HEAD START OF GREATER DALLAS, INC.
3954 GANNON LANE
DALLAS, TEXAS 75237

REQUEST FOR PROPOSAL-26-JS
FOR
JANITORIAL SERVICES

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Name:	Agnes Chiu
Title:	Purchasing Agent
Entity:	Head Start of Greater Dallas, Inc.
Address:	3954 Gannon Lane Dallas, Texas 75237
Phone:	(972) 283-6414

Please provide all requested information,
as the proposal will be analyzed based upon the information given.

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I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for Janitorial Services for at least one year. The proposal can include options for two additional one-year periods. The Agency's goal is to set up long term Janitorial Services to furnish all necessary labor, materials, equipment, supplies, and reports to satisfactorily perform janitorial services at the following address:

Wanda Meshack Smith Administrative Office
3954 Gannon Lane
Dallas, Texas 75237-2919
(Approx. 31,000 Sq. ft)

All work must conform to local, state, and federal regulations pertaining to labor and emigration laws, OSHA safety & health regulations, EPA guidelines in the use of chemicals, and any other rules or regulations having jurisdiction over your industry.

B. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be submitted and received no later than 10:00 a.m. on October 16, 2025

2. Inquiries

Inquiries concerning this RFP should be directed to Agnes Chiu at (972) 283-6414.
Pre-proposal Conference will be held on the date of August 26, 2025, at 10:00 a.m., in training Room 1 located on the first floor in the Administrative Building. After the pre-bid conference dated August 26, 2025, no questions will be answered.
Interview/Presentation with two high-scoring suppliers

3. Conditions of proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Head Start of Greater Dallas, Inc.

4. Instructions to Prospective Contractors

Your Proposal should be addressed as follows:

Name: Agnes Chiu
Title: Purchasing Agent
Entity: Head Start of Greater Dallas, Inc.
Address: 3954 Gannon Lane, Dallas, Texas 75237-2919

It is important that the OFFEROR'S proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal - 26-JS
10:00 a.m. on October 16, 2025
PROCUREMENT for JANITORIAL SERVICES

Failure to do so may result in premature disclosure of your proposal.
It is the responsibility of the Offeror to ensure that the proposal is received by Head tart of Greater Dallas, Inc. by the date and time specified above.
Request For Proposal opening is scheduled to be held in the Agency's Purchasing Department at the above address and time. Only those who make a reservation 7 days in advance, are allowed to attend the bid opening (RFP).

Late proposals will not be considered.

5. **Right to Reject**
   Head Start of Greater Dallas, Inc. reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. **Small and/or Minority-Owned Business**
   Efforts will be made by Head Start of Greater Dallas, Inc. to utilize Small and/or Minority-Owned Businesses. Use of Small and/or Minority Owned Businesses is encouraged where possible. The Offeror must present third party documentation as to their status with their proposal in order to qualify for consideration as an SMSB.

   An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8) by having average annual receipts for the last three fiscal years of less than seven million dollars.

7. **Notification of Award**
   It is expected that a decision selecting the successful Janitorial service firm(s) will be made three to five weeks after the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm(s), all Offerors submitting proposals in response to this Request for Proposals will be informed, in writing, of the name of the successful firm(s).

   It is expected that the contract shall be a one year fixed-price contract with options of two additional one-year periods.

8. **Responsiveness**
   Offeror shall provide all documentation required (both explicitly requested and implied) by this RFP. Failure to provide this information may result in rejection of bid as being non-responsive.

9. **Amendment:**
   Any interpretations, corrections or changes to the Request for Proposals and specifications shall be made by issuance of written addenda. Sole issuing authority of addenda shall be vested in the Agency's Purchasing Agent. Addenda will be available on the Agency web site (www.hsgd.org) or, upon written request, mailed (or e-mailed) to any prospective bidder. It is the Offeror's responsibility to acquire any and all addenda; therefore, failure to acquire proposal addenda shall not be grounds for a protest or proposal review.

10. **Conflict of Interest**:
    No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C., Chapter 171 and the United States Copeland Act, 18 U.S.C. 874.

11. **Ethics:**
    Offeror shall not offer or accept any gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the Agency.

12. **Offerors must comply:**
    Offeror shall be in compliance with all Federal, State, County and local laws and not currently named as plaintiff in any legal proceedings or appeal for violations of any such laws. All services provided under this contract must be in compliance with Federal, State, County, and local laws.

13. **Remedies:**
    The Supplier and the Agency agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

14. **Venue**:
    This contract shall be governed and construed according to the laws of the State of Texas. This contract is performable within Dallas County, Texas.

15. **Protest of Award**
    If an Offeror wishes to protest and appeal the award, then they must file a written notice of protestation with the Purchasing Agent listed on this solicitation within ten days of the Notification of Award being mailed (or e-mailed) and/or posted.
    Then:
    - The Purchasing Agent will notify the Awardee of the protest and review the Protester's and the Awardee's solicitation documents within 3 days of receipt of the protest to determine the merit of the protest/appeal.
    - Upon making a determination, the Purchasing Agent will respond in writing to the Protester as to their findings within 3 days of their determination.
        i. If found in favor of the Protester then the award will be voided, the Awardee notified, and a new solicitation request or invitation will be issued.

ii. If the Award is upheld, then the Protester has 5 days to appeal in writing to the Director of Purchasing or their designate. After 5 days the Awardee will be notified, and the contract reinstated.

Then:

- The Director of Purchasing (or designee) will review the Purchasing Agent's determination within 3 days of receipt of the appeal to determine the merit of the protest/appeal.
- Upon a decision, the Purchasing Agent will respond in writing to the Protester as to their findings within 3 days. This decision is final and binding upon all parties.
    i. If found in favor of the Protester then the award will be voided, the Awardee notified, and a new solicitation request or invitation will be issued.
    ii. If the Award is upheld, then the Awardee will be notified, and the contract reinstated.

C. Description of Agency

Head Start of Greater Dallas, Inc. is a nonprofit organization which serves Dallas County in Texas. Head Start of Greater Dallas, Inc. is a private, non-profit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a twenty-one-member volunteer Board of Directors. Administrative offices and all records are located at 3954 Gannon Lane, Dallas, TX 75237. Other offices are located throughout Dallas County. Head Start of Greater Dallas, Inc. is the Health and Human Services grantee for the Head Start Child Development program in Dallas County. This is the sole program currently operated by Head Start of Greater Dallas, Inc.

D. Options

At the discretion of Head Start of Greater Dallas, Inc., the Janitorial Service can be extended for two additional one-year periods. The cost for the option periods will be agreed upon by Head Start of Greater Dallas, Inc. and Offeror. It is anticipated that the cost for the optional years will be based upon the same approximate costs of the contract for the initial year. Head Start of Greater Dallas reserves the right to request and receive any/all documents and information to do a cost-price analysis to determine the reasonableness of any pricing increases.

II. SPECIFICATIONS

A. Schedule of Services

1. ENTRANCE

i. Daily Service

- Remove trash
- Replace trash liners (as needed)
- Clean ashtrays
- Sweep and vacuum entrances and entrance mats
- Clean entrance doors, glass and frames
- Clean trash receptacles and lids

ii. Periodic Service

- Hard surface maintenance (finish reapplication, burnishing)

2. OUTSIDE ENTRANCES

i. Daily Service

- Outside entrances, for this task, are defined as the base of the exterior step or twenty-five feet, whichever is further.
- Pick up trash from immediate area and empty exterior trash bins
- Sweep immediate area (as needed)
- Clean exterior of doors, glass and frames

ii. Periodic Service

- Pressure wash or hose off outside entrance areas upon request – (more than twice monthly shall incur additional charges).

3. LOBBY, CORRIDORS AND COMMON AREAS

i. Daily Service

- Clean main lobby entrance doors
- Vacuum mats outside main doors
- Clean and dust all furniture
- Arrange furniture properly
- Dust all tables, lamps, mirrors, and wall decorations
- Dust or clean light fixtures and picture frames
- Vacuum all carpet and rugs

ii. Periodic Service

- Dust all high reach areas –monthly

4. RESTROOMS

i. Daily Service

- Clean & disinfect toilets, urinals, and sinks
- Clean & disinfect under toilets and urinals
- Clean stall panels, doors, and stainless-steel hardware
- Clean mirrors
- Remove all trash
- Restock paper supplies (as needed)
- Fill soap dispensers (as needed)
- Sweep and mop floor with sanitizing solution with water changes between bathrooms.
- Wipe and clean all doors and door frames – both sides

ii. Periodic Service

- Wipe down walls and partitions
- Dust all high reach areas, weekly, including
  - Structural ledges
  - Mirror tops
  - Partition tops and ledges
- Clean ceiling vents (every three months)
- Clean baseboards (as needed)
- Machine scrub restroom floor (as needed)

5. PUBLIC AREAS

i. Daily Service

- Remove trash
- Sweep and dust floor
- Vacuum all carpet and rugs
- Clean under furniture, behind doors
- Remove spots (gum, tar and all foreign materials)
- Dust all surfaces (furniture, picture frames, baseboard, chair and table ledges, etc.)
- Clean drinking fountains
- Spot clean walls where needed
- Clean, polish and shine doorknobs, push bars, kick plates, railings

ii. Periodic Service

- Clean and dust air vents (monthly)
- Refinish floors (as needed)

6. ELEVATORS

i. Daily Service

- Dust interior area
- Vacuum carpet
- Mop and polish (hard and tile floor)

- Remove finger marks
- Clean and mop thresholds
- Clean, polish and shine doors, handrails, controls, tracks and other surfaces

ii. Periodic Service

- Clean and dust ceiling and air vent (monthly)
- Refinish floors (as needed)

7. PARKING (adjacent to building entrance)

i. Daily Service

- Remove and pick up trash

ii. Periodic Service

- Emergency clean-up as needed.

8. OFFICES, BREAKROOMS (Kitchen), TRAINING ROOMS, ETC

i. Daily Service

- Remove trash
- Vacuum/Sweep floor
- Spot clean carpet as needed and tile floors cleaned & machine buffed.
- Dust all furniture, window frames, baseboards, columns and partitions
- Remove spots or smudges on walls
- Dust corners, baseboards
- Clean mirrors, window ventilators, ashtrays, door glass and all other glass
- Clean sinks & wash basins
- Clean toilet bowls and other porcelain surfaces
- Restock towel, toilet paper and soap dispensers
- Clean tables
- Clean outside of refrigerator
- Wipe outside of microwave

ii. Periodic Service

- Dust blinds (every three months)
- Clean ceiling and air vents (every two months)
- VCT floors to be stripped, re-sealed, and waxed at least twice per year.
- Clean training room chairs (As needed twice per year)

9. STAIRWAYS

i. Daily Service

- Sweep and dust stair landings, steps and all corners of stair treads
- Clean stair railing, fire apparatus, door moldings, ledges, and grills
- Clean glass surfaces
- Clean, polish and shine handrails, doorknobs
- Remove spots

- Clean walls, baseboards (as needed)

ii. Periodic Service

- Emergency clean-up as needed.

10. WALL CLEANING

i. Daily Service

- Spot clean smudges, marks, and handprints
- Dusting as necessary
- Clean woodwork on doors, windows and moldings
- Clean ventilation grills as needed

ii. Periodic Service

- Emergency clean-up as needed.

11. GLASS CLEANING

i. Daily Service

- Dust window frame and sash
- Spot cleaning interior glass (as needed)
- Clean the window sash, sill and other surroundings

ii. Periodic Service

- Emergency spot cleaning as needed
- Clean interior of windows on a quarterly basis.

12. FLOOR Surfaces

12.1 Carpet

i. Daily Service

- Vacuum all carpet
- Remove spots
- Remove gum

ii. Periodic Service

- Bonnet shampoo (as needed)
- Hot water carpet cleaning extraction (twice per year)

12.2 Hard Surface Floor (Other than VCT)

i. Daily Service

- Dusting
- Wet/damp mopping
- Polishing

ii. Periodic Service per Manufacturers Specifications.

- Machine Scrubbing (Marble, Granite, Terra Cotta, Terrazzo, Agglomerates)

12.3 VCT Tile Floors

i. Daily Service

- Sweep and clean (including damp mopping)
- Wet mopping (at minimum weekly)

ii. Periodic Service

- Stripping, waxing, and burnishing of floors per industry standards and meet all manufacturers specifications.
- Clean baseboards to remove any build-up of soil or wax per industry standards.

B. Cleaning Standards for Head Start of Greater Dallas, Inc.

The following standards are to be used as a guide to achieve and maintain HSGD's buildings. These standards are considered *minimum* to the performance of this contract. The Contractor will attempt at all times to exceed these standards while keeping costs reasonable thereby providing "best value" to our customers. Janitorial Services are to be performed both daily and nightly, following an agreed upon working schedule. Services to be furnished for the contract amount shall include, but not be limited to all office areas, including service areas, all restrooms (private and public), all stairways, all elevators and elevator lobbies, all entrance walkways, specified parking areas, janitorial areas.

Areas not serviced are: Mechanical and electrical equipment rooms, mechanical and maintenance shops (maintenance offices will be cleaned), elevator pits, and dead storage areas. While areas listed in this paragraph are not included in regular services, they will be swept, mopped or cleaned on request and handled on a work order as special work.

Special Work: Special work not covered by the contract will be performed on special request from Agency representative. Extra work not routinely done or done on prearranged frequencies may be arranged by work orders between Representative and Contractor in order to avoid confusion and best serve HSGD's needs.

1. MINIMUM STANDARDS

A. General Standards for entrances;

Sweeping and Dusting

- Lobby and entrance floors will be clean and free of dirt streaks and there will be no dirt remaining in corners, behind doors, or where the dirt is picked up with the dustpan after the sweeping operation.
- Wads of gum, tar, and other sticky substances will be removed from the area.
- Grills and woodwork will be dust-free after dusting. Dust will have been removed rather than merely pushed around.

- There will not be any spots or smudges on the wall surfaces, caused by touching the wall with a treated dust cloth.

Polishing and Wall Spotting

- Doorknobs, push bars, kick plates, railings, doors and other surfaces will be cleaned and polished to an acceptable luster
- Wall surfaces less than 9' will be free of finger marks, smudges, and other dirt spots of any kind.
- All glass surfaces will be free of spots, streaks, smudges and dirt.

Mopping

- Lobby and entrance floors will be free of loose and/or caked dirt particles and will present an overall appearance of cleanliness after the mopping operation.
- Walls, baseboards, and other surfaces will be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water. Buffers will be kept away from the baseboards so as not to mark them or splash dirty residue on them.
- All surfaces will be dry, and the corners and crevices clean after mopping.
- Mop water shall be changed frequently and, at a minimum, for each different area. Solution/detergent shall be appropriate for the flooring surface and mixed to approve manufacturer standards.

B. General Standards for Restrooms

Doors and Walls

- Doorknobs, kick plates, doors, including stall doors, and other surfaces will be cleaned and polished to an acceptable luster
- Tile wall surfaces will be free of finger marks, smudges, and other dirt spots of any kind. Disinfectant cleanser shall be used as needed on stall walls and doors and any other wall surfaces in order to keep the restrooms sanitary and free of odor.
- All mirror surfaces will be free of spots, streaks, smudges and dirt.
- Stainless steel and chrome wall fixtures and grab bars shall be cleaned and polished using the appropriate cleaner.

Trash Disposal

- Collect and dispose of trash into the dumpster from all receptacles including the sanitary napkin disposal.
- Bins shall be clean and, when needed, sanitized to prevent odor.
- Replace all liners with the appropriate size and strength.

Restocking

- Check and restock paper goods, liquid soap, and sanitary napkins
- Toilet paper shall be furnished and restocked as needed.
- Product should be made to fit existing dispensers.

- Agency has the right to request a qualitative change in product.

Sanitization

- Urinals, toilets, sinks, showers, and countertops will be sanitized with an approved sanitizer in accordance with manufacturer specifications in order to sanitize and control odor.
- Walls and floors immediately adjacent to toilets and urinals shall be sanitized with an approved sanitizer in accordance with manufacturer specifications

Mopping

- Restroom floors will be free of loose and/or caked dirt particles and will present an overall appearance of cleanliness after the mopping operation.
- Walls, baseboards, and other surfaces will be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water.
- All surfaces will be dry, and the corners and crevices clean after mopping.
- Mop water shall be changed frequently and, at a minimum, for each different area. Solution/detergent shall be appropriate for the flooring surface and mixed to approve manufacturer standards.

C. General Standards for offices, conference rooms, and other rooms

Cleaning and Dusting

- Floors shall be clean and free of dirt streaks and there will be no dirt remaining in corners, behind doors, or where the dirt is picked up with the dustpan after the sweeping operation.
- Carpets shall be vacuumed, and spot cleaned with an approved solution in accordance with manufacturer specifications.
- Carpets shall be cleaned thoroughly with an extraction system on a periodic basis. Special attention shall be made to any stains on the carpet and all efforts shall be made to remove such with an approved solution in accordance with manufacturer specifications.
- Wads of gum, tar, and other sticky substances will be removed from all floor surfaces.
- Registers and grills for HVAC and vents shall be cleaned and dust free.
- Doorjambs, desk surfaces, cubicle tops, cabinet surfaces, window ledges and any flat surfaces will be dust-free after dusting. Dust will have been removed rather than merely pushed around.
- Any spots or smudges on the wall surfaces, caused by persons touching the walls or other causes, shall be cleaned with an approved solution in accordance with manufacturer specifications.
- Collect and dispose of any trash, paper, foodstuff or other debris left on the floors, tables, or on countertops in the Break rooms or Training

rooms. Any frequency of such occurrences shall be reported to the Agency representative.

- Trash receptacles will be emptied, liners replaced with the appropriate size liners, and containers cleaned and sanitized as needed.

D. Contract Requirements

Supervision

- The cleaning crew assigned staffing shall be composed of a knowledgeable and experienced supervisor and adequate number custodial staff to keep the facility clean and odor free.
- Head Start of Greater Dallas, Inc. encourages suppliers who have established services in the DFW area and have local representation with permanent staff adequate to manage and service the Head Start account.
- Agency has the right to request additional custodial staff or a change in custodial staff if they are not satisfied with job performance.
- Daily communication between contractor and Agency shall be formulated and formalized in order to communicate the custodial needs of the agency.
- Daily, weekly, and other periodic schedules shall be formulated and submitted to the Agency Representative for approval on a monthly basis.

Legal and Other requirements

- Contractor's employees are the contractor's employees and are not Head Start of Greater Dallas, Inc. employees.
- As such the Contractor is required to ensure that all local, state, and federal regulations for labor, the environment, and OSHA are being followed.
- MSDS on all chemicals used shall be put into a folder, labeled clearly, made accessible to the custodians, and training done by the contractor.
- All employees of the Contractor shall have full background checks and be bonded.
- Although the Contractor's employees will not be required to dispose of bio-hazardous waste, it is expected that they will be educated by the contractor on the proper methods of identifying or handling such waste.

2. WASTE REMOVAL SCHEDULE AND PROCEDURES

All trash collected by the Contractor will be removed at the time of collection to areas designated by HSGD.

A. Empty Trash

- All trash in normal trash receptacles will be removed daily and deposited into the appropriate container outside the building.

- Other items specifically marked trash will be removed.
- Careful attention will be made to securely tightening the bags containing trash.
- Bags of trash will not be put on carpeting, furniture or work surfaces.
- No litter will remain on the floor.
- Spot clean the outside surface of the receptacle if the liner is not being replaced.
- Clean both inside and outside if the liner is replaced.

B. Replace Liners

- Liners are to be replaced only as needed.
- Replace as needed" is defined as replacing liners which show any visible rips or stains.
- When liners are replaced, they will fit smoothly over the top of the wastebasket, secured tightly and opened up, ready for use.

C. General Pick-Up Outside Building

- The contractor will be responsible for removing all foreign matter from exterior entrances on a daily basis.
- Exterior entrances, for this task, are defined as the base of the exterior step or twenty-five feet, whichever is further.
- Ashtrays will also maintain within this zone (dock area), will also be maintained.

3. <u>SURFACE CLEANING REQUIREMENTS</u>

A. Dust Furniture, Horizontal Building Surfaces

- All furniture and horizontal building surfaces that are free of work material will be dusted with a lightly treated dust cloth.
- All horizontal surfaces below 9'0 will be dusted regularly.
- These surfaces include, but are not limited to, baseboards, ledges, windowsills, blinds, handrails, desks, chairs, file cabinets, radiators and elevator hoist way doors.
- After dusting, all such surfaces will have a uniform appearance, free of streaks, smudges, dust, lint, etc.
- Contractor's employees will remove any furniture, pictures or other furnishings necessary to perform cleaning tasks.
- Special attention will be made to return all such items to their original position. Contractor may be held responsible for damage to furnishings, pictures, etc. if damaged while being moved to perform tasks.

B. Spot Clean Walls, Partitions, Furniture, Doors, Etc.

- Washable surfaces of walls, partitions, doors, furniture, fixtures, glass, etc. will need to be maintained.

- The use of a sponge, clean cloth, and spray bottle of neutral detergent or glass cleaner to remove smudges, fingerprints, marks, streaks, etc. will be required.
- Glass cleaner will be used on mirrors and glass surfaces.
- All-purpose neutral detergent or cleaner degreaser will be used on hard-to-remove spots.
- Damp wipe with cleaner-disinfectant solution and rinse with water. After spot cleaning, the surface will be clean, uniform in appearance, free of streaks, spots or other evidence of removable soil. This includes both sides of the glass in interior doors and windows.
- All cleaning solutions shall only be used per manufacturers specifications.

C. Clean Chalk or Marker Boards

- Blackboards are to be wiped with a dry eraser as completely as possible.
- The use of a damp sponge or cloth to remove chalk dust from chalk trays will be required.
- Any chalk dust will be emptied into a waste collection cart.
- Chalk dust falling onto the floor will be removed.
- After cleaning, there will be no trace of chalk dust on any surface.
- Marker boards will be cleaned with whiteboard cleaner or laminate cleaner only.

4. <u>NON-CARPETED FLOORS</u>

A. Preparation for mopping

- Cleaning solutions, where used, will have been mixed thoroughly and in the proportions specified per manufacturer's specifications without undue spillage of either solution or rinse water
- Proper precautions will have been taken to advise building occupants of wet and/or slippery floor conditions. Appropriate "Caution Wet Floor" signage will be positioned before mopping starts. The space to be mopped will have been properly prepared for the mopping operation by sweeping the floor area as necessary and otherwise clearing of visible debris.
- Staff using such chemicals shall be trained in their use and have achieved a measurable level of competency.

B. Floor Mopping

- The mopping work will have been performed in such a manner as to properly clean the floor surface. Care is to be taken to see that the correct type and mixture of cleaning solution per manufacturer's specifications, if required, has been used. Proper extraction methods will be used to eliminate residue build up in seams and discoloring of grout.

- All mopped areas will be cleaned and free from dirt, streaks, mop marks, and strands, etc.; properly rinsed, if required, and dry-mopped to present an overall appearance of cleanliness.
- Walls, baseboards, and other surfaces will be free of water marks, scars, or marks from the cleaning equipment striking the surfaces and splashing from the cleaning solution and rinse water.
- Care will be taken to prevent damage to furnishings, baseboards, etc. when mopping. Care will also be taken to prevent liquid and equipment from coming into contact with electric outlets located in the floor area or baseboards.
- Mop water/solution shall be replaced frequently, and more often for restrooms, which shall be replaced for each room.
- Mop training room supply room floor (every three months)

C. Preparation of VCT Floor Area for Waxing:

- The floor area will be free of dirt and dissolved wax particles, cleaning material residue, streaks and mop strands, and otherwise be thoroughly cleaned using a stripper per manufacturer's specifications.
- Walls, baseboards, furniture bases, and other surfaces will be free of watermarks, marks from the cleaning equipment, and splashing from the floor cleaning solutions.
- All cleaned surfaces will be wiped dry and the floor ready for application of the wax or polymers containing no less than 25% solids per manufacturer's specifications.

D. Waxing:

- The surface to be waxed will have the proper type of wax applied in accordance with the best operating practices and per manufacturer's specifications.
- The wax will be applied thinly, uniformly and evenly in such a manner as to avoid skipping areas and will be allowed to properly dry before being polished. Contractor will ensure waxed or polished areas are not too slippery or hazardous.
- Walls, baseboards, furniture, and other surfaces will be free of wax residue and marks from the equipment. Covering for wall protection will be used in areas where paneling or cloth fabric is found.
- The waxed area will be free of streaks, mop strand marks, skipped areas, and other evidence of improper application.

E. Buffing:

- The waxed or damp-mopped surface shall be dry to the touch before being buffed.
- Baseboards, furniture, and equipment will not be disfigured or damaged during the buffing work.

- The finished area will be polished to an acceptable, uniform luster and free of extreme highlights from the brushes of the machine.
- Staff using such equipment shall be trained in their use and have achieved a measurable level of competency.

F. Burnishing:

- Burnishing will be required on finished resilient tile, sealed concrete, terrazzo, quarry tile or other finished surfaces.
- The surfaces to be burnished will be prepared by removing any spills with a damp mop.
- Dried residue such as gum will be removed with a putty knife.
- The use of a 17”- 32” high-speed burnisher (1500 to 2500 RPM) equipped with light brown or white burnishing pads will be required.
- The process will begin by following a straight line to the extent of the machine or the confines of the area.
- Turn the machine 180 degrees and parallel the original path overlapping 3” to 4”. Continue this procedure until the entire area has been burnished.
- Check pads frequently for buildup and reverse or replace as needed.
- When burnishing has been completed, dust mop the floor area again to pick up any loose soil or dust that may have been dislodged during burnishing.
- Wipe the base and any low wall areas to remove dust accumulation that may have resulted from the burnishing.
- When the burnishing has been completed, the floor surface will have a uniform high gloss finish with no swirl marks or blemishes.
- Walls, baseboards, furniture and other surfaces will be free of solution residue and marks from the equipment.
- Staff using such equipment and procedures shall be trained in their use and shall have achieved a measurable level of competency.

G. Furniture Arrangements in Waxed Areas:

- All rug edges will be replaced to their proper position.
- All moved items of furniture and office equipment will be returned to their original position.
- Care will be exercised to avoid damage to building and/or office equipment during movement of the furniture, etc.
- Any damage to walls, decorations, equipment or furniture shall be reported to the Agency representative promptly no later than the next business day.

H. Preparation for Floor Scrubbing:

- The machine and other equipment will be checked and readied for work in careful and thorough manner.

- Additions of motor oil, where required, will be accomplished in a safe and careful way so as to avoid spillage and overfilling.
- Cleaning solutions will be mixed thoroughly and in proportions specified without undue spillage of either solution or rinse water.
- Appropriate "Caution Wet Floor" signage will be positioned before mopping starts.

I. Operation of Machine:

- The mechanized equipment will be operated only by authorized personnel having sufficient instructions as to its proper and efficient operation.
- The scrubbing machine will be started and operated in a safe and reasonable manner.
- Care of the mechanical equipment will be exercised at all times during its operation to avoid injury to personnel, damage to the building, and equipment.

5. CARPETED FLOORS

A. Entrance Mats

- All carpet type entrance mats will be vacuumed.
- Rubber or polyester entrance mats will be swept, vacuumed or hosed off outside.
- All entrance mats will be lifted to remove soil and moisture underneath and the mats returned to their original position.

B. All Areas

- Complete vacuuming will be done, including under moveable chair mats, under desks and worktables.
- Chairs and trash receptacles will be tilted or moved when necessary to vacuum underneath. Areas in corners and behind doors will be vacuumed.
- Additionally, as necessary to prevent any visible accumulation of soil or litter in carpeted areas inaccessible to the vacuum, a crevice tool and brush attachment will be used.
- All surface litter such as paper clips, bits of paper and staples will be picked up by hand from the carpeting and placed in the trash receptacles.
- Where small stains are noted the carpet shall be spot cleaned prior to vacuuming.
- When cleaning is completed, the floor will be free from all visible matter and mats and chairs will be returned to their original positions.

C. Spot Cleaning

- Special attention will be made to notice areas that need "spot cleaning". In the event that spot cleaning is necessary, the use of a

damp cloth or sponge along with regular carpet shampoo used per manufacturer's specifications to treat the area will be required.

- Do not wet the spot itself heavily and rub back and forth into the carpet.
- Instead, start with a clean cloth or sponge, treated with carpet cleaning solution, and rub the spot with a brushing action from the edges of the spot towards the center, so that the size of the spot is reduced rather than spreading.
- Dry foam and bonnet are acceptable forms of extraction.

D. Carpet Cleaning

- In the event that the severities of the stains in a carpet require cleaning the entire surface, extraction methods are the only forms acceptable.

6. REST ROOMS

A. Replenishment of Supplies

- All dispensers of supplies will be clean and filled with the proper supplies (towels, soap, napkins, etc.)
- Trash containers will be emptied and clean liners inserted.

B. Cleaning of sanitary Receptacles:

- All sanitary receptacles will be clean, both inside and outside, and contain a new liner.
- All sanitary receptacles will be free of spots, stains, and finger marks.
- All sanitary receptacles will be free of odors.

C. Cleaning of Toilet Room Fixtures:

- All porcelain surfaces of wash basins, toilets, and urinals will be free of dust, dirt, spot and stains.
- The wall surfaces will be free of spots and smears.
- All toilet seats will be left in raised position after cleaning. They will be free of spots and stains, and the seat hinges will be free of mold.
- The plumbing fixtures will be free of mold and water stains.

D. Cleaning of Supply dispensers, Tile Walls, Stall partitions, Doors, Shelves, Mirrors and Floors:

- All supply dispensers will be clean and free of finger marks and watermarks.
- All shelves and shelf brackets will be free of gum, dust, fingerprints, water stains, smudges and other soil.
- All mirrors will be free of streaks, smudges, water spots, dust, lipstick smudges, and will not be cloudy.
- Walls, stall partitions, and doors will be free of hand marks, dust, pencil marks, lipstick smudges, water streaks, mop marks, and mold.

- Floors (especially in corners) will be free of dirt and dust, gum, grease, black marks, loose paper, water, mop stains, and string. Particular attention will be given to area under urinals.

E. Clean, Disinfect Wash Basins, Toilets, Urinals and Showers

- A germicidal detergent solution will be used per manufacturer's specifications to clean all washbasins, toilets and urinals.
- Special attention will be made to let the germicidal solution stand 10-15 minutes to allow it time to react. Once the 10-15 minutes pass, clean the tops, sides, insides and wall areas between and around all fixtures with a sponge.
- Thoroughly clean all surfaces, including undersides.
- Clean the insides of the toilets and urinals with a bowl mop. Use the bowl mop to thoroughly clean the underside of the flushing rim.
- Both sides of the seat of the toilet will be thoroughly cleaned with a sponge, as well as all exterior surfaces of the toilet.
- Toilets seats will be dried to prevent spotting and unpleasant surprises.
- Wipe the metal surface of all fixtures dry with a cloth to prevent spotting.
- All residues around chrome/metal hardware will be removed.
- Showers will be cleaned with a germicidal detergent solution from a spray bottle, using a sponge as needed. A shower that has been used will be cleaned daily.
- After cleaning, fixtures will be free of all removable spots and smears.
- Disinfectant solution will be poured down the floor drains of the rest rooms, using care so the solution doesn't spread over the floor.
- After pouring the solution into the drain, the top of the drain and surrounding areas will be wiped with a paper towel to remove any spotting.

F. De-Scale Toilets and Urinals

- The use of an acid-type bowl cleaner to remove scale, scum, mineral deposits, rust stains, etc. from toilets and urinals will be required used per manufacturer's specifications.
- After de-scaling, the entire surface will be free of streaks, stains, scale, scum, mineral deposits, rust stains, etc.
- Caution will be used to prevent damage to adjacent surfaces, particularly floor surfaces, caused by spills of the acidic bowl cleaner.

G. Spot Clean Walls, Partitions, Mirrors, Etc.

- Use a soft cloth and glass cleaner to spot clean mirrors; chrome plating or stainless steel will be required.
- Use cleaner disinfectant used per manufacturers specifications from a spray bottle and a damp cloth or sponge to spot clean the wall surfaces and to wipe down all shower walls.

- The walls behind the fixtures will be checked daily for spills and wiped clean if necessary.
- Cleaner disinfectant will be used to clean partition surfaces and stall doors.
- Be certain to remove all writing from the stalls as soon as possible.
- Use cleaner disinfectant and a deck brush to scrub any persistent wall stains.
- Clean both sides of the entrance door and pay particular attention to the push plates and kick plates.
- After spot cleaning, the surface will be clean, uniform in appearance, free of streaks and spots.
- A high-pressure sprayer will be used daily to complete the cleaning of the shower and adjacent toweling areas that are equipped with adequate floor drains. If the areas are not equipped with a high-pressure sprayer, use a pump-up type sprayer to periodically douse all wall surfaces, floor surfaces, and metal hardware with either cleaner disinfectant solution, chelating solution or stripping solution.
- After surfaces have been completely wetted, the solution will be allowed to remain from three to five minutes, and any persistent stains scrubbed with a scrub brush. Then the surfaces will be completely rinsed with cold water.

H. Refill Paper Towels, Toilet Tissue, Hand Soap Dispensers

- Special attention will be made to completely fill all dispensers to their proper levels.
- The paper supplies and hand soap will be correctly installed in accordance with the directions on each dispenser.
- Hand soap dispensers and adjacent surfaces will be wiped to remove spillage.
- All dispensers will be spot cleaned.
- No extra rolls of paper towels or toilet tissue will be left in the rest rooms.
- After refilling, the dispenser will be ready for use, and checked so that paper rolls easily.
- Any defective dispenser will be reported to HSGD's designated representative.

I. Collection of Used Towels and Other Trash

- All used towel receptacles will be emptied and cleaned, both inside and out.
- All sanitary napkin receptacles will be cleaned inside and out and contain a new paper bag liner.
- All unused towels will be in their designated location.

7. PUBLIC AREAS

A. Sweeping, dusting, and Pickup

- Public areas will be clean and free of dirt streaks, litter and spots caused by spilling or tracking.
- No dirt or debris will be in corners, under furniture, behind doors or where dirt and debris has been picked up in cleaning operations.
- Wads of gum, tar and all foreign materials will be removed from the area.
- All surfaces that hold dust will be free of observable dust.
- All surfaces will have uniform appearance, free of streaks, smudges, dust, lint, etc.
- There will be no spots on vertical surfaces up to a height of 9' from the floor.
- Doorknobs push bars, kick plates, railings, and other surfaces will be cleaned and polished to a luster of new.

8. ELEVATORS

A. Vacuum Cleaning and Dusting

- Interior surfaces of elevator will be free of loose dirt and dust streaks.

B. Cleaning, Polishing, and Wall Spotting

- Handrails, controls and other surfaces will be clean and polished.
- Walls will be free of finger marks, smudges and foreign matter.
- Elevator walls will be free of splash marks.
- Elevator tracks will be carefully and thoroughly cleaned and shined nightly & steps will be cleaned using the appropriate equipment.

C. Floor cleaning

- Floors, including corners and threshold plates, will be clean and floors will be cleaned per carpet inspection guide.

9. PARKING

- Parking immediately adjacent to the facility will need to be maintained on a scheduled basis.
- All trash receptacles will be checked and emptied as necessary.

10. OFFICES, ETC.

A. Trash Removal

- All wastepaper baskets will be emptied and returned to their exact original location ready for use.
- Liners will be replaced as needed.
- All paper-recycling containers will be emptied when full.
- Trash bags, when filled, will be disposed of quickly.

B. Dusting

- There will not be any dust streaks on desks or other office equipment
- Woodwork, after being properly dusted will appear bright.
- Corners and crevices will be free of dust.
- There will not be any oily spots or smudges on walls.
- When inspected with a flashlight there will not be any traces of dust on any surface.
- Radiators, window frames, baseboards, columns and partitions will be free of dust.

C. Damp-Wiping

- Mirrors, window ventilators, ashtrays, door glass and all other glass that can be reached while standing on the floor, will be clean and free from dirt, dust, streaks and spots.

D. Sweeping or Vacuum Cleaning

- All carpeting will be vacuumed, and spot cleaned using commercial grade equipment.
- Baseboards, furniture, and equipment will not be disfigured or damaged during the cleaning operation.
- Furniture and equipment moved during sweeping will be replaced.

E. Furniture Removal and Replacement

- Remove all furniture, pictures and other furnishings necessary to perform tasks.
- Return all furnishings to their original position upon completion of work.

F. Rug/Carpet Cleaning

- Rugs will be clean and free from dust, dirt and other debris.
- There will be no trash of foreign matter under desks, tables, or chairs.

G. Drinking Fountains

- Drinking fountains will be clean and free of stains.
- The wall and floor around the drinking fountain will be free of spots and watermarks.
- All other surfaces of the fountain will be free of spots, stains, and streaks.

11. <u>STAIRWAYS</u>

A. Sweeping and Dusting

- Stair landings, steps and all corners of stair treads will be free of loose dirt or dust streaks after sweeping.
- Stair railings, fire apparatus, door moldings, ledges, radiators and grills will be free of dust and dirt.

B. Cleaning, Polishing and Wall Spotting

- Glass surfaces will be clean and free of any smudges, finger marks and dirt.
- Handrails, doorknobs and other surfaces will be clean and polished to an acceptable luster. Walls up to a standing height will be free of finger marks and other dirt spots of any kind.

C. Mopping and Scrubbing

- Stair landings and steps will be free of loose and/or caked dirt particles and will present an overall appearance of cleanliness after mopping and scrubbing.
- Walls, baseboards and stair risers will be free of watermarks, scars from equipment striking surfaces and splashing from the cleaning solution.
- All surfaces will be dry, and the corners and cracks clean after dry mopping.

12. CLEANING STAINLESS STEEL AND CHROME

- The cleaning of stainless-steel surfaces will be defined as the application of an approved stainless-steel cleaner used per manufacturer's specifications to the surfaces and its complete removal leaving the surface clean, dry and as glossy as possible.
- The surfaces will be free of smudges and streaks on completion of work.
- Water or mild neutral detergent solution may be used to remove the film of stainless-steel cleaner.
- The surfaces and adjacent surfaces will be left with no trace of cleaning materials on them. Abrasive cleaners, pads or brushes will not be used.
- Brushes with flexible nylon bristles may be used to remove traces of stainless-steel cleaner from crevices and corners.
- Clean, lint-free cloths will be used for the application and removal of stainless-steel cleaner.

13. WASH FURNITURE

- Using a supply of cloths, sponges, a detergent solution and buckets, dust furniture to remove loose dry soil.
- To painted, vinyl and other washable surfaces, apply a clean detergent solution in moderate amounts.
- Scrub spots where soil is stubborn.
- On surfaces that do not tear or scratch, a small amount of lotion cleanser may be used to remove stubborn stains.
- Use a clean cloth and rinse water to remove any excess solution from furniture surfaces.
- Use a dry cloth to dry surfaces.

- On completion, furniture surfaces will be clean and dry.
- Manufacturer instruction and cautions are to be followed on all equipment and material used. Please replace furniture moved for projects.

14. PRESSURE WASHING CONCOURSE AND SIDEWALKS

- Check the pressure washer to ensure all fittings are secure and machine is operable.
- Cleaning solution, if used for mildew, will not be harmful to grass or other plant life.
- The area to be washed will be cordoned off to prevent pedestrian traffic.
- Remove as much debris and soil as possible with a broom and scraper prior to using washer. Use extreme care to avoid damaging the surface, edges, or imbedded mullion.
- When finished the concourse/sidewalks will present a uniform, clean appearance with no streaks or overlapping marks.
- Remove the cordon, clean and secure all equipment and tools used in the process.

15. DRINKING FOUNTAINS

- Drinking fountains will be cleaned with a germicide detergent daily and wiped dry with a cloth. A brush may be necessary to remove built-up scale.
- When completed, entire drinking fountain, including all sides, will be free of smears, spots and soil.

16. SERVICE CALLS

- In certain instances, the contractor may be called upon to perform miscellaneous cleaning tasks that are required for emergency health, safety or sanitary purposes.
- These calls will more than likely be in addition to their regular schedule cleaning times.
- Service calls include, but are not limited to the following:
  - Cleaning up spills
  - Cleaning muddy or wet entrances
  - Cleaning up broken glass
- When the contractor's employee has completed the service call, they will return to their regularly scheduled cleaning tasks. The performance of service calls is part of the service provide by the contractor and shall not constitute any addition charges to the standard service.

17. SUGGESTED CLEANING FREQUENCY

This section is in addition to the Schedule of Services outlined under Section II, A and is not intended to displace or substitute that mandatory schedule.

A. GENERAL CLEANING (DAILY)

- All carpeting will be vacuumed, and spot cleaned. Chair mats should be lifted and areas underneath vacuumed monthly.

B. GENERAL CLEANING (WEEKLY)

- Vacuum upholstery.

C. GENERAL CLEANING (MONTHLY)

- Dust all cabinets, files, chairs, chair rails, paneling, sills, trim and baseboards.

D. GENERAL CLEANING (QUARTERLY)

- Dust and spot clean where necessary all vertical surfaces such as walls, partitions, ventilating louvers, and other surfaces not reached in nightly or monthly cleaning

E. ELEVATORS

- Elevator floor will be vacuumed daily, spot cleaned as required, and polished monthly.

F. FLOOR CLEANING

- Hard Surface (granite not included)
- Common areas: Sweep, wet mop nightly and spray buff nightly, scrub and refinish monthly and strip and refinish semi-annually
- Concrete Floors Sweep, wet mop nightly
- Wood Floors
- Carpet Floors, spot cleaned nightly, bonnet cleaning monthly, deep cleaned semi-annually
- Granite Floors Sweep, wet mop nightly
- Outside Sidewalks (25 ft from entrances), policed daily for trash & debris.

18. SPECIAL RULES AND REGULATIONS

- No computer shall ever be unplugged. If lamps, etc. are unplugged so outlet may be used for vacuuming, all unplugged items will be re-plugged and left as originally found.
- Vending machines, refrigerators, microwave ovens, etc. in Agency staff spaces are not to be used by the cleaning crew. No eating is allowed in Agency staff space or common areas. Taking or consuming any food items of Agency staff will be grounds for immediate dismissal of employees involved.

- Agency staff's telephones may not be used by cleaning crew. Cleaning supervisor may use Management Office or Security Desk Telephones for business or emergency calls only.
- No radios or other personal property of Agency staff may be used by cleaning crew.
- Cleaning crew will work behind closed doors when possible. All exterior suite doors will be closed and locked while cleaning is being performed.
- Only employees of the cleaning contractor may be on premises. No friends, family members, including children, are to be allowed in the building or on the property.
- Cleaning Contractor will not take applications or interview potential employees on the property.
- Contractor's employees shall observe the same holidays observed by the building. Contractor will work on holidays that the building is open for normal business.
- Unless the Agency staff is in the office, cleaning personnel will turn off all lights and lock all lockable Agency staff and common area doors when cleaning is complete. The cleaning supervisor or lead person will check each floor as the cleaning crew completes their work to ensure lights are off and doors are locked.

19. ADDITIONAL REQUIREMENTS

A. The provider shall:

- Maintain a current list of equipment on the premises that is accessible to HSGD upon request.
- Require each provider employee to maintain the cleanliness of the equipment such as custodial carts, tools, power equipment, etc.
- Require provider employees to return all equipment to the specified storage area upon completion of their daily work schedule.
- Provide adequate and appropriate training to provider employees in the safe and efficient use of all equipment.
- Consistently maintain, promptly repair and replace equipment.
- Comply with all federal, state and local safety and health laws and regulations in the operation and use of your equipment on HSGD premises.
- Use all safety equipment in accordance with prescribed instruction.

B. The provider shall:

- Require each of their employees to return all material to its specified storage area upon completion of their tasks.
- Promptly replenish materials.
- Provide adequate and appropriate training to employees in the safe and efficient use of materials.
- Be responsible for the compliance of all federal, state and local safety and health laws and regulations in the use of the materials.

- Provide MSDS sheets for all chemicals used to HSGD's designated representative at start of contract.

C. The provider shall:

- Deliver supplies to the specified storage areas.
- Maintain in the specified storage areas adequate quantity of supplies for provider's employees to refill dispensers in accordance to the required frequency in respective areas.
- Requisition supplies as needed from HSGD's designated representative.
- Provide a monthly report to HSGD's designated representative detailing the usage of supplies by item and building.
- Require each employee to maintain orderliness of the supplies in the specified storage areas.
- Provide adequate and appropriate training of employees in the safe and efficient use of all supplies.
- Properly notify HSGD's designated representatives of the location of any defective dispensers or facilities.
- Be responsible for the compliance of all federal, state and local safety and health laws in the operation of supplies.
- Head Start of Greater Dallas, Inc. prefers the right to select those firms located in Dallas metropolitan area. During the duration of this contract, the contractor shall be required to maintain and operate an office in Dallas metropolitan area.

D. Contract

THE OFFEROR'S PROPOSAL, WHEN PROPERLY ACCEPTED, AWARDED BY THE AGENCY, AND WITH THE AGENCY'S TERMS AND CONDITIONS SIGNED, SHALL CONSTITUTE A CONTRACT EQUALLY BINDING BETWEEN THE CONTRACTOR AND THE AGENCY. A BILATERAL CONTRACT MAY BE ISSUED AS A MATTER OF FORM BUT THE TERMS AND SUBMITTALS THE CONTRACTOR AGREES TO IN THE SUBMISSION OF THIS BID SHALL TAKE PRECEDENCE. NO DIFFERENTIAL OR ADDITIONAL TERMS WILL BECOME PART OF THIS CONTRACT WITHOUT A WRITTEN MODIFICATION, TITLED "AMENDMENT", AGREED TO BY BOTH PARTIES.

E. Change Order

NO ORAL STATEMENT OF ANY PERSON SHALL MODIFY OR OTHERWISE CHANGE OR AFFECT THE TERMS, CONDITIONS OR SPECIFICATION STATED IN ANY RESULTANT CONTRACT. MODIFICATIONS TO THE SCOPE OF THE CONTRACT SHALL BE SUBMITTED IN WRITING AND APPROVAL FOR SUCH A CHANGE MADE IN WRITING BY THE PURCHASING AGENT. A REQUEST FOR CHANGE IS SUBJECT TO INTENSIVE REVIEW AND A CHANGE ORDER GRANTED ONLY IF IT IS DETERMINED BY THE AGENCY TO BE CAUSED BY AN OMISSION OR CHANGE ORIGINATING FROM THE AGENCY'S ACTIONS OR DECISIONS. THE AGENCY RESERVES THE RIGHT TO REJECT ANY OR ALL REQUESTS FOR CHANGE IF IN THE BEST INTEREST OF THE AGENCY.

F. Indemnification

SUCCESSFUL OFFEROR SHALL DEFEND, INDEMNIFY AND SAVE HARMLESS THE AGENCY, ALL ITS OFFICERS, AGENTS AND EMPLOYEES FROM ALL SUITS, ACTIONS, OR OTHER CLAIMS OF ANY CHARACTER, NAME AND DESCRIPTION BROUGHT FOR OR ON ACCOUNT OF ANY INJURIES OR DAMAGES RECEIVED OR SUSTAINED BY ANY PERSON, PERSONS, OR PROPERTY ON ACCOUNT OF ANY NEGLIGENT ACT, ACT OF OMISSION OR ERROR, OR OTHER FAULT OF THE SUCCESSFUL OFFEROR, OR THEIR AGENTS, IN THE PERFORMANCE OF ANY CONTRACT WHICH MAY RESULT FROM THE BID AWARD. CONTRACTOR SHALL PAY ANY JUDGMENT COST WHICH MAY BE OBTAINED AGAINST THE AGENCY GROWING OUT OF SUCH INJURY OR DAMAGES.

G. Insurance

The successful provider shall be required to demonstrate adequacy (As required by the State of Texas for this type of business) of insurance in umbrella form, inclusive of, as a minimum:

General Liability	General Aggregate	$1,000,000
Automobile Liability		$400,000
Worker's Compensation and	Statutory	
Employers' Liability	Each accident	$100,000
	Disease Policy Limit	$500,000
	Disease Each Employee	$100,000

Employee Bonding

Certificate

A certificate of insurance showing the Agency as a certificate holder shall be required prior to any work commencing at any Agency location. A 30 day cancellation provision is required. A private policy meeting the above minimum requirements is acceptable.

H. Silence of Specifications

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the "best commercial/professional practices" are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

I. Confidentiality

The Offeror agrees to keep the information related to all aspects of the Agency in strict confidence. Other than the reports submitted to Head Start of Greater Dallas, Inc., the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to those employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to

immediately notify, in writing, Head Start of Greater Dallas, Inc.'s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

J. Price

The Offeror's proposed price should be submitted separately in its own envelope marked “COST PROPOSAL”. Include information indicating how the price was determined. We are seeking a "all inclusive" and “not to exceed” price. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, equipment costs, and total cost by staff level and any other out-of-pocket or miscellaneous expenses.

As HSGD's major funding are federal dollars, which must be matched with 25% of budget non-federal matching funds. We encourage (not require) all of contractors to help the Agency, as a non-profit community service organization, to meet its obligation through donations of added value services and/or in-kind contributions of products. If the Offeror intends to help meet the Agency’s match through in-kind services or product then please indicate the value and/or percentage of the in-kind with the pricing information. If a discount on catalog products is to be offered in lieu “in-kind” product, then indicate in your bid whether or not this discount is unique to the Agency, due to it’s being a non-profit organization, or is your standard practice (which cannot be counted towards matching funds). This not a determining factor in the selection of a Contractor.

HSGD qualifies for TXMAS, and another governmental cooperative schedule pricing. If your company is on any government or cooperative schedule, please indicate if the above pricing/discounts meet or exceed the schedule pricing and provide the contract number and Agency.

All pricing information should be in a separate envelope for review purposes.

K. Payment

Payment shall be made upon receipt and acceptance by the Agency of **all** services completed and the receipt of a valid and signed invoice with proof of delivery of services, in accordance with the State of Texas Prompt Payment Act, Chapter 2251, Government Code VTCA. Contractor is required to pay any Subcontractors within ten (10) days of receipt of payment from the Agency.

Head Start of Greater Dallas, Inc. reserves the right to challenge and/or reject an invoice or request for payment if the documentation of services provided (proof of delivery of service) is not satisfactory to determining proof of service. Head Start of Greater Dallas, Inc.'s authorized

representative will notify the Offeror of such challenge and/or rejection giving the reason(s). The right to reject an invoice shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

L. Periodic Review

Head Start of Greater Dallas, Inc. and the Offeror will conduct a periodic review of expenses and services provided in order to reduce or maintain costs of overhead and services while maintaining quality at a mutually acceptable level. Both parties will supply to the other pertinent information and assistance for the review process.

Offeror: Please state what provisions will be made to keep the Agency up to date on overhead and service expenses and provide a suggested schedule for review. Please, if applicable, provide a list of services beyond the "Scope of Services" listed above. Please state in your proposal what provisions will be made to keep the Agency up to date and meeting all regulations (Federal, State, & local) as they pertain to the services you provide.

M. Professional Standards

Offeror's personnel assigned to Head Start of Greater Dallas shall, while on the Head Start of Greater Dallas campus, conduct themselves in accordance with the policies and standards of conduct Head Start of Greater Dallas staff operate. At all times conduct shall be professional and exhibiting the "best practices of the industry.

III. OFFEROR'S TECHNICAL QUALIFICATIONS[1]

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Prior Experience

The Offeror should describe its prior experience. Please include at least five (5) local references with names, addresses, contact persons, and telephone numbers having knowledge of prior contracted services provided by the Offeror with other organizations/companies. Experience should include the following categories:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. Be able to comply with the required or proposed performance schedule.
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics; and
5. Be otherwise qualified and eligible to receive an award

B. Organization, Size, and Structure

The Offeror should describe its organization, size (financial, services provided, patient relations, etc.) and structure. A recent annual report and audit should be provided if available. Some documentation to substantiate the fiscal condition of your business needs to be provided in your proposal, such as a D&B, annual, and/or audit report. Indicate, if appropriate, that the firm is a small or minority-owned business and provide third party documentation to substantiate your status. Offeror should include a copy of the most recent customer survey/review, if the Offeror has had a such a survey/review. Please include in your proposal information about the supervisor and custodians to be assigned to our facility. A brief resume or statement of experience, training, education for each individual would be of assistance in our selection process.

C. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the Project.
Descriptions should include:

1. Project team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual project team members.
4. Professional Licenses held by team members

Only include resumes of staff to be assigned to the project. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed, will be considered.

D. Understanding of Agency Needs

Narrative

Please provide an explanation of why and how your company will meet our janitorial needs for our building. Please answer such questions as: What makes your company different from the others? What areas of expertise and experience does your firm have that will be a good fit with our cleaning needs? Are there any health, safety, or environmental regulatory issues that would impact our Agency by using your janitorial services? Describe how you vet your personnel for criminal backgrounds and how the Agency will be protected.

[1] *Provide all requested information… it will be evaluated -section III*

IV. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals shall include three copies of the OFFEROR'S technical qualifications, three copies of the pricing information (in a separately sealed envelope), and three copies of your current Insurance Certifications.

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not address all items included in the specifications.
4. The proposal does not provide the requested references for firms that you have provided like services.
5. The proposal does not provide qualifications, experience, certificates, or licenses for staff members assigned to the project.
6. The proposal does not include the Narrative and Proof of Insurance (Certificate).
7. The Proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would meet Head Start of Greater Dallas, Inc. cleaning standards specifications.

If a proposal is declared nonresponsive by review committee it is final and not subject to review or appeal

C. Review Process

The following Evaluation Tool will be used by a Solicitation Review Committee to score the proposal, the references, and other pertinent information. Upon completion of this Solicitation Review, a recommendation for award of this contract will be made to the Audit and Finance Committee of the Agency's governing Board who will review and decide whether or not to make an award recommendation to the Board.

Head Start of Greater Dallas, Inc. may, at its discretion, request site visits, interviews, and/or presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals. However, Head Start of Greater Dallas, Inc. reserves the right to make an award without further discussion of the proposals submitted**. Therefore, proposals should be submitted initially on the most favorable terms**, from both technical and price standpoints, which the Offeror can propose. It is advisable for the Offeror to be complete and thorough in their response to our requests for information.

Head Start of Greater Dallas, Inc. contemplates award of the contract to the responsible and responsive Offeror who the Review Committee deems as offering the most beneficial contract and best value for the Agency.

OFFEROR MUST PROVIDE ALL INFORMATION REQUESTED.

D. Evaluation

Evaluation of each proposal will be based on the following criteria:

Factors	Point Range
1. Prior experience and history:	
a. Prior experience, if any, providing Janitorial services, to office buildings over 30,000 sq. ft..	0-5
b. Prior experience, if any, providing Janitorial services to stand-alone facilities similar to 3954 Gannon.	0-10
c. Prior experience of janitorial staff to be assigned to the Agency facility	0-5
d. Complaint history/statistics for the last three years (describe source for verification) Prefer customer survey.	0-5
Head Start of Greater Dallas will contact references to verify the experience provided by the Offeror.	
2. Organization, size, and structure of the Offeror's organization. (Considering size in relation to needs of Agency):	
a. Adequate size of the firm (based on description, financial reports, & staffing proposed as well as other considerations from the information given and references.).	0-10
b. Minority/small business.	0-5
3. Understanding of Agency's needs:	
a. Janitorial service of Agency's needs per the narrative, etc.	0-15
b. Legal and/or ethical considerations and other pertinent information in including vetting process for employees etc.	0-5
c. Plan for and suggested scope of the Periodic Review overall description of added value services	0-5
4. Licenses/Insurance Certificates:	
Review of insurance for liability and employees currently in place	0-5
5. Pricing	0-30
MAXIMUM POINTS	100

CERTIFICATIONS

A. Independent Price Determination

a The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
b The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
c The individual signing certifies that the prices quoted in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
d The individual signing certifies that the prices quoted on this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
e The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.

B. The individual signing certifies that the Offeror is a properly licensed, certified, or otherwise legitimate firm recognized to perform business in the State of Texas.

C. The individual signing certifies that the Offeror meets the industry standards of certification, licensing, etc. as relative to the demands of the project.

D. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the specifications for the project. He/she further certifies that no employees or the firm has been cited in respect to performing substandard work, been debarred or suspended from doing work with any Federal, State, or Local Government. (If the Offeror or any individual to be assigned to the project has been found in violation of any state or professional standards, this information must be disclosed.)

E. The individual signing certifies that the Offeror shall carry and keep in force during the contract term (and subsequent terms) professional Liability Insurance, Workers Compensation, and other insurance deemed reasonably necessary by the Agency.

F. The individual signing certifies that neither the Offeror, nor the Offeror's employees, officers, and/or owners are related to, have affiliation with, have business or other financial interests with, or participate in any other activity with employees, Directors, or Policy Council members of the Agency that could be or have the appearance of a *conflict of interest*. If you have any questions concerning this issue, please disclose this and ask the Purchasing Agent to make a determination prior to a contract award. Discovery of a possible *conflict of interest* after the award is grounds for an immediate suspension of the contract which could lead to a default and termination of the contract.

_____ _____
(Offeror's Firm Name) (Signature of Offeror's Representative)

_____
(Printed Name and Title of Individual Signing)

Acknowledged by _____ Date this _____day of 20 _____
Agency Representative

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

By submission of this bid, the bidder certifies, and in the event of a joint bid, each party thereto certifies, as to its own organization, that in connection with this procurement.

The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any manner relating to such prices with any other bidder or with any competitor.

Unless otherwise required by law, the prices which have been bid in this solicitation have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly to any other bidder or to any competitor.

No attempt has been made or will be made by the bidder to induce any person or firm to submit or not to submit a bid for the purpose of restricting competition.

EACH PERSON SIGNING THIS BID CERTIFIES THAT:

They are the person in the bidder's organization who is responsible for the decision as to prices offered herein and that they have not participated in, and will not participate in any action contrary to the statements above; or

They are not the person in the bidders' organization who is responsible for the decision as to the prices being bid herein, but that they have been authorized in writing to act as an agent for the persons responsible for any such decisions. In certifying that such persons for whom they act and themselves have not participated and will not participate in any such action contrary to the statements above.

This is to confirm that _____ (Company Name) is in compliance with applicable Federal, State, County and City regulations, Equal Employment Opportunity Standards per Title 7 Civil Rights Act, Fair Labor Standards and the Americans with Disabilities Act.

_____	_____
Company Name	Representative (Print or Type)
_____	_____
Company Address	Authorized Signature
_____	_____
	Date
_____	_____
Phone Number	Fax Number

In accepting this bid, the Agency certifies that the agency's officers, employees, or agents have not taken any action which may have jeopardized the independence of this bid.

_____

Head Start of Greater Dallas, Inc. Representative

Acceptance of this bid does not constitute the formation of any contract unless this bid has been duly awarded to the Contractor named here in and the Agency's CEO has signed the attached Agency's Terms and Conditions.

Texas Department of
Agriculture H2048

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
FOR COVERED CONTRACTS

DEFINITIONS

Covered Contracts/Subcontract

(1) Any non-procurement transaction which involves federal funds (regardless of amount), including such arrangements as a sub-grant, for example, between TDA and another entity or the Contracting Entity and another entity.

(2) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 3305 (currently $50,000) under a grant or sub-grant.

(3) Any procurement contract for goods or services between a participant and a person under a covered grant, sub-grant, contract or subcontract, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction, including

a. Consultant.
b. Principal investigators.
c. Providers of audit services required by the TDA or federal funding source.
d. Researchers.

Debarment - An action taken by a debarring official in accordance with 2 CFR Part 417, 48 CFR Part 1, or equivalent federal regulations, to exclude a person from participating in covered contracts. A person so excluded is “debarred”.

Grant - An award of financial assistance, including cooperative agreements, or contracts or subcontracts for goods or services entered to carry out an award of financial assistance. A grant may be in the form of money, or property in lieu of money, to an eligible grantee, sub-grantee, or sub-recipient.

Ineligible - a person that is prohibited from entering a covered contract or subcontract because of an exclusion or disqualification.

Participant - any person who submits a proposal for or who enters a covered contract or subcontract, including an agent or representative of a participant.

Person - Any individual, corporation, partnership, association, unit of government, or legal entity, however organized.

Principal - An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or a consultant or other person, whether or not employed by the participant or paid with Federal funds, who— (I) is in a position to handle Federal funds, or (ii) is in a position to influence or control the use of those funds, or (iii) occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Proposal - A solicited or unsolicited bid, application, request, invitation to consider or similar communication by or on behalf of a person seeking to receive a covered contract.

Suspension - An action taken by a suspending official in accordance with 2 CFR Part 471, 48 CFR Part 1, or equivalent federal regulations that immediately excludes a person from participating in covered contracts for a temporary period, pending completion of an investigation and any judicial or administrative proceedings that may ensue. A person so excluded is “suspended”.

Voluntary exclusion - A status of nonparticipation or limited participation in a covered contract or subcontract assumed by a person under the terms of a settlement between the person and one or more agencies. Voluntary exclusion must have government wide effect.

Voluntarily excluded - The status of a person who has agreed to a voluntary exclusion.

Texas Department of
Agriculture H2048

CERTIFICATION

REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Name of Business (Contractor)	**Vendor ID No. or Social Security No.**

(1) The prospective contractor certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application 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 governmental entity (Federal, State, or 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 had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Signature of Contractor Representative

Date

Printed/Typed Name of
Contractor Representative

Printed/Typed Title of
Contractor Representative

Texas Department of Agriculture

Form H2049

CERTIFICATION REGARDING FEDERAL LOBBYING

(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

Federal legislation generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the Federal government. Lobbying with respect to certain grants, contracts, cooperative agreements, and loans is governed by relevant statutes, including among others, the provisions of 31 U.S.C. 1352, as well as common rule, "New Restrictions on Lobbying" published at 55 Federal Register (FR) 6736 (February 26, 1990), including definitions, and the Office of Management and Budget "Government wide Guidance on New Restrictions on Lobbying" and notices published at 54 FR 52306 (December 20, 1989), 55 FR 24540 (June 15, 1990), 57 FR 1772 (January 15, 1992), and 61 FR 1412 (January 19, 1996).

Contracting entities or sponsored sites that contract for goods or services using Federal funds must obtain this certification for any award exceeding $100,000 and if necessary, must obtain the *Standard Form-LLL, "Disclosure Form to Report Lobbying."*

CERTIFICATION

The undersigned 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 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 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.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 this transaction imposed by Section 1352, title 31, U.S. Code. 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.

Name of Organization submitting certification

Name of Organization Representative | Title

Signature of Organization Representative | Date

Standard Terms & Conditions Attachment
(PLEASE SIGN AND RETURN)

Termination: The agreement entered into by Head Start of Greater Dallas and _____, named henceforth as "Contractor," and to which this is attached shall terminate automatically three years from the executed date of this document, unless otherwise stated in the Purchase Order or agreement to which this is attached. If there is a loss of funding or failure of the Contractor to perform satisfactorily, Head Start of Greater Dallas reserves the right to terminate this agreement with thirty (30) days written notice at any time.

Relationship of Parties: It is understood by the parties that the Contractor, is an independent entity with respect to Head Start of Greater Dallas (HSGD), and not an employee of Head Start. HSGD will not provide fringe benefits, including health insurance, paid vacation, or any other employee benefit, for the benefit of the Contractor or the Contractor's employees.

The Contractor shall provide proof of liability insurance, workers compensation (if applicable), and other required proof of insurance within ten (10) days upon acceptance of the P.O. and/or agreement. The proof of Insurance should be a Current Certificate of Commercial General Liability (min. $1 million aggregate coverage limit) citing Head Start of Greater Dallas, Inc. as "additional insured's" and either Workman's Comprehensive or Employee Accident Policy (min. $500,000 per occurrence coverage) if you have any employees that will be performing work on our sites.

Conduct of Personnel: Contractor's personnel assigned to Head Start of Greater Dallas shall, while on the Head Start of Greater Dallas campus, conduct themselves in accordance with the policies and standards of conduct Head Start of Greater Dallas staff operate. At all times conduct shall be professional and exhibiting the "best practices" of the industry.

Confidentiality: Contractor agrees to keep the information related to all aspects of the Agency in strict confidence. Other than reports submitted to Head Start of Greater Dallas, Inc., the Contractor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as necessary to restrict access to the information, while in the Contractor's possession, to those employees on the Contractor's staff who must have the information on a "need-to-know" basis. The Contractor agrees to immediately notify, in writing, Head Start of Greater Dallas, Inc.'s authorized representative in the event the Contractor determines or has reason to suspect a breach of this requirement

Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid.

Entire Agreement: The Agreement, with this attachment, contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement and these Terms and Conditions supersede any prior written or oral agreements between the parties.

Amendment: The Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

Severability: If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

Nonfederal Match: The Contractor for services rendered may contribute as an in-kind donation the difference between the Contractor's normal and customary fees/services and the fees and/or services charged HSGD by virtue of the HSGD being a non-profit organization.

Indemnity: THE CONTRACTOR IS ACKNOWLEDGED AS A INDEPENDENT CONTRACTOR OF THE AGENCY AND AS SUCH WILL INDEMNIFY AND HOLD HARMLESS THE AGENCY FOR ANY AND ALL LOSS, EXPENSE, AND/OR CLAIMS ASSOCIATED WITH OR ARISING OUT OF SUCH INJURY OR DAMAGE DUE TO THE ACTIVITIES OR FROM ANY ACT OR OMISSION OF THE CONTRACTOR, ITS BOARD MEMBERS (IF APPLICABLE), EMPLOYEES, REPRESENTATIVES, FAMILY MEMBERS, INVITEE, AND VOLUNTEERS.

Right of Access to Contractor Records: The Agency, the awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor that are directly pertinent to a specific program (Head Start) for the purpose of making audits, examinations, excerpts and transcripts. Records shall be maintained for at least three years from the termination date of the agreement.

Waiver of Contractual Right: The failure of either party to enforce any provision of the Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Applicable Law: This Agreement shall be governed by the laws of the State of Texas unless superseded by federal law.

Intellectual Property Indemnity: Contractor shall indemnify, defend and hold HSGD harmless against all claims, liabilities, losses, damages, costs and expenses (including legal fees) resulting from or arising in connection with any actual or claimed infringement of any patent, copyright, mask work, trademark, trade secret or other intellectual property, proprietary or contractual right of any third party, with respect to the goods or services provided under the purchase order and/or contract.

Invoice Payment: Unless otherwise specified in the purchase order and/or contract, Payment terms will be Net 30. HSGD has no obligation to pay any amount prior to HSGD's receipt of a correct and proper invoice for such amount prepared in accordance with the purchase order and/or contract. Except as expressly provided in the purchase order and/or contract, Payment shall not be due until final acceptance by HSGD.

Equal Opportunity: During the performance of this contract, the CONTRACTOR agrees to follow:

1. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, age, religion, disability, political belief, sex, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, age, religion, disability, political belief, sex, or national origin. 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. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment, notices to be prepared by the Contracting Officer setting forth the provisions of this Equal Opportunity clause.

2. The CONTRACTOR shall, in all solicitation or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex, or national origin.

CERTIFICATIONS: By returning a signed bid the Contractor agrees to and certifies:

1. The CONTRACTOR shall be in compliance with the Copeland Act, 18 U.S.C. 874, as supplemented by Department of Labor regulations, 29 CFR part 3, providing that each contractor and sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the AGENCY.

2. *The FEDERAL GOVERNMENT and AGENCY shall have "rights to inventions made under this agreement" in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements," and any further implementing regulations issued by HHS (Department of Health and Human Services).*

3. The CONTRACTOR shall take action to ensure that all work is performed in accordance with OSHA guidelines. OSHA requires record keeping and training must be current and on-going.
4. The CONTRACTOR shall, in case actual on-site labor costs exceed $2,000.00, comply with the Davis-Bacon Act and pay employees the rate of pay in accordance with Department of Labor "prevailing wages" schedule (if applicable) and supply the Agency with the DOL (Department of Labor) required certification forms and payroll records.
5. The CONTRACTOR shall to the best of its knowledge or belief, not be currently be debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal or state agency, and are not currently or previously within the past three years been indicted or convicted either civilly or criminally by a governmental entity (local, state or federal) for violations of procurement, consumer, and/or felony statutes.

6 <u>(per 31 U.S.C. 1352):</u>

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

a. no Federal funds have been or shall be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer, employee, or any other person of influence (such as a Member of Congress) within or without the Agency in connection with the awarding of this contract or agreement.

b. if such funds have been paid or will be paid as outlined in subsection 5. (a) the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c. that the Contractor shall require the language of this section (5.) be included in the award documents for all subawards at all tiers, and that all subrecipients shall certify and disclose accordingly.

This section is a material representation of fact upon which reliance was placed when this transaction was made or entered into and submission is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code (Byrd Anti-Lobbying Amendment).

In the event of the CONTRACTOR'S' noncompliance with the above terms, conditions, and certifications or with any state or federal rules, regulations, or orders, this agreement may be canceled, terminated, or suspended, in whole or in part, and the CONTRACTOR may be declared ineligible for further Government contracts. No other terms and conditions may take precedence without the written permission of the Agency.

I have read the above and agree to abide by these terms and conditions. I further by my signature certify that I am an authorized representative of the CONTRACTOR with authority to obligate such to comply with the above except for the following:

Exceptions:

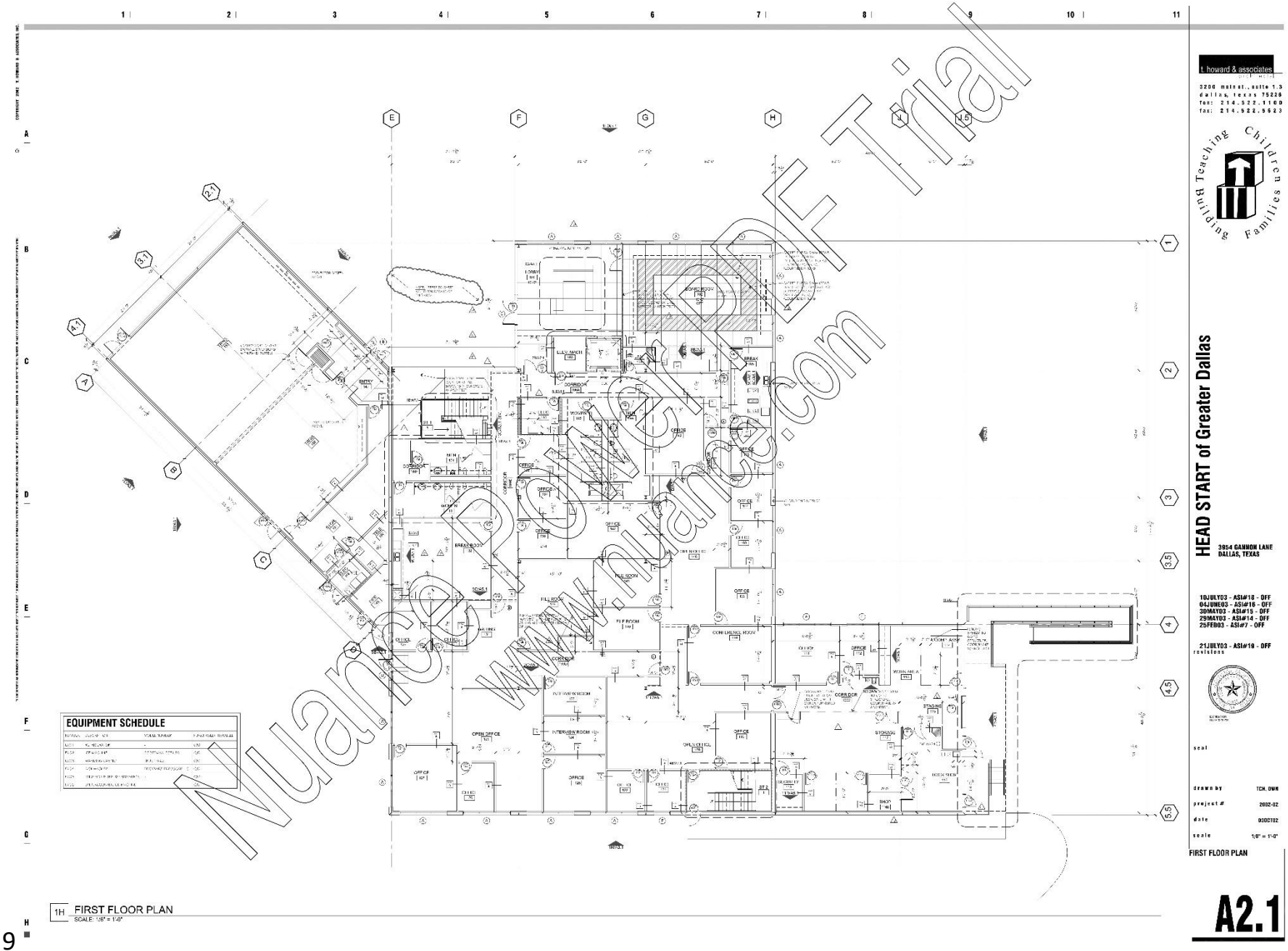
Executed this ____ day of _____, 20____

By:
Contractor _____ Date _____

Title _____

Company _____

By:
Agency _____ Date _____
Head Start of Greater Dallas, Inc.



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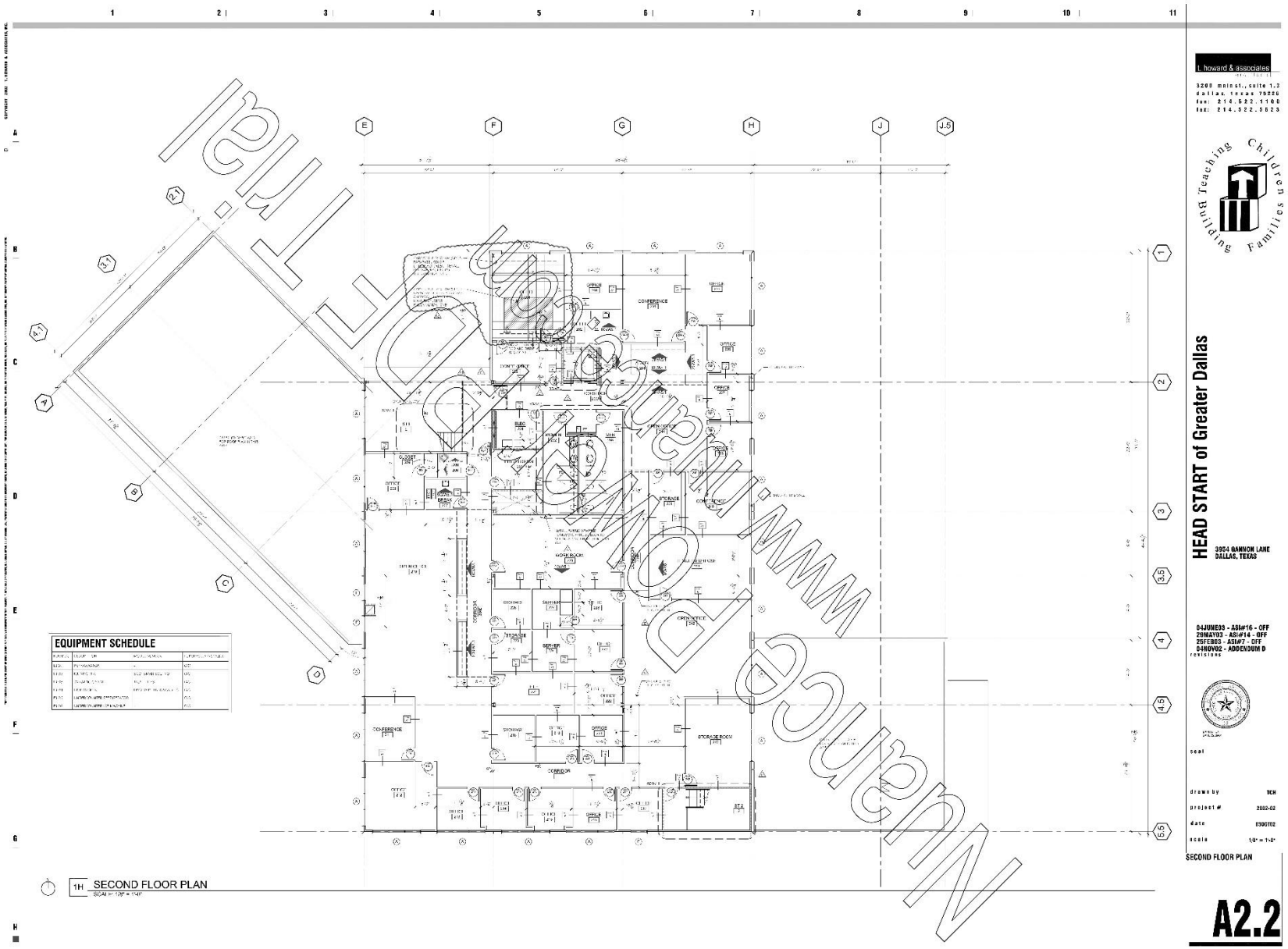

Not to be used for construction

L. howard & associates
3208 maint., suite 1.2
dallas, texas 75226
fax: 214.522.1100
fax: 214.522.5023

Nurturing Teaching Children Building Families

HEAD START of Greater Dallas

3954 GANNON LANE
DALLAS, TEXAS

04JUNE03 - ASI#16 - OFF
29MAY03 - ASI#14 - OFF
25FEB03 - ASI#7 - OFF
04NOV02 - ADDENDUM D
revisions

seal

drawn by	TCH
project #	2002-02
date	010CT02
scale	1/8" = 1'-0"

SECOND FLOOR PLAN

A2.2