services are to be performed Monday thru Friday between the hours of 6:00 pm and 6:00 am unless otherwise noted in the specifications of this RFP or instructed, in writing, by the County's contract administrator or his/her designated representative. There are exceptions for some buildings and such exceptions are listed on the cover sheets of each building.

Each proposer must provide a narrative describing its ability to comply with this provision.

3.2.11 Successful proposer must maintain and empty Williamson County paper recycle bins, located in various centralized areas throughout the County, into storage locations/dumpsters located at various buildings, as needed.

Each proposer must provide a narrative describing its ability to comply with this provision.

- 3.2.12 Company Uniforms and ID Badges must be provided by the successful proposer for all its employees that will be working on County premises. The uniforms and ID badges must be worn at ALL times.

Each proposer must provide a narrative describing its ability to comply with this provision, as well as providing a description of its Company Uniforms and ID Badges.

- 3.2.13 The successful proposer will be responsible for securing all buildings and ensure that all persons are out of the buildings prior to locking up. This includes buildings with community and meeting rooms. For those County facilities housing community and meeting rooms, County will pay \$20 per hour if time has to be spent in addition to service hours of the successful proposer. Community and meeting rooms are located in the following County Facilities:

Hutto – Sheriff’s Office (Community Room)
Georgetown – Central Maintenance Facility – URS Building – Training Room
Georgetown – Regional Animal Shelter – Community Room
Georgetown – Williamson County Courthouse – Several Options available
Round Rock – J.B & Hallie Jester Annex – Community Room

Each proposer must provide a narrative describing its ability to comply with this provision.

- 3.2.14 At an additional cost to the County, requests for additional floor care and upholstery cleaning will be arranged by the Facilities Maintenance Department (Attachment B).

Each proposer must provide pricing under Attachment B.

- 3.2.15 Sub-Contractors: If proposer intends to use sub-contractors in the performance of the janitorial services required hereunder, a list of said sub-contractors must be submitted with the proposer’s proposal. The list must include the sub-contractor’s company name, address, phone number, and contact name. Sub-contractors will be required to adhere to all specifications as listed in the proposal documents (i.e. insurance requirements, background checks, employee history, and uniforms & badges, etc.). The County reserves the right to object to any sub-contractor that is proposed by the successful proposer. All sub-contractors must be approved in writing by Williamson County prior to beginning work with the County. Any changes in sub-contractors during the term of the contract must also be approved in writing by the County.

Each proposer must provide the above described list of sub-contractors with the required information, along with a narrative describing whether and to what extent, if any that it intends to use sub-contractors to perform the required services.

4. ADDITIONAL CONTRACT REQUIREMENTS AND TERMS

- 4.1 Supervisor on Premises. The successful proposer must have a supervisor in charge of work and personnel on the premises during all hours worked by the successful proposer's personnel.
- 4.2 Termination for Convenience. In addition to the rights set out herein and as set forth above, Williamson County may terminate this contract and/or any additional agreement containing terms necessary to ensure compliance with the successful proposer's proposal, for convenience and without cause or further liability, upon thirty (30) days written notice to Proposer. In the event Williamson County exercises its right to terminate without cause, it is understood and agreed that only the amounts due to successful proposer for goods, commodities and/or services provided and expenses incurred to and including the date of termination, will be due and payable. No penalty will be assessed for Williamson County's termination for convenience.
- 4.3 Termination for Cause. In addition to the rights set out herein and as set out herein above, in the event of breach or default of the terms set out herein or any other additional agreement containing terms necessary to ensure compliance with the proposer's proposal, Williamson County reserves the right to enforce the performance of this contract or any additional agreement by any manner prescribed by law or deemed to be in the best interest of Williamson County. At County's sole discretion, the successful proposer may be given a reasonable opportunity to cure its breach or default prior to Williamson County's termination under this provision. County's option to offer time to cure a default or breach shall, however, in no way be construed as negating the basis for termination for non-performance. This provision shall not constitute a waiver of any right, at law or at equity, or any right set out herein which the County may have hereunder if the successful proposer is in breach or default of the terms herein.
- 4.4 Non-performance. It is the objective of Williamson County to obtain complete and satisfactory performance of the services in accordance with the requirements set forth herein. In addition to any other remedies available at law, in equity or that may be set out herein, failure to perform may result in a deduction of payment for the location where services were not performed to the County's satisfaction. In the event of such non-performance, the County shall have the right, but shall not be obligated, to complete the services itself or by others. If the County elects to perform the services itself or by others, pursuant to the foregoing, the successful proposer will reimburse the County, within ten (10) days of demand, for all costs incurred by the County (including, without limitation, applicable, general, and administrative expenses, and field overhead, and the cost of necessary equipment, materials, and field labor) in correcting and/or performing the services which the successful proposer fails to meet pursuant to the requirements set out herein. In the event the successful proposer refuses to reimburse the County as set out in this provision, County shall have the right to deduct such reimbursement amounts from any amounts that may be then owing or that may become owing in the future to the successful proposer.

Nothing contained in this provision shall require the County to pay for any of the services which are unsatisfactory or which are not submitted in compliance with the specifications set out herein, as determined by the County. The County shall not be required to make any payments to the successful proposer when he/she/it fails to perform.

This provision shall not constitute a waiver of any right, at law, at equity or as set out herein, which the County may have if the successful proposer is in default, including the right to terminate, bring legal action for damages or to force specific performance of the terms and conditions set out herein.

- 4.5 **Emergency.** In the event of an emergency, such as a sudden flood, the successful proposer must be able to mobilize with all appropriate equipment within two (2) hours of receiving notice from County and begin work at the location of the emergency. In the event the successful proposer cannot meet the said two (2) hour response time, County reserves the right to contract with other providers to provide services in response to the emergency and to charge the successful proposer or deduct from monies due the successful proposer for the work performed by other providers. Additionally, the successful proposer shall be obligated to pay or discount its fees by \$100 for every thirty minutes that the proposer fails to appear following two (2) hours after receiving notice to respond to an emergency. The successful proposer will provide a Water Extraction machine which will be kept in the Justice Center for emergencies.
- 4.6 **Safety.** The successful proposer is responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the janitorial services to be performed. The safety program shall comply with all applicable requirements of the current federal Occupational Safety and Health Act and all other applicable federal, state and local laws and regulations.
- 4.7 **Relationship Between the Parties.** The successful proposer shall be an independent contractor and shall assume all of the rights, obligations, liabilities, applicable to it as such independent contractor hereunder and any provisions herein which may appear to give County the right to direct the successful proposer as to details of doing the work herein covered or to exercise a measure of control over the work shall be deemed to mean that the successful proposer shall follow the desires of County in the results of the work only. County shall not retain or have the right to control the successful proposer's means, methods or details pertaining to the successful proposer's performance of the work described herein. County and the successful proposer hereby agree and declare that the successful proposer is an independent contractor and as such meets the qualifications of an "Independent Contractor" under Texas Workers Compensation Act, Texas Labor Code, Section 406.141, that the successful proposer is not an employee of County, and that the successful proposer and its employees, agents and sub-subcontractors shall not be entitled to workers compensation coverage or any other type of insurance coverage held by County.
- 4.8 **No Smoking.** All Williamson County facilities and properties are NON-SMOKING facilities and properties.

- 4.9 Labor, Equipment, Materials; and Storage. The successful proposer shall furnish all labor, equipment, and materials necessary to the performance of its janitorial services. County will provide reasonable storage areas for such equipment that will be kept at Williamson County locations. County will not be liable for any damage done to or loss of any equipment by any party or person.
- 4.10 **INDEMNIFICATION. THE SUCCESSFUL PROPOSER SHALL INDEMNIFY AND HOLD HARMLESS WILLIAMSON COUNTY, ITS OFFICERS, AGENTS, COMMISSIONER'S COURT, AND EMPLOYEES AGAINST ALL LIABILITY, DEMANDS, CLAIMS, SUITS, LOSSES, DAMAGES, CAUSE OF ACTION, FINES OR JUDGMENT, INCLUDING COSTS, ATTORNEY'S AND WITNESS' FEES AND EXPENSE INCIDENT THERETO FOR INJURIES (INCLUDING DEATH) TO PERSONS OR PROPERTY ARISING OUT OF OR IN CONNECTION WITH THE SUCCESSFUL PROPOSER'S PERFORMANCE OF ITS DUTIES HEREUNDER, UNLESS CAUSED BY THE ADJUDICATED GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF WILLIAMSON COUNTY. WILLIAMSON COUNTY WILL GIVE THE SUCCESSFUL PROPOSER PROMPT WRITTEN NOTICE OF ANY SUCH DEMAND, CLAIM, OR SUIT AGAINST IT.**
- 4.11 No Assignment. This is a personal service contract for the services of the successful proposer, and the successful proposer's interest in herein, duties hereunder may not be assigned or delegated to a third party.
- 4.12 Governing Law and Venue. The rights and obligations of the parties hereunder and all of the terms and conditions shall be construed, interpreted and applied in accordance with and governed by and enforced under the laws of the State of Texas without reference to its conflicts of law provisions. Williamson County, where the services are to be performed, shall be the sole place of venue for any legal action arising from or related to this contract.
- 4.13 Binding Effect. This contract shall be binding upon and inure to the benefit of the parties and their respective permitted assigns and successors.
- 4.14 Notices. All notices, consents, approvals, demands, requests or other communications relied on by the parties shall be in writing. Written notice shall be deemed to have been given when delivered in person to the designated representative of the party for whom it is intended; or sent by U. S. Mail to the last known business address of the designated representative; or transmitted by fax machine to the last known business fax number of the designated representative. Mail notices are deemed effective upon receipt or on the third business day after the date of mailing, whichever is sooner. Fax notices are deemed effective the next business day after faxing.
- 4.15 Severability. Should any term or provision of this contract be held invalid or unenforceable in any respect, the remaining terms and provisions shall not be affected and this contract shall be construed as if the invalid or unenforceable term or provision had never been included.
- 4.16 Force Majeure. If the party obligated to perform is prevented from performance by an act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of said party, the other party shall grant such party relief from the performance of the services hereunder. The burden of proof for the need of such relief shall rest upon the party obligated to perform. To obtain release based on

force majeure, the party obligated to perform shall file a written request with the other party.

- 4.17 Immunity. Nothing herein shall be construed as a waiver of sovereign immunity by Williamson County.
- 4.18 Current Revenues. Under Texas law, a contract with a governmental entity that contains a claim against future revenues is void; therefore, each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.
- 4.19 Compliance with Laws. The successful proposer shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of the services hereunder, including, without limitation, Workers Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required, the successful proposer shall furnish the County with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.
- 4.20 Entire Agreement. This contract supersedes all prior agreements, written or oral, between the successful proposer and County and shall constitute the entire agreement and understanding between the parties with respect to the services to be provided. Each of the provisions herein shall be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by the successful proposer and County.

5. EVALUATION:

Finalist shall be determined by the proposer receiving the most points in relation to the Objective Criteria Items listed in Section 3.1 above AND the most “yes” responses from County representatives/evaluators in relation to the Subjective Criteria Items listed in Section 3.2 above.

All Subjective Criteria responses and all Objective Criteria responses will be evaluated by County representatives/evaluators.

It is the responsibility of the proposer to provide sufficient information/data in a convincing manner to the County representatives/evaluators to assure all of the terms, conditions and expectations for satisfactory performance of the services requested herein will be met.

The following point assessment will be used by County representatives/evaluators in relation to each proposer's response to the Objective Criteria Items listed in Section 3.1:

- List of comparable contracts - Maximum Points 30
- Proposer's examples of providing janitorial services for contracts with similar square footage and similar requirements - Maximum Points 25
- Price - Maximum Points 20
- Quality Assurance/Quality Control personnel - Maximum Points 15
- Plan for effective communication between Proposer's staff and County employees - Maximum Points 10

Total points: 100

The following attachments are incorporated into this RFP, by reference, for all purposes:

ATTACHMENT A – Price Sheet
ATTACHMENT B – Additional Services
ATTACHMENT C – Holiday Schedule
ATTACHMENT D– Conflict of Interest Statement
ATTACHMENT E – Building Schedules
ATTACHMENT F – Building Specifications

WILLIAMSON COUNTY PROPOSAL FORM
JANITORIAL SERVICES FOR WILLIAMSON COUNTY
PROPOSAL NUMBER: 12WCP2003

NAME OF PROPOSER: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone: (_____) _____ Fax: (_____) _____

The undersigned, by his/her signature, represents that he/she is authorized to bind the proposer to fully comply with the terms and conditions of the attached RFP, Specifications, and Special Provisions for the amount(s) shown on the accompanying proposal sheet(s). By signing below, you have read the entire document and agreed to the terms therein.

Signature of Person Authorized to Sign Proposal

Date of PROPOSAL: _____

Printed Name and Title of Signer: _____

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH PROPOSAL

**RETURN PAGES BEGINNING WITH THIS PAGE AND ALL PAGES FOLLOWING THIS PAGE
WITH YOUR PROPOSAL PACKAGE, ALONG WITH ALL REQUIRED INFORMATION**

ATTACHMENT A
WILLIAMSON COUNTY PROPOSAL FORM
JANITORIAL SERVICES FOR WILLIAMSON COUNTY
PROPOSAL NUMBER: 12WCP2003

Attach to the official Williamson County Proposal Form

NOTE: All Proposers submitting a proposal MUST read special instructions for each building listed.

Prior to this submittal, I _____ (print) have visually inspected and am familiar with all buildings contained in this RFP. Any discrepancies or questions have been reported in writing to the Facilities Maintenance Department. (Copy attached)

I have read and understand special instructions for each building.

Print Name _____ Signature _____ Date _____

Price sheet

Building #	Location	Cleaning Cost monthly per Building
1000	Courthouse , 710 Main Street , Georgetown	
1001	Historical Museum, Farmer's State Bank Bldg, 716 Austin Avenue, Georgetown	
1002	Health Department, 100 3rd Street , Georgetown	
1003	Taylor Health Department ,115 West 6th Street, Taylor	
1005/1006	Round Rock Annex Bldgs A&B 211 Commerce Cove, Round Rock	
1008	Sheriff Administration, 508 South Rock Street , Georgetown	
1009	Criminal Justice Center , 405 MLK , Georgetown	
1011	Lott Building , 107 S Holly Street Georgetown	
Building #	Location	Cleaning Cost monthly per Building

1012	Health Department Education Building, 300 North Main Street Georgetown	
1013	Health Department Environmental , 303 Main Street Georgetown	
1017	ABC/Game Warden, 517 Pine Street , Georgetown	
1019	OEM/Hazmat EMS Station 801 - Captain's Headquarters, 305 MLK Georgetown	
1020	EMS Administration, 303 MLK Georgetown	
1022	Health Department Administration 300 North Main Street , Georgetown	
1026	Central Maintenance Facility 3151 SE Inner Loop Georgetown	
	Central Maintenance Facility Building B – Sign Shop 3151 SE Inner Loop Georgetown	
1026C	CMF Building C, Impound Office 3151 SE Inner Loop , Georgetown	
1063	Facilities Maintenance Office 3101 SE Inner Loop, Georgetown	
1032	Cedar Park Annex , 350 Discovery Blvd , Cedar Park	
1033	Taylor Annex, 412 Vance Street , Taylor	
1043	Inner Loop Annex 301 SE Inner Loop, Georgetown	
1043	CSCD/Adult Probation, 301 SE Inner Loop, Georgetown	
1044	Constable Precinct 4 , 2501 Mallard Lane, Taylor	
1045	Juvenile Justice Center , 1821 SE Inner Loop, Georgetown	
1048	Justice of the Peace Precinct 4 , 211 W 6th Street , Taylor	
1050	Hutto Sheriff's Office Community Room, 3901 CR 130 , Hutto	
1051	Tax Assessor/Collector , 904 S Main Street , Georgetown	
1054	EMS Training Center , 321 W 8th Street , Georgetown	
1055	Sheriff's Office/Task Force , 323 W 8th Street , Georgetown	
N/A	WILCO Regional Animal Shelter 1855 SE Inner Loop , Georgetown	
1061	Commissioner's Office Precinct 3 3010 Williams Drive Ste 19 Georgetown	
Building #	Location	Cleaning Cost monthly per Building

1062	Hutto Annex , 350 Exchange Blvd, Suites 100 & 101 , Hutto	
1064	Children's Advocacy Center , 1811 SE Inner Loop, Georgetown	
1066	Round Rock Jester Annex , 1801 East Old Settler's Blvd , Round Rock	
1066	Sheriff Substation ,1781 Old Settler's Road , Round Rock	

ATTACHMENT B

WILLIAMSON COUNTY PROPOSAL FORM JANITORIAL SERVICES FOR WILLIAMSON COUNTY PROPOSAL NUMBER: 12WCP2003

Please provide pricing for the following additional services. Williamson County reserves the right to accept or reject any and/or all proposals for the following items:

Carpet Shampooing, Wet Extraction Method	_____ per square foot
Upholstery Cleaning	_____ per man hour
Emergency Labor	_____ per man hour
Scrub and Waxing	_____ per square foot
Stripping and Waxing	_____ per square foot
Burnishing	_____ per square foot
Day Porter (8 hours per day)	_____ per man hour
Day Porter (4 hours per day)	_____ per man hour

Both Day Porters will be stationed at CJC and will be available to respond County-wide (must have vehicle)

Pricing for additional buildings per schedule:

Schedule A	_____ per sq ft
Schedule B	_____ per sq ft
Schedule C	_____ per sq ft
Schedule D	_____ per sq ft
Schedule E	_____ per sq ft
Schedule F	_____ per sq ft

ATTACHMENT C

WILLIAMSON COUNTY PROPOSAL FORM

JANITORIAL SERVICES FOR WILLIAMSON COUNTY

PROPOSAL NUMBER: 12WCP2003

Williamson County FY 2011/2012 Holiday Schedule

Veterans Day	Friday	November 11, 2011
Thanksgiving Holiday	Thursday Friday	November 24, 2011 November 25, 2011
Christmas Holiday	Friday Monday	December 23, 2011 December 26, 2011
New Year's Holiday	Monday	January 2, 2012
Martin Luther King Day	Monday	January 16, 2012
President's Day	Monday	February 20, 2012
Good Friday	Thursday Friday	April 5, 2012 April 6, 2012
Memorial Day	Monday	May 28, 2012
Independence Holiday	Wednesday	July 4, 2012
Labor Day	Monday	September 3, 2012

ATTACHMENT D



WILLIAMSON COUNTY CONFLICT OF INTEREST STATEMENT

I hereby acknowledge that I am aware of the Local Government Code of the State of Texas, Section 176.006 regarding conflicts of interest and will abide by all provisions as required by Texas law.

Printed name of person submitting form:

Name of Company:

Date:

Signature of person submitting form:

Notarized:

**Sworn and subscribed before me
by:** _____

on _____
(date)

ATTACHMENT E – BUILDING SCHEDULES

JANITORIAL SCHEDULE A

GENERAL/OFFICE/HALL/COURTROOM/JURY AREAS

DAILY

- Empty all trash receptacles into proper bins and replace liners.
- Spot clean trash receptacles.
- Clean and disinfect drinking fountains. Polish stainless steel if necessary.
- Collect litter – twenty five (25) feet around the perimeter of the building and/or concrete patio, empty all cigarette urns and exterior trashcans including lobby halls, stairwells, and employee entrances. Remove bugs when necessary.
- Dust mop all non-carpeted floors.
- Damp mop all non-carpeted floors.
- Clean elevator floors, walls, ceiling, doors & door tracks. Sanitize rails and control panels.
- Clean/vacuum entrance mats.
- Spray buff entrance level foyers, non-carpeted lobbies and main corridors.
- Sweep outside entrances and steps leading to the building.
- Entrance and lobby doors and interior lobby glass must be cleaned daily.
- Empty recyclable containers as determined by Wilco.
- Spot vacuum carpet.
- Spot clean furniture, fixtures, walls, partitions, glass surfaces and doors, etc.
- Clean stair and hand railings, panic bars and door push plates.
- Spot clean carpeted area, using approved stain remover.
- Completely clean all interior glass to a level of approximately six (6) feet high.

WEEKLY

- Vacuum carpets wall to wall.
- Dust building and furniture surfaces.
- Dust all horizontal surfaces including window sills.
- Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains.

MONTHLY

- Dust HVAC office grilles, air vents and register surfaces.
- Vacuum upholstered furniture and dust blinds.
- Dust high and low areas (pictures, clocks, partition tops, moldings, furniture, file cabinets, work counters, etc.)

QUARTERLY

- Open all light covers and wipe bugs from cover with solution as necessary.
- Dust and polish all wood surfaces, vertical and horizontal in all courtrooms.

TWICE YEARLY

- Clean all exterior building windows inside and out.

JANITORIAL SCHEDULE B

RESTROOMS

DAILY

- Empty all trash receptacles into proper bins and replace liners.
- Clean fixtures, walls, partitions, glass surfaces, counters and doors.
- Clean and sanitize restroom fixtures.
- Collect litter off floor.
- Sweep or dust mop non-carpeted floors.
- Wet mop entire floor using a non-acidic disinfectant.
- Urinals and toilets must be cleaned and sanitized, both inside and outside. Polish bright work/stainless/nickel.
- Replace deodorant urinals screens as necessary.
- Clean mirrors.
- Sinks and countertops washed and wiped dry.
- Clean and sanitize tile walls and wipe dry using germicidal detergent.
- Dust, sanitize and wipe clean all stall dividers, rails, walls and doors.
- Clean and disinfect light switches.
- Clean and sanitize all doors including entrance doors.
- Remove graffiti without repainting.
- Clean cabinets.
- Sufficiently stock all paper and soap dispensers.

WEEKLY

- De-scale toilet bowls and urinals.
- Wash all trash containers.

MONTHLY

- Scrub bathroom tile floors with a detergent containing a germicidal additive using a low speed buffer with brush or scrubbing pad to scrub emulsified dirt, urine, mold and bacteria that has become embedded in the porous surfaces of the grout. Steam clean if necessary using a floor surface wand. For VCT follow **FLOOR MAINTENANCE SCHEDULE**.
- Clean floor drains where applicable and pour counteractant and/or water down drains.
- Dust HVAC grilles, register surfaces and exhaust vent grilles.

JANITORIAL SCHEDULE C

LOUNGE, BREAK AND COFFEE AREAS AND STAIRWAYS

DAILY

- Empty trash receptacles into proper bins.
- Replace soiled or torn trash receptacle liners.
- Rearrange chairs and tables as needed.
- Spot clean furniture, fixtures, walls, partitions, glass, and doors, etc.
- Sweep or dust mop non-carpeted floors.
- Damp mop and disinfect non-carpeted floors.
- Spot clean and remove stains from carpet.
- Vacuum carpet.
- Clean and disinfect trash receptacles.
- Wipe down appliances.
- Restock all paper and soap dispensers
- Dust mop all stairways including rails, walls and/or doors.
- Damp mop all stairs.
- Clean and sanitize handrails and door handles.

JANITORIAL SCHEDULE D

FLOOR MAINTENANCE NON-CARPETED

- Two (2) times yearly the Proposer shall strip all floors, using a liquid stripper solution and apply three (3) to five (5) coats of an acrylic polymer finish sealer to the surface of the tile.
- This includes all VCT/terrazzo/marble/stone floors.
- Exterior entrances shall be high pressure washed quarterly. All gum, dirt and grease shall be removed. If necessary use a detergent that will wash concrete clean.

JANITORIAL SCHEDULE E

FLOOR MAINTENANCE NON-CARPETED

- Three (3) times yearly the Proposer shall strip all floors, using a liquid stripper solution and apply three (3) to five (5) coats of an acrylic polymer finish sealer to the surface of the tile.
- This includes all VCT/terrazzo/marble/stone floors.
- Exterior entrances shall be high pressure washed quarterly. All gum, dirt and grease shall be removed. If necessary use a detergent that will wash concrete clean.

JANITORIAL SCHEDULE F

FLOOR MAINTENANCE NON-CARPETED

- Four (4) times yearly the Proposer shall strip all floors, using a liquid stripper solution and apply three (3) to five (5) coats of an acrylic polymer finish sealer to the surface of the tile.
- This includes all VCT/terrazzo/marble/stone floors.
- Exterior entrances shall be high pressure washed quarterly. All gum, dirt and grease shall be removed. If necessary use a detergent that will wash concrete clean.

JANITORIAL SCHEDULE G

DAY PORTER

- Will be stationed at the Justice Center
- Duties at Justice Center to be performed daily between 8:00 AM – 5:00 PM.
- Special attention needed in Justice Center basement restrooms on Jury Call Mondays.
- Duties at Historic Courthouse every Wednesday afternoon.
- Duties at Juvenile Justice Center on Monday and Thursday afternoons and every 4th Wednesday afternoon.
- Must be able to respond to daytime emergencies in other buildings around the county if necessary.

ATTACHMENT F – Building Specifications

WILLIAMSON COUNTY JUSTICE CENTER

405 Martin Luther King Blvd

Georgetown, Texas 78626

Square footage: 130,000***

Occupied Cleanable Sq ft. 111,630

Carpet area: 83,062

Concrete/Terrazzo/VCT area: 28,568

Elevators: 4 public units and 6 private

Restroom count 18 public restroom/27 individual restrooms

- Building must be cleaned Monday to Friday.
- Background checks are mandatory.
- Employees must be uniformed and carry ID badges, those without a uniform or badge will be asked to leave.
- Mechanical and holding cells will not be cleaned.
- A current list of all janitors entering the building needs to be on file at all times and updated before a janitor starts working in the building.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D,G

CENTRAL MAINTENANCE FACILITY

3151 SE Inner Loop

Georgetown, Texas 78626

Total Square footage: 18,840***

Cleanable Sq ft: 13,754

Carpet area: 6,271

Tile area: 7,483

Restrooms: 2 locker rooms and 4 private individual restrooms

- Building must be cleaned Monday to Friday.
- Frequent use of community room during and after business hours will require special cleaning considerations.
- Background checks are mandatory. Rooms not to be cleaned: Mechanical room, parts room, and workshops.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

CEDAR PARK ANNEX

350 Discovery Blvd
Cedar Park, Texas

Total Square footage: 31,734***

Cleanable Sq ft: 30,236

Carpet area: 21,817

Ceramic area: 544

VCT area: 7,875

Restrooms: 9 private/individual and 4 public restrooms

- Building must be cleaned Monday to Friday.
- Sheriff Sub Station office is open 24 hours a day and will require special cleaning considerations.
- Background checks are mandatory.
- All equipment will be stored in designated janitorial closets only.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

TAYLOR ANNEX

412 Vance Street

Taylor, Texas

Total Square Footage: 21,102***

Cleanable Sq ft: 16,151

Carpet area: 7,010

VCT area: 9,141

Restrooms: 4 public and 3 private individual restrooms

- Building must be cleaned Monday to Friday.
- Sheriff Sub Station office is open 24 hours a day and will require special cleaning considerations.
- Background checks are mandatory.
- All equipment will be stored in designated janitorial closets only.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

INNER LOOP ANNEX

301 SE Inner Loop

Georgetown, Texas 78626

Total Square footage: 35,100***

Carpet: 17,270

Concrete: 17,830

Restrooms: 4 public and 2 private individual restrooms

- Building must be cleaned Monday to Friday.
- Background checks are mandatory.
- All equipment will be stored in designated janitorial closets only.
- Special requirements for Constable Pct 3 offices.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

ROUND ROCK JESTER ANNEX

1801 East Old Settlers Blvd.

Round Rock Texas 78664

Total Square footage: approximate 29,500***

Cleanable sq ft: 26,200

Carpet area: 12,000

VCT: 6,900

Tile and Vinyl: 7,300

Restrooms: 2 public and 4 private individual restrooms

- Building must be cleaned Monday to Friday.
- Background checks are mandatory.
- All equipment will be stored in designated janitorial closets only.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

HISTORIC COURTHOUSE

710 Main Street

Georgetown, Texas 78626

Total Sq ft: 23,516***

Carpet: 10,500

Wood: 5,950

Terrazo: 7,000

Basement: 9,000

Restrooms: 4 public restrooms/5 private

- Building must be cleaned Monday to Friday.
- Background checks are mandatory.
- Day porter to clean certain areas on Wednesday.
- Schedule basement once a month for dusting and mopping floor.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D,G

HEALTH DEPARTMENT

100 West Third Street
Georgetown, Texas 78626

Total sq ft: 7200

Occupied Cleanable: 6800***

Carpet: 3448

VCT: 3,352

Restrooms: 2 public/ 3 private

- Building must be cleaned Monday to Friday.
- Background checks are mandatory.
- No cleaning in medication closet.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

HEALTH DEPARTMENT

115 West Sixth Street

Taylor, Texas

Total sq ft: 6240***

Occupied cleanable: 5819 sq ft

Carpet: 5400 Sq ft.

Tile: 419 sq ft.

Restrooms: 5 restrooms

- Building must be cleaned Monday to Friday.
- Background checks are mandatory.
- No cleaning in medication closet.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

ROUND ROCK ANNEX

211 Commerce Cove, Bldgs A & B
Round Rock, Texas

Total Sq ft: 28,900***

Cleanable sq ft: 24,000

VCT: 16,000

Carpet: 8,000

Tile: 60

Restrooms: 7 public restrooms, 8 private restrooms

- Building must be cleaned Monday to Friday.
- Background checks are mandatory.
- No cleaning in medication closet.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

SHERIFF ADMINISTRATION-JAIL

508 South Rock Street
Georgetown, Texas 78626

Total sq ft: 28032

Cleanable sq ft: 19882***

(Flooring info)

Elevator: 1

Restrooms: 13

- Building must be cleaned Monday to Friday, Jail public (3) restrooms 7 days a week.
- Background checks are mandatory and must pass Williamson County Sheriff's approval. Sheriff has right to refuse anyone for any reason.
- A current list of all janitors or cleaning personnel entering the building needs to be on file at all times, and updated before a janitor starts working in this building. Any janitor in the building without proper ID badge and uniform will be asked to leave and deductions will be applied.
- **Restrooms must be cleaned between 12:00 to 2:00 PM each day AND 911 Communications must be cleaned during this time as well.**
- This building needs to start after 5:00 pm each day.
- All equipment must be stored in Janitorial closets only.
- Exercise room needs to be cleaned.
- NOT TO BE CLEANED: Mechanical room, carpeted offices that are locked, Jail and evidence room. Special considerations will need to be taken into account to satisfy security and privacy.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

CSCD ADULT PROBATION

301 SE Inner Loop

Georgetown, Texas 78626

Cleanable Sq ft: 9400***

Carpet: 8,400

Ceramic Tile: 1,000

Restrooms: 2 public restrooms, 1 private restroom

- Building must be cleaned Monday to Friday.
- Background checks are mandatory.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

TAX OFFICE

904 South Main Street
Georgetown, Texas 78626

Total Sq ft: 9,050***

All carpet with VCT in restrooms

Restrooms: 4 restrooms

- Building must be cleaned Monday to Friday.
- Background checks are mandatory.
- All employees must have background checks to enter this building.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

Health District Administration (Historic Jail)

300 North Main Street

Georgetown, Texas 78626

Total Cleanable Sq ft: 3500***

Carpet: 3142

Restrooms: 2 public restrooms, 1 private restroom

- Building must be cleaned 3 times weekly and days will be selected by Wilco.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Background checks are mandatory.

Schedules: A,B,C,D

JUSTICE OF THE PEACE PCT 4

211 W 6th

Taylor Texas

Cleanable sq ft: 3948***

Carpet: 2987

VCT: 961

Restrooms: 2 public restrooms, 2 private restrooms

- Building must be cleaned 3 times weekly and days will be selected by Wilco.
- Background checks are mandatory.
- Special considerations are required for this building.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

WILCO REGIONAL ANIMAL SHELTER

1855 SE Inner Loop

Georgetown Texas 78626

Occupied Cleanable Sq ft: 8943***

All ceramic tile no carpet

Restrooms: 2 public restrooms, 1 private restroom

- Building must be cleaned 3 times weekly and days will be selected by Wilco.
- This building has special considerations due to animals.
- Administration Building plus office and restrooms in kennel area of building.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Background checks are mandatory.

Schedules: A,B,C,D

HISTORICAL MUSEUM (FARMERS STATE BANK BUILDING)

716 Austin Avenue

Georgetown, Texas 78628

Cleanable sq ft: 4000***

Carpet: 1,990

VCT: 788

Ceramic Tile: 1,222

1 Elevator

Restrooms: 2 restrooms

- Building must be cleaned 3 times weekly and days will be selected by Wilco.
- Special considerations are required for this building due to limited access.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Background checks are mandatory.

Schedules: A,B,C,D

CHILDREN'S ADVOCACY CENTER

1811 SE Inner Loop
Georgetown, Texas 78626

Approximate cleanable Sq ft: 5500***

Carpet: 4,864

Ceramic Tile: 636

Restrooms: 3 restrooms

- Building must be cleaned 3 times weekly between 6-12pm and days will be selected by Wilco.
- Special considerations must be made for this building.
- Background checks are mandatory and Wilco reserves the right to limit those entering the building for any reason, all staff must be 21 years of age.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

SHERIFF SUB STATION

1781 East Old Settlers Road
Round Rock, Texas

Approximate Sq ft: 2500***

Carpet: 1,100

Vinyl: 560

Tile: 60

Restrooms:

- Building must be cleaned 3 times weekly and days will be selected by Wilco.
- Background checks are mandatory and Wilco Sheriff has the right to refuse entrance for any reason.
- Building must be cleaned between 5 PM – 10 PM due to EMS sleeping quarters next door.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

LOTT BUILDING

107 S Holly Street
Georgetown Texas 78626

Cleanable Sq ft: 5000***

Carpet: 3259

Restrooms:

- Building must be cleaned twice weekly.
- Background checks are mandatory and Wilco Sheriff reserves the right to refuse anyone for any reason from entering the building.
- Special consideration must be taken for this building as no key access is given.

Schedules: A,B,C,D

HEALTH DEPARTMENT ENVIRONMENTAL

303 Main Street

Georgetown, Texas 78626

Total Sq ft: 1800***

Office Carpet: 1405

Restrooms: 2 restroom

- Building must be cleaned twice weekly.
- Background checks are mandatory.
- Days will be selected with Proposer.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

OEM/HAZMAT

305 Martin Luther King Blvd
Georgetown Texas 78626

Total Sq ft: 1200***

Cleanable: 1119 sq ft

Carpet: 1000

VCT: 119

Restrooms: 2 restrooms

- Building must be cleaned twice weekly.
- Background Checks mandatory.
- Days to be selected with Proposer.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

EMS ADMINISTRATION

303 Martin Luther King Blvd
Georgetown, Texas 78626

Total Sq ft: 1700***

Carpet Sq ft: 1513

VCT: 105

Restrooms: 2 restrooms

- Building must be cleaned twice weekly.
- Background checks mandatory.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

FACILITIES MAINTENANCE OFFICE

3101 SE Inner Loop

Georgetown Texas 78626

Sq ft: approximate: 4000*** cleanable

Carpet: 977

VCT: 550

Sealed Concrete: 2,473

Restrooms: 2 restrooms in office, 1 restroom in shop area

- Building must be cleaned twice weekly.
- Background checks mandatory.
- Building must be cleaned with occupants present between 8:00 AM and 5:00 PM.

Schedules: A,B,C,D

CONSTABLE PRECINCT 4

2501 Mallard Lane

Taylor, Texas

Total Sq ft: 1500

Cleanable: 1333 sq ft

Carpet: 176

Restrooms: 2 public, 3 private

- Building must be cleaned twice weekly.
- Special considerations are required for this building.
- Days to be selected with tenant and Proposer.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.
- Background checks are mandatory.

Schedules: A,B,C,D

EMS TRAINING CENTER

321 West 8th Street
Georgetown, Texas 78626

Sq ft: 4500***

Carpet:4000

VCT:400

Restrooms: 2 public

- Building must be cleaned twice weekly.
- Background checks mandatory.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

SHERIFFS OFFICE/TASK FORCE

323 West 8th St.

Georgetown Texas 78626

Approximate Sq Ft: 1000***

(Flooring info)

Restrooms:

- Building must be cleaned twice weekly, access s limited.
- Special considerations must be taken for this building.
- Background checks mandatory and Wilco Sheriff reserves the right to deny any employee for any reason.
- Background checks are mandatory.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

COMMISSIONER PCT 3

3010 Williams Drive Suite 153

Georgetown, Texas 78628

Sq ft: 1200***

(Flooring info)

Restrooms: 2 restrooms

- Building must be cleaned twice weekly.
- Background checks are mandatory.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

HUTTO ANNEX

350 Exchange Blvd Suite 100

Hutto, Texas 78634

Cleaning Area: 1,598

Carpet: 710

VCT: 88

Tile:800

Restrooms: 1 public restroom

- Building must be cleaned twice weekly.
- This building houses Commissioner Pct 4 office.
- Background checks are mandatory.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

HEALTH DEPARTMENT EDUCATION CENTER

300 North Main Street
Georgetown, Texas 78626

Sq Ft: 900***

Carpet sq ft: 870

Restrooms: 1 restroom

- Building must be cleaned 1 day per week – day being selected with tenant and Proposer.
- Background checks are mandatory.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

TABC/GAME WARDEN

517 Pine Street

Georgetown Texas 78626

Sq ft: 500***

Carpet sq ft: 465

Restrooms: 1 restroom

- Building must be cleaned 1 day per week with occupant present.
- Background checks are mandatory.
- Turn off all lights and secure and lock building after last janitorial staff leaves building if applicable.

Schedules: A,B,C,D

IMPOUND OFFICE

3151 SE Inner Loop Bldg C
Georgetown Texas 78626

Cleanable Sq ft: 400***

Office tile: 340

Restrooms: 1 restroom

- Building must be cleaned 1 day per week – day being selected with Proposer.
- Building must be cleaned between 8:00 AM – 5:00 PM with occupants present.
- Background checks are mandatory.

Schedules: A,B,D

HUTTO SHERIFF OFFICE COMMUNITY ROOM

3901 County Rd 130

Hutto Texas 78634

Sq ft: 1560***

All VCT

Restrooms:

- This building has special considerations, background checks are mandatory and Wilco reserves the right to limit entry.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

JUVENILE JUSTICE CENTER

1821 SE Inner Loop
Georgetown, Texas

Total sq ft: 105,886

Cleanable sq ft: 68,995

(Flooring info)

Restrooms: 6 public and 41 private

- Building is a seven day clean schedule with special services.
- Background checks are mandatory and Wilco reserves the right to refuse anyone from entering for any reason.
- Staff must be minimum 21 years of age.
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: per Sections

Section One: Administration; Monday through Friday

A,B,C,D

Section Two: Training Room, Offices and Lobby; Monday, Wednesday, Friday

A,B,C,D,G

Section Two: Training Room, Lobby and public restrooms Sunday only

A,B

Section Three and Four: Main Hallways, Gym restrooms and Control Rooms; Monday, Wednesday, Friday

A,B,D

Section Five: Academy; Monday, Wednesday, Friday

A,B,C,F

Section Six: Offices and Cafeteria only; Sunday, Tuesday, Thursday

A,B,C,F

CENTRAL MAINTENANCE FACILITY

SIGN SHOP – BLDG B

3151 SE Inner Loop, Bldg B

Georgetown, Texas

Cleanable Sq Ft: 2500

All VCT

Restrooms: 2 restrooms

- Building to be cleaned twice a week.
- Background checks are mandatory.
-
- Turn off all lights and secure and lock building after last janitorial staff leaves building.

Schedules: A,B,C,D

Williamson County Inner Loop Annex

Address:

**301 SE Inner Loop
Georgetown, TX 78626**

Directions:

From South (Austin, Round Rock)

Take IH-35 Northbound

Exit 259

Stay on frontage road for approximately 2 miles

At stop sign, go right on Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles

From North (Georgetown, Jarrell)

Take IH-35 Southbound

Exit 259

At stop sign, go left under the overpass

At stop stay straight onto Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles

