



COUNTY PURCHASING AGENT

Fort Bend County, Texas

Gilbert D. Jalomo, Jr., CPPB
County Purchasing Agent

(281) 341-8640
Fax (281) 341-8645

July 24, 2014

TO: All Prospective Bidders

RE: Addendum No. 1 – Fort Bend County RFP 15-002 – Janitorial

Attached is amendment 1.

Immediately upon your receipt of this addendum, please fill out the following information and fax this page to the Fort Bend County Purchasing Department at (281) 341-8645.

Company Name

Signature of person receiving addendum

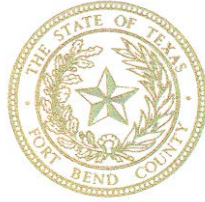
Date

If you have any questions please contact this office.

Sincerely,

Debbie Kaminski, CPPB
Assistant Purchasing Agent

Fort Bend County Specification Download Acknowledgment



***Request for Proposals
Term Contract for Janitorial Services for Fort Bend County Facilities
RFP 15-002***

VENDORS MUST IMMEDIATELY RETURN THIS FORM BY FAX TO 281-341-8645

Vendor Responsibilities:

- Vendors are responsible to download and complete any addendums.
(Addendums will be posted on the Fort Bend County Website no later than 48 hours prior to Opening)
- Vendors will submit responses in accordance with requirements stated on cover of document.
- Vendors may not submit responses via email or fax.

Legal Name of Contracting Company

Contact Person

Complete Mailing Address

Telephone Number

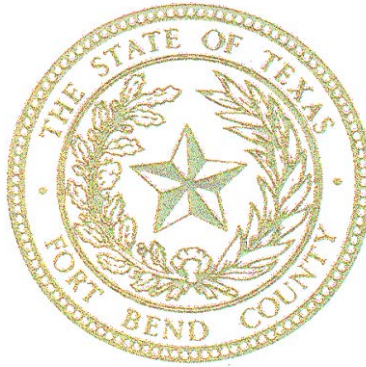
Facsimile Number

Email Address

Signature

Date

***Fort Bend County, Texas
Request for Proposals***



***Term Contract for Janitorial Services for Fort Bend County Facilities
RFP 15-002***

SUBMIT PROPOSALS TO:

Fort Bend County
Purchasing Department
Travis Annex
301 Jackson, Suite 201
Richmond, TX 77469

****NOTE:**

All correspondence must include the term
"Purchasing Department" in address to assist in
proper delivery

SUBMIT NO LATER THAN:

Thursday, August 7, 2014
1:30 PM (Central)

MARK ENVELOPE:

RFP 15-002
Janitorial Service

***ALL BIDS MUST BE RECEIVED IN AND TIME/DATE STAMPED BY THE
PURCHASING OFFICE OF FORT BEND COUNTY BEFORE THE
SPECIFIED TIME/DATE STATED ABOVE. BIDS RECEIVED AS REQUIRED
WILL THEN BE OPENED AND PUBLICLY READ. BIDS RECEIVED AFTER
THE SPECIFIED TIME WILL BE RETURNED UNOPENED.***

Results will not be given by phone.
Results will be provided to respondent in writing
after Commissioners Court award.

Fort Bend County is always conscious
and extremely appreciative of your effort
in the preparation of this RFP. Requests for
information must be in writing and directed
to:
Debbie Kaminski, CPPB
Assistant County Purchasing Agent
Debbie.Kaminski@fortbendcountytexas.gov

Vendor Information

Legal Name of Contracting Company

Federal ID Number (Company or Corporation) or Social Security Number (Individual)

Telephone Number

Facsimile Number

Complete Mailing Address (for Correspondence)

City, State and Zip Code

Complete Remittance Address (if different from above)

City, State and Zip Code

Authorized Representative and Title (printed)

Authorized Representative's Email Address

Signature of Authorized Representative

1.0 OBJECTIVE:

Fort Bend County, herein requests proposals to provide janitorial services to Fort Bend County Facilities, which meet or exceed specifications contained herein. Contract will be awarded by zone.

2.0 PRE-RFP MEETING:

A pre-RFP conference to discuss the required services will be conducted on **Wednesday, July 23, 2014 at 1:00 PM (CST)**. The conference will be held in the Purchasing Department located in the Travis Annex at 301 Jackson, Suite 201, Richmond, TX. All qualified vendors are encouraged to attend as each location will be discussed in detail. There will be no walkthroughs of the facilities.

3.0 PROPOSAL SUBMISSION:

3.1 Questions:

Questions concerning this RFP must be submitted in writing to Ms Debbie Kaminski, CPPB, County Purchasing Agent, 301 Jackson, Suite 201, Richmond, Texas 77469, Debbie.Kaminski@fortbendcountytexas.gov. Responses to questions will be issued in writing only, verbal questions and responses will not be considered. Deadline for submission of questions and/or clarification is **Thursday, July 31, 2014 at 3:00PM (CST)**. Requests received after the deadline will not be responded to due to the time constraints of this Proposal process.

3.2 When submitting a proposal in response to this request the following are required:

- 3.2.1 One (1) original, six (6) copies and one (1) electronic response on CD or flash drive. CD or flash drive must contain only one (1) file in PDF format and must match written response identically. Failure to provide proper CD or flash drive is cause for disqualification.
- 3.2.2 Insure that this RFP is included in your submission.
- 3.2.3 Provide a title page showing the RFP subject, name of proposer, address, telephone number, fax number and email address. The title page must be signed by an officer of the firm.
- 3.2.4 Provide all required elements as stated in solicitation.
- 3.2.5 Provide detailed pricing.
- 3.2.6 Provide copy of insurance certificate.

3.3 Proprietary Information:

If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be clearly identified on every page on which it is found. Data or information so identified will be used by Fort Bend County officials and representatives solely for the purpose of evaluating proposals and conducting contract negotiations.

3.4 Cost of Proposal Preparation:

The cost of preparing a response to this RFP is not reimbursable to respondent or selected provider.

3.5 Modification or Withdrawal of Proposals:

Any proposal may be withdrawn or modified by written request of the respondent prior to the deadline for submission. Modifications received after the submission deadline will not be considered. No proposal may be withdrawn for a period of 90 calendar days after opening without permission of Fort Bend County. Respondents will be accorded fair and equal treatment with respect to any opportunity for discussion and revision. Revisions will be permitted after submission and before final contract award for the purpose of obtaining the best and final offer.

3.6 Preparation of Proposal:

Proposals must be in correct format and complete. Respondents are expected to address all items in as much detail as necessary for Fort Bend County representatives to make a fair evaluation of the company and the proposal.

3.7 Confidentiality of Proposals:

Proposals will be opened on the date specified on the cover page and kept secret during the process of negotiations. Only the names of the respondents will be made public at time of opening. All proposals that have been submitted shall be open for public inspection only after final contract award, subject to the requirements of the Public Information Act.

3.8 Contract Award:

Award of contract will be made by Fort Bend County Commissioners Court to the responsible company(s) who has been determined to be the best evaluated offer resulting from negotiations. Fort Bend County reserves the right to reject any or all proposals and is not obligated to award a contract pursuant to this request for proposals. Final contract may be awarded to one (1) firm or multiple firms.

3.9 Exceptions RFP:

Any and all exceptions, conditions or qualifications to the provisions contained herein must be clearly identified as such together with reasons for taking exception, and inserted in the proposal along with associated costs.

4.0 INSURANCE:

- 4.1 All respondents must submit, **with RFP**, a certificate of insurance indicating coverage in the amounts stated below. In lieu of submitting a certificate of insurance, respondents may submit, with Bid, a notarized statement from an Insurance company, authorized to conduct business in the State of Texas, and acceptable to Fort Bend County, guaranteeing the issuance of an insurance policy, with the coverage stated below, to the contractor named therein, if successful, upon award of this Contract. Failure to provide insurance certificate or notarized statement will result in disqualification of submittal.
- 4.2 The certificates of insurance to be satisfactory to Fort Bend County, naming the Contractor and its employees as insured:
 - 4.2.1 Workers Compensation in accordance with the laws of the State of Texas. Substitutes to genuine Workers' Compensation Insurance will not be allowed.
 - 4.2.2 Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.
 - 4.2.3 Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
 - 4.2.4 Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.
- 4.3 County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation and Professional Liability (if required). In compliance with SB 425 vendor must provide a copy of the insurance endorsement or policy wording for additional insured.
- 4.4 If required coverage is written on a claims-made basis, Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the Contract and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time the work under this Contract is completed.
- 4.5 Contractor shall not commence any portion of the work under this Contract until it has obtained the insurance required herein and certificates of such insurance have been filed with and approved by Fort Bend County.

- 4.6 No cancellation of or changes to the certificates, or the policies, may be made without sixty (60) days prior, written notification to Fort Bend County.
- 4.7 Approval of the insurance by Fort Bend County shall not relieve or decrease the liability of the Contractor.

5.0 INDEMNIFICATION:

CONTRACTOR SHALL SAVE HARMLESS COUNTY FROM AND AGAINST ALL CLAIMS, LIABILITY, AND EXPENSES, INCLUDING REASONABLE ATTORNEYS FEES, ARISING FROM ACTIVITIES OF CONTRACTOR, ITS AGENTS, SERVANTS OR EMPLOYEES, PERFORMED UNDER THIS AGREEMENT THAT RESULT FROM THE NEGLIGENT ACT, ERROR, OR OMISSION OF CONTRACTOR OR ANY OF CONTRACTOR'S AGENTS, SERVANTS OR EMPLOYEES.

- 5.1 Contractor shall timely report all such matters to Fort Bend County and shall, upon the receipt of any such claim, demand, suit, action, proceeding, lien or judgment, not later than the fifteenth day of each month; provide Fort Bend County with a written report on each such matter, setting forth the status of each matter, the schedule or planned proceedings with respect to each matter and the cooperation or assistance, if any, of Fort Bend County required by Contractor in the defense of each matter.
- 5.2 Contractor's duty to defend indemnify and hold Fort Bend County harmless shall be absolute. It shall not abate or end by reason of the expiration or termination of this Contract unless otherwise agreed by Fort Bend County in writing. The provisions of this section shall survive the termination of the Contract and shall remain in full force and effect with respect to all such matters no matter when they arise.
- 5.3 In the event of any dispute between the parties as to whether a claim, demand, suit, action, proceeding, lien or judgment appears to have been caused by or appears to have arisen out of or in connection with acts or omissions of Contractor, Contractor shall never-the-less fully defend such claim, demand, suit, action, proceeding, lien or judgment until and unless there is a determination by a court of competent jurisdiction that the acts and omissions of Contractor are not at issue in the matter.
- 5.4 Contractor's indemnification shall cover, and Contractor agrees to indemnify Fort Bend County in the event Fort Bend County is found to have been negligent for having selected Contractor to perform the work described in this Contract.
- 5.5 The provision by Contractor of insurance shall not limit the liability of Contractor under this Contract.

- 5.6 Contractor shall cause all trade contractors and any other contractor who may have a contract to perform construction or installation work in the area where work will be performed under this Contract, to agree to indemnify Fort Bend County and to hold it harmless from all claims for bodily injury and property damage that may arise from said Contractor's operations. Such provisions shall be in form satisfactory to Fort Bend County.
- 5.7 Loss Deduction Clause - Fort Bend County shall be exempt from, and in no way liable, for, any sums of money, which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of Contractor and/or Trade Contractor providing such insurance.

6.0 TERM OF CONTRACT:

This contract is for the period **1 October 2014 through 30 September 2015**, renewable annually for four (4) years (through 30 September 2019) under the same terms and conditions if mutually agreeable by both parties. This contract may be terminated by either party for any reason by giving thirty (30) days written notice of the intent to terminate.

7.0 PAYMENT BY COUNTY:

Invoices should be submitted to the County on the first of the following month from the date services were rendered. Payment by the County will be by check within 30 days after receipt of invoice; payment will be prorated daily for unsatisfactory performance and the County will only pay for those days that satisfactory cleaning is accomplished. Contractor will submit a corrected invoice for any changes needed for unsatisfactory performance.

8.0 GENERAL INFORMATION FOR ALL ZONES:

- 8.1 The contractor shall supply all cleaning supplies, equipment and personnel necessary for cleaning, disinfecting and upkeep of floors, carpets, walls, trim, fixtures, glass and dusting of furniture. Facilities Operations Manager must approve all cleaning supplies and equipment prior to use. Fort Bend County will supply trash can liners, soap refills, and paper products, i.e., paper towels, toilet tissue, and tissue seat covers.
- 8.2 Contractor shall provide the following materials, supplies and equipment for the performance of the specified services in this RFP:
- Vacuum cleaners (commercial grade) and replacement bags (back pack where applicable)
 - Brooms and dustpans
 - Dusting, cleaning items and cloths (microfiber and lint free)
 - Rubber gloves
 - Ladders (various types)

- Dusters with handles to reach high places
- Commercial grade mops (wet and dust type)
- Buckets with wringers
- Toilet bowl brushes
- Squeegees for both windows and floors
- Scrub brushes with and without handles
- Floor machines for cleaning and polishing, such as rotary scrubbers, extractors, burnishers, wet/dry vacuums, auto-scrubbers (walk-behind), etc.
- Window cleaning equipment
- Body Fluid Clean-up Kits
- Furniture polish
- Stainless steel – cleaner, polish
- Floor finish
- Stripper
- Deodorizer
- Graffiti remover
- Carpet spot remover
- Wheeled trash barrels for use during service hours
- Other cleaning and maintenance supplies as needed by request

8.3 All equipment required in the performance of the contractor's duties as set forth herein shall be furnished by contractor at its expense. Five (5) days prior to the starting date of the contract, the contractor shall submit, for approval of Fort Bend County, a list indicating the manufacturer, the brand name, and intended use of each of the supplies and materials proposed for use in the performance of the work. Contractor must maintain at each location a list of the Material Safety Data Sheets (MSDS) for each product used by the contractor at that facility. Fort Bend County reserves the right to require contractor to replace, substitute or modify their equipment if such equipment is harmful to Fort Bend County or its operation, or is not sufficient in terms of providing adequate cleaning under this contract. By signing this RFP, the contractor certifies that all material, equipment, etc. supplied by the contractor meets all Occupational Safety and Health Administration (OSHA) requirements. Contractor further certifies that, if he/she is a contractor, and the material, equipment, etc. is subsequently found to be deficient in any OSHA requirement, all costs necessary to bring the material, equipment, and etc. in compliance with the aforementioned requirements shall be borne by the contractor. The title of all equipment, materials, machines of any kind or nature furnished and used by contractor, shall remain in contractor's name and such equipment, materials of any kind or nature shall be removed promptly from the areas specified in this bid upon the termination of this contract.

8.4 Storage Provisions: Fort Bend County will provide reasonable storage space(s) for contractor to use that will be necessary for the performance of the services required herein. Fort Bend County will have access to the rooms for the purpose of inspection

for compliance to fire, health, and any other applicable regulations. The use of such rooms shall be the responsibility of contractor and any damage to property, theft of property, or injury to persons resulting from the use of such rooms shall be the liability of the contractor. Fort Bend County will not be responsible in any way for the contractor's supplies, equipment, materials, or personal belongings that may be damaged by fire, theft, accident, or any other incident.

- 8.5 All members of the cleaning crew must be able to speak English fluently. The English language is essential to permit discussion of Fort Bend County's concerns and requirements, to understand the proper use of cleaning chemicals, and to understand vital instructions in emergency and non-emergency situations. All members of the cleaning crew must have a background check performed and approved by the Facilities Operations Manager prior to working in this facility.
- 8.6 The contractor is required to train all members of the cleaning crew to know and understand all requirements set forth in this contract.
- 8.7 The contractor will be responsible for losses or damages and any unauthorized toll type telephone calls, which are traceable to the cleaning staff. Should polygraph tests be required to determine liability, the contractor will be responsible for the costs of such tests. Any damages by the cleaning crew should be reported to the Facilities Operations Manager the following workday. Each employee of the contractor must agree to being photographed and fingerprinted by the County.
- 8.8 The cleaning staff is prohibited from disturbing papers on desks, moving personal items of staff, opening desk drawers, or cabinets, or using any equipment provided for official county use. Office chairs are to be placed behind desks and tables and left not harming the chair arms after cleaning. Instructions pertaining to conduct and other regulations, as required by Fort Bend County, must be followed. The contractor is responsible for any loss or damage to property including, but not limited to, money, securities, merchandise, fixtures, and equipment belonging to Fort Bend County, or to any other person or organization to which Fort Bend County is legally liable for such loss or damage, if any such loss or damage was caused by the contractor or any employee thereof, while such employee is on the premises of Fort Bend County as an employee of the contractor.
- 8.9 No food or drink is allowed in the building by the cleaning staff. No smoking is allowed in the building at any time. No cleaning staff is allowed to have children on the premises during their assigned working hours. Each member of the cleaning crew is required to wear a photo ID badge identifying them and the cleaning company, a uniform shirt that identifies the cleaning company at all times they are on County premises.
- 8.10 The cleaning staff will not use any county equipment, such as telephones, computers, typewriters, copy machines, etc. Cleaning staff must never open cabinets, drawers, files, etc.

- 8.11 The contractor is responsible for the security of the building during cleaning hours. All entrances must be secure after entering and upon leaving the building. The contractor shall be liable for all costs associated with re-keying, re-issuance, or programming of keys, access card keys, and security codes, which result from the loss or compromising of keys, access card keys, or security codes by contract personnel. The contractor's access shall be limited to 2 set of keys and/or access card keys, furnished by the County. Only Fort Bend County will duplicate keys. At the end of the contract, all outside door locks with specified duplicate keys may be changed at the contractor's expense by a County approved contractor.
- 8.12 Any personal property (glasses, wallets, phones, etc.) discovered by contractor in common areas shall be delivered immediately to the contractor's Regional Supervisor. The Regional Supervisor shall notify the Facilities Operations Manager for handling instructions.
- 8.13 Contractor must keep an attendance record that will be kept of all workers by date, name, time in, and time out at each location (form attached). Additionally, all contract personnel are required to sign in/out upon arrival and departure of work site. The log is to be located inside of each custodial closet(s) at each facility and should be kept on site and available to the Fort Bend County representative, when requested. Contractor shall also provide Fort Bend County with the weekly attendance and/or sign-in sheet for each building location assigned. Attendance and hours shall be recorded daily, or in accordance with the work schedule of services. A legible copy of this report shall be provided weekly to Facilities representative. This report shall verify all hours worked and serve as a documented personnel attendance log. In addition, contractor shall provide Fort Bend County with a weekly inspection report for each location. The inspection report will verify contractor has performed all required services. Contractor must keep, for each worker, a list of his or her work. The list will be a list of the regular duties as specified by the contract with estimates for time needed to complete the task. The object of the list shall be to give an accurate account of the time required to complete each task. The final form of the list to be used must meet the approval of Fort Bend County.
- 8.14 Personnel: All employees of the contractor must be eighteen (18) years of age or older. No minors will be allowed to work under this contract. No children of the contractor's employees are allowed on Fort Bend County properties during work time.
- 8.15 Project Manager (PM): The PM is responsible for the scheduling and management of work to be performed as detailed in this specification. Therefore, the PM must have, prior to employment as PM on this job(s), at least three (3) of the last five (5) years' work experience in the management of custodial type operations for buildings of the approximate size and similar characteristics of the building(s) described in this specification. Each contractor shall include, as part of the submitted RFP, a detailed resume of the intended PM. In addition, before another PM can be assigned, a similar

detailed resume must be submitted. The resume(s) will be used in determining the qualifications of the contractor. Resume(s) should include, at a minimum, the full name of the proposed PM and a detailed description of the past five (5) years employment history of the proposed PM, including the names, addresses, and telephone numbers of employers and immediate supervisors.

- 8.16 **Supervisory Employees:** All supervisory personnel engaged in fulfilling the requirements of this specification shall have, prior to assuming a supervisory capacity for the job described herein, experience in custodial type work. Supervisory personnel shall be available during the hours of service; and must be provided with cell phones by the contractor. Names, telephone, and cell phone numbers must be provided to Fort Bend County's designated representative. All supervisory personnel must be fluent in both verbal and written communication in the English language. At least one supervisory employee is required for each zone. The supervisor shall be responsible for addressing any and all needs associated with the performance of the contract. This shall include emergency supply deliveries, impromptu site inspections, receiving and relaying reports of broken items, and any other duties deemed necessary by the designated Fort Bend County Representative.
- 8.17 **On-site Custodian:** This is an employee of the contractor in charge of all custodial employees including subordinate supervisors working on a shift assigned to an individual site. Supervisor must perform inspections or follow-ups necessary to properly control the cleaning operations. Proper procedures and reporting of cleaning inspections will find the problem areas in the building so they can be given special attention in order to: 1) ensure that the cleaning level in the building is meeting the required standards as indicated in this proposal, 2) identify the employee who is not doing his or her job properly and 3) to determine the people who need additional instruction and training. In small facilities, the custodian may also perform any lower functions, including "Production employee" functions. One (1) custodian is required for each location (an employee is able to provide custodial services over multiple facilities). The supervisor shall supply each employee with specific job duties listing the frequency, when and how to perform their job. A copy of these job duties must be posted by contractor in all janitor's closets and/or storage rooms.
- 8.18 **Assistant Supervisor or Crew Leader:** This is a productive employee of the contractor in charge of a small group of custodial employees who act as a pace setter and coordinator in working along with subordinates a majority of the time. The number of assistant supervisors or crew leaders assigned to the location will be determined by contractor.
- 8.19 **Production Employees:** The contractor shall employ only qualified personnel who are skilled in the performance of custodial work and shall screen all employees, requiring satisfactory references. Contractor's personnel shall present a professional appearance and must properly display the contractor furnished identification indicating the name of the employee and contractor. The minimum uniform will

consist of an outer garment with the company name located on the chest and company identification badge with the employee photo, name, and company name. Contractor employees shall be, neat, clean, well groomed, courteous, and conduct themselves in a respectable manner, in the performance of their duties while on Fort Bend County property. Fort Bend County shall be furnished with a list of personnel assigned to this contract. Contractor shall be responsible for keeping this personnel list up-to-date.

- 8.20 It is the intent of Fort Bend County that all premises be maintained at a custodial standard of cleanliness. This includes areas utilized by the vendor such as for storing equipment (custodial closets) and removal of daily trash (loading docks, etc.). Services should be rendered as though each facility is under a cleaner's personal custody; cleaned and maintained to the standards outlined below. Custodial services should be carried out in a routine, predictable manner that is standardized throughout the zone. These specifications are intended to indicate an acceptable level of service, cleaning and professionalism to be provided by the contractor. Specifications set forth are meant to be general guidelines. They are not to be construed as complete. All items not specifically included, but found to be necessary to properly clean the buildings, shall be included as though written into these specifications.
- 8.21 Clean: The term "clean" shall mean the removal of trash, dirt, dust, lint, marks, stains, spots, odors, film, grease, etc. off of the entire surface through the use of a cleaning agent and tools.
- 8.22 Disinfect and/or sanitize: To cleanse of harmful microorganisms by application of an approved chemical agent
- 8.23 Spot Clean/Mop: The term "spot clean/mop" shall mean not to clean entire surface; clean areas where needed.
- 8.24 Mops, mop buckets, and brooms used in the cleaning of restrooms and other potential areas of biohazard contamination shall be cold rinsed, disinfected, and hung up before further use.
- 8.25 Safety: Contractor shall be responsible for instructing their employees in all safety measures. Custodial employees will not place or use mops, brooms, or any equipment in traffic areas or other locations in such a manner as to create safety hazards. All workers shall provide, place and remove appropriate warning signs for wet or slippery floor areas caused by floor cleaning operations. General safety requirements shall be complied with in all activities under this contract.
- 8.26 Broken Items: The contractor shall report damage to any item immediately and be financially responsible for replacing said item.

- 8.27 Routine Service: Is defined as cleaning that will be performed any combination of business days per week depending on the specific days requested. These services are to be performed after facility's normal operating hours, except as specified or authorized by the Fort Bend County designated representative. Mechanical, electrical and telephone rooms are NOT considered office space and will not be serviced under this bid. Weekly Service is defined as one (1) day per business week, specific day to be determined by a Fort Bend County (FBC) designated representative. Monthly Service is defined as one business day a month, specific business day to be determined by a FBC designated representative. Annual Service is defined as once a year. Quarterly Service is defined as one (1) business day every three (3) months, specific business day to be determined by a FBC designated representative. Twice yearly, three (3) times a year, every six (6) months and other special cleaning requirements will be scheduled by a FBC designated representative as per specifications. Periodic Care (as required) is defined as a specific, routine or scheduled task to be performed as needed.
- 8.28 Common Space: Common space is defined as hallways, interior and exterior entrances, lobby areas, stairwells, elevators, restrooms, courtrooms, jury rooms, conference rooms, public areas in libraries, break rooms, and the corridors adjacent to office or clinic spaces and special frequency areas. Common spaces will be cleaned every day that the facility is open to the public.
- 8.29 Office Space: Office Space is defined as enclosed offices, cubicles, copy rooms, file rooms, private libraries, and hold over cells. Office spaces will be cleaned every day that the facility is open to the public.

9.0 QUALITY OF WORK:

Services performed as required by this specification shall be subject to inspection and approval by Fort Bend County. Production employees shall be proactive in support of the FBC mission statement of "Great Service for Great People". Production employees shall take initiative of identifying, reporting, and correcting all readily recognizable custodial and maintenance conditions especially spot cleaning of flooring, walls, and glass surfaces. FBC shall utilize Building Owners and Managers Association International (BOMA) Production Standards to evaluate the quality of work. All cleaning must be done in conformance with OSHA safety standards and other local laws and regulations. The minimum acceptable standards are:

9.1 Floor maintenance

- 9.1.1 General floor maintenance includes all carpeted and non-carpeted areas, stairs, stairwells, and foyers to entrances. Floors shall be maintained in such a manner as to promote longevity and safety upon completion of work. All floors shall be left in a clean, orderly and safe condition. No chairs, wastepaper baskets, or other similar items shall be stacked on desks, tables or window sills during cleaning operations. Base boards, walls, stair risers,

furniture and equipment shall in no way be splashed, disfigured or damaged during cleaning operations. All furniture and equipment must be returned to original position.

- 9.1.2 Proper precautions must be taken to advise building occupants of wet and/or slippery floor conditions. This applies during inclement weather as well as during cleaning operations. All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions. All tools and equipment shall be maintained in clean condition at all times and neatly stored each night in the assigned storage areas.
- 9.1.3 Sweeping and Damp Mopping – After sweeping and damp mopping, all floors shall be clean and free of dirt streaks. No dirt, trash, or foreign matter shall remain in corners, behind doors or radiators, under furniture, or on stair landings and treads. Sidewalks, entrances, and other assigned areas shall be swept clean of all dirt and trash, and no dirt shall remain where sweepings were picked up.
- 9.1.4 Wet Mopping and Scrubbing – The floors shall be properly prepared and thoroughly swept to remove visible dirt and debris. Removal of gum, tar, and similar substances from the floor surface is required. On completion of mopping and scrubbing, the floors shall be clean and free of dirt, water streaks, mop marks, string, etc., and properly rinsed and dry mopped to present an overall appearance of cleanliness. After wet mopping or scrubbing, all surfaces, including corners and cracks, shall be dry. When scrubbing is designated, it shall be performed by machine or by hand with a brush.
- 9.1.5 Spot cleaning – Remove smudges, marks, or spots without causing unsightly discoloration. Spot cleaning of carpet stains shall be performed so that no spot shall remain untreated in excess of one working day.
- 9.1.6 Floor Finishing – The job of floor finishing includes the cleaning and applying of finish to hard floor surfaces per industry standards.
- 9.1.7 Sweeping - Sweep floors thoroughly; remove all gum and adhesive materials.
- 9.2 Stripping – Remove all old finish or wax from floors using a concentrated solution of liquid cleaner. Cleaner is to be applied with a mop and scrubbed with an electric polishing machine with scrub brush or a medium grade-scrubbing pad. Extremely stubborn spots, for example, gum, rust, burns, etc., shall be removed by hand with a scouring pad dipped in a cleaning solution. Corners and other areas that the polishing machine cannot reach shall be scrubbed and thoroughly cleaned by hand. Care shall be exercised so that baseboards and furniture shall not be splashed or marred. Cleaning solution shall be taken up with a mop or wet/dry vacuum and the floor rinsed at least twice with clean water to remove all traces of cleaning solution. Do not flood the floor with water; use only enough water as required for good rinsing.

Floor shall be allowed to dry thoroughly after rinsing.

- 9.3 Finishing – Apply a minimum of five coats of floor finish allowing sufficient drying time between each coat. Should there be more than eight (8) hours between cleaning or applying a finish coat to the floor, the area must again be cleaned to remove surface dirt and scuff marks before applying the next finish coat. The first four (4) coats should be applied to within 4” of the baseboard, with the last coat ONLY applied up to, but not touching, the baseboard.
- 9.4 Bi-monthly Spray-buffing – Sweep floor thoroughly. Wet mop to remove any spillage. Spray-buff floor with an approved gloss restorer solution and using a floor polishing machine, floor polishing pad, and spray equipment. Spray only soiled or worn areas, using a fine mist applied 2 to 3 feet ahead of the floor machine, and buff immediately to blend in.
- 9.5 Carpet and Rugs – After each thorough vacuuming, all rugs shall be clean, free from dust balls, dirt and other debris. No dirt and trash shall be left in corners, under furniture or behind doors. Vacuuming equipment shall be the type which “agitates” the carpet in some manner to aid in the extraction of dust/dirt from the carpet. Spot shampooing shall be done for isolated areas on an as needed basis.
- 9.6 Toilets – Special attention shall be given to bottoms and floors on and around urinals and commodes for elimination of odors and stains and to provide a uniformly clean appearance throughout.
- 9.7 Dusting – Dust shall not be moved from spot to spot but removed directly from the areas in which it lays by the most effective means, for example, treated dusting cloths, vacuum tools, etc. When doing high cleaning, dust shall not be allowed to fall from high areas onto furniture and equipment below. The following conditions shall exist after the completion of each dusting task:
 - 9.7.1 No dust streaks,
 - 9.7.2 Corners, crevices, molding and ledges free of all dust,
 - 9.7.3 No oils, spots, or smudges caused by dusting tools on dusted surfaces,
 - 9.7.4 When inspected with a flashlight, there shall be few traces of dust on any surface.
- 9.8 Damp wiping – This task consists of using a clean, damp cloth or sponge to remove all dirt, spots, streaks, and smudges from walls, glass, baseboards, and other specified surfaces, and then drying to provide a polished appearance. The wetting solution shall contain an appropriate cleaning agent. When damp wiping in toilet areas, a multi-purpose, disinfectant/deodorizer cleaner shall be used.
- 9.9 Bright metal polishing – Bright metal polishing may be accomplished by damp wiping and drying with a suitable cloth until a polished appearance is attained. Use

an approved metal polishing agent if a polished appearance cannot be attained by damp wiping and drying with a suitable cloth.

9.10 Policing – This job includes:

9.10.1 Picking up and removing all paper, trash, empty bottles, gum and other discarded materials inside and outside of the building (excluding desk tops, tables, and other work surfaces),

9.10.2 Maintaining wall hung and floor type trash receptacles in a neat and presentable condition; replace sand as needed in receptacles,

9.10.3 Removing gum, spots of tar, and other foreign substances from inside the building,

9.10.4 Cleaning drinking fountains and glass surfaces and

9.10.5 Mopping up wet areas caused by spillage, accidents, or inclement weather.

9.11 Fixture cleaning – Porcelain fixtures, for example, drinking fountains, wash basins, urinals, toilets, etc., shall be clean and bright, and without dust, spots, stains, rust, green mold, encrustation or excess moisture. Walls and floors adjacent to fixtures shall be free of spots, drippings, and watermarks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc. and nozzles free from encrustation (calcium, lime, rust, etc.).

10.0 SCOPE OF WORK FOR ALL ZONES:

10.1 DAILY SERVICE:

10.1.1 Restrooms (including private):

10.1.1.1 Sweep and mop ceramic tile floor with disinfectant detergent, removing all stains.

10.1.1.2 Wash and disinfect all surfaces of urinals, bowls and tanks.

10.1.1.3 Clean all mirrors and vanity shelves.

10.1.1.4 Clean and dry polish faucets, soap dispensers, sanitary napkin machines and disposal units, towel and tissue dispensers, water closets, and waste receptacles to a high gloss shine.

10.1.1.5 Damp wipe full service area of all ledges, sills, stall partitions, switches, door handles, and doors.

10.1.1.6 Remove graffiti from walls and partitions.

10.1.1.7 Empty waste receptacles, wash or damp wipe the inside and outside of wastebaskets as needed and replace liners.

10.1.1.8 Clean and disinfect all sanitary napkin containers both inside and out.

10.1.1.9 Spot clean all walls and doors.

10.1.1.10 Restock paper towels, soap, toilet paper and seat cover dispensers until at least 2/3 full. Supplies should never be left

below 2/3 stock over night.

10.1.2 Elevators (including freight) (where applicable)

- 10.1.2.1 Clean, polish and remove finger marks, smudges, etc from interior and exterior of elevator doors, walls, control panels, and thresholds on all floors. Polish to a high gloss shine.
- 10.1.2.2 Vacuum, sweep and mop, spray buff resilient floor depending on floor covering in elevator, not allowing dirt and debris to fall down the elevator shaft. Remove any stains on floor covering.
- 10.1.2.3 Clean all door tracks on each floor to remove all debris, and polish with non-abrasive products.

10.1.3 Center Public Stairway (where applicable)

- 10.1.3.1 Sweep stairs and landings.
- 10.1.3.2 Dust handrails and ledges.
- 10.1.3.3 Completely clean all glass and polish handrails to a high gloss shine.

10.1.4 Floor Covering:

- 10.1.4.1 Carpet: Vacuum from corner to corner, pick up staples, paper clips, etc. and spot treatment of carpet stains shall be performed so that no spot shall remain untreated in excess of one working day.
- 10.1.4.2 Ceramic: Tile Dust mop entire floor. Auto scrub (centrifugal brush machine) entire floor – chemical used must be approved by Facilities Operations Manager before use. Handwork stubborn stains and scuff marks as needed.
- 10.1.4.3 Terrazzo: Dust mop entire floor. Auto scrub (pad driven machine) entire floor – chemical used must be approved by Facilities Operations Manager before use. Handwork stubborn stains and scuff marks as needed.
- 10.1.4.4 Unpolished Granite: Dry mop or vacuum and spot clean.
- 10.1.4.5 VCT Tile: Sweep and mop removing all stains with disinfectant detergent.
- 10.1.4.6 Spots and gum on all floor coverings shall be performed so that no spot shall remain untreated in excess of one working day.
- 10.1.4.7 Floor molding will be maintained in a dust free condition.
- 10.1.4.8 Clean inside and outside door mats of dirt and debris.
- 10.1.4.9 Sweep and clean entrance thresholds removing all debris and trash.

10.1.5 Glass and Windows:

- 10.1.5.1 Spot clean all glass – windows, doors (inside and out), walls, entries and partitions (includes entry doors and sidelights to building) and glass desktops. Note: Zone 5 only is limited to a height of 10 feet where applicable.

10.1.6 Wall/Wall Coverings:

- 10.1.6.1 Dust and remove all smudges and fingerprints on walls, wall coverings and wall hangings.
- 10.1.6.2 Wall coverings must be dust free.
- 10.1.6.3 Any tape on walls will be removed daily.
- 10.1.6.4 Graffiti will be removed from walls upon discovery.
- 10.1.6.5 Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be written and left in 'comment section' of nightly roster.

10.1.7 Dusting and Furniture Care:

- 10.1.7.1 Dust all exposed areas on desks, other work surfaces, cabinets, shelves and lamps. Do not clean computers or computer monitors.
- 10.1.7.2 Clean and disinfect all tabletops, counter tops and appliance exteriors in all kitchen areas of building.
- 10.1.7.3 Dry dust all electronics.

10.1.8 Miscellaneous Cleaning Services:

- 10.1.8.1 Empty all wastebaskets in building.
- 10.1.8.2 Install new waste basket liners, replace as necessary.
- 10.1.8.3 Clean and sanitize wastebaskets, trash cans as needed.
- 10.1.8.4 Remove all trash to designated area.
- 10.1.8.5 Clean, disinfect, and polish all drinking fountains to a high gloss shine.
- 10.1.8.6 Clean and disinfect all walls, wall switches and thermostats of finger marks and smudges.
- 10.1.8.7 Clean, disinfect, and polish all metal doorknobs, pulls, push plates, handles, etc.
- 10.1.8.8 Dust and remove all smudges and fingerprints on doors.
- 10.1.8.9 Clean and disinfect all telephones weekly.
- 10.1.8.10 Clean table tops, chairs, counter tops, sinks, and appliance exteriors in all lounges, kitchens, meeting rooms, etc.
- 10.1.8.11 Maintain custodial closets in a clean and orderly condition.
- 10.1.8.12 Remove all cobwebs daily throughout the building.
- 10.1.8.13 Turn all lights off when leaving each work area.

10.1.9 Stairways:

- 10.1.9.1 Sweep, mop or vacuum stair landings and steps; dust railings, ledges, grills, fire apparatus, doors and radiators.

10.1.10 Exterior:

- 10.1.10.1 Within twenty-five (25) feet of the facility – pick up trash and sweep entrances, landings, steps, and sidewalks emptying all receptacles and replacing with new liners

10.2 WEEKLY SERVICE: All above, plus.

10.2.1 Restrooms (including private):

- 10.2.1.1 Dust hard to reach areas including all a/c and return air vents.
- 10.2.1.2 Wash and disinfect stall partitions, doors and walls completely with disinfectant solution.

10.2.2 Elevators (where applicable)

- 10.2.2.1 Sweep/vacuum and mop granite floors.

10.2.3 Center Public Stairway (where applicable)

- 10.2.3.1 Wet mop stairs and landings (include all exposed areas).

10.2.4 Floor Covering:

- 10.2.4.1 Unpolished granite – Sweep and/or vacuum and wet mop with disinfectant detergent.
- 10.2.4.2 VCT Tile: Sweep, mop with disinfectant detergent and spray buff.
- 10.2.4.3 Terrazzo: Dust mop entire floor. Auto scrub (pad driven machine) entire floor. Chemical used must be approved by Facilities Operations Manager before use. Once approved chemical has been applied to floor allow it to rest on floor for several minutes but do NOT allow it to dry on any of the floor surface. After several minutes auto scrub (pad driven machine) entire floor. Buff entire floor with slow speed floor machine using Snap Back. Do NOT use a propane burnisher on any floors in our buildings.
- 10.2.4.4 Ceramic Tile: Dust mop entire floor. Auto strip (centrifugal brush machine) entire floor. Chemical used must be approved by Facilities Operations Manager before use.
- 10.2.4.5 Vacuum carpeted steps in Puppet Theater (where applicable)

- 10.2.4.6 Remove gum from all carpeted areas, rugs, and floor mats.
Remove gum from the facility entrances.

10.2.5 Dusting and Furniture Care:

- 10.2.5.1 Vacuum upholstered furniture weekly.
- 10.2.5.2 Thoroughly dust bookshelves, horizontal furniture surfaces, as well as vertical surfaces and under surfaces such as knee wells, chair rungs, table legs, etc.
- 10.2.5.3 Damp wipe all glass in doors, partitions, pictures, and bookcases.
- 10.2.5.4 Damp wipe and polish marble wall surfaces and wainscoting..
- 10.2.5.5 Damp wipe all granite tables and tops.
- 10.2.5.6 Dust all venetian blinds.
- 10.2.5.7 Clean and polish metal door thresholds.

10.2.6 Stairwells: Clean all emergency stairwells in building:

- 10.2.6.1 Sweep stairs and landings.
- 10.2.6.2 Wet mop stairs and landings.
- 10.2.6.3 Dust handrails and ledges.
- 10.2.6.4 Spot clean walls and doors.

10.2.7 Interior Windows:

- 10.2.7.1 Windowsills will be free of dust and debris.
- 10.2.7.2 Cobwebs will be removed.
- 10.2.7.3 Spot clean all interior glass.

10.3 MONTHLY: All above, plus.

10.3.1 Restrooms (including private):

- 10.3.1.1 Machine scrub all restroom tile floors.
- 10.3.1.2 Clean and dust all light fixtures, grilles and hard to reach areas.

10.3.2 Elevators:

- 10.3.2.1 Dust and clean all ceiling panels and high ledges.
- 10.3.2.2 Dust frames and lights.
- 10.3.2.3 Remove all spider webs.
- 10.3.2.4 Wash walls and doors.

10.3.3 Dusting and furniture care:

- 10.3.3.1 Dusting ceiling lights. Remove all spider webs and bugs as needed.
- 10.3.3.2 Vacuum upholstered furniture and dust edges.
- 10.3.3.3 Vacuum under and behind upholstered furniture.
- 10.3.3.4 Vacuum under any removable cushions.
- 10.3.3.5 Dust or vacuum window shades.
- 10.3.3.6 Dust shelf canopies (top) and empty shelves.
- 10.3.3.7 Wash venetian blinds as needed or requested by the Fort Bend County designated representative.

10.3.4 Floor Coverings

- 10.3.4.1 Unpolished granite – . Auto scrub (pad driven machine) entire floor – chemical used must be approved by Facilities Operations Manager before use. Handwork stubborn stains and scuff marks as needed.

10.4 BI-MONTHLY: All above, plus:

10.4.1 Floor Drains

- 10.4.1.1. Ensure all floor drains are filled with at least 2 gallons of water twice per month to prevent p-traps from drying out. The date maintenance was performed should be marked on calendar in the custodial closet at each building location.

10.5 SEMI-ANNUAL:

Set schedule will be agreed on with contractor and Facilities Operations Manager and Library Assistant Director where applicable (First time between January 1st and March 1st and the second time between July 1st and September 1st).

10.5.1 VCT Tile floor covering:

- 10.5.1.1 Strip and apply five (5) coats of Diversey Vectra floor finish.

10.5.2 Carpets:

- 10.5.2.1 Shampoo all carpeting in Zones 1-4. Zone 5 – Libraries-Carpet: Complete shampooing by a method approved by the Library at least once a year, only upon request of the Library. Some areas will be shampooed semi-annual, while others will be excluded entirely. Schedule is to be agreed upon with the Library Assistant Director.

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10.5.3 Terrazzo:

- 10.5.3.1 Top scrub off old finish (do not remove sealer).
- 10.5.3.2 Re-coat with Diversey Vectra floor finish – applying 4 coats of the Vectra.

10.5.4 Interior Glass:

- 10.5.4.1 Clean and shine all interior windows and blinds in building.
Note: Zone 5 only is limited to a height of 10 feet where applicable.

10.5.5 Skylights

- 10.5.5.1 Clean and shine interior and exterior of skylights if applicable.

***11.0 PRICING AND STAFFING BY ZONE:**

Indicate price per month, proposed staffing and number of hours per day for each location based on the service requirements listed above.

Services are required Monday-Friday each week unless otherwise stated per location.

Zone 1:

Child Support (4,105 sq. ft.)
(Between 3:00pm - 4:00pm)
1317 Eugene Heimann Circle, 2nd floor, Richmond

\$_____/mo. ____/staff ____/hours per day

Tax Office (15,786 sq. ft.)
(Between 5:00pm-10:00pm)
1317 Eugene Heimann Circle, Richmond

\$_____/mo. ____/staff ____/hours per day

Pct 1 Bldg (26,420 sq. ft.)
(Between 5:00pm-10:00pm)
1517 Eugene Heimann Circle, Richmond

\$_____/mo. ____/staff ____/hours per day

Zone 1 cont'd:

Juvenile Detention (45,000 sq. ft.)
(Between 8:00am-12:00 noon)
122 Golfview, Richmond

\$_____/mo. ____/staff ____/hours per day

Juvenile - School Facility (6,000 sq. ft.)
(Between 8:00am-12:00 noon)
118 Legion Drive, Richmond

\$_____/mo. ____/staff ____/hours per day

Legion Court Annex (5,000 sq. ft.)
(Between 8:00am-12:00 noon)
117 Legion Drive, Richmond

\$_____/mo. ____/staff ____/hours per day

Office of Emergency Management (9,315 sq. ft)
(Between 11:00am-3:00 pm)
307 Fort Street, Richmond

\$_____/mo. ____/staff ____/hours per day

CAD Building (28,814 both bldgs)
(Between 5:00pm-10:00pm; some special
arrangements needed during protests and
hearing days
2801 BF Terry Blvd, Rosenberg

\$_____/mo. ____/staff ____/hours per day

Total Bid Price: Zone 1 \$_____/mo.

Zone 2:

Drainage District (1,040 sq. ft)
(Between 5:00pm-10:00pm)
1004 Blume Rd., Rosenberg

\$_____/mo. ____/staff ____/hours per day

Zone 2 cont'd:

Drainage District (1,400 sq. ft)
(Between 5:00pm-10:00pm)
1022 Blume Rd., Rosenberg

\$_____/mo. ____/staff ____/hours per day

Engineering (6,000 sq. ft.)
(Between 5:00pm-10:00pm)
1124 Blume Rd., Rosenberg

\$_____/mo. ____/staff ____/hours per day

Needville Annex (JP #1 Pl 1)(5,600 sq. ft.)
(Between 5:00pm-10:00pm)
3114 Rosenberg St., Needville

\$_____/mo. ____/staff ____/hours per day

Animal Services
1210 Blume Rd (1363 sq. ft.) and
1210 Blume Rd #A (592 sq. ft.), Rosenberg
(Only Tuesday and Friday after 6pm)

\$_____/mo. ____/staff ____/hours per day

Total Bid Price: Zone 2 \$_____/mo.

Zone 3:

East End Annex (18,500 sq. ft.)
(Constable Office cleaned between 3:00 pm-5:00pm)
(Rest of building between 5:00pm-10:00pm)
303 Texas Parkway, Missouri City

\$_____/mo. ____/staff ____/hours per day

Sugar Land Annex (18,325 sq. ft.)
(Between 5:00pm-10:00pm)
12550 Emily Court, Sugar Land

\$_____/mo. ____/staff ____/hours per day

Zone 3 cont'd:

Missouri City Annex – FBC Portion (20,487 sq. ft.)
(Between 5:00pm-10:00pm)
307 Texas Parkway, Missouri City

\$_____/mo. ____/staff ____/hours per day

Missouri City Annex – Access Health Portion (7,490 sq.ft)
(Between 5:00pm-10:00pm)
307 Texas Parkway, Missouri City

\$_____/mo. ____/staff ____/hours per day

First Transit (2,730 sq. ft.)
(Between 6:00pm-10:00pm)
1809 Eldridge, Sugar Land

\$_____/mo. ____/staff ____/hours per day

Total Bid Price: Zone 3 \$_____/mo.

Zone 4:

Pct 3 Building (22,049 sq. ft.)
(Between 6:00pm – 10:00 pm)
22333 Grand Corner Drive, Katy

\$_____/mo. ____/staff ____/hours per day

Total Bid Price: Zone 4 \$_____/mo.

Zone 5:

Zone 5 is our libraries. Libraries require cleaning specific number of days – noted below by location. The cleaning crew is to work each evening after the Library has closed. Some of the Libraries require a minimum number of staff and minimum number of hours for cleaning. This information is stated below for each Library branch. The Library may require minor adjustments to the cleaning schedule for special programming. At least a 48-hour notice will be given to the contractor of the schedule adjustment. If the Library is closed for an extended holiday or on Sundays, the contractor is expected to provide specialized services on those days. No scheduling adjustments will be made due to holidays unless specifically requested by the Library Director.

George Memorial Library (77,000 sq. ft.)
7 days a week (**after** closing: M-Th 9PM, Fri/Sat/Sun 5PM)
1001 Golfview, Richmond
Minimum 4 persons; work 4 hours each

\$_____/mo. ____/staff ____/hours per day

Missouri City Branch Library (18,400 sq. ft.)
6 days a week (**after** closing: M/T/W 9PM, Th 6PM, Fri/Sat 5PM)
1530 Texas Parkway, Missouri City
Minimum 2 persons; work 3 hours each

\$_____/mo. ____/staff ____/hours per day

First Colony Branch Library (19,400 sq. ft.)
6 days a week (**after** closing: M/T/W 9PM, Th 6PM, Fri/Sat 5PM)
2121 Austin Parkway, Sugar Land
Minimum 2 persons; work 3 hours each

\$_____/mo. ____/staff ____/hours per day

Albert George Branch Library (5,900 sq. ft.)
3 days a week (**after** closing: Tu 8PM, Th 6PM, Sat 1PM or Sunday)
9230 Gene St., Needville
Work 2 hour minimum

\$_____/mo. ____/staff ____/hours per day

Zone 5 cont'd:

Mamie George Branch Library (4,600 sq. ft.)
3 days a week (**after** closing: Tu 6PM, Th 6PM, Sat 1PM or Sunday)
320 Dulles Ave., Stafford
Work 2 hour minimum

\$_____/mo. ____/staff ____/hours per day

Bob Lutts/Fulshear Library (15,400 sq. ft.)
6 days a week (**after** closing: M/Th 8PM, T/W 6PM, Fri 5PM, Sat 1PM)
8100 FM 359, Fulshear
Work 2 hour minimum

\$_____/mo. ____/staff ____/hours per day

Sugar Land Branch Library (21,300 sq. ft.)
6 days a week (**after** closing: M/T/Th 9PM, W 6PM, Fri/Sat 5PM)
550 Eldridge, Sugar Land
Minimum 2 persons; work 3 hours each

\$_____/mo. ____/staff ____/hours per day

Cinco Ranch Branch Library (33,500 sq. ft.)
6 days a week (**after** closing: M/T/Th 9PM, W 6PM, Fri/Sat 5PM)
2620 Commercial Center Blvd., Katy
Minimum 2 persons; work 3 hours each

\$_____/mo. ____/staff ____/hours per day

Sienna Branch Library (44,427 sq. ft.)
6 days a week (**after** closing: M/T/Th 9PM, W 6PM, Fri/Sat 5 PM)
8411 Sienna Springs Blvd, Missouri City
Minimum 3 persons; work 3 hours each

\$_____/mo. ____/staff ____/hours per day

University Branch Library (40,185 sq. ft.)
6 days a week (**after** closing: M/T/Th 9PM, W 6PM, Fri/Sat 5PM)
14010 University Blvd, Sugar Land
Minimum 3 persons; work 3 hours each

\$_____/mo. ____/staff ____/hours per day

Zone 5 cont'd:

GML Administration Building (16,910 sq.ft.)

5 days a week (**after** closing: M-F 5PM)

1003 Golfview, Richmond

Minimum 2 persons; work 3 hours each

\$_____/mo. ____/staff ____/hours per day

Total Bid Price: Zone #5 \$_____/mo.

12.0 EVALUATION FACTORS:

Contract award will be made to the responsible contractor, whose proposal is determined to be the best evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other evaluation factors set forth in this RFP and in accordance with the requirements of the Texas Local Government Code.

- 35% Understanding of Scope of Work: The respondents must provide firm qualifications demonstrating the capability, the credentials, the skill set and the capacity to perform and complete the prescribed scope of work. Indicate the firm's proposed work load excluding this project. Indicate the number of employees assigned to this project for each location. Indicate the firm's proven ability to perform effectively and timely at the required level of service stated above. Quality control process (Six Sigma) to include methodology used to ensure daily, weekly, bi-monthly, semi-annual, etc. cleaning requirements are met or exceeded.
- 30% Firm Experience: Respondents must submit with RFP a minimum of three (3) letters of recommendation concerning janitorial service written during calendar years 2013 and/or 2014. Letters must be from entities/companies with buildings similar in size to the building specified in this RFP. For each letter of recommendation include the square footage of the buildings.
- 30% Price.
- 5% Completion of RFP submission.

13.0 EVALUATION PROCESS:

- 13.1 After the proposals are received, the evaluation team shall evaluate each proposal that was submitted on time, and the evaluation shall be based on the criteria listed in the proposal. Selection committee members will conduct a quantitative evaluation according to a numerical ranking system and a qualitative evaluation for over all proposal content and its conformance to requirements. The entire evaluation

committee will then meet to discuss the strong and weak points of each proposal to assure that it has been evaluated fairly, impartially and comprehensively. Following this initial evaluation, the evaluation team may recommend contract award without further discussion with proposers, or the firms submitting the top rated proposals may be asked to make an oral presentation to the evaluation team for the purpose of further clarification and evaluation of the proposals.

- 13.2 If oral presentations are scheduled, the representatives of the firm who will be directly assigned to the account must be present at the interview. During the interview portion of the meeting, the evaluation team shall advise the proposer of deficiencies in the proposal and shall allow the proposer to satisfy the requirements, questions, or concerns by submitting a final offer. The proposer may decide not to modify their proposal and may inform Fort Bend County that the offer is firm and final.
- 13.3 The evaluation team shall not disclose any information included in a firm's proposal to another firm during the RFP process and shall not disclose any information for the purpose of bringing one firm's proposal up to that of a competitor's proposal.
- 13.4 After final offers are received, the evaluation team shall reevaluate each of the final offers, including those deemed final at the interview. The final offers shall be evaluated on the same criteria used in the first evaluation.
- 13.5 Fort Bend County reserves the right to reject any and all proposals received for any reason that would be to the benefit of Fort Bend County.
- 13.6 All proposals submitted are to be valid for a period of ninety (90) days.

14.0 AWARD:

- 14.1 Proposals will be opened on the date specified on the cover page and kept secret until a final negotiated contract is awarded by the County Commissioners Court. Only the names of the respondents will be read aloud during the opening. All proposals that have been submitted shall be open to public inspection after the contract award.
- 14.2 Proposals submitted will be evaluated by an evaluation team comprised of County representatives including the County Purchasing Agent.

15.0 CONTRACTUAL OBLIGATIONS:

This Request for Proposals, response and associated documentation, any negotiations and final contract, when properly accepted by Fort Bend County, shall constitute a contract equally binding between the contractor and Fort Bend County.

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16.0 ADDITIONAL REQUIRED FORMS:

All vendors submitting are required to complete the attached and return with submission:

- 16.1 Vendor Form
- 16.2 W9 Form
- 16.3 Tax Form/Debt/Residence Certification

***17.0 FLOORING:**

See attached detail.

Flooring for RFP 15-002

Zone	ADDRESS	CITY	BUILDING DESCRIPTION	Sq. Ft.	Carpet	Granite	VCT	Ceramic	Wood
1	1317 Ransom Rd	Richmond	Richmond Tax Office and Child Support	19,891	62%		18%	20%	
1	1517 Ransom	Richmond	Pct #1 Bldg	26,420	76%		10%	14%	
1	122 Golfview	Richmond	Juvenile Detention	45,000	22%		68%	10%	
1	118 Legion Drive	Richmond	Juvenile - Field Services	6,000	55%		40%	5%	
1	117 Legion Drive	Richmond	Legion Court Annex	5,000	86%		10%	4%	
1	307 South Fort	Richmond	Office of Emergency Management	9,315	41%		54%	5%	
1	2801 B.F. Terry Lane	Rosenberg	Central Appraisal District	23,850	76%		19%	5%	
1	2801 B.F. Terry Lane	Rosenberg	Central Appraisal District - ARB	4,964	59%			41%	
2	1004 Blume Road	Rosenberg	Drainage District	1,040	45%		55%		
2	1022 Blume Road	Rosenberg	Drainage District	1,400	57%		43%		
2	1124 Blume Road	Rosenberg	Engineering	6,000	14%		77%	9%	
2	3114 Rosenberg	Needville	Needville Annex J.P. #1/Constable #1	5,600	76%		24%		
2	1210 Blume Road	Rosenberg	Animal Services	1,363	33%		67%		
2	1210 Blume Road A	Rosenberg	Animal Expansion	592			73%	27%	
3	303 Texas Parkway	Missouri City	East End Annex Commissioner 2 Prestage	18,500	70%		22%	8%	
3	12550 Emily Court	Sugar Land	Sugar Land Annex	18,325	86%		9%	5%	
3	307 Texas Parkway	Missouri City	Missouri City Annex	27,977	18%		62%	20%	
3	1809 Eldridge	Sugar Land	First Transit	2,730	75%		25%		
4	22333 Grand Corner	Katy	Ft. Bend County North Annex	22,049	70%	1%	14%	14%	1%
5			George Memorial Library		80%		5%	15%	
5			Missouri City Branch		75%		15%	10%	
5			First Colony Branch		95%		2.5%	2.5%	
5			Albert George Branch		98%		1%	1%	
5			Mamie George Branch		97%		3%		
5			Bob Lutts/Fushear		95%		2.5%	2.5%	
5			Sugar Land Branch		95%		2.5%	2.5%	
5			Cinco Ranch Branch		95%		1%	4%	
5			Sienna Branch		95%		4%	1%	
5			University Branch		90%		5%	5%	
5			Administration Building		94%		2%	4%	



COUNTY PURCHASING AGENT
Fort Bend County, Texas

Gilbert D. Jalomo, Jr., CPPB
County Purchasing Agent

(281) 341-8640
Fax (281) 341-8642 or 341-8645

Vendor Information

Federal ID # or S.S #		Dun and Bradstreet #
Type of Business	<input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Tax Exempt Organization	
Legal Company Name	Year Business was Established _____	
Remittance Address		
City/State/Zip		
Physical Address		
City/State/Zip		
County	<input type="checkbox"/> Fort Bend County <input type="checkbox"/> Other: _____	
Phone/Fax Number	Phone: _____ Fax: _____	
Contact Person		
E-mail		
Special Notes		
The Company listed above is a (check all that apply and attached certificate).	<input type="checkbox"/> DBE-Disadvantaged Business Enterprise Certification # _____ <input type="checkbox"/> SBE-Small Business Enterprise Certification # _____ <input type="checkbox"/> HUB-Texas Historically Underutilized Business Certification # _____ <input type="checkbox"/> WBE-Women's Business Enterprise Certification # _____ <input type="checkbox"/> MBE-Minority Business Enterprise Certification # _____	
Company's gross annual receipts:	<input type="checkbox"/> < \$500,000 <input type="checkbox"/> \$500,000-\$4,999,999 <input type="checkbox"/> \$5,000,000-\$16,999,999 <input type="checkbox"/> \$17,000,000-\$22,399,999 <input type="checkbox"/> >\$22,400,000	
NAICs codes (Please enter all that apply).		

PLEASE NOTE: W-9 needs to be attached in order to be entered into our system

W-9

**Request for Taxpayer
Identification Number and Certification**

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Job No.: _____

TAX FORM/DEBT/ RESIDENCE CERTIFICATION
(for Advertised Projects)

Taxpayer Identification Number (T.I.N.): _____

Company Name submitting Bid/Proposal: _____

Mailing Address: _____

Are you registered to do business in the State of Texas? ☐ Yes ☐ No

If you are an individual, list the names and addresses of any partnership of which you are a general partner or any assumed name(s) under which you operate your business

I. **Property:** List all taxable property in Fort Bend County owned by you or above partnerships as well as any d/b/a names. Include real and personal property as well as mineral interest accounts. (Use a second sheet of paper if necessary.)

Fort Bend County Tax Acct. No.*

Property address or location**

* *This is the property account identification number assigned by the Fort Bend County Appraisal District.*

** *For real property, specify the property address or legal description. For business personal property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored at a warehouse or other location.*

II. **Fort Bend County Debt** - Do you owe any debts to Fort Bend County (taxes on properties listed in I above, tickets, fines, tolls, court judgments, etc.)?

☐ Yes ☐ No

If yes, attach a separate page explaining the debt.

III. **Residence Certification** - Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Fort Bend County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

(3) "Nonresident bidder" refers to a person who is not a resident.

(4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

☐ I certify that _____ is a Resident Bidder of Texas as defined in Government Code §2252.001.
[Company Name]

☐ I certify that _____ is a Nonresident Bidder as defined in Government Code §2252.001 and our principal place of business is _____.

[City and State]