

RESOLUTION NO. 19-162

**A RESOLUTION APPROVING THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION ENTERING INTO A JANITORIAL SERVICES CONTRACT WITH SOUTHEAST TEXAS BUILDING SERVICES FOR JANITORIAL SERVICES AT 501 PROCTER FOR A COST NOT TO EXCEED \$20,000.00 PER YEAR; FUNDS AVAILABLE IN EDC ACCOUNT NO. 120.1429.582.32-00**

**WHEREAS**, the City of Port Arthur Section 4A Economic Development Corporation (“PAEDC”) solicited quotes for janitorial services for the property located at 501 Procter Street; and

**WHEREAS**, responses to the request for quotes were received by three (3) vendors as described in **Exhibit “A”** attached hereto; and

**WHEREAS**, it was recommended and approved by the PAEDC Board of Directors at its regular Board meeting held on April 1, 2019 that Southeast Texas Building Services was the lowest responsive, responsible bidder; and

**WHEREAS**, the PAEDC Board of Directors desires to enter into a janitorial services contract with Southeast Texas Building Services of Nederland, Texas according to the terms stated in the Contract attached hereto and made a part hereof as **Exhibit “B”**.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR:**

**Section 1.** That the facts and opinions in the preamble are true and correct.

**Section 2.** That the City Council of the City of Port Arthur approves PAEDC entering into a contract for janitorial services at 501 Procter with Southeast Texas Building Services for a cost not to exceed \$20,000.00 per year as set forth in **Exhibit “B”**.

**Section 3.** That a copy of this Resolution shall be spread upon the Minutes of the City Council.

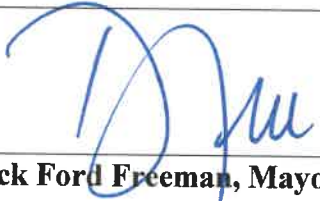
**READ, ADOPTED AND APPROVED** on this 23<sup>rd</sup> day of April A.D., 2019, at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES:

Mayor Freeman;

Councilmembers Scott, Jones, Deucet and Moses.

NOES: None.

  
Derrick Ford Freeman, Mayor

ATTEST:

  
Sherri Bellard, City Secretary

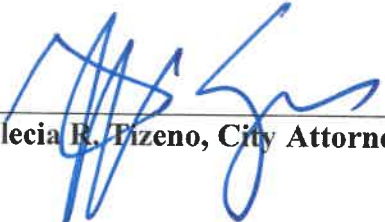
APPROVED:

  
Floyd Batiste, PAEDC CEO

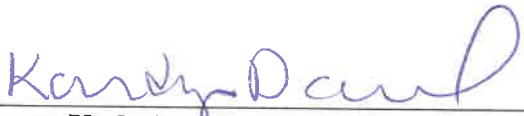
APPROVED AS TO FORM:

  
Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:

 on behalf of  
Valecia R. Tizeno, City Attorney

APPROVED AS TO AVAILABILITY OF FUNDS:

  
Rebecca Underhill, Acting Director of Finance  
Kandy Daniel

# **EXHIBIT “A”**

# Janitorial Service Quotes

Monthly pricing for 3 x week janitorial service at 501 Procter St.

<b><i>Southeast Texas Building Service, Inc.</i></b> Nederland, TX	\$1,280.00/ Mth.
<b><i>Quest Maintenance Services, LLC</i></b> Beaumont, TX	\$1,775.00/ Mth.
<b><i>SanServe Janitorial, LLC</i></b> Beaumont, TX	\$2,275.00/ Mth.

It is recommended that the contract be awarded to ***Southeast Texas Building Services, Inc.***

# **EXHIBIT “B”**

## JANITORIAL SERVICES CONTRACT

That this Janitorial Services Contract (the "Contract") is made on this \_\_\_\_ day of \_\_\_\_\_, 2019 by and between the City of Port Arthur Section 4A Economic Development Corporation (the "PAEDC"), organized under the laws of the State of Texas and Southeast Texas Building Services (the "Contractor").

### WITNESSETH

**WHEREAS**, the PAEDC advertised for request for proposals for janitorial services to provide janitorial services for offices located in the 501 Procter Street property (the "Property"); and

**WHEREAS**, responses were received on or about February 27, 2019 and were extensively evaluated by PAEDC staff; and

**WHEREAS**, through such evaluation it was determine that Southeast Texas Building Services presented the best response; and

**WHEREAS**, the PAEDC desires to enter into a contract with Southeast Texas Building Services for janitorial services for the Property in the amount of \$1,280.00 per month.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and promises contained herein the parties hereby agree as follows:

### **I.** SCOPE OF SERVICES

#### **1.01-Services**

Contractor agrees to perform the services and comply with the provisions specified in the Request for Bid Proposals (the "RFP"), copies of which are attached hereto as Exhibits "A" and "B", respectively, and incorporated herein by reference for all purposes. The RFP consists of the Notice to Bidders, Instructions to Bidders, and Specifications for Janitorial Services. The RFP and Bid Proposal comprise a part of this contract as if fully set forth herein and such provisions form a part of this contract. To the extent of a conflict or inconsistency between or among the provisions of this Contract document, the RFP and/or Bid, the documents shall control in the following order of precedence:

- 1) this Janitorial Services Contract document;
- 2) the RFP;
- 3) the Bid.

Vendors are responsible for inspecting the Property prior to submitting bids.

**II.**  
**COMPENSATION**

**2.01-Payments**

The Contractor shall perform the services required by this contract for the fees set forth in the Bid Proposal and bill the PAEDC with an invoice submitted to the management and leasing agent. Invoices shall be submitted on or before the 10<sup>th</sup> day of each month for services performed in the preceding month. Payment shall be made within 30 days of receiving the invoice. Contractor shall notify the PAEDC and the management and leasing agent of any changes of address, phone number, or email within five (5) days.

**III.**  
**TERM**

**3.01-Term**

Subject to the provisions of this Contract the term of this Contract shall commence on approval by City Council and shall terminate one year later unless terminated earlier in accordance with the provisions hereof. The Contract shall be for one (1) year with three (3) additional (1) year renewable options. Renewal shall be the sole option of the PAEDC if agreed to by the Contractor. The PAEDC may cancel this contract without cause upon thirty (30) days written notice prior to the date of termination.

**IN WITNESS WHEREOF**, the parties have made and executed this Contract in multiple copies, each of which shall be an original, as of this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**CONTRACTOR:**

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

**THE CITY OF PORT ARTHUR SECTION  
4A ECONOMIC DEVELOPMENT CORPORATION**

**By:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_



## 1.1 GOALS AND OBJECTIVES

The City of Port Arthur Section 4A Economic Development Corporation ("PAEDC") is soliciting proposals from qualified companies for janitorial services for the 501 Procter Property located at 501 Procter, Port Arthur, Texas 77640.

Contract period will be for one (1) year with an option to extend for up to three additional one year terms. The contractor's performance will be reviewed annually. Annual contract renewal and extensions are contingent upon availability of funds and grantee performance.

**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 cleaning supplies, paper products, and any other products needed for adequate cleaning, *i.e.*—trash can liners, will be provided by the PAEDC. However, PAEDC will not provide equipment needed for adequate cleaning, including but not limited to, vacuum cleaners and mops.

The selected service provider will be responsible to report to the PAEDC. Also, the selected service provider will need to contact the PAEDC regarding any service issues.

Number of times for facility to be cleaned per week is: (3) three times.

## 1.2 SUBMISSION INSTRUCTIONS

### 1. Communication and Information

Please contact Krystle Muller to schedule a walk through.  
(409) 963-0579  
(409) 962-4445 Fax  
[kvillarreal-muller@paedc.org](mailto:kvillarreal-muller@paedc.org)

### 2. Response Deadline

All proposals must be received **no later than 3:00 PM, March 22, 2019.**

Joyce A. Bodin  
President/Owner

Robert Bodin, Jr.  
Vice President

## ***SOUTHEAST TEXAS BUILDING SERVICE, INC.***

3304 Spurlock Road      Nederland, Texas 77627  
Phone (409) 722-4900    Fax (409) 724-0900    Email: [Setbs@sbcglobal.net](mailto:Setbs@sbcglobal.net)

*Since 1964*

March 8, 2019

Port Arthur Economic Development Corp.  
501 Procter  
Port Arthur, TX 77640  
[kvillarreal-muller@paedc.org](mailto:kvillarreal-muller@paedc.org)

Re: Bid for Janitorial Services

JANITORIAL SERVICES: (3 days per week)

- Vacuuming
- Cleaning interior glass
- Disinfecting telephones
- Cleaning restrooms
- Dusting blinds & light fixtures
- Wiping refrigerator, microwaves & countertops
- Replenishing toilet tissue, paper towels, soap
- Cleaning tables & work surfaces in common areas
- Dusting system furniture (including upholstery)
- Sweeping & mopping floors
- Emptying trash

**\*Stripping/Waxing Flooring & Carpet Shampooing will be an Extra Expense**

Southeast Texas Building Service will provide all labor, cleaning equipment and insurance (we are fully insured and bonded) to properly perform these duties 3 days a week for a monthly rate of **\$1,280.00**. All rates are subject to 8.25% sales tax unless tax exemption applies. We appreciate your consideration. If you have any questions please feel free to give us a call.

Sincerely,



Robert Bodin  
Vice President