

# REQUEST FOR PROPOSAL DOCUMENT



## The Interlocal Purchasing System (TIPS)

A Cooperative Purchasing Program available for membership by Government and Other Entities in Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

### *Lead Agency*



### Region VIII Education Service Center

Address: 4845 US Hwy. 271 North  
Pittsburg, Texas 75686

Toll-free (866) 839-8477 Fax (866) 929-4402  
Website: [www.tips-usa.com](http://www.tips-usa.com) E-mail: [bids@tips-usa.com](mailto:bids@tips-usa.com)

## NOTICE TO BIDDERS

**DEADLINE DATE FOR ALL PROPOSALS TO BE RECEIVED ELECTRONICALLY:**

<https://tips.ionwave.net>

**Friday, April 17, 2015 at 3:00 p.m.**

**FOR THE CATEGORY –  
JANITORIAL SERVICES**

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RFP- JANITORIAL SERVICES – Due Friday, April 17, 2015 at 3:00 p.m.

## About TIPS

TIPS is available for use by all public and private schools, colleges, universities, cities, counties and other government entities in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, District of Columbia, Connecticut, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

It is the intention of TIPS to establish vendor awarded contracts to satisfy the procurement needs of participating member entities in this particular category. These awarded contracts will enable member entities to purchase on an “as needed” basis from competitively awarded contracts with high performance vendors. Bidders are requested to submit a proposal for offering their line of available products that are commonly purchased by government agencies, cities, counties and educational entities.

- Awards will be made to the successful bidder(s) for the products submitted. (Unless bidder has submitted inappropriate items for the category. Those items will not be awarded.)
- Awarded contracts will be automatically renewed on the annual contract award date for two consecutive year terms (as listed in the original awarded contract), if sales have been successfully reported to TIPS and if both parties agree. (Exception: There are two categories: General Services; and Trades, Labor and Materials that will not have an automatic renewal. These categories will be rebid annually and will not be subject to a renewal.)
- TIPS reserves the right to award multiple vendors if vendors offer items that are unique or serve different geographic regions and have best value to TIPS participating entities.
- This proposal is requested for the benefit of the attached list of members and other new members as they execute Interlocal Agreements.

Member List: <http://www.tips-usa.com/assets/documents/docs/membership.pdf>

### Benefits of TIPS

- Provide government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively bid vendor contracts.
- Provide comprehensive purchasing practices with the assurance of the most competitive contracts.
- Provide competitive priced solicitation and bulk purchasing for multiple government entities that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services by contracting with “high performance” vendors.
- Equalized purchasing power for smaller entities.
- Assist government entities in maintaining the essential controls for budget and accounting

purposes.

- Maintain credibility and confidence in business procedures by maintaining open competition for purchases and by complying with purchasing laws and ethical business practices.
- Provide document retention for competitively bid process for all TIPS Awarded Contracts.

#### **Customer Service**

- TIPS staff is available to members for assistance in viewing/contacting awarded vendors for categories to make purchases and contract decisions.
- TIPS provides a way for government entities to avoid the time and expense of seeking competition for purchases on an agency-by-agency basis.
- TIPS enables vendors to become more efficient and competitive by reducing the number of bids and proposals that require responses to be made to individual districts.

#### **Financing of TIPS**

- The total cost of the TIPS program is funded through a Two Percent (2%) participation fee paid to TIPS by the participating vendors. The fee is based on actual vendor invoiced sales.
- TIPS does not charge any fees to participating school districts or government entities.

#### **Purchasing Procedures**

- Contracts are established through open competition as described by the laws of the State of Texas and are available for piggy-back by other states. Purchase orders are issued by participating governmental entities directly to the Vendor or vendor assigned dealer. Purchase orders are sent to the TIPS office where they are reviewed and edited by the TIPS staff and forwarded to the Vendor within one working day.
- Vendors deliver goods/services directly to the participating agency and then invoice the participating agency. The Vendor receives payment directly from the participating agency.

It is the intention of TIPS to establish a contract to furnish and/or deliver **JANITORIAL SERVICES**. Proposers are requested to submit a proposal for offering their total line of available products and services that are commonly purchased by governmental entities and school districts.

TIPS expects to contract with responsible vendor(s) to provide **JANITORIAL SERVICES** to its members. The work includes installation, repair, rehabilitation and alteration services for a wide variety of colleges and universities, schools, cities, counties, healthcare and other government and non-profit agencies.

## **SCHEDULE OF AWARD OR RELATED EVENT:**

<b>Posting Date</b>	<b>Thursday, March 5, 2015</b>
<b>Proposal Advertising</b>	<b>Thursday, March 5, 2015 – April 17, 2015</b>
<b>Proposal Deadline</b>	<b>Friday, April 17, 2015 at 3:00 PM CST</b>
<b>Proposal Opening</b>	<b>Friday, April 17, 2015 beginning at 3:01 PM</b>
<b>Proposals Review/Scoring</b>	<b>Monday, April 20, 2015 through May 21, 2015</b>
<b>Proposals Award</b>	<b>May 22, 2015</b>
<b>Award Notifications</b>	<b>Begin posting to TIPS Website 5/27/2015</b> <b>Vendor may call for results after 5/22/2015</b> <b>Award letters will be made available online to all Awarded Vendors.</b> <b>Non Award letters will be mailed to vendors with No Awards.</b>

# Proposal Instructions

1. Only electronically sealed proposals are accepted. **Faxed or mailed proposals will not be accepted.**
2. Proposals must be submitted on any or all items, related to the category, unless stated otherwise. TIPS reserves the right to reject any or all proposals and to accept any proposal deemed most advantageous to the participants in TIPS and to waive any informality in the proposal process.
3. Deviations to any Terms, Conditions and/or Specifications shall be clearly noted in writing by the vendor and shall be included with the proposal.
4. Withdrawal of proposals will not be allowed for a period of 90 days following the opening unless approved by TIPS.
5. Addenda, if required, will be issued by TIPS to all those known to have received a complete set of RFP documents at least five working days prior to the opening. The vendor shall acknowledge on the Signature Form any addenda that have been received.

## **PROPOSAL FORMAT - BIDDERS PAY CLOSE ATTENTION TO DETAILS LISTED.**

All responses should be direct, concise, complete, and unambiguous. With regard to those items that cannot be answered in the affirmative, clearly explain the precise portion to which you disagree and why you disagree.

**Felony Conviction Notice (Required in Texas) -Notification of Criminal History** "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly held corporation. Texas Education Code § 44.034.

## **References**

The proposal response should contain a minimum of Three (3) references of customers you have served that would be considered eligible for membership in TIPS (i.e. K-12 School Districts, College/Universities, and/or City/County Government Entities). In addition to the name of the entity, a contact name and phone number shall be included. The references document must be downloaded from the "Attachments" section, completed and uploaded to the "Response Attachments" REFERENCES section.

## **Resellers/Dealers**

Vendors with Resellers/Dealers must download the Resellers/Dealers document from the "Attachments" section, complete and uploaded to the "Response Attachments" RESELLERS/DEALERS section.

### **Vendor Certifications**

Vendor certifications will include applicable D/M/WBE, HUB and manufacturer certifications for sales and service (if applicable). Certificates must be scanned and uploaded to the "Response Attachments" D/M/WBE, HUB and/or ALL OTHER CERTIFICATES section.

### **Bonding (If applicable)**

Bonding capabilities documentation must be scanned and uploaded to the "Response Attachments" BONDING section.

### **Vendor Contract**

Vendor Contract must be downloaded from the "Attachments" section, completed and uploaded to the "Response Attachments" VENDOR CONTRACT section.

### **Contract Signature Form**

Contract Signature Form must be downloaded from the "Attachments" section, completed, signed, scanned and uploaded to the "Response Attachments" CONTRACT SIGNATURE FORM section.

### **Warranty (If applicable)**

Warranty documentation must be scanned and uploaded to the "Response Attachments" WARRANTY section.

### **Supplementary Catalogs and Information (If applicable)**

Supplementary Catalogs and Information documentation must be scanned and uploaded to the "Response Attachments" SUPPLEMENTARY section.

**AWARD OF CONTRACT TO NONRESIDENT BIDDER** - "A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located." *Texas Government Code § 2252.002.*

**ATTACHMENTS** - All PDF files are Fillable PDF Forms. You have to download the file to your computer, fill out the form, save the form, and upload the form to the "response attachments" section. If a signature is required you have to fill out the form, print the form, sign the form, scan the form, and upload the form to the "response attachments" section.

Note: If Adobe Reader is used to complete the forms the document cannot be saved. The file must be downloaded, completed, printed, scanned and uploaded to the "response attachments" section.

# Proposal Scoring

## Scoring of Proposal: Criteria and Relative Weights

A Review Committee will evaluate and score all proposals. Recommendations for award of contracts will be made to the Region 8 Education Service Center Board of Directors. Awards will be granted or denied at the monthly stated meeting of the Region 8 ESC Board of Directors. TIPS will base a recommendation for contract award on several factors. The factors which will be considered are weighted points in each area as follows:

1. **Purchase price.** (Pricing factors as determined by TIPS using a market basket study of randomly selected items.) (30%)
2. **Reputation** of the vendor and the vendor's goods or services. References may be contacted. (10%)
3. **Quality** of the vendor's goods or services. (Including quantity of line items available that are commonly purchased by the entity and electronic on-line catalog, order entry use by and suitability for the entity's needs and quality of catalog(s) for use by entity's employees that do not have electronic access.) (10%)
4. Extent to which the goods or services **meet criteria** outlined in RFP category submitted. (15%)
5. Vendor's **past relationship** with TIPS. (15%)
6. The total **long-term cost** to TIPS to acquire the vendor's goods or services. Length of price guaranty. (10%)
7. **Delivery time** to the member entity for goods/services. (10%)

**BIDDERS FALLING BELOW AN 80% THRESHOLD WILL NOT BE CONSIDERED FOR AN AWARD.**

# SAMPLE SCORING GRID

## The Interlocal Purchasing System (TIPS) Bid Criteria and Relative Weights

**BID CATEGORY: Appropriate Category will be listed here.**

**THIS PAGE WILL BE COMPLETED BY TIPS REVIEW COMMITTEE**

Company Name	Purchase Price	Vendor Reputation	Quality of Goods	Meets Criteria	Past Relationship	Long-Term Cost	Delivery Time	Total Points Scored
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

\_\_\_\_\_  
TIPS Authorized Review Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Region VIII ESC Board of Directors

\_\_\_\_\_  
Date

**RFP- JANITORIAL SERVICES – Due Friday, April 17, 2015 at 3:00 p.m.**



## Specifications and Pricing

Specifications may be those developed by TIPS and its participants or by the Manufacturer to represent items of regularly manufactured products. TIPS specifications have been developed by TIPS to indicate minimal standards as to the usage, materials and contents based on their needs. Manufacturer's specifications (Design Guides), when used by TIPS, are to be considered informative to give the vendor information as to the type and kind requested. Proposals on any reputable manufacturers regularly produced product of such items similar and substantially equivalent will be considered.

### Specifications and Pricing – JANITORIAL SERVICES

Pricing should be submitted in the form of hourly per person for individuals performing janitorial services. Awarded vendors may be requested to quote any or all of the following per member request: provide labor, tools, equipment, materials and supplies needed to perform janitorial/custodial services. Services shall include, but not limited to: Hard Floors, Carpet Floors, Restrooms, Trash Collection, Dusting, General Cleaning, Windows, Walls, Light Fixtures, Elevators, Air Grills, Cost Plus for Equipment, Cost Plus for Chemicals, and Cost Plus for Supplies.

Jobs quoted to members may be individual service descriptions or may be turnkey building cleaning jobs. Types of contracts will be customized by the TIPS Member.

#### Additional Services:

Bidder should list in the excel spreadsheet all other related services offered for this contract. Offering must be related to this category. No inappropriate offerings will be considered.

All work shall be performed in accordance with the requirements set forth in the resulting contract and each mutually agreed upon work request or purchase order issued by TIPS participating members.

Pricing document must be downloaded from the "Attachments" section, completed and uploaded to the "Response Attachments" PRICING section.

**Insurance:** During the term of the contract with the member, the contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the contractor shall provide and maintain the following coverage and limits:

- a. Worker's Compensation – The Awarded Vendor shall provide and maintain Worker's Compensation Insurance, as required by the laws of the state in which the member's primary facility is located. As well as employer's liability coverage with minimum limits of \$150,000.00 covering all the Contractor's employees who are engaged in any work under the contract.
- b. Commercial General Liability – General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$500,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
- c. Other Licenses as Required – Awarded Vendor will provide all licenses as required by city, county or state in which TIPS Member facility is located.

**Outsourcing:** If, after award of a contract, the contractor wishes to outsource any portion of the work to a sub-vendor, prior written approval must be obtained from the TIPS Member that the individual contract is with. Vendor must give notice to the contracted Member any outside assignment of work to an alternate vendor (sub-vendor).

**General Requirements:** The Vendor shall provide all management, supervision, labor, materials, supplies, tools and equipment and shall plan, schedule, coordinate and ensure the effective and economical performance of janitorial operations as specified in the individual contract between TIPS Member and Awarded Vendor. The Vendor is responsible for securing all licenses and permits required to complete the scope of work, as described and outlined by the TIPS Member upon request of contract. The Vendor will be responsible for cleaning the facilities as outlined by the Member. There are no conditions that would allow additional compensation above the contract that will be negotiated between the TIPS Member and Awarded Vendor.

TIPS Member may contract to provide some or all supplies used by the Awarded Vendor for janitorial services. Such deviations will be described in the individual contract between the TIPS Member and the Awarded Vendor.

The TIPS Member will assign a coordinator who will work with the Awarded Vendor representative at the facility to inspect and oversee the services provided.

**Standards of Conduct:** The Vendor will be responsible for maintaining exceptional standards of employee work performance, conduct, appearance and integrity, and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. The Vendor is also responsible for ensuring that employees do not disturb papers on desks, open desk drawers or cabinets, use telephones, computers or any other media type equipment except unless authorized to do so by the TIPS Member.

Each employee is expected to adhere to the standards of behavior that reflect favorably on the Vendor and Member Institution. The TIPS Member reserves the right to request immediate removal of employee(s) that the TIPS Member Coordinator deems to have demonstrated unsatisfactory performance, behavior or conduct.

**Security:** Access to the building will be provided to the Awarded Vendor and will be the responsibility of the Awarded Vendor to control. Security Alarm Codes will be furnished to the Awarded Vendor for access to the facilities as deemed necessary by the TIPS Member. Under no circumstances shall the codes be distributed or revealed to others. The Vendor shall comply with all security requirements of the Member's building where work is being performed or in a space which must be accessed in the performance of work. All security requirements must be met and employees cleared as may be required prior to the Vendor performing work at the facility. Employees that do not meet security requirements will not be allowed to work at the TIPS Member facility. Security clearance will include criminal background checks, and fingerprinting and will be the responsibility of the Vendor to provide the TIPS Member when documentation is requested.

**Theft:** Vendor's employees shall not remove any articles from the facility regardless of its value, and regardless of any employee's permission.

**Building Admittance:** No employee of the contracted Vendor shall leave keys in doors or admit anyone into any building or office that is not a designated employee of the Awarded Vendor. All doors, which were locked upon entry, will be immediately relocked. All lights will be turned on as the space is cleaned and turned off when leaving. No friends, family or guests are permitted inside the building.

**Minimum Staffing:** It is standard janitorial policy for cleaning facilities to have 1 full time employee per every 24,000 cleanable square feet. We understand that different cleaning techniques can provide more efficient performance; hence no minimum staffing levels are specified for this RFP. Particular staffing numbers will be decided between the TIPS Member contracting with the Awarded Vendor.

**Vendor Personnel:** The TIPS Member will have final approval to all personnel, supervisors and any other key personnel working under this contract at their facility.

**Additional Work Requests:** Awarded Vendor may be requested to provide "special" janitorial services which will be at the discretion of the TIPS Member and will be quoted and approved by the TIPS Member prior to services being performed.

**Vendor's Performance:** The TIPS Member contracting services from an Awarded Vendor will reserve the right to inspect regularly. If it is discovered that the cleaning standards are not being maintained, the Vendor will be given an opportunity to clean the area in question or to respond in writing as to a reason why the area falls below acceptable standards. Failure to clean areas repeatedly, are conditions considered for termination of

contract. Termination of contract will be provided to the Awarded Vendor in writing and may be as little as 7 days notice for discontinuation of contract due to low performance.

**Drug Free Workplace:** The Awarded Vendor acknowledges and certifies that it understands that the following acts by the Awarded Vendor's personnel, employees and/or agents performing services on the TIPS facility/property are prohibited:

- The unlawful manufacture, distribution, dispensing, possession or use of alcohol, tobacco or other drugs, and
- Any impairment or incapacitation from the use of alcohol, tobacco or other drugs (except the use of drugs for legitimate medical purposes.)

**OSHA Guidelines:** The Awarded Vendor will comply with all applicable Occupational Safety and Health Act and Regulations. Safety and Health: The Awarded Vendor shall maintain or establish a complete safety and health program to assure safety of vendor's employees and staff.

**Reporting of Accidents:** Serious accidents including but not limited to those resulting in treatment of an injury at a medical facility, response to the site by emergency medical personnel, lost work time or damage to property other than that of a Vendor shall be reported to the TIPS Member Coordinator in person or by telephone within 24 hours of occurrence. A copy of an accident report must be filed with the Awarded Vendor and a copy submitted to the TIPS Member Coordinator for filing.

**Quality Assurance:** Un-announced random inspections shall be made at any time, by a representative of the TIPS Member facility and no less than monthly. The inspector shall provide a copy of the inspection to the Awarded Vendor.

**Changes of Contract:** If a new area or building is added to the facility and janitorial services are requested, a change may be made to the initial contract between the TIPS Member and the Awarded Vendor through a contract addendum. Awarded Vendor will be requested to present a written proposal for the added area and will quote this addition service from rates and pricing submitted to this RFP or from subsequent addendums approved by the TIPS Board.

**MSDS:** Awarded Vendor will provide copies in a notebook of all Material Safety Data Sheets for chemicals used at the facility.

**Contact Information:** Awarded Vendor will provide a listing of all employees that may need to be contacted for the janitorial service provided. List should contain, name, cell phone number and home phone number.

**Schedule of Cleaning:** Will be described in the specific contract between the TIPS Member and Awarded Vendor.