

PANOLA COUNTY, TEXAS

REQUEST FOR PROPOSAL

RETURN PROPOSAL TO:

COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633

The enclosed REQUEST FOR PROPOSAL (RFP) are for your convenience in submitting an offer for the enclosed referenced service for Panola County.

Sealed proposals shall be received **no later than:**

9:00 A.M., TUESDAY, DECEMBER 17, 2024

MARK ENVELOPES

**“HOUSEKEEPING SERVICES FOR PANOLA COUNTY
COURTHOUSE, JUDICIAL CENTER, PANOLA COUNTY
SHERIFF’S DEPARTMENT, PANOLA COUNTY DETENTION CENTER,
PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE OFFICES &
RESTROOMS, EXPOSITION CENTER, AIRPORT TERMINAL AND OFFICE
BUILDING LOCATED AT 316 W. SABINE STREET”**

Proposer shall sign and date the proposal on each page. Proposals which are not signed and dated can be rejected. Proposals must be submitted on the enclosed form and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this proposal. Please note that all proposals must be received at the designated location by the deadline shown. Proposals received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners’ Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Request for Proposal and specifications should be directed to Panola County Courthouse Maintenance Superintendent Tommy Earle, (903) 693-0318 or (903)692-2844.

Signature

**PANOLA COUNTY
REQUEST FOR PROPOSAL**

INSTRUCTIONS/TERMS OF CONTRACT

By order of the Commissioners' Court of Panola County, Texas, sealed proposals will be received for:

**"HOUSEKEEPING SERVICES FOR PANOLA COUNTY
COURTHOUSE, JUDICIAL CENTER, PANOLA COUNTY
SHERIFF'S DEPARTMENT, PANOLA COUNTY DETENTION CENTER,
PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE OFFICES &
RESTROOMS, EXPOSITION CENTER, AIRPORT TERMINAL AND OFFICE
BUILDING LOCATED AT 316 W. SABINE STREET**

IT IS UNDERSTOOD that the Commissioners' Court of Panola County, Texas reserves the right to reject any or all proposals as it shall deem to be in the best interests of Panola County. The award of this contract shall be made to the responsible offerer whose proposal is determined to be the lowest evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors.

PROPOSALS SHALL include this RFP and all additional documents submitted. Each proposal shall be placed in a separate sealed envelope, with each page manually signed by a person having the authority to bind the firm in a contract and marked clearly on the outside as shown below.

SUBMISSION OF PROPOSALS: Sealed proposals shall be submitted to:

**COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633**

Not later than **9:00 a.m., TUESDAY, DECEMBER 17, 2024**

Mark Envelopes:

"HOUSEKEEPING SERVICES FOR PANOLA COUNTY

**BIDS RECEIVED AFTER OPENING DATE
AND TIME WILL NOT BE CONSIDERED**

Signature

**SPECIFICATIONS
COURTHOUSE MAINTENANCE
PANOLA COUNTY COURTHOUSE, JUDICIAL CENTER,
PANOLA COUNTY SHERIFF'S DEPARTMENT, PANOLA COUNTY
DETENTION CENTER, PROBATION OFFICES, ROAD AND BRIDGE
WAREHOUSE OFFICES & RESTROOMS, EXPOSITION CENTER,
AIRPORT TERMINAL AND OFFICE BUILDING LOCATED AT 316
W. SABINE STREET**

It is the intent of these specifications to describe proposer qualifications, salary and wage requirements, employee requirements, insurance requirements, and a description of minimum requirements for proper cleaning of the Panola County Courthouse, Judicial Center, Panola County Sheriff's Department, Panola County Detention Center, Probation Offices, Road and Bridge Warehouse Offices & Restrooms, Exposition Center, Airport Terminal and Office Building located at 316 W. Sabine Street.

EVALUATION CRITERIA

1. The following criteria will be used by the Commissioners' Court to evaluate the proposals and make a selection:
 - 20% Qualifications of key personnel - Cleaning and supervisory staff duly qualified, capable and bondable to fulfill and abide by specifications
 - 20% Experience - Experience in janitorial services, including years and history
 - 10% Reference - Respondents shall provide a minimum of three (3) current references of janitorial service agreements covering similar services listed within this proposal packet
 - 30% Fee schedule/cost of service
 - 20% Project/Service approach

County staff may choose to meet with the top rated offerors. Any additional information requested shall be considered as part of the proposal and evaluated as such. Panola County reserves the right to negotiate a best and final offer with the selected vendor.

BIDDER QUALIFICATIONS:

2. Minimum of five (5) years experience in cleaning multi-story buildings of a minimum of 30,000 square feet per building. Proposer shall attach references to bid.
- OR**
2. If proposer has not had minimum experience required, furnish a satisfactory

Performance Bond in an amount equal to twelve (12) months compensation on the basis of the proposal submitted, such bond to be conditioned as required and collectable by Panola County for failure to perform the terms and conditions of proposal on contract. Letter of Commitment for Performance Bond shall be attached to proposal.

SALARIES AND WAGES:

3. Panola County and Contractor agree the Contractor is an independent contractor under this agreement and will in no way be considered to be an agent, partner, or employee of Panola County.
4. Salaries and wages of employees and any other amounts required to be paid under state and federal law, payroll taxes, unemployment insurance and FICA shall be paid by Contractor.

EMPLOYEES:

- 5a. Contractor must employ and use adequately trained employees, and a qualified supervisor properly trained to insure that all phases of the contract are properly performed in a professional manner.
- 5b. Contractor must have an employee at the Courthouse from 8 a.m. - 5 p.m. Monday through Friday.
6. Contractor agrees to comply fully with all state and federal laws and regulations including those of the U. S. Naturalization and Immigration laws, equal employment opportunity, hours and wages of employees, occupational safety and health, and discrimination.

INSURANCE:

7. Contractor shall obtain and maintain in effect at all times during the term of the contract the following insurance, and will provide Certificates of Insurance to Contract Administrator prior to commencing contract:
 - A. Workers' Compensation;
 - B. Bodily Injury with limits of \$500,000 for each person and \$500,000 for each incident or occurrence.

INDEMNITY:

8. Contract shall indemnify, hold harmless and defend Panola County, its representatives, employees, and agents from and against all claims, causes of actions or lawsuits, including negligence; the condition or use of personal property; damages; death or injuries to persons or property; including but not

limited to attorney's fees and litigation expenses regarding or concerning or arising out of or resulting from or alleged to have been sustained by Contractor or Contractor's employees in connection with Courthouse Maintenance Agreement. The express indemnity of Panola County by Contractor includes any alleged negligence acts or omissions of Panola County in any action, claim, or suit brought against Panola County, its representatives, employees, agents, invitees, and licensees by Contractor, its agents, employees, representatives, volunteers, invitees, or any guest of the Contractor.

AREAS OF RESPONSIBILITY:

9. Contractor will be responsible for proper maintenance and cleaning of all areas of the Panola County Courthouse, Judicial Center, Panola County Sheriff's Department, Probation Offices, and all areas of the Panola County Detention Center (except the cell area), Road and Bridge Warehouse Offices & Restrooms, Exposition Center, Airport Terminal and Office Building located at 316 W. Sabine Street.

RESPONSIBILITY INCLUDES MAINTENANCE AND CLEANING OF AREAS OUTSIDE EACH ENTRANCE OF THE COURTHOUSE, JUDICIAL CENTER, PANOLA COUNTY SHERIFF'S DEPARTMENT, PANOLA COUNTY DETENTION CENTER, PROBATION OFFICES, ROAD AND BRIDGE WAREHOUSE OFFICES & RESTROOMS, EXPOSITION CENTER, AIRPORT TERMINAL AND OFFICE BUILDING LOCATED AT 316 W. SABINE STREET.

MANNER AND FREQUENCY OF CLEANING:

NOTE: IT WILL BE NECESSARY TO CLEAN SOME AREAS PRIOR TO CLOSE OF BUSINESS EACH DAY.

10. WORK TO BE PERFORMED DAILY:

- A. Public areas (hallways, stairways, elevator, etc.):
 - i. Vacuumed, swept, and mopped so that no dirt, trash, paper clips, staples, etc. are left on the floors, this includes areas under benches, trash cans, etc.
 - ii. Walls, baseboards, and handrails spot checked and cleaned.
 - iii. Hallway benches and chairs spot checked and cleaned.
 - iv. Drinking fountains thoroughly cleaned.
 - v. Trash cans emptied and liners replaced.
 - vi. Carpet in all halls and corridors vacuumed with an industrial type vacuum and spot cleaned.
- B. Entrances:
 - i. All exterior walkways swept, including steps at main entrance.

- ii. All glass entries cleaned with "Windex" type product so that glass is clear of fingerprints, smudges, etc.
- iii. All cobwebs, etc. swept down.
- iv. Doors spot checked and cleaned of dirt, smudges, etc.

C. Restrooms:

- i. Toilet bowls and urinals thoroughly cleaned both on the inside and outside of the bowls and urinals.
- ii. Floors swept so that there is no paper, dirt, paper clips, etc. left on the floors.
- iii. Floors mopped so that they are clean of all dirt, water spots, etc., paying particular attention to areas around toilet bowls, urinals and sinks.
- iv. Walls spot cleaned.
- v. Doors to stalls and partitions between stalls thoroughly cleaned.
- vi. Sinks thoroughly cleaned.
- vii. Window sills dusted.
- viii. Hand towels, toilet tissue, soap dispensers, and room deodorant checked and replaced.
- ix. Trash cans emptied, liners replaced, and front of trash receptacle cleaned.
- x. Mirrors cleaned.

D. Offices and Courtrooms:

- i. Swept or vacuumed so that there is no dirt, paper clips, staples, etc. left of floors. This includes all accessible areas such as under desks, chairs, waste paper baskets, etc.
- ii. Offices with vinyl floors mopped unless otherwise directed by department head.
- iii. Trash cans emptied and liners replaced.
- iv. Desk and work station tops cleaned and shined with a cleaner appropriate for the surface. This includes the entire tops (under calendars, staplers, tape dispensers, etc.) and all other areas where work has been properly removed from desk.
- vi. Vinyl furniture spot cleaned.

- E. Contractor shall make sure that all lights are turned off in offices, all office and courtrooms doors are locked, and all exterior Courthouse doors are locked prior to leaving the building at night.

11. **WORK TO BE PERFORMED WEEKLY:**

- A. Front lobbies of all buildings and all vinyl floors buffed.
- B. Marble walls spot cleaned.
- C. Dust:

- i. Baseboards.
 - ii. Pictures and other wall hangings.
 - iii. File cabinet tops.
 - iv. Interior window sills and ledges.
 - v. Lamps, vases, coffee, and end tables, and other such standard office furniture.
 - vi. Counter and table tops.
 - vii. Tops of partitions and door frames.
- D. General housekeeping (see 10 A, B, C, & D above) of Road and Bridge Warehouse Offices & Restrooms; and Panola County Airport Terminal.

12. WORK TO BE PERFORMED QUARTERLY:

- A. Venetian blinds vacuumed.
- B. All marble walls thoroughly cleaned and polished.
- C. All baseboards thoroughly cleaned of dust, dirt, water, and wax spots, etc.
- D. Corridors and halls with carpet to be shampooed.
- E. Automatic floor scrubber used on all halls and corridors without carpet.
- F. Woodwork in Judicial Building wiped down with lemon oil.

13. WORK TO BE PERFORMED SEMI-ANNUALLY:

- A. Courthouse main lobby and hallway floor stripped and waxed.
- B. Detention Center lobby and hallway floors stripped and waxed.
- C. Judicial Building lobbies stripped and waxed.
- D. Interior of windows cleaned with a "Windex" type product.
- E. Wooden desks, chairs, etc. polished.
- F. Maintenance rooms and closets cleaned.

14. WORK TO BE PERFORMED ANNUALLY:

- A. All office vinyl floors stripped and waxed.
- B. Carpet in offices shampooed.
- C. Venetian blinds removed, washed and replaced.
- D. Wash 1st and 2nd floor outside windows of Panola County Courthouse and Panola County Sheriff's Department.

ON ALL WORK REQUIRED TO BE PERFORMED QUARTERLY, SEMI-ANNUALLY AND ANNUALLY, CONTRACTOR WILL PROVIDE THE CONTRACT ADMINISTRATOR A DETAILED WORK SHEET WITHIN FIFTEEN (15) DAYS THAT WILL SHOW WHAT WORK WAS PERFORMED, WHEN IT WAS PERFORMED, AND WHO DID THE WORK. PANOLA COUNTY RESERVES THE RIGHT TO REQUEST SUCH DOCUMENTATION ON ALL WORK PERFORMED UNDER THESE SPECIFICATIONS.

PANOLA COUNTY PROBATION OFFICES - JUVENILE & ADULT

To be cleaned twice a week.

EXPOSITION CENTER

To be cleaned before every event.

OFFICE BUILDING LOCATED AT 316 W. SABINE STREET

To be cleaned twice a week.

SUPPLIES:

15. Contract will supply equipment (including floor scrubber and industrial type vacuum). Panola County will furnish all cleaning supplies (including trash can liners), restroom supplies (including toilet tissue, hand towels, hand soap and room deodorant).

CONTRACT PERIOD:

16. Contract will be for a period beginning January 1, 2025 and ending December 31, 2025.
17. This Contract is non-assignable and cannot be sublet to any third party.

CANCELLATION

18. Panola County has the right to cancel Contract with successful proposer by giving thirty (30) days written notice of intent to cancel for failure to satisfactorily perform any of the terms, conditions or obligations required. Any misconduct, unsatisfactory service or work or violation of the proposal requirements is grounds for termination.
19. Contract shall have the right to cancel only for non-payment.

COMPENSATION:

20. Payment for services will be made in equal monthly installments during the term of the Contract with payment being due on or before the 10th of the month following service upon receipt of an invoice from Contractor.

PROPOSAL FORM AND CONTRACT HOUSEKEEPING

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING AND DELIVERING TO PANOLA COUNTY, TEXAS FOR USE BY PANOLA COUNTY, IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as proposer, declares that the only person or persons interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisements, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all proposals. I/we understand that the proposal should include delivery to the Panola County Courthouse in Carthage, Texas.

I (we) hereby agree to perform janitorial services at the Panola County Courthouse, Judicial Center, Panola County Sheriff's Department, Detention Center, Probation Offices, Road and Bridge Warehouse Offices & Restrooms, Exposition Center, Airport Terminal and Office Building located at 316 W. Sabine Street as set out in the foregoing Request for Proposal and Specifications (which shall be attached to and made a part of this contract) for the period of January 1, 2025 to December 31, 2025 for the sum of:

JANITORIAL SERVICES:

\$ _____ Per Month

Exceptions to specifications: _____

NOTE: ANY VENDOR THAT CONDUCTS BUSINESS WITH PANOLA COUNTY, WHETHER IT IS FOR GOODS AND/OR SERVICES, MUST MAINTAIN LAWFUL WORKER'S COMPENSATION COVERAGE REQUIREMENTS AND ADEQUATE LIABILITY LIMITATIONS.

SIGNATURE

COMPANY NAME

ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER

DATE

ACCEPTED: _____

COUNTY JUDGE