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Bid Release WDB 2024-003

INVITATION FOR BIDS

For

Janitorial Services
Orange Workforce Center of Southeast Texas

Issued by

**WORKFORCE SOLUTIONS
SOUTHEAST TEXAS**

:

Workforce Solutions Southeast Texas
510 Park St, Suite #500
Beaumont, Texas 77701

Also available at <https://setworks.org/doing-business-with-us/>

Issue Date:

January 22, 2024

Bid Due Date and Time

February 8, 2024, 2:00 pm

Mandatory Walk-Thru Scheduled for February 1, 2024, 2:00 pm. A building floorplan will be given out at this meeting.

Questions related to this IFB can be sent to: rfp@setworks.org. The deadline for questions is February 5, 2024, at 5 pm. Answers will be posted on our website: www.setworks.org

NOTICE TO BIDDERS
Bid Release #WDB 2024-003

BID SPECIFICATIONS FOR JANITORIAL SERVICES

A. SERVICES TO BE PERFORMED DAILY:

1. Sweep all areas on a daily basis.
2. Empty all wastebaskets/trash cans.
3. Clean and disinfect all restrooms, urinals, commodes, and wash basins.
4. Thoroughly clean and disinfect break area.
5. Check and/or refill dispensers for toilet tissue and soap.
6. Dispose of trash in dumpster at rear of building.
7. Provide cleaning supplies and equipment.
8. Provide trash can liners.
9. Report broken fixtures and furniture to Board office.

B. SERVICES TO BE PERFORMED WEEKLY:

1. Mop, clean and disinfect all floors.
2. Clean around light fixtures and doorknobs.
3. Clean partitions and baseboards as to keep dust free.
4. Clean all glass windows(inside and outside)
5. Sweep and dispose of trash at outside entrance areas.
6. Clean glass doors, inside/outside at entrances.
7. Perform dusting, desk, filing cabinets, tables and countertops (not moving papers on desk).

C. SERVICES TO BE PERFORMED MONTHLY:

1. Clean window facings and ledges.
2. Perform high dusting such as doorframes.
3. Brush down ceiling vents, light fixtures and ceiling fans.
4. Building entrances should be kept free of insect webs and any debris.

D. SERVICES TO BE PERFORMED AS NEEDED:

1. Provide for other general maintenance such as clogged sinks and toilets.
2. Check air freshener dispensers and replace cans and/or batteries.

E. OTHER SERVICES – Provide an hourly rate for the following:

1. Replace batteries in Emergency Exit Lights
2. Remove bugs and clean light fixtures
3. Replace all stained and dirty ceiling tiles
4. Emergency clean-up
5. Replace light bulbs

F. SERVICE TIME:

PROVIDE CLEANING DAILY (Monday through Friday) AFTER 5:00 PM.

G. ALL SUPPLIES ARE THE RESPONSIBILITY OF THE JANITORIAL SERVICE WITH THE EXCEPTION OF THE FOLLOWING:

1. Restroom toilet tissue (Air dryers are installed for hands).
2. Soap for dispensers.
3. Restroom air fresheners.
4. Light Bulbs.

H. SITE TO BE CLEANED:

2266 MacArthur Blvd, Orange TX 77630

12,000 Sq. Ft

4 Restrooms – 2 stalls each

Breakroom and kitchen

Tile and carpet floors

I. SUCCESSFUL BIDDERS MUST SUBMIT PROOF OF BONDING UP TO \$200,000 AND FORWARD ANY RENEWALS FOR THE DURATION OF THE CONTRACT.

J. Qualified vendors include:

- Any company, firm, corporation, organization, or association that is, or can be, licensed to conduct business in the state of Texas;
- The Board strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this IFB.

In accordance with U.S. Department of Labor (DOL) regulations 29 CFR Part 98, WSSET is prohibited from awarding funds to any party that is debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs.

K. There is a Mandatory Walk-Thru Scheduled for February 1, 2024, 2:00 pm , at 2266 MacArthur Blvd, Orange TX 77630. A building floorplan will be given out at this meeting.

L. THE ANTICIPATED CONTRACT DATES RESULTING FROM THIS PROCUREMENT ARE FROM FEBRUARY 19, 2024 THROUGH JANUARY 31, 2029.

M. ATTACHMENTS THAT ARE TO BE INCLUDED WITH BID:

Attachment A: Bid Cover Sheet (complete and return as cover sheet of response)

N. BIDDERS MUST SUBMIT AT LEAST THREE COMMERCIAL REFERENCES, (COMPARABLE SIZE), WITH CONTACT NAME, EMAIL AND PHONE NUMBER.

O. OTHER SUBMISSION REQUIREMENTS:

1. Where to Find the Invitation for Bid:
Workforce Solutions websites at www.setworks.org/solicitations.aspx

2. Bids should include explanations of deviations from stated criteria.
3. Questions related to this IFB can be sent to: rfp@setworks.org. The deadline for questions is February 5, 2024, at 5 pm. Answers will be posted on our website: www.setworks.org
4. Bids should include a brief description of the type of cleaning products that will be used to perform the services listed in the bid specifications. The information provided must include brand name and product name for all cleaning products that would be used if awarded the bid.
5. Each bid should also include the full legal name of the entity submitting the bid, the name, address and phone number of the person to be contacted concerning the bid, the length of time the monthly prices quoted will be effective.
6. **Response Deadline: February 8, 2024 at 2PM CST via email.**

Complete proposals must be submitted in "pdf" format by email to the following address:

rfp@setworks.org

Confirm receipt by phone to (409) 719-4785.

Proposals received after the deadline date and time will not be accepted or considered for award. Timely delivery of proposals is the sole responsibility of the offeror.

P. GENERAL CONDITIONS

1. The only purpose of this Invitation For Bid (IFB) is to ensure uniform information in the solicitation of proposals and procurement of services. This IFB is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the WSSET to pay for costs incurred prior to the execution of a formal contract or purchase order unless such costs are specifically authorized in writing by WSSET.
2. **SUCCESSFUL BIDDER MUST SUBMIT STAFF LISTING AND UPDATE UPON ALL CHANGES.**
3. The WSSET reserves the right to accept or reject any or all proposals received, to cancel or reissue this IFB in part or its entirety.
4. The WSSET reserves the right to negotiate the final terms of any and all contracts or agreements with bidders selected.
5. Misrepresentation of the bidders ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
6. Bidders shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the

Workforce Solutions Southeast Texas or WSSET for the purpose of having an influence toward their own proposal or any other proposal submitted hereunder.

7. No employee, officer, member or agent of the Workforce Solutions Southeast Texas or WSSET shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, would be involved.
8. Bidders shall not engage in any activity which will restrict or eliminate competition. Violation of this provision may cause a bid to be rejected. This does not preclude joint ventures or subcontracts.
9. Any bidder may withdraw his bid either in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of bids.

Q. Debriefings

The purpose of a Debriefing is to promote the exchange of information between a respondent and the Board staff pertaining to the proposal process and the bid evaluation system. The goal of a Debriefing is to assist a respondent in improving the quality of future bids. A Debriefing shall include an informal exchange of information pertaining to the Board proposal process and bid evaluation system and shall serve as an educational function for respondents. During a Debriefing, the respondent will receive information on how their proposal was received and ranked. The Board reserves the right to limit the amount of time allocated for a Debriefing.

Step 1: Respondents who desire a Debriefing must submit an email request within ten (10) calendar days of receipt of the Board's notification of the procurement decision. The Board shall acknowledge receipt of the request for a Debriefing in writing within ten (10) working days of receipt, along with the date and time of the scheduled Debriefing. The Request for a Debriefing must be sent by registered mail or hand delivered (receipt will be issued), clearly identified externally as "Dated Material" and addressed to rfp@setworks.org.

Step 2: The Debriefing shall be scheduled at the Board located at 510 Park St, Suite 500, Beaumont TX 77701 or by phone no later than ten (10) working days from the date the inquiry is received by the Board.

Step 3: The Board staff shall meet with the respondent and shall review: 1) the proposal and bid evaluation process; and 2) how the appealing party's proposal/bid was scored and ranked; suggestions on how to improve future bids (if applicable).

R. Appeals

An Appeal occurs when an unsuccessful respondent believes that they were treated unfairly in the bid proposal and award process, and that they, rather than the organization selected for the award, deserve the procurement contract.

Step 1: If a respondent wishes to appeal the decision of the Board regarding their bid proposal, the complainant respondent must submit to the Executive Director, a written Request for a Hearing within ten (10) calendar days of the Debriefing. The Board shall acknowledge receipt of the Request for a Hearing in writing within ten (10) working days of receipt, along with the date and time of the scheduled Hearing.

The Request for a Hearing must be sent by registered mail or hand delivered (receipt will be issued), clearly identified externally as "Dated Material" and addressed to:

Workforce Solutions Southeast Texas
Attn: Executive Director
P.O. Box 3607
Beaumont, TX 77704

Facsimile, and e-mail notices will NOT be accepted.

Step 2: The written Request for a Hearing sent to the Executive Director must include the following information:

- a. The funding decision being appealed (i.e. RFQ, IFB), specific date and the Board's action taken;
- b. Name, address, and phone number of the protesting party(ies);
- c. A description of any alleged acts or omissions by the Board that form the basis for the protest (this must include the specific concerns and the specific grounds for the protest, and a citation of the law or regulation allegedly violated that forms the appeal);
- d. Any written information that respondent believes is relevant to the protest;
- e. The remedy sought by the respondent; and
- f. An original signature by the appealing organization's authorized representative.

Step 3: A Hearing shall be scheduled at the Board Offices or by phone at a mutually agreed time and date, but no later than twenty (20) calendar days from the date the Request for a Hearing is received by the Board.

Step 4: The Executive Director, or his/her designee, shall act as the Hearing Officer. The Executive Director shall also appoint a Committee of either Workforce Solutions Southeast Texas (WSSET) Board Members and/or WSSET staff to serve as the Hearings Committee. Such committee shall consist of the Hearing Officer and two (2) or four (4) additional committee members.

Step 5: The Hearing Committee shall meet with the protesting party to discuss the specific concerns and the grounds for the protest identified in the Request for a Hearing (see Step 2(c) above). Only those issues presented in the Request for a Hearing will be addressed at the Hearing. The Hearings Committee shall evaluate the appropriate actions which should be taken while abiding by WSSET funding rules and regulations and which are consistent with WSSET procurement policies.

Step 6: A determination will be made within ten (10) business days from the date of the Hearing. Should the Hearings Committee determination result in a different outcome for the respondent, such recommendation shall be presented to the full WSSET Board for consideration and possible action at the next scheduled meeting. However, WSSET is NOT obligated to accept the Hearings Committee determination and/or recommendation.

S. BACKGROUND INFORMATION

Mary Hammon is the Executive Director of Workforce Solutions Southeast Texas (WSSET). The Southeast Texas Workforce Development Board was formed in accordance with Texas House Bill 1863 on September 11, 1996. The volunteer body is appointed by the Mayor of the City of Beaumont and the County Judges of Jefferson, Orange and Hardin Counties in accordance with SB 642 and HB 1863. All appointments are subject to the approval of the governor. The WSSET is composed of representative of business and industry, organized labor, community-based organizations, economic development agencies, educational agencies, the State Employment Service, Texas Department of Human Services, Texas Rehabilitation Commission and public interest groups. Representatives of the private sector constitute a majority of the Board membership. The WSSET is incorporated.

The level of funding received by the WSSET from the Texas Workforce Commission in fiscal year 2024 will be approximately \$35 million. The functional responsibility of the WSSET is to provide policy guidance for and to exercise oversight with respect to the listed activities as well as other workforce development activities in the three county areas.

The WSSET conducts primary program operation through four Workforce Centers located in Beaumont, Port Arthur, Orange and Silsbee. This bid is to provide janitorial services at the Orange Workforce Center.

T. METHOD OF BID EVALUATION

Responsive proposals submitted by the deadline will be evaluated using the criteria below. Proposals will be evaluated by component and not in total. Scoring will be according to the following criteria for each item:

EVALUATION FACTORS

Possible

	<u>Points</u>
(A) Reasonableness of Cost	65
(B) Compliance with Bid Specifications and References	30
(C) Historically Under-Utilized Business-HUB (attach copy of certificate)	5
	=====
TOTAL POSSIBLE POINTS	100

Attachment A
WORKFORCE SOLUTIONS SOUTHEAST TEXAS
BID COVER SHEET

BID RELEASE #WDB 2024-003

Legal Name of Organization: _____

Mailing Address: _____

Physical Address (if different): _____

Phone Number: () _____ *Fax Number: ()* _____

Authorized Contact Person: _____

Title: _____

Tax/Legal Status: ☐ *Corporation* ☐ *Individual* ☐ *Public* ☐ *Profit*

☐ *Partnership* ☐ *Not for Profit* ☐ *Private* ☐ *Other*

State Controller Identification Number: _____
(if available)

Federal Taxpayer Identification Number: _____

Is proposer certified as a historically underutilized business (HUB)? ☐ *Yes* ☐ *No*

Certifying Agency? _____

(If yes, a copy of the certification notice is required as an attachment)

Monthly Costs for Services, including supplies: _____

Other Services— Provide an hourly rate for the following:

- Replace batteries in Emergency Exit Lights _____
- Remove bugs and clean light fixtures _____
- Replace all stained and dirty ceiling tiles _____
- Emergency clean-up _____
- Replace light bulbs _____

Prices quoted in this bid are effective through: _____