

# INVITATION FOR BIDS (IFB)



<b>ADDRESS - REGULAR MAIL</b>	<b>ADDRESS FOR HAND DELIVERIES-EXPRESS- OVERNIGHT</b>	<b>FAX NUMBER-</b> (The State is not responsible for equipment failure or operator error.)
Texas Workforce Commission Procurement & HUB Services 101 East 15 <sup>th</sup> Street, Room 316T Austin TX 78778-0001	Texas Workforce Commission Procurement & HUB Services 1117 Trinity Street, Room 316T Austin TX 78701	<b>512-475-3502</b>
<b>Req ID 0000010363</b>	<b>BID OPENING August 14, 2017, 10:00 a.m.</b>	
<b>320TWC-18-CBJAN</b>	<b>Date:</b>	<b>Time:</b>

VENDOR NAME:	Tolden Finney		
*DBA (If Sole Owner):	Tolden's House & Building Cleaning		
VENDOR MAILING ADDRESS:	PO BOX 984		
VENDOR BILLING ADDRESS: (If different from mailing)			
CITY, STATE, ZIP CODE	Fairfield TX 75840		
VENDOR CONTACT PHONE NUMBER:	903-388-8929	FAX NUMBER:	903-599-4018
VENDOR CONTACT E-MAIL ADDRESS:	[REDACTED]		
VENDOR TEXAS IDENTIFICATION NUMBER: (issued by the Texas Comptroller of Public Accounts)	[REDACTED]		
VENDOR FEDERAL EMPLOYER IDENTIFICATION NUMBER: (issued by the Internal Revenue Service)	75-2777656		
*If you are a Sole Owner or Individual Recipient, enter your Social Security Number:	[REDACTED]		

**Check below to claim a preference under 34 TAC Rule 20.38:**

- |  |  |
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| <input type="checkbox"/> Goods produced or offered by a Texas bidder that is owned by a Texas resident service-disabled veteran.<br><input type="checkbox"/> Goods produced in Texas or offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran.<br><input type="checkbox"/> Agricultural products grown in Texas<br><input type="checkbox"/> Agricultural products offered by a Texas bidder<br><input type="checkbox"/> Services offered by a Texas bidder that is owned by a Texas resident service-disabled veteran.<br><input checked="" type="checkbox"/> Services offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran.<br><input type="checkbox"/> Texas Vegetation Native to the Region<br><input type="checkbox"/> USA produced supplies, materials or equipment<br><input type="checkbox"/> Products of persons with mental or physical disabilities | <input type="checkbox"/> Products made of recycled, remanufactured, or environmentally sensitive materials including recycled steel<br><input type="checkbox"/> Energy Efficient Products<br><input type="checkbox"/> Rubberized asphalt paving material<br><input type="checkbox"/> Recycled motor oil and lubricants<br><input type="checkbox"/> Products produced at facilities located on formerly contaminated property<br><input checked="" type="checkbox"/> Products and services from economically depressed or blighted areas<br><input type="checkbox"/> Vendors that meet or exceed air quality standards<br><input type="checkbox"/> Recycled or Reused Computer Equipment of Other Manufacturers<br><input type="checkbox"/> Foods of Higher Nutritional Value |
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**DELIVERY ADDRESS: TEXAS WORKFORCE COMMISSION**  
 904 N Main St  
 Cleburne, TX 76033

LINE ITEM NO.	NIGP CLASS & ITEM	DESCRIPTION	QUANTITY	MONTHLY PRICE	ANNUAL TOTAL
1	910-39	JANITORIAL SERVICES per the attached Statement of Work	12 months	\$643.00	\$ 7,716.00

**FAILURE TO SIGN WILL DISQUALIFY BID - SIGNATURE MUST BE IN INK**

**SIGN HERE:**

Tolden Finney

**SIGNATURE DATE:**

8/9/2017



**Texas Workforce Commission – IFB-Cleburne Janitorial 2018**  
**904 N Main St, Cleburne, TX**  
**Attachment I – Terms and Conditions – (08/22/2016)**

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3.19. **Felony Criminal Convictions:** Vendor represents and warrants that vendor has not and vendor's employees have not been convicted of a felony criminal offense, or that, if such a conviction has occurred, vendor has fully advised TWC as to the facts and circumstances surrounding the conviction.

3.20. **Executive:** Vendor certifies they are in compliance with Texas Government Code § 669.003, relating to contracting with the executive head of a State agency. If applicable, vendor will complete the following for TWC evaluation:

Former Executive

Name: \_\_\_\_\_

State Agency Name: \_\_\_\_\_

Date Separated from \_\_\_\_\_

Agency: \_\_\_\_\_

Position with vendor: \_\_\_\_\_

Date employed with  
vendor: \_\_\_\_\_

3.21. **Texas Bidder Affirmation Clause:** By submitting a response to this solicitation, vendor certifies that if a Texas address is shown as the address of the vendor, vendor qualifies as a Texas Bidder as defined in 34 TAC § 20.32(68).

3.22. Vendor agrees to comply with Texas Government Code § 2155.4441, pertaining to purchasing products and materials produced in the State of Texas.

3.23. Pursuant to Texas Family Code § 231.006 (c), vendor must provide the name and Social Security Number (SSN) of each person with at least 25% ownership of the business. This information must be provided prior to contract award.

SSN: \_\_\_\_\_

Name: Tolden Finney

SSN: \_\_\_\_\_

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Name: \_\_\_\_\_

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#### **4. SPECIFICATIONS**

4.1. Any catalog, brand name or manufacturer's reference used in the solicitation is descriptive only (not restrictive), and is used to indicate type and quality desired. Submitted responses containing other brands that are functionally equivalent will be considered unless TWC has advertised the solicitation as proprietary under Texas Government Code § 2155.067. If vendor takes an exception to the solicitation's specifications and vendor's response contains equivalent product, vendor is required to include additional information such as manufacturer, brand or trade name, illustrations, and specifications for the equivalent product as part of their response to the solicitation. If vendor takes no exception to the specifications, the vendor must furnish the item(s) as specified in the solicitation.

4.2. Manufacturer's standard warranty shall apply unless otherwise stated in the solicitation. Written warranty is to be provided with product, and is to include the point-of-contact name, phone number, and all information needed to initiate a warranty service call.

4.3. **No Substitutions:** Vendor will not make any substitution to the specifications of any solicitation or PO, unless the substitution is (1) proposed to TWC in writing by the vendor, and (2) supported by the expressed written prior approval of TWC.

4.4. **Replacement Parts Available:** The vendor, in connection with an agreement with the manufacturer of the equipment, warrants that new or reconditioned replacement parts will be available until five (5) calendar years after the date of the award of the contract. All replacement parts must meet or exceed original manufacturer's specifications and be compatible with existing equipment.

4.5. All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from Underwriters Laboratory (UL), Factory Mutual Resource Corporation (FMRC), or National Electrical Manufacturers Association (NEMA).

4.6. Vendor guarantees product offered will meet or exceed specifications; that the product is new, in current production, including the manufacturer's standard equipment and accessories; and is qualified for full maintenance coverage, service and support at, or below, the manufacturer's standard maintenance rates.

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#### **5. DELIVERY**

5.1. Vendor is to show the number of days required to place material in the receiving location under normal conditions. Failure to state delivery time obligates vendor to complete delivery within fourteen (14) days. Unrealistically short or long delivery promises may cause vendor's response to be disregarded. Consistent failure to meet delivery promises will be grounds for termination of the contract.

5.2. If delay is foreseen, vendor shall give written notice to TWC who reserves the right to extend delivery date if reasons appear valid. Vendor must keep TWC advised at all times of status of order. Default in promised delivery (without accepted reasons) or failure to meet specifications authorizes TWC to purchase the ordered products elsewhere and charge full increase, if any, in cost and handling to defaulting vendor. Any damages incurred by TWC as a result of the default may also be assessed to the defaulting vendor.

5.3. Delivery shall be made on State business days between 8:00 am and 5:00 pm, unless prior approval has been obtained from TWC.

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#### **6. VALIDATION, INSPECTION & TESTS**

6.1. Vendor agrees to provide TWC with information necessary to validate any statements made in the vendor's solicitation response, if requested by TWC. This may include, but is not limited to, allowing access for on-site observation, granting permission for TWC to verify information with third parties, allowing inspection of vendor's records, and allowing inspection of plans for compliance.

6.2. All goods will be subject to inspection and test by TWC to the extent practicable at all times and places. Tests may be performed on



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**904 N Main St, Cleburne, TX**  
**Attachment II – Statement of Work**

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**1. Service Hours:**

- 1.1 Services as outlined in Section 7, Service Schedule, will be performed when the office is closed to the public so as not to interfere with normal office routine. Service designated as daily is to be performed five (5) times per week, after each working day and before the next working day and outside normal working hours. **Normal working hours are Monday through Friday, 8:00 a.m. to 5:30 p.m.**
- 1.2 Services designated as *weekly, monthly* or *quarterly* are to be performed accordingly, outside normal working hours.
- 1.3 Services designated as *semi-annually* and *as requested* are to be performed per the date/time by mutual agreement between Awarded Vendor and the Contract Administrator.
- 1.4 Awarded Vendor will not be obligated to perform service on holidays that the TWC observes by closing its facility. TWC observes the following holidays:

Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day  
Martin Luther King, Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day

**2. Access and Security:**

- 2.1 **Keys:** Awarded Vendor is responsible for all keys received. Loss of keys to the facility will result in the respondent paying all cost to re-key exterior locks or replace exterior locks as deemed appropriate by TWC. Additionally, Awarded Vendor will provide the appropriate number of keys to replace the normal key distribution for the facility (per TWC key logs).
- 2.2 **End-of-shift (lights, lock-up, etc.):** At the end of the shift Awarded Vendor will turn off all lights (except security lights), lock and secure the building after last janitorial employee exits the building.
- 2.3 **Security System:** If there is a security system in the building, Awarded Vendor is responsible for disarming the alarm when arriving (if system is armed) and resetting the alarm to arm the system once all employees are out of the building. Security alarm codes should not be disclosed nor shared. If false alarms are caused by the respondent or his staff, respondent will be responsible for all charges per call.

**3. Personnel:**

- 3.1 Awarded Vendor must provide all labor and equipment necessary to perform/accomplish the service. All employees of Awarded Vendor must be a minimum of 17 years of age and experienced in the type of work to be performed. No visitors, wives, husbands, children or other relatives of Awarded Vendor's employees will be allowed on state property during working hours unless they are bona fide employees of Awarded Vendor.
- 3.2 Awarded Vendor must provide names of all personnel that will be responsible for maintaining the facility. This includes all staff, supervisors and proprietors.
- 3.3 Awarded Vendor must provide a Primary and Secondary Point of Contact to include the Name and Phone number for twenty-four (24) hour on call service to meet an emergency requirement. Please Print:

Primary Name: MARTHA Finney Phone: 903-599-6d66 Cell: 903-388-8929  
Secondary Name: Tolden Finney Phone: 903-599-6d66 Cell: 903-388-8931  
Tolden