



P.O. Box 400
Austin, TX 78767-0400
800.695.2919 | 512.467.0222 | Fax: 800.211.5454
buyboard.com

November 5, 2014

Sent Via E-mail: j.cortez1@verizon.net

Jesus Cortez
ServiceMaster Clean by Eagle Maintenance Co. Inc.
1501 Summit Ave Suite #1
Plano, TX 75074

Proposal Name & Number: Custodial and Lawn Care Services # 472-14

Congratulations, your company has been successful on the above referenced proposal! This contract will be effective December 1, 2014. The contract documents are those identified in Section 3 of the General Terms and Conditions of the specifications.

To see the items your company has been awarded, please review the proposal tabulation #472-14 on the following web-site: www.vendor.buyboard.com. Only items marked as awarded to your company can be sold through the BuyBoard contract. In addition, on this website you will find the membership list which will provide you with the names of all entities with membership in our purchasing cooperative.

Attached to this letter you will find the following documents:

Vendor Quick Reference Sheet
Electronic Catalog Format Instructions
Vendor Billing Procedures

Receipt of a purchase order directly from a Cooperative member is not within the guidelines of the Cooperative. Accepting orders directly from member entities may result in a violation of the State of Texas competitive bid statute and cancellation of the proposal award therefore all orders must be processed through the Cooperative in order to comply. We request your assistance in immediately forwarding by fax (1-800-211-5454) to the cooperative any orders received directly from member entities. If by chance an order sent directly to you has been unintentionally processed, please fax it to the Cooperative (1-800-211-5454) and note it as **RECORD ONLY** to prevent duplication.

Per proposal specifications, awarded vendors will have 60 days to submit their electronic catalog including pricing. If the electronic data is not provided within 60 days of notice of award, we reserve the right to inactivate any company's award information from the BuyBoard until such time the electronic data is received.

On behalf of the Texas Association of School Boards, we appreciate your interest in the Cooperative and we are looking forward to your participation in the program. If you have any questions, please contact Arturo Salinas at 800-695-2919 ext. 6200.

Sincerely,

Melonie Perry
Bid Administrator



The Local Government Purchasing Cooperative is endorsed by the Texas Association of School Boards, Texas Municipal League, Texas Association of Counties, and the Texas Association of School Administrators.



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PROPOSER'S AGREEMENT AND SIGNATURE

Proposal Name: Custodial and Lawn Care Services

Proposal Opening Date and Time:
August 13, 2014 at 2:00 PM

Proposal Number: 472-14

Location of Proposal Opening:
Texas Association of School Boards, Inc.
BuyBoard Department
12007 Research Blvd.
Austin, TX 78759


Contract Time Period: December 1, 2014
through November 30, 2015 with two (2) possible
one-year renewals.

Anticipated Cooperative Board Meeting Date:
November 2014

ServiceMaster Clean By Eagle Maintenance Co. Inc.
Name of Proposing Company

August 8, 2014
Date

1501 Summit Ave Suite #1
Street Address


Signature of Authorized Company Official

Plano, TX, 75074
City, State, Zip

Jesus Israel Cortez Sr.
Printed Name of Authorized Company Official

972-672-32964
Telephone Number of Authorized Company Official


President, CEO
Position or Title of Authorized Company Official

972-422-1014
Fax Number of Authorized Company Official

75-2816263
Federal ID Number

The proposing company ("you" or "your") hereby acknowledges and agrees as follows:

1. You have carefully examined and understand all Cooperative information and documentation associated with this Proposal Invitation, including the Instructions, General Terms and Conditions, Attachments/Forms, Item Specifications, and Line Items (collectively "Requirements");
2. By your response ("Proposal") to this Proposal Invitation, you propose to supply the products or services submitted at the prices quoted in your Proposal and in strict compliance with the Requirements, unless specific deviations or exceptions are noted in the Proposal;
3. Any and all deviations and exceptions to the Requirements have been noted in your Proposal and no others will be claimed;


Questionnaire

Hay N-N



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4. If the Cooperative accepts any part of your Proposal and awards you a contract, you will furnish all awarded products or services at the prices quoted and in strict compliance with the Requirements (unless specific exceptions are noted in the Proposal), including without limitation the Requirements related to:
 - a. conducting business with Cooperative members, including offering pricing to members that is the best you offer compared to similar customers;
 - b. payment of a service fee in the amount specified and as provided for in this Proposal Invitation;
 - c. the **possible** award of a piggy-back contract by another governmental entity, in which event you will offer the awarded goods and services in accordance with the Requirements; and
 - d. submitting price sheets or catalogs in the proper format for posting on the BuyBoard as a prerequisite to activation of your contract;
5. You have clearly identified any information in your Proposal that you believe to be confidential or proprietary or that you do not consider to be public information subject to public disclosure under a Texas Public Information Act request or similar public information law;
6. The individual signing this Agreement is duly authorized to enter into the contractual relationship represented by this Proposal Invitation on your behalf and bind you to the Requirements, and such individual (and any individual signing a Form) is authorized and has the requisite knowledge to provide the information and make the representations and certifications required in the Requirements;
7. You have carefully reviewed your Proposal, and certify that all information provided is true, complete and accurate, and you authorize the Cooperative to take such action as it deems appropriate to verify such information; and
8. Any misstatement, falsification, or omission in your Proposal, whenever or however discovered, may disqualify you from consideration for a contract award under this Proposal Invitation or result in termination of an award or any other remedy or action provided for in the General Terms and Conditions or by law.



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VENDOR PURCHASE ORDER, REQUEST FOR QUOTES, AND INVOICE RECEIPT OPTIONS

Company: ServiceMaster Clean By Eagle Maintenance Co. Inc. General Contact Name: Jesus I. Cortez

Purchase Orders: Purchase orders from Cooperative members will be available through the Internet or by facsimile.

Option 1: Internet. Vendors need Internet access and at least one e-mail address so that notification of new orders can be sent to the Internet contact when a new purchase order arrives. An information guide will be provided to vendors that choose this option to assist them with retrieving their orders.

Option 2: Fax. Vendors need a designated fax line available at all times to receive purchase orders.

Please choose only one (1) of the following options for receipt of purchase orders and provide the requested information:

☒ I will use the **INTERNET** to receive purchase orders.

E-mail Address: svmasterclean@verizon.net

Internet Contact: Jesus I. Cortez Sr. Phone: 972-672-3294

Alternate E-mail Address: j.cortez1@verizon.net

Alternate Internet Contact: Jesus I. Cortez Jr. Phone: 972-672-9592

☐ I will receive purchase orders via **FAX**.

Fax Number: _____

Fax Contact: _____ Phone: _____

Request for Quotes ("RFQ"): Cooperative members will send RFQs to you by e-mail. Please provide e-mail addresses for the receipt of RFQs:

E-mail Address: svmasterclean@verizon.net

Alternate E-mail Address: j.cortez1@verizon.net

Invoices: Your company will be billed monthly for the service fee due under a contract awarded under this Proposal Invitation. **All invoices are available on the BuyBoard website and e-mail notifications will be sent when they are ready to be retrieved.** Please provide the following address, contact and e-mail information for receipt of service fee invoices and related communications:

Mailing address: 1501 Summit Ave Suite#1 Department: Finance Department

City: Plano State: Texas Zip Code: 75074

Contact Name: Gisela Hernandez Phone: 972-422-2300

Fax: 972-422-1014 E-mail Address: svmasterclean@verizon.net

Alternative E-mail Address: j.cortez1@verizon.net



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FELONY CONVICTION DISCLOSURE AND DEBARMENT CERTIFICATION

FELONY CONVICTION DISCLOSURE

Subsection (a) of Section 44.034 of the Texas Education Code (Notification of Criminal History of Contractor) 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 an owner or operator has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Section 44.034 further states in Subsection (b): "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."

Please check (✓) one of the following:

- ☐ My company is a publicly-held corporation. (Advance notice requirement does not apply to publicly-held corporation.)
- ☒ My company is not owned or operated by anyone who has been convicted of a felony.
- ☐ My company is owned/operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

By signature below, I certify that the above information is true, complete and accurate and that I am authorized by my company to make this certification.

ServiceMaster Clean By Eagle Maintenance Co. Inc
Company Name



Signature of Authorized Company Official

Jesus I. Cortez Sr.
Printed Name

DEBARMENT CERTIFICATION

Neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

ServiceMaster Clean By Eagle Maintenance Co. Inc
Company Name



Signature of Authorized Company Official

Jesus I. Cortez Sr.
Printed Name



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RESIDENT/NONRESIDENT CERTIFICATION

Chapter 2252, Subchapter A, of the Texas Government Code establishes certain requirements applicable to proposers who are not Texas residents. Under the statute, a "resident" proposer is a person whose principal place of business is in Texas, including a person whose ultimate parent company or majority owner has its principal place of business in Texas. A "nonresident" proposer is a person who is not a Texas resident. Please indicate the status of your company as a "resident" proposer or a "nonresident" proposer under these definitions. Please check (✓) one of the following.

☒ I certify that my company is a **Resident Proposer**.

☐ I certify that my company is a **Nonresident Proposer**.

If your company is a Nonresident Proposer, you must provide the following information for your resident state (the state in which your company's principal place of business is located):

N/A
Company Name _____ Address _____
City _____ State _____ Zip Code _____

A. Does your resident state require a proposer whose principal place of business is in Texas to under-price proposers whose resident state is the same as yours by a prescribed amount or percentage to receive a comparable contract?

☐ Yes ☐ No **N/A**

B. What is the prescribed amount or percentage? \$ _____ or _____ %

VENDOR EMPLOYMENT CERTIFICATION

Section 44.031(b) of the Texas Education Code establishes certain criteria that a school district must consider when determining to whom to award a contract. Among the criteria for certain contracts is whether the vendor or the vendor's ultimate parent or majority owner (i) has its principal place of business in Texas; or (ii) employs at least 500 people in Texas.

If neither your company nor the ultimate parent company or majority owner has its principal place of business in Texas, does your company, ultimate parent company, or majority owner employ at least 500 people in Texas? Please check (✓) one of the following.

☐ Yes ☐ No **N/A**

By signature below, I certify that the information in Sections 1 (*Resident/Nonresident Certification*) and 2 (*Vendor Employment Certification*) above is true, complete and accurate and that I am authorized by my company to make this certification.

N/A
Company Name _____

Signature of Authorized Company Official

Printed Name



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HISTORICALLY UNDERUTILIZED BUSINESS CERTIFICATION

A proposer that has been certified as a Historically Underutilized Business (also known as a Minority/Women Business Enterprise or "MWBE" and all referred to in this form as a "HUB") is encouraged to indicate its HUB certification status when responding to this Proposal Invitation. The electronic catalogs will indicate HUB certifications for vendors that properly indicate and document their HUB certification on this form.

Please check (✓) all that apply

☒ I certify that my company has been certified as a HUB in the following categories:

- ☒ **Minority Owned Business**
- ☐ **Women Owned Business**
- ☐ **Service-Disabled Veteran Owned Business (veteran defined by 38 U.S.C. §101(2), who has a service-connected disability as defined by U.S.C. § 101(16), and who has a disability rating of 20% or more as determined by the U. S. Department of Veterans Affairs or Department of Defense)**

Certification Number:

1752816263300

Name of Certifying Agency:

The Texas Comptroller of Public Accounts (CPA) State of Texas HUB

☐ My company has **NOT** been certified as a HUB.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

ServiceMaster Clean By Eagle Maintenance Co. Inc.
Company Name

[Signature]
Signature of Authorized Company Official

Jesus I. Cortez Sr.
Printed Name



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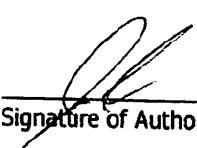
AFFIRMATION REGARDING CONSTRUCTION-RELATED GOODS AND SERVICES

A contract awarded under this Proposal Invitation covers only the specific goods and services awarded by the BuyBoard. As explained in the BuyBoard Construction Related Goods and Services Advisory for Texas Members ("Advisory"), **Texas law prohibits the procurement of architecture or engineering services through a purchasing cooperative. This BuyBoard contract does not include such services. Architecture or engineering services must be procured by a Cooperative member separately, in accordance with the Professional Services Procurement Act (Chapter 2254 of the Texas Government Code) and other applicable law and local policy.**

The Advisory, attached to this Form F, provides an overview of certain legal requirements that are potentially relevant to a Cooperative member's procurement of construction or construction-related goods and services, including those for projects that may involve or require architecture, engineering or independent testing services.

By signature below, the undersigned affirms that Proposer has read and understands the Advisory attached to this Form F and is authorized by Proposer to make this affirmation. If Proposer sells construction-related goods or services to a Cooperative member under a BuyBoard contract awarded under this Proposal Invitation, Proposer will comply with the Advisory and applicable legal requirements, make a good faith effort to make its Cooperative member customers or potential Cooperative member customers aware of such requirements, and provide a Cooperative member with a copy of the Advisory before executing a Member Construction Contract with the member or accepting the member's purchase order for construction-related goods or services, whichever comes first.

ServiceMaster Clean By Eagle Maintenance Co. Inc
Company Name



Signature of Authorized Company Official

Jesus I. Cortez Sr.
Printed Name

08/08/2014
Date



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BUYBOARD PROCUREMENT AND CONSTRUCTION-RELATED GOODS AND SERVICES ADVISORY FOR TEXAS MEMBERS

Why make purchases using BuyBoard? Purchasing through a cooperative or "interlocal contract" satisfies the requirement of local governments to seek competitive procurement for the purchase of goods or services.¹ Therefore, you may purchase goods and services from a vendor through BuyBoard without having to conduct your own competitive procurement. If, however, you are procuring construction-related services through a BuyBoard Job Order Contract (JOC) or contract for the installation of equipment or materials (e.g., athletic fields and surfaces, kitchen equipment, HVAC, playground equipment, or modular buildings), you may, as explained in this Advisory, need to procure certain aspects of these services using a separate procurement process outside of the BuyBoard and should consult your procurement officer and/or legal advisor for specific advice.

What is BuyBoard's Procurement Process? The BuyBoard uses a competitive procurement process to award contracts to vendors for goods and services that the BuyBoard determines, based on an evaluation of multiple criteria, represents the best value for its members.

How does BuyBoard award a contract to a vendor? As a condition of being awarded a BuyBoard contract, a vendor is bound by and must agree to comply with all the terms of the BuyBoard's proposal invitation (or specifications), the vendor's proposal response, and any additional contract terms negotiated with the BuyBoard member. Among other things, the vendor must honor the pricing submitted in the vendor's proposal. **THE PRICE YOU PAY FOR THE GOODS AND SERVICES COVERED BY THE BUYBOARD CONTRACT MAY BE LESS THAN THE AWARDED PRICING, BUT CANNOT BE MORE.** Additionally, the vendor must comply with the BuyBoard contract's general terms and conditions, and any additional terms and conditions that apply to the specific BuyBoard contract, as set out in the proposal invitation.

How does a BuyBoard member make purchases through the BuyBoard contract? You utilize the awarded BuyBoard contract by issuing a signed purchase order through the BuyBoard online application to procure the selected goods or services. Although BuyBoard must receive a copy of the signed purchase order, BuyBoard does not review or approve the purchase order or other supplemental agreement that you obtain – this is a matter between you and the vendor. If construction-related services are procured through the BuyBoard, additional contracts with professionals and the contractor may be required, depending on the nature and scope of the services. As stated above, you should consult your procurement officer and/or legal advisor for specific advice.

How do I know that my entity has made a purchase through the BuyBoard?

BuyBoard must have a copy of the purchase order in order for the purchase to be considered a BuyBoard procurement. To ensure that your entity has satisfied state law requirements for competitive procurement, make sure that the BuyBoard has your purchase order. Do not rely on the vendor to submit the purchase order on your behalf; it is your responsibility to make sure that the BuyBoard has the signed purchase order. You may log in to www.buyboard.com using your member I.D. and password to view the Purchase Order Status Report to confirm that the purchase order is in the BuyBoard system.

What should BuyBoard members consider when using BuyBoard for construction-related purchases? While purchasing goods and services through BuyBoard satisfies your legal requirement to competitively procure a good or service, as a general matter you must keep in mind other legal requirements that may relate to the purchase, especially when using BuyBoard for construction-related procurement.

When making construction-related purchases through a BuyBoard contract, BuyBoard members must consider the following:



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- **Best value determination.** In compliance with Texas law and any local policy, your entity must first determine that purchasing through an interlocal contract or purchasing cooperative is the procurement method that will provide best value.⁸ This is done by the governing body (e.g., board of trustees, council, commissioners' court, etc.) or may be delegated by the governing body to an individual or committee, with written notice.
- **Products or services not covered by the BuyBoard contract.** The BuyBoard contract covers only the specific goods and services awarded by the BuyBoard. If you want to purchase from a BuyBoard vendor goods or services from a BuyBoard vendor that are not covered by the vendor's BuyBoard contract, such as architectural, design, or engineering services, you must procure them separately in accordance with state law and local policy.
- **Architectural or Engineering and Independent Testing services.** If your procurement includes a construction component that requires architectural or engineering services, you must procure those services separately. YOU MAY NOT PROCURE ARCHITECTURAL OR ENGINEERING SERVICES THROUGH A BUYBOARD CONTRACT. Texas law requires architectural and engineering services to be obtained in accordance with the Professional Services Procurement Act (Chapter 2254 of the Texas Government Code) and prohibits them from being procured through a purchasing cooperative.⁹
 - **Architecture.** A new building owned by a political subdivision having construction costs exceeding \$100,000 or an alteration or addition to an existing building having construction costs exceeding \$50,000 must have architectural plans and specifications prepared by an architect.¹⁰ (An "alteration" or "addition" for purposes of this requirement requires the removal, relocation, or addition of a wall or partition or the alteration or addition of an exit.)
 - **Engineering.** If the goods or services procured through the BuyBoard will involve engineering in which the public health, welfare, or safety is involved, the plans for structural, mechanical, electrical, electronic, fire suppression, geotechnical systems, foundation design, surface water drainage, plumbing and certain roof modifications and associated estimates must be prepared by an engineer, and the engineering construction must be performed under the direct supervision of an engineer.¹¹ The Engineering Practice Act provides two exceptions to this rule – no engineer is required if (1) the project involves mechanical or electrical engineering and will cost \$8,000 or less, or (2) the project does not require mechanical or electrical engineering and will cost \$20,000 or less.¹²
 - **Independent Testing.** If acceptance of a facility by a public entity involves independent testing of construction materials engineering and/or verification testing services, the testing services should be procured under the Professional Services Procurement Act, and may not be procured under a BuyBoard contract.
 - **Written Certification.** Effective 09/01/2013, a local governmental entity purchasing construction-related goods and services through a cooperative in an amount that exceeds \$50,000 must designate a person to certify in writing that the project does not require the preparation of plans or specifications by an architect or engineer OR that an architect or engineer has prepared the plans or specifications.¹³



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- **Bonds.** You must also consider whether the vendor is required to provide a payment or performance bond. A payment bond is required for contracts that exceed \$25,000 to protect subcontractors who supply labor or materials for the project. A performance bond is required for a contract that exceeds \$100,000, to protect the local government if a contractor fails to complete the project.^{viii} Without payment and performance bonds, if the contractor fails to pay its subcontractors or to complete the project, the public entity that entered the contract can be held responsible for payment claims or costs to complete.
- **Construction Contract.** Even though the procurement of construction or construction-related services may be through the BuyBoard, your construction contract is between your entity and the contractor. The BuyBoard contract's general terms and conditions, standing alone, are not sufficient to document your entity's specific transaction. THEREFORE, YOU SHOULD USE AN APPROPRIATE FORM OF CONSTRUCTION CONTRACT JUST AS YOU WOULD DO IF YOU PROCURED CONSTRUCTION SERVICES INDEPENDENTLY, USING COMPETITIVE SEALED PROPOSALS. The contract must contain provisions required by state law including: performance and payment bonds, requirements for payment of prevailing wages to all construction workers, workers' compensation coverage for all workers and, on projects where contractor employees may have direct contact with students, criminal history record checks. Other provisions which should be considered in the construction contract are retainage, contingency, liquidated damages and dispute resolution, among others. By supplementing the BuyBoard contract with an appropriate form of construction contract, you ensure that your entity's unique interests are addressed and that your entity can enforce the contract directly.
- **Legal advice.** Because of the variety of laws that relate to construction-related purchasing and the potential risk of high exposure, you are well-advised to consult with your entity's legal counsel before procuring construction-related goods and services under any procurement method, including a purchasing cooperative.

This Advisory is provided for educational purposes only to facilitate a general understanding of the law. This Advisory is neither an exhaustive treatment on the subject nor is it intended to substitute for the advice of an attorney.

For more information about BuyBoard, contact us at 800-695-2919.

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- i. Tex. Gov't Code §791.025 and Tex. Local Gov't Code §271.102.
 - ii. Tex. Ed. Code §44.031(a) (school districts); Tex. Local Gov't Code §252.043(a)(municipalities) and §262.022(5-a) and §262.027(counties)
 - iii. Tex. Gov't Code §2254.004 and §791.011(h)
 - iv. Tex. Occ. Code §1051.703
 - v. Tex. Occ. Code §1001.0031(c)
 - vi. Tex. Occ. Code §1001.053
 - vii. Tex. Gov't Code §791.011(j), effective September 1, 2013
 - viii. Tex. Gov't Code §2253.021(a)

Issued March 31, 2014



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DEVIATION AND COMPLIANCE SIGNATURE FORM

If your company intends to deviate from the General Terms and Conditions, Item Specifications or other requirements associated with this Proposal Invitation, you must list all such deviations on this form, and provide complete and detailed information regarding the deviations on this form, an attachment to this form, or elsewhere in your Proposal. (If you do not provide the information on or as an attachment to this form, the information must be clearly identified in your Proposal.) The Cooperative will consider any deviations in its contract award decision, and reserves the right to accept or reject a proposal based upon any submitted deviation.

In the absence of any deviation identified and described in accordance with the above, your company must fully comply with the General Terms and Conditions, Item Specifications and all other requirements associated with this Proposal Invitation if awarded a contract under this Proposal Invitation.

- ☒ **No;** Deviations
☐ **Yes;** Deviations

List and fully explain any deviations you are submitting:

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. Shipping Via: ☐ Common Carrier ☐ Company Truck ☐ Prepaid and Add to Invoice ☐ Other:

N/A

2. Payment Terms: ☒ Net 30 days ☐ 1% in 10/Net 30 days ☐ Other:

3. Number of Days for Delivery: N/A ARO

4. Vendor Reference/Quote Number: N/A

5. State your return policy:

N/A

6. Are electronic payments acceptable? ☒ Yes ☐ No

ServiceMaster Clean By Eagle Maintenance Co. Inc
Company Name


Signature of Authorized Company Official

Jesus I. Cortez Sr.
Printed Name



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DEALERSHIP LISTINGS

If you have more than one location that will service a contract awarded under this Proposal Invitation, please list each location below. If additional sheets are required, please duplicate this form as necessary.

ServiceMaster Clean By Eagle Maintenance Co. Inc
Company Name
2525 Robinhood Street, suite #1100
Address
Houston Texas 77005
City State Zip
972-422-2300 972-422-1014
Phone Number Fax Number
Wayne Knotts
Contact Person

ServiceMaster Clean By Eagle Maintenance Co. Inc
Company Name
13359 N Hwy 183, suite B406
Address
Austin Texas 78750
City State Zip
972-422-2300 972-422-1014
Phone Number Fax Number
Wayne Knotts
Contact Person



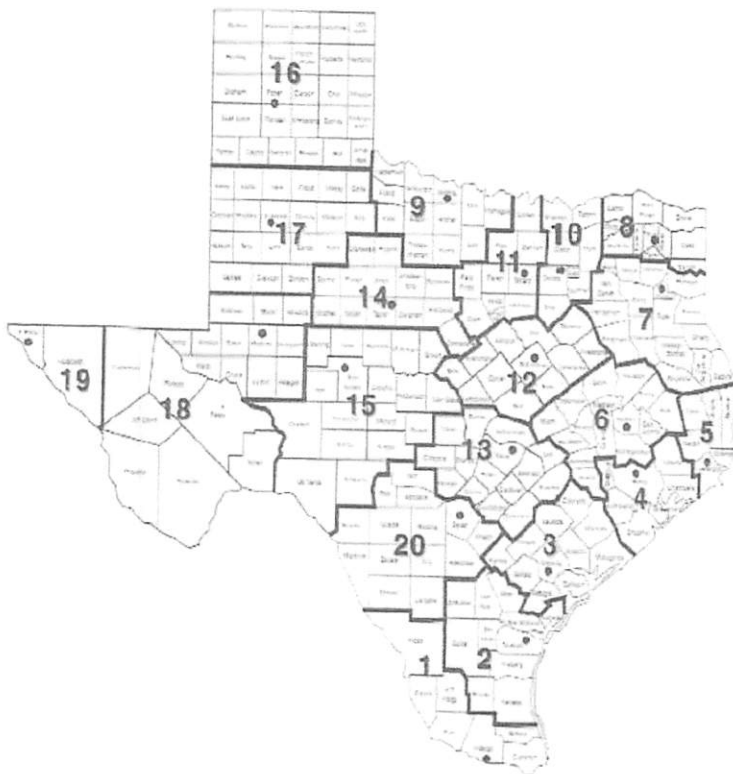
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TEXAS REGIONAL SERVICE DESIGNATION

Unless you designate otherwise on this form, you agree to service members of The Local Government Purchasing Cooperative statewide!

The Cooperative (referred to as "Texas Cooperative" in this Form I and Form J, State Service Designation) offers vendors the opportunity to service its members throughout the entire State of Texas. If you do not plan to service all Texas Cooperative members statewide, you **must** indicate the specific regions you will service on this form. Additionally, if you do not plan to service Texas Cooperative members (i.e., if you will service only states other than Texas), you must so indicate on this form.

Regional Education Service Centers



- ☒ I will service Texas Cooperative members statewide.
- ☐ I will not service Texas Cooperative members statewide. I will only service members in the regions checked below:

Region Headquarters

- ☐ 1 Edinburg
- ☐ 2 Corpus Christi
- ☐ 3 Victoria
- ☐ 4 Houston
- ☐ 5 Beaumont
- ☐ 6 Huntsville
- ☐ 7 Kilgore
- ☐ 8 Mount Pleasant
- ☐ 9 Wichita Falls
- ☐ 10 Richardson
- ☐ 11 Fort Worth
- ☐ 12 Waco
- ☐ 13 Austin
- ☐ 14 Abilene
- ☐ 15 San Angelo
- ☐ 16 Amarillo
- ☐ 17 Lubbock
- ☐ 18 Midland
- ☐ 19 El Paso
- ☐ 20 San Antonio

ServiceMaster Clean By Eagle Maintenance Co. Inc
Company Name

Signature of Authorized Company Official

Jesus I. Cortez Sr.
Printed Name

- ☐ I will not service members of the Texas Cooperative.



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STATE SERVICE DESIGNATION

The Cooperative offers vendors the opportunity to service other governmental entities in the United States, including intergovernmental purchasing cooperatives such as the National Purchasing Cooperative BuyBoard. You must complete this form if you plan to service the entire United States, or will service only the specific states indicated. (Note: If you plan to service Texas Cooperative members, be sure that you complete Form I, Texas Regional Service Designation.)

☐ I will service all states in the United States.

☒ I will not service all states in the United States. I will service only the states checked below:

- | | |
|--|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Nebraska |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Nevada |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> New Hampshire |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> New Jersey |
| <input type="checkbox"/> California (Public Contract Code 20118 & 20652) | <input type="checkbox"/> New Mexico |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> New York |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> North Carolina |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Oregon |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Kansas | <input checked="" type="checkbox"/> Texas |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Maryland | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Michigan | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Minnesota | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Mississippi | |
| <input type="checkbox"/> Missouri | |
| <input type="checkbox"/> Montana | |

This form will be used to ensure that you can service other governmental entities throughout the United States as indicated. Your signature below confirms that you understand your service commitments during the term of a contract awarded under this proposal.

ServiceMaster Clean By Eagle Maintenance Co. Inc.

Company Name


Signature of Authorized Company Official

Jesus I. Cortez Sr.
Printed Name



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NATIONAL PURCHASING COOPERATIVE VENDOR AWARD AGREEMENT

In accordance with the Terms and Conditions associated with this Proposal Invitation, a contract awarded under this Proposal Invitation may be "piggy-backed" by another governmental entity. The National Purchasing Cooperative is an intergovernmental purchasing cooperative formed by certain school districts outside of Texas to serve its members throughout the United States. If you agree to be considered for a piggy-back award by the National Purchasing Cooperative, you agree to the following terms and agree to serve National Purchasing Cooperative members in the states you have indicated on Form J, State Service Designation, in your Proposal.

By signing this form, Proposer (referred to in this Agreement as "Vendor") agrees as follows:

1. Vendor acknowledges that if The Local Government Purchasing Cooperative ("Texas Cooperative") awards Vendor a contract under this Proposal Invitation ("Underlying Award"), the National Purchasing Cooperative ("National Cooperative") may - but is not required to - "piggy-back" on or re-award all or a portion of that Underlying Award ("Piggy-Back Award"). By signing this National Cooperative Vendor Award Agreement ("Agreement"), Vendor accepts and agrees to be bound by any such Piggy-Back Award as provided for herein.
2. In the event National Cooperative awards Vendor a Piggy-Back Award, the National Cooperative Administrator ("BuyBoard Administrator") will notify Vendor in writing of such Piggy-Back Award, which award shall commence on the effective date stated in the Notice and end on the expiration date of the Underlying Award, subject to annual renewals as authorized in writing by the BuyBoard Administrator. Vendor agrees that no further signature or other action is required of Vendor in order for the Piggy-Back Award and this Agreement to be binding upon Vendor. Vendor further agrees that no interlineations or changes to this Agreement by Vendor will be binding on National Cooperative, unless such changes are agreed to by its BuyBoard Administrator in writing.
3. Vendor agrees that it shall offer its goods and services to National Cooperative members at the same unit pricing and same general terms and conditions, subject to applicable state laws in the state of purchase, as required by the Underlying Award. However, nothing in this Agreement prevents Vendor from offering National Cooperative members better (i.e., lower) competitive pricing and more favorable terms and conditions than those in the Underlying Award.
4. Vendor hereby agrees and confirms that it will serve those states it has designated on Form J (State Service Designation Form) of this Proposal Invitation. Any changes to the states designated on Form J must be approved in writing by the BuyBoard Administrator.
5. Vendor agrees to pay National Cooperative the service fee provided for in the Underlying Award based on the amount of purchases generated from National Cooperative members through the Piggy-Back Award. Vendor shall remit payment to National Cooperative on such schedule as it specifies (which shall not be more often than monthly). Further, upon request, Vendor shall provide National Cooperative with copies of all purchase orders generated from National Cooperative members for purposes of reviewing and verifying purchase activity. Vendor further agrees that National Cooperative shall have the right, upon reasonable written notice, to review Vendor's records pertaining to purchases made by National Cooperative members in order to verify the accuracy of service fees.



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6. Vendor agrees that the Underlying Award, including its General Terms and Conditions, are adopted by reference to the fullest extent such provisions can reasonably apply to the post-proposal/contract award phase. The rights and responsibilities that would ordinarily inure to the Texas Cooperative pursuant to the Underlying Award shall inure to National Cooperative; and, conversely, the rights and responsibilities that would ordinarily inure to Vendor in the Underlying Award shall inure to Vendor in this Agreement. Vendor recognizes and agrees that Vendor and National Cooperative are the only parties to this Agreement, and that nothing in this Agreement has application to other third parties, including the Texas Cooperative. In the event of conflict between this Agreement and the terms of the Underlying Award, the terms of this Agreement shall control, and then only to the extent necessary to reconcile the conflict.

7. This Agreement shall be governed and construed in accordance with the laws of the State of Rhode Island and venue for any dispute shall lie in the federal district court of Alexandria, Virginia.

8. Vendor acknowledges and agrees that the award of a Piggy-Back Award is within the sole discretion of National Cooperative, and that this Agreement does not take effect unless and until National Cooperative awards Vendor a Piggy-Back Award and the BuyBoard Administrator notifies Vendor in writing of such Piggy-Back Award as provided for herein.

WHEREFORE, by signing below Vendor agrees to the foregoing and warrants that it has the authority to enter into this Agreement.

ServiceMaster Clean By Eagle Maintenance Co. Inc
Name of Vendor

472-12-Custodial Services
Proposal Invitation Number


Signature of Authorized Company Official

Jesus I Cortez Sr.
Printed Name of Authorized Company Official

August 8th 2014
Date



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FEDERAL AND STATE/PURCHASING COOPERATIVE DISCOUNT COMPARISON FORM

The Cooperative strives to provide its members with the best services and products at the best prices available. The Cooperative determines whether prices/discounts are fair and reasonable by comparing prices/discounts stated in your Proposal with prices/discounts you offer federal and state entities and other interlocal purchasing cooperatives (collectively referred to as "purchasing cooperative" in this form). Please respond to the following questions.

1. Provide the dollar value of sales to or through purchasing cooperatives at or based on an established catalog or market price during the previous 12-month period or the last fiscal year: \$_____0_____.00 (The period of the 12 month period is JAN / DEC). In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s).

2. Based on your written discounting policies are the discounts you offer the Cooperative equal to or better than the best price you offer other purchasing cooperatives acquiring the same items regardless of quantity or terms and conditions?

YES ☐ NO ☐ **N/A**

3. Based on your written discounting policies, provide the information requested below for other purchasing cooperatives, either in the chart below or in an equivalent format. Rows should be added to accommodate as many purchasing cooperatives as required.

PURCHASING GROUP	DISCOUNT (%)	QUANTITY/VOLUME	FOB TERM
1. Federal General Services Adm.			
2. T-PASS			
3. U.S. Communities Purchasing Alliance			
4. The Cooperative Purchasing Network			
5. Houston-Galveston Area Council			
6. Other			

☒ **MY COMPANY DOES NOT CURRENTLY HAVE ANY OF THE ABOVE OR SIMILAR TYPE CONTRACTS.**

CURRENT BUYBOARD VENDORS

If you are a current BuyBoard vendor, indicate the discount for your current BuyBoard contract and the proposed discount in this Proposal. Explain any difference between your current and proposed discounts.

Current Discount (%): **N/A** Proposed Discount (%): **N/A**

Explanation: _____

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

ServiceMaster Clean By Eagle Maintenance Co. Inc
Company Name


Signature of Authorized Company Official

Jesus I. Cortez Sr.
Printed Name



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FORM L

COMM.V.5.23.14

REFERENCES AND PRICE/DISCOUNT INFORMATION

PART I: For your Proposal to be considered, you must supply a minimum of five (5) individual governmental entity references. Provide the information requested below, including the existing price/discounts you offer each customer. The Cooperative determines whether prices/discounts are fair and reasonable by comparing prices/discounts stated in your Proposal with the prices/discounts you offer other governmental customers. Attach additional pages if necessary.

Entity Name	Contact	Phone#	Discount	Quantity/ Volume	FOB Term
1. SpringCreek Collin College,	Kenny Lanius,	972-881-5691,	N/A	N/A	Net 30
2. Preston Ridge Collin College,	Kenny Neal,	972-377-1691,	N/A	N/A	Net 30
3. Higher Education Collin College,	David Campbell,	972-599-3155,	N/A	N/A	Net 30
4. North Central Texas College,	Roy Culberson,	940-498-6220 Ext 6236,	N/A	N/A	Net 30
5. Court Yard Collin College,	Thomas Moses,	972-345-4866,	N/A	N/A	Net 30

Do you ever modify your written policies or standard governmental sales practices as identified in the above chart to give better discounts (lower prices) than indicated? YES ☐ NO ☒ If YES, please explain: _____

PART II: For your Proposal to be considered, you must submit the Marketing Strategy you will use if the Cooperative accepts all or part of your Proposal. (*Example: How you will initially inform Cooperative members of your BuyBoard contract, and how you will continue to support the BuyBoard for the duration of the contract period.*) Attach additional pages if necessary.

By signature below, I certify that the above is true and correct and that I am authorized by my company to make this certification.

ServiceMaster Clean By Eagle Maintenance Co. Inc
Company Name

[Signature]
Signature of Authorized Company Official

Jesus I. Cortez Sr.
Printed Name

FORM M

COMM.V.5.23.14



ServiceMaster Clean By Eagle Maintenance Co, Inc. Marketing Plan Overview

- 1) If awarded, we would implement information in our marketing material and website that ServiceMaster is a Buyboard vendor**
- 2) Monthly news letters**
- 3) Hoovers**
- 4) Constant Contact**
- 5) Attend Trade Shows**
- 6) Targeted internet marketing**
 - Natural Listing Ads
 - Top Placement Ads
 - Retargeting Ads
 - Social Targeting Ads
 - Local Listing Ads
- 7) Send Introductory letter to all BuyBoard Members in the State of Texas**



Certifications

- HUB Certification
- GS-42 Certification

State of Texas

Historically Underutilized Business Certification and Compliance Program



The Texas Comptroller of Public Accounts (CPA),
hereby certifies that

EAGLE MAINTENANCE CO, INC DBA SMC

has successfully met the established requirements of the
State of Texas Historically Underutilized Business (HUB) Program
to be recognized as a HUB.

This certificate, printed 11-MAR-2011, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Certificate/VID Number: 1752816263300
File/Vendor Number: 83201
Approval Date: 09-MAR-2011
Expiration Date: 09-MAR-2015

Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.window.state.tx.us/procurement/cmb/hubonly.html>) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

April 25, 2011

Israel Cortez
ServiceMaster by Eagle Maintenance
800 Fulgham Road, Suite 16
Plano, TX 75093



Dear Israel:

I am pleased to inform you that Green Seal has evaluated ServiceMaster by Eagle Maintenance's implementation of the ServiceMaster Green Cleaning System and determined that this program complies with the requirements of the Green Seal Standard for Commercial and Institutional Cleaning Services (GS-42, 2006).

Accordingly, ServiceMaster by Eagle Maintenance is authorized to use the Green Seal Mark in association with the ServiceMaster Green Cleaning System, provided that no changes are made in the way the program is provided or represented.

This certification remains valid until ServiceMaster by Eagle Maintenance is no longer subject to a valid certification agreement, or Green Seal has reason to believe, based on the results of our ongoing monitoring program or otherwise, that your implementation of the ServiceMaster Green Cleaning System no longer complies with GS-42 (2006).

As a reminder, any use of the Green Seal Mark or reference to Green Seal needs to be approved by Green Seal and conform to the Rules Governing the Use of the Green Seal Certification Mark. To get the most benefit from your Green Seal certification, we encourage you to contact a member of our Marketing & Outreach department at marketing@greenseal.org. They can help support you in promoting and effectively communicating your certification with a range of graphics and tools.

Congratulations on this achievement! We look forward to continuing this relationship.

Sincerely,

Mark T. Petrucci
Vice President of Certification

HEADQUARTERS

1001 Connecticut Ave NW, Ste 827
Washington, DC 20036-5525

NORTHEAST OFFICE

200 West 57th St, Ste 801
New York, NY 10019-3211

SOUTHEAST OFFICE

374 Siouan Drive
Lexington, NC 27295-8571

MIDWEST OFFICE

306 East Wilson St, Ste 2E
Madison, WI 53703-3990



Green Seal[™], Inc. Proudly Presents Certification to ServiceMaster by Eagle Maintenance

Green Seal[™], Inc. certifies that the following program complies with the Green Seal Standard for Commercial and Institutional Cleaning Services (GS-42, 2006), and is licensed to use the Green Seal Certification Mark:

ServiceMaster Green Cleaning System

Certified this 25th day of April 2011.

A handwritten signature in black ink, reading "Mark T. Petruzzi", with a horizontal line extending from the end of the signature.

Mark T. Petruzzi, Vice President of Certification

Proposal Invitation Questionnaire



Proposal Invitation Questionnaire

1. Describe Proposer's direct experience (not as a subcontractor) performing the work proposed under this contract. Include a brief description of the projects you have completed for Texas governmental entities in the last 5 years, and include for each the project, scope, value, and date, and the name of the procuring government entity and entity contact person. Identify the contracts that best represent Proposer's capabilities relative to this contract.

Describe Proposer's direct experience (not as a subcontractor) performing the work proposed under this contract.

Eagle Maintenance Co. Inc. was founded in 1980 as a C Corporation in the State of Texas. ServiceMaster Clean by Eagle Maintenance is a family owned enterprise with a proud history of exceptional quality service, professional products and innovative management practices for over 30 years. ServiceMaster Clean by Eagle Maintenance provides services and products to the private sector, state and federal governmental institutions, educational facilities, from K-12 through College level facilities, and Medical facilities. Eagle Maintenance Co Inc. is currently servicing over 5.2 million square feet throughout the Dallas /Fort Worth market. Our Headquarter office is located in the City of Plano, and employs over 152 full time employees, and 75 part time employees. We also have operational offices in Houston and Austin. All staff members have certified skills in providing Green Seal GS/42 Cleaning Services to multiple types of accounts.

One of our key factors in the success of our business is our low employee turnover and multiple contract renewals. Two of our long term clients; Union Pacific (Pacific Rail Services) who we have serviced over 17 years and Akiba Academy of Dallas, with over 20 years of services, are proof of the quality of services provided by ServiceMaster Clean by Eagle Maintenance Company. Eagle Maintenance Co. Inc. joined with ServiceMaster Clean in the year of 2004, a company with over 50 years of proven experience leading the educational services market as well as the medical and private sectors in our nation and abroad. We offer full and all inclusive custodial services, where no services are outsourced. Professionally managed, we make sure our customers get the value and the best customer services possible. In 1988 we attained our minority small business certification by NCTRCA, North Central Texas Regional Certification Agency, in 2010 we became certified by the State of Texas as a HUB Historically Underutilized Business, and in 2011 we became the first Company in the State of Texas to become GS-42 Certified by the Green Seal organization. The Green Seal Certification is led by our "Capture and Removal Cleaning System". This system goes beyond traditional methods of procedures and products to improve the health and comfort of the buildings





while simplifying routine cleaning processes and training. This improved system encourages improvements in productivity, accomplished by shifting the focus of routine cleaning; reducing the number of products, tools, and supplies, this "Capture and Removal Systems" will deliver maximum efficiency with reduced wasted motion benefiting the environment and also the bottom line.

In 2010 the Eagle Maintenance Company identified a new goal for enhancing our company's services. We focused on driving down the cost of paper and plastic goods to our clients. We recognized the situation of the economy and wanted to continue our success and help our customers reduce their cost with the same level of quality services, Eagle Maintenance Co. launched a new division called Eagle Paper Company. We have been successful in reducing the two most expensive costs in the janitorial industry (material and labor). Eagle Paper Company provides a full line of products that includes all types and sizes of paper goods, plastic liners, and janitorial supplies. ServiceMaster by Eagle Maintenance utilizes our own brand and passes the savings to our customers.





Include a brief description of the projects you have completed for Texas governmental entities in the last 5 years, and include for each the project, scope, value, and date, and the name of the procuring government entity and entity contact person. Identify the contracts that best represent Proposer's capabilities relative to this contract.

Texas Government Entity- Collin College Spring Creek Campus

Scope of Work

- 7x week day porter services
- 7x week night cleaning services
- 5x week plus additional hours upon request additional qualified maintenance staff complete projects as but not limited to: painting, dry wall, floor tile replacement, minor electrical, ect.
- Daily spot cleaning
- Weekly carpet maintenance
- Monthly floor maintenance
- 2x year full carpet extraction
- 1x year stripping and waxing of all floors
- Providing additional labor for events in conference center.

Value of Contract- 3 year contract to total value \$ 2,547,035.38

Contract Term- 1 year contract with 2 one year extensions.

Contract Renewal- on second 3 year term

Date Started/End- 11/08/2008 - Present

Contact Person- Kenny Lanius Facility Manager





Texas Government Entity- Collin College Preston Ridge Campus

Scope of Work

- 7x week day porter services
- 7x week night cleaning services
- 5x week plus additional hours upon request additional qualified maintenance staff complete projects as but not limited to: painting, dry wall, floor tile replacement, minor electrical, ect.
- Daily spot cleaning
- Weekly carpet maintenance
- Monthly floor maintenance
- 2x year full carpet extraction
- 1x year stripping and waxing of all floors
- Providing additional labor for events in conference center.

Value of Contract- 3 year contract to total value \$ 1,565,527.05

Contract Term- 1 year contract with 2 one year extensions.

Contract Renewal- on second 3 year term

Date Started/End- 10/27/2010 - Present

Contact Person- Kenny Neal, Facility Manager

Additional information of projects undertaken by ServiceMaster will be given upon request





Identify the contracts that best represent Proposer's capabilities relative to this contract.

The contracts that best represent the service capabilities of ServiceMaster Clean by Eagle Maintenance Co. Inc. would be Collin College. Collin College (Collin County Community College) is a **BuyBoard Member** who has over 30,000 students enrolled and offers class 7 days a week year-round. In addition Collin College host multiple events per week in your various conference centers with groups ranging from 200- 1000 plus attendees.

Total value of 3 year contract of 5 Collin College campuses- \$5,638,662.36





2. Describe the resources Proposer has to manage staff and successfully perform the work contemplated under this contract. State the number and summarize the experience of company personnel who may be utilized for the work, including those who will be available to Cooperative members for assistance with project development, technical issues, and product selection for work associated with this contract.

At ServiceMaster Clean, experienced management, comprehensive training, and continuous quality assurance inspections is the key to our success. Supervisors and managers are subjected to additional training to ensure that they are adequately prepared to train the employees placed under them.

Name	Title	Years of Industry Experience
Jesus Israel Cortez Sr.	Chief Executive Officers	38
John Holland	Director of Business Development	49
Steve Faldine	Business Development Manager	18
Jesus Israel Cortez Jr.	Director of Operations and Quality Control	14
Wayne Knotts	Director of Operations	31
Tony Loftis	Director of System Development	19
Ivan Paniagua	Quality Control Manager	10
Phillip Willingham	Operations Manager	34
Edwin Zamora	Operations Manager	15
Kirk Rogers	Operations Manager	12
Jorge D. Castro	Operations Manager	9





3. Describe the tasks and functions that can be completed by Proposer in-house without the use of a subcontractor or other third party.

All cleaning tasks and functions will be completed by ServiceMaster Clean without the use of a sub contractor or other third party.

These in-house labor tasks include:

- Day porter services
- Night cleaning services
- Day cleaning services
- Floor care services from maintaining to resurfacing and restoring of
 - VCT Floors
 - Terrazzo floors
 - Sealed concrete
 - Travertine and porcelain tile
 - Wood floors
 - Granit floors
 - Marble floors
 - Other natural stone tile
- Carpet maintenance and restoration
- High Rise window cleaning
- Power washing
- Addition certified staff for facilities maintenance (plant operations)
- Addition labor staff
- Healthcare Cleaning
- Terminal Cleaning





4. Describe Proposer's financial capability to perform the contract. State or describe the firm's financial strength and rating, bonding capacity, and insurance coverage limits. State whether the firm, or any of the firm's past or present owners, principal shareholders or stockholders, or officers, have been a debtor party to a bankruptcy, receivership, or insolvency proceeding in the last 7 years, and identify any such debtor party by name and relationship to or position with your firm.

Describe Proposer's financial capability to perform the contract. State or describe the firm's financial strength and rating,

ServiceMaster Clean By Eagle Maintenance has been providing custodial services for more than 34 year. Eagle Maintenance has grown profitably from 1980 conducting business with only 4 employees to present day providing custodial services to the State of Texas with over 200 employees. During this time Eagle Maintenance has demonstrated that they are good stewards of their resources. All financial obligations ServiceMaster By Eagle Maintenance has entered into has been met as agreed. ServiceMaster Clean By Eagle Maintenance has also developed a cash reserve that could fund Their daily operations for many years. In the year of 2005, ServiceMaster Clean By Eagle Maintenance implemented a strategic growth plan that has enabled ServiceMaster to grow at a minimum of 15% over the past 6 years.

Bonding capacity

ServiceMaster Clean By Eagle Maintenance Co. Inc currently acquires bid bonds from Merchants Bonding Company. Our current bonding capacity provides us the opportunity to submit a bid bond up to the amount of \$5,000,000.

Insurance coverage limits

Our insurance company is American First Insurance a Liberty Mutual Insurance company. We typically supply insurance coverage at a \$5,000,000 level but have already been approved to submit a \$ 10,000,000 policy if required by the process.





State whether the firm, or any of the firm's past or present owners, principal shareholders or stockholders, or officers, have been a debtor party to a bankruptcy, receivership, or insolvency proceeding in the last 7 years, and identify any such debtor party by name and relationship to or position with your firm

Neither the firm, nor any of the firm's past or present owners, principal shareholders or stockholders, or officers, have been a debtor party to a bankruptcy, receivership, or insolvency proceeding in the last 7 years.

5. List all contracts, if any, in the last 10 years on which Proposer has defaulted or that have been terminated for any reason and for each provide the project, scope, value and date and the name of the procuring governmental entity. Fully explain the circumstances of the default or termination.

ServiceMaster Clean By Eagle Maintenance Co Inc. has not defaulted or has been terminated from any governmental entity in the past 10 years.





6. List all litigation or other legal proceedings, if any, in the last 10 years brought against your firm, or any of the firm's past or present owners, principal shareholders or stockholders, officers, agents or employees, that relates to or arises from a contract similar to this contract or the work contemplated under this contract. (The list should include the contractor as well as the product supplier.). Provide the style of the lawsuit or proceeding (name of parties and court or tribunal in which filed), nature of the claim, and resolution or current status.

ServiceMaster Clean By Eagle Maintenance Co Inc. has no litigations or legal proceedings against the firm or any officers and shareholders of the corporation.

7. Describe in detail all documented safety issues, if any, that have involved Proposer in the last 3 years related to the type of work contemplated under this contract. Provide a 3-year history of your firm's workers compensation experience modifier.

Service Master Clean By Eagle Maintenance Co. Inc. has had no safety issues. Please refer to the following documents for the past 3 year's workers compensation experience modifier





Mod Factors

EAGLE BUILDING MAINTENANCE CO INC

Risk ID 421103585

Rating Eff Date 10/15/2014

Production Date 05/02/2014

Mod Factor **0.89**

Status Final

ARAP	FLARAP	SARAP	MAARAP
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Mod Factors

EAGLE BUILDING MAINTENANCE CO INC

Mod Factor	0.89	Risk ID	421103585
Status	Final	Rating Eff Date	10/15/2013
		Production Date	06/07/2013

ARAP	FLARAP	SARAP	MAARAP
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Mod Factors

EAGLE BUILDING MAINTENANCE CO INC

Risk ID 421103585

Rating Eff Date 10/15/2012

Production Date 06/08/2012

Mod Factor **0.88**

Status Final

ARAP	FLARAP	SARAP	MAARAP
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PROPOSAL INVITATION QUESTIONNAIRE

Proposal Invitation No. 472-14 – Custodial and Lawn Care Services

The Cooperative will use your responses to the questions below in evaluating your Proposal to provide the goods and perform the services ("work") under the BuyBoard contract contemplated by this Proposal Invitation ("contract"). You must fully answer each question, numbering your responses to correspond to the questions/numbers below. You must attach your responses to this questionnaire, sign where indicated below, and submit the signed questionnaire and your responses to all questions in one document with your Proposal. **You must submit the signed questionnaire and responses with your Proposal or the Proposal will not be considered.**

1. Describe Proposer's direct experience (not as a subcontractor) performing the work proposed under this contract. Include a brief description of the projects you have completed for Texas governmental entities in the last 5 years, and include for each the project, scope, value, and date, and the name of the procuring government entity and entity contact person. Identify the contracts that best represent Proposer's capabilities relative to this contract.
2. Describe the resources Proposer has to manage, staff and successfully perform the work contemplated under this contract. State the number and summarize the experience of company personnel who may be utilized for the work, including those who will be available to Cooperative members for assistance with project development, technical issues, and product selection for work associated with this contract.
3. Describe the tasks and functions that can be completed by Proposer in-house without the use of a subcontractor or other third party.
4. Describe Proposer's financial capability to perform the contract. State or describe the firm's financial strength and rating, bonding capacity, and insurance coverage limits. State whether the firm, or any of the firm's past or present owners, principal shareholders or stockholders, or officers, have been a debtor party to a bankruptcy, receivership, or insolvency proceeding in the last 7 years, and identify any such debtor party by name and relationship to or position with your firm.
5. List all contracts, if any, in the last 10 years on which Proposer has defaulted or that have been terminated for any reason and for each provide the project, scope, value and date and the name of the procuring governmental entity. Fully explain the circumstances of the default or termination.
6. List all litigation or other legal proceedings, if any, in the last 10 years brought against your firm, or any of the firm's past or present owners, principal shareholders or stockholders, officers, agents or employees, that relates to or arises from a contract similar to this contract or the work contemplated under this contract. (The list should include the contractor as well as the product supplier.). Provide the style of the lawsuit or proceeding (name of parties and court or tribunal in which filed), nature of the claim, and resolution or current status.



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7. Describe in detail all documented safety issues, if any, that have involved Proposer in the last 3 years related to the type of work contemplated under this contract. Provide a 3-year history of your firm's workers compensation experience modifier.

By signature below, I certify that the information attached to this Proposal Invitation Questionnaire in response to the above questions is true and correct and that I am authorized by my company to make this certification.

ServiceMaster Clean By Eagle Maintenance Co.
Company Name


Signature of Authorized Company Official

Service Definitions and Service Breakdown



Service Definition And Service Breakdown

DEFINE SERVICES - Clearly define the services that are provided on a daily, weekly, monthly, six month and annual basis as well as all other services listed (attach detailed information).

All Inclusive Service- Day and Night. Price includes Manager, Supervision, Training, GS-42 Certified Green Cleaning, GS-37 Certified Green Cleaning Products, Supplies, Equipment, and Labor, Complete exterior window cleaning once a year. All sqft rates and Hourly rates proposed include the 2% BuyBoard service fee

Custodial Manager

Plans, organizes, coordinates, and manages the cleanliness and quality, assures the proper care, cleaning of all facilities; inspects facilities; coordinates and prioritizes work projects; assigns, reviews, and evaluates the work of assigned operation personnel.

Custodial Supervisor

ServiceMaster Clean will have supervisors on-site directly in charge of the work, which shall represent ServiceMaster Clean and communicate with and coordinate the work with the Clients Management staff. Supervisors are responsible for overseeing and ensuring that proper cleaning along with maintaining the facility is in accordance to the contract requirements

Lead Day Porter

The role of the lead porter shall be to supervise staff, conduct daily written inspections, develop cleaning project lists for daytime / evening staff and conduct follow-up and cleaning duties.





DAY PORTER DAILY CLEANING TASKS

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

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

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

RESTROOMS:

- ❖ Cleaning frequency at a minimum of 4 times a day
- ❖ Collect trash and litter from the floor and other surfaces and place in waste receptacle or waste collection bag on the cart.
- ❖ Empty waste receptacles that is full or nearly full.
- ❖ Refill paper products, hand soap dispensers, sanitary napkins and urinal screens / cakes as necessary.
- ❖ Check all basins and rinse or wipe clean those that are soiled.
- ❖ Check all urinals, flush as needed, and clean those that are soiled.
- ❖ Check unoccupied stalls, flush fixtures as needed, and clean those that are soiled, and clean soiled partitions and stall doors.
- ❖ Clean wet or heavily soiled floor areas with a mop and germicidal detergent solution.
- ❖ Spot clean mirrors, walls and doors.
- ❖ Spot mop floors.





CLEANING FREQUENCY SCHEDULE	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMIANNUAL	ANNUAL	ON REQUEST
1. PUBLIC AREAS: Entrances, Lounges, Lobbies, Hallways, Vending & Recreational Areas							
Empty Wastebaskets and Remove Trash	X						
Spot Dust All Horizontal Surfaces	X						
Damp Wipe All Wastebaskets & Replace Plastic Liners As Needed	X						
Complete Dusting - All Areas		X					
Spot Clean: Desks, Counters, Chairs, Floors & Tables	X						
Complete Clean: Desks, Counters, Chairs, Etc.		X					
Clean & Disinfect Drinking Fountains	X						
Clean Glass, Mirrors and Spot Clean Windows	X						
Spot Clean Walls, Wall Switches, Doors, Door Glass, Halls, Passage Ways	X						
Clean Furniture, Vacuum/Polish							X
Spot Clean Upholstered Furniture				X			
Shampoo Furniture							X
Straighten Chairs and Furniture	X						
Vacuum & Spot Clean/Water Extraction Carpets to Remove Stains, including Walk-off Mats	X						
Hose Down / Wash Exterior Walk-off Mats		X					
Shampoo Carpets				X			
Sweep and Damp Mop Tile/Slate/Terrazzo/Concrete Floors with Disinfectant Solution	X						
Buff Terrazzo Floors		X					
Buff Tile Floors		X					
Scrub & Sanitize Tile/Slate/Terrazzo Floors, Light Wax				X			





CLEANING FREQUENCY SCHEDULE	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMIANNUAL	ANNUAL	ON REQUEST
Strip & Rewax: Tile/Slate Floors, Six Coats						X	
Treatment on Terrazzo Floors (Walk-path Areas)			X				
Treatment on Terrazzo Floors (complete)						X	
Damp Mop Floor in Gym	X						
Set-up / Take-down Furniture as Requested by Client's Designated Representatives							X
Dust Window Blinds		X					
Sweep & Pick-Up Around All Outside Lobby & Building Entrances	X						
Place Any Left Items In "Lost and Found"	X						
Reset Furniture, Windows and Doors Secured and Lights Turned Off	X						
2. Bathrooms							
Clean and Sanitize All Fixtures (Commodes, Urinals, Lavatories, Hand Dryers, Etc.) with Disinfecting Solution	X						
Empty Wastebaskets & Remove Trash	X						
Wash Waste Receptacles		X					
Damp Wipe Wastebaskets & Replace Plastic Liners As Needed	X						
Polish All Metal & Mirrors	X						
Clean Partitions and Tile Walls With Disinfecting Solution	X						
Clean Shower Walls and Floors	X						
Scrub & Sanitize Shower Walls and Floors		X					
Sanitize and sterilize locker/shower rooms by fogging with			X				
Complete Clean/Sanitize: Partitions / Walls				X			
Spot Dusting	X						
Complete Dusting (Including Ceiling)		X					
Sweep, Damp Mop & Sanitize Floors	X						
Surface Scrub & Sanitize Floors		X					





CLEANING FREQUENCY SCHEDULE		DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMIANNUAL	ANNUAL	ON REQUEST
Fill & Maintain Dispensers (soap, paper towels, seat covers, Clean Mirrors		X						
Vacuum Vents & Gratings On Walls & Ceiling			X					
Post & Fill In Cleaning Schedule (AS REQUIRED)		X						
3. OFFICE, CONFERENCE ROOMS & MEETING ROOMS:								
Empty Wastebaskets – deposit recyclable materials into appropriate bins		X						
Damp Wipe all Wastebaskets & Replace Plastic Liners as Needed		X						
Spot Clean Glass		X						
Vacuum Carpets		X						
Spot Clean / Water Extraction Carpets to Remove Stains		X						
Spot Dust All Horizontal Surfaces		X						
Complete Dusting All Areas and Ceiling			X					
Spot Clean: Desks, Counters, Chairs, Etc.		X						
Complete Clean: Desks, Counters, Chairs, Etc.		X						
Spot Clean: Mirrors, Windows (Interior)	X							
Spot Clean Walls, Doors, Etc.	X							
Clean Furniture, Vacuum & Polish				X				
Spot Clean Upholstered Furniture	X							
Clean Fabric Cubicle Partitions								X
Shampoo Furniture								X
Strip/Wax Tile Floors, Six (6) Coats						X		
Dust Window Blinds		X						
Clean Phones		X						
Clean Chalkboard/Dry Marker Board	X							
Condition Dry Marker Boards		X						





CLEANING FREQUENCY SCHEDULE	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMIANNUAL	ANNUAL	ON REQUEST
Reset Furniture, Windows & Doors Secured and Lights Turned Off	X						
4. COMPUTER ROOM / COMPUTER LAB:							
Empty Wastebaskets – deposit recyclable materials into appropriate bins	X						
Damp Wipe all Wastebaskets & Replace Plastic Liners as Needed	X						
Spot Clean Glass	X						
Damp Mop Floor		X					
Vacuum Carpets	X						
Spot Clean / Water Extraction Carpets to Remove Stains	X						
Buff and Polish Floors		X					
Shampoo Carpets				X			
Clean Chalkboard/Dry Marker Board	X						
Condition Dry Marker Boards		X					
Clean Lab Tables		X					
Dust Window Blinds		X					
5. CLASSROOMS, LIBRARIES, LECTURE HALLS, LABORATORIES, & AUDITORIUMS							
Empty Wastebaskets and Pencil Sharpeners	X						
Damp Wipe All Wastebaskets & Replace Plastic Liners As Needed	X						
Deposit recyclable materials into appropriate bins		X					
Dust Mop Theater Floors	X						
Damp Mop Theater Floors		X					
Vacuum Carpets	X						





CLEANING FREQUENCY SCHEDULE	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMIANNUAL	ANNUAL	ON REQUEST
Spot Clean / Water Extraction Carpets to Remove Stains	X						
Shampoo Carpets				X			
Damp Mop Tile / Slate / Terrazzo Floors	X						
Strip/Wax Tile Floors, Six (6) Coats					X		
Spot Dust All Furniture, Shelves, Cases, Ledges	X						
Complete Dusting All Area		X					
Spot Clean Furniture	X						
Shampoo Upholstered Furniture							X
Spot Clean / Sanitize Sinks in Labs	X						
Wipe Down Classroom Chairs		X					
Spot Clean Soiled Desks and Table Tops	X						
Complete Clean Tables, Counters, Etc.	X						
Dust Window Blinds		X					
Spot Clean Glass	X						
Spot Clean Walls, Doors, Etc.	X						
Clean Chalkboards / Dry Marker Boards and Trays	X						
Reset Furniture, Windows & Doors Secured and	X						
Lights Turned Off	X						
6. PRODUCTION & WORK AREAS:							
Empty Wastebaskets	X						
Damp Wipe All Wastebaskets & Replace Plastic Liners As Needed		X					
Deposit recyclable materials into appropriate bins		X					
Sweep Floor	X						
Damp Mop Floor	X						
Strip/Wax Tile Floors, Six (6) Coats						X	





CLEANING FREQUENCY SCHEDULE	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMIANNUAL	ANNUAL	ON REQUEST
Vacuum Carpets	X						
Spot Clean / Water Extraction Carpets to Remove Stains	X						
Spot Clean Furniture		X					
Spot Dust All Horizontal Surfaces	X						
Complete Dusting All Areas		X					
Spot Clean Walls, Doors & Door Facings	X						
Complete Clean & Reseal Floors				X			
Dust Window Blinds		X					
7. GENERAL:							
Dust Ledges & Window Sills		x					
Perform Low Dusting	X						
Dust Ledges & Picture Moldings		X					
Dust Picture Frames & Window Blinds		X					
Clean & Polish All Hardware	X						
Damp Clean All Vents (HVAC)			X				
Spot Clean All Interior Glass Panels Located in Halls, Classroom Doors & Entrances	X						
Remove Debris & Trash	X						
8. ELEVATORS, ESCALATORS, & CHAIR LIFT:							
Damp Wipe All Wastebaskets & Replace Plastic Liners as Needed	X						
Spot Clean Walls, Doors, Door Facings	X						
Dust doors and spot clean walls	X						
Polish All Bright Work	X						
Dust Mop Non-Carpeted Floors	X						
Damp Mop Non-Carpeted Floors	X						





CLEANING FREQUENCY SCHEDULE	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMIANNUAL	ANNUAL	ON REQUEST
Strip and Re-wax Tile Floors, Six (6) Coats						x	
Vacuum All Carpeted Floors	x						
Spot Clean Carpet To Remove Spills & Stains	x						
Wipe Interior Surfaces With Detergent Solution	x						
Clean Elevator Door Track	x						
Clean Ceiling Vents		x					
9. STAIRWELLS & LANDINGS:							
Dust Mop & Sweep	x						
Wet Mop	x						
Dust Ledges & Shelves		x					
Dust Fire Extinguisher Cabinets			x				
Spot Clean Walls	x						
Wash Handrails	x						
10. Exterior Windows							
Exterior Window Cleaning (all floors)							x





Proposal Invitation No. 472-14-Custodial and Lawn Care Services

Item No.	Short Description	Full Description	Price	DEFINE SERVICES - Clearly define the services that are provided on a daily, weekly, monthly, six month and annual basis as well as all other services listed (attach detailed information). (NOTE: IF DETAILED INFORMATION IS NOT SUBMITTED, PROPOSAL WILL NOT BE CONSIDERED!!) ¹
Section I: Custodial Services for Building Interiors				
1	Annual Basic Custodial Services	Annual Basic Custodial Services (all services provided on an annual basis) -- State the <u>annual per square foot pricing</u> for basic custodial services. Basic custodial services are identified as "services that provide professionally maintained facilities in a clean and safe manner." To include all necessary labor, supplies, equipment, etc.	\$ _1.192_____/Sq. ft. (annual per square foot pricing)	All Inclusive Service- Day and Night. Price includes Manager, Supervision, Training, GS-42 Certified Green Cleaning, GS-37 Certified Green Cleaning Products, Supplies, Equipment, and Labor, Complete exterior window cleaning once a year. Please refer to attached Service Definition and Breakdown
2	Not to Exceed Hourly Labor Rate for: Additional Custodial Services - Manager Position	Hourly Labor Rate for Additional Custodial Services for Manager Position -- State the <u>Not to Exceed</u> hourly labor rate for Additional Custodial Services for Manager Position.	\$ _26.50____/Hour	Please refer to attached Service Definition and Breakdown
3	Not to Exceed Hourly Labor Rate for: Additional Custodial Services - Supervisor Position	Hourly Labor Rate for Additional Custodial Services for Supervisor Position -- State the <u>Not to Exceed</u> hourly labor rate for Additional Custodial Services for Supervisor Position.	\$ _16.25____/Hour	Please refer to attached Service Definition and Breakdown

PROPOSAL NOTE

1. Detailed Information of services are required to be submitted with Proposal.



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Item No.	Short Description	Full Description	Price	DEFINE SERVICES - Clearly define the services that are provided on a daily, weekly, monthly, six month and annual basis as well as all other services listed (attach detailed information). (NOTE: IF DETAILED INFORMATION IS NOT SUBMITTED, PROPOSAL WILL NOT BE CONSIDERED!!) ¹
4	Not to Exceed Hourly Labor Rate for: Additional Custodial Services - Day Lead Position	Hourly Labor Rate for Additional Custodial Services for Day Lead Position -- State the <u>Not to Exceed</u> hourly labor rate for Additional Custodial Services for Day Lead Position.	\$ _12.25____/Hour	Please refer to attached Service Definition and Breakdown
5	Not to Exceed Hourly Labor Rate for: Additional Custodial Services - Day Cleaner Position	Hourly Labor Rate for Additional Custodial Services for Day Cleaner Position -- State the <u>Not to Exceed</u> hourly labor rate for Additional Custodial Services for Day Cleaner Position.	\$ _11.00____/Hour	Please refer to attached Service Definition and Breakdown
6	Not to Exceed Hourly Labor Rate for: Additional Custodial Services - Night Lead Position	Hourly Labor Rate for Additional Custodial Services for Night Lead Position -- State the <u>Not to Exceed</u> hourly labor rate for Additional Custodial Services for Night Lead Position.	\$ _12.25____/Hour	Please refer to attached Service Definition and Breakdown
7	Not to Exceed Hourly Labor Rate for: Additional Custodial Services - Night Cleaner Position	Hourly Labor Rate for Additional Custodial Services for Night Cleaner Position -- State the <u>Not to Exceed</u> hourly labor rate for Additional Custodial Services for Night Cleaner Position.	\$ _11.00____/Hour	Please refer to attached Service Definition and Breakdown

PROPOSAL NOTE

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Proposal Invitation No. 472-14-Custodial and Lawn Care Services

Item No.	Short Description	Full Description	Price	DEFINE SERVICES - Clearly define the services that are provided on a daily, weekly, monthly, six month and annual basis as well as all other services listed (attach detailed information). (NOTE: IF DETAILED INFORMATION IS NOT SUBMITTED, PROPOSAL WILL NOT BE CONSIDERED!!) ¹
8	Not to Exceed Hourly Labor Rate for: Additional Custodial Services - All Other Positions	Hourly Labor Rate for Additional Custodial Services for All Other Positions -- State the Not to Exceed hourly labor rate for Additional Custodial Services for All Other Positions.	\$ _12.25____/Hour	Please refer to attached Service Definition and Breakdown
9	Not to Exceed Hourly Labor Rate for: Custodial Consulting and Training Services	Hourly Labor Rate for Custodial Consulting and Training Services -- State the Not to Exceed hourly labor rate for Custodial Consulting and Training Services.	\$ _28.00____/Hour	Please refer to attached Service Definition and Breakdown
Section II: Lawn Care Services				
10	Basic Lawn Care Service	Basic Lawn Care Services -- State the per acre pricing for basic lawn care services. Basic lawn care services are identified as "professionally manicured landscapes in a clean and safe manner." To include all necessary labor, supplies, equipment, etc.	\$ __N/A____/Acre	Detailed information must be attached or proposal response will not be considered.

PROPOSAL NOTE

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Proposal Invitation No. 472-14-Custodial and Lawn Care Services

Item No.	Short Description	Full Description	Price	DEFINE SERVICES - Clearly define the services that are provided on a daily, weekly, monthly, six month and annual basis as well as all other services listed (attach detailed information). (NOTE: IF DETAILED INFORMATION IS NOT SUBMITTED, PROPOSAL WILL NOT BE CONSIDERED!!) ¹
11	Basic Lawn Care Services for Premium Sports Fields	Basic Lawn Care Services For Premium Sports Fields -- premium sports fields are those that require a higher level/more specialized level of care due to the type of activity of the field. State the per acre pricing for basic lawn care services. Basic lawn care services are identified as "professionally manicured landscapes in a clean and safe manner." To include all necessary labor, supplies, equipment, etc.	\$ __N/A____/Acre	Detailed information must be attached or proposal response will not be considered.
12	Fertilizer Application for Lawns	Fertilizer Application for Lawns -- State the per acre pricing for fertilizer application for lawns. Fertilizer must be balanced for lawns containing three main elements at the rate of one pound actual nitrogen per 1000 sq. ft., and must be minimum of 20% slow release.	\$ __N/A____/Acre	Detailed information must be attached or proposal response will not be considered.
13	Pre-Emergent Herbicide Application for Lawns	Pre-Emergent Herbicide Application for Lawns -- State the per acre pricing for pre-emergent application for lawns.	\$ __N/A____/Acre	Detailed information must be attached or proposal response will not be considered.

PROPOSAL NOTE

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Proposal Invitation No. 472-14-Custodial and Lawn Care Services

Item No.	Short Description	Full Description	Price	DEFINE SERVICES - Clearly define the services that are provided on a daily, weekly, monthly, six month and annual basis as well as all other services listed (attach detailed information). (NOTE: IF DETAILED INFORMATION IS NOT SUBMITTED, PROPOSAL WILL NOT BE CONSIDERED!!) ¹
14	Post-Emergent Herbicide Application for Lawns	Post-Emergent Herbicide Application for Lawns -- State the per <u>acre pricing</u> for pre-emergent application for lawns.	\$ _N/A_____/Acre	Detailed information must be attached or proposal response will not be considered.
15	Lawn Aeration	Lawn Aeration -- State the per <u>acre pricing</u> to core aerate lawns with a hollow tine aerator.	\$ _N/A_____/Acre	Detailed information must be attached or proposal response will not be considered.
16	Premium Sport Field Fertilization	Premium Sport Field Fertilization -- premium sports fields are those that require a higher level/more specialized level of care due to the type of activity of the field. State the per <u>acre pricing</u> for five fertilization applications per year. To include all necessary labor, supplies, equipment, etc.	\$ _N/A_____/Acre	Detailed information must be attached or proposal response will not be considered.
17	Pre-Emergent Herbicide Application for Premium Sport Fields	Pre-Emergent Herbicide Application for Premium Sport Fields -- premium sports fields are those that require a higher level/more specialized level of care due to the type of activity of the field. State the per <u>acre pricing</u> for pre-emergent application for premium sport fields. To include all necessary labor, supplies, equipment, etc.	\$ _N/A_____/Acre	Detailed information must be attached or proposal response will not be considered.

PROPOSAL NOTE

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Proposal Invitation No. 472-14-Custodial and Lawn Care Services

Item No.	Short Description	Full Description	Price	DEFINE SERVICES - Clearly define the services that are provided on a daily, weekly, monthly, six month and annual basis as well as all other services listed (attach detailed information). (NOTE: IF DETAILED INFORMATION IS NOT SUBMITTED, PROPOSAL WILL NOT BE CONSIDERED!!) ¹
18	Post-Emergent Herbicide Application for Premium Sport Fields	Post-Emergent Herbicide Application for Premium Sport Fields -- premium sports fields are those that require a higher level/more specialized level of care due to the type of activity of the field. State the per <u>acre pricing</u> for pre-emergent application for premium sport fields. To include all necessary labor, supplies, equipment, etc.	\$ _N/A_____/Acre	Detailed information must be attached or proposal response will not be considered.
19	All Other Lawn Care Services	All Other Lawn Care Services -- State the per <u>acre pricing</u> for all other lawn care services. To include all necessary labor, supplies, equipment, etc.	\$ _N/A_____/Acre	Detailed information must be attached or proposal response will not be considered.

PROPOSAL NOTE

1. Detailed Information of services are required to be submitted with Proposal.