



Janitorial Services
Request for Bid (RFB)
No. 01082025

Exhibit A

Fact Sheet

THIS FORM MUST APPEAR AS THE FIRST PAGE OF THE REQUEST FOR BID

Name of Organization:	_____
DBA:	_____
Type of Organization:	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> 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. The agency is seeking the contract for a Janitorial vendor that will provide services at 3210 Dyer; the building is 31,000 square ft. and employs approximately seventy (70) administrative staff. If you are interested in submitting a Request for BID, David E. Gomez, Building and Facilities Manager will be providing a mandatory walk-through of the building Wednesday, February 5, 2025, at 2 pm and questions will be answered at the end of the walk-through. Please submit your Request for BID to 3210 Dyer no later than 4 pm on Friday, February 14, 2025. A decision will be made on March 2, 2025, and all companies will be notified of the decision. 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 trash containers inside and outside the building, replace plastic liners as needed, 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 Re-fill dispensers with paper towels, tissue, and soap.
- 1.6 Clean the glass door at the main entrance and at the reception counter.
- 1.7 Monthly, clean glass located at each office and window throughout the building.
- 1.8 Monthly, dust and clean glass showcase cabinet located in the lobby.
- 1.9 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.
- 1.10 The agency will provide large garbage cans with rollers to move easily throughout the building.
- 1.11 Provide cleaning service in the break area to include all appliances such as refrigerator, microwave, etc.
- 1.12 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 thirty (30) days after receipt of an acceptable original invoice.

Selection of Successful Respondent:

- 1.) The CEO and management personnel will evaluate each respondent and make a selection.
- 2.) The management will expect vendors to provide how their company aligns with Corporate Social Responsibility and what are their added values.
- 3.) The agency can decide to withdraw this proposal request if it chooses to do so.

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 sixty (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.

Compliance with Various Laws:

PA expects the respondent to be in compliance with Title VI of the Civil Right Act and with EEOC Laws and Regulation and prohibits discrimination in employment based on race, color, religion, sex, gender, gender expression, gender identity, genetic information, national origin, age, ancestry, creed, and denial of family and medical care leave, disability (mental and physical), marital status, medical condition, and sexual orientation. The respondent must include this paragraph and state that the firm / company is in compliance with the requirements. By participating in this RFQ, vendors agree to keep all information provided by Project Amistad confidential and not disclose it to any third party without prior written consent.

Contract Amendment:

Throughout this procurement process, facts and requests for information may warrant PA to make amendments to this RFQ. Should this occur, all known respondents will be notified.

RFB Timeline:

Name of the Bid:	Janitorial Services, Bid No. 01082025
Date of Issuance:	January 08, 2025
Date of Mandatory Walkthrough:	February 5, 2025 at 2:00 P.M.
Deadline for BID Submittal:	February 14, 2025, by 4 pm MST
Recommendation for Award:	March 2, 2025

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.)

The BID 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: David Gomez, 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.