



***HARRIS COUNTY
APPRAISAL DISTRICT
Harris County
Houston, Texas***

***BID DOCUMENTS
BID NUMBER 2017-07***

***CLEANING AND JANITORIAL SERVICES
FOR THE
HARRIS COUNTY APPRAISAL DISTRICT
HEADQUARTERS BUILDING
13013 NORTHWEST FREEWAY
HOUSTON, TEXAS 77040***

Issued: October 18, 2017

Bid Number 2017-07
HARRIS COUNTY APPRAISAL DISTRICT
INVITATION TO BID
Issued: October 18, 2017

Bid Opening:

Sealed bids will be received by the Purchasing Manager for the Harris County Appraisal District, Second Floor, 13013 Northwest Freeway, Houston, Texas 77040 until 10:30 A.M., Thursday, November 16, 2017 and all bids will be opened and publicly read in the Board Room, 7th Floor, 13013 Northwest Freeway at 11:00 A.M. on that date for the purchase of:

CLEANING AND JANITORIAL SERVICES
FOR THE HARRIS COUNTY APPRAISAL DISTRICT HEADQUARTERS BUILDING
LOCATED AT 13013 NORTHWEST FREEWAY, HOUSTON, TEXAS 77040

Buyer: If you have any questions or comments regarding this bid package, contact Tammy Argento, Purchasing Manager, at (713) 957-7401.

INSTRUCTIONS TO BIDDERS

1. All bids must be on forms furnished by the Purchasing Manager, Harris County Appraisal District and must be written in ink, by typewriter, or printer. Pencil quotations will not be considered. Bids must be manually signed in ink by an authorized officer of the company and acknowledged by a Notary Public. The statement "**BID #2017-07 ENCLOSED**" must be indicated on all bid packages. If a bid is not adequately identified, it will be opened to establish identification and will be processed as any other bid. However, this results in an unsealed bid and violates the integrity of purpose for the sealed bid procedure. Consequently, bidders are urged to make certain the envelope is adequately identified.
2. **TIME AND DATE:** Bids **MUST** physically be in the Purchasing Manager's office, 13013 Northwest Freeway, Second Floor, by 10:30 A.M. on the date bids are due; an early postmark will not suffice. Be sure you have allowed ample time for postal delivery.
3. **WITHDRAWAL OF BID:** A bidder may withdraw his proposal before the expiration of the time during which a proposal may be submitted by submitting a written request for its withdrawal to the officer who holds it.
4. Bids must show net prices, extensions and net total. In case of conflict between unit price and extension, the unit price will govern.
5. No change in price will be considered after bids have been opened.
6. This proposal must not be altered. Any erasure or alteration of figures may invalidate the bid on the item on which the erasure or alteration is made.

7. Bids will not be considered in cases in which bidder quotes an item price and also an alternate price on a proposed substitute item, except in cases in which alternate bids are called for. Submission or attachment of Quotation Forms containing alternative terms and/or conditions is not acceptable and can result in your bid being determined as non-responsive. If you wish to submit more than one bid on the same item, you must submit separate bid forms for each submission, complete with signature page.
8. All bids are for delivery not later than the time stated in the specifications, F.O.B., Destination, Full Freight Allowed to the point of delivery stated in the Specifications and/or Bid Form.
9. Bidders are invited to be present at the opening of bids. After opening, bids may be inspected in the Purchasing Office, Second Floor, 13013 Northwest Freeway, Houston, Texas.
10. Bids are customarily referred to the purchasing agent for recommendations. Wherever possible, such recommendation will be made in time to permit the Harris County Appraisal District Board of Directors to award the bid at its meeting scheduled on Wednesday, December 13, 2017 at 9:30 a.m.
11. Bidders having delinquent property taxes will not be considered for award.

SECTION A

SPECIFICATIONS
FOR
CLEANING AND JANITORIAL SERVICES

HARRIS COUNTY APPRAISAL DISTRICT
HEADQUARTERS BUILDING
13013 NORTHWEST FREEWAY
HOUSTON, TEXAS

BACKGROUND

The Harris County Appraisal District (HCAD) is located inside a 7-story atrium style office building with a 4-story parking garage located at 13013 Northwest Freeway for use as its general headquarters.

The scope of work encompasses cleaning and janitorial services for the building and parking garage as specified herein.

STATEMENT OF WORK

The Contractor shall plan, schedule, coordinate and execute the effective and economical cleaning and janitorial services for the Building located at 13013 Northwest Freeway.

Safety, reliability, and cleanliness are the main objectives in the operation of this facility and shall be the key areas of concentration by the Contractor. Anything falling short of these objectives falls short of the requirements of the Contract.

Contract Term. The term of the Contract shall be for a period of six (6) years, consisting of an initial two (2) year period subject to renewed fiscal funding for the 2nd year, to begin January 1, 2018 and end December 31, 2019 with four (4) twelve-month renewal options.

PHASE-IN / PHASE-OUT SERVICES

1. "Phase-In" Services: The Contractor shall coordinate with HCAD, the "phase-in" services at the start of this Contract. Within the first 30 days after receipt of notification to proceed from the Purchasing Manager, the Contractor shall submit, in writing, the following:
 - a. Performance schedules that define, implement and communicate in detail, how the Contractor will begin performing its duties;
 - b. Procedures for quality control that the Contractor will implement to ensure that it meets the requirements of these specifications. These procedures are subject to the Chief Appraiser's approval.

2. "Phase-Out" Services: The Contractor shall recognize that the services provided by this Contract are vital to HCAD's overall effort; that the continuity of these services must be maintained at a consistently high level without interruption; that upon expiration of the Contract a successor may continue these services; that the successor shall need phase-in training; and, that the Contractor must give its best efforts and cooperation in order to effect an orderly and efficient transition to a successor.

To this end, the Contractor shall provide phase-out services for up to 60 days prior to Contract expiration, at no extra charge to HCAD.

KEY PERSONNEL AND ON-SITE STAFFING REQUIREMENTS

The Contractor shall provide sufficient staff to perform all tasks as stated in these specifications.

1. Cleaning Supervisor. The person who will supervise the contractor's personnel on-site
2. First Day Porter. The person who will staff the facility during the day, Monday through Friday, and shall be on-site eight (8) hours per day. The services of the first day porter shall be proposed as an option.
3. Second Day Porter. The person will staff the facility during the day, Monday through Friday as called for by the purchasing manager. The services of the second day porter shall be proposed as an option.
4. Contractor shall provide sufficient personnel with corresponding experience to perform other duties and responsibilities as required under this contract.

Contractor shall complete training of all operational personnel within the first 30 days of this contract.

CONTRACTOR SECURITY CLEARANCE

The chief appraiser shall have the authority to instruct the Contractor to remove undesirable personnel from performance of work on this Contract. The decision of the chief appraiser shall be final in all cases involving removal of Contract personnel from performing the work herein specified. All personnel shall be subject to a security background check including a review of criminal history, as a condition of assignment to the facility for work under this contract.

The Contractor and his employees will be required to comply with any and all building security measures deemed necessary. HCAD will provide Contractor with the necessary information and instructions regarding facility security restrictions. The Contractor is responsible for training his employees, both his on-site staff and his off-site support personnel, in security matters pertaining to these facilities. Repeated failure or refusal by Contractor and/or his employees to comply with facility security measures may be cause for termination of this Contract.

CODES, ORDINANCES AND REGULATIONS

All work performed under this Contract shall be subject to applicable local, state and federal codes, laws, ordinances and regulations, and Contractor shall be responsible for ascertaining whether or not the work defined by these specifications is in compliance with same.

CONTROL OF PREMISES

Access to the areas within the facility by Contract employees shall be limited to those persons whose names are on file with HCAD as being assigned to the site, or as Contractor's off-site support personnel who may be called upon to assist on-site staff in accomplishing work. The Contractor and his employees shall adhere at all times to security and identification measures established and implemented at this facility. Contractor shall keep a record of any and all keys distributed to his employees, and provide HCAD with the same records.

CONTRACTOR'S ON-SITE WORKROOM/STORAGE

HCAD will provide Contractor with on-site workroom and storage space for the term of the Contract period. Use of any other space or areas on-site by Contractor will be at the discretion of HCAD. HCAD will not be responsible for any lost, stolen or damaged

tools, equipment or supplies belonging to the Contractor, which are stored on-site for the term of the Contract. Contractor agrees, at the end of the Contract period or upon Contract termination, to return to HCAD all storage areas and workspace in a condition equal to or better than it was when first provided to the Contractor for his use.

UTILITIES & SOLID WASTE

HCAD will provide Contractor with water as required to perform the work specified herein, at existing outlets and connections at no cost to the Contractor. Contractor will be permitted to use the sanitary and storm sewer systems, at no cost, in the performance of the work. HCAD shall be responsible for providing solid waste pickup services. Electrical power at existing receptacles and natural gas at existing distribution valves will be provided at no cost to the Contractor. Contractor shall arrange for, and be responsible for all other services and costs unless otherwise agreed to by HCAD.

UNIFORMS

All Contractor employees, as well as any employees of the Contractor's subcontractors, shall wear a distinctive uniform and identification card bearing a recent color photograph of the employee. The Contractor shall provide such uniforms and identification cards. All uniforms must be the same and contain the name of the Contractor and the employee. Uniforms worn by the Contractor's employees must be different, in both design and color, from those worn by HCAD employees.

REPAIR OF DAMAGE TO HCAD PROPERTY

The Contractor is required to supervise all cleaning and janitorial services necessary to keep each facility in first-class condition.

All damage to HCAD property caused by the Contractor, its employees, or by other personnel associated with the Contractor, including but not limited to the Contractor's agents and subcontractors shall be repaired at the expense of the Contractor. Such responsibility includes, but is not limited to damage due to the carelessness or neglect of the Contractor or its agent, employees, or subcontractors.

The chief appraiser is the final authority when resolving any issues regarding the responsibility for repairs under this Contract. This is inclusive of the determination of what is "normal wear and tear", negligence by others, vandalism, Force Majeure, or Contractor's negligence.

SAFETY DATA SHEETS (SDS)

The Contractor shall furnish HCAD all SDS, (OSHA Form 174), for each product used in the facility. A SDS must accompany each product shipment to the HCAD facility. The Contractor will gather and keep all SDSs for review in case of emergency.

MINIMUM WAGE LAW

If, during the term of this agreement there is legislation enacted regarding an increase or increases in the minimum wage law, Contractor may submit a request(s) for increase in the Total Monthly Fee to the Purchasing Manager for consideration, provided such request is accompanied by documentation verifying that Contractor's employee's salaries increased accordingly. HCAD may choose to appropriate the additional amount and increase the Total Monthly Fee by authorizing an amendment to this Contract executed by both parties; or, HCAD may refuse to appropriate the additional amount and terminate the Contract in accordance with the terms of the contract.

ADDITIONS & DELETIONS

The Purchasing Manager, by means of a written authorization to Contractor, may add or delete services to this Contract. Written notification shall take effect upon the Contractor's receipt of such notice or on such other day as specified therein. As of the effective date, each item added or deleted shall be subject to this Contract, as if it had originally been a part.

CHANGE ORDER

At any time during the Contract Term, the Purchasing Manager may, by Change Order, increase or decrease the Scope of Services or change plans and specifications, as he may find necessary to accomplish the general purpose of this Contract. The services or deliverables must be furnished or performed in accordance with all requirements of this contract, plus any special provisions, specifications or special instructions issued to execute the extra work. To be effective, the Change Order prepared by the Purchasing Manager must be in substantially the form of a regular change order for a purchase order. The change order must reference this Contract and state that it is subject to all the terms and conditions of this Contract.

1. More than one Change Order may be given, subject to certain limitations. Any Change Order, which describes a total Change Order charge of \$50,000 or more, shall be ineffective unless the HCAD board of directors approves it.
2. Any Change Order that describes items, which the Contractor is otherwise required to provide under this Contract shall not obligate HCAD to pay any additional money to the Contractor.

A deliverable or service provided pursuant to a Change Order is subject to inspection, acceptance or rejection in the same manner as any portion of the work described in the Original Contract and in the Scope of Services and other documentation, and is subject to the terms and conditions of the Original Contract as if it had originally been a part thereof. If the Purchasing Manager is uncertain as to whether the Contractor is required to perform any work items under the requirements of this Contract, the Purchasing Manager may give a Change Order which describes such work, and the Contractor shall accomplish the same. Neither party shall waive its right to insist that the Change Order Charge described either is, or is not, payable, or is part of the original Scope of Services or not.

FAILURE TO PERFORM

Should Contractor fail to perform or perform to an acceptable level, or complete any work required, HCAD may undertake such work and shall be entitled to full reimbursement from the Contractor.

SECTION B

**SCOPE OF WORK
FOR
CLEANING AND JANITORIAL SERVICES**

**HARRIS COUNTY APPRAISAL DISTRICT
HEADQUARTERS BUILDING
13013 NORTHWEST FREEWAY
HOUSTON, TEXAS**

CLEANING AND JANITORIAL

1.0 Facility.

The Harris County Appraisal District Headquarters includes one seven-story high-rise office building and one four-level parking garage. Staffing is approximately 630 employees and up to a total of 805 employees during June through August. The office building contains 215,852 square feet of cleanable floor space. The four-level parking garage and ramps total 110,400 square feet. There are 34,000 square feet of paving which includes parking lots, driveways and other areas designated for vehicular traffic.

The main building includes twenty-one (21) restrooms, both employee and public, fourteen (14) break areas, and one (1) lunchroom with vending. Floor covering materials throughout the building include carpet, ceramic tile, terrazzo tile, vinyl composition tile, and concrete.

2.0 Contractor's Duties.

The Contractor shall perform all Cleaning and Janitorial Services for this facility as stated herein. Such services shall include, but not be limited to, furnishing all supervision, labor and equipment necessary for cleaning and janitorial maintenance of all buildings at this facility. All work will be performed in a first class, professional manner, satisfactory to HCAD

2.1 Cleaning and Janitorial Maintenance Services provided under this Contract shall include all buildings, office areas, restrooms, shower areas, lobbies, storage areas, conference rooms, waiting rooms, interview areas, lunch rooms, break rooms, training rooms, elevators, hallways, public contact areas, and vestibules.

2.2 Cleaning and Janitorial Services for the exterior shall include the parking garage, parking garage stairwells, parking lots, smoking area, driveways, sidewalks, curbs, and drains.

2.3 For this Contract, the Contractor shall only employ personnel that are thoroughly trained in all phases of cleaning and janitorial services, techniques and safety.

2.4 Contractor shall employ a thoroughly trained manager to oversee the Cleaning and Janitorial Services performed under this Contract.

2.5 The Contractor shall maintain a telephone where HCAD may contact the Contractor Manager or their designee twenty-four (24) hours a day in the event of an emergency.

2.6 All Contractor employees and/or Subcontractor employees shall wear a distinctive uniform and identification card bearing a recent color photograph of the employee. All uniforms shall be the same and contain the name of the Contractor and the employee.

2.7 The Contractor agrees to abide strictly by all security regulations, which are issued to it by HCAD.

2.8 When necessary, cleaning and janitorial personnel will work behind locked doors in areas requiring extra security measures, as designated by HCAD. All doors in these areas shall be closed and locked when cleaning is completed. All lights, when appropriate, will be turned off in unoccupied areas immediately after completing cleaning and janitorial work.

2.9 The Contractor must provide an Employment Eligibility Verification (Form I-9) for all personnel assigned to this facility.

2.10 The Contractor shall report to HCAD, without delay, any and all damage to HCAD equipment, furnishings or property caused by the Contractor's employees.

2.11 Contractor will submit, prior to implementing services or using equipment, its proposed schedules for Cleaning and Janitorial Maintenance Services. Schedules shall include detailed description of the services to be provided, a proposed staffing level and a detailed list of all equipment to be used on-site in providing these services.

3.0 Supplies and Equipment.

3.1 HCAD will furnish all cleaning and janitorial maintenance supplies necessary to perform the services specified under this Contract. Supplies shall include such items as paper towels, toilet tissue, hand soap, deodorizers, disinfectant, plastic trash can liners, interior and exterior floor mats and exterior trash receptacles at both ground floor entrances, as well as smoking area receptacles in a designated smoking area in back of the parking garage.

3.2 The Contractor shall provide and maintain all power tools, machines and equipment necessary to perform the cleaning and janitorial maintenance services specified under this Contract. All equipment must be maintained in first class working condition, satisfactory to HCAD.

3.3 If requested, the Contractor shall be provided a reasonable amount of space within the facility to store equipment, supplies and materials used in the performance of this Contract. HCAD will not be responsible or liable for damaged, lost or stolen equipment belonging to the Contractor or Subcontractor that is stored on site. The Contractor agrees, after completing the Contract period, to return to HCAD any office space, storage areas or work areas in a condition equal to or better than when first provided for Contractor's temporary use.

3.4 All trash and debris that the Contractor collects during the performance of this Contract shall be placed in the dumpsters that are on site.

4.0 Quality Control.

4.1 The Contractor will submit, prior to implementing services or using equipment, its proposed schedule for Cleaning and Janitorial Maintenance Services, a detailed description of the services to be provided, a proposed staffing level and a detailed list of all equipment and supplies to be used on site in providing these services, for review and approval of HCAD. HCAD will secure the specified supplies at HCAD's expense. Contractor will be responsible for maintaining an inventory of all supplies on-hand and used on a monthly basis. Orders to refill the supply inventory shall be filed with the Property Manager.

4.2 The Contractor shall provide a standardized form for logging complaints. HCAD shall review all log sheets.

4.3 Routine inspections shall be performed by the Cleaning and Janitorial Supervisor and recorded on a master inspection control log. The inspection form shall relate to the total housekeeping responsibility for appearance and maintenance of the facility. The inspection form and inspection log must be made available for HCAD review.

4.4 The Cleaning Supervisor will meet routinely with HCAD to review the previous day's activities, and to communicate special requests or problems.

4.5 The Contractor's Project Manager shall review the inspection log and follow up with the Cleaning Supervisor weekly. In addition, the Project Manager shall perform a complete monthly inspection of the entire facility and implement needed corrective action. This inspection shall be reviewed with HCAD. The Project Manager shall be available for mutual inspection of the facility.

1.0 Additional Definitions.

1.1 Whenever the word "**clean**" is used in this specification, it is understood to mean scrub, wash, dust, damp clean, scrape, vacuum clean or polish, as necessary, to bring the area or item cleaned to a condition free of dust, dirt or stains satisfactory to HCAD. Subject cleaning is to be accomplished by hand and/or power tools using cloth, steel wool, scrub brushes with abrasive powders, soaps, detergents, paste cleaners, solvents, bleaches, ammonia liquid, and paste polishes, etc.

1.2 Where the word "**strip**" is used in these specifications, it shall mean the process prescribed by the manufacturer of the floor finish being used for removing the last application of floor finish and to prepare the floor to receive new floor finish. Normally, floor stripping requires the use of one or more of the following: power floor scrubbing machines, scouring pads, brushes, rags, mops, with an approved material, in combination with the proper amount of water to satisfactorily remove all old floor finish, dust, dirt, grease, stains and the wax applied by the manufacturer of new floors.

6.0 Schedule of Services.

6.1 The Contractor shall perform Cleaning and Janitorial Maintenance Services as described in the following cleaning specifications.

A) Daily General Cleaning.

- 1) Sweep and damp mop hard surface floors and vacuum carpets.
- 2) Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind doors, or under furniture.
- 3) Carpets shall be clean and free of dust balls, dirt and other debris. When necessary, spot clean using a dry chemical cleaning agent approved by HCAD.
- 4) All trash and smoking receptacles will be emptied and trash removed from the site. All receptacles, especially in food service areas, will be washed when needed.
- 5) All hard surfaces including doors, walls, floors and tile will be wiped or mopped clean where liquid or other foreign materials have been spilled on the surface. There shall be no streaks.
- 6) All interior doors and partition panels will be cleaned to remove smudge marks, fingerprints and dust. There shall be no streaks.
- 7) All glass doors, glass panels, bright metal finishes and handrails will be cleaned, rubbed and polished. Partition glass will be spot cleaned when necessary to remove smudges and fingerprints.
- 8) Delivery areas will be inspected for cleanliness and appropriate custodial services will be performed as needed.
- 9) Drinking fountain surfaces shall be clean and bright, free of dust, stains and streaks. Fountains shall be kept free of trash, coffee grounds, etc., and nozzles free from encrustation. Metal surfaces shall have a polished lustrous appearance.
- 10) Hard surfaces at the entrances to the buildings' lobbies and on the sidewalk immediately in front of the building will be swept daily, hosed and/or wet mopped weekly and high-pressure spray cleaned when necessary.

B) Daily Restroom and Shower Cleaning.

- 1) All restroom fixtures, including sinks, toilet bowls and urinals, will be scoured and disinfected using an approved solution and kept free of scale, rust, mold and stains at all times. Dry and polish. Do not leave streaks.
- 2) All bright metal accessories, including hardware on plumbing fixtures, shelving, partitions, and dispensing accessories shall be cleaned and polished using an approved solution. Do not leave streaks.
- 3) Sanitary napkin and tampon receptacles will be emptied, cleaned, liners replaced and disinfected with an approved solution. All other receptacles will be emptied and damp dusted on the inside. Do not leave streaks.
- 4) Soap, towel and tissue dispensers will be cleaned and polished and refilled each day. Do not leave streaks.
- 5) All mirrors will be cleaned and polished clear, free of smudges, streaks, or watermarks.
- 6) All restroom walls and partitions will be kept clear of oil spots, smudges, streaks or foreign matter.

- 7) All surfaces in restroom facilities will be cleaned and polished with an approved solution, kept free of soap film, scale, rust, stains, streaks, and mold at all times.
 - 8) Restroom floors will be cleaned by mopping and rinsing with an approved disinfecting mopping solution. All surfaces shall be dry, the corners clean, free of streaks, mop strand marks and skipped areas.
- C) Weekly General and Restroom Cleaning.
- 1) All vertical and horizontal surfaces of desks, enclosures, files, woodwork and other furniture will be damp dusted with clean or treated cloth. There shall be no dust streaks.
 - 2) All restroom partitions will be washed with an approved disinfecting solution.
 - 3) A minimum of two (2) gallons of fresh, clean water will be poured into each restroom floor drain twice weekly.
- D) Periodic General Cleaning.
- 1) All ceiling recessed and mounted light fixture lenses and return air slots will be cleaned quarterly, as needed, or upon request of HCAD.
 - 2) All draperies, mini blinds or other window coverings will be vacuumed and/or wiped with a clean or treated cloth once every quarter. All dust is to be removed from both sides as needed or upon request of HCAD.
 - 3) Any vinyl wall coverings will be dusted monthly, as needed, or upon request by HCAD.
 - 4) All baseboards will be cleaned monthly, as needed, or upon request by HCAD.
 - 5) Dust or vacuum surfaces above approximately 70" from the floor monthly, as need, or upon request by HCAD. Where glass is present, the interior side shall be clean and free of streaks.
 - 6) Wash inside and outside glass windows in the entrances and vestibules of the facility quarterly, as needed, or upon request by HCAD. All glass will be clean and free of oil, grease, dirt and grime. Surrounding area will be wiped clean of drippings and other water marks.
- E) Elevator Cleaning.
- 1) Floor covering will be dusted and damp mopped or vacuumed daily.
 - 2) Exterior and interior sides of doors and trim will be dusted daily and polished monthly.
 - 3) Cabs will be damp wiped daily and washed as needed.
 - 4) Control and dispatch panels will be dusted and polished daily to remove smudges, fingerprints and other foreign matter.
 - 5) Elevator thresholds will be cleaned daily and polished monthly.
- F) Floor Cleaning.
- 1) Hard surface floor coverings in public areas, such as tile, will be dusted and spot mopped, spray buffed daily, stripped and at a

minimum, refinished quarterly. Refinishing shall be in accordance with the floor covering manufacturer's specifications.

- 2) Hard surface floor coverings in office areas will be dust mopped and damp mopped daily, spray buffed each week, scrubbed and refinished monthly. These floor coverings will also be stripped and refinished quarterly.
- 3) Concrete floors and floors in custodial closets will be dust mopped daily and damp mopped weekly. These floors will be scrubbed semi-annually.
- 4) Interior pavers in the lobby area will be spray buffed daily, stripped and refinished quarterly with a non-slip finish approved by HCAD.
- 5) All restroom floors will be machine-scrubbed quarterly.

G) Carpet Care.

- 1) All carpet areas shall be thoroughly vacuumed daily.
- 2) Carpeted surfaces shall be free of obvious dirt, dust and other debris. Floor surfaces shall be clean and free of debris or foreign matter. No dirt shall be left in corners or near baseboards, behind doors or under furniture. All spillage, dirt accumulation or crust material shall be removed along with spots, and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing. When spot cleaned, areas shall blend with the adjacent areas of the carpet. Spots, smudges or other foreign markings shall have been removed without causing unsightly discoloration on the carpet surfaces.
- 3) Anti-static electricity treatment as may be required.
- 4) Shampooing needs will be dictated largely by the population or traffic patterns, particularly in public areas such as corridors, elevator lobbies, and the hearings area. All carpets in high traffic areas will be bonnet cleaned quarterly and all other areas semi-annually.

- H) Stairways (Landing and Tread Surfaces).
 - 1) Landing and tread surfaces shall be free of dirt, dust and other foreign substances and shall present an overall appearance of cleanliness. Railings, ledges, grills, fire apparatus and doors shall be free of dust and foreign substances.
 - 2) Glass surfaces shall be clean and free of obvious dust, smudges or spots. Metal surfaces shall be free of smears, smudges or stains. They shall be clean, bright and polished to a uniform luster. Wood surfaces shall be free of smears, smudges or stains.
- I) Storage Space. Floors shall be clean and free of trash and foreign substances. No dirt shall be left in corners, under furniture or behind doors.

7.0 Exterior Site.

7.1 Contractor will provide the follow specific exterior site cleaning services:

- A) All paved sidewalks, curbs, drains and ground-level gutters shall be inspected daily to check for debris and completely swept weekly.
 - 1) Occasional sweeping, as needed, will be provided between weekly general sweepings to remove debris such as leaves or papers which may collect in corners or against curbs.
 - 2) Contractor shall empty all exterior trash and smoking receptacles daily. Exterior trash receptacles will be cleaned using disinfectant cleaners, soap and water as needed to maintain sanitary conditions. (Large "dumpsters" on site are not subject to these terms.)
 - 3) Sidewalks, curbs, and drains shall be washed with water, using a high-pressure spray, when necessary or requested by HCAD to remove accumulated debris, mud or other substances which may accumulate on paved surfaces.
- B) Papers and other extraneous debris from all exterior areas shall be collected, bagged, and removed to the dumpsters on site daily.
- C) Contractor shall quarterly, as needed, or as requested by HCAD, remove stains, such as automotive fluids, or other unsightly markings from paved surfaces of the parking lots, sidewalks, curbs, drains and ground-level gutters to maintain a neat, clean appearance at all times.
- D) Contractor shall furnish necessary manpower, tools, supplies, equipment and vehicles, as required to remove snow and/or ice.
 - 1) Chemicals and/or sand shall be used to reduce safety hazards due to ice and/or snow.

8.0 Day Porters.

8.1 Contractor shall provide the services of one fulltime day porter as an option to this contract and shall be bid separately. Contractor shall also provide the

services of a second fulltime day porter for the months of May through September only, and shall be bid separately.

8.2 The general duties of the day porters are to include but not be limited to:

Respond to immediate cleaning requirements during the day.

Perform minor maintenance throughout the facility.

Sweep, mop, and polish floors.

Vacuum and clean carpets.

Move furniture and equipment as weight allows.

Replace light bulbs and fluorescent tubes.

Sweep walkways, pick up paper and trash.

Set up furniture and equipment needed for special events, meetings, and classes.

Minor repairs throughout facility.

Other responsibilities as may be assigned.

**SECTION C
GENERAL TERMS & CONDITIONS**

This Contract, hereinafter referred to as the "Contract" is made and entered into on the date of countersignature by the Chairman and Secretary, Board of Directors ("Effective Date"), by and between the Harris County Appraisal District ("HCAD") and

_____"Contractor".

The initial address for the parties shall be as follows:

Harris County Appraisal District _____
P. O. Box 920975 _____
Houston, Texas 77292-0975 _____

WHEREAS, HCAD desires to obtain Cleaning and Janitorial Services for the Harris County Appraisal District Headquarters Building, and to that end has advertised for and received competitive bids;

WHEREAS, the Contractor has submitted the lowest and best bid for the provision of said services;

NOW, THEREFORE, for and in consideration of the mutual covenants, obligations, benefits and agreements herein contained, HCAD and Contractor do hereby agree as follows:

**ARTICLE I
Scope of Services**

The Contractor shall supply all management, labor, tools, and equipment necessary, as well as insurance and bonds as required, for the performance of the work described herein, in accordance with the terms and provisions herein set out in the document entitled "Invitation to Bid for Harris County Appraisal District Headquarters - Cleaning and Janitorial Services" along with all schedules and exhibits incorporated therein, and is incorporated herein by reference and made a part of this Contract for all purposes.

**ARTICLE II
Term of Performance**

This Contract shall become effective on the Date of Countersignature; however, the Term for performance shall begin on the date specified in the Purchase Order issued by the Purchasing Manager authorizing Contractor to commence services hereunder and shall continue for two consecutive years thereafter, subject to annual appropriation. However, the Term may be extended for four additional one-year periods, at the discretion of the Board of Directors.

Upon written notice from HCAD, the term of this Contract shall be extended on the same terms and conditions for a period of time not to exceed ninety (90) days for the completion of services hereunder or the provision of additional related services.

ARTICLE III Payment and Compensation

For and in consideration of satisfactory performance of the services specified under this Contract, HCAD agrees to pay and the Contractor agrees to accept the fees stated in the Purchase Order(s). Payment is due thirty (30) days after HCAD has approved the invoice for services performed satisfactorily. The Contractor shall submit to HCAD monthly invoices by the tenth day of the month following that month during which the services were performed for which payment is requested. HCAD shall pay the invoiced amount within thirty (30) days of receipt of an invoice approved by the Purchasing Manager.

ARTICLE IV Termination

A. Termination by HCAD with Opportunity to Cure

HCAD may terminate this Contract in the event of default by Contractor and a failure by Contractor to cure such default after receiving notice thereof, all as provided in this Section. Default by Contractor shall occur if Contractor fails to observe or perform any of its duties under the Contract or if Contractor shall become insolvent, or if all or a substantial part of Contractor's assets shall be assessed for the benefit of Contractor's creditors or if a receiver or trustee shall be appointed for Contractor. Should such a default occur, HCAD shall deliver a written notice to Contractor describing such default and the proposed date of termination. Such date may not be sooner than the seventh (7th) day following receipt of the notice. HCAD, at its sole option, may extend the proposed date of termination to a later date. If prior to the proposed date of termination, Contractor cures such default to HCAD's satisfaction, then the proposed termination shall be ineffective.

If Contractor fails to cure such default prior to the proposed date of termination, then HCAD may terminate its performance under this Contract as of such date, at no further obligation of HCAD. Upon the second occurrence of a default under this Contract, HCAD may, at its discretion, terminate this Contract immediately upon written notice to the Contractor regardless of whether Contractor cures the default. A written notice from the Chief Appraiser to the Contractor shall effect final termination for cause by HCAD.

B. Termination by the Contractor for HCAD Default

The Contractor may terminate its performance under this Contract only in the event of default by HCAD and a failure by HCAD to cure such default after receiving notice thereof, all as provided in this subsection. Default by HCAD shall occur if HCAD fails to observe or perform any of its duties under this Contract. Should such a default occur, the Contractor may deliver a written notice to HCAD describing such default, specifying the provisions of the Contract under which the Contractor considers HCAD to be in default, giving sufficient details of the alleged breach to enable HCAD to cure and the proposed date of termination. Such date may not be sooner than ninety (90) days following receipt of the notice. The Contractor, at its sole option, may extend

the proposed date of termination to a later date. If HCAD cures such default prior to the proposed date of termination, then the proposed termination shall be ineffective. If HCAD fails to cure such default prior to the proposed date of termination, then the Contractor may terminate its performance under this Contract as of such date.

C. Termination by HCAD for Convenience

The Chief Appraiser may terminate this Contract at any time upon thirty (30) days notice in writing to the Contractor. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, discontinue all services in connection with the performance of this Contract and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Contract. As soon as practicable after receipt of notice of termination, the Contractor shall submit a statement to HCAD showing in detail the service performed under this Contract to date of termination. HCAD agrees to compensate the Contractor for that portion of the prescribed charges for which the services were actually performed under this Contract and not previously paid bear to the total services required.

D. Removal of Contractor Owned Equipment and Materials

Upon expiration, or termination, or cancellation of this contract, the Contractor shall be permitted ten (10) days to remove contractor-owned material and equipment from HCAD's premises. HCAD shall make such material and equipment readily available to the Contractor. The Chief Appraiser may extend the time period. HCAD reserves the right to deny any extension of time.

**ARTICLE V
Funding**

The HCAD Board of Directors adopts a budget each year in which funding for this Contract may be appropriated. If the board fails to appropriate funding for this entire Contract for any fiscal year, the Contract terminates when funding is exhausted. It is the responsibility of the Contractor to determine if funds for this Contract have been appropriated for the next fiscal year.

**ARTICLE VI
Release, Indemnification & Insurance**

A. Release

Contractor releases HCAD, its agents, employees, officers, and legal representatives (collectively in this section, "HCAD") from all liability for injury, death, damage or loss to persons or property sustained in connection with or incidental to performance under this agreement, including injury, death, damage or loss caused by HCAD's sole or concurrent negligence.

B. Indemnification

Contractor shall defend, indemnify and hold harmless HCAD, its agents, employees, officers, and legal representatives (collectively in this section, "HCAD") for all third party claims, liabilities, fines, and expenses (including all defense costs and interest) for injury, death, damage or loss to persons or property sustained in connection with or incidental to performance under this agreement including those caused by:

- (1) Contractor's actual or alleged negligence or intentional acts or omissions;
- (2) HCAD's and Contractor's actual or alleged concurrent negligence, whether contractor is immune from liability or not; and,
- (3) HCAD's and Contractor's strict or statutory liability, whether Contractor is immune from liability or not.

Contractor shall defend and indemnify HCAD during the term of this agreement and for four (4) years after the agreement terminates. Contractor's indemnification is limited to \$500,000 per occurrence. Contractor shall not indemnify HCAD for HCAD's sole negligence.

C. Insurance

The Contractor shall obtain and maintain in effect during the term of this agreement, insurance coverage as set forth below and shall furnish certificates of insurance showing HCAD as an additional insured, in duplicate form, prior to the beginning of the Contract. HCAD shall be named as an additional insured on all such policies except Professional Liability and Workers' Compensation and shall be primary to any other insurance. The issuer of any policy shall have a Certificate of Authority to transact insurance business in the State of Texas or have a Best's rating of at least B+ and a Best's Financial Size Category of Class VI or better, according to the most current edition of Best's Key Rating Guide, Property-Casualty United States. Contractor shall maintain the following insurance coverages in the following amounts.

- (1) Commercial General Liability Insurance including Contractual Liability of \$500,000 per occurrence, \$1,000,000 aggregate, (defense costs excluded from the face value of the policy).
- (2) Workers' Compensation including Broad Form All States Endorsement and the amount shall be the statutory amount. Employers' Liability cannot be used as a substitute for Workers' Compensation.
- (3) Automobile Liability for autos furnished or used in the course of performance of this Contract, including Owned, Non-owned, and hired auto coverage. (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto coverage.) If Contractor owns no autos, coverage may be limited to Non-owned and Hired Autos. If Contractor cannot purchase Owned Auto coverage, Scheduled Auto coverage may be substituted for Owned Auto coverage. Each auto used in performance of this contract must be covered in the limits specified - \$1,000,000 Combined Single Limit per occurrence.

All of the insurance required to be carried by the Contractor hereunder shall be by policies which shall require on their face, or by endorsement, that the insurance carrier waive any rights of subrogation against HCAD, and that it shall give thirty (30) days written notice to HCAD before they may be cancelled or materially changed. Within such thirty (30) day period, Contractor covenants that it will provide other suitable policies in lieu of those about to be cancelled or materially changed so as to maintain in effect the required coverage. Failure or refusal of the Contractor to obtain and keep in force the above-required insurance coverage shall authorize HCAD, at its option, to terminate this Contract at once.

If any part of the work is sublet, similar insurance shall be provided by or in behalf of the Subcontractor to cover their operations, the Contractor shall furnish evidence of such insurance, satisfactory to HCAD. In the event a Subcontractor is unable to furnish insurance in the limits required under the Contract, the Contractor shall endorse the Subcontractor as an Additional Insured on his policies excluding workers' Compensation and Employer's Liability.

ARTICLE VII Fidelity Bond

The Contractor shall obtain and maintain in effect during the term of this agreement, fidelity bond coverage for all Contractor employees assigned to the facility and shall furnish a certificate of insurance showing HCAD as an additional insured, in duplicate form, prior to the beginning of the Contract. The bond shall be in the amount of \$5,000 per occurrence, \$10,000 aggregate.

ARTICLE VIII Force Majeure

The term "force majeure" as used herein means any act of God, strike, lockout, or other industrial disturbance, act of a public enemy, war, blockade, public riot, lightning, fire, storm, flood, explosion, and any other cause, whether of the kind specifically enumerated above or otherwise, which is not reasonably within the control of the party claiming suspension.

If because of force majeure any party hereto is rendered unable, wholly or in part, to carry out its obligations under this Contract, then such party shall give to the other party prompt written notice of the force majeure with reasonable full details concerning it; thereupon the obligations of both parties, so far as they are affected by the force majeure, shall be suspended during, but no longer than, the continuance of the force majeure. The affected party shall use all possible diligence to remove the force majeure as quickly as possible, but this obligation shall not be deemed to require the settlement of any strike, lockout, or other labor difficulty contrary to the wishes of the party involved.

ARTICLE IX Default

Contractor covenants, agrees and recognizes that HCAD may for any failure of the Contractor to comply fully with the terms and provisions of this Contract, declare Contractor to be in breach and avail itself of any and all remedies available to HCAD at law or in equity.

ARTICLE X Non-Waiver

The failure of either party hereto to insist, in any one or more instances, upon performance of any of the terms, covenants or conditions of this Contract, shall not be construed as a waiver or relinquishment of the future performance of such term, covenant or condition by the other party hereto, but the obligation of such party with respect to such future performance shall continue in full force and effect.

ARTICLE XI
Remedies Cumulative

The rights and remedies contained in this Contract shall not be exclusive, but shall be cumulative of all other rights and remedies, now or hereafter existing, whether by statute, at law, or in equity.

ARTICLE XII
Address and Notice

Unless otherwise provided in this Contract, any notice, communication, request, reply or advice (herein severally and collectively, for convenience, called "notice") herein provided or permitted to be given, made or accepted by any party to the other must be in writing and may be given or be served by depositing the same in the United States mail, postpaid and registered or certified, and addressed to the party to be notified, with return receipt requested, or by delivering the same to an officer of such party, or by prepaid telegram, when appropriate, addressed to the party to be notified. Notice deposited in the United States mail in the manner herein above described shall be conclusively deemed to be effective, unless otherwise stated in this Contract, from and after the expiration of three (3) days after it is so deposited.

Notice given in any other manner other than that stated herein shall be effective only if and when received by the party to be notified. For the purpose of notice, the addresses to the parties shall, until changed as herein above provided, be as stated in this Contract.

Each party shall have the right at any time to change its respective address and each shall have the right to specify as its address any other address, provided that at least ten (10) days written notice is given of such new address to the other party.

ARTICLE XIII
Independent Contractor

The relationship of the Contractor to HCAD shall be that of an independent contractor, and no principal-agent or employer-employee relationship is created by this Contract. By entering into this Contract with HCAD, Contractor acknowledges that it will, in the performance of its duties under this Contract, be acting as an independent contractor and that no officer, agent or employee of the Contractor will be for any purpose an employee of HCAD and that no officer, agent or employee of the Contractor is entitled to any of the benefits and privileges of an HCAD employee or officer under any provision of the statutes of the State of Texas.

ARTICLE XIV
Governing Law

This Agreement is subject to and shall be construed in accordance with the laws of the State of Texas, the laws of the federal government of the United States of America all rules and regulations of any regulatory body or officer having jurisdiction. This Contract is performable in Harris County, Texas.

**ARTICLE XV
Severability**

If any provision of this Contract shall be determined to be legally invalid or unenforceable, such invalidity or unenforceability shall not affect the whole Contract; but the whole Contract shall be construed as if not containing the provision, and the rights and obligations of the parties shall be construed and enforced accordingly.

**ARTICLE XVI
Captions**

The captions at the beginning of each article of this Contract are guides and labels to assist in locating and reading such articles, and, therefore will be given no effect in construing this Contract and shall not be restrictive of the subject matter of any article, section or part of this Contract.

**ARTICLE XVII
Payment of Subcontractors – Contractor’s Duty to Pay**

Contractor shall make timely payments to all persons and entities supplying labor, materials or equipment for the performance of the Contract. Contractor agrees to protect, defend, and indemnify HCAD from any claims or liability arising out of Contractor’s failure to make such payments.

**ARTICLE XVIII
Successors and Assigns**

This Contract shall bind and benefit the respective parties and their legal successors, and shall not be assignable, in whole or in part, without first obtaining the written consent of HCAD. Nothing herein shall be construed as creating any personal liability of the part of any officer or agent of HCAD. The Contractor shall not delegate any portion of its performance under this Contract without the written consent of HCAD. Failure of the Contractor to obtain HCAD’s written consent to the assignment shall be an event of default and HCAD may immediately terminate this Contract.

**ARTICLE XIX
Amendment or Modification**

Except as otherwise provided in this Contract, this Contract shall be subject to change, amendment or modification only by the mutual written consent of the parties hereto.

**ARTICLE XX
Ambiguities**

In the event of any ambiguity in any of the terms of this Contract, it shall not be construed for or against any party hereto on the basis that such party did or did not author the same.

ARTICLE XXI
Parties in Interest

This Contract shall not bestow any rights upon any third party, but rather, shall bind and benefit HCAD and the Contractor only.

ARTICLE XXII
Acceptances and Approvals

Any acceptance or approval by HCAD, or its agents or employees shall not constitute nor be deemed to be a release of the responsibility and liability of the Contractor, its employees, agents, subcontractors or suppliers for the accuracy, competency and completeness of any reports, information or other documents prepared or services performed pursuant to the terms and conditions of this Contract, nor shall such acceptance or approval be deemed to be an assumption of such responsibility or liability by HCAD or its agents and employees for any defect, error or omission in any reports, information or other documents prepared or services performed by the Contractor, its employees, agents, subcontractors or suppliers pursuant to this Contract.

ARTICLE XXIII
Taxes

HCAD is exempt from payment of Federal Excise and Transportation Tax and Texas Limited Sales and Use Tax. Contractor's invoices shall not contain assessments of any of these taxes.

ARTICLE XXIV
Patents

The Contractor agrees to indemnify and save harmless HCAD, and all HCAD employees and officers from all suits and actions of every nature and description brought against them or all of them, for or on account of the use of patented appliances and/or products of processes. The Contractor shall pay all royalties and charges, which are imposed by any party for use of such patented appliances and/or products of processes. Evidence of such payment or satisfaction shall be submitted, upon request of HCAD, as a necessary requirement in connection with the final estimate for payment in which such patented appliance and/or products of processes are used.

ARTICLE XXV
Audit and Inspection

HCAD representatives have the right to perform, or have performed, (1) audits of Contractor's books and records, and (2) inspections of all places where work is undertaken in connection with this Agreement. Contractor shall keep its books and records available for this purpose for at least three years after this Agreement terminates. This provision does not affect the applicable statute of limitations.

HCAD's attorney or his designee shall have the right to enforce all legal rights and obligations under this Contract without further authorization. Contractor covenants to provide to HCAD's attorney all documents and records that HCAD's attorney deems necessary to assist in determining Contractor's compliance with this Contract, with the exception of those documents made confidential by federal or State law or regulation.

ARTICLE XXVI
Venue

For purposes of this Contract, venue shall be in Harris County, Texas

ARTICLE XXVII
Survival

The provisions of this Contract which expressly or impliedly contemplate or require performance after the termination or expiration of operations hereunder shall survive such expiration or termination.

ARTICLE XXVIII
Payment of Fines and Penalties

The Contractor shall pay any and all fines or penalties assessed against HCAD by any organization or entity having jurisdiction for the Contractor's violations of applicable laws, codes, regulations and/or orders arising in connection with the Contractor's performance of services hereunder.

ARTICLE XXIX
Representations

The Contractor represents that it and its employees, agents and subcontractors are fully competent and qualified to perform all the services required to be performed under this Contract. The Contractor further represents that it is experienced in this type of service and that all services to be performed hereunder shall be of the highest professional quality.

ARTICLE XXX
Contractor Performance Language

Contractor shall make citizen satisfaction a priority in providing services under this Contract. Contractor's employees shall be trained to be customer-service oriented and to positively and politely interact with citizens when performing Contract services. Contractor's employees shall be clean, courteous, efficient and neat in appearance at all times and committed to offering the highest degree of service to the public. If, in HCAD's determination, the Contractor is not interacting in a positive and polite manner with citizens, the Contractor shall take all remedial steps to conform to the standards set by this Contract and is subject to termination for breach of Contract.

ARTICLE XXXI
Entire Agreement

This Contract contains all the agreements of the parties relating to the subject matter hereof and is the full and final expression of the agreement between the parties.

**SECTION D
OFFICIAL BID FORM**



**Bid Number 2017-07
CLEANING AND JANITORIAL SERVICES
FOR THE HARRIS COUNTY APPRAISAL DISTRICT
HEADQUARTERS BUILDING
LOCATED AT 13013 NORTHWEST FREEWAY, HOUSTON, TEXAS**

The undersigned Bidder hereby offers to contract with the Harris County Appraisal District (HCAD) upon the terms and conditions stated in the document entitled "Invitation to Bid for Harris County Appraisal District Headquarters – Cleaning and Janitorial Services" along with all schedules and exhibits incorporated herein by reference for a twenty-four (24) month period with 4 twelve (12) month option years. The contract will begin on January 1, 2018. This offer is made at the following prices. When issued, Letters of Clarification shall automatically become part of this bid document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the bidder to ensure that it has obtained all such letters. By submitting a bid on this project, bidder shall be deemed to have received all Letters of Clarification and to have incorporated them into its bid.

HCAD may accept this bid offer by issuance of a purchase order covering award of said bid to this Bidder at any time on or before the 180th day following the day this Official Bid Form is opened by HCAD. This offer shall be irrevocable for 180 days, but shall expire on the 181st day unless the parties mutually agree to an extension of time in writing. This contract is subject to annual appropriation by the Board of Directors of the Harris County Appraisal District.

HCAD reserves the option to increase or decrease the quantities and/or services listed, subject to the availability of funds, and/or make award by line item.

If HCAD accepts the foregoing offer, this Bidder promises to deliver to the Purchasing Manager of HCAD, proof of insurance as outlined in the Invitation to Bid on or before the 10th day after notification of award.

Bid will be awarded based upon the best value to HCAD. The right is reserved to accept or reject, in whole or in part, any or all bids received and to make an award on the basis of individual items or combination of items, as it is deemed in the best interest of HCAD.

SECTION D – OFFICIAL BID FORM – PAGE 1

BIDDER'S ATTACHMENTS: The bidding firm's most recent annual financial report must accompany the bid. Failure to submit the financial report will invalidate the bid and the bid will be considered non-responsive. Detail below all attachments that are submitted with your Bid Form including the most recent annual financial report. The list of attachments will be used by the Purchasing Manager to verify contents of your sealed bid submission. Labeling your bid attachments with the same titles as shown below will facilitate this process. (NOTE: This listing should also include separate attachments, which are too large, or for some other reason cannot be placed into your sealed envelope containing the bid documents. These separate attachments should be placed in an envelope or wrapped, and should include a label clearly identifying the bidder's name and the HCAD bid number and title, as well as the bid-opening date.)

(If additional space is needed, please attach a separate space to continue the list.)

SECTION D – OFFICIAL BID FORM – PAGE 2

BIDDER’S QUALIFICATIONS

Experience:

Please furnish the names of organizations, which have used Cleaning and Janitorial services from your company for at least three years. Preferred references will have work similar in size, type and scope to that described in this document. Show Harris County area organizations, if any. Please make at least four of them your largest accounts in the Harris County area.

2. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ # Years: _____
3. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ # Years: _____
4. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ # Years: _____
5. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ # Years: _____
6. Name: _____
Address: _____
City & State: _____
Name & Phone Number of Contact: _____ # Years: _____

SECTION D – OFFICIAL BID FORM – PAGE 3

CONTRACTOR SUBMISSION LIST

This list is submitted in connection with the attached proposal, submission or bid of _____ (“the firm”), whose business mailing address is _____.

The firm is organized as a (check one as applicable):

Sole proprietorship whose proprietor is _____

_____(include the business mailing address of the proprietor or note “same” if it is the same as above).

A partnership, each of whose partners having an equity interest of ten percent or more are _____

_____include the business mailing address of each person or note “same” if it is the same as above).

A corporation, each of whose officers, each of whose directors and each of whose holders of ten percent or more of the outstanding shares of stock are _____

Include the business mailing address of each person or note “same” if it is the same as above).

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below and that I have personal knowledge of the accuracy of the information provided herein.

Preparer

Printed Name

Title

NOTE: This list constitutes a government record, as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

SECTION D – OFFICIAL BID FORM – PAGE 4

Furnish all labor, supervision, equipment and tools, as specified to provide CLEANING AND JANITORIAL SERVICES for HCAD in accordance with the attached specifications.

ITEM DESCRIPTION	MONTHLY FEE	ANNUAL FEE
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YEAR ONE:

TOTAL FOR YEAR ONE (exclude day porter options)	\$ _____ x12	\$ _____
1ST DAY PORTER YEAR ONE (12 Mo.)	\$ _____ x12	\$ _____
2ND DAY PORTER YEAR ONE (as needed)*	\$ _____ x6	\$ _____

YEAR TWO:

TOTAL FOR YEAR TWO (exclude day porter options)	\$ _____ x12	\$ _____
1ST DAY PORTER YEAR TWO (12 Mo.)	\$ _____ x12	\$ _____
2ND DAY PORTER YEAR TWO (as needed)*	\$ _____ x6	\$ _____

OPTIONAL YEAR THREE:

TOTAL FOR YEAR THREE (exclude day porter options)	\$ _____ x12	\$ _____
1ST DAY PORTER YEAR THREE (12 Mo.)	\$ _____ x12	\$ _____
2ND DAY PORTER YEAR THREE (as needed)*	\$ _____ x6	\$ _____

OPTIONAL YEAR FOUR:

TOTAL FOR YEAR FOUR (exclude day porter options)	\$ _____ x12	\$ _____
1ST DAY PORTER YEAR FOUR (12 Mo.)	\$ _____ x12	\$ _____
2ND DAY PORTER YEAR FOUR (as needed)*	\$ _____ x6	\$ _____

SECTION D – OFFICIAL BID FORM – PAGE 5

OPTIONAL YEAR FIVE:

TOTAL FOR YEAR FIVE \$ _____ x12 \$ _____
(exclude day porter options)

1ST DAY PORTER YEAR FIVE (12 Mo.) \$ _____ x12 \$ _____

2nd DAY PORTER YEAR FIVE (as needed)* \$ _____ x6 \$ _____

OPTIONAL YEAR SIX:

TOTAL FOR YEAR SIX \$ _____ x12 \$ _____
(exclude day porter options)

1ST DAY PORTER YEAR SIX (12 Mo.) \$ _____ x12 \$ _____

2nd DAY PORTER YEAR SIX (needed)* \$ _____ x6 \$ _____

SIX-YEAR AGGREGATE TOTAL FOR HCAD HEADQUARTERS \$ _____

***NOTE: 2nd Day Porter is quoted for six months a year but could be called to work more.**

SECTION D – OFFICIAL BID FORM – PAGE 6

The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Bid, Clarification Letters, and General Conditions of Bidding, all of which are made a part of this offer. All pages of the HCAD form, including but not limited to the conditions of bidding and page one of this bid invitation are incorporated into this bid for all purposes.

SUBMIT ORIGINAL BID AND ONE COPY. BID MUST BE MANUALLY SIGNED IN INK (BLUE INK PREFERRED) BEFORE A NOTARY PUBLIC.

Respectfully submitted,

Bidder: _____
(Print or type name of Bidder-Company Name)

Federal ID Number: _____

By: _____
(Signature of Authorized Officer or Agent)

Name: _____

Title: _____

Date: _____

Address (Street or P. O. Box)

City-State-Zip Code

Telephone Number: (____) _____

FAX Number: (____) _____

SUBSCRIBED AND SWORN to before me this the _____ day of _____
2017.

Notary Public, State of _____

SECTION E – TESTIMONIAL – PAGE 1

IN TESTIMONY OF WHICH, this instrument has been executed by and on behalf of the Contractor on this _____ day of _____, 2017, and has been executed on behalf of the Harris County Appraisal District by its Chairman and attested by its Board Secretary, under its Seal this the ____day of _____, _____, in duplicate originals, both of equal force.

HARRIS COUNTY APPRAISAL DISTRICT

CONTRACTOR

ATTEST:

Pete Pape
SECRETARY, BOARD OF DIRECTORS

BY: _____
SIGNATURE

APPROVED:

TITLE: _____

ED HEATHCOTT
CHAIRMAN, BOARD OF DIRECTORS

ROLAND ALTINGER
CHIEF APPRAISER,
HARRIS COUNTY APPRAISAL DISTRICT

APPROVED AS TO FORM:

SUSAN HERRERA
CHIEF LEGAL OFFICER,
HARRIS COUNTY APPRAISAL DISTRICT