

PRICE QUOTE

Proposer Southwest Janitorial Service LLC

**Total Per-Month Charge for
Each Year of the Contract**

**Total Annual Charge for
Each Year of the Contract**

Year 1	<u>\$3,600.00</u>	Year 1	<u>\$43,200.00</u>
Year 2	<u>\$3,800.00</u>	Year 2	<u>\$45,600.00</u>
Year 3	<u>\$4,000.00</u>	Year 3	<u>\$48,000.00</u>

Monthly charge quoted is an all-inclusive price. The price quoted here is the total invoice price for each year of the contract. All charges for labor, supplies, required cleanings and any and all other charges must be included in your monthly bid price.

If you do not bill on a flat monthly fee basis, please provide us with a schedule of how you bill and your proposed fees.

Topeka Metro is tax exempt. Do not include sales tax in your proposed price.

PRICE QUOTE

Proposer Southwest Janitorial Service LLC

<u>Total Per-Month Charge for Each Year of the Contract</u>		<u>Total Annual Charge for Each Year of the Contract</u>	
Year 1	<u>\$3,500.00</u>	Year 1	<u>\$42,000.00</u>
Year 2	<u>\$3,650.00</u>	Year 2	<u>\$43,800.00</u>
Year 3	<u>\$3,800.00</u>	Year 3	<u>\$45,600.00</u>

Monthly charge quoted is an all-inclusive price. The price quoted here is the total invoice price for each year of the contract. All charges for labor, supplies, required cleanings and any and all other charges must be included in your monthly bid price.

If you do not bill on a flat monthly fee basis, please provide us with a schedule of how you bill and your proposed fees.

Topeka Metro is tax exempt. Do not include sales tax in your proposed price.

June 27, 2022

Request for Bids TO-23-04

Janitorial Services

Fixed Price Contract

Topeka Metropolitan Transit Authority (Metro) is requesting bids from qualified firms to provide Janitorial Services at the following Metro locations in Topeka, Kansas: Administration 201 N Kansas, Maintenance 200 NW Crane, and Quincy Street Station 820 SE Quincy.

Metro Specifications

- Contractor must provide their own cleaning supplies.
- Metro will provide a floor scrubber.

Cleaning Schedule

Daily (Monday – Friday)

Floor Cleaning / Thorough Sweeping: Floors shall be clean and free of trash and foreign matter. No dirt, dust shall be left in corners, behind radiators, under furniture or behind doors.

Dust Mop: Thoroughly dust mops all non-carpeted areas. Move and dust mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. Dust mops must be treated with water-based dust control chemical. Place dust and dirt into plastic trash bag, tie off and remove to dumpster.

Damp Mop: Thoroughly damp mops all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free.

Restroom Cleaning: Remove all movable objects from area and place approved “closed” signage to area prior to completion of task.

- **Fill Dispensers (Restroom Cleaning):** Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, paper towels, sanitary napkin, etc.).
- **Dusting (Restroom Cleaning):** Completely dust all fixtures, shelves, exposed pipes, partitions, door frames, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with water-based dust control chemical, must be used.
- **Disinfect (Restroom Cleaning):** Clean and disinfect waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with a disinfectant solution and allow to air dry.

- **Clean and Disinfect Sinks (Restroom Cleaning):** Thoroughly clean all sinks, including bottom, faucets, and spigots, with an acceptable cleanser. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with a disinfectant solution and allow to air dry.
- **Clean Glass and Mirrors (Restroom Cleaning):** Thoroughly clean all glass and mirrors using a glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelves are also cleaned and dried as well as the glass surface. Squeegee may be used as needed.
- **Clean and Disinfect Toilets and Urinals (Restroom Cleaning):** Thoroughly clean toilets, toilet seats, and urinals with a bowl cleaner, and rinse thoroughly. Wipe each toilet, toilet seat and urinal completely with a disinfectant solution. Buff-dry to a streak, smear and smudge free "shine". Leave seats in a raised position.
- **Clean and Disinfect Walls, Doors, Partitions and Handrails (Restroom Cleaning):** Thoroughly clean all walls (including switch and plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper chemicals at proper dilution. Rinse thoroughly as needed, then wipe all areas with a disinfectant solution and allow to air dry.
- **Damp Mop - Disinfectant (Restroom Cleaning):** Move and damp mop under all easily movable objects. Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free. Thoroughly damp mop floor with approved disinfectant solution. Allow to air dry.

Cleaning, High Traffic Areas: High traffic area is any area that would receive heavy traffic and that would require cleaning as specified. Areas would include corridors, lobbies, waiting areas, conference rooms, or any area so designated by Metro.

Damp Wiping: This task consists of using a clean damp cloth or sponge to remove all dirt spots, streaks, from walls, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution must contain an appropriate cleaning agent.

Empty Waste Receptacles: Empty all containers that are provided for the disposal of waste i.e., waste baskets, torpedo type containers, boxes, etc. into plastic bags, tie off and remove to dumpster. Dispose of items in waste containers only unless clearly marked for disposal. Liners must be used in all waste receptacles and must be changed as needed and no less than once per week. Waste containers in restrooms; break rooms, lunchrooms and conference rooms must be inspected daily and changed as needed.

Cleaning/Disinfecting Drinking Fountains: Thoroughly clean entire exterior surface with approved cleanser. The grain of the stainless steel must be followed at all times. Rinse thoroughly as all cleanser must be removed. Wipe entire surface with approved disinfectant solution and wipe dry utilizing a clean, soft cloth and wipe item dry.

Dusting: There shall be no obvious dust streaks. Corners, crevices, molding and ledges (including heating) shall be free of all obvious dust. There shall be no oils, spots or smudges on desk or dusted surfaces. Thoroughly dust all vertical and horizontal surfaces in all cleanable areas with a dust cloth or tool treated with an approved water-based dust control chemical. Do not move dusting residue from spot to spot, but remove directly from the areas in which dirt lies by the most effective means appropriate; treated dusting cloths or vacuum tools.

- Leave no dust streaks.
- Leave corners, crevices, molding and ledges free of dust and cobwebs.
- Leave no oil spots or smudges on dusted surfaces caused by dusting tools.

Horizontal surfaces: include, but are not limited to, counter tops, file cabinets, tables, coat racks, etc. Telephones, etc., must be lifted and dusted under. Do not disturb work papers. Dusting high and low includes, but is not limited to, partition tops, pictures, chair rungs, etc. Window hangings are either Venetian blinds or drapes. Dust Venetian blinds. Lightly vacuum drapes.

Glass Cleaning (Lobby/Entrance): Glass cleaning shall be performed as specified. It is expected that all lobby glass, including doors, and windows (to the limit of reach from floor level) shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.

Two Times Per Week

Carpet Cleaning by Thorough Vacuuming: Carpets shall be clean and free from dust balls, dirt and other debris; nap on carpet shall lie in one direction upon completion of the vacuuming task. Note: Prior to vacuuming area, move and vacuum under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. After vacuuming, leave all rugs clean, free from dust balls, dirt and other debris. Prior to vacuuming, broom all edges not reached by vacuum. Empty dust and dirt from vacuum cleaner into a plastic trash bag, tie off and remove to a dumpster. As part of the vacuuming process, carpet spot cleaning is required on an ongoing basis.

Wet Mopping and Scrubbing: The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, wads of gum, tar and foreign substances from the floor surfaces. Upon completion of the wet mopping or scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or windowsills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.

Scrub Hard Surface Floors: Remove all movable objects from area and place “closed” signage to area prior to completion of task.

- Apply approved cleaning solution at approved dilution to area to be scrubbed. Do not allow solution to dry.
- Quickly agitate small section coated with solution with approved stiff bristle brush. Be sure grouting is clean.
- Use wet vacuum to pick up dirty solution.
- Thoroughly mop rinses area with clean cotton mop and clean water. Make sure all walls; doors, etc. are also thoroughly rinsed.
- Thoroughly mop rinse a second time with clean cotton mop and clean water. Make sure all walls; doors, etc. are also thoroughly rinsed a second time.
- After floor is thoroughly dry, replace all objects moved from area. Remove signs and reopen.
- Scrub all walls including partitions

Two Times Per Month

Wet Mopping and Buffing: Floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris. The floor area will then be damp mopped, and machine buffed to a polished appearance with a high-speed buffer.

Two Times Per Year

Carpet Cleaning by Hot Water Extraction: Perform vacuuming, and carpet cleaning by extraction method with commercial grade equipment only. Prior to carpet cleaning all carpeting must be thoroughly cleaned as follows:

- All movable items must be removed from area(s) to be cleaned (i.e., chairs, waster receptacles, all free standing tables, typing stands, boxes, plants, all temporary floor coverings, etc.) and area thoroughly vacuumed.
- Thoroughly spray next area to be cleaned with approved pre-treats or carpets lane cleaner used at approved dilution. Spray must be applied so those fibers remain damp until cleaned. Chemical should be left to work for 10-15 minutes
- Thoroughly extract all properly pretreated carpeted areas. Agitation is necessary, using an approved motor driven brush. A minimum of three cleaning passes and two vacuuming only must be used. Approved equipment and chemicals, at approved dilutions, must be used.
- All stains must be removed during the extraction process, using approved chemicals. Great care must be taken to completely remove stain removal chemicals from carpet fiber.
- Thoroughly spray all thoroughly cleaned carpet with approved carpet fiber protector at approved dilution. Application must be made with approved sprayer. Carpet track off mats and runners such as those found in building lobby areas, are exempt for this process.
- Replace all items removed for cleaning. All items moved back into place that have metal of any type that come in contact with carpeting must be wood blocked or tabbed to keep the metal off the carpet fiber until thoroughly dry. All blocks or tabs should be removed during the next scheduled regular area cleaning, provided the carpet is thoroughly dry.

As Needed

Carpet Spot Cleaning: Buildup, spillage or crusted material shall have been removed along with spots, smears and stains. There shall be no evidence of “fuzzing” caused by harsh rubbing or brushing of carpet. Spot cleaned areas shall blend with adjacent areas.

Wall Spot Cleaning: Thoroughly clean all spots, smudges, stains, etc. from walls, partitions and modular partitions using approved chemicals at approved dilutions. Wipe dry with clean soft cloth. Also thoroughly clean all interior glass with approved alcohol based glass cleaner and wipe dry with clean dry cloth. All surfaces must be dirt and streak free.

Hazardous Conditions: Conditions that may be questionable or deemed hazardous (i.e., such as burned out lights, loose railings, ceiling tiles, exposed wiring, broken windows, etc.) must be reported by janitorial staff to contract supervisor verbally followed by written notification to METRO.

Contract Term

This will be a three-year contract starting upon contract award. There will be no options or extensions. During the final six months of this contract, Metro will issue another RFB for janitorial services.

General Instructions

Bids must be submitted in the following format:

- 1) Cover letter signed by the individual authorized to commit the firm to perform the contract requirements, with that person's contact information;
- 2) Brief description of your understanding of and ability to fulfill the contract requirements;
- 3) Provide your experience, including how long you have been in business;
- 4) At least three references with current contact information, for which you are providing the same services and equipment as specified in this RFB;
- 5) The completed forms and certifications on pages 11-17.

In order to be considered for contract award, your bid must be received in the Metro office by **1:00p on Thursday, July 28, 2022.** Bids received after the deadline will not be considered.

Following are the evaluation criteria, listed by degree of importance. A criterion may have multiple elements with varying degrees of importance.

Customer Satisfaction
Experience and Qualifications
Price

The cover sheet, price quote forms and the certifications on pages 11-17 are part of your bid and must be completed by all bidders. Bids that do not include the completed price quotes and fully-executed certifications may not be considered. The successful bidder will be required to follow the contract clauses on pages 7-10.

No advantage shall be taken by the contractor or any subcontractor in fulfilling the terms of this project due to omission of specifications by Metro.

Topeka Metro's current DBE goal is 1.62%. There is no DBE goal for this contract. If your firm is a DBE, or if you will be sub-contracting with a DBE, please attach a copy of the current DBE certificate.

Upon contract award, all proposals will be public record and posted to Metro's website. Metro recommends that proposers exclude any trade secret, proprietary or confidential information from their proposals.

Topeka Metro is a direct deposit payor. The successful bidder will be required to fill out a W-9 Form and the Topeka Metro Electronic Payment/ACH Authorization Form.

If you have any questions concerning this RFB, or if you need clarification or additional information, please contact Richard Appelhanz. Electronic submission of bids is preferred. If submitting bids on paper, please provide an original and three full copies. Bids are to be sent to:

Topeka Metropolitan Transit Authority
Attn: Richard Appelhanz
201 North Kansas Avenue
Topeka, KS 66603
785-730-8621
rappelhanz@topekametro.org

Questions must be received by Metro by Monday, July 11, 2022.

The preceding specifications and the following clauses and certifications will be part of the contract.

1.0 ACCESS TO RECORDS

The Contractor agrees to provide Metro, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 CFR 633.15 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 USC 5302 and 49 CFR 633.5, which is receiving federal financial assistance through the programs described at 49 USC 5307, 5309 or 5311. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until Metro, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 2 CFR 200.333 and 2 CFR 200.336. FTA does not require the inclusion of these requirements in subcontracts.

2.0 ASSIGNMENT AND DELEGATION

Contractor shall neither delegate any duties or obligations under this contract, nor assign, transfer, convey, sublet, subcontract or otherwise dispose of the contract or its right, duty, title or interest in or to the same, or any part thereof, without previous written consent of Metro.

3.0 CIVIL RIGHTS

- 3.1 Nondiscrimination – In accordance with Title VI of the Civil Rights Act, as amended, 42 USC 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 USC 6102, Section 202 of the Americans with Disabilities Act of 1990, 42 USC 12132, and Federal transit law at 49 USC 5332, the contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- 3.2 Equal Employment Opportunity – The following equal employment opportunity requirements apply to the underlying contract:
 - 3.2.1 Race, Color, Creed, National Origin, Sex – In accordance with Title VII of the Civil Rights Act, as amended, 42 USC 2000e, and Federal transit law at 49 USC 5332, the contractor agrees to comply with all applicable equal employment opportunity requirements of US Department of Labor (USDOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect activities undertaken in the course of the project. The contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the contractor agrees to comply with any implementing requirements FTA may issue.
 - 3.2.2 Age – In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 USC 623 and Federal transit law at 49 USC 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
 - 3.2.3 Disabilities – In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 USC 12112, the Contractor agrees that it will comply with the requirements of the US Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the contractor agrees to comply with any implementing requirements FTA may issue.
- 3.3 The contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.
- 3.4 If the contract involves federal funds, the provisions of this subsection do not apply. If the contract does not involve federal funds, and if contractor's contracts with Topeka Metro for the current fiscal year cumulatively total more than \$5,000 and the contractor has four or more employees during the term of this contract, the contractor also agrees to observe the provisions of the Kansas Act Against Discrimination and the Kansas Age Discrimination in Employment Act and shall not discriminate against any person in the performance of work under this contract because of race, religion, color, sex, disability, national origin or ancestry. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by Topeka Metro. If the contractor fails to comply with the reporting or other requirements of the Kansas Human Rights Commission under K.S.A. 44-1031 or K.S.A. 44-1116, and amendments thereto, the contractor shall be deemed to have breached this contract and it may be

canceled, terminated or suspended, in whole or in part, by Topeka Metro. If contractor is found guilty of a violation of the Kansas Act Against Discrimination or the Kansas Age Discrimination in Employment Act under a decision or order of the

Kansas Human Rights Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by Topeka Metro. Contractor agrees to include the binding provisions of this subsection in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

4.0 COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS

Contractor shall at all times be solely responsible for complying with all applicable local, state and federal laws, ordinances and regulations in connection with the performance of this contract.

5.0 CONFIDENTIALITY

Between the date and time that proposals are due, until award of the contract by Metro, no information will be released which may have an adverse impact upon the negotiations or selection process. No information will be shared about the distinguishing characteristics or deficient characteristics of any proposal. All documents received by Metro are subject to the Kansas Open Records Act, KSA 45-215, et seq., and the Freedom of Information Act, 5 USC 552.

6.0 CONFLICT OF INTEREST

No director or employee of Topeka Metropolitan Transit Authority, during his/her tenure or within one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

7.0 CONTRACT CHANGES

Any proposed change to this contract shall be submitted to Metro in writing for approval. No change in this contract shall be made unless Metro gives prior written approval. Contractor shall be liable for all costs, damages and/or liabilities, and for proper corrections, resulting from any specification change not properly approved in writing by Metro. Changes that have not been approved by Metro shall place Contractor in default of the contract.

8.0 DISADVANTAGED BUSINESS ENTERPRISE (DBE)

- 8.1 This contract is subject to the requirements of 49 CFR Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Metro's overall 2019-2021 goal for DBE participation is 2.00%; the race neutral goal is 1.12%, and the race conscious goal is 0.88%. There is no contract goal for this procurement.
- 8.2 The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
- 8.3 The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from Metro.
- 8.4 The contractor may not hold retainage from its subcontractors.
- 8.5 The contractor must promptly notify Metro, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

9.0 ENERGY CONSERVATION

The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

10.0 EXCLUSIONARY OR DISCRIMINATORY SPECIFICATIONS

Metro will comply with the requirements of 49 USC 5323(h)(2) by refraining from using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.

11.0 FEDERAL CHANGES

The contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Metro and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

12.0 INCORPORATION OF FTA TERMS

These contract provisions include, in part, certain Standard Terms and Conditions required by USDOT, whether or not expressly set forth in the included contract provisions. All contractual provisions required by USDOT, as set forth in the current version of FTA Circular C 4220.1, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The contractor shall not perform any act, fail to perform any act, or refuse to comply with any Metro requests which would cause Metro to be in violation of the FTA terms and conditions.

13.0 INDEMNIFICATION

Contractor shall be responsible for and indemnify, defend and hold harmless Metro, its directors and employees from all demands, claims, suits and settlements for loss of or damages to property, or personal injuries, including death to persons, and from all judgments recovered, and from all expenses incurred in defending or settling said claims or suits, or enforcing this provision, including court costs and attorney fees and other expenses arising out of the errors, omissions or negligent acts of the Contractor, its employees, or agents in connection with the goods and/or services provided under this contract.

14.0 INSURANCE

Contractor shall maintain for the duration of the contract such insurance as will protect it and Metro from all claims, including Workers' Compensation, and will hold Metro harmless from, and indemnify Metro for, all claims and damages which may arise out of or result from the Contractor's operations under this contract, whether such operations are by Contractor, by a subcontractor, by anyone directly or indirectly employed by them, or by anyone for whose acts any of them may be liable. Contractor will submit certificates or other proof of insurance to Metro, naming Metro as an additional insured, upon notification of contract award.

15.0 INTEREST OF CONGRESS

No member of or delegate to the Congress of the United States of America shall be admitted to any share or part of this contract or to any benefit arising therefrom.

16.0 LEGAL MATTER NOTIFICATION

Contractor agrees to notify Metro if a current or prospective legal matter emerges while this contract is in effect that may affect the Federal Government. Contractor also agrees to include this requirement in all subcontracts issued pursuant to this contract.

17.0 LOBBYING

Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR 20.110, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 USC 1352. Such disclosures are forwarded from tier to tier, up to Metro.

18.0 NO FEDERAL GOVERNMENT OBLIGATION TO THIRD PARTIES

Metro and the contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of this contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to Metro, the contractor, or any other party (whether or not a party to this contract) pertaining to any matter resulting from this contract. The contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that this clause shall not be modified, except to identify the subcontractor who will be subject to its provision.

19.0 PATENT INFRINGEMENT

Contractor agrees that it will, at its own expense, defend all suits and all proceedings instituted against Metro, if such suits and proceedings are based on any claim that the materials or equipment provided by Contractor, or any part thereof, or any tool, article or process used in the manufacture thereof, constitutes an infringement of any patent. Metro will give Contractor prompt notice in writing of any suit or proceeding, and will give Contractor all needed information, assistance and authority to enable Contractor, through its legal counsel, to defend the same.

20.0 PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

- 20.1 The contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC 3801, et seq. and US DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this project. Upon execution of this contract, the contractor certifies or affirms the truthfulness and accuracy of any

statement it has made, it makes, it may make, or causes to be made, pertaining to this contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the contractor to the extent the Federal Government deems appropriate.

- 20.2 The contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 USC 5307, the Government reserves the right to impose the penalties of 18 USC 1001 and 49 USC 5307 on the contractor, to the extent the Federal Government deems appropriate.
- 20.3 The contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

21.0 RECYCLED PRODUCTS

The contractor agrees to comply with all of the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 USC 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

22.0 SUSPENSION AND DEBARMENT

In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates: 1) is included on the federal government's suspended and debarred list; 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified; 3) within three years preceding this proposal, has not been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and 5) has had any public transaction terminated for cause or default within three years preceding this proposal. The contractor is required to include this requirement in any subcontracts related to this contract. By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government's suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

23.0 TERMINATION

Termination for Convenience – Metro may terminate this contract, in whole or in part, at any time by written notice to the contractor when it is in the Metro's best interest. The contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The contractor shall promptly submit its termination claim to Metro to be paid to the contractor. If the contractor has any property in its possession belonging to Metro, the contractor will account for the same, and dispose of it in the manner Metro directs.

Termination for Default – If the contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the contractor fails to perform in the manner called for in the contract, or if the contractor fails to comply with any other provisions of the contract, Metro may terminate this contract for default. Termination shall be effected by serving a Notice of Termination on the contractor setting forth the manner in which the contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract. If it is later determined by Metro that the contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the contractor, Metro, after setting up a new delivery of performance schedule, may allow the contractor to continue work, or treat the termination as a termination for convenience.

Opportunity to Cure – Metro in its sole discretion may, in the case of a termination for breach or default, allow the contractor ten (10) days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If contractor fails to remedy to Metro's satisfaction the breach or default of any of the terms, covenants, or conditions of this contract within ten (10) days after receipt by contractor of written notice from Metro setting forth the nature of said breach or default, Metro shall have the right to terminate the contract without any further obligation to the contractor. Any such termination for default shall not in any way operate to preclude Metro from also pursuing all available remedies against contractor and its sureties for said breach or default.

Waiver of Remedies for Any Breach – In the event that Metro elects to waive its remedies for any breach by contractor of any covenant, term or condition of this contract, such waiver by Metro shall not limit Metro's remedies for any succeeding breach of that or of any other term, covenant, or condition of this contract.

Termination for Default (supplies and service contracts only) – If the contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension or if the contractor fails to comply with any other provisions of this contract, Metro may terminate this contract for default. Metro shall terminate by delivering to the contractor a Notice of Termination specifying the nature of the default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in this contract. If, after termination for failure to fulfill contract obligations, it is determined that the contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Metro.

COVER SHEET

Proposer Information

Company Name Southwest Janitorial Service LLC

Address 712 E Fulton St

City, State, Zip Garden City Ks 67846

Main Phone 620-53-4177

Contact Person Information

Name Jose Quezada

Job Title Vice President

Phone 620-290-8261

Alt. Phone _____

Email southwestjanitorial@live.com

Signature 

Date: 7/21/2022

Topeka Metro Cleaning Schedule

CLEANINGSCHEDULE				
Description	820 SE Quincy	201 N Kansas	200 W Crane	Notes
Floor Cleaning via Sweeping	5x Week	5x Week	5x Week	
Dust Mop	5x Week	5x Week	5x Week	
Damp Mop	5x Week	5x Week	5x Week	
Restroom Cleaning	5x Week	5x Week	5x Week	
Cleaning, High Traffic Areas	5x Week	5x Week	5x Week	
Damp Wiping	5x Week	5x Week	5x Week	
Empty Waste Receptacles	5x Week	5x Week	5x Week	
Cleaning/Disinfecting Fountains	5x Week	5x Week	5x Week	
Dusting	5x Week	5x Week	5x Week	
Horizontal Surfaces	5x Week	5x Week	5x Week	
Glass Cleaning (Lobby/Entrance)	5x Week	5x Week	5x Week	
Carpet Cleaning via Vacuuming	No	2x Week	No	
Wet Mopping and Scrubbing	2x Week	2x Week	2x Week	
Scrub - Hard Surface Floors	2x Week	2x Week	2x Week	
Wet Mopping and Buffing	2x Month	2x Month	2x Month	
Carpet cleaning by Water Extraction	No	2x Year	No	
Carpet Spot Cleaning	No	As needed	No	
Wall Spot Cleaning	As needed	As needed	As needed	
Hazardous Conditions	As needed	As needed	As needed	
Optional Items				

PRICE QUOTE

Proposer Southwest Janitorial Service LLC

**Total Per-Month Charge for
Each Year of the Contract**

**Total Annual Charge for
Each Year of the Contract**

Year 1	<u>\$3,600.00</u>	Year 1	<u>\$43,200.00</u>
Year 2	<u>\$3,800.00</u>	Year 2	<u>\$45,600.00</u>
Year 3	<u>\$4,000.00</u>	Year 3	<u>\$48,000.00</u>

Monthly charge quoted is an all-inclusive price. The price quoted here is the total invoice price for each year of the contract. All charges for labor, supplies, required cleanings and any and all other charges must be included in your monthly bid price.

If you do not bill on a flat monthly fee basis, please provide us with a schedule of how you bill and your proposed fees.

Topeka Metro is tax exempt. Do not include sales tax in your proposed price.

DISADVANTAGED BUSINESS ENTERPRISES (DBE) CERTIFICATION

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Metro's overall 2019-2021 goal for DBE participation is 2.00%; the race neutral goal is 1.12%, and the race conscious goal is 0.88%. There is no contract goal for this procurement.

The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from Metro.

The contractor may not hold retainage from its subcontractors.

The contractor must promptly notify Metro, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

Signature: _____



Name and Title: Jose Quezada, Vice President

Company Name: Southwest Janitorial Service LLC

Date: 7/21/2022

LOBBYING CERTIFICATION

The undersigned contractor certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. See 49 CFR 20.100.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 USC 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure. See 49 CFR 20.400.]

The undersigned contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 USC 3801, et seq, apply to this certification and disclosure, if any.

Signature:  _____

Name and Title: Jose Quezada, Vice President

Company Name: Southwest Janitorial Service LLC

Date: 7/21/2022

NON-COLLUSION CERTIFICATION

This is my sworn statement to certify that this proposal was not made in the interest of or on behalf of any undisclosed entity. This proposal is not collusive.

This proposer has not been a party to any agreement or collusion in restraint of freedom of competition by agreement to bid a fixed price, to refrain from bidding, or otherwise. This proposer has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of Topeka Metropolitan Transit Authority, or of any proposer, or anyone else interested in the proposed contract.

Signature:



Name and Title:

Jose Quezada, Vice President

Company Name:

Southwest Janitorial Service LC

Date:

7/22/2022

SUSPENSION / DEBARMENT CERTIFICATION

In regard to 2 CFR Parts 180 and 1200

In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates:

- 1) is included on the federal government's suspended and debarred list;
- 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified;
- 3) within three years preceding this proposal, has been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and
- 5) has had any public transaction terminated for cause or default within three years preceding this proposal.

The contractor is required to include this requirement in any subcontracts related to this contract.

By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government's suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

Signature: _____



Name and Title: Jose Quezada, Vice President

Company Name: Southwest Janitorial Service LLC

Date: 7/21/2022

Southwest Janitorial Service
PO Box 1525
Garden City, Kansas 67846
Email: southwestjanitorial@live.com

Southwest Janitorial Proposal

Phone 1-888-414-8092
Cell 1-620-953-4177

Southwest Janitorial Service

Box 1525

Garden City, Kansas 67846

Thank you for allowing Southwest Janitorial Service to prepare a cleaning service proposal for your consideration. Southwest Janitorial Service was started in 2009 providing janitorial services to Western Kansas and surrounding areas. We are a family-own and -operated business. We know it takes considerable time and effort to show any potential contractor for your facility to provide necessary information. Again, thanks!

At Southwest Janitorial Service we redefine cleaning service into something far better than traditional service cleaning. Expect us to be attentive to the details and sensitive to your needs.

Here are a few important highlights:

Before we start... all our cleaners are thoroughly trained on how to perform each cleaning task as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... we know a seamless, no-hassle start-up is important to every customer, so at Southwest Janitorial we combine janitorial service, up-front preparation and training with strong management and direction to ensure a smooth, successful start-up.

After the start... we plan a systematic approach to keep your building looking good! At Southwest Janitorial we offer strong management and quality control to plan for and not lose track of the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions or need additional information as you review our proposal.

Sincerely,

Jose Quezada

Jose Quezada

Vice President

Southwest Janitorial Service

Professional Service Cleaning Services Proposal

General

Southwest Janitorial Service agrees to provide all labor, supervision, and equipment necessary to assure performance of specific cleaning services for the customer. Southwest Janitorial Service agrees to furnish such cleaning service for a period length of contract.

Our History

In 2009 Southwest Janitorial was founded with a goal to becoming the quality leader and “high standard” in the cleaning industry. Almost ten years later, southwest janitorial has grown considerably to employ over 100 employees to care for the growing demands for Southwest Janitorial. Focusing on maintaining steady, sustainable growth to sufficiently care for the demands of his existing clients while carefully searching out new clients that value quality service. In short, Southwest Janitorial has taken considerable steps to become the quality leader in the cleaning industry in their coverage area and will continue to hold that position for many years to come.

Our Mission

Is to provide our clients with the highest quality cleaning service at a fair, competitive price. You deserve a company attentive to the details and sensitive to your needs! This philosophy is why Kansas State University, The State of Kansas, The US Federal Government, and hundreds of business owners put their confidence, trust, and facilities in our capable hands.

Qualifications

We specialize in janitorial services, at this time we clean buildings all over the state. It's important for us to let you know that we do from a small to big manufactory facilities. No job is too small or too big.

Southwest Janitorial Service offers VCT floor maintenance, pressure washing services, degreasing services, carpet cleaning, window cleaning, detail restroom cleaning, and many other services to several locations.

We know the importance of beautiful, well-kept facility. We have qualified employees with the ability, strength, and knowledge of modern equipment to keep large and small areas above expectations. We are aware of the impact of a clean facility. It encourage positive feelings in customers, it really shows hospitality to those that work and visit the place. That is why we use the most modern supplies and the most qualified people to keep facilities in the best shape possible. We have earned a good reputation by our good work.

Southwest Janitorial Service LLC is the current largest and preferred vendor for the state of Kansas providing services all over the state. We have saved the state thousands of dollars in janitorial services

Operations

We provide a person to person relationship with our clients.

We provide monthly inspections.

We have the experience necessary to service this location. We have someone on call to respond immediately to all of the janitorial needs. We strive to maintain good communication with our clients. Have in consideration the advantages of having several employees in Topeka ready to work. This way we immediately service any emergency or need that may occur.

We have pride of our work as we believe we take responsibility for it. We believe that a service must be provided directly from the contractor that is why we do not outsource our work to other companies.

Personal and Service Schedule

The service will be performed by three background checked employees FIVE TIMES PER WEEK.

We count with over 12 employees in the area that can cover in case of emergencies. All our employees in the area are background checked and have experience in janitorial services.

An extra crew will be responsible for carpet washing, and strip and wax services.

The cleaning crew will observe holidays observed by the customer; thus, we will work with the building manager to perform better on those busy days.

Equal Opportunity Employer

Southwest Janitorial Service's goal is to achieve and maintain equal employment opportunities. It is the responsibility of all to conform to the letter and the spirit of all applicable Civil Rights Laws.

Additionally, it is the policy of Southwest Janitorial Service to maintain a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regard to any term or condition of employment.

Employee Status

Personnel supplied by Southwest Janitorial Service are deemed employees of South West Janitorial Service and will not for any purpose be considered employees or agents of the customer.

Supervision and Personnel

Adequate trained personnel and supervision will be furnished to ensure quality services at your facility. A supervisor will talk to the manager on site once a month to ensure that everything is in perfect shape.

We would like to add that we purchase thousands of dollars in trash bags and other supplies to Envision. A company dedicated to help those with visual disabilities to work. We understand the impact of helping the communities we work in.

We want our customers to feel comfortable and confident with our people. That is why we have a “zero tolerance” for any dishonest activity.

Insurance

Southwest Janitorial Service will furnish all forms of insurance required by law and will maintain the same in force. You can be sure that your business is kept both clean and safe.

Supplies

We are committed to provide excellence of service as we are committed to our communities. We have chosen Envision as our main supplier. Envision is an organization dedicated to create opportunities for the blind and visually impaired. We buy thousands of trash bags and other cleaning supplies from Envision every year because we know the profits will be used for a good cause. We also have hired people with disabilities because we believe every person has a God giving right to pursue their goals. We are a company that believes in the good relation of communities everywhere we go. Thanks to our partnership with Envision Industries we are considered a preferred vendor by the state of Kansas

Client furnish: hand soap, trash bags, toilet paper, and paper towels.

Equipment

Southwest Janitorial Service will furnish and maintain all necessary cleaning equipment including, but not limited to, the following: vacuum, buffer, carpet extractor, and strip and wax equipment.

Southwest Janitorial Service will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Our Philosophy

Southwest Janitorial Service is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Compensation

Janitorial Services, labor, equipment, and supervision. In cost proposal.

Invoicing

All invoicing will be itemized according to monthly work. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

Cancellation

Any agreement entered into by Southwest Janitorial Service and the customer may be terminated or cancelled at any time with a minimum of 30 day written notice from either party.

COVID 19

Southwest Janitorial is taken the professional route to ensure we provide the best services, knowledge, and equipment available for our customers. We are making our part to take down and defeat this COVID19 pandemic. However, this virus will only be defeated if we all work together. That is why we only use EPA and CDC disinfectant, Nova Reg. 10324-167-41567 when cleaning. We also take especial attention to all High Touch Surfaces.

DOCUMENT 1: JOB SPECIFICATIONS

SOUTHWEST JANITORIAL SERVICE	
PO Box 1525	
GARDEN CITY, KS, 67846	
620-953-4177	
AREA/ ITEMS	JOB SPECIFICATION
RESTROOMS	WASH ALL FLOORS WITH DESINFECTANT AND REMOVE ALL SPOTS AND STAINS, INCLUDING BASE BOARDS WASH AND POLISH ALL MIRRORS AND BRIGHT WORK WASH AND WIPE DRY ALL PLUMBING FIXTURES WASH AND DESINFECT ALL TOILET SEATS, BOTH SIDES SCOUR, WASH, AND DESINFECT ALL BASINS, BOWLS AND URINALS EMPTY PAPER TOWEL, TRASH RECEPTACLES AND DISPOSE IN BUILDING TRASH RECEPTACLE, REPLACE TRASH LINERS FILL SOAP DISPENSERS AND PAPER TOWEL DISPENSERS FILL TOILET TISSUE, SEAT COVERS, AND SANITARY NAPKIN DISPENSERS EMPTY AND CLEAN SANITARY NAPKIN DISPOSAL RECEPTACLES CLEAN AND WASH RECEPTACLES AND DISPENSERS REMOVE FINGERPRINTS AND SPOTS FROM THE WALLS

REMOVE ALL UNAUTHORIZED MARKS AND WRITING FROM WALLS

CLEAN ALL RESTROOM DOORS

DUST ALL AIR VENTS

WASH OUT ALL TRASH CANS

REMOVE STAINS AND SPLASHES FROM DOORS AND FRAMES

CLEAN PIPES UNDER BASIN

REFILL HAND SOAP, PAPER TOWELS, AND TOILET PAPER

CARPET/FLOORS

MOVE AND PLACE BACK ALL MATS

DETAIL VACUUM CORNERS AND EDGES

DETAIL CLEAN ALL FLOORS TO MAINTAIN GLOSS

MOVE AND VACUUM UNDER DISPLAYS PLACED OVER THE CARPET

SWEEP OUTSIDE ENTRANCES RUGS WHERE AVAILABLE

SWEEP AND MOP AIR WALLS

FULLY VACUUM ALL CARPET WEEKLY

VACUUM HIGH TRAFFIC AREAS DAILY

OFFICES/ROOMS

CLEAN ALL CLEARED DESK

MOVE AND CLEAN UNDER CHAIRS

VACUUM ALL CARPET WEEKLY

REMOVE FOREIGN MATTER IN SIGHT

CLEAN HANDLES

CLEAN COUNTERTOPS

CLEAN CHAIR RESTS

EMPTY AND CLEAN ALL WASTE RECEPTACLES FROM OFFICES AND REPLACE PLASTIC LINERS

CLEAN ENTRANCE GLASS

COMMON AREAS

CLEAN ALL INTERIOR GLASS

CLEAN ENTRANCES

MAINTAIN AN ORDERLY ARRANGEMENT OF ALL
EQUIPMENT STORED IN THESE AREAS
CLEAN AND DESINFECT SERVICE SINKS

VACUUM, SWEEP AND MOP FLOORS

DEODORIZE AND DESINFECT AS REQUIRED

SWEEP STORAGE ROOM FLOORS

EMPTY AND CLEAN ALL WASTE RECEPTACLES FROM
FLOOR AND REPLACE PLASTIC LINERS
REMOVE WASTE MATERIAL TO BUILDING TRASH BIN

FLOORS

DUST MOP, AND SWEEP

MOP AND SCRUB FLOOR

BUFF AS REQUESTED ON RFP

DISPENSER

REFILL ALL SOAPS, PAPER TOWELS

REFILL DISINFECTANT DISPENSERS

HIGH DUSTING

PARTITIONS

CLEAN AIR VENTS

	CLEAN WALLS AND AIR VENTS
	LIGHT FIXTURES
	DUST WINDOW LEDGES
OTHER	CLEAN CHAIR MATS
	CLEAN ALL DRINKING FOUNTAINS
	CLEAN STAIRWELLS SWEEP AND MOP
STRIP and WAX/ CARPET WASH	TWICE A YEAR (billed separately)

Southwest Janitorial Service employees will take proper care of Topeka Metro’s equipment. We will provide maintenance and cleaning to scrubbers, dispensers, vacuums, and all other equipment provided by Metro.

Bid Event Preference Attachment

**Kansas Procurement Statutes have been modified to include bidder preferences as described below.
Effective for bids that close on or after January 1, 2013**

Legal Name of Person, Firm or Corporation Southwest Janitorial Service

Bidder Preference #2: Dollar for Dollar, up to 10%, for purchases from State Use Vendor

- **Condition: Preference may not exceed 10% of original bid from the bidder claiming the preference**
- **Condition: Purchases made during the previous fiscal year**
- **Condition: Previous fiscal year timing will be based upon the bid closing date**

KSA 75-3740. The director of purchases shall have power to decide as to the lowest responsible bidder for all purchases, but if:

KSA 75-3740d A responsible bidder purchases from a qualified vendor goods or services on the list certified by the director of purchases pursuant to K.S.A. 75-3317 et seq., and amendments thereto, the dollar amount of such purchases made during the previous fiscal year shall be deducted from the original bid received from such bidder for the purpose of determining the lowest responsible bid, except that such deduction shall not exceed 10% of the original bid received from such bidder; or

Initial Here

 JQ **Yes, I am submitting this bid response with a request for consideration of the STATE USE VENDOR PURCHASES bid preference and have included information about those purchases with the submission of a response to the bid event.**

 JQ **Yes, I understand that I will work with State Use Vendors to provide signed copy of this form from the state use vendor in order to confirm the amount of goods and/or services purchased from a State Use Vendor.**

 JQ **Yes, I understand and agree that the fiscal year determination for a preference based on past State Use Purchases will be determined as of the Posting date/finish date of the Bid Event.**

 JQ **Yes, I understand and agree that in order to bid on a State of Kansas bid event through Procurements and Contracts, I must have submitted a separate bidder application, per the instructions contained in the bid event document. (This isn't required for every bid event...beyond the initial submission, the bidder application need only be submitted when key business information changes).**

A completed Certificate of Purchase is required to be submitted with each bid.

The Certificate of Purchase is located at:

<https://admin.ks.gov/offices/procurement-and-contracts/bidder-preference-program/>

Certificate of Purchases

Envision Industries Certifies that Southwest Janitorial Svcs LLC
Certified Business/State Use Vendor Name Bidder Company Name

Purchased \$ 20,726.63 from July 1, 2020 to June 30, 2021
Total Dollar Amount Purchased

Kathy Vines
Certified Business/State Use
Vendor Name Printed

Kathy Vines
Certified Business/State Use
Vendor Signature

7-13-21
Date

Southwest Janitorial
Bidder Name Printed

[Signature]
Bidder Signature

7/13/21
Date

All Bidders are required to have this form completed when claiming Bidder Preference 2 and/or 3. With the submission of this bid, the Bidder hereby certifies without exception that the Bidder has made purchases from Certified Business or State Use Vendor for the exact amount noted above.

At the State's request, Bidder is expected to produce to the State any documentation or other such evidence to verify Bidder's above noted purchases.

REFERENCES

- 1. NAME: Chis Dodge
COMPANY: City of Topeka
ADDRESS: 318 NW Crane st Topeka KS
TELEPHONE: 785-408-4620
E-mail: cdodge@topeka.org

- 2. NAME: Jennifer Brunkow
COMPANY: Kansas Dept of Agriculture
ADDRESS: 1320 Research Park Drive Manhattan KS
TELEPHONE: 785-564-6701
E-mail: Jennifer.Brunkow@ks.gov

- 3. NAME: Patty Quinlan
COMPANY: Watkins Medical Center of KU
ADDRESS: 1200 Schwegler Dr, Lawrence, KS
TELEPHONE: 785-864-9561
E-mail: Pquinlan@ku.edu