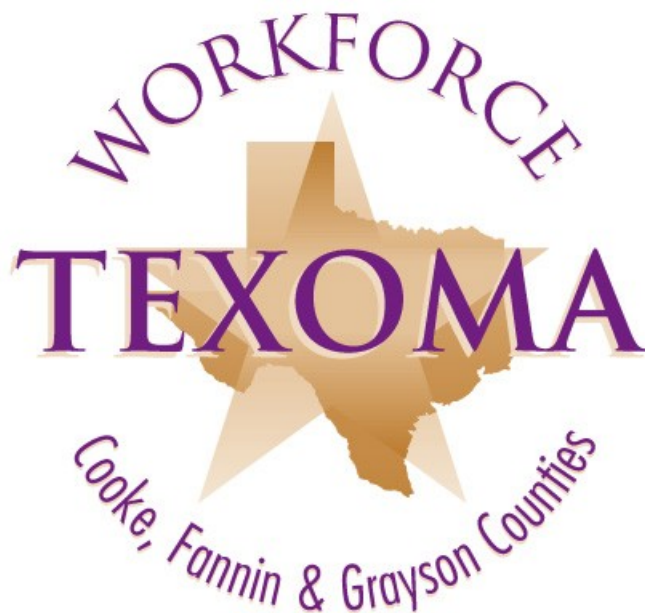


REQUEST FOR PROPOSAL
FOR
JANITORIAL SERVICES



Issue Date: August 24, 2009

Due Date: September 11, 2009, 5 P.M.

1.1 INTRODUCTION

The Texoma Workforce Development Board is a volunteer body appointed by the Chief Elected Officials for Cooke, Grayson and Fannin Counties, and the Mayor of the City of Sherman, Texas, in accordance with the Workforce Investment Act and Texas Workforce Legislation. The Board is incorporated as a private, non-profit organization. The Board was certified by then Governor George W. Bush on October 18, 1996.

The Board of Directors is composed of representatives of business and industry, organized labor, community-based organizations, economic development agencies, educational agencies, the state employment service, public assistance, rehabilitation agencies, and public interest groups. Representatives of the private sector constitute a majority of the Board membership. The primary responsibility of the Board of Directors is to provide policy and program guidance, and to exercise independent oversight of workforce activities, in partnership with local government. The Board also determines the types and areas of training provided, how training, employment, and related services will be delivered, the procurement and selection of service providers, and evaluation of performance of training providers. Board meetings, generally held on the third Wednesday of the month at 12:00 noon, are open to the public.

1.2 GOALS AND OBJECTIVES

TWDB is soliciting proposals from qualified firms for janitorial services for the Workforce Texoma Board offices located at 5904 Texoma Parkway, Sherman, Texas, 2415 S. Austin, Suite 105, Denison, Texas, 1205 E. Sam Rayburn Drive, Bonham, Texas, and 900 N. Grand Street, Suite 103, Gainesville, Texas.

Services will begin October 1, 2009. Contract period will be for one (1) year with an option to extend for up to four additional years. The contractor performance will be reviewed annually. Annual contract renewal and extensions are contingent upon availability of funds and grantee performance.

Office spaces may be viewed by contacting Carlotta Doolittle at 957-7408 to set up an appointment.

Services to be Procured: Services to be procured under this RFP include, but are not limited to:

Vacuuming	Sweeping, waxing, mopping floors
Cleaning interior glass	Emptying trash
Disinfecting phones	Shampooing carpet
Cleaning Restrooms (includes sinks, toilets, etc.)	
Dusting blinds & light fixtures	
Wiping refrigerator, microwaves & countertops	
Replenishing toilet paper, paper towels, soap	
Cleaning tables and work surfaces in common areas	
Dusting system furniture (including upholstery)	

All proposals must include cleaning supplies and paper products.

Number of times for each facility to be cleaned per week are:

Sherman – 3 times
Bonham – 2 times

Gainesville – 2 times
Denison – 5 times

1.3 LEGISLATIVE AUTHORITY

All contracts funded from this Request for Proposal are subject to the following requirements: the Workforce Investment Act of 1998 [20 USC 9201]; and the interim final regulations issued by the U.S. Department of Labor at 20 CFR Part 652; federal laws and regulations concerning nondiscrimination and equal opportunity; federal labor laws and standards; state legislation Senate Bill 642 as amended by House Bill 1863, and state workforce development plan and policy; and plans and policies of the Texoma Workforce Development Board related to federal job training programs.

1.5 SUBMISSION INSTRUCTIONS

1. Communication and Procurement Information

Questions may be submitted to Carlotta Doolittle via email, fax or phone through September 8, 2009.

903-957-7408
903-957-7413 Fax
carlotta.doolittle@twc.state.tx.us

2. Response Deadline

All proposals must be received and recorded no later than **5 PM, Friday, September 11, 2009.**

3. Submission

Proposers may mail proposals or deliver them by hand to:

Workforce Texoma
5904 Texoma Parkway
Sherman, TX 75090

The Board will not accept proposals transmitted by facsimile (FAX) or email. Proposals submitted via courier or overnight mail services will be considered to be hand-delivered and must be received by the deadline. Receipts for proposals will be furnished upon request.

**Proposals received after the deadline will not be accepted.
There will be no exceptions.**

4. Number of copies

Proposers must submit one (1) original and (3) copies of the complete proposal document containing original signatures. All responses must be typed and will become the property of Workforce Solutions Texoma.

5. Proposal Format

All forms and attachments must be typed on 8 ½ by 11 inch paper. Please do not use any font size less than 12 point. All pages submitted must be sequentially paginated,

including attachments. Please do not submit materials not specifically requested as they will not be reviewed. Please do not use any binders other than removable clips (not staples) or rubber bands.

A proposal must be submitted in the format, and in the order, shown in this section. The authorized signatory noted on the Authorization for Submission contained in Attachment B must sign all forms requiring signatures.

1. Cover Sheet (Attachment A)
2. Response Form (Attachment B)
3. Certification Regarding Debarment, Suspension and Other Responsibility Matters (Attachment C)
4. Certification Regarding Texas Corporate Franchise Tax (Attachment D)
5. Certification Regarding Conflict of Interest (Attachment E)

1.7 PROCUREMENT TIMEFRAMES

The following list delineates significant activities and dates with regard to this RFP.

RFP packets available	August 24, 2009
Proposal due date	September 11, 2009, 5 PM
Contract Awarded	September 21, 2009

1.8 EVALUATION

1. Evaluation Process

The policy of the Board is to conduct procurement in a manner that provides for full and open competition. Contract award will be made only to organization possessing the demonstrated ability to perform successfully under the terms and conditions of a contract.

The process for evaluating proposals submitted in response to this Request includes: (1) review and scoring by Workforce Solutions Texoma staff; (2) contract negotiation; (3) Award of all contracts no later than September 21, 2009.

2. Minimum Standards for Review

A proposal must meet the following minimum criteria to be considered for review. The proposal must:

- a) Be received by the deadline.
- b) Be submitted in the required format.
- c) Contain signed Certification Regarding Debarment, Suspension and Other Responsibility Matters and Certification Regarding Texas Corporate Franchise Tax.
- d) Contain no evidence of real or apparent conflict of interest.

A proposal that does not meet any one of these standards will be deemed non-responsive and will not be reviewed.

3. Process for submitting a protest

Proposers who believe that they have been treated unfairly during the review process or have concerns about the application of state and federal regulations and policies may file a protest. See section 1.10 for complete grievance procedures.

1.9 CONDITIONS OF BID

Following are conditions that apply to this Request for Proposals and any subsequent contract.

1. The intent of this RFP is to identify various prospective contract alternatives and obtain estimates of costs of services being solicited. Workforce Texoma is under no legal requirement to execute a contract on the basis of any proposal received.
2. The Board specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the Board, and Texas Workforce Commission.
3. Any costs incurred by the Proposer prior to the commencement date of a contract will not be paid from contract funds.
4. No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may have any contact outside of the formal review process with any employee of Workforce Texoma or any member of Workforce Texoma for purposes of discussing or lobbying on behalf of the proposer's proposal. This contact includes written correspondence, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject proposals of those proposers who violate this condition.
5. The Board reserves the right to accept or reject any or all proposals received; to cancel this Request in part, or in its entirety; or to reissue the Request.
6. In order to ensure that the needs of the Workforce Development Area are adequately met, the Board reserves the right to request additional information and/or negotiate issues prior to making a selection.
7. The Board reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary.
8. The Board reserves the right to contact any individual, agencies or employers listed in a proposal, to contact others who have experience and/ or knowledge of the proposer's relevant performance and/or qualification and to request additional information from any and all proposers.
9. Non-Discrimination - The Proposer must assure, with respect to the operation of the program and all agreements or arrangements to carry out the program for which assistance is awarded, that the Proposer is prohibited from discriminating on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in programs funded with federal funds.

1.10 GRIEVANCE PROCEDURES

The Board is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest shall be accepted by the State Grantor Agency (Texas Workforce Commission) until all administrative remedies at the grantee (Board) level have been exhausted. This includes, but is not limited to, disputes, claims, protests

of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.

The Board would like to have the opportunity to respond to any inquiry or resolve any dispute prior to the filing of an official complaint by the protester. The protester should contact Ms. Janie Bates, Executive Director at (903) 957-7408, 5904 Texoma Parkway, Sherman, TX, so that arrangements can be made for a conference between the Board and the protester.

ATTACHMENT A

TEXOMA WORKFORCE BOARD
JANITORIAL SERVICES
PROPOSAL COVER SHEET

Business/Agency Name: _____
Mailing address: _____
City: _____
State: _____
Physical address: _____
Phone No: _____
Fax Number: _____
Email Address: _____
Proposal contact person: _____
Title: _____
Signature Authority: _____
Title: _____
Phone Number: _____
Signature: _____
Tax/Legal Status: <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Private <input type="checkbox"/> Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> Public <input type="checkbox"/> Non-Profit
Date Established: _____
Tax ID or Social Security number: _____
Is your business a Historically Underutilized Business (HUB): _____ If yes, please attach HUB certificate.

ATTACHMENT B

**JANITORIAL SERVICES
PROPOSAL RESPONSE FORM**

- 1. What experience does your company have cleaning commercial property? (include 3 references)**
- 2. After viewing the Workforce Solutions Texoma offices, what services do you propose to provide and how often?**
- 3. How many employees do you propose to do this job?**
- 4. What locations are being proposed?**
- 5. When do you propose to do this job? List day and time for each office.**
- 6. Do you provide all necessary equipment, supplies and paper products?**
- 7. Do you have public liability and property damage insurance? If so, how much?**
- 8. Are you bonded? If so, who is your bonding agent?**
- 9. What will you charge for services per month per location?**

ATTACHMENT C
TEXOMA WORKFORCE BOARD
JANITORIAL SERVICES
CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

(1) The prospective recipient of federal assistance funds certifies, by submission of this certification, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

Name of Authorized Representative

Title

Signature

ATTACHMENT D

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

_____ The corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

_____ The corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name and Title of Authorized Representative

Signature

ATTACHMENT E

**CERTIFICATION REGARDING
CONFLICT OF INTEREST**

By signature of this proposal, Proposer covenants and affirms that:

- (1) no manager, employee or paid consultant of the Proposer is a member of the Policy Board, the President, or manager of the Board;
- (2) no manager or paid consultant of the Proposer is a spouse to a member of the Policy Board, the President, or manager of the Board;
- (3) no member of the Policy Board, the President or an employee of the Board owns or controls more than 10 percent in the Proposer;
- (4) no spouse of a member of the Policy Board, President or employee of the Board is a manager or paid consultant of the Proposer;
- (5) no member of the Policy Board, President, or employee of the Board receives compensation from Proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Proposer has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest;
- (7) should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with them and shall immediately refund to the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

Name of Organization Submitting Proposal: _____

Typed Title of Authorized Signatory: _____

Signature: _____ Date: _____