

RESOLUTION NO. 22-524

A RESOLUTION AUTHORIZING THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION TO ENTER INTO A CONTRACT FOR THE JANITORIAL SERVICES AT THE PRESS BUILDING, 549 4th STREET, WITH DIAMOND SHINE BUILDING SERVICES PORT ARTHUR, TEXAS, IN AN AMOUNT NOT TO EXCEED \$23,340.00; PAEDC FUNDING ACCOUNT NO. 120-80-625-5312-00-00-000 | PROJECT NO. ED 0002.OTH.BUM.

WHEREAS, the City of Port Arthur Section 4A Economic Development Corporation (PAEDC) owns the property located at 549 4th Street Port Arthur, Texas (The Press Building) and has the commitment to maintain the safety and integrity of said premises; and

WHEREAS, there is a current janitorial contract for the LSCPA and EOC side of The Press Building. There is now a need to move forward with a janitorial contract for the entire building; and

WHEREAS, a Request for Proposal for Janitorial Services at The Press Building was advertised in the Port Arthur News; and

WHEREAS, there were five (5) proposals submitted per **Exhibit "A"**; and

WHEREAS, PAEDC representatives reviewed all proposals submitted for this service; and

WHEREAS, Diamond Shine Building Services scored the highest; and

WHEREAS, on November 7, 2022, the Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation ("PAEDC") accepted the proposal submitted by Diamond Shine Building Services for the janitorial services at The Press Building, 549 4th Street, and approved entering into a contract for an amount not to exceed \$23,340.00; for a period of six (6) months.

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

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 the award of the proposal and authorizes execution of a contract **Exhibit "B"** between PAEDC and Diamond Shine Building Services for janitorial services at The Press Building, 549 4th Street, in the amount not to exceed \$23,340.00 for a period of six (6) months..

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

READ, ADOPTED AND APPROVED on this 22nd day of November A.D., 2022,
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote: AYES:

Mayor Bartie

Councilmembers James, Kinlaw, Markis, Moses
and Frank

NOES: None

ATTEST:
Kelly Moore
Sherri Bellard, City Secretary
on behalf of

Thurman Bartie
Thurman Bartie, Mayor

APPROVED:



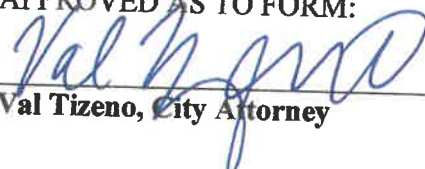
Krystle Muller, Interim PAEDC CEO

APPROVED AS TO FORM:



Charles E. Zech, PAEDC Attorney

APPROVED AS TO FORM:



Val Tizeno, City Attorney

APPROVED AS TO AVAILABILITY OF FUNDS:



Kandy Daniel, Interim Finance Director

AGREED TO:

Diamond Shine Building Services

By: 
Print Name: Renee Malveaux

Exhibit "A"

22853

City of Port Arthur Janitorial for Pies, Building- EDC Agenda Totals P22-073						
	Weight	Agape Cleaning Houston, TX	Diamond Shine Building Services Port Arthur, TX	AHC Services Beaumont, TX	Quest Maintenance Services, LLC. Beaumont, TX	Multi-Essentials Cleaning Houston, TX
Experience	160	113	140	135	140	75
References	60	48	60	43	53	48
Pricing	100	70	80	83	76	40
Project Management Plan	80	60	75	60	60	63
Total	400	291	355	321	329	228

Yolanda Scorpion-Gondeaux
Yolanda Scorpion-Gondeaux, Purchasing Assistant

10/19/2022
Date



Exhibit "B"

JANITORIAL SERVICES CONTRACT

That this Janitorial Services Contract (the "Contract") is made on this ____ day of _____, 2022 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 Diamond Shine Building Service (the "Contractor").

WITNESSETH

WHEREAS, the PAEDC advertised for request for proposals for janitorial services to provide janitorial services for offices located in the 549 4th Street property (the "Property"); and

WHEREAS, responses were received on or about July 13, 2022 and were extensively evaluated by PAEDC staff; and

WHEREAS, through such evaluation it was determine that Diamond Shine Building Service presented the best response; and

WHEREAS, the PAEDC desires to enter into a contract with Diamond Shine Building Service for janitorial services for the Property in the amount of \$3,890.00 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") and the Janitorial Bid Proposal (the "Bid"), 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 the Janitorial 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 10th 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 six (6) months later unless terminated earlier in accordance with the provisions hereof the Contract shall be for six (6) months. 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 _____, 2022.

CONTRACTOR:

Diamond Shine Building Service

By: _____
Title: _____
Date: _____

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

By: _____
Title: _____
Date: _____

Exhibit "A"

THURMAN BILL BARTIE, MAYOR
INGRID HOLMES, MAYOR PRO TEM

COUNCIL MEMBERS:
CAL JONES
THOMAS KINLAW III
KENNETH MARKS
CHARLOTTE MOSES
DONALD FRANK, SR.



RONALD BURTON
CITY MANAGER

SHERRI BELLARD, TRMC
CITY SECRETARY

VAL TIZENO
CITY ATTORNEY

June 27, 2022

**REQUEST FOR PROPOSAL
JANITORIAL SERVICES FOR PRESS BUILDING (EDC)**

DEADLINE: Sealed proposal submittals must be received and time stamped by 3:00 p.m., Central Standard Time, Wednesday, July 6, 2022 (The clock located in the City Secretary's office will be the official time.) All proposals received will be read aloud at 3:15 p.m. on Wednesday, July 6, 2022 in the City Council Chambers, City Hall, 5th Floor, Port Arthur, TX. Proposals will be opened in a manner to avoid public disclosure of contents; however, only the names of proposers will be read aloud.

MARK ENVELOPE: P22-073

DELIVERY ADDRESS: Please submit one (1) original and USB duplicate copy of your RFP to:

CITY OF PORT ARTHUR
CITY SECRETARY
P.O. BOX 1089
PORT ARTHUR, TEXAS 77641

or

CITY OF PORT ARTHUR
CITY SECRETARY
444 4TH STREET, 4th Floor
PORT ARTHUR, TEXAS 77640

POINTS OF CONTACT:

Questions concerning the Request for Proposal should be directed in writing to:

City of Port Arthur, TX
Clifton Williams, Acting Purchasing Manager
P.O. Box 1089
Port Arthur, TX 77641
clifton.williams@portarthurtx.gov

The enclosed REQUEST FOR PROPOSAL (RFP) and accompanying General Instructions are for your convenience in submitting proposals for the enclosed referenced services for the City of Port Arthur.

Proposals must be signed by a person having authority to bind the firm in a contract. Proposals shall be placed in a sealed envelope, with the Vendor's name and address in the upper left-hand corner of the envelope.

ALL PROPOSALS MUST BE RECEIVED IN THE CITY SECRETARY'S OFFICE BEFORE OPENING DATE AND TIME. It is the sole responsibility of the firm to ensure that the sealed RFP submittal arrives at the above location by specified deadline regardless of delivery method chosen by the firm. Faxed or electronically transmitted RFP submittals will not be accepted.

Clifton Williams

Clifton Williams, CPPB
Purchasing Manager

**REQUESTS FOR PROPOSALS
JANITORIAL SERVICES FOR PRESS BUILDING (EDC)**

(To be Completed ONLY IF YOU DO NOT BID.)

FAILURE TO RESPOND TO BID SOLICITATIONS FOR TWO (2) BID PERIODS MAY RESULT IN REMOVAL FROM THE VENDOR'S LIST. However, if you are removed you will be reinstated upon request.

In the event you desire not to submit a bid, we would appreciate your response regarding the reason(s). Your assistance in completing and returning this form in an envelope marked with the enclosed bid would be appreciated.

NO BID is submitted: ☐ this time only ☐ not this commodity/service only

	Yes	No
Does your company provide this product or services?		
Were the specifications clear?		
Were the specifications too restrictive?		
Does the City pay its bills on time?		
Do you desire to remain on the bid list for this product or service?		
Does your present work load permit additional work?		
Comments/Other Suggestions:		

Company Name:	
Person Completing Form:	Telephone:
Mailing Address:	Email:
City, State, Zip Code:	Date:

**MANDATORY
PRE-BID CONFERENCE**

A Mandatory Pre-Bid Conference between Representatives of the City of Port Arthur, Texas and prospective bidders for Janitorial Services for Press Building will be held at the Press Building located at 549 4th Street, Port Arthur TX on June 30, 2022 at 10:00 a.m. The purpose of the Mandatory Pre-Bid Conference is to make certain that the scope of work is fully understood, to answer any questions, to clarify the intent of the Contract Documents, and to resolve any problems that may affect the project construction. No addendum will be issued at this meeting, but subsequent thereto, the Purchasing Manager, if necessary, will issue an addendum(s) to clarify the intent of the Contract Documents.

Bids received from firms or individuals not listed on the roll of attendees of the Mandatory Pre-Bid Conference will be rejected and returned unopened to the bidder .

City of Port Arthur Request for Proposals Janitorial Service for The Press Building

OBJECTIVE:

The intent of this Request for Proposal (RFP) is to obtain the services of a qualified contractor to perform Janitorial Services for the Port Arthur Economic Development Corporation's The Press Building located at 549 4th Street. The contractor must perform Janitorial Services as specified in this RFP.

SCOPE OF SERVICE:

To set forth the requirements and conditions for performing Janitorial/Cleaning services for location(s) listed below. The bidder shall perform the required services in all areas and shall be qualified to furnish a complete and efficient custodial service, including all labor, supervision, cleaning materials and equipment. The successful bidder(s) shall be prepared to perform each task as stated according to the work schedule. Janitorial Services shall be provided (2) nights weekly, ALL regular scheduled NIGHT cleaning listed below MUST be done during the hours of 3:00 p.m. - 10:00 p.m., Monday through Friday. All areas determined to be security areas shall be cleaned upon request by the facility administrator and may require the presence of a representative of the agency.

CONTRACT PERIOD:

The term of this contract shall be for one year with the option to renew for up to two (2) additional 12-month periods.

AREAS TO BE CLEANED:

549 4th Street -The Press Building (i.e., two stories), including all restrooms (men and women), break rooms and kitchenette areas, conference rooms, and nooks. The teaching kitchens for Lamar State College Port Arthur, the lease kitchen and the bistro prep area are not to be cleaned. The guest areas in the lease kitchen and bistro area are to be cleaned.

SQUARE FOOTAGE:

The area to be cleaned is approximately 47,000 square feet of floor space, consisting of various types of flooring, wall, and door and window material.

EMPLOYEES:

One (1) Supervisor will be on the job at ALL times when Contractor's employees are working. The supervisor's and employees' names and telephone number and supervisor's pager number/cell phone, if applicable, must be submitted before the contract begins.

Contractor shall supply sufficient employees to maintain the buildings as required in these specifications. Personnel performing work under this contract shall be direct employees of the Contractor. The Contractor must ensure that all personnel assigned to this work site have at least one year's experience in the janitorial services industry, either with the contractor or another

janitorial company. Should the maintenance of the building deteriorate, the Contractor will be notified, in writing, and steps shall be taken by the Contractor to correct all problems. If the situation has not improved after a reasonable length of time, the Contractor shall be in violation of the contract and appropriate action shall be taken to rescind the contract.

The Port Arthur Economic Development Corporation shall have the right to require the dismissal from the premises covered by the contract any employee(s) whose conduct is improper, inappropriate, or offensive as determined by the corporation. Any employee so dismissed from working on this contract shall not be allowed to return to the premises without the written consent of the corporation. Personnel not employed by the Contractor (including minors not employed by the contractor) shall not be permitted on the work premises.

Employees must be physically and mentally capable of operating cleaning equipment and carrying the workload.

Employees and/or custodians must be able to effectively communicate the English language both orally and in writing.

INSPECTIONS:

The quality of the janitorial services performed under this contract shall be observed. Unscheduled job-site inspections will be performed by the corporation's Representative. Any deficiencies or unsatisfactory performance shall be noted, and corrective action by the Contractor will be required. Continued failure to abide by the corporation's specifications will be grounds for termination of the contract. A minimum of one (1) monthly daylight inspections will be made by the corporation's Representative and Contractor's representative.

CUSTODIAN COMPLAINTS & SERVICE REPORTS:

Custodian Complaints & Service Reports, from different departments which experience cleaning problems, will be turned into the Purchasing Office and will in turn be faxed to the Contractor. A notice will also be placed in Contractor's box in the Public Works Office. Janitorial service shall pick up request and take corrective action immediately when possible or schedule such corrective action.

REFERENCES/EXPERIENCE:

Each Bidder shall submit a list, with their bid, of three (3) commercial references for their performance of similar janitorial services. Preferred references are those of similar size and scope of work performed within the past twelve months. Please include name, address, telephone number of business along with the name and title of the person to contact. Bidder shall have a minimum of five (5) years of documented janitorial service experience.

The Contractor is responsible for instructing his/her employees on appropriate safety measures, including but not limited to safe use of all chemicals, materials and supplies used to perform these services. Walkways and halls shall be kept free of unattended mops, brooms, machines and other tools. "Wet floor" signs shall be displayed in areas being wet or damp mopped. Signs shall be removed and stored after floors have dried.

The contractor shall accompany a Designated corporation employee on a tour throughout the areas to receive this janitorial service to establish and mutually agree upon the condition of surfaces, fixtures, furnishings and other corporation and personal property before starting work on this contract. Surfaces, fixtures or furnishings subsequently damaged by the contractor's employees shall be replaced or repaired to original condition, at no cost to the city.

The contractor shall obtain and maintain in effect throughout the duration of this contract, all insurance required by the City of Port Arthur

SUPPLIES FURNISHED BY CONTRACTOR:

Contractor shall furnish all materials and equipment including, but not limited to, cleaners, bowl cleaner, wax remover and wax, dust mops, damp mops, brooms, buffer, vacuum cleaners, cloths, furnish polish and anything else pertaining to cleaning.

PRODUCT RESTRICTIONS:

ENDUST is not to be used at any time for any reason in The Press Building – **NO EXCEPTIONS.**

No harsh cleaners shall be used on wallpaper or vinyl walls.
Do not use furniture polish on any metal surface.

PRODUCT REQUIREMENTS:

Johnson's Over and Under (or equal)
Johnson's Step Ahead (or equal)
All States Chemical's Lemon Glo Furniture Polish (or equal)
Liquid Gold (or equal)
Franklin's Spray Buff (or equal)
Franklin's Disappear (or equal)

NOTE: THE BURDEN OF PROOF PERTAINING TO EQUAL PRODUCT QUALITY OF REQUESTED MATERIALS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

The following definitions of terms shall be used in evaluating Janitorial services:

Dusting - A properly dusted surface shall be free of all dirt and dust, dust streaks, lint, and cobwebs. Dusting shall be completed before vacuuming, sweeping/dust mopping.

Sweeping/dust mopping - A properly swept or dust mopped floor shall be free of all dirt, grit, lint and debris.

Vacuuming - A properly vacuumed carpet or floor shall be free of all dirt, dust, grit, lint and debris. All spots or stains shall be removed by the spot cleaning methods. The machine used to vacuum shall have adequate suction to lift dirt, grit and debris from the base of the carpet nap (3.5 amps or greater). All stains shall be removed immediately with an approved carpet cleaning solution in such a manner as to not leave rings or discoloration.

Wet mopping - A properly wet mopped floor shall be free of all dirt, dust, grit, and debris. Fresh water, to which odorless detergent or cleaning agent has been added, shall be used with a sponge-

type mop to removes all dirt and marks. Most of the water shall be squeezed from the mop prior to its application to the floor surface, to prevent free-flowing water from being applied to the floor.

Damp mopping - A properly damp mopped floor shall be free of all dirt, dust, grit, marks and debris. Fresh water, to which an odorless detergent or cleaning agent has been added, shall be used with a sponge-type mop to remove all dirt and marks. Most water shall be squeezed from the mop prior to its application to the floor surface, to prevent free-flowing water from being applied to the floor.

Glass cleaning - A properly cleaned glass/mirror surface shall be free of streaks dust film, deposits, debris, and stains shall have a uniformly bright appearance. All adjacent surfaces shall be wiped clean. Glass windows, doors and walls shall be cleaned both sides.

Floor waxing, buffing - A properly waxed and /or buffed floor shall be free of dirt, dust marks, streaks, debris, built -up wax, and standing waters, and shall have a uniformly bright, lustrous appearance

Sinks water fountain cleaning - these fixtures and their hardware, when properly cleaned, shall be free of all deposits, stains, streaks, film, and debris and shall be dry polished to a uniformly bright appearance.

Plumbing - fixture, restroom stall, wall, floor cleaning- these restroom surface, when properly cleaned, shall be free of all deposits, stains, streaks, film, odor, debris, and germs.

CONTRACTOR SHALL PERFORM THE FOLLOWING SPECIFIC ITEMS OF WORK UNDER THIS CONTRACT: (Corporation Representative may request additional cleaning if needed)

DAILY SERVICES - FIVE (2) TIMES PER WEEK

Do not move any furniture or items other chairs and trash cans.

All floor surfaces will be swept.

All floors will be cleaned by damp CLEAN mop and rinsing with a disinfecting cleaner.

All scuff marks will be cleaned.

**All Trash receptacles will be emptied, disinfected and lined. Provide/replace trash can liners as required. Trash can liners shall be replaced weekly at a minimum, or when they become stained, soiled, or torn. Dispose of trash in outside dumpster provided by the city.*

Clean all furniture to include desks, tables, chairs, file cabinets, bookshelves and telephones, taking care not to disturb papers left on desks.

Drinking fountains will be cleaned and disinfected and all exposed metal shall be polished and kept free of foreign matter. Clean, dry polish all drinking water fountains with non-abrasive, odorless cleaner.

All glass doors and glass panels will be cleaned to remove smudges and fingerprints.

Mats and runners will be thoroughly vacuumed and kept clean.

Any tiled landings to be cleaned in the same manner as tile floors.

A damp cloth to be used to wipe down handrails, switch plates and partitions.

Clean and dry polish all glass doors and or glass partitions.

Vacuum all carpeted areas floor surfaces, remove spots as needed with the approved spot cleaners.

Clean countertops, sinks, tables in kitchen and break room areas. Clean/dust surfaces of cabinets, appliances, and chairs. Cleaning tools (sponges, brushes etc.) used in kitchen and break room areas shall be used only in this area and shall not be used in any other area. Cleaning tools for kitchen and break areas will have a different color for items to be used.

DAILY SERVICES – RESTROOM – FIVE (2) TIMES PER WEEK

All restroom fixtures, including sinks, toilet bowls, toilet seats and urinals, will be scoured and disinfected and kept free of scales at all times.

All toilet seats will be disinfected top to bottom.

All bright metal accessories, including hardware on plumbing fixtures, partitions and dispensing accessories shall be cleaned and polished.

All Soap, towel, and tissue dispensers will be filled nightly.

Clean all mirrors.

Restroom walls and partitions will be kept clean and free of spots, smudges and foreign matter.

Restroom floors will be cleaned by damp CLEAN mop and rinsing with a disinfecting cleaner.

Clean and dry polish lobby windows every Monday inside and outside.

Dust window ledges with damp cloth.

Polish all Furniture. (Product required list)

Dust chair rungs.

Dust all ledges and window ledges that may be reached without use of a ladder.

Wipe walls and trim with damp cloth and disinfectant or equal.

Clean non-wood walls/partitions, wallpaper and vinyl walls.

CARPET

Carpets are to be shampooed a minimum of every three (3) months or additionally as needed.

YEARLY SCHEDULE

Vinyl walls shall be cleaned with an approved cleaner to remove dirt. This shall be completed within the first three (3) months of each new contract starting date. No harsh cleaners shall be used on wallpaper or vinyl walls.

Liquid Gold or equal product to be applied to all paneled walls and wood doors and wiped down with a soft CLEAN cloth once a year. This shall be accomplished within the first three (3) months of each new contract starting date.

Liquid Gold or equal product must not be sprayed onto walls/doors due to safety hazard.

ADDITIONAL FLOOR WAXING

This service is only when the City requests it. All janitorial services including stripping and re-waxing with three (3) coats of wax every three (3) months. (Use Johnson's Step Ahead and Over and Under or equal.) Stripping and re-waxing shall occur on Wednesdays or as otherwise requested by EDC Representatives due to special events at Press Building. This service shall include all floors excluding terrazzo floors. Buff of all tile floors weekly including elevators and restrooms, apply (1) one coat of wax before buffing all floors (Use Franklin's Spray Buff or equal).

The City of Port Arthur requires comprehensive responses to every section within this RFP. Conciseness and clarity of content are emphasized and encouraged. Vague and general proposals will be considered non-responsive and will result in disqualification. To facilitate the review of the responses, Firms shall follow the described proposal format. The intent of the proposal format requirements is to expedite review and evaluation. It is not the intent to constrain proposers with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation. Failure to arrange the proposal as requested may result in the disqualification of the proposal. It is requested that proposals be limited to no more than 50 pages, excluding resumes. All pages of the proposal must be numbered and the proposal must contain an organized, paginated table of contents corresponding to the sections and pages of the proposal.

EVALUATION CRITERIA:

The Proposer shall provide the following information:

EXPERIENCE:

1. Proposer's performance in Janitorial Service for government entities or other clients. Proposer should indicate the number of years of experience the firm has in performing Janitorial Service with businesses comparable to the law enforcement entities.
2. State the number of years experience for the supervisor.

REFERENCES:

Include three (3) business references for which similar services have been provided. Include the following:

1. The period for which you have provided this service;
2. A brief description of the scope of work; and
3. Contact name, title, address, and telephone number.

The Proposer hereby authorizes and requests any person, firm, corporation and/or government entity to furnish any information requested by the City in verification of the references provided and for determining the quality and timeliness of providing the services.

PRICING:

The rates for Janitorial Services. *See Appendix A*

PROJECT MANAGEMENT PLAN

1. Describe your firm's capability to provide all services required. (Number of employees, Janitorial equipment that will be used, etc)
2. Provide a description of the firm's typical approach to maintain the Police, Municipal Court, and Fire Department. (Number of crews working, how many per crew, how the crews will work the floors, etc)

SELECTION PROCESS:

All applications will be screened by an evaluation committee and those applicants selected for a short list may be invited to attend an interview, at the applicant's own expense. The City shall not incur any costs for applicant preparation and/or submittal of qualifications.

The City will evaluate all responses based on the qualifications, past performance and project approach. The City reserves the right to negotiate the final fee prior to recommending any business for a contract.

The City's process is as follows:

1. The evaluation committee shall screen and rate all of the responses that are submitted. Evaluation ratings will be on a 100 point scale and shall be based on the following criteria:
 - a. Experience..... 40 pts
 - b. References..... 15 pts
 - c. Pricing..... 25 pts
 - e. Project Management Plan..... 20 pts
2. City staff shall recommend the most qualified business to the City Council and request authority to enter into a contract.
3. When services and fees are agreed upon, the selected business shall be offered a contract subject to City Council approval.
4. Should negotiations be unsuccessful, the City shall enter into negotiations with the next, highest ranked business. The process shall continue until an agreement is reached with a qualified business.
5. This RFP does not commit the City to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response. All finalist(s) shall pay their own costs incurred in preparing for, traveling to and attending interviews.

GENERAL INFORMATION:

Proposers are cautioned to read the information contained in this RFP carefully and to submit a complete response to all requirements and questions as directed.

TERMINOLOGY: "Bid" vs. "Proposal"--For the purpose of this RFP, the terms "Bid" and "Proposal" shall be equivalent.

AWARD: The City of Port Arthur will review all proposals for responsiveness and compliance with these specifications. The City reserves the right to award on the basis of the Lowest and Best Offer in accordance with the laws of Texas, to waive any formality or irregularity, and/or to reject any or all proposals.

ALTERING BIDS: Bids cannot be altered or amended after submission deadline. Any interlineations, alteration, or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

WITHDRAWAL OF PROPOSAL: The proposer may withdraw its proposal by submitting written request, over the signature of an authorized individual, to the Purchasing Division any time prior to the submission deadline. The proposer may thereafter submit a new proposal prior to the deadline. Modification or withdrawal of the proposal in any manner, oral or written, will not be considered if submitted after the deadline.

CONFLICT OF INTEREST: Provide a completed copy of the Conflict of Interest Questionnaire (Form CIQ). The Texas legislature recently enacted House Bill 914 which added Chapter 176 to the Texas Local Government Code. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the City of Port Arthur, including affiliations and business and financial relationships such persons may have with City of Port Arthur officers. The form can be located at the Texas Ethics Commission website: https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm

By doing business or seeking to do business with the City of Port Arthur including submitting a response to this RFP, you acknowledge that you have been notified of the requirements of Chapter 176 of the Texas Local Government Code and you are representing that you in compliance with them.

Any information provided by the City of Port Arthur is for information purposes only. If you have concerns about whether Chapter 176 of the Texas Local Government Code applies to you or the manner in which you must comply, you should consult an attorney.

ETHICS: The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the City of Port Arthur.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. Be able to comply with the required or proposed delivery schedule.
2. Have a satisfactory record of performance.
3. Have a satisfactory record of integrity and ethics.

4. Be otherwise qualified and eligible to receive an award.
5. Be engaged in a full time business and can assume liabilities for any performance or warranty service required.
6. The City Council shall not award a contract to a company that is in arrears in its obligations to the City.
7. No payments shall be made to any person of public monies under any contract by the City with such person until such person has paid all obligations and debts owed to the City, or has made satisfactory arrangements to pay the same.

ADDENDA: Any interpretations, corrections or changes to the RFP will be made by addenda no later than 48 hours prior to the date and time fixed for submission of proposals. Sole issuing authority of addenda shall be vested in the City of Port Arthur Purchasing Manager. The City assumes no responsibility for the proposer's failure to obtain and/or properly submit any addendum. Failure to acknowledge and submit any addendum may be cause for the proposal to be rejected. It is the vendor's responsibility to check for any addendums that might have been issued before bid closing date and time. All addenda will be numbered consecutively, beginning with 1.

PORT ARTHUR PRINCIPAL PLACE OF BUSINESS: Any bona fide business that claims the City of Port Arthur as its principal place of business must have an official business address (office location and office personnel) in Port Arthur, the principal storage place or facility for the equipment shall be in Port Arthur and/or the place of domicile for the principal business owner(s) shall be in Port Arthur or such other definition or interpretation as is provided by state law. Contractors outside the City of Port Arthur are allowed to bid.

PRICES: The bidder should show in the proposal both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

PURCHASE ORDER: A purchase order(s) shall be generated by the City of Port Arthur to the successful bidder. The purchase order number must appear on all itemized invoices.

INVOICES: All invoices shall be mailed directly to the City of Port Arthur, Attn.: EDC, P.O. Box 1089, Port Arthur, Texas 77641.

PAYMENT: Payment will be made upon receipt of the original invoice and the acceptance of the goods or services by the City of Port Arthur, in accordance with the State of Texas Prompt Payment Act, Article 601f V.T.C.S. The City's standard payment terms are net 30, i.e. payment is due 30 days from the date of the invoice.

SALES TAX: The City of Port Arthur is exempt by law from payment of Texas Sales Tax and Federal Excise Tax; therefore the proposal shall not include Sales Tax.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Port Arthur, Texas, Jefferson County. The City of Port Arthur may request and rely on advice, decisions, and opinions of the Attorney General of Texas and the City Attorney concerning any portion of these requirements.

COMPLIANCE WITH LAWS: The Contractor shall comply with all applicable laws, ordinances, rules, orders, regulations and codes of the federal, state and local governments relating to performance of work herein.

INTEREST OF MEMBERS OF CITY: No member of the governing body of the City, and no other officer, employee or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and, the Contractor shall take appropriate steps to assure compliance.

DELINQUENT PAYMENTS DUE CITY: The City of Port Arthur Code of Ordinances prohibits the City from granting any license, privilege or paying money to any-one owing delinquent taxes, paving assessments or any money to the City until such debts are paid or until satisfactory arrangements for payment has been made. Bidders must complete and sign the AFFIDAVIT included as part of this RFP.

QUANTITIES: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the contractor shall not have any claim against the City of Port Arthur for quantities less than the estimated amount.

SHIPPING INFORMATION: All bids are to be F.O.B., City of Port Arthur, Port Arthur, TX 77640

INCORPORATION OF PROVISIONS REQUIRED BY LAW: Each provision and clause required by law to be inserted into the Contract shall be deemed to be enacted herein and the Contract shall be read and enforced as though each were included herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted the Contract shall be amended to make such insertion on application by either party.

CONTRACTOR'S OBLIGATIONS: The Contractor shall and will, in good workmanlike manner, perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this Contract, in accordance with the provisions of this Contract and said specifications.

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

While the purpose of the specifications is to indicate minimum requirements in the way of capability, performance, construction, and other details, its use is not intended to deprive the City of Port Arthur the option of selecting goods which may be considered more suitable for the purpose involved.

Under the Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

TERMINATION FOR CAUSE: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of this contract, the City shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying

the effective date thereof, at least fifteen (15) days before the effective date of such termination. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the Contractor, and the City may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the City from the Contractor is determined.

TERMINATION FOR CONVENIENCE: The City may terminate this contract at any time giving at least thirty (30) days notice in writing to the Contractor. If the Contract is terminated by the City as provided herein, the Contractor will be paid for the service that it has performed up to the termination date. If this contract is terminated due to fault of the Contractor, the previous paragraph hereof relative to termination shall apply.

RELEASES AND RECEIPTS: The City of Port Arthur before making payments may require the Contractor to furnish releases or receipts for any or all persons performing work and supplying material or service to the Contractor, or any sub-contractors for work under this contract, if this is deemed necessary to protect its interests.

CARE OF WORK: The Contractor shall be responsible for all damages to person or property that occurs as a result of his fault or negligence in connection with the work performed until completion and final acceptance by the City.

SUB-CONTRACTS: The Contractor shall not execute an agreement with any sub-contractor or permit any sub-contractor to perform any work included in this Contract until he has received from the City of Port Arthur written approval of such agreement.

INSURANCE: All insurance must be written by an insurer licensed to conduct business in the State of Texas, unless otherwise permitted by Owner. The Contractor shall, at his own expense, purchase, maintain and keep in force insurance that will protect against injury and/or damages which may arise out of or result from operations under this contract, whether the operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, of the following types and limits

1. Standard Worker's Compensation Insurance:
2. Commercial General Liability occurrence type insurance City of Port Arthur, its officers, agents, and employees must be named as an additional insured):
 - a. Bodily injury \$500,000 single limit per occurrence or \$500,000 each person/\$500,000 per occurrence for contracts of \$100,000 or less; or Bodily injury \$1,000,000 single limit per occurrence or \$500,000 each person /\$1,000,000 per occurrence for contracts in excess of \$100,000; and,
 - b. Property Damage \$100,000 per occurrence regardless of contract amount; and,
 - c. Minimum aggregate policy year limit of \$1,000,000 for contracts of \$100,000 or less; or, Minimum aggregate policy year limit of \$2,000,000 for contracts in excess of \$100,000.
3. Commercial Automobile Liability Insurance (Including owned, non-owned and hired vehicles coverage's).

a. Minimum combined single limit of \$500,000 per occurrence, for bodily injury and property damage.

b. If individual limits are provided, minimum limits are \$300,000 per person, \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage.

Contractor shall cause Contractor's insurance company or insurance agent to fill in all information required (including names of insurance agency, contractor and insurance companies, and policy numbers, effective dates and expiration dates) and to date and sign and do all other things necessary to complete and make into valid certificates of insurance and pertaining to the above listed items, and before commencing any of the work and within the time otherwise specified, Contractor shall file completed certificates of insurance with the Owner.

None of the provisions in said certificate of insurance should be altered or modified in any respect except as herein expressly authorized. Said CERTIFICATE OF INSURANCE Form should contain a provision that coverage afforded under the policies will not be altered, modified or canceled unless at least fifteen (15) days prior written notice has been given to the City of Port Arthur. Contractor shall also file with the City of Port Arthur valid CERTIFICATE OF INSURANCE on like form from or for all Subcontractors and showing the Subcontractor (s) as the Insured. Said completed CERTIFICATE OF INSURANCE Form (s) shall in any event be filed with the City of Port Arthur not more than ten (10) days after execution of this Contract.

NOTICE TO PROCEED: Notice to Proceed shall be issued within ten (10) days of the execution of the Contract by OWNER. Should there be any reasons why Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between OWNER and CONTRACTOR.

APPENDICES

Please include Appendix A~ D when submitting proposal documents.

LETTER OF INTEREST**RFP – Janitorial Services for Press Building****Deadline: July 6, 2022**

The undersigned firm submits the following information (this RFP submittal) in response to the Request for Proposals (as amended by any Addenda), issued by the City of Port Arthur, TX (City) for **Janitorial Services for Press Building**. Enclosed, and by this reference incorporated herein and made a part of this RFP, are the following:

- ❖ Completed RFP Letter of Interest Form – Appendix A
- ❖ Bid Sheet – Appendix B
- ❖ Completed Affidavit – Appendix C
- ❖ Completed Conflict of Interest Form – Appendix D
- ❖ Non Collusion Affidavit – Appendix E
- ❖ House Bill 89 Verification – Appendix F
- ❖ Chapter 2252 Certification – Appendix 6

Firm understands that the City is not bound to select any firm for the final pre-qualified list and may reject any responses submitted.

Firm also understands that all costs and expenses incurred by it in preparing this RFP and participating in this process will be borne solely by the firm, and that the required materials to be submitted will become the property of the City and will not be returned.

Firm agrees that the City will not be responsible for any errors, omissions, inaccuracies, or incomplete statements in this RFP. Firm accepts all terms of the RFP submittal process by signing this letter of interest and making the RFP submittal.

This RFP shall be governed by and construed in all respects according to the laws of the State of Texas.

Diamond Shine Bldg. Svc.**Firm Name**July 12, 2022**Date****Authorized Signature**Operations Manager/Owner
TitleRenee Malveaux
Name (please print)(409)365-9939**Telephone**RENEE@DSHINETX.COM
Email

APPENDIX B

CITY OF PORT ARTHUR, TEXAS
BID SHEET

BID FOR: Janitorial Services for Press Building

BID DUE DATE: July 6, 2022

<u>QTY</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
12	Months	Janitorial Service for Press Building	\$ <u>2,965.00</u>	\$ <u>35,580.00</u>

Diamond Shine Bldg. Svc.
COMPANY NAME

624 Linkwood St.
STREET ADDRESS


SIGNATURE OF BIDDER

P.O. BOX

Renee Malveaux
PRINT OR TYPE NAME

Port Arthur, TX. 77640
CITY STATE ZIP

Operations Manager/Owner
TITLE

(409)365-9939
AREA CODE TELEPHONE NO

RENEE@DSHINETX.COM
EMAIL

FAX NO.

AFFIDAVIT

All pages in Offeror's Responses containing statements, letters, etc., shall be signed by a duly authorized officer of the company whose signature is binding.

The undersigned offers and agrees to one of the following:

X I hereby certify that **I do not have** outstanding debts with the City of Port Arthur. I further agree to pay succeeding debts as they become due.

_____ I hereby certify that **I do have** outstanding debts with the City of Port Arthur and agree to pay said debts prior to execution of this agreement. I further agree to pay succeeding debts as they become due.

_____ I hereby certify that **I do have** outstanding debts with the City of Port Arthur and agree to enter into an agreement for the payment of said debts. I further agree to pay succeeding debts as they become due.

Diamond Shine Bldg. Svc.

Firm Name

July 12, 2022

Date

Renee Malveaux

Authorized Signature

Operations Manager/Owner

Title

Renee Malveaux

Name (please print)

(409)365-9939

Telephone

RENEE@DSHINETX.COM

Email

STATE:

Texas

COUNTY:

Jasper

SUBSCRIBED AND SWORN to before me by the above named Renee Malveaux

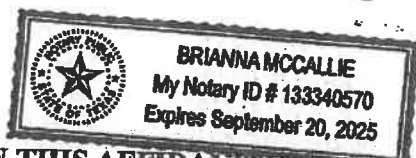
on this the

13

day of

July

20 22



Brianna McCallie

Notary Public

RETURN THIS AFFIDAVIT AS PART OF THE BID PROPOSAL

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?


☐ Yes☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 
Signature of vendor doing business with the governmental entity

July 12, 2022
Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

NON-COLLUSION AFFIDAVIT

CITY OF PORT ARTHUR

§
§

STATE OF TEXAS

§

By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

Signature:

Printed Name:



Printed

Name:

Renee Malveaux

Title:

Operations Manager/Owner

Company:

Diamond Shine Bldg. Svc.

Date:

July 12, 2022

SUBSCRIBED and sworn to before me the undersigned authority by 13 the July of, 2022 on behalf of said bidder.

Brianna McCallieNotary Public in and for the
State of Texas

My commission expires: _____



House Bill 89 Verification

I, Renee Malveaux (Person name), the undersigned representative (hereafter referred to as "Representative") of Diamond Shine Bldg. Svc.

(company or business name, hereafter referred to as "Business Entity"), being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and affirm the following:

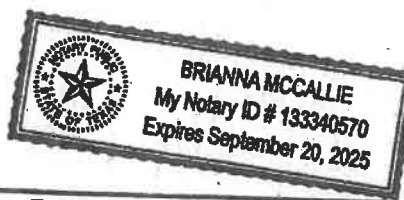
1. That Representative is authorized to execute this verification on behalf of Business Entity;
2. That Business Entity does not boycott Israel and will not boycott Israel during the term of any contract that will be entered into between Business Entity and the City of Port Arthur; and
3. That Representative understands that the term "boycott Israel" is defined by Texas Government Code Section 2270.001 to mean refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Renee Malveaux
SIGNATURE OF REPRESENTATIVE

13 SUBSCRIBED AND SWORN TO BEFORE ME, the undersigned authority, on this day of July, 2022

Brianna McCallie

Notary Public



SB 252
CHAPTER 2252 CERTIFICATION

I, Renee Malveaux, the undersigned an representative
of Diamond Shine Bldg. Svc.
(Company or Business Name)

being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the City of Port Arthur Purchasing Department.

Renee Malveaux
Name of Company Representative (Print)


Signature of Company Representative

July 12, 2022
Date

**REQUEST FOR PROPOSAL
JANITORIAL SERVICES FOR PRESS BUILDING (EDC)**

**ADDENDUM NO. ONE (1)
JULY 5, 2022**



-CITY OF PORT ARTHUR, TEXAS

ADDENDUM NO. ONE (1)

July 5, 2022

BID FOR: Janitorial Service for Press Building

The following clarifications, amendments, deletions, additions, revision and/or modifications are made a part of the contract documents and change the original documents only in the manner and to the extent hereinafter stated and shall be incorporated in the contract documents.

Provisions of this addendum shall take precedence over requirements of the original contract documents and all **BIDDERS ARE REQUESTED TO ACKNOWLEDGE SAID PROVISIONS IN THE SUBMISSION OF THEIR BID.**

Addendum as follows

1. **DEADLINE:** Sealed proposal submittals must be received and time stamped by 3:00 p.m., Central Standard Time, Wednesday, **July 13, 2022** (The clock located in the City Secretary's office will be the official time.) All proposals received will be read aloud at 3:15 p.m. on Wednesday, **July 13, 2022** in the City Council Chambers, City Hall, 5th Floor, Port Arthur, TX. Proposals will be opened in a manner to avoid public disclosure of contents; however, only the names of proposers will be read aloud.
2. Remove carpet cleaning, buffing and waxing of floors from this bid.
3. Contractors will scrub tile floors in walkway behind the kitchen area weekly.
4. Wipe lockers in kitchen once a month.
5. Just dust and use damp cloth with no cleaners on vinyl walls.
6. Attached is the revised bid sheet which shows an option 1 for janitorial service 3 days a week.

If you have any questions, please contact the Purchasing Division at 409-983-8160.

NOTE: ALL PAGES OF ADDENDA MUST BE SIGNED AND SUBMITTED WITH YOUR BID DOCUMENTS.

Clifton Williams
Clifton Williams, CPPB
Purchasing Manager

[Signature]
Signature of Proposer

July 12, 2022
Date

Diamond Shine Bldg. Svc.
Company Vendor Name

Janitorial Service Proposal

Prepared for:

PA-EDC

**501 Procter Street
Port Arthur, Texas 77640**

Submitted By:

Diamond Shine Building Service

624 Linkwood St.

Port Arthur, TX 77640

Renee Malveaux

Operations Manager

(409) 365-9939

E-mail: renee@dshinetx.com

www.diamondshinetexas.com



October 24, 2022

PA-EDC

Janitorial Service Proposal

General

Diamond Shine Building Service agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the client. This shall include all service request in the scope of work by the client.

Compensation

Option-1

Two(2) time(s) per week Janitorial Cleaning Service Program: **\$2,965.00/mo.**

Option-2

Three(3) time(s) per week Janitorial Cleaning Service Program: **\$3,890.00/mo.**

Note: Pricing options reflect weekly floor scrubbing of rear corridor.

References

JANITORIAL SERVICES:

10/01/2018 - Present

City of Port Arthur Health Dept. - 449 Austin Ave, Port Arthur, TX 77640
Judith Smith - Clinic Director (409) 983-8874

12/01/2016 - Present

City of Port Arthur Municipal Court - 645 4th St. Port Arthur, TX 77640
Andetria Jones - Court Clerk (409) 983-8686

12/01/2016 - Present

City of Port Arthur Police Dept. 645 4th St. Port Arthur, TX 77640
Mr. Duriso - Chief Of Police(409) 983-8613

09/01/2015 - Present

Texas Workforce Solutions - 4680 FM 365, Port Arthur, TX 77642
Melanie Goudeau - Facility Manager (409) 720-9190

12/01/2016 - Present

Texas Workforce Solutions -510 Park St, Suite 200 Beaumont, TX 77701
Mary Haymann - Executive Director (409) 839-8045

Conference/Offices- High and low dusting, vacuum, sweep, dust mop, damp mop, empty trash cans/shredders, disinfect phones, door handles, wipe horizontal surfaces with appropriate cleaners.

Locker rooms/Restrooms- High and low dusting, clean/scour and disinfect sinks, all fixtures, toilets, toilet handles, urinals, urinal handles, hand rails, partitions, door handles, refill all dispensers, empty trash, sweep, and damp mop floors with appropriate cleaner.

Entrance/Lobby/Kitchen- Clean glass entrances, high and low dusting, vacuum, sweep, dust mop, damp mop, clean/scour sinks, clean tables and counters, and empty trash.

Experience

Diamond Shine Building Service has been in business since March 2012. Although a young company, in the industry Diamond Shine Building Service is an accredited business with the Better Business Bureau and is a certified HUB vender by the State of Texas. Diamond Shine Building Service supervisors and team leaders have a combined experience of 60+ years.

Eric Malveaux (Owner) 25 years, Renee Malveaux (Operations Manager) 15 years, Shaquirra Malveaux (Project Manager) 6 years, Sherabiah McDuffie (Field Supervisor) 8 years, Maria Cardenas (Facility Supervisor/Team Leader) 30 years.

Diamond Shine Building Service provides janitorial service, Healthcare EVS cleaning, Day Porters, floor maintenance, and/or carpet cleaning to the following: Texas Workforce Solutions (TWC), Federal Aviation Administration (FAA) Southwest Region (Beaumont), Port Arthur Health Department, The Armed Forces Recruiting Office, and other government entities as well as private companies in the Golden Triangle and surrounding areas.

We have in the past provided janitorial services, floor maintenance, and/or carpet cleaning to the UTMB Orange Health Clinic, Port Arthur Transit Dept., Port Arthur Public Works Dept., and the Port Arthur Utilities Department.

Project Management

Diamond Shine Building Service will provide the following to ensure required services by the client.

1.a. - Diamond Shine Building Service will provide adequate personnel and supervision to ensure on going quality service. Up to four(4) team member will be assigned to the facility under the supervision of one(1) team leader who will perform monthly inspections and meeting with facility manager to assure quality service is being provided.

1.b. - Diamond Shine Building Service will ensure the facility is properly and thoroughly cleaned each scheduled service day by providing our team member with training, tools, support, a check list of work specifications and adequate supervision needed to perform each task effectively and efficiently.

1.c. - The team members will be trained at the assigned facility for four(4) weeks by the team leader and/or the Operations Manager to assist them in familiarizing the floor plan and implementing a systematic approach.

1.d. - Prior to performing services the facility manager will be made aware of who will be assigned to the facility by proper introduction beginning with the Operations Manager, then the team leader and team members. A list of contact information for the team leader and Operations Manager will be provided to the facility manager.

1.e. - Diamond Shine Building Service will provide the following janitorial equipment for the project: janitorial carts, floor machines, carpet extractors, disinfectant buckets, color code microfiber cleaning rags, wet mop buckets, wet mop handles, wet mops, dust mops, dust mop handles, vacuums, brooms, dustpans, high dusters, putty knives, toilet brush and holder, gloves, masks and safety goggles (if needed).

1.g. - Diamond Shine Building Service's method of quality assurance is through providing proper tools, training, supervision, inspections, and most important communication with the facility

manager, team leader and team members.

1.h. - Diamond Shine Building Service is committed to providing quality janitorial service that delivers a level of client satisfaction. We understand that each client has a different need, so we value communication with our clients. We implement this through random inspections, monthly meetings with our team leader and team members, and quarterly reports with the facility manager.

1.i. - If awarded the contract the first and foremost important part of the transition is to meet with the facility manager to better understand the needs and expectations of the facility.

Diamond Shine Building Service anticipates it will take four(4) weeks to fully transition services.

Week 1- Meet with facility manager and become familiarized with the facility's floor plans, needs and introduce the team leader and team members in training assigned to the facility.

Week 2- Continued training, random inspections (by Operations Manager), and follow-up with team leader.

Week 3- Continued training, random inspections (by Operations Manager), and follow-up with facility manager.

Week 4 - Continued training, random inspections (by Operations Manager), meet with facility manager, team leader and team member to review and finalize transition.

Overview:

The facility will be divided into two(2) levels. Level1- first floor, level2- second floor. Each level will be divided into areas, area-A (north-side) and area-B (south-side). Each level will have up to two(2) team members assigned who will be responsible for maintaining the facility's cleanliness according to the client's scope of work. The team members will be on a weekly rotation on each level to familiarize with the facility layout, route and cleaning routine. The level1 corridor weekly floor maintenance will be performed on the weekend to insure business hours are not disturbed.

This project plan is open for discussion, our goal is to ensure your business operates smoothly and you're satisfied with the service we're providing. Communication to and from our clients leads to a successful outcome.

Special Services

Carpet cleaning is available - Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed and re-waxed - Price quoted upon request.

Exterior/Interior windows can be cleaned - Price quoted upon request.

Initial/Deep Cleaning- Price quoted upon request.

Event Clean up- Price quoted upon request.

Supplies

The client will furnish all consumable products inclusive of but not limited to: toilet tissue, paper towels, and hand soap. If desired, Diamond Shine Building Service can provide these products and invoice them separately.

Diamond Shine Building Service will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Equipment

Diamond Shine Building Service will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: janitorial carts, vacuums, floor machines, mop buckets, wringers, mops and brooms. The client agrees to provide a secure space for storage of this equipment, as may be necessary.

Diamond Shine Building Service will comply with the client's regulations and procedures pertaining to all work performed at the project location.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement (for Janitorial Service) is made and entered into as of _____, 20____, by and between Diamond Shine Building Service, with its principal place of business located at 549 4th Street Ste: 211, Port Arthur, TX 77640 and PA-EDC with its principal place of business located at 501 Procter Street, Port Arthur, Texas 77640.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Diamond Shine Building Service

PA-EDC

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

PA-EDC

Job Specifications

Entrances

Task Description

Detail Dust - High And Low Areas

Dust Mop Hard Surface Floors

Damp Mop Hard Surface Floors- Use Appropriate Cleaner

Clean Both Sides Of Door Glass And Wipe Frames

Spot Clean Entrance Glass

Vacuum Walk-Off Mats

Service Days

Monthly

2 days/wk.

2 days/wk.

1 day/wk.

1 day/wk.

2 days/wk.

Lobbies

Task Description

Dust All Horizontal Surfaces Within Normal Reach (Includes but not limited to: Tables, Chairs, Desks, Countertops.)

Detail Dust - High And Low Areas

Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner (includes but not limited to: Tables, Chairs, Desks, Countertops)

Arrange Furniture

Empty And Remove Trash, Replace Liner If Needed

Dust Mop Hard Surface Floors

Damp Mop Hard Surface Floors- Use Appropriate Cleaner

Vacuum Walk-Off Mats

Service Days

1 day/wk.

Monthly

2 days/wk.

2 days/wk.

2 days/wk.

2 days/wk.

2 days/wk.

2 days/wk.

Conference Rooms

Task Description

Dust All Horizontal Surfaces Within Normal Reach (Includes but not limited to: Tables, Chairs, Desks, Countertops.)

Detail Dust - High And Low Areas

Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner (includes but not limited to: Tables, Chairs, Desks, Countertops)

Arrange Furniture

Empty And Remove Trash, Replace Liner If Needed

Spot Vacuum All Carpet

Spot Clean Carpet, I.e. Spills

Detail Vacuum All Carpet

Service Days

1 day/wk.

Monthly

2 days/wk.

2 days/wk.

2 days/wk.

1 day/wk.

As needed

1 day/wk.

Offices

Task Description**Service Days**

Dust All Horizontal Surfaces Within Normal Reach (Includes but not limited to: Tables, Chairs, Desks, Countertops.)

1 day/wk.

Detail Dust - High And Low Areas

Monthly

Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner (includes but not limited to: Tables, Chairs, Desks, Countertops)

1 day/wk.

Empty And Remove Trash, Replace Liner If Needed

2 days/wk.

Spot Vacuum All Carpet

1 day/wk.

Spot Clean Carpet, i.e. Spills

As needed

Detail Vacuum All Carpet

1 day/wk.

Corridor

Task Description**Service Days**

Detail Dust - High And Low Areas

Monthly

Spot Clean All Walls, Light Switches And Doors

1 day/wk.

Dust Mop Hard Surface Floors

2 days/wk.

Spot Mop Stains And Spills Using Appropriate Cleaner

1 day/wk.

Damp Mop Hard Surface Floors- Use Appropriate Cleaner

1 day/wk.

Clean And Polish Drinking Fountains

2 days/wk.

Hallways

Task Description**Service Days**

Detail Dust - High And Low Areas

Monthly

Dust Mop Hard Surface Floors

2 days/wk.

Damp Mop Hard Surface Floors- Use Appropriate Cleaner

2 days/wk.

Clean And Polish Drinking Fountains

2 days/wk.

Restrooms

Task Description**Service Days**

Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner

2 days/wk.

Lunchrooms

Task Description**Service Days**

Detail Dust - High And Low Areas

Monthly

Arrange Furniture

2 days/wk.

Dust Mop Hard Surface Floors

2 days/wk.

Damp Mop Hard Surface Floors- Use Appropriate Cleaner

2 days/wk.

Damp Wipe All Eating Area Tables

2 days/wk.

Damp Wipe Eating Area Chairs

2 days/wk.

Damp Wipe Countertops Using Appropriate Cleaner	2 days/wk.
Clean Sinks Using Appropriate Cleaner	2 days/wk.
Vacuum Walk-Off Mats	2 days/wk.
Damp Clean Exterior Only Of Microwave	2 days/wk.
Empty And Remove Trash	2 days/wk.
Damp Clean Exterior Only Of Refrigerator	Monthly

Restaurants

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Arrange Furniture	2 days/wk.
Dust Mop Hard Surface Floors	2 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	2 days/wk.
Damp Wipe All Eating Area Tables	2 days/wk.
Damp Wipe Eating Area Chairs	2 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	2 days/wk.
Vacuum Walk-Off Mats	2 days/wk.
Empty And Remove Trash	2 days/wk.

Utility Rooms

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Sweep Hard Surface Floors	1 day/wk.

Other Requirements

<u>Task Description</u>	<u>Service Days</u>
Site Supervision	2 days/wk.
Gather Supplies And Equipment For Shift	2 days/wk.
Clean And Arrange Janitor Closet	2 days/wk.
Prepare For The Next Day	2 days/wk.
Turn Off Lights - Per Instructions	2 days/wk.
Shut And Lock Doors, Set Alarm - Per Instructions	2 days/wk.
Damp Mop Elevator Floor, Clean And Polish Brightwork	2 days/wk.
Dust/Wipe Fire Extinguishers	Monthly