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**HEART OF TEXAS**

**WORKFORCE DEVELOPMENT BOARD, INC.**

**dba Workforce Solutions for the Heart of Texas**

# **801 Washington, Suite 700**

# **Waco, TX 76701**

**254-296-5300**

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| **REQUEST FOR QUOTE****#RFQ 13220801****FOR****JANITORIAL SERVICES****IN THE****RURAL WORKFORCE CENTERS** |

# **Issued: August 31, 2021**

# **Response Deadline: September 14, 2021, 4:30 p.m.**

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# **PART I - GENERAL INFORMATION**

# The primary responsibility of the Heart of Texas Workforce Development Board, Inc. (HOTWDB) is to provide policy and program guidance and to exercise independent oversight of workforce development activities in partnership with local governments. The HOTWDB oversees activities in the six counties of the Heart of Texas region: Bosque, Falls, Freestone, Hill, Limestone, and McLennan; and maintains rural centers in Falls, Freestone and Hill Counties.

# **PART II– PURPOSE:**

HOTWDB is requesting quotes for **janitorial services in the rural workforce centers** at the following locations:

Falls County Workforce Solutions Center

230 Coleman St. 3,000 sq. ft.

Marlin, Texas 76661-2854

Freestone County Workforce Solutions Center

517 E. Main St. 2,376 sq. ft.

Teague Texas 75860

Hill County Workforce Solutions Center

233 E. Elm 4,096 sq. ft.

Hillsboro Texas 76645-2463

**PART III – CONDITIONS AND LIMITATIONS:**

Solicitation and selection of quotes via this Request for Quote (RFQ) shall conform to relevant State and Federal laws and regulations and HOTWDB policies governing procurement of services.

* Any quote received after 4:30 p.m., September 14, 2021 will not be considered;
* Bidders may submit quotes for any or all of the locations listed above;
* The bidders will not commit the agency to purchase any goods/services, or to pay any costs incurred in the preparation of such response;
* HOTWDB reserves the right to contact any individual, agencies, or employers who may have experience and/or knowledge of the bidder’s goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all bidders;
* Bids may be withdrawn only by delivery of a written request to the agency prior to the date and time deadline specified in this request. Such requests must be signed by the authorized signatory;
* Bidders shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee or agent of the agency for the purpose of, or having the effect of, influencing favorable disposition toward their own bid or any other bid submitted hereunder;
* The contents of the bid may become contractually binding if the bid is selected for award. Failure of a bidder to accept this obligation may result in cancellation of the award.
* Any resulting agreement shall be effective commencing on October 1, 2021, and shall continue in effect until September 30, 2022, or until it has been terminated by either party by giving written notice to the other party. HOTWDB reserves the option to extend the agreement up to an additional four years upon annual review.
* The contractor selected for award of contract will be required to furnish proof of general liability insurance.
* No plea of error or mistake shall be used by the successful bidders as a basis for release from its offer. Any damages accruing to the agency as a result of the bidder’s failure to enter into a contract may be recovered from the bidder.
* Bidders not selected for award of a contract may receive a debriefing to determine the reasons for non-selection if the debriefing is requested in writing to the contract person for this procurement within thirty (30) days of the date of award notification letter.
* The selected contractor shall devote such time to the preparation and performance of the project as is reasonably necessary for satisfactory performance.

**PART IV - STATEMENT OF WORK:**

Specifications:

**Minimum Service Requirements:**

Floors/Carpet

* Sweep 3 times per week
* Mop 3 times per week
* Vacuum 3 times per week
* Spot Wax and Buff\* 3 times per week
* Strip & Wax\* 1 time per quarter
* Shampoo Rugs 2 times a year

\*Use no slip wax

Cleaning Baseboards 1 time per quarter after strip and wax

Cleaning Walls/Modular

 Walls & Plexiglass 1 time per month

Trash Removal Empty trash cans 3 times per week

Dusting 1 time per week

(Desktops, computer & other equipment, book shelves, tables, other displays, etc.)

Glass Windows/Doors

* Windows 1 time per week
* Doors 3 times per week

Restrooms

* Sanitize and Deodorize all sinks, commodes, and urinals with proper chemicals

3 times per week

Minor Repair/Maintenance/Handy Person Duties

Replace light bulbs as needed (bulbs will be furnished)

Hang Bulletin Boards (boards will be furnished)

Replace Ceiling Tiles (tiles will be furnished)

Bidder must have their own equipment and supplies needed to carry out the tasks listed above, unless otherwise specified.

The activities requested in this RFQ will be procured competitively based on responsiveness to the RFQ and reasonableness of costs. Quotes should address the following criteria:

Cost per month by location to provide the services listed under Specifications above.

Please provide three references.

**PART V – SUBMISSION OF PROPOSAL:**

The deadline for submission in response to this RFQ is before **4:30** **p.m., September 14, 2021.** All responses must be received by that date, regardless of date of postmark in order to be considered.

Responses must be submitted on the attached form and may be mailed, faxed or emailed to:

 Heart of Texas Workforce Development Board, Inc.

 Attn: Vicki Williams

 801 Washington, Suite 700

 Waco, TX 76701

 Fax: 254-753-3173

 E-Mail: vicki.williams@hotworkforce.com

Any questions regarding this procurement should be directed to Vicki Williams, 254-296-5387, or vicki.williams@hotworkforce.com.

Unless requested by HOTWDB, no additional information will be accepted from a proposer after the deadline for submission of proposals.

**QUOTE SHEET**

FOR

JANITORIAL SERVICES FOR RURAL WORKFORCE CENTERS

IN THE HEART OF TEXAS REGION

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| --- | --- |
| Name of Organization |  |
| Mailing Address |  |
| Phone Number |  |
| Fax Number |  |
| Federal ID Number |  |
| Contact Person |  |
| Email address |  |
| Title |  |
| Contact Person’s Phone Number |  |
| Historically Underutilized Business | Yes\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If Yes, please attach copy of certificate |
| Contract Signatory Authority |  |
| Title |  |
| Phone Number |  |
| **Quote (Monthly Amount)** | Hillsboro ­­\_\_\_\_\_\_\_ Marlin \_\_\_\_\_\_\_ Teague \_\_\_\_\_\_\_\_ |
| Signature |  |
| Date |  |