



Commercial Janitorial Services

Request for Proposal

Vision Statement

A San Antonio Community attracting local, national and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods and the region, while respecting our rich and vibrant history.

Mission Statement

Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brand Statement

Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn & Play.

TABLE OF CONTENTS

I.	GENERAL INFORMATION	3
II.	VENDOR CONTACT INFORMATION	3
III.	SCOPE OF SERVICES	3
IV.	CRITERIA	5
V.	SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA)	5
VI.	SCHEDULE	6
VII.	PROCEDURES FOR SUBMISSION	6
VIII.	ADDITIONAL INFORMATION (ATTACHMENTS)	7
IX.	POST AWARD	7

REQUEST FOR PROPOSAL (RFP)

FOR

COMMERCIAL JANITORIAL SERVICES

I. GENERAL INFORMATION

Brooks Development Authority (Brooks) is a Defense Base Development Authority and political subdivision of the state of Texas, formed under Chapter 379B of the Local Government Code of the state of Texas. Brooks oversees the development of land at Brooks and is located in Bexar County, Texas within the current boundaries of the City of San Antonio. Total property owned by Brooks includes approximately 1,200 acres. Brooks' mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brooks is releasing this Request for Proposal (RFP) to solicit a bid based for the most advantageous balance of price, quality and performance from a professional firm interested in assisting Brooks with janitorial services. Bid shall be based on approximately 81,855 square feet. It is understood that the square footage may increase/decrease due to occupancies. Brooks will provide as much notice as possible prior to any adjustments. The initial term shall commence October 1, 2017 and shall terminate September 30, 2020; with the option of two (2) one (1) year renewal options.

II. VENDOR CONTACT INFORMATION

VENDOR NAME:			
REMIT TO ADDRESS:		CITY:	STATE:
ZIP:	PHONE:	FAX:	CONTACT NAME:
FEDERAL ID NUMBER (PROVIDE COPY OF W9):			

III. SCOPE OF SERVICES

The following standards are to be used as a minimum guide to achieve and maintain a Class A facility. Bid shall be based on approximately 81,855 square feet. It is understood that the square footage may increase/decrease due to occupancies. Brooks will provide as much notice as possible prior to any adjustments.

Janitorial services are to be performed both daily and nightly as outlined, Monday through Friday, three (3) to five (5) days per week or as specified by the Brooks Director of Facilities & Landscape Maintenance (Director) or his designee. Contractor's equipment must be commercial grade equipment and maintained at the highest level to ensure quality performance standards.

Services to be furnished for the contract amount shall include, but are not to be limited to: All office areas and building lobbies, including service areas, all restrooms (private and public), stairways, elevators and elevator lobbies, laboratories, classrooms, auditoriums, conference rooms, entrance walkways (plaza), truck loading/receiving area and atriums for the property currently known as Brooks, San Antonio, Texas.

Areas not serviced are: Mechanical and electrical equipment rooms, mechanical and maintenance shops (maintenance offices should be cleaned), elevator pits, and dead storage areas or as otherwise elected by Brooks' Director.

Reporting Requirements: Contractor's Manager will meet regularly with Brooks' Director of Facilities & Landscape Management during working hours. The Contractor's Manager and the Director shall conduct **quarterly inspection tours** during normal working hours as determined by the Director.

Daily Janitorial Services: Daily janitorial services hours will be agreed upon by the Director and Contractor or as otherwise specified. Holiday cleaning schedule will be in accordance with Brooks' Holiday Calendar. The Director shall maintain contact with each Facility Manager for purposes of daily scheduling, use changes and quality control.

Specification Intent: The outlined specifications for cleaning and related frequencies contained in the contract are intended as a framework for janitorial contractor to provide the cleaning standards normally provided in a Class A office building located in San Antonio, Texas; and are not intended to be all-inclusive. The contractor is expected to provide the manpower, supplies, mobilization, supervision and proper commercial equipment to produce these cleaning standards. Contractor will provide a control book segregated by building that will list special cleaning requirements for each tenant/facility, a key control log on a daily/nightly basis, and MSDS sheets for all chemicals used on the property and must be kept on the property and made available if requested. Contractors will need to perform emergency water extractions as needed (equipment must be on the premises). **Daily cleaning performance standards are outlined in Attachment 1 (posted on the Brooks website).**

Special Work: Periodically, work not specifically identified in the contract will be performed by special request of the Director. Such will be arranged by written agreement between the Director and Contractor. Contractor will be required to clean and prep vacant buildings on an as needed basis and conduct turn-key make ready services for new tenant move-ins to include, but not be limited to: cleaning of the front doors & glass areas to the back of the facility from floor to ceiling; cleaning of all office space and furniture, conference/board rooms, bathroom facilities and kitchen/break areas; and all work shall be performed during scheduled hours.

IV. CRITERIA

CRITERIA	WEIGHTS
Qualifications and Experience	20 Points
Price	60 Points
Small Business Economic Development Advocacy	20 Points

Qualifications and Experience:

Provide a summary of the firm’s organization and past overall experience as well as experience on similar or related contracts. Include a list of verifiable references on similar, local or related contracts, including company or client’s name, address, telephone number and contact person.

Price:

The Respondent agrees to provide services described in the Scope of Work for the priced indicated on the attached Bid Form (Attachment II). Please note, contractor must hold the bid for 90 days or until approved by the Brooks Board of Directors.

V. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA)

1. *It is the policy of the Brooks to encourage involvement of qualified Small, Woman, Minority-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the Brooks Board of Directors.*

Brooks has established the following overall contracting goals:

- a. **SBE (Small Business Enterprise) 50%**
 - b. **MBE (Minority Owned Business) 31%**
 - c. **WBE (Women-Owned Business) 10%**
 - d. **AABE (African-American Owned Business) 2.2%**
2. Identify all solicited contracting areas, actual or anticipated. (Use additional sheets as needed).

COMPANY NAME & TRADE AREA	EST. PERCENTAGE/DOLLAR AMOUNT	DBE (Y/N)	SCTRCA M/WBE CERTIFICATION NUMBER

Please note: Only companies certified by the South Central Texas Regional Certification Agency (SCTRCA) can be counted towards the contracting goals. If not certified, please call the SCTRCA at (210) 227-4722, or Lucynda Massey at 210-678-3322. Proof of certification must be submitted utilizing, in part or in whole, a SWMBE firm.

VI. SCHEDULE

The proposal phase schedule is as follows:

Task	Date and Time
Release RFP	June 6, 2017
*All Questions/Alternates Due	10:00 am, June 13, 2017
Post Questions/Answers	4:00 pm, June 16, 2017
Proposals Due	10:00 am, June 29, 2017

*All inquiries shall be submitted in writing to Lucynda Massey at facsimile (210) 678-3338 or by email to lucynda @livebrooks.com.

VII. PROCEDURES FOR SUBMISSION

1. Respondent must submit one original hard copy of the proposal in a three ring binder and one copy on a CD-Rom or USB. The original set of documents must be signed by a person with the ability to bind the Respondent to a legal document. It is the responsibility of the bidder to ensure that all copies of the CD-ROMS or USB drives are readable and not corrupt. The proposal must be submitted in a sealed envelope prior to 10:00 am on June 29, 2017 (**SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED**), marked on the outside as follows:

Brooks Proposal #06062017-006
Attn: Procurement & SBEDA Manager
3201 Sidney Brooks
San Antonio, Texas 78235

2. Brooks reserves the right to reject any or all Proposals and reserves the right to issue a subsequent RFP or cancel the entire RFP process. Brooks reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by Brooks. Brooks reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, or to reject any or all submittals should it be deemed in Brooks' best interest. Brooks reserves the right to negotiate with any, all or none of the Respondents.
3. All Proposals and any related documents received in response to this RFP shall become the property of BDA without any restriction on usage and are non-returnable. Respondent may maintain a copy of any such material for their records. BDA shall own the entire copyright of whatever nature or extent and in all media whatsoever to any documents (records) produced through the expenditure of public funds as provided by Section 201.005, Texas Local Government Code.

VIII. ADDITIONAL INFORMATION (ATTACHMENTS)

In addition to responding to the criteria, the Respondent must include the following attachments with their bid:

1. W9;
2. Attachment II - Bid Form;
3. Attachment III - Insurance and Bonding Requirements with a copy of the Respondents Certificate of Insurance;
4. Attachment IV - Indemnification Requirements; and
5. Attachment V - Certificate of Interested Parties

IX. POST AWARD

Upon award of a contract, the awarded respondent must complete and agree to the terms of the following documents:

1. Contractor's Vendor Profile
2. Debarment and Suspension Certification
3. Confidentiality Statement
4. Good Faith Effort Plan
5. Ethics Ordinance Required Disclosure
6. Conflict of Interest