



Janitorial Services
Request for Bid (RFB)
No. 02102023

Exhibit A

Fact Sheet

*****THIS FORM MUST APPEAR AS THE FIRST PAGE OF THE REQUEST FOR QUALIFICATIONS*****

Name of Organization: _____

DBA: _____

Type of Organization: Corporation Partnership LLC Other _____

Date Founded: _____

Legal Address: _____

Phone: _____ Fax: _____

Contact Person: _____

Title: _____

Phone: _____ E-mail: _____

Authorized Signature: _____

Date Submitted: _____

Print Name: _____

Title: _____

Mission Statement:

To advocate, connect, and deliver exceptional social services to communities, ensuring a dignified and meaningful life for all.

Project Amistad (PA) is a 501 c 3 not-for-profit agency established in 1976. In February 2023, the agency will be seeking the contract for a cleaning vendor that will serve at 3210 Dyer; the building is 31,000 square ft. and is seeking bids from vendors such as your company. If you are interested in submitting a bid, contact Antonio Orona, Building and Facilities Manager to schedule a walk-through of the building by calling me at 915-298-1108 during business hours Monday – Friday from 8:00 am – 5:00 pm. PA is inviting several janitorial companies to submit a bid and will do a walk-through of the building on Monday, February 21, 2023, from 2 pm to 4 pm. Please submit your bid no later than 4 pm on Monday, February 28, 2023. Please contact the Building and Facilities Manager if you plan on attending the walk-through so that we can have staff available to escort you through the building.

If your company is a Historically Underutilized Business (HUB), include your certificate number.

Submit an estimate for each of the following:

1. Cleaning the building three days per week (Monday, Wednesday, Friday) starting after 5 pm.
2. Cleaning the building five days per week (Monday through Friday) starting after 5 pm.

Scope of Work:

1. Scope of Work – Janitorial Services include but not limited to:

- 1.1 Vacuum rooms with carpets.
- 1.2 Mop floors that are tiled.
- 1.3 Empty all garbage cans and dispose of trash in the dumpster located in the parking lot.
- 1.4 Clean restrooms (there are three sets of male/female restrooms).
- 1.5 Clean the glass door at the main entrance and at the reception counter.
- 1.6 Monthly, clean glass located at each office and window throughout the building.
- 1.7 In non-carpeted floors, wet mop once a week and buff floors once a month.
- 1.8 Change garbage bags and re-fill restrooms with tissue and soap for dispensers.
- 1.9 Amistad will provide the cleaning equipment (vacuum cleaner, mops, broom, etc.)
- 1.10 If any items need to be purchased, Amistad must get an itemized receipt in order to get refunded, and the purchase must be pre-approved by the Building and Facilities Manager.
- 1.11 The agency will provide large garbage cans with rollers to move easily throughout the building.
- 1.12 Provide cleaning service in the break area to include all appliances such as refrigerator, microwave, etc.

- 1.13 Staff assigned to our building must have a clear background check as the Janitorial Company will be responsible for their conduct. We expect our contractors to share our values and will conduct themselves with respect, honesty, integrity, service and excellence.

Process/Invoices:

2 Process for Invoices

- 2.1 Contractor shall provide a detailed invoice, on a monthly basis.
- 2.2 Surcharges, if any shall not be allowed to be added to invoices as an additional item.
- 2.3 PA is exempt from sales tax. Any charges for taxes from which Project Amistad is exempt will be deducted from invoices before payment is made.
- 2.4 Payments will be made for all goods/services delivered, inspected, and accepted net 30 days after receipt of an acceptable original invoice.

Award of Bid

Award of bid shall be made to the responsible bidder meeting the specifications set forth herein, with the best quality per cost. In addition to the quoted price, the following is a partial list of the criteria that may be used in determining the Contractor's responsibility and responsiveness:

- A. Adherence to specifications.
- B. Service as specified in this bid documents.
- C. Company's reputation and financial status.
- D. Experience and service provided by the bidder.
- E. Favorable references from firms with projects of similar scopes that indicate that the bidder has the ability to carry out the services and provide the products specified.

Offered pricing shall remain firm for a minimum of 60 days after the due date of the solicitation. Accepted pricing shall remain firm for the duration of the service. Pricing shall be good for the duration of two years.

RFB Timeline:

Name of the Bid: Janitorial Services, Bid No.02102023
Date of Issuance: February 10, 2023
Deadline for Questions: February 21, 2023
Deadline for Bid Submittal: February 28, 2023, by 4 pm MST
Recommendation for Award: March 2, 2023

Either party can end this contract with a thirty (30) day written notice.

Please include the following information in your response:

- 1) List three current businesses your company serves and provide contact information.
(Project Amistad will make reference calls.)

Bids must be submitted in an envelope with three hard copies and a digital copy in a USB.

The sealed bid must be addressed to:

Project Amistad
3210 Dyer St.
El Paso, Texas 79930
Attention: Antonio Orona, Building and Facilities Manager

Project Amistad does not discriminate on the basis of a person's sex, sexual orientation, predisposing genetic characteristics, race, color, national origin, age, religion, creed, marital status, military status, or disability, including pregnancy, or is otherwise a violation of any provisions of Title VII of the Civil Rights Act of 1964, with amendments; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990. Please include a statement that your company also adheres to the preceding statement.