



B R O W N S V I L L E
PUBLIC UTILITIES BOARD

CONTRACT DOCUMENTS

AND

SPECIFICATIONS

FOR

ANNUAL JANITORIAL SERVICES

**REQUEST FOR PROPOSAL
P029-23**

*Proposal Due: **April 7, 2023, by 10:00 AM CST***
Proposal Opening: April 7, 2023, at 10:30 AM CST

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LEGAL NOTICE
AND
REQUEST FOR PROPOSAL
P029-23

The Brownsville Public Utilities Board will accept sealed Proposals for Annual Janitorial Services, **until 10:00 AM, April 7, 2023**, in the Brownsville PUB Purchasing Office, 1155 FM511 Olmito, Texas 78575, Brownsville, Texas. Proposals received after this time will not be considered.

Proposals will be publicly opened and read aloud on April 7, 2023 at 10:30 A.M. Firms are invited to call (956) 214-6020 to listen to the proposal opening.

Detailed specifications may be obtained at Brownsville Public Utilities Board website at https://www.brownsville-pub.com/rfp_status/open/. A **Mandatory walk-through** of the job sites will begin at the BPUB Purchasing Conference Room **at 8:30 AM on March 27, 2023**.

Two (2) sets of the proposal documents shall be enclosed in a sealed envelope and shall be plainly marked on the outside of the envelope and on any carrier's envelope: **"P029-23 ANNUAL JANITORIAL SERVICES, April 7, 2023, 10:00 AM."** This envelope shall be addressed to Diane Solitaire; Brownsville Public Utilities Board; Purchasing Department; 1155 FM 511, Olmito, Texas 78575.

Each Proposal shall constitute an offer to the Board, as outlined therein, and shall be irrevocable for at least ninety (90) days after the time announced for the opening thereof.

Each Proposal shall be accompanied by a Certified or Cashier's check payable to the order of the Brownsville Public Utilities Board, City of Brownsville, Texas for a sum not less than five (5%) percent of the total amount of proposal. In lieu of a check, a Bid Bond may be submitted in an amount not less than five (5%) percent of the total amount of proposal with a Corporate Surety licensed to do business in the State of Texas, conditioned that the CONTRACTOR will pay the Brownsville PUB, as mutually agreed to liquidated damages, and not as a penalty, the amount specified in the Bond unless he enters into a contract in accordance with his proposal. If the CONTRACTOR fails to execute the contract and to furnish satisfactory Performance and Payment Bonds and Insurance Certificates within ten (10) days from the date on which he is notified that his proposal has been accepted, the amount of his check or bid bond shall be forfeited to the Brownsville PUB as mutually agreed to liquidated damages, and not as a penalty. **No proposal will be considered if the Bid Security is not submitted.**

BPUB will not be responsible in the event that the U.S. Postal Service or any other courier system fails to deliver the sealed proposals to the Brownsville Public Utilities Board, Purchasing Office by the given deadline above. **No proposals will be accepted via facsimile or electronic submission.**

The Brownsville Public Utilities Board reserves the right to reject any or all proposals and to waive irregularities contained therein and to accept any proposal deemed most advantageous to the Brownsville PUB.

BY:

Diane Solitaire
Purchasing
(956) 983-6366 - Phone

INSTRUCTIONS TO PROPOSERS
Please submit this page upon receipt
Acknowledgment Form
P029-23 Annual Janitorial Services

For any clarifications, please contact Hugo E. Lopez at the Brownsville Public Utilities Board, Purchasing Department at (956) 983-6375 or (956) 983-6364 e-mail: hlopez@brownsville-pub.com

Please e-mail this page upon receipt of the legal notice. If you only received the legal notice and you want the proposal package mailed, please provide a method of shipment with account number in the space designated below.

Check one:

Yes, I will be able to send a proposal; obtained proposal package from website.

Yes, I will be able to send a proposal; please email the proposal package.

Email: _____

Yes, I will be able to send a proposal; please mail the proposal package using the carrier & account number listed below:

Carrier: _____

Account: _____

No, I will not be able to send a proposal for the following reason:

If you are unable to send your proposal, kindly indicate your reason for “No proposal” above and return this form **via e-mailto:** hlopez@brownsville-pub.com and/or to dsolitaire@brownsville-pub.com. This will ensure you remain active on our vendor list.

Date _____

Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

IF SPECIFICATIONS ARE DOWNLOADED FROM WEBSITE PLEASE E-MAIL THIS PAGE TO EMAIL LISTED ABOVE

Special Instructions

Contact Information

- **Interpretation**

Questions concerning terms, conditions, and technical specifications should be directed to:

Hugo E. Lopez, Purchasing Administrator or
(956) 983-6375

Diane Solitaire,
Materials/Warehouse Manager
(956) 983-6366

- **Tentative Time Line**

1. March 20, 2023 through April 7, 2023 - Vendors work on proposal.
2. March 27, 2023, **Mandatory pre bid meeting and walk-through** - 8:30 AM at BPUB Purchasing Conference Room, 1155 FM 511, Olmito, Texas 78575.
3. April 7, 2023 at 10:00 AM CST - **Vendor must submit two (2) sets of proposal documents sealed in an envelope and one (1) electronic version (USB stick or CD/DVD) to: PLEASE MARK “ORIGINAL” AND “COPY” and**

Diane Solitaire, Purchasing
1155 FM511
Olmito, TX 78575

Proposal #P029-23 Annual Janitorial Services

Due: **April 7, 2023 by 10:00 AM**

*The above noted information must be included on proposal envelope and on any carrier's envelope/package. **The Brownsville Public Utilities Board will not be held responsible for missing, lost or late mail. Brownsville Public Utilities Board will not accept facsimile or electronic transmission of sealed proposals.***

4. April 3, 2023 - Last day to submit questions by 5:00 PM
5. April 7, 2023 - Open proposals at 10:30 AM
6. April 7 - 21, 2023 - Evaluate proposals
7. April 24, 2023 – Provide recommendation
8. May 8, 2023 - Send to Utilities Board for approval

- **Or Equal (NOT APPLICABLE IN THIS CONTRACT)**

Brand name or manufacturer's reference used in this request is descriptive – not restrictive – it is intended to indicate type and quality desired. Brands of like nature and quality will be considered. If Proposing on other than referenced specifications please provide complete descriptive information of said article.

- **Pricing**

Submit unit price on quantity specified, extend and show total. In case of errors in extension, unit prices shall govern. **Price shall remain in effect for one year from issuance of purchase order, unless otherwise stipulated.**

All fields (TOTAL MONTHLY COST & TOTAL COST PER YEAR) in the proposal cost schedule must be filled.

Failure to submit any of the above information with the sealed Proposal will disqualify Proposal.

- **Vendor Representative**

The successful vendor agrees to send a personal representative with binding authority for the company to the Brownsville Public Utilities Board upon request to make adjustments and/or assist with coordination of all transactions as needed.

- **Quality of Products**

All items must be new, in first class condition, including containers suitable for shipment and storage. No substitutions in standard grades or lesser quality will be accepted.

- **Minimum Requirements**

1. Firm is responsible for all the necessary material, equipment, reports and labor to provide the janitorial services proposed.
2. Approach. The proposal should include a detailed description of the products and service the respondent will provide, along with any unique characteristics of the respondent's delivery approach.
3. References. Provide three references, including contact name, email address and current telephone number where projects SIMILAR to that described herein have been completed.
4. Experience. Describe the number of years the company has been involved with similar projects and describe the experience and training of key personnel.
5. Firm must maintain a local business office in Cameron County, Texas, throughout the contract period.

- **Evaluation and Criteria**

All proposals must be completed and convey all of the information requested in order to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, the Brownsville PUB alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award. Only the information provided with the proposal, subsequent discussions and clarifications provided in writing, and the proposer’s written Best and Final Offer, is used in the evaluation process and award determination. Only these criteria will be considered on the award determination.

A BPUB committee will review the proposals submitted in response to this request and will make recommendations. The BPUB committee will review all proposals in light of the following major evaluation criteria with corresponding weights.

Evaluation Criteria	Possible Points
Work Plan demonstrating ability to provide scope of services	20
Ability to Meet Proposed Janitorial Service Schedules	15
Compliance with requirements of the technical specifications	15
Qualifications and availability of staff	20
References	5
Fee schedule	25
Total Points	100

Please be advised that cost will not be the sole determining factor in the BPUB’s selection of a Contractor to provide the services specified in the scope of services in this RFP. The decision to conduct interviews or check references of individual Contractor, all Contractors, or no Contractor is at the sole discretion of the BPUB.

All responses submitted become the property of the BPUB and are subject to the Public Information Act (Texas Government Code Chapter 552). All documentation shall be open for public inspection, except for trade secrets and confidential information so identified by contractor as such. All confidential information should be specifically and conspicuously marked as such in red. The BPUB will follow all requirements and procedures in the Public Information Act when responding to requests for disclosure of documents.

- **Contract with Vendor/Entity Indebted to BPUB**

It is a policy of the BPUB to refuse to enter into a contract or other transaction with an individual, sole proprietorship, joint venture, Limited Liability Company or other entity indebted to BPUB.

- **Vendor ACH (Direct Deposit) Services**

The BPUB has implemented a payment service for vendors by depositing the payment directly to the vendor’s bank account. Successful vendor(s) will be required to receive payments directly through Automated Clearing House (ACH) in lieu of a paper check. **The awarded vendor must agree to receive payments via ACH (Direct Deposit).**

- **Tax Identification Number (TIN)**

In accordance with IRS Publication 1220, aW9 form, or a W8 form in cases of a foreign vendor, will be required of all vendors doing business with the Brownsville PUB. If a W9 or W8 form is not made available to Brownsville PUB, the first payment will be subject to income tax withholding at a rate of 28% or 30% depending on the U.S. status and the source of income as per IRS Publication 1220. **The W9 or W8 form must be included with proposal response.** Attached are sample forms.

- **Taxes**

The Brownsville Public Utilities Board is exempt from Federal Excise Tax, State Tax and local Taxes. Do not include tax in the Proposal. If it is determined that tax was included in the proposal it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request.

- **Signing of Proposal**

Failure to sign proposal will disqualify it. Person signing proposal should show title or authority to bind their firm to a contract.

- **EEOC Guidelines**

During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, national origin, age, religion, gender, marital or veteran status, or physically challenging condition.

- **Living Wage Statement**

On April 16, 2007, the BPUB Board of Directors approved a policy that requires all Contractors and Subcontractors doing work for the BPUB pay a minimum wage rate of \$8.00/hour. The BPUB requires that all Contractors and Subcontractors comply with this policy.

- **Term of Agreement**

The term of agreement of the janitorial services will be from the date of the award for two (2) years with the option to renew for three (3) additional one (1) year periods if service and price are satisfactory and agreed upon in writing by both parties.

- **Contract and Purchase Order**

The services shall be performed at various locations throughout BPUB. A contract for the janitorial services will be placed into effect by means of a purchase order issued by the Brownsville Public Utilities Board after tabulation and final approval by the Board.

- **Brownsville Public Utilities Board Rights**

- If only one or no proposal is received by "submission date", the Brownsville PUB has the right to reject, accept and/or extend the proposal by up to an additional two (2) weeks from original submission date.
- The right to reject any/or all proposals and to make awards as they may appear to be advantageous to the Brownsville Public Utilities Board.
- The right to hold proposal for 90 days from submission date without action, and to waive all formalities in proposal.
- The right to extend the total proposal quote beyond the original 90-day period prior to an award if agreed upon in writing by both parties and if low proposal holds firm.
- The right to terminate for cause or convenience all or any part of the unfinished portion of the Project resulting from this solicitation within Thirty (30) calendar days written notice; for cause: upon default by the vendor/contractor, for delay or non-performance by the vendor/contractor; or if it is deemed in the best interest of the BPUB for BPUB's convenience.
- Brownsville PUB has the right to increase or decrease services or number of crews.

- **Walk –through**

The successful vendor will be required to perform a quarterly evaluation walk-through with a designated BPUB employee/representative. A walk-through may also be requested at any time prior to the quarterly walk-through at BPUB's discretion in which discrepancies can be discussed with awarded vendor.

- **Reports**

- Vendor will be required to provide a written report of projects to be scheduled by the first of each month such as shampooing, stripping and waxing floors, washing windows, etc.
- Vendor must track & document all utilized paper products per department on contract and report monthly to BPUB.
- Vendor will be required to create and complete a duty check list for every department on a daily basis.

- **Corrections**

Any interpretation, correction, or change to the invitation to RFP will be made by ADDENDUM. Changes or corrections will be issued by the Brownsville PUB Purchasing Department. **Addenda will be e-mailed to all who have returned the Proposal Acknowledgement form.** Addenda will be issued as expeditiously as possible. It is the responsibility of the vendors to determine whether all addenda have been received. It will be the responsibility of all respondents to contact the Brownsville PUB prior to submitting a response to the request to proposal to ascertain if any addenda have been issued, and to obtain any all addenda, execute them, and return addenda with the response to the request to proposal.

- **Inspection of Site**

Each CONTRACTOR shall visit the sites of the proposed work and fully acquaint themselves with the existing conditions there relating to services and labor, and shall fully inform themselves as to the facilities involved, the difficulties and restrictions attending the performance of the Contract. The CONTRACTOR should thoroughly examine and familiarize themselves with the Contract Documents. The CONTRACTOR, by the execution of the Contract, shall in no way be relieved of any obligation under it due to their failure to receive or examine any form or legal instrument, or to visit the sites and acquaint themselves with the conditions there existing, and the OWNER will be justified in rejecting any claim for extra time, or compensation, or both, based on facts regarding which CONTRACTOR should have been on notice as a result thereof. A **MANDATORY** Walk-through of the job sites will begin at the BPUB Purchasing Conference Room at **8:30 AM on March 27, 2023** with Jeff Stedje. Additional visits to the sites shall be arranged by calling Jeff Stedje with the Brownsville PUB Facilities Maintenance Department at telephone no. (956) 983-6170 or (956) 459-6587.

- **Subcontractors (Not Applicable)**

The contractor is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be acceptable to BPUB, and that each proposed subcontractor information must also be submitted with the proposal documents.

- **Special Instructions**

Vendor's employees shall wear uniform shirts with their Company logo and jeans/slacks and uniforms shall be presentable.

- **Background and Identity Verification Check Process**

- Two weeks prior to award, BPUB shall require background and identity verifications check for applicable employees of third party contractors and service vendors before being granted authorized cyber or authorized unescorted physical access. Background check must be done **in State and out of State**. Vendor is responsible to pay for and provide results of background and identification checks to BPUB.
- During the service, vendor must immediately notify BPUB on terminated and/or newly hired employees. The background check for the new employee must be done within two weeks of notice.

The list of the personnel, contractors and service vendors with access to critical cyber assets will be reviewed quarterly, and the list will be updated within seven (7) calendar days of personnel change or access rights.

- **Execution of Agreement: Performance and Payment Bond**

Subsequent to the award and within ten (10) days after the prescribed forms are presented for signature, the successful CONTRACTOR shall execute and deliver to the OWNER an Agreement in the form included in the Contract Documents in such number of copies as the OWNER may require.

Having satisfied all conditions of award as set forth elsewhere in these Documents, the successful CONTRACTOR shall, within the period specified in the preceding paragraph, furnish a Performance and Payment Bond, in accordance with the following parameters:

- a.) For a Contract in excess of \$100,000.00, a Performance Bond shall be executed in the full amount of the Contract conditioned upon the faithful performance of the Work in accordance with the plans, specifications, and Contract Documents. Said Bond shall be solely for the protection of the OWNER.
- b) For a Contract in excess of \$50,000.00, a Payment Bond shall be executed in the full amount of the Contract, solely for the protection of all proper claimants supplying labor and material in the prosecution of the Work provided for in the Contract, for the use of each such claimant perfecting a proper claim against the surety.

The Payment Bond shall assure the payment of all persons, firms or corporations to whom the CONTRACTOR may become legally indebted for labor, materials, tools, equipment, or services of any nature including utility and transportation services, employed or used by him in performing the work. Such bond shall be in the same form as that included in the Contract Documents and shall bear the same date as, or a date subsequent to that of the Agreement. The current power of attorney for the person who signs for any surety company shall be attached to such bond. A guaranty or surety company legally authorized to do business in the State of Texas shall sign the bond.

The failure of the successful CONTRACTOR to execute such Agreement and to supply the required Bond and insurance certificates within ten (10) calendar days after the prescribed forms are presented for signature, or within such extended period as the OWNER may grant in writing, based upon reasons determined sufficient by the OWNER, shall constitute a default, and the OWNER may either award the contract to the next lowest responsive and responsible CONTRACTOR or re-advertise request for proposals, and may charge against the defaulting CONTRACTOR the difference between the amount of the defaulted proposal and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid bond. If a more favorable proposal is received by re-advertising, the defaulting CONTRACTOR shall have no claim against the OWNER for a refund due to the extra administrative expenses and time lost by the OWNER for a bid bond refund.

BPUB SCOPE OF WORK

Vendor agrees to perform the services described below. The scope of work may be increased or decreased at the sole discretion of Brownsville PUB by issuing a written amendment to the scope of work to the Vendor. Vendor will use its best efforts to perform the services described below in a cost efficient, timely and high-quality manner. If an industry standard in Texas exists for the services being provided, under similar circumstances for a scope of work similar to this engagement, Vendor's services will meet or exceed the industry standard.

The successful Vendor shall avoid methods and equipment that may cause dispersal of dust and debris from one surface to other areas in a cleaning location.

- **GENERAL INFORMATION:** The Brownsville Public Utilities Board (BPUB) requires janitorial services for its facilities as specified in the following description. The vendor will provide all the material, labor and equipment to perform the required activities.

- **PERSONNEL & HOURS:** The following are the required minimum personnel and hours per employee. BPUB representative will monitor to assure these requirements are being met.
 - 1 Branch Manager** 10-years Experience (8-hour Shift/Emergency, also must respond to calls after hours).
 - 1 Full Time Project Supervisor** 5-years Experience (8-hour Shift/Emergency, also must respond to calls after hours).
 - 3 Leads** 5-years Experience (8-hour shift).
 - 14 Laborers** 3-years Experience (8-hour shift).

- **MATERIALS & EQUIPMENT:** The VENDOR will furnish all the cleaning solvents necessary to perform the janitorial services. The Vendor is responsible for meeting all requirements related to hazardous material handling, and shall not use materials and supplies that prove harmful or damaging to existing finished surfaces and shall exercise care in applying materials and supplies such that deterioration does not set in. Vendor shall assume responsibility for damage caused by misapplied products. Floor and resilient surface cleaners shall be used that leave a fresh scent when applied. All paper products will be furnished by the VENDOR, and all products must meet BPUB standards. Products that are approved by BPUB Facility Department and currently being utilized and meeting standards are:
 - Toilet Paper – Kimberly Clark #K04450 (80 rolls/cs).
 - Center Pull Paper Towels – White Merfin #725 (6 rolls/cs).

- Refill Hand Soap – Spartan #ANTISOAP1 (4 gallons/cs).
- Dispenser Hand Soap - Kimberly Clark #SFBV-(12 boxes/cs).
- Toilet Tissue, Jr size – Kimberly Clark #7805-1002 (12 rolls/cs).
- Trash Bags – 33 Gal. Pitt Plastic #MS-40-SW (150/bx) or equal.
- Trash Bags – 55 Gal. Tyco # LB3858X2B (100 bags/bx) or equal.
- Trash Bags – 7-10 Gal. Tyco # HR242406N (1000 bags/bx) or equal.
- Brighton Professional Hard Wound Towels, White – Staples #365382.
- Brighton Professional JRT Jumbo Roll Bath Tissue – Staples #365379.
- Add.
- Lavender Chemicals.
- Maximum chemical.

Items may be added to the above list; however additional items will be discussed with vendor prior to making changes.

SCOPE OF WORK

Old Service Yard

- **DESCRIPTION OF SERVICES:** General cleaning services for the locations specified in this section are located at 1495 Robinhood Drive, Brownsville, TX 78521:
 1. **Building A SCADA Building** is approximately 4,616 square feet, consists of eleven offices, one breakroom and 2 restrooms.
 2. **Building B Purchasing/Warehouse & Revenue Recovery Building** is approximately 2,177 square feet consists of seven offices and one conference room, one breakroom and two restrooms.
 3. **Building C Underground/Meter Shop** is approximately 3,200 square feet, consists of one main entrance, two offices, four restrooms and six work station areas.
 4. **Building D Relay Shop Office & Building E Inspectors** is approximately 3240 square feet, consists of three work stations and one restroom.
 5. **Building F W/WW Construction Building** is approximately 1439 square feet, consists of three offices, four work areas, and one restroom.
 6. **Building G Fleet Department Building** is approximately 976 square feet, consists of two offices, one conference room, two restrooms and one breakroom.
 7. **Building H Sub-Station Building** is approximately 930 square feet, consists of one large office, one conference room, one computer room and one restroom.
 8. **Building I Crew Building** is approximately 4,250 square feet, consists of eight offices, one conference room and two restrooms with showers and one restroom.
 9. **Building J Analytical Lab Mobile Trailer** is approximately 1,536 square feet, consists of four offices and two restrooms.
 10. **Building K Analytical Lab Building** is approximately 3,550 square feet, consists of two offices, one conference room, one break room, one lab and two restrooms.
 11. **Dispatch/Energy Control** is approximately 384 square feet, consists of one office, one large room, one cyber office and one breakroom
 12. **Analytical Lab Mechanical Room** is approximately 328 square feet, consists of one room.
 13. **Two Security Guard Sheds** is approximately 64 square feet, of one room per shed.
 14. **Cromack House** is approximately 2,866 square feet, **first floor** consists of 1 kitchen, 1 living room, 1 laundry room with closet, 1 entrance with open area, 2 rooms with closet, 2 rooms with restrooms, 1 bathroom, 1 Sun room, **Second floor** 1 stairway with hall, and 2 rooms with closet.

Point of contact: Jeff Stedje (956) 459-6587.

1. DAILY SERVICE

Monday through Friday

o Purchasing/Warehouse & Revenue Recovery office.

Awarded vendor must provide the following services:

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture (chairs, desks, file cabinets, bookshelves, etc.).
- c) Clean and polish entrance and exit glass, metal trims and thresholds,

clean walls, doors, door frames, and light switches (Spider webs should be removed from all areas, for example, handrails, all corners, ceiling, ceiling fans, and light fixtures).

- d) Sweep and mop all hard surface floors including main entry areas and stairways.
- e) Vacuum all carpeted areas including mats. When vacuuming always check behind doors and under office furniture.
- f) Clean Ice Machines and water fountains (exterior only).
- g) Breakrooms—clean exterior of refrigerators, any kitchen appliances, tables, sinks, paper towel dispensers, soap dispensers and restock paper towels and soap.
- h) Dust window ledges and sills.
- i) Collect and remove all trash, replace liners, wipe and clean trash cans.
- j) Dust and wax all office furniture (chairs, desks, file cabinets, bookshelves, etc.).
- k) Clean and polish entrance and exit glass, metal trims and thresholds, clean walls, doors, door frames, and light switches (Spider webs should be removed from all areas, for example, handrails, all corners, ceiling, ceiling fans, and light fixtures).
- l) Sweep and mop all hard surface floors including main entry areas and stairways.
- m) Vacuum all carpeted areas including mats. When vacuuming always check behind doors and under office furniture.
- n) Clean Ice Machines and water fountains (exterior only).
- o) Break rooms—clean exterior of refrigerators, any kitchen appliances, tables, sinks, paper towel dispensers, soap dispensers and restock paper towels and soap.
- p) Dust window ledges and sills

RESTROOMS:

- 1. Clean walls and partitions
- 2. Clean sinks, dispensers, mirrors and polish metal fixtures
- 3. Clean all commodes and urinals
- 4. Restock supplies (toilet paper, paper towels, hand soap, etc.).

Monday through Sunday (7 Days) (Operate 24/7)

- **Analytical Lab Building and Crew Building.**

Awarded vendor must provide the following services:

- a) Collect and remove all trash, replace liners, wipe and clean trash cans, including two 55-gallon trash cans located outside lab facility.
- b) Dust and wax all office furniture (chairs, desks, file cabinets and bookshelves, etc.).
- c) Clean and polish entrance and exit glass, metal trims and thresholds, clean walls, doors, doors frame and light switches (Spider webs should be removed from all areas, for example, handrails, all corners, ceiling, ceiling fans, and light fixtures).

- d) Sweep and mop all hard surface floors including main entry areas and stairways.
- e) Vacuum all carpeted areas including mats. When vacuuming always check behind doors and under office furniture.
- f) Clean Ice Machines and water fountains (exterior only).
- g) Break rooms—clean exterior of refrigerators, any kitchen appliances, tables, sinks and restock paper towels and soap.
- h) Dust window ledges and sills.

RESTROOMS:

- 1. Clean walls and partitions.
- 2. Clean sinks, mirrors and polish metal fixtures.
- 3. Clean all commodes and urinals.
- 4. Restock supplies (toilet paper, paper towels, hand soap, etc.).

2. MONTHLY SERVICE

o SCADA, Relay Shop Office, Purchasing/Warehouse & Revenue Recovery offices, W/WW Construction, Crew Building (Operates 24/7), Substation Building, Underground/Meter Shop, Fleet Management Offices, Analytical Lab Building, and Analytical Lab Mobile Trailer.

- a) Dust Venetian /mini blinds and A/C vents.
- b) Clean and /or wash windows.
- c) Clean light fixtures and vending machines.
- d) Clean glass windows.

3. SEMI-ANNUAL SERVICE

- a) Polish all floors.

4. ANNUAL SERVICE

- a) Polish floors.

SPECIAL SERVICES:

A. DISPATCH / ENERGY CONTROL

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Sweep all hard surface floors and mop.
- c) Clean Restrooms.

B. ANALYTICAL A/C ROOM & MECHANICAL ROOM (Monthly Service).

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Sweep, mop tile patio/floors and sidewalks.
- c) Clean doors inside and out.
- d) Clean walls top to bottom.

SCOPE OF WORK
ELECTRICAL CONSTRUCTION (Bldg. D) & INSPECTORS
(Bldg. E).

GENERAL INFORMATION: The Brownsville Public Utilities Board (BPUB) requires janitorial services for the Electrical Construction & Inspectors Department which is located at 1495 Robinhood Drive, Brownsville, Texas and is approximately 3,240 square feet. The vendor will provide all the material, labor and equipment to perform the required activities.

Point of Contact: Jeff Stedje, (956) 459-6587.

- C. **DESCRIPTION OF SERVICES:** Work hours shall be from 8:00AM to 5PM,
(Monthly Service).

The general scope of work for this area is as follows:

1. Monthly Service.

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture (chairs, desks, file cabinets, bookshelves, etc.).
- c) Clean and polish entrance and exit glass, metal trims and thresholds, clean walls, doors, door frames, and light switches (Spider webs should be removed from all areas, for example, handrails, all corners, ceiling, ceiling fans, and light fixtures).
- d) Sweep and mop all hard surface floors including main entry areas and stairways.
- e) Vacuum all carpeted areas including mats. When vacuuming always check behind doors and under office furniture.
- f) Clean Ice Machines and water fountains (exterior only).
- g) Breakrooms—clean exterior of refrigerators, any kitchen appliances, tables, sinks, paper towel dispensers, soap dispensers and restock paper towels and soap.
- h) Dust window ledges and sills.

2. RESTROOMS

- a) Clean wall and partitions.
- b) Clean sinks, mirrors and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies such as toilet paper, paper towels, and hand soap, etc.

3. MONTHLY SERVICE

- a) Dust Venetian /mini blinds and A/C vents.
- b) Clean and /or wash windows and clean light fixtures.
- c) Wax vinyl chairs in conference room.

4. SEMI-ANNUAL SERVICE

- a) Polish all floors.

5. ANNUAL SERVICE

- a) Strip And Polish all floors.

**SCOPE OF WORK
WATER TREATMENT PLANT NO. 1**

GENERAL INFORMATION: The Brownsville Public Utilities Board (BPUB) requires janitorial services for its Water Treatment Plant No. 1, 94 West 13th St, Brownsville, TX 78520, is approximately 4,394 square feet, as specified in the following description. The facility operates 24 hours a day, 7 days a week. The Vendor will provide all the material, labor, and equipment to perform the required activities for designated areas.

Point of Contact: Jeff Stedje, (956) 459-6587.

DESCRIPTION OF SERVICES:

1. **First Floor:** Janitorial services work hours shall conform to an 8:00 AM to 5:00 PM time frame, Monday- Friday for two offices, control/lab room, lead room, main entrance & stairs, restroom and the Mechanic Office.

2. **Second Floor:** Janitorial services work hours shall conform to an 8:00 AM to 5:00 PM time frame, Monday - Friday for three offices, one restroom with shower and breakroom area.

The General scope of work for this area is as follows:

A. STAIRWAY, SECOND FLOOR & BREAKROOM AREA

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe & clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean walls, doors, door frames, and light switches and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures.
- d) Sweep and wet mop all hard surface floors.
- e) Vacuum carpet and mat areas.
- f) Clean exterior of refrigerator, clean any kitchen appliances (ex. microwave), tables, sinks, and restock paper towels and soap.
- g) Clean and polish entrance and exit glass, metal trims and thresholds.

MONTHLY SERVICE

- a) Dust A/C vents.

QUARTERLY SERVICE

- a) Restore floor finish.

ANNUAL SERVICE

- a) Polish all floors.

B. CONTROL/LABORATORY ROOM

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean and polish entrance and exit glass doors, metal trims, and thresholds.
- d) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- f) Sweep and wet mop all hard surface floors.
- g) Vacuum all mat areas.
- h) Clean front windows with glass cleaner, dust window ledges, and sills.

QUARTERLY SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip, And Polish all floors.

C. 5 OFFICES (1ST & 2ND FLOOR)

DAILY SERVICE - Provide janitorial services in two offices on the first floor and three offices on the 2nd floor.

BI-WEEKLY SERVICE - Provide bi-weekly janitorial services to Mechanic Office.

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors including areas under mats and furniture.
- f) Vacuum all mat areas and all carpet areas.
- g) Dust and clean window ledges, windows and sills.
- h) Vacuum first floor office and two second floor offices.

WEEKLY SERVICE

- a) Clean windows with glass cleaner.

MONTHLY SERVICE

- a) Dust Venetian/ mini blinds and A/C vents.
- b) Wash and clean interior & exterior of windows on 1st floor & 2nd floor with sponge and squeegee

QUARTERLY SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

D. DOWNSTAIRS AND UPSTAIRS RESTROOMS

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies (i.e., toilet paper, roll towel dispensers, soap dispensers, etc.).
- e) Sweep and wet mop floors.
- f) Remove cobwebs from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures.

E. MAIN ENTRANCE, EXIT STAIRWAY AND FIRST FLOOR AREAS

DAILY SERVICE

- a) Sweep and wet mop all hard surface floors.
- b) Collect and remove all trash, replace liners, wipe and clean trash cans.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, and light switches.
- e) Vacuum all mat areas.
- f) Dust window ledges, sills and remove cobwebs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- g) Sweep and mop stairs.

**SCOPE OF WORK
WATER TREATMENT PLANT NO. 2**

GENERAL INFORMATION: The Brownsville Public Utilities Board (BPUB) requires janitorial services for its Water Treatment Plant No. 2, 1455 Robinhood Drive, Brownsville, TX 78521 as specified in the following description. The facility is approximately 700 square feet and it operates 24 hours a day, 7 days a week. The Vendor will provide all the material, labor, and equipment to perform the required activities for designated areas.

Point of Contact: Jeff Stedje, (956) 459-6587

DESCRIPTION OF SERVICES: Work hours shall conform to an 8:00 AM to 5:00 PM time frame, Monday through Friday. The Water Treatment Plant consists of two offices, one conference room, one breakroom, one control room, one laboratory room and two restrooms.

The General scope of work for this area is as follows:

A. CONFERENCE ROOM & BREAKROOM AREA

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean walls, doors, door frames, and light switches and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- d) Sweep and wet mop all hard surface floors.
- e) Vacuum carpet and mat areas.
- f) Clean exterior of refrigerators and stove, any kitchen appliances such as microwave, tables, sinks, and restock paper towels and soap.
- g) Clean and polish entrance and exit glass, metal trims and thresholds.

MONTHLY SERVICE

- a) Dust A/C vents.

QUARTERLY SERVICE

- a) Restore floor finish.

ANNUAL SERVICE

- a) Polish floors.

B. CONTROL ROOM & LABORATORY AREA

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean and polish entrance and exit glass doors, metal trims, and thresholds.

- d) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors.
- f) Vacuum all mat areas.
- g) Clean front windows with glass cleaner, dust window ledges, and sills.

QUARTERLY SERVICE

- a) Restore floor finish.

ANNUAL SERVICE

- a) Strip all floors.

C. 2 OFFICES

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors including under mats and desk.
- f) Vacuum all mat areas including behind doors and under furniture.
- g) Dust and clean window ledges, windows and sills.

WEEKLY SERVICE

- a) Clean windows with glass cleaner.

MONTHLY SERVICE

- a) Dust Venetian, mini blinds, and A/C vents.

QUARTERLY SERVICE

- a) Restore floor finish.

ANNUAL SERVICE

- a) Strip floor finish.

D. CONTROL ROOM AREA RESTROOMS

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.

- c) Clean all commodes and urinals.
- d) Restock supplies (i.e., toilet paper, roll towel dispensers, soap dispensers, etc.).
- e) Sweep and wet mop floors.

Remove cobwebs (spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).

E. MAIN ENTRANCE STAIRWAY AREA

DAILY SERVICE

- a) Sweep and wet mop all hard surface floors.
- b) Empty and clean outside trash cans, replace liners.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, and light switches.
- e) Vacuum all mat areas.
- f) Dust window ledges, sills and remove cobwebs. (Spider webs should be removed from all areas, for example, handrails, all corners, ceiling, ceiling fans, and light fixtures).
- g) Sweep and mop stairs.

SCOPE OF WORK

ROBINDALE & SOUTH WASTEWATER TREATMENT PLANTS

GENERAL INFORMATION: The Brownsville Public Utilities Board (BPUB) requires janitorial services for its Robindale Wastewater Treatment Plant (WWTP) and South Wastewater Treatment Plant (WWTP), as specified in the following description. The Vendor will provide all the material, labor, and equipment to perform the required activities for designated areas. The facilities operate 24 hours a day, 7 days a week.

1. Robindale WWTP Plant, 3208 Robindale Road, Brownsville, Texas 78521

Description: 2,400 square feet, consists of two restrooms (Women/Men), two offices, one lab area, one control room, one reception/lobby area, one lunchroom and one ice machine room.

Point of Contact: Jeff Stedje, (956) 459-6587

2. South WWTP Plant Office/Laboratory Building, 2800 East University Blvd., Brownsville, Texas 78521 Description: 2,500 square feet, consists of two offices (lobby and reception area), two restrooms (Women/Men), two halls and a laboratory room.

-Personnel Building Description: 1,920 square feet, consists of two restrooms (Women/Men), two locker rooms (Women/Men), one office, one lunch room and a hall.

Point of Contact: Jeff Stedje (956) 459-6587

DESCRIPTION OF SERVICES: Work hours shall conform to an 8:00 AM to 5:00 PM time frame, Monday through Friday.

The General scope of work for these areas is as follows:

- 1. MONDAY - FRIDAY – ROBINDALE WWTP.**
- 2. MONDAY - FRIDAY - SOUTH WWTP.**

- a) Collect and remove all trash from all rooms, replace liners, wipe and clean trash cans.
- b) Clean outside trash located near sidewalk, main entrances, and front buildings.
- c) Dust and wax all office furniture such as chairs, desks, file cabinets, and bookshelves etc.
- d) Clean inside and outside of entrance glass doors with glass cleaner
- e) Clean walls, doors, door frames and light switches.
- f) Sweep and mop all hard surface floors in all rooms, hallways, and main entrance areas.
Also clean behind doors & under office furniture.
- g) Break room area clean exterior of refrigerator, and restock paper towels and soap
- h) Dust window ledges and sills.
- i) Clean water fountains.

3. RESTROOMS:

- a) Clean walls and partitions.
- b) Clean sinks, mirrors and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies (toilet paper, paper towels, hand soap, etc.).

4. MONTHLY SERVICE

- a) Dust Venetian /mini blinds and A/C vents.
- b) Clean and /or wash windows.
- c) Clean light fixtures.

5. ADDITIONAL SERVICES South WWTP Only (Personnel Building, Lobby & Reception Area.)

MONTHLY SERVICES:

- a) Wash and clean exterior of windows.

SEMI-ANNUAL SERVICE:

- b) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

SCOPE OF WORK PRE-TREATMENT OFFICES

GENERAL INFORMATION: The Brownsville Public Utilities Board (BPUB) requires janitorial services for the Pre-Treatment Department which is located at 3208 Robindale Road, Brownsville, Texas and is approximately 3,157 square feet. The vendor will provide all the material, labor and equipment to perform the required activities. Point of Contact: Jeff Stedje, (956) 459-6587.

DESCRIPTION OF SERVICES: Work hours shall conform to an 8:00 AM to 5:00 PM time frame, Monday through Friday. The Vendor is responsible for all hazard requirements. Hardhat and Safety Glasses shall be worn for work in areas as designated below.

- When walking outside toward the east side of the parking area.

1. TWICE A WEEK (MONDAY & THURSDAY)

- a) Collect and remove all trash from all rooms, replace liners, wipe and clean trash cans.
- b) Pick up trash near sidewalks, main entrance, and front of building.
- c) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- d) Clean inside and outside of entrance glass doors with glass cleaner.
- e) Clean walls, doors, door frames and light switches.
- f) Sweep and mop all hard surface floors in rooms, hallways, and main entrance areas.
- g) Clean behind doors & under office furniture.
- h) Break Room Area-clean exterior of refrigerators and restock paper towels & refill soap dispenser.
- i) Dust window ledges and sills.

2. RESTROOMS

- a) Clean wall and partitions.
- b) Clean sinks, mirrors and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies such as toilet paper, paper towels, and hand soap, etc.

3. MONTHLY SERVICE

- a) Dust Venetian /mini blinds and A/C vents.
- b) Clean and /or wash windows and clean light fixtures.
- c) Wax vinyl chairs in conference room.
- d) Polish floors.

4. SEMI-ANNUAL SERVICE

- a) Polish all floors.

5. ANNUAL SERVICE

- a) Strip and Polish floors.

SCOPE OF WORK
SCADA ELECTRICAL
BUILDING “H”

GENERAL INFORMATION: The Brownsville Public Utilities Board (BPUB) requires janitorial services for the Lift Station Offices and a Lift Station Maintenance Office which are located at 3208 Robindale Road, Brownsville, Texas and is approximately 532 square feet and 224 square feet. The vendor will provide all the material, labor and equipment to perform the required activities. Point of Contact: Jeff Stedje (956) 459-6587.

DESCRIPTION OF SERVICES: Work hours shall conform to an 8:00 AM to 4:30 PM time frame, once a month for one office, one restroom and one breakroom. The Vendor is responsible for all hazard requirements. Hardhat and Safety Glasses, Safety Rubber Gloves and Safety Vest shall be worn for work in areas as designated below. Vendor shall provide the required personal protective equipment (PPE) for their staff.

- When entering the lift station shop and when walking to trash bins.

1. Daily

- a) Collect and remove all trash from all rooms, replace liners, wipe and clean trash cans.
- b) Pick up trash near sidewalks, main entrance, and in front of building.
- c) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- b) Clean inside and outside entrance glass doors with glass cleaner.
- c) Clean walls, doors, door frames and light switches.
- d) Sweep and mop all hard surface floors in all rooms and hallways including main entrance areas.
- e) Clean behind doors & under office furniture.
- f) Breakroom-clean exterior of refrigerators, microwave, tables, chairs and water fountain, and restock paper towels & refill soap dispenser.
- g) Dust window ledges and sills.

2. RESTROOMS:

- a) Clean wall and partitions.
- b) Clean sinks, mirrors and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies such as toilet paper, paper towels, hand soap, etc.

3. MONTHLY SERVICE

- a) Dust Venetian /mini blinds and A/C vents.
- b) Clean and /or wash windows.
- c) Clean light fixtures.
- d) Polish floors.

4. SEMI-ANNUAL SERVICE

- a) Polish all floors.

5. ANNUAL SERVICE

- a) Strip and Polish all floors.

**SCOPE OF WORK
PALO ALTO CONTROL CENTER**

GENERAL INFORMATION: The Brownsville Public Utilities Board (BPUB) requires janitorial services for its facility as specified in the following description. The vendor will provide all the material, labor and equipment to perform the required activities. Scope of services will be performed once every two weeks on Wednesday in the afternoon between 2:00 PM and 3:00 PM at the following location:

Palo Alto Backup Control Center, 6608 Old Alice Rd, Brownsville, Texas 78521. Description: 972 square feet, consists of one restroom (Women/ Men), one control room, one lunch area and one computer area.

The Palo Alto Backup Control Center is a restricted area and as such all personnel shall be escorted at all times by a BPUB authorized representative.

Point of Contact: Jeff Stedje, (956) 459-6587.

DESCRIPTION OF SERVICES:

1. EVERY MONDAY, WEDNESDAY, AND FRIDAY- PALO ALTO BACK UP CONTROL CENTER

- a) Collect and remove all trash, replace liners, wipe clean trash cans.
- b) Clean outside trash near sidewalks, main entrances, and front of building.
- c) Clean walls, doors, door frames and light switches.
- d) Sweep and mop all hard surface floors. Clean behind doors and under office furniture.
- e) Break area – clean exterior of refrigerator and restock paper towels & refill soap dispensers.

2. RESTROOMS:

- a) Clean wall and partitions.
- b) Clean sinks, mirrors and polish metal fixtures.
- c) Clean all commodes and shower.
- d) Restock supplies with toilet paper, paper towels, hand soap, etc.

SCOPE OF WORK
RESACA MAINTENANCE CONSTRUCTION TRAILER

GENERAL INFORMATION: The Brownsville Public Utilities Board (BPUB) requires janitorial services for its facility as specified in the following description. The vendor will provide all the material, labor and equipment to perform the required activities. Scope of services will be performed every week on Monday, Wednesday and Friday after 5:00 PM at the following location:

Resaca Maintenance Construction Trailer, 1125 E. 6th Street, Brownsville, Texas 78521 is approximately 528 square feet. Description: Construction Trailer, consists of one restroom (Women/Men), one office and conference room area.

Point of Contact: Jeff Stedje, (956) 459-6587.

DESCRIPTION OF SERVICES:

2. EVERY MONDAY, WEDNESDAY, AND FRIDAY

- a) Collect and remove all trash (inside/outside of trailer), replace liners, wipe clean trash cans.
- b) Clean outside trash near sidewalks, main entrances, and front of trailer.
- c) Clean walls, doors, door frames and light switches.
- d) Wash all mats inside and outside of trailer.
- e) Clean and dust all office furniture.
- f) Sweep and mop all hard surface floors.
- g) Clean behind doors and under office furniture.
- h) Break area – clean exterior of refrigerator, microwave and restock paper towels & soap dispensers.

3. RESTROOM:

- a) Clean wall and partitions.
- b) Clean sinks, mirrors and polish metal fixtures.
- c) Clean commode.
- d) Restock supplies with toilet paper, paper towels, hand soap, etc.

4. QUARTERLY SERVICE

- a) Machine buff floors in all offices.

5. SEMI-ANNUAL SERVICE

- a) Polish all floors.

6. ANNUAL SERVICE

- a) Strip and Polish all floors.

SCOPE OF WORK POWER PLANT

GENERAL INFORMATION: Janitorial services may be requested at Silas Ray Power Plant, 94 West 13th St, Brownsville, TX 78521 as specified in the following description. The Vendor will provide all the material, labor, and equipment to perform the required activities for designated areas. The facility is 7,000 square feet and operates 24 hours a day, 7 days a week.

Point of Contact: Jeff Stedje, (956) 459-6587.

DESCRIPTION OF SERVICES: Work hours shall conform to an 8:00 AM to 5:00 PM time frame, Monday through Friday. The Power Plant consists of seven offices, main entrance & stairs, seven restrooms, one conference room, one control room, one breakroom, one RO lab, one machine shop and one turbine deck. The Vendor is responsible for all hazard requirements (PPE). Hardhat and Safety Glasses shall be worn for work in areas as designated below.

The General scope of work for the following Areas is as follows:

A. CONFERENCE ROOM 2ND FLOOR

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe & clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean glass windows, metal trims, and thresholds also dust window ledges and sills.
- d) Clean walls, doors, door frames, and light switches and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures.)
- e) Sweep and wet mop all hard surface floors strip and restore floor finish.
- f) Vacuum all mat areas.
- g) Clean any kitchen appliances and tables.

MONTHLY SERVICE

- a) Dust venetian/mini blinds and A/C vents.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

B. CONFERENCE ROOM RESTROOMS 2ND FLOOR

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

C. CONTROL ROOM - Hardhat & Safety Glasses required in this area (Vendor must provide)

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Empty and clean trash cans and ashtrays located outside the facilities.
- c) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- d) Clean and polish entrance and exit glass doors, metal trims, and thresholds.
- e) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including, handrails, corners, ceiling, ceiling fans, and light fixtures.).
- f) Sweep and wet mop all hard surface floors.
- g) Vacuum all mat areas.
- h) Breakroom - clean exterior of refrigerators, any kitchen appliances, tables, sinks and restock paper towels and soap.
- i) Clean front windows with glass cleaner, dust window ledges, and sills.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

D. CONTROL ROOM RESTROOM - Hardhat & Safety Glasses required in this area.

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

E. 7 OFFICES

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas, for example, handrails, all corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors including area under mats.
- f) Vacuum all mat areas and areas where carpet is located.
- g) Dust and clean window ledges, windows and sills.

WEEKLY SERVICE

- a) Clean windows with glass cleaner.

MONTHLY SERVICE

- a) Dust Venetian /mini blinds and A/C vents.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

F. BREAKROOM

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Clean and polish entrance and exit glass, metal trims and thresholds.
- c) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including handrails, all corners, ceiling, ceiling fans, and light fixtures).
- d) Sweep and wet mop all hard surface floors.
- e) Clean exterior of refrigerators, clean any kitchen appliances (microwave), tables, sinks, and restock paper towels and soap.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

G. R.O. LABORATORY ROOM (2ND FLOOR) - Hardhat & Safety Glasses required in this area. (Vendor must provide).

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe clean trash cans.
- b) Empty and clean outside trash cans and exterior ashtrays.
- c) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- d) Clean and polish entrance and exit glass, metal trims and thresholds.
- e) Clean walls, doors, door frames, light switches, and remove cobwebs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures.)
- f) Sweep and wet mop all hard surface floors.
- g) Vacuum all mat areas and all carpet areas behind doors and under desk.
- h) Dust window ledges and sills.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

H. R.O. LABORATORY RESTROOM (2ND FLOOR) Hardhat & Safety Glasses required in this area.(Vendor must provide).

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

I. MAIN ENTRANCE STAIRWAY AREA

DAILY SERVICE

- a) Sweep and wet mop all hard surface floors.
- b) Empty and clean trash cans and ashtrays located outside the facility.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, and light switches.
- e) Vacuum all mat areas.
- f) Dust window ledges, sills and remove cobwebs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures.)
- g) Sweep and mop stairs.

J. MAIN ENTRANCE RESTROOMS

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

K. MACHINE SHOP RESTROOM: Hardhat & Safety Glasses required to work in this area. (Vendor must provide)

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies.
- e) Sweep and wet mop floors.
- f) Remove cobwebs (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).

L. 2ND FLOOR AREA (TURBINE DECK) - Hardhat & Safety Glasses required to work in this area. (Vendor must provide)

DAILY SERVICE

- a) Sweep and mop hard surface floor.
- b) Clean top of turbines 1, 2, 4, 5, and 6.
- c) Remove cobwebs at eye level (Spider webs should be removed from all areas including handrails, all corners, beams and light switches)

M. One Security Guard Shed is approximately 64 square feet, of one room per shed.

- a) Collect and remove all trash, replace liners, wipe & clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, cabinets.
- c) Clean glass windows, metal trims, and thresholds also dust window ledges and sills.
- d) Clean walls, doors, door frames, and light switches and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors strip and restore floor finish.

SCOPE OF WORK ANNEX BUILDING

GENERAL INFORMATION: Janitorial services may be requested at the Annex Building, 1425 Robinhood St, Brownsville, TX 78521 as specified in the following description. The Vendor will provide labor, and equipment to perform the required activities for designated areas. The facility is 78,130 square feet and operates 24 hours a day, 7 days a week.

Point of Contact: Jeff Stedje, (956) 459-6587.

DESCRIPTION OF SERVICES: Day shift Work hours shall conform to an 8:00 AM to 5:00 PM Night Shift 3:00pm to 11:30pm time frame, Monday through Friday. The Annex building consists of offices, main entrance & stairs, restrooms, conference room, Board Room, one control room, one breakroom. The Vendor is responsible for all PPE requirements.

The General scope of work for the following Areas is as follows:

I. EIGHT CONFERENCE & ONE BOARD ROOM

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe & clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean glass windows, metal trims, and thresholds also dust window ledges and sills.
- d) Clean walls, doors, door frames, and light switches and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors strip and restore floor finish.
- f) Vacuum all mat areas.
- g) Clean any kitchen appliances and tables.

MONTHLY SERVICE

- a) Dust venetian/mini blinds and A/C vents.

SEMI-ANNUAL SERVICE

- a) Steam Clean Carpets.

ANNUAL SERVICE

- a) Shampoo Steam Clean Carpets.

J. BOARD ROOM RESTROOMS

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish floors.

ANNUAL SERVICE

- a) Strip and Polish floors.

K. CONTROL ROOM

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Empty and clean trash cans and ashtrays located outside the facilities.
- c) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- d) Clean and polish entrance and exit glass doors, metal trims, and thresholds.
- e) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including, handrails, corners, ceiling, ceiling fans, and light fixtures.)
- f) Sweep and wet mop all hard surface floors.
- g) Vacuum all mat areas.
- h) Break room - clean exterior of refrigerators, any kitchen appliances, tables, sinks and restock paper towels and soap.
- i) Clean front windows with glass cleaner, dust window ledges, and sills.

SEMI-ANNUAL SERVICE

- a) Shampoo Carpets.

ANNUAL SERVICE

- a) Shampoo, Steam Clean Carpets.

L. CONTROL ROOM RESTROOM

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.

- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish floors.

ANNUAL SERVICE

- a) Strip and Polish floors.

M. 46 OFFICES ON ALL 3 FLOORS

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas, for example, handrails, all corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors including area under mats.
- f) Vacuum all mat areas and areas where carpet is located.
- g) Dust and clean window ledges, windows and sills.

WEEKLY SERVICE

- a) Clean windows with glass cleaner.
- b) Steam Clean Carpets.

MONTHLY SERVICE

- a) Dust Venetian /mini blinds and A/C vents.

SEMI-ANNUAL SERVICE

- a) Steam Clean Carpets.

ANNUAL SERVICE

- a) Shampoo, Steam Clean Carpets.

N. BREAKROOM

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Clean and polish entrance and exit glass, metal trims and thresholds.
- c) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including handrails, all corners, ceiling, ceiling fans, and light

- fixtures).
- d) Sweep and wet mop all hard surface floors.
 - e) Clean exterior of refrigerators, clean any kitchen appliances (microwave), tables, sinks, and restock paper towels and soap.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Polish and Strip all floors.

O. MAIN ENTRANCE STAIRWAY AREA

DAILY SERVICE

- a) Sweep and wet mop all hard surface floors.
- b) Empty and clean trash cans and ashtrays located outside the facility.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, and light switches.
- e) Vacuum all mat areas.
- f) Dust window ledges, sills and remove cobwebs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- g) Sweep and mop stairs.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and polish all floors.

P. RESTROOMS AND SHOWERS

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

Q. 4 SINGLE SHOWERS IN 3RD FLOOR INSIDE EXECUTIVE OFFICES

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

**SCOPE OF WORK
511 SERVICE CENTER YARD**

GENERAL INFORMATION:

Janitorial services may be requested at the 511-Service Yard; Address, 1155 FM 511, Olmito Tx. 78575 as specified in the following description.

BUILDING A, BUILDING C, BUILDING D, AND THE GUARD SHACK

The Vendor will provide labor, and equipment to perform the required activities for designated areas. The facility is 46,127 square feet and operates 24 hours a day, 7 days a week.

Point of Contact: Jeff Stedje, (956) 459-6587.

DESCRIPTION OF SERVICES:

Day shift Work hours shall conform to an 8:00 AM to 5:00 PM / Night Shift 4:30pm to 1:00am time frame, Monday through Friday. The Service Yard consists of offices, main entrance lobby, restrooms, conference rooms, and one breakroom.

The Vendor is responsible for all PPE requirements.

General scope of work for the following Areas is as follows:

R. 9 CONFERENCE ROOMS

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe & clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, cabinets.
- c) Clean glass windows, metal trims, and thresholds also dust window ledges and sills.
- d) Clean walls, doors, door frames, and light switches and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors strip and restore floor finish.
- f) Vacuum all mat areas.
- g) Clean any kitchen appliances and tables.

MONTHLY SERVICE

- a) Dust venetian/mini blinds and A/C vents.

SEMI-ANNUAL SERVICE

- a) Shampoo Carpets.

ANNUAL SERVICE

- a) Shampoo and Steam Clean Carpets.

S. OFFICES

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas, for example, handrails, all corners, ceiling, ceiling fans, and light fixtures.)
- e) Sweep and wet mop all hard surface floors including area under mats.
- f) Vacuum all mat areas and areas where carpet is located.
- g) Dust and clean window ledges, windows and sills.

WEEKLY SERVICE

- a) Clean windows with glass cleaner.

MONTHLY SERVICE

- a) Dust Venetian /mini blinds and A/C vents.

SEMI-ANNUAL SERVICE

- a) Wax all floors/ Shampoo Carpets.

ANNUAL SERVICE

- a) Strip and wax all floors / Shampoo Carpets.

T. BREAKROOM

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Clean and polish entrance and exit glass, metal trims and thresholds.
- c) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including handrails, all corners, ceiling, ceiling fans, and light fixtures).
- d) Sweep and wet mop all hard surface floors.
- e) Clean exterior of refrigerators, clean any kitchen appliances (microwave), tables, sinks, and restock paper towels and soap.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- f) Strip and Polish all floors.

U. MAIN ENTRANCE LOBBY/ RESTROOMS AND HALLWAYS

DAILY SERVICE

- a) Sweep and wet mop all hard surface floors.
- b) Empty and clean trash cans and ashtrays located outside the facility.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.

- d) Clean walls, doors, door frames, and light switches.
- e) Vacuum all mat areas.
- f) Dust window ledges, sills and remove cobwebs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

V. RESTROOMS

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floors.

W. One Security Guard Shed is approximately 200' square feet, of one room per shed.

- a) Collect and remove all trash, replace liners, wipe & clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, cabinets.
- c) Clean glass windows, metal trims, and thresholds also dust window ledges and sills.
- d) Clean walls, doors, door frames, and light switches and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors strip and restore floor finish.

SCOPE OF WORK SRWA

GENERAL INFORMATION:

Janitorial services may be requested at the SRWA; Address, 1255 FM 511, Olmito Tx. 78575 as specified in the following description.

BUILDING

The Vendor will provide labor, and equipment to perform the required activities for designated areas. The facility is 6,000 square feet and operates 24 hours a day, 7 days a week.

Point of Contact: Jeff Stedje, (956) 459-6587.

DESCRIPTION OF SERVICES:

Day shift Work hours shall conform to an 8:00 AM to 5:00PM Monday through Friday. The SRWA consists of offices, main entrance lobby, restrooms, conference rooms, and one breakroom. The Vendor is responsible for all PPE requirements.

General scope of work for the following Areas is as follows:

X. 2 CONFERENCE ROOMS

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe & clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, cabinets.
- c) Clean glass windows, metal trims, and thresholds also dust window ledges and sills.
- d) Clean walls, doors, door frames, and light switches and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors strip and restore floor finish.
- f) Vacuum all mat areas.
- g) Clean any kitchen appliances and tables.

MONTHLY SERVICE

- a) Dust venetian/mini blinds and A/C vents.

SEMI-ANNUAL SERVICE

- a) Shampoo Carpets.

ANNUAL SERVICE

- a) Shampoo and Steam Clean Carpets.

Y. OFFICES

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas, for example, handrails, all corners, ceiling, ceiling fans, and light fixtures).
- e) Sweep and wet mop all hard surface floors including area under mats
- f) Vacuum all mat areas and areas where carpet is located
- g) Dust and clean window ledges, windows and sills

WEEKLY SERVICE

- a) Clean windows with glass cleaner.

MONTHLY SERVICE

- a) Dust Venetian /mini blinds and A/C vents.

SEMI-ANNUAL SERVICE

- a) Polish all floors/ Shampoo Carpets.

Z. BREAKROOM

DAILY SERVICE

- a) Collect and remove all trash, replace liners, wipe and clean trash cans.
- b) Clean and polish entrance and exit glass, metal trims and thresholds.
- c) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including handrails, all corners, ceiling, ceiling fans, and light fixtures).
- d) Sweep and wet mop all hard surface floors.
- e) Clean exterior of refrigerators, clean any kitchen appliances (microwave), tables, sinks, and restock paper towels and soap.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip all floors and Polish all floors.

AA. MAIN ENTRANCE LOBBY/ RESTROOMS AND HALLWAYS

DAILY SERVICE

- a) Sweep and wet mop all hard surface floors.
- b) Empty and clean trash cans and ashtrays located outside the facility.
- c) Clean and polish entrance and exit glass, metal trims and thresholds.
- d) Clean walls, doors, door frames, and light switches.

- e) Vacuum all mat areas.
- f) Dust window ledges, sills and remove cobwebs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish floors.

BB. RESTROOMS

DAILY SERVICE

- a) Clean walls and partitions.
- b) Clean sinks, wipe mirrors, and polish metal fixtures.
- c) Clean all commodes and urinals.
- d) Restock supplies as necessary.
- e) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floor.

SCOPE OF WORK
Admin Building

GENERAL INFORMATION:

Janitorial services may be requested at the Admin Building; Address, 1425 Robinhood dr Brownsville Tx. 78575 as specified in the following description.

BUILDING

The Vendor will provide labor, and equipment to perform the required activities for designated areas. The facility is 36,500 square feet.

Point of Contact: Jeff Stedje, (956) 459-6587.

DESCRIPTION OF SERVICES:

Night shift Work hours shall conform to an 3:00 PM to 11:30PM Monday through Friday. The Admin Building consists of offices, main entrance lobby, restrooms, conference rooms, and two breakrooms.

The Vendor is responsible for all PPE requirements.

General scope of work for the following Areas is as follows:

CC. 3 CONFERENCE ROOMS

DAILY SERVICE

- h) Collect and remove all trash, replace liners, wipe & clean trash cans.
- i) Dust and wax all office furniture such as chairs, desks, cabinets.
- j) Clean glass windows, metal trims, and thresholds also dust window ledges and sills.
- k) Clean walls, doors, door frames, and light switches and remove cob webs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).
- l) Sweep and wet mop all hard surface floors strip and restore floor finish.
- m) Vacuum all mat areas.
- n) Clean any kitchen appliances and tables.

MONTHLY SERVICE

- a) Dust venetian/mini blinds and A/C vents.

SEMI-ANNUAL SERVICE

- a) Shampoo Carpets.

ANNUAL SERVICE

- a) Shampoo and Steam Clean Carpets.

DD. OFFICES

DAILY SERVICE

- h) Collect and remove all trash, replace liners, wipe and clean trash cans.
- i) Dust and wax all office furniture such as chairs, desks, file cabinets and bookshelves.
- j) Clean and polish entrance and exit glass, metal trims and thresholds.
- k) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas, for example, handrails, all corners, ceiling, ceiling fans, and light fixtures).
- l) Sweep and wet mop all hard surface floors including area under mats
- m) Vacuum all mat areas and areas where carpet is located
- n) Dust and clean window ledges, windows and sills

WEEKLY SERVICE

- a) Clean windows with glass cleaner.

MONTHLY SERVICE

- a) Dust Venetian /mini blinds and A/C vents.

SEMI-ANNUAL SERVICE

- a) Polish all floors/ Shampoo Carpets.

EE. BREAKROOM

DAILY SERVICE

- f) Collect and remove all trash, replace liners, wipe and clean trash cans.
- g) Clean and polish entrance and exit glass, metal trims and thresholds.
- h) Clean walls, doors, door frames, light switches, and remove cob webs. (Spider webs should be removed from all areas including handrails, all corners, ceiling, ceiling fans, and light fixtures).
- i) Sweep and wet mop all hard surface floors.
- j) Clean exterior of refrigerators, clean any kitchen appliances (microwave), tables, sinks, and restock paper towels and soap.

SEMI-ANNUAL SERVICE

- a) Polish all floors.

ANNUAL SERVICE

- g) Strip all floors and Polish all floors.

FF. MAIN ENTRANCE LOBBY/ RESTROOMS AND HALLWAYS

DAILY SERVICE

- a) Sweep and wet mop all hard surface floors.
- h) Empty and clean trash cans and ashtrays located outside the facility.

- i) Clean and polish entrance and exit glass, metal trims and thresholds.
- j) Clean walls, doors, door frames, and light switches.
- k) Vacuum all mat areas.
- l) Dust window ledges, sills and remove cobwebs. (Spider webs should be removed from all areas including handrails, corners, ceiling, ceiling fans, and light fixtures).

DAILY SERVICE

- f) Clean walls and partitions.
- g) Clean sinks, wipe mirrors, and polish metal fixtures.
- h) Clean all commodes and urinals.
- i) Restock supplies as necessary.
- j) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- a) Polish floors.

GG. 3 RESTROOMS SETS

DAILY SERVICE

- f) Clean walls and partitions.
- g) Clean sinks, wipe mirrors, and polish metal fixtures.
- h) Clean all commodes and urinals.
- i) Restock supplies as necessary.
- j) Sweep and wet mop floors.

SEMI-ANNUAL SERVICE

- b) Polish all floors.

ANNUAL SERVICE

- a) Strip and Polish all floor.

COST SHEET - P029-23

ITEM	DESCRIPTION	CLEAN SQ/FT	# OF OFFICES PER BLDG	QTY MONTH	TOTAL MONTHLY COST	TOTAL COST/YEAR
1	Annex Building- 24 Hr. Facility (Monday – Friday) 8:00 AM to 11:30 PM	78,130	46 Offices 12 Working Areas 8 Conference Rooms 1 Lactation Room 7 Individual Restrooms 1 Breakroom 4 Restrooms 2 Restrooms with showers	12/Mo		
2	511 Service Yard - 24 Hr. Facility (Monday – Friday) 8:00 AM to 1:30 Am	46,127	Lobby Area: 1 Receptionist Area: 1 Manager’s Office: 7 Working Areas: 10 Other Offices: 4 Conference Rooms: 9 Breakroom: 1 RR with shower: 2 Rest Rooms: 4 Lactation: 1 Security Guard Shed: 1	12/Mo		
3	SRWA 24 Hr. Facility (Monday – Friday) 8:00 AM to 1:30 Am	6,000	4 offices 2 working areas 1 lobby 1 break room 1 boardroom 1 conference room 2 restrooms	12/Mo		

4	4 SCADA Building A - 24 Hr. Facility (Monday – Friday) 8:00 AM to 5:00 PM	4,646	11 offices/1 (cyber) office/1 break room/2 restrooms	12/Mo		
5	Admin Building 24 Hr. Facility (Monday – Friday) 8:00 AM to 1:30 Am	36,500	offices working areas 1 lobby 2 break room 1 boardroom 3 conference room 3 restrooms	12/Mo		
6	Purchasing/Warehouse & Revenue Recovery Building B (Monday – Friday)	2,177	7 offices/ 1 Conf. room/1 break room/2 restrooms	12/Mo		
7	Underground/Meter Shop Building C (Weekly)	3,200	1 main entrance/2 offices/4 restrooms/6 work station areas	12/Mo		
8	ELECTRICAL CONSTRUCTION (Bldg. D) & INSPECTORS (Bldg. E)	3,240	1 main entrance/3 offices/4 restrooms/6 work station areas	12/Mo		
9	W/WW Construction Bldg. F (Weekly)	1,439	2 offices/1 work area/2 restrooms	12/Mo		
10	Fleet Department Building G (Weekly)	976	2 offices/1 conference room/2 restrooms/1 break room	12/Mo		
11	Sub-Station Building H (Weekly)	930	1 large office/conf. room/computer room/1 restroom	12/Mo		
12	Analytical Lab Building K (Monday – Sunday)	3,550	2 offices/1 conference room/1 break room/1 lab/2 restrooms	12/Mo		

13	Cromack House (Monthly)	2,866	first floor consists of 1 kitchen, 1 living room, 1 laundry room with closet, 1 entrance with open area, 2 rooms with closet, 2 rooms with restrooms, 1 bathroom, 1 Sun room, Second floor 1 stairway with hall, and 2 rooms with closet.	12/Mo		
14	Analytical Lab Mobile Trailer J (Monday – Friday)	1,536	4 offices/2 restrooms	12/Mo		
15	Crew Building- I- 24 Hr. Facility (Monday – Sunday)	4,250	8 offices/1 conference room/2 restrooms w/showers/1 restroom	12/Mo		
SPECIAL SERVICES – 1495 Robinhood Dr.						
16	Dispatch/Energy Control (Sat & Sun 1 Hr. Services) 8:00 AM to 5:00 PM	384	1 office/1 large room/1 (cyber) office/1 break room	12/Mo		
17	Analytical Lab Mechanical Room (Monthly Service) From 8:00 AM to 5:00 PM	328	1 room	12/Mo		
18	2 Security Guard sheds (Monday – Friday)	64	1 room	12/Mo		

	WATER TREATMENT PLANT NO. 1 AND NO. 2					
19	Water Treatment Plant No. 1 West 13th Street 24 Hr Facility (Monday-Friday) from 8:00 AM to 5:00 PM	4,394	5 offices/ main entrance & stairs/1 break room/1 control/ lab room/lead room/2 restrooms	12/Mo		
20	Water Treatment Plant No. 2 1495 Robinhood Dr.- 24 Hr Facility (Monday – Friday) from 8:00 AM to 5:00 PM	700	2 offices/main entrance/1 conference & break room/1 control room/1 lab/ 2 restrooms	12/Mo		
	ROBINDALE WWTP AND SOUTH WWTP					
21	Robindale WWTP 24 Hr Facility Services: (Monday-Friday)	2,400	4 offices/1 lobby/2 restrooms w/showers/1 lab/1 break room/1 ice machine room	12/Mo		
22	South WWTP- 24 Hr Facility Services: (Monday-Friday)	2,500	3 offices/2 restrooms/1 lab/1 break room/2 showers room	12/Mo		
	PRE-TREATMENT OFFICES					
23	Pretreatment Building Offices (Monday-Friday)	3,157	6 offices/1 conf. room/1 break room/1 lab/2 restrooms	12/Mo		
	SCADA ELECTRICAL					
24	Scada Electrical & Maintenance Office (Mon,Wed,Thurs)	756	2 office/1 restroom/1 break room	12/Mo		

PALO ALTO CONTROL CENTER						
25	Palo Alto Control Center (Mon,Wed,Thurs)	972	3 room areas /1 rest room/lunch area/computer area	12/Mo		
RESACA MAINTENANCE CONSTRUCTION TRAILER						
26	Resaca Maintenance Construction Trailer (Monday, Wednesday & Friday)	528	1 restroom/1 office/ 1 conference room	12/Mo		
POWER PLANT BUILDING – West 13th Street						
27	Power Plant Building and R.O. Laboratory Room - 24 Hr. Facility (Monday through Friday) 8:00AM to 5:00PM	7,000	Main entrance & stairs/7 offices/1 conference room/ 7 restrooms/1 control room/1 break room/ RO lab/1 machine shop/1 turbine deck Security Guard Shed 1	12/Mo		

OPTION

Crew Service After hour rate due to weather and/or any special event for all janitorial cleaning services.	\$_____ Hourly rate
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Note: This proposal will be awarded on an all or none basis. **Vendor must quote all items from proposal to be considered.** Vendors who do not quote all items will be disqualified.

Note: Brownsville PUB reserves the right to select ONE vendor for ALL Facility Areas.

Brownsville PUB Total Cost per Year: \$_____

\$_____

(Written in words)

CONTRACTOR Acknowledges receipt of the following addenda:

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc., to cover the finished work of the several kinds called for.

CONTRACTOR understands that the OWNER reserves the right to reject any or all proposals and to waive any informalities in the proposal.

CONTRACTOR agrees that this Proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.

The undersigned hereby declares that only the persons or firms interested in the proposal as principal or principals are named herein, and that no other persons or firms than are herein mentioned have any interest in this Proposal or in the Contract to be entered into; that this Proposal is made without connection with any other person, company, or parties likewise submitting a proposal; and that it is in all respects for and in good faith, without collusion or fraud.

Upon receipt of written notice of the acceptance of this Proposal, CONTRACTOR will furnish the Performance Bond, Payment Bond and Certificates of Insurance and execute the formal Contract attached within ten (10) days as required under the Special Instructions and Exhibit C. The Bid security attached in the sum of _____ (\$_____) is to become the property of the OWNER in the event the Contract, Performance Bond, Payment Bond, and insurance certificates are not executed or delivered within the time above set forth, as mutually agreed to liquidated damages and not as a penalty for the delay and additional administrative expense to the OWNER caused thereby; otherwise the Bid security will be returned upon the signing of the Contract and delivering the approved Performance Bond, Payment Bond and insurance certificates.

Seal affixed here if PROPOSAL is by a Corporation:

Respectfully submitted,

By: _____
Signature (Must be signed or will be disqualified) _____ Print Name / Title

Company Name _____ Address, City, State, Zip Code

Phone Number _____ E-mail address

CONTRACTOR'S

PRE-BID DISCLOSURE STATEMENT

All questions must be answered or your proposal will be deemed non-responsive and subject to rejection. The data given must be clear and comprehensive. **This statement must be notarized.** If necessary, questions may be answered on separate attached sheets. The Contractor may submit any additional information he desires.

1. This Pre-Bid Disclosure Statement is submitted to the Public Utilities Board by: _____
 _____ a Corporation, _____ a Partnership, _____ a Texas Joint Venture, or _____ an Individual.
 Address: _____ Contractor's #: _____
 City _____ State _____ Zip Code _____

2. Years in business under present business name: _____

3. Years of experience in work of the type called for in this contract as: A General Contractor _____, A Subcontractor _____.

4. What projects has your organization completed? List most recent FIRST.

Contract	Type of Work	Date Completed	Owner's Name and Address	Amount

5. What projects does your organization have under way as of this date?

Contract	Type of Work	Date Completed	Owner's Name and Address	Amount

6. Have you ever failed to complete any work awarded to you?
 ___ Yes ___ No. If "Yes", state where and why. _____

7. Are you at present in any lawsuits involving work of any type?

___ Yes ___ No. If "Yes", explain: _____

8. Explain in detail the manner in which you have inspected the work and jobsites proposed in this contract:

9. Explain in detail your plan or layout for performing the work proposed in this contract:

10. If this contract is awarded to you, your company's office administrative manager for the work will be Mr. (Ms.) _____, and your resident jobsite superintendent will be Mr. (Ms.) _____.

11. What experience in this type of work does the individual designated as resident superintendent above have? _____

12. What portions of the work do you intend to subcontract? _____

13. What equipment do you own or lease that is available for the proposed work?

Quantity	Description, Size Capacity, Etc.	Condition	Years in Service	Present Location
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14. Have you received firm offers from any suppliers for all major items of material and/or equipment within the price totals used in preparing your proposal?__ Yes __ No

15. Attach resumes for the principal members of your organization, including the officers as well as the proposed superintendent for the project.

Credit available: \$_____ Bank Reference: _____

Bonding Capacity available: \$_____

The undersigned hereby authorizes and request any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Pre-Bid Disclosure Statement.

The signatory of this questionnaire guarantees the truth and accuracy of all statements herein made and all answers herein expressed.

Dated this ____ day of _____, 20__

By:_____

Title:_____

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me this ____ day of _____, 20__

Notary Public

My commission expires: _____

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT _____
(Name of Contractor)

(Address of Contractor)

a _____ hereinafter called Principal, and _____

(Name of Surety)

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto the PUBLIC UTILITIES BOARD of the City of Brownsville, Texas, hereinafter called OWNER, in liquidated damages (not as a penalty) the sum of _____ Dollars (\$ _____) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the OWNER, dated the ____ day of _____, 20__, a copy of which is hereto attached and made a part hereof, for the **Annual Janitorial Service**.

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, SUBCONTRACTORS, and corporations furnishing materials for or performing labor in the prosecution of the WORK provided for in such contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, equipment and tools, consumed or used in connection with the service of such WORK, and all insurance premiums on said WORK, and for all labor, performed in such WORK whether by SUBCONTRACTOR or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any wise affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge any remaining legal right of any beneficiary hereunder, whose timely filed and legally perfected claim may be unsatisfied.

This bond is subject to and governed Section 2253.02 of the Texas Government Code (Vernon's Texas Codes Annotated) and Article 7.19-1 of Vernon's Texas Insurance Code and all amendments thereto.

IN WITNESS WHEREOF, this instrument is executed in triplicate, each counterpart of which shall be deemed an original, this the ____ day of _____, 20__.

ATTEST:

(Principal)

(Principal) Secretary

By: _____(s)
(Signature)

(SEAL)

(Witness as to Principal)

(Address)

(Address)

ATTEST:

(Surety)

(Surety) Secretary

By: _____
(Attorney-in-Fact)

(SEAL)

(Witness as to Surety)

(Address)

(Address)

NOTE: Date of BOND must not be prior to date of Contract. If Contractor Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must be legally authorized by the State Board of Insurance to transact business in the State of Texas.

ATTACH POWER OF ATTORNEY

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT _____
(Name of Contractor)

(Address of Contractor)

a _____
(Corporation, partnership, or individual)

hereinafter called Principal, and

(Name of Surety)

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto the PUBLIC UTILITIES BOARD of the city of Brownsville, Texas hereinafter called OWNER, in liquidated damages (not as a penalty) the sum of _____ Dollars (\$ _____) in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the OWNER, dated the ____ day of _____, 20____, a copy of which is hereto attached and made a part hereof, for the **Annual Janitorial Service**.

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the OWNER, with or without notice to the Surety and during the one year post-service guaranty period, and if he shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the OWNER from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the OWNER all outlay and expense which the OWNER may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to WORK to be performed thereunder or the SPECIFICATIONS accompanying the same shall in any wise affect its obligation on this BOND, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the WORK or to the SPECIFICATIONS.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

This bond is subject to and governed by Section 2253.02 of the Texas Government Code (Vernon's Texas Codes Annotated) and Article 7.19-1 of Vernon's Texas Insurance Code and all amendments thereto.

IN WITNESS WHEREOF, this instrument is executed in triplicate, each counterpart of which shall be deemed an original, this the ____ day of _____, 20__.

ATTEST:

(Principal)

(Principal) Secretary

By: _____(s)
(Signature)

(SEAL)

(Witness as to Principal)

(Address)

(Address)

ATTEST:

(Surety)

(Surety) Secretary

By: _____
(Attorney-in-Fact)

(SEAL)

(Witness as to Surety)

(Address)

(Address)

NOTE: Date of BOND must not be prior to date of Contract. If Contractor is a Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must be legally authorized by the State Board of Insurance to transact business in the State of Texas.

ATTACH POWER OF ATTORNEY

**TECHNICAL SPECIFICATIONS
GENERAL INTENT, REQUIREMENTS AND CONDITIONS**

1. **INTENT:** It is the intent of the Brownsville PUB to establish a term contract with a qualified Service Provider to provide janitorial services for Brownsville PUB facilities and properties located throughout the City of Brownsville and outlying areas.

2. **SCOPE:** Term contract will be awarded for the following:

Furnish all personnel, vehicles, and equipment; including, but not limited to, meeting all requirements related to hazardous material handling, and shall not use materials and supplies that prove harmful or damaging to existing finished surfaces and shall exercise care in applying materials and supplies needed to effectively perform the janitorial service within Brownsville PUB facilities.

3. **ALLOWANCE OF IN-HOUSE WORK:** No section or portion of the contract shall be constructed or interpreted to preclude the Brownsville PUB from accomplishing any task, or undertaking any operation or project, utilizing its own work force.

4. **TERMS:** The initial term of this contract will be for two (2) year from the date of award. Brownsville PUB may, unilaterally, extend the contract with the option to renew for two (2) additional one (1) year periods if price and services are satisfactory and agreed upon in writing by both parties.

5. **PRICE:** The price will remain firm for the initial two (2) year contract period.

6. **PAYMENT TERMS:** Payment will be made on a monthly basis after satisfactory completion and inspection of the work by Brownsville PUB personnel. Submit invoices to Brownsville Public Utilities Board, Attn: Facility Maintenance Dept., P.O. Box 3270, Brownsville, Texas 78523-3270.

7. **TERMINATION FOR DEFAULT:** The service provider's right to perform this contract may be terminated by the Brownsville PUB in the event that services are not performed as called for in the contract. Thereafter, the Brownsville PUB may have the service performed by others and the contractor shall be liable for all costs to the Brownsville PUB in excess of the contract price for the remaining portion of the contract. If, through any cause, Service Provider shall fail to fulfill in timely and proper manner their personal service obligations under this Contract, or if Service Provider shall violate any of the covenants, agreements, or stipulations of this Contract, the Brownsville PUB shall thereupon have the right to terminate this Contract by giving written notice to Service Provider of such termination and specifying the date thereof, within thirty (30) days before the effective date of such termination.

8. **TERMINATION FOR CONVENIENCE:** If the Brownsville PUB elects to terminate this contract, written notice will be given at least thirty (30) days in advance of the effective date. The service provider will be paid for all labor and material provided as of the termination date. No consideration will be given for loss of anticipated revenue on the canceled portion of the contract.

9. INTERRUPTED SERVICE: After an interruption caused by severe inclement weather or other disaster the service provider must be prepared to complete the work without unnecessary delays.
10. INSPECTION AND ACCEPTANCE: The Brownsville PUB's inspection and acceptance of contractual compliance will be accomplished by a representative of the Facility Maintenance Department. The name and telephone number of each Brownsville PUB representative appointed for this contract is furnished in proposal document.
11. PERFORMANCE: All work performed shall be of high quality and in accordance with good practices, procedures and industry standards. The service provider must conform to all Federal, State, and Local laws and governmental regulations.
12. RESPONSIBILITY OF SERVICE PROVIDER: The service provider, at no expense to the Brownsville PUB, shall:
 - a. Provide competent supervision during the term of this contract necessary to perform the work as required.
 - b. The individual who represents the contractor must adequately communicate, both orally and in writing, with the Brownsville PUB representative.
 - c. Take the precautions necessary to protect persons or property against injury or damage and be responsible for any such damage, or injury, that occurs as a result of their fault or negligence.
 - d. Perform the work without unnecessary interference with other contractors' work or Brownsville PUB activities.
 - e. Provide all necessary labor, equipment, and materials required to perform the work required by this contract.
 - f. Service Provider agrees that its personnel and equipment shall at all times present a neat appearance. **Vendor's employees shall wear uniform shirts/t-shirt with their Company logo and jeans/slacks and uniforms shall be presentable clothing and apparel must be clean and pressed- **torn clothing and un-tucked shirttails are considered unprofessional and will not be allowed.****
 - g. A Job Safety Analysis (JSA) form must be filled out and signed by the SERVICE PROVIDER prior to the execution of this Contract and updated every month (See Exhibit "H").
 - i. All vehicles and equipment must be insured in accordance with Brownsville PUB insurance requirements (see Exhibit C) and current with all state required safety inspection requirements and vehicle registrations.
 - j. Service Provider agrees to furnish to BPUB or its representatives daily timesheets and other required reports showing the nature, amount and location of Work

performed, together with the number of man hours and other pertinent information which may, from time to time, be required by BPUB.

k. Service Provider agrees to submit to BPUB monthly itemized invoices based upon the information contained in the daily timesheets and prepared in accordance with the attached rate schedule setting forth rates for each labor service. Invoices received by BPUB shall be paid as soon as it has had a reasonable opportunity to satisfy itself that the Work covered by such invoices has been performed in accordance with the terms of this Contract.

13. HOLIDAYS EXCLUDED: Service will not be required, except in emergency situations, or “special events”, on regularly scheduled Brownsville PUB holidays. Below is a list of Brownsville PUB holidays:

New Year’s Day	Martin Luther King	Day President’s Day	Cesar E. Chavez
Good Friday	Memorial Day	Emancipation Day	Independence Day
Labor Day	Veterans Day	Thanksgiving Day	Day after Thanksgiving
Christmas Day			

After award, the service provider will be furnished with the latest list of the Brownsville PUB holidays complete with the month and day of the week the holidays will be in effect.

14. RESTORATION OF DAMAGES: The restoration of any damage(s) to the Brownsville PUB property, or to any adjoining/adjacent private or public property, resulting from the Service Provider’s performance of this contract shall be the responsibility of the service provider. The service provider will, within two (2) weeks from notification either verbal or formal, contact the claimant and attempt to resolve the claim with due regard for Brownsville PUB’s public relations. All valid claims must be resolved within thirty (30) days of notification. In the event the service provider does not contact the claimant or resolve the claim in the time frame above; the Brownsville PUB may investigate the complaint and determine its validity. Damages determined by the Brownsville PUB to be valid and due to the act(s) of the service provider, or other personnel while performing under this contract, may be corrected by Brownsville PUB and the costs incurred deducted from monies due the service provider. Repeat failures by the service provider to contact claimants or settle claims may be the basis for termination of the contract.

EXHIBIT "A"

SCOPE OF SERVICES

1. DELIVERY AND PERFORMANCE OF SERVICES: The service provider will furnish all necessary supervision, labor, vehicles, and equipment necessary to perform the scope of services required in proposal document.
 - a. The service provider will provide a point of contact for administrative matters. Local telephone communications staffed during normal business hours shall be provided.
 - b. Services may be provided Monday through Friday after 5:00 PM, unless specified on bid schedule or a site has "restricted access." Sites identified as "restricted access" shall be serviced only during normal hours of operation of the site and on Monday through Friday.
 - c. All work performed under this contract is to be of the highest industry and Brownsville PUB standards.
 - d. If due to unforeseen conditions janitorial services are not required during the term of this contract Brownsville PUB reserves the right to suspend the service if necessary at no cost to Brownsville PUB.
 - e. If additional services are required for "special events," the service provider will respond within twenty-four (24) hours to the site designated. All additional work will be at the applicable price quoted. Minimum payment for additional work will be on a per site basis.
2. SERVICES REQUIRED:
 - a. Janitorial Services will consist of services as outlined on pages 12-48.

EXHIBIT "B"

COMPENSATION

1. Brownsville PUB agrees to pay Service Provider for the Work provided herein to be performed and materials and equipment provided herein to be used in accordance with the rate schedules attached hereto. The rate schedule(s) shall constitute a part of this Contract and should not be revised at any time except by mutual consent of the parties.
2. Service Provider agrees to submit to Brownsville PUB monthly invoices prepared in accordance with the attached rate schedule setting forth rates for each labor, material and equipment item. Invoices received by Brownsville PUB shall be paid as soon as it has had a reasonable opportunity to satisfy itself that the Work covered by such invoices has been performed in accordance with the terms of this Contract.
3. Whenever due to special circumstances such as, but not limited to, storm emergency work, an employee of Brownsville PUB is assigned to work directly with Service Provider's employees, it is understood that such employee shall at all times remain in the employ of Brownsville PUB and under its direction and control, and that Brownsville PUB shall be responsible for all wages and payroll taxes and shall provide Workers' Compensation insurance coverage for such employee.
6. Method of Payment:
 - a. Payment will be on a per monthly basis for each level of service.
 - b. Payment is contingent upon Brownsville PUB personnel inspection, approval and satisfaction of completed work.
 - c. Invoices for Janitorial Services shall include:
 - 1) Date of Invoice
 - 2) Purchase Order Number
 - 3) Location of services
 - 4) Total of Invoice
 - d. Invoices are to be issued monthly for completed work that has been reviewed and approved by Brownsville PUB personnel.

EXHIBIT "C"

BONDS AND INSURANCE

- A. Service Provider agrees to maintain Worker's Compensation and Employers' Liability Insurance to cover all of its own personnel engaged in performing services for Brownsville PUB under this Contract in at least the following minimum amounts:

Workmen's Compensation – Texas Statutory
Employers' Liability -- \$100,000.00

- B. Service Provider also agrees to maintain Commercial General Liability, Comprehensive Business Automobile Liability, and Excess Umbrella Liability Insurance covering claims against Service Provider for damages resulting from bodily injury, death or property damages from accidents arising in the course of work performed under this Contract in not less than the following amounts:

Commercial General Liability

Personal injury and property damage -
\$1,000,000.00 combined single limit each occurrence and
\$1,000,000.00 aggregate

Comprehensive Business Automobile Liability for all vehicles:

Bodily injury and property damage -
\$500,000.00 combined single limit each occurrence

Excess Umbrella Liability:

\$1,000,000.00

- C. Service Provider shall add the Brownsville PUB and the City of Brownsville, together with their respective commissioners, board members and employees, as additional insureds on all required insurance policies, except worker's compensation and employers' liability. The Commercial General Liability Policy and Umbrella Liability Policy shall be of an "occurrence" type policy. Insurance must be underwritten by companies acceptable to Brownsville PUB and authorized to do business in the State of Texas. Insurance Certificate(s) shall provide for 30 days advance notice to Brownsville PUB of any policy amendment or cancellation.
- D. Service Provider shall furnish Brownsville PUB with an Insurance Certificate on the date this Contract is executed and accepted by the Brownsville PUB, which confirms that all required insurance policies are in full force and effect. Certificates showing that Contractor has and continues to protect itself and Brownsville PUB by means of such insurance shall be provided to the Brownsville PUB upon request at any time during Contract period.

EXHIBIT “D”

WARRANTIES

(None)

EXHIBIT "E"

INDEMNIFICATION

1. SERVICE PROVIDER AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF BROWNSVILLE AND BROWNSVILLE PUB AND THEIR OFFICERS, EMPLOYEES AND REPRESENTATIVES FROM AND AGAINST ANY AND ALL LOSS, DAMAGE, CLAIM OR LIABILITY (INCLUDING WITHOUT LIMITATION, REASONABLE ATTORNEYS' FEES BY ANY THIRD PARTY TO THE EXTENT ARISING OUT OF SERVICE PROVIDER'S NEGLIGENT ACTS, ERRORS OR OMISSIONS, INCLUDING CLAIMS MADE BY EMPLOYEES OF SERVICE PROVIDER.)

a) THIS INDEMNITY PROVISION SHALL NOT APPLY IN CASES WHERE SERVICE PROVIDER HAS NOT BEEN PROVIDED WITH TIMELY NOTICE OF CLAIM IN ACCORDANCE WITH THE FOLLOWING:

IN THE EVENT OF BODILY INJURY OR DAMAGE TO PROPERTY CAUSED BY SERVICE PROVIDER'S OPERATIONS, BROWNSVILLE PUB SHALL, UPON RECEIPT OF NOTICE OF SUCH CLAIM, DEMAND OR TAKE ACTION, AND WITHIN TEN (10) CALENDAR DAYS TRANSMIT TO SERVICE PROVIDER THE NAME AND ADDRESS OF THE CLAIMANT, THE NATURE OF THE CLAIM, THE DATE OF THE OCCURRENCE AND OTHER INFORMATION IN POSSESSION OF BROWNSVILLE PUB WHICH IS APPLICABLE TO EACH SUCH CLAIM.

b) SERVICE PROVIDER SHALL NOT BE LIABLE TO BROWNSVILLE PUB FOR ANY BROWNSVILLE PUB SETTLEMENT OF ANY CLAIM AGAINST SERVICE PROVIDER IMPLEMENTED WITHOUT THE PRIOR WRITTEN CONSENT OF SERVICE PROVIDER. CITY AND/OR BROWNSVILLE PUB MAY SETTLE ANY CLAIM AGAINST ITSELF WITHOUT THE CONSENT OF SERVICE PROVIDER.

c) THIS INDEMNITY PROVISION ALSO SPECIFICALLY DOES NOT APPLY TO LOSS, DAMAGE OR EXPENSE ARISING OUT OF CONTACT WITH BROWNSVILLE PUB'S LINES OR OTHER ELECTRICAL EQUIPMENT BY PERSONS (OTHER THAN EMPLOYEES OF SERVICE PROVIDER ENGAGED IN THE WORK CONTEMPLATED BY THIS AGREEMENT) WHO ARE IN OR ABOUT SUCH TREES AT ANY TIME, UNLESS SUCH LOSS, DAMAGE FOR EXPENSE IS CAUSED BY THE NEGLIGENCE OF SERVICE PROVIDER.

d) SERVICE PROVIDER EXPLICITLY AND EXPRESSLY WAIVES ANY RIGHT IT HAS TO IMMUNITY UNDER ANY APPLICABLE MUNICIPAL, TEXAS OR INDUSTRIAL INSURANCE LAWS WITH RESPECT TO ANY ACTION AGAINST THE CITY AND/OR

BROWNSVILLE PUB, AND AGREES TO ASSUME DEFENSE AND POTENTIAL LIABILITY FOR ACTIONS BROUGHT BY ITS OWN EMPLOYEES AGAINST THE CITY AND/OR BROWNSVILLE PUB, AS PROVIDED ABOVE.

- 2. SERVICE PROVIDER SHALL HAVE NO LIABILITY TO CITY AND/OR BROWNSVILLE PUB FOR LOSSES AND DAMAGES OR EXPENSES WHICH RESULT FROM SPECIFIC WORK DIRECTIVE, IF ANY, GIVEN BY BROWNSVILLE PUB'S AGENTS OR EMPLOYEES, OR FROM THE SERVICE PROVIDER'S COMPLIANCE WITH PUB'S SPECIFICATIONS CONCERNING WORK TO BE PERFORMED. SERVICE PROVIDER SPECIFICALLY AGREES TO INDEMNIFY THE CITY AND/OR BROWNSVILLE PUB FOR INSTANCES OF CONCURRENT NEGLIGENCE BY CITY AND/OR BROWNSVILLE PUB, BUT SERVICE PROVIDER SPECIFICALLY DOES NOT INDEMNIFY CITY AND/OR BROWNSVILLE PUB WHEN LOSS OR DAMAGE IS CAUSED BY CITY'S AND/OR BROWNSVILLE PUB'S SOLE NEGLIGENCE.**

EXHIBIT "F"

WORK PRODUCT REQUIRED TO BE RETAINED FOLLOWING COMPLETION OF
WORK.

(None)

EXHIBIT "G"

SPECIAL PROVISIONS

Confidentiality

The Work to be performed by Service Provider and its subcontractors under the attached personal Service Contract is to be done at the request of the City of Brownsville, acting by and through the Brownsville PUB, a governmental body. Performance of such a task is within the authority of Brownsville PUB as a governmental body. Any information compiled or Work done by Service provider is directly related to the policy-making functions of Brownsville PUB as a governmental body, not solely to internal administration. This information will include advice, recommendations and opinions on matters involving Brownsville PUB's policy mission. All work performed by Service Provider and its subcontractors is a trade secret which will consist of a compilation of information which may give Brownsville PUB a competitive advantage over other electric utility competitors which do not have access to Service Provider's work product. This privileged and confidential work product, if disclosed or released, directly or indirectly, to a third party, could cause substantial harm to the competitive position of Brownsville PUB. Service provider shall have a duty to use its best efforts to maintain the confidentiality of its Work and its subcontractor-Work under the attached personal Service Contract. Service Provider shall immediately notify Brownsville PUB of any request by a third party for information concerning Service Provider's or its subcontractor's Work under the attached personal Service Contract and of any disclosure to a third party, inadvertent or otherwise, by Service Provider or its subcontractors of Work performed or being performed under the attached Service Contract. Questions regarding any alleged application of the Texas Public Information Act may need to be submitted to Brownsville PUB's legal counsel and the Texas Attorney General.

Independent Contractor

In the performance of the Work provided for by the Contract, it is understood and agreed that Service Provider shall be and remain at all times an independent contractor.

EXHIBIT “H”

A Job Safety Analysis (JSA) form is to be completed, executed, and submitted by the Service Provider prior to entering into a contractual agreement with the OWNER. The JSA form will be valid for a period of one month after which an updated JSA form is to be completed, executed and submitted by the SERVICE PROVIDER. The completed JSA form must be included along with other Contract Documents included herein. Attached is a sample form. The original will be provided to successful vendor. Assistance in completing this form is available from Adolfo Vasquez, BPUB Safety Department, at (956) 983-6254.



BROWNSVILLE
PUBLIC UTILITIES BOARD

Contractor JSA Form

JOB SAFETY ANALYSIS FORM

PROJECT NAME:		DATE:
PROJECT CONTRACTOR	POINT OF CONTACT & TEL #:	ANALYSIS BY:
BROWNSVILLE PUB DEPARTMENT:	SECTION:	REVIEWED BY:
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:		APPROVED BY:
SEQUENCE OF BASIC JOB STEPS <i>Beware of being too detailed; record only the information needed to describe each job action. Rule of thumb, not more than 10 steps/task being evaluated.</i>	POTENTIAL ACCIDENTS OR HAZARDS <i>HAZARD CLASSIFICATION CATEGORIES: Struck By/Against, Caught In/Between, Slip, Trip, or Fall, Overexertion, Ergonomic (Awkward Postures, Excessive Force, Vibration, Repetitive Motion)</i>	RECOMMENDED SAFE JOB PROCEDURE <i>HAZARD CONTROL CATEGORIES: Engineer Out (New Way to Do, Change Physical Conditions or Work Procedures, Adjust/Modify/Replace Work Station Components/Tools, Decrease Performance Frequency), Personal Protective Equipment (PPE), Training, Improve Housekeeping.</i>
•	•	•
•	•	•

•	•	•
•	•	•
•	•	•

JOB SAFETY ANALYSIS WORKSHEET

Comments:		
Employee(s) Involved	<u>Signature</u>	Position



NOTICE OF AWARD

TO:

Description: **P# 029-23 ANNUAL JANITORIAL SERVICES**

The Brownsville Public Utilities Board (BPUB) has considered the PROPOSAL submitted by you for the above-described work in response to its Legal Notice and Request for Proposals dated April 7, 2023 and Instructions to Contractors.

You are hereby notified that your PROPOSAL has been accepted in the amount of \$_____.

You are required by the Instructions to Contractors to execute the Agreement and furnish any required Contractor's Bonds and Certificates of Insurance within ten (10) days from the date of this Notice of Award.

If you fail to execute this Agreement and furnish any required bonds and insurance certificates within (10) days from the date of this Notice, BPUB will be entitled to consider all your rights arising out of the BPUB's acceptance of your proposal as abandoned.

The BPUB will be entitled to such other rights as may be granted by law.

You are required to return the ACCEPTANCE OF NOTICE to the BPUB.

Dated this _____ day of _____.

PUBLIC UTILITIES BOARD OF THE CITY OF BROWNSVILLE, TEXAS

By: _____
Name: Miguel A. Perez
Title: Director of Finance

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:

_____ this _____ day of _____ 20____.

By: _____

Name: _____

Title: _____

STATE OF TEXAS §
 §
COUNTY OF CAMERON §

SAMPLE SERVICE CONTRACT*

This is a Contract between the City of Brownsville, acting by and through its PUBLIC UTILITIES BOARD OF THE CITY OF BROWNSVILLE, TEXAS (“Brownsville PUB”), acting by its duly authorized General Manager and CEO, and _____, a corporation doing business in _____, _____ (“Service Provider”), acting herein by its duly authorized _____.

WHEREAS, the Brownsville PUB desires to engage Service Provider to render certain personal services necessary to complete the Project described as: Annual Janitorial Services.

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

1. Scope of Services

Service Provider agrees to perform the described Work in Exhibit "A" attached hereto and incorporated herein for all purposes. The parties by mutual agreement may provide for additional services to be performed under the terms and conditions of this Contract and described under any additional written Work orders agreed to and issued pursuant to paragraph 12 of this Contract.

2. Compensation

Brownsville PUB will pay personal Service Provider for the services described in Exhibit "A" in accordance with the performance schedule as outlined Exhibit "B," and for an initial total amount of compensation which shall not exceed _____ and 00/100 Dollars (\$_____) for Work relating to the above described Project.

3. Method of Payment

A. Compensation under all invoices shall be in accordance with, proposal schedule rates described in pages 49-53. Brownsville PUB shall pay Service Provider its monthly based on the presentation by Service Provider to Brownsville PUB of monthly invoices for all current amounts earned under the Contract, together with all necessary supporting documentation confirming and verifying the accuracy of the fees and expenses. Brownsville PUB will then attempt to pay Service Provider its fees within 10 (ten) days after the approval, but in no event later than thirty (30) days after presentation of an accurate monthly aggregate statement by Service Provider to Brownsville PUB. Brownsville PUB shall have sole

discretion in the final approval or disapproval of any compensation to Service Provider.

- B. Service Provider shall keep accurate records, including time sheets and travel vouchers of all time and expenses allocated to performance of any services included within the Scope of Services described in Exhibit "A." All such records shall be kept in the offices of Service Provider for a period of not less than five (5) years and shall be made available to Brownsville PUB for inspection, audit or copying upon reasonable request.

4. Service Provider's Standard of Care

Service Provider shall provide its services under this Contract with the same degree of care, skill and diligence as is ordinarily provided and under similar circumstances for a similar electric utility project, and shall perform the services under this Contract as outlined in the Scope of Services.

5. Ownership of Documents

As part of the total compensation which Brownsville PUB has agreed to pay Service Provider for the personal services to be rendered under this Contract, Service Provider agrees that all finished and unfinished documents, data, studies, tests, lab analyses, surveys, Specifications, maps, photographs and reports which are produced by Service Provider are, and will remain, the property of the Brownsville PUB. Service Provider shall have the right to use such Work products for Service Provider's purposes on this Project.

6. Insurance (See Exhibit "C")

7. Indemnification and Limitation of Liability (See Exhibit "E")

8. Addresses for Notices and Communications

Brownsville PUB
Public Utilities Board of the City of Brownsville
1425 Robinhood Drive
P.O. Box 3270
Brownsville, Texas 78520-3270
Attn: Jeff Stedje
Facilities Maintenance Supervisor
Phone: (956) 983-6170
Cell: (956) 459-6587

SERVICE PROVIDER

Phone: _____

Email: _____

All notices and communications under this Contract shall be mailed or delivered to the Brownsville PUB and Service Provider at the above addresses, unless either party changes the official address by written notification.

9. Successors and Assignments

The Brownsville PUB and Service Provider each binds itself and its successors, executors, administrators and assigns to the other parties of this Contract and to the successors, executors, administrators and assigns of such other parties, in respect to all covenants of this Contract. Except as noted in the first part of this Paragraph, neither the Brownsville PUB nor Service Provider shall assign, sublet or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer, board member, commissioner, or employee of any public body which is a party hereto.

10. Termination of Contract for Cause

If, through any cause, Service Provider shall fail to fulfill in timely and proper manner his personal service obligations under this Contract, or if Service Provider shall violate any of the covenants, agreements, or stipulations of this Contract, the Brownsville PUB shall thereupon have the right to terminate this Contract by giving written notice to Service Provider of such termination and specifying the date thereof, within thirty (30) days before the effective date of such termination. In such event, all finished and unfinished Documents, data, studies, surveys, Specifications, maps, photographs, and reports prepared by Service Provider under this Contract shall become the property of the Brownsville PUB, except as provided by Paragraph 5 of this Contract, and Service Provider shall be entitled to receive just and equitable final compensation for any personal services Work satisfactorily completed hereunder, provided such compensation is approved by the Brownsville PUB in its sole discretion. The method of compensation herein shall be as provided in the Proposal and Paragraph 3.A. of this Contract.

Notwithstanding the above, Service Provider shall not be relieved of liability to the Brownsville PUB for damages sustained by the Brownsville PUB by virtue of any intentional and/or negligent act or omission, or any breach of the Contract by Service Provider, and the Brownsville PUB may withhold any payments to Service Provider for the purpose of reasonable setoff until such time as the exact amount of damages due the Brownsville PUB from Service Provider is determined.

Service Provider agrees that the Brownsville PUB shall have all rights and remedies afforded to it at law to recover any damages sustained by the Brownsville PUB in

connection with the Work performed by Service Provider under the Contract. In the alternative, the Brownsville PUB shall also have all rights and remedies afforded to it in equity to enforce the terms of the Contract. The exercise of any one right or remedy shall be without prejudice to the enforcement of any other right or remedy allowed at law or in equity.

11. Termination for Convenience of the Brownsville PUB

Brownsville PUB may terminate this Contract for its own convenience at any time by giving at least thirty (30) days notice in writing to Service Provider. If the Contract is terminated by the Brownsville PUB as provided herein, Service Provider will be paid for the properly performed services provided and expenses incurred up to the termination date, if such final compensation is approved by the Brownsville PUB, in its sole discretion. Once Brownsville PUB gives any such notice of Termination for Convenience, Service Provider must use due diligence to mitigate its demobilization costs. If this Contract is terminated due to the fault of Service Provider, Paragraph 10 hereof, relative to Termination for Cause, shall apply. All finished and unfinished Documents, data, studies, surveys, Specifications, maps, photographs, and reports prepared by Service Provider under this Contract shall become the property of the Brownsville PUB, except as provided by Paragraph 5 of this Contract, and Service Provider shall be entitled to receive just and equitable compensation for any Work satisfactorily completed hereunder, provided such final compensation is approved by the Brownsville PUB in its sole discretion. The method of compensation herein shall be as provided in the Proposal and Paragraph 3.A. of this Contract.

Notwithstanding the above, Service Provider shall not be relieved of liability to the Brownsville PUB for damages sustained by the Brownsville PUB by virtue of any intentional and/or negligent act or omission, or any breach of the Contract by Service Provider, and the Brownsville PUB may withhold any payments to Service Provider for the purpose of reasonable setoff until such time as the exact amount of damages due the Brownsville PUB from Service Provider is determined.

Service Provider agrees that the Brownsville PUB shall have all rights and remedies afforded to it at law to recover any damages sustained by the Brownsville PUB in connection with the Work performed by Service Provider under the Contract. In the alternative, the Brownsville PUB shall also have all rights and remedies afforded to it in equity to enforce the terms of the Contract. The exercise of any one right or remedy shall be without prejudice to the enforcement of any other right or remedy allowed at law or in equity.

12. Changes

The Brownsville PUB may, from time to time, request written changes in the Scope of the personal Services of Service Provider to be performed hereunder. Such changes, including any increase or decrease in the amount of Service Provider's compensation, or time for performance, which are mutually agreed upon by and between the Brownsville PUB and Service Provider, shall be incorporated in written amendments to this Contract. Any such Work orders or change orders shall be executed by the General Manager and

CEO of the Brownsville PUB, or other authorized representative as designated by the General Manager and CEO or Brownsville PUB Board.

13. Reports and Information

Service Provider at such times and in such forms as the Brownsville PUB may reasonably require, shall furnish the Brownsville PUB such periodic reports as Brownsville PUB may reasonably request pertaining to the Work or services undertaken pursuant to this Contract; the cost and obligations incurred; or to be incurred in connection therewith; and any other matter covered by this personal services Contract.

14. Civil Rights

Pursuant to Chapters 106 and 110 of the Texas Civil Practice and Remedies Code and BPUB local policies, no person shall, on the grounds of race, religion, gender, sexual preference, age, physically challenged condition or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of Service Provider and the Brownsville PUB.

15. Incorporation of Provisions Required by Law

Each provision and clause required by State and federal law to be inserted into this Contract shall be deemed to be included 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, this Contract shall be mutually amended to make such insertion, on application by either party.

16. Entire Agreement

This Contract and its Contract Documents and Exhibits and any future written change or Work orders constitute the entire Agreement, and supersedes all prior agreements and understandings between the parties concerning the subject matter of this personal services Contract.

17. Waiver

The failure on the part of either party herein at any time to require the performance by the other party, of any portion of this Contract, shall not be deemed a waiver of, or in any way affect that party's rights to enforce such provision, or any other provision. Any waiver by any party herein of any provision hereof, shall not be taken or held to be a waiver of any other provision hereof, or any other breach hereof.

18. Severability

The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision of this Contract.

19. Survival

Any and all representations, conditions and warranties made by Service Provider under this Contract are of the essence of this Contract and shall survive the execution, delivery and termination of it, and all statements contained in any document required by the Brownsville PUB, whether delivered at the time of the execution, or at a later date, shall constitute representations and warranties hereunder.

20. Force Majeure

In the event that the Brownsville PUB or Service Provider shall be prevented from completing performance of its obligations under this Contract by an Act of God, or other occurrence whatsoever, which is beyond the control of the Brownsville PUB or Service Provider, and the Brownsville PUB or Service Provider have taken reasonable measures to remove or mitigate such force majeure, then the Brownsville PUB or Service Provider may be excused from any further performance of their respective obligations and undertakings, or said obligations and undertakings shall be reasonably and mutually modified by the parties.

21. Governing Law

This Contract is governed by the laws of the State of Texas and all obligations of the parties under this Contract are performable in Cameron County, Texas.

22. Time for Performance and Liquidated Damages

Service Provider shall commence Work on the date to be specified in a written "Notice to Proceed" issued by the Brownsville PUB.

23. Attorney's Fees

If it is necessary for either party herein to file a cause of action at law or in equity against the other party due to: (a) a breach of this Contract by the other party and/or (b) any intentional and/or negligent act or omission by the other party arising out of this Contract, the non-breaching or non-negligent party shall be entitled to reasonable attorney's fees and costs, and any necessary disbursements, in addition to any other relief to which it is legally entitled.

24. Cumulative Mutual Remedies

In the event of default by a party herein, the other party shall have all rights and remedies afforded to it at law or in equity to recover damages and interpret, or enforce, the terms of the Contract. The exercise of any one right or remedy shall be without prejudice to the enforcement of any other right or remedy allowed at law or in equity.

25. State or Federal Laws

This Contract is subject to all applicable federal and State laws, statutes, codes, and any applicable permits, ordinances, rules, orders and regulations of any local, State or federal

government authority having or asserting jurisdiction, but nothing contained herein shall be construed as a waiver of any right to question or contest any such law, ordinance, order, rule or regulation in any forum having jurisdiction.

26. No Third Party Beneficiary

The parties are entering into this Contract solely for the benefit of themselves and agree that nothing herein shall be construed to confer any right, privilege or benefit on any person or entity other than the parties hereto.

27. Dispute Resolution

In the event a dispute arises between the parties to this Contract, then as a condition precedent to any legal action by either party, or binding arbitration, the parties shall first refer the dispute to upper management for good faith negotiations for ten (10) calendar days, and if not resolved, then the parties agree to participate in at least one session of mediation, as needed, in an effort to resolve the dispute. The parties agree to split the mediator's fees equally, but each party shall bear their own legal fees for the mediation. The mediation shall be administered by a mutually agreeable mediation service and shall be held in Cameron County, Texas, unless another location is mutually agreed upon. If the parties cannot agree on a mediation service or mediator, then the matter shall be submitted to the American Arbitration Association, Dallas, for administration.

EXECUTED in triplicate originals on this ____ day of _____, 20__.

SERVICE PROVIDER

ATTEST:

_____, Secretary

By: _____

Name: _____

Title: _____

THE STATE OF _____ §

COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 20__, by _____, _____ of _____, a _____ on behalf of said _____.

Notary Public, State of _____

EXECUTED in triplicate originals on this ____ day of _____, 20__.

PUBLIC UTILITIES BOARD OF THE
CITY OF BROWNSVILLE, TEXAS

ATTEST:

_____, Secretary

By: _____

Name: Marilyn D. Gilbert, MBA
Title: General Manager & C.E.O.

THE STATE OF TEXAS §

COUNTY OF CAMERON §

This instrument was acknowledged before me on the ____ day of _____, 20__, by _____ of the PUBLIC UTILITIES BOARD OF THE CITY OF BROWNSVILLE, TEXAS, on behalf of the City of Brownsville, a Texas municipal corporation, acting through its Public Utilities Board of the City of Brownsville, Texas.

Notary Public, State of Texas

REQUIRED FORMS CHECKLIST

The following documents are to be submitted as a part of the Bid/RFP/RFQ document

NAME	FORM DESCRIPTION	SUBMITTED WITH BID	
		YES	NO
Required Forms (if applicable)	Acknowledgement Form	<input type="checkbox"/>	<input type="checkbox"/>
	Debarment Certificate	<input type="checkbox"/>	<input type="checkbox"/>
	Ethic Statement	<input type="checkbox"/>	<input type="checkbox"/>
	Conflict of Interest Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>
	W9 or W8 Form	<input type="checkbox"/>	<input type="checkbox"/>
	Direct Deposit Form (Will be provided to awarded vendor)	<input type="checkbox"/>	<input type="checkbox"/>
	Residence Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
Special Instructions (if applicable)	Proposal Schedule/Cost sheet completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
	Cashier Check or Bid Bond of 5% of Total Amount of Proposal	<input type="checkbox"/>	<input type="checkbox"/>
	OSHA 300 Log	<input type="checkbox"/>	<input type="checkbox"/>
	Contractor Pre-Bid Disclosure completed, signed and notarized	<input type="checkbox"/>	<input type="checkbox"/>
	Sub-Contractor Pre-Bid Disclosure completed, signed, and notarized	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
References	Complete the Previous Customer Reference Worksheet for each reference provided	<input type="checkbox"/>	<input type="checkbox"/>
Addenda		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Prospective respondents are respectfully reminded to completely read and thoroughly respond to the BPUB Instructions for Respondents and Pre-Bid Disclosure Statement. When BPUB evaluates the Proposals, it reviews indices regarding the prospective contractors' responsibility to perform the project based upon prior job performances for BPUB and other public owners. Additionally, BPUB carefully reviews the prospective contractors' responsiveness to the BPUB Bid Advertisement. Respondents should thoroughly check their submittal for completeness prior to responding to BPUB. Do not imbalance your Proposal line items to overload portions of the work. Remember to answer all written questions in the Pre-Bid Disclosure Statement and then notarize it when signing. Respondents are often required to submit OSHA 300 Logs from prior job performance records as well. BPUB can, has, and will reject Proposals that fail the responsibility and/or responsiveness standards so as to protect the integrity of the bidding process for all participants. The Bidding community's compliance with these guideline standards will be appreciated by the BPUB.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(PLEASE COMPLETE AND RETURN WITH PROPOSAL)

Name of Entity: _____

The prospective participant certifies to the best of their knowledge and belief that they and their principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d) Have not within a three year period preceding this application/bid had one or more public transactions (Federal, State, Local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this bid or termination of the award. In addition, under 18 USC Section 1001, a false statement may result in a fine up to a \$10,000.00 or imprisonment for up to five (5) years, or both.

Name and Title of Authorized Representative (Typed)

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

ETHICS STATEMENT

(COMPLETE AND RETURN WITH PROPOSAL)

The undersigned firm, by signing and executing this bid, certifies and represents to the Brownsville Public Utilities Board that firm has not offered, conferred or agreed to confer any pecuniary benefit, as defined by (1.07 (a) (6) of the Texas Penal Code, or any other thing of value as consideration for the receipt of information or any special treatment of advantage relating to this bid; the firm also certifies and represents that the firm has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this bid, the firm certifies and represents that firm has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Brownsville Public Utilities Board concerning this bid on the basis of any consideration not authorized by law; the firm also certifies and represents that firm has not received any information not available to other firms so as to give the undersigned a preferential advantage with respect to this bid; the firm further certifies and represents that firm has not violated any state, federal, or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that firm will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Brownsville Public Utilities Board in return for the person having exercised their person's official discretion, power or duty with respect to this bid; the firm certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the Brownsville Public Utilities Board in connection with information regarding this bid, the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

THE VENDOR SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY OF BROWNSVILLE AND THE BROWNSVILLE PUBLIC UTILITIES BOARD, ALL OF THEIR OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDING, COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF CONTRACTOR OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF CONTRACTOR IN THE EXECUTION OR PERFORMANCE OF THIS PROPOSAL.

I have read all of the specifications and general proposal requirements and do hereby certify that all items submitted meet specifications.

COMPANY: _____

AGENT NAME: _____

AGENT SIGNATURE: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

TELEPHONE: _____ TELEFAX: _____

FEDERAL ID#: _____ AND/OR SOCIAL SECURITY #: _____

DEVIATIONS FROM SPECIFICATIONS IF ANY:

NOTE: QUESTIONS AND CONCERNS FROM PROSPECTIVE CONTRACTORS SHOULD BE RAISED WITH OWNER AND ITS CONSULTANT (IF APPLICABLE) AND RESOLVED IF POSSIBLE, PRIOR TO THE PROPOSAL SUBMITTAL DATE. ANY LISTED DEVIATIONS IN A FINALLY SUBMITTED PROPOSAL MAY ALLOW THE OWNER TO REJECT A PROPOSAL AS NON-RESPONSIVE.

RESPONSE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	Date Received	
<p>2 <input type="checkbox"/> 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.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p align="center">_____</p> <p align="center">Name of Officer</p>		
<p>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.</p> <p align="center">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?</p> <p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p align="center">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?</p> <p align="center"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>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.</p>		
<p>6 <input type="checkbox"/> 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).</p>		
<p>7</p> <p align="center">_____</p> <p align="center">Signature of vendor doing business with the governmental entity Date</p>		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 1/1/2021

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.

BROWNSVILLE PUBLIC UTILITIES BOARD

RESIDENCE CERTIFICATION

In accordance with Art. 601g, as passed by the 1985 Texas Legislature, the following will apply. The pertinent portion of the Act has been extracted and is as follows:

Section 1. (a)

(1) "Nonresident firm" means a firm whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(2) "Texas resident firm " means a firm whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section 1. (b)

The state or governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchases of supplies, materials or equipment to a nonresident firm unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident firm by the same amount that a Texas resident firm would be required to underbid a nonresident firm to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that _____
(Company Name) is a **resident Texas Firm** as defined in Art. 601g.

Signature: _____

Print Name: _____

I certify that _____
(Company Name) is a **nonresident Firm** as defined in Art. 601g. and our principal place of business is: _____

(City and State)

Signature: _____

Print Name: _____

Organization Name
State Law Verifications

I, _____ (Person’s name), the undersigned representative of (Company or Business name) _____

_____ (hereafter referred to as the “Company”) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath as follows:

- **IRAN, SUDAN AND FOREIGN TERRORIST ORGANIZATIONS:** By submission of a response to City of Brownsville Public Utilities Board (“BPUB”) Request for Qualifications Q018-23 (the “RFQ”), the responding Company represents that, to the extent this proposal submission or any contracts executed in response to this proposal constitutes a governmental contract within the meaning of Section 2252.151 of the Texas Government Code, as amended, solely for purposes of compliance with Section 2252.152 of the Texas Government Code, and except to the extent otherwise required by applicable federal law, neither the responding Company, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Company is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code.

- **ANTI-BOYCOTT ISRAEL VERIFICATION:** By submission of a response to the BPUB RFQ, the responding Company represents that, to the extent this proposal submission, or any contracts executed in response to this proposal, constitutes a contract for goods or services within the meaning of Section 2271.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2271 of the Texas Government Code, and subject to applicable federal law, including without limitation, 50 U.S.C. Section 4607, the responding Company, as well as any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Company, (1) does not boycott Israel and (2) will not boycott Israel through the term of any such contract. The term “boycott Israel” as used in this paragraph has the meaning assigned to such term in Section 808.001 of the Texas Government Code, as amended.

- **VERIFICATION REGARDING NO DISCRIMINATION AGAINST FIREARMS:** By submission of a response to the BPUB RFQ, the responding Company represents that, to the extent this proposal submission, or any contracts executed in response to this proposal, constitutes a contract for goods or services for which a written verification is required under Section 2274.002, Texas Government Code (as added by Senate Bill 19, 87th Texas Legislature, Regular Session), as amended, the responding Company hereby verifies that it, as well as any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Firm, (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of any such contract against a firearm entity or firearm trade association. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code (as added by Senate Bill 19, 87th Texas Legislature, Regular Session), as amended, to the extent such section does not contravene

applicable Texas or federal law. As used in the foregoing verification, “discriminate against a firearm entity or firearm trade association” shall have the meaning assigned to such term in Section 2274.001, Texas Government Code (as added by Senate Bill 19, 87th Texas Legislature, Regular Session).

- **VERIFICATION REGARDING NO ENERGY COMPANY BOYCOTTS:** By submission of a response to the BPUB RFQ, the responding Company represents that, to the extent this proposal submission, or any contracts executed in response to this proposal, constitutes a contract for goods or services for which a written verification is required under Section 2274.002, Texas Government Code (as added by Senate Bill 13, 87th Texas Legislature, Regular Session), as amended, the responding Company hereby verifies that the responding Company, as well as any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the Firm, (1) does not boycott energy companies and (2) will not boycott energy companies during the term of any such contract. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code (as added by Senate Bill 13, 87th Texas Legislature, Regular Session), as amended, to the extent such section does not contravene applicable Texas or federal law. As used in the foregoing verification, “boycott energy companies” shall have the meaning assigned to such term in Section 809.001(1), Texas Government Code.

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the ____ day of _____, 20____, personally appeared

_____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL _____

NOTARY SIGNATURE _____

Date

Previous Customer Reference Worksheet

Name of Customer:		Customer Contact:
Customer Address:		Customer Phone Number:
		Customer Email:
Name of Company Performing Referenced Work:		

What was the Period of Performance?		What was the Final Acceptance Date?
From:		
To:		
Dollar Value of Contract?		What Type of Contract?
\$ _____		<input type="checkbox"/> Firm Fixed Price
		<input type="checkbox"/> Time and Material
		<input type="checkbox"/> Not to Exceed
		<input type="checkbox"/> Cost Plus Fixed Fee
		<input type="checkbox"/> Other, Specify: _____

Provide a brief description of the work performed for this customer (add additional page if required)

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td> </td> <td> </td> </tr> </table>					-	-		
-	-								
OR									
Employer identification number	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> <tr> <td style="text-align: center;">-</td> <td> </td> <td> </td> <td> </td> </tr> </table>					-			
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Form **W-8BEN-E**

(Rev. October 2021)
Department of the Treasury
Internal Revenue Service

**Certificate of Status of Beneficial Owner for
United States Tax Withholding and Reporting (Entities)**

► For use by entities. Individuals must use Form W-8BEN. ► Section references are to the Internal Revenue Code.
► Go to www.irs.gov/FormW8BENE for instructions and the latest information.
► Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do NOT use this form for:

- U.S. entity or U.S. citizen or resident W-9
- A foreign individual W-8BEN (Individual) or Form 8233
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the United States (unless claiming treaty benefits) W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) . . . W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) W-8ECI or W-8EXP
- Any person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer) W-8IMY

Instead use Form:

Part I Identification of Beneficial Owner

<p>1 Name of organization that is the beneficial owner</p>	<p>2 Country of incorporation or organization</p>																
<p>3 Name of disregarded entity receiving the payment (if applicable, see instructions)</p>																	
<p>4 Chapter 3 Status (entity type) (Must check one box only):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Simple trust</td> <td><input type="checkbox"/> Tax-exempt organization</td> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Partnership</td> </tr> <tr> <td><input type="checkbox"/> Central Bank of Issue</td> <td><input type="checkbox"/> Private foundation</td> <td><input type="checkbox"/> Complex trust</td> <td><input type="checkbox"/> Foreign Government - Controlled Entity</td> </tr> <tr> <td><input type="checkbox"/> Grantor trust</td> <td><input type="checkbox"/> Disregarded entity</td> <td><input type="checkbox"/> Estate</td> <td><input type="checkbox"/> Foreign Government - Integral Part</td> </tr> <tr> <td></td> <td><input type="checkbox"/> International organization</td> <td></td> <td></td> </tr> </table> <p>If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes," complete Part III. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<input type="checkbox"/> Simple trust	<input type="checkbox"/> Tax-exempt organization	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Central Bank of Issue	<input type="checkbox"/> Private foundation	<input type="checkbox"/> Complex trust	<input type="checkbox"/> Foreign Government - Controlled Entity	<input type="checkbox"/> Grantor trust	<input type="checkbox"/> Disregarded entity	<input type="checkbox"/> Estate	<input type="checkbox"/> Foreign Government - Integral Part		<input type="checkbox"/> International organization		
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<p>6 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address (other than a registered address).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">City or town, state or province. Include postal code where appropriate.</td> <td style="width: 30%; border: none;">Country</td> </tr> </table>		City or town, state or province. Include postal code where appropriate.	Country														
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For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 59689N

Form **W-8BEN-E** (Rev. 10-2021)