

SERVICE AGREEMENT NO. 2125

Custodial Services for Outlying Police Buildings

THIS **Custodial Services for Outlying Police Buildings Agreement** ("Agreement") is entered into by and between the City of Corpus Christi, a Texas home-rule municipal corporation ("City") and Ernestina Luna dba Unified Service Associates ("Contractor"), effective upon execution by the City Manager or the City Manager's designee ("City Manager").

WHEREAS, Contractor has bid to provide Custodial Services for Outlying Police Buildings in response to Request for Bid/Proposal No. 2125 ("RFB/RFP"), which RFB/RFP includes the required scope of work and all specifications and which RFB/RFP and the Contractor's bid or proposal response, as applicable, are incorporated by reference in this Agreement as Exhibits 1 and 2, respectively, as if each were fully set out here in its entirety.

NOW, THEREFORE, City and Contractor agree as follows:

1. **Scope.** Contractor will provide Custodial Services for Outlying Police Buildings ("Services") in accordance with the attached Scope of Work, as shown in Attachment A, the content of which is incorporated by reference into this Agreement as if fully set out here in its entirety, and in accordance with Exhibit 2.
2. **Term.** This Agreement is for 12 months, with performance commencing upon the date of issuance of a notice to proceed from the Contract Administrator or Purchasing Division. The parties may mutually extend the term of this Agreement for up to two additional 12-month periods ("Option Period(s)"), provided, the parties do so in writing and prior to the expiration of the original term or the then-current Option Period. The City's extension authorization must be executed by the City Manager or designee.
3. **Compensation and Payment.** This Agreement is for an amount not to exceed \$109,395.96, subject to approved extensions and changes. Payment will be made for Services completed and accepted by the City within 30 days of acceptance, subject to receipt of an acceptable invoice. All pricing must be in accordance with the attached Bid/Pricing Schedule, as shown in Attachment B, the content of which is incorporated by reference into this Agreement as if fully set out here in its entirety. Any amount not expended during the initial term or any option period may, at the City's discretion, be allocated for use in the next option period.

Invoices will be mailed to the following address with a copy provided to the Contract Administrator:

City of Corpus Christi
Attn: Accounts Payable
P.O. Box 9277
Corpus Christi, Texas 78469-9277

- 4. Contract Administrator.** The Contract Administrator designated by the City is responsible for approval of all phases of performance and operations under this Agreement, including deductions for non-performance and authorizations for payment. The City's Contract Administrator for this Agreement is as follows:

Pat Eldridge
Police Department
Phone: 361-886-2696
Email: Pat@cctexas.com

5. Insurance; Bonds.

(A) Before performance can begin under this Agreement, the Contractor must deliver a certificate of insurance ("COI"), as proof of the required insurance coverages, to the City's Risk Manager and the Contract Administrator. Additionally, the COI must state that the City will be given at least 30 days' advance written notice of cancellation, material change in coverage, or intent not to renew any of the policies. The City must be named as an additional insured. The City Attorney must be given copies of all insurance policies within 10 days of the City Manager's written request. Insurance requirements are as stated in Attachment C, the content of which is incorporated by reference into this Agreement as if fully set out here in its entirety.

(B) In the event that a payment bond, a performance bond, or both, are required of the Contractor to be provided to the City under this Agreement before performance can commence, the terms, conditions, and amounts required in the bonds and appropriate surety information are as included in the RFB/RFP or as may be added to Attachment C, and such content is incorporated here in this Agreement by reference as if each bond's terms, conditions, and amounts were fully set out here in its entirety.

- 6. Purchase Release Order.** For multiple-release purchases of Services to be provided by the Contractor over a period of time, the City will exercise its right to specify time, place and quantity of Services to be delivered in the following manner: any City department or division may send to Contractor a purchase release order signed by an authorized agent of the department or division. The purchase release order must refer to this Agreement, and Services will not be rendered until the Contractor receives the signed purchase release order.

- 7. Inspection and Acceptance.** City may inspect all Services and products supplied before acceptance. Any Services or products that are provided but not accepted by the City must be corrected or re-worked immediately at no charge to the City. If immediate correction or re-working at no charge cannot be made by the Contractor, a replacement service may be procured by the City on the open market and any costs incurred, including additional costs over the item's bid/proposal price, must be paid by the Contractor within 30 days of receipt of City's invoice.
- 8. Warranty.**
- (A) The Contractor warrants that all products supplied under this Agreement are new, quality items that are free from defects, fit for their intended purpose, and of good material and workmanship. The Contractor warrants that it has clear title to the products and that the products are free of liens or encumbrances.
- (B) In addition, the products purchased under this Agreement shall be warranted by the Contractor or, if indicated in Attachment D by the manufacturer, for the period stated in Attachment D. Attachment D is attached to this Agreement and is incorporated by reference into this Agreement as if fully set out here in its entirety.
- (C) Contractor warrants that all Services will be performed in accordance with the standard of care used by similarly situated contractors performing similar services.
- 9. Quality/Quantity Adjustments.** Any Service quantities indicated on the Bid/Pricing Schedule are estimates only and do not obligate the City to order or accept more than the City's actual requirements nor do the estimates restrict the City from ordering less than its actual needs during the term of the Agreement and including any Option Period. Substitutions and deviations from the City's product requirements or specifications are prohibited without the prior written approval of the Contract Administrator.
- 10. Non-Appropriation.** The continuation of this Agreement after the close of any fiscal year of the City, which fiscal year ends on September 30th annually, is subject to appropriations and budget approval specifically covering this Agreement as an expenditure in said budget, and it is within the sole discretion of the City's City Council to determine whether or not to fund this Agreement. The City does not represent that this budget item will be adopted, as said determination is within the City Council's sole discretion when adopting each budget.
- 11. Independent Contractor.** Contractor will perform the work required by this Agreement as an independent contractor and will furnish such Services in its own

manner and method, and under no circumstances or conditions will any agent, servant or employee of the Contractor be considered an employee of the City.

- 12. Subcontractors.** Contractor may use subcontractors in connection with the work performed under this Agreement. When using subcontractors, however, the Contractor must obtain prior written approval from the Contract Administrator unless the subcontractors were named in the bid or proposal or in an Attachment to this Agreement, as applicable. In using subcontractors, the Contractor is responsible for all their acts and omissions to the same extent as if the subcontractor and its employees were employees of the Contractor. All requirements set forth as part of this Agreement, including the necessity of providing a COI in advance to the City, are applicable to all subcontractors and their employees to the same extent as if the Contractor and its employees had performed the work. The City may, at the City's sole discretion, choose not to accept Services performed by a subcontractor that was not approved in accordance with this paragraph.
- 13. Amendments.** This Agreement may be amended or modified only in writing executed by authorized representatives of both parties.
- 14. Waiver.** No waiver by either party of any breach of any term or condition of this Agreement waives any subsequent breach of the same.
- 15. Taxes.** The Contractor covenants to pay payroll taxes, Medicare taxes, FICA taxes, unemployment taxes and all other applicable taxes. Upon request, the City Manager shall be provided proof of payment of these taxes within 15 days of such request.
- 16. Notice.** Any notice required under this Agreement must be given by fax, hand delivery, or certified mail, postage prepaid, and is deemed received on the day faxed or hand-delivered or on the third day after postmark if sent by certified mail. Notice must be sent as follows:

IF TO CITY:

City of Corpus Christi

Attn: Pat Eldridge

Title: Police Management Services Director

Address: 321 John Sartain St., Corpus Christi, Texas 78401

Phone: 361-886-2696

Fax: 361-886-2607

IF TO CONTRACTOR:

Ernestina Luna dba Unified Service Associates

Attn: Samuel J. Salas

Title: General Manager

Address: 414 N. General McMullen Ste.111, San Antonio, TX 78237

Phone: (210)-473-1835

Fax: N/A

17. CONTRACTOR SHALL FULLY INDEMNIFY, HOLD HARMLESS AND DEFEND THE CITY OF CORPUS CHRISTI AND ITS OFFICERS, EMPLOYEES AND AGENTS ("INDEMNITEES") FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, CLAIMS, DEMANDS, SUITS, AND CAUSES OF ACTION OF WHATEVER NATURE, CHARACTER, OR DESCRIPTION ON ACCOUNT OF PERSONAL INJURIES, PROPERTY LOSS, OR DAMAGE, OR ANY OTHER KIND OF INJURY, LOSS, OR DAMAGE, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, ATTORNEYS' FEES AND EXPERT WITNESS FEES, WHICH ARISE OR ARE CLAIMED TO ARISE OUT OF OR IN CONNECTION WITH A BREACH OF THIS AGREEMENT OR THE PERFORMANCE OF THIS AGREEMENT BY THE CONTRACTOR OR RESULTS FROM THE NEGLIGENT ACT, OMISSION, MISCONDUCT, OR FAULT OF THE CONTRACTOR OR ITS EMPLOYEES OR AGENTS. CONTRACTOR MUST, AT ITS OWN EXPENSE, INVESTIGATE ALL CLAIMS AND DEMANDS, ATTEND TO THEIR SETTLEMENT OR OTHER DISPOSITION, DEFEND ALL ACTIONS BASED THEREON WITH COUNSEL SATISFACTORY TO THE CITY ATTORNEY, AND PAY ALL CHARGES OF ATTORNEYS AND ALL OTHER COSTS AND EXPENSES OF ANY KIND ARISING OR RESULTING FROM ANY SAID LIABILITY, DAMAGE, LOSS, CLAIMS, DEMANDS, SUITS, OR ACTIONS. THE INDEMNIFICATION OBLIGATIONS OF CONTRACTOR UNDER THIS SECTION SHALL SURVIVE THE EXPIRATION OR EARLIER TERMINATION OF THIS AGREEMENT.

18. Termination.

(A) The City Manager may terminate this Agreement for Contractor's failure to perform the work specified in this Agreement or to keep any required insurance policies in force during the entire term of this Agreement. The Contract Administrator must give the Contractor written notice of the breach and set out a reasonable opportunity to cure. If the Contractor has not cured within the cure period, the City Manager may terminate this Agreement immediately thereafter.

(B) Alternatively, the City Manager may terminate this Agreement for convenience upon 30 days advance written notice to the Contractor. The City Manager may also terminate this Agreement upon 24 hours written notice to the

Contractor for failure to pay or provide proof of payment of taxes as set out in this Agreement.

- 19. Assignment.** No assignment of this Agreement by the Contractor, or of any right or interest contained herein, is effective unless the City Manager first gives written consent to such assignment. The performance of this Agreement by the Contractor is of the essence of this Agreement, and the City Manager's right to withhold consent to such assignment is within the sole discretion of the City Manager on any ground whatsoever.
- 20. Severability.** Each provision of this Agreement is considered to be severable and, if, for any reason, any provision or part of this Agreement is determined to be invalid and contrary to applicable law, such invalidity shall not impair the operation of nor affect those portions of this Agreement that are valid, but this Agreement shall be construed and enforced in all respects as if the invalid or unenforceable provision or part had been omitted.
- 21. Order of Precedence.** In the event of any conflicts or inconsistencies between this Agreement, its attachments, and exhibits, such conflicts and inconsistencies will be resolved by reference to the documents in the following order of priority:
- A. this Agreement (excluding attachments and exhibits);
 - B. its attachments;
 - C. the bid solicitation document including any addenda (Exhibit 1); then,
 - D. the Contractor's bid response (Exhibit 2).
- 22. Certificate of Interested Parties.** Contractor agrees to comply with Texas Government Code Section 2252.908, as it may be amended, and to complete Form 1295 "Certificate of Interested Parties" as part of this Agreement if required by said statute.
- 23. Governing Law.** This Agreement is subject to all federal, State, and local laws, rules, and regulations. The applicable law for any legal disputes arising out of this Agreement is the law of the State of Texas, and such form and venue for such disputes is the appropriate district, county, or justice court in and for Nueces County, Texas.
- 24. Entire Agreement.** This Agreement constitutes the entire agreement between the parties concerning the subject matter of this Agreement and supersedes all prior negotiations, arrangements, agreements and understandings, either oral or written, between the parties.

[Signature Page Follows]

CONTRACTOR

Signature: Samuel J. Salas

Printed Name: Samuel J. Salas

Title: Ben Manager

Date: 5/4/19

CITY OF CORPUS CHRISTI

Kim Baker
Director of Contracts and Procurement

Date: _____

Attached and Incorporated by Reference:

- Attachment A: Scope of Work
- Attachment B: Bid/Pricing Schedule
- Attachment C: Insurance and Bond Requirements
- Attachment D: Warranty Requirements

Incorporated by Reference Only:

- Exhibit 1: RFB/RFP No. 2125
- Exhibit 2: Contractor's Bid/Proposal Response

Attachment A: Scope of Work

1. General Requirements/Background Information

The Contractor shall provide custodial services as outlined in this Scope of Work. Custodial services apply to all designated spaces including, but not limited to halls, restrooms, office spaces, reception areas, conference rooms, court rooms, auditorium, showers, locker rooms, parking lots, work areas, entrance ways, lobbies, storage areas, elevators, warehouse areas, stairways and stairwells. Cleaning frequencies, cleaning requirements, summary and special cleaning and/or frequency requirements are specified in the scope of work.

2. Scope of Work

A. Contractor Employees

1. The Contractor will furnish an adequate number of employees to perform all work specified within the contract. This will include an on-site supervisor to accompany the work crew after City normal working hours. Work accomplished during normal working hours will be monitored periodically, but does not require an on-site supervisor.
2. The Contractor employees' responsibilities include turning off all lights and securing all windows and doors as each job site is completed.
3. All Contractor employees working under this contract will be identified by a distinctive uniform or other outer garment such as a shirt or blouse; a tee shirt is not acceptable. The employee shall wear a picture style identification card on the upper outer garment. Such garment and identification will be provided by the Contractor and must be approved by the Contract Administrator. Contractor employees found without approved uniform, outer garments or ID's will be removed from the building.
4. Contractor's employees shall conduct themselves in a professional and efficient manner at all times. The Contractor expressly agrees to remove from the site any employee:
 - a. Whose continued employment is deemed by the Contract Administrator to be contrary to the Public interest or inconsistent with the best interests of the City; or
 - b. Who has submitted false or misleading information on any employee information form, i.e., Personal History Statement; or
 - c. Who is found to be in a High Security Area while not in the company of a Police Department employee.
5. The Contractor shall have sufficient equipment, supplies, and personnel to perform all of the work as specified with a minimum of one person per location.

- B. The Contractor will be familiar with and require its employees to become familiar with the method(s) for activating the fire alarm. The Contractor and their employees will observe building regulations regarding smoking and will be cognizant of and observe all requirements for the handling and storage of combustible supplies, materials, and daily disposal of combustible waste, trash, etc.
- C. The Contractor will be responsible for the management of the total custodial effort. This is to include at least the following: the planning and programming for all services described herein, a Quality Control Program record and reporting requirements.
- D. The Contractor's Manager will visit the Contract Administrator or designated representative monthly. Additional meetings will be held at the discretion of the Contract Administrator but not less often than monthly. A mutual effort will be made to resolve all problems identified.
- E. Normal Contractor Working Hours:
1. All work will be performed at the work site during the hours outlined below:

Location	Address	Sq. Ft.	Flooring	Hours
Animal Care, including parking lot	2626 Holly Rd.	25,000	Tile	6 Days Per Week Monday-Saturday 8:00am-12:00pm
Background Investigations	805 Comanche St. 2 nd Floor	5,000	Carpet	5 Days Per Week Monday-Friday 1:00pm-4:00pm
Professional Standards, including parking lot	5805 Williams Dr.	10,000	Carpet/Tile	5 Days Per Week Monday-Friday 1:00pm-5:00pm
Training Center, including parking lot	4510 Corona Dr.	28,000	Carpet/Tile	5 Days Per Week Monday-Friday 8:00am-12:00pm
Calallen Substation	1925 Tuloso Rd	3,090	Carpet	5 Days Per Week Monday-Friday 8:00am-5:00pm including holidays
Flour Bluff Substation	1456 Waldron Rd.	1,000	Tile	7 Days Per Week Monday-Sunday 8:00am-11:00am including holidays

Location	Address	Sq. Ft.	Flooring	Hours
Public Safety Warehouse	1501 Holly Rd., 1 st and 2 nd floor	10,000	Carpet/Tile	5 Days Per Week Monday-Friday 1:00pm-5:00pm including holidays
Vehicle Impound, including parking lot	5485 Greenwood Dr.	530,000	Tile	7 Days Per Week Monday-Sunday 1:30pm-5:00pm including holidays
Shooting Range	9600 Hearn's Ferry Road	2,500	Tile	2 Days Per Week Saturday and Sunday 9:00am-5:00pm CT
Police Fleet Building 5	5352 Ayers	3,000	Tile	3 Days Per Week Monday, Wednesday, Friday 5:30pm- 12:00am (midnight)

2. Locations designated as five days per week must be cleaned Monday through Friday excluding the designated City holidays outlined below:

- a. The first day of January (New Year's Day)
- b. The last Monday of May (Memorial Day)
- c. The fourth day of July (Independence Day)
- d. The first Monday of September (Labor Day)
- e. The fourth Thursday of November (Thanksgiving Day)
- f. The 25th day of December (Christmas Day)
- g. One holiday to be determined by the City

When a holiday listed above falls on a Sunday, the following business day shall be considered as a holiday. When any holiday listed above falls on a Saturday, the preceding Friday shall be considered a holiday. In addition to the above, any day may be designated as a holiday by proclamation of the Mayor, upon approval of the City Council.

3. Those designated as seven days per week must be cleaned every day including holidays.
 4. The locations designated restricted or high security, which require Police personnel presence, will be cleaned between 8:00am and 5:00pm Monday through Friday, excluding City designated holidays.
- F. Access to Police Facilities – It is the Contractor's responsibility to initially obtain keys from the Contract Administrator for access to all designated areas for cleaning. All keys will be returned on the last effective date of the Contract **or the City shall deduct from contractor's last invoice, an amount equal to a \$200.00 fine for each key not turned in to the City.**

1. Access to cleaning areas not considered high security areas will be provided by a set of keys issued to Contractor for the supervisor on site. **Keys will not be duplicated for any reason.** Access to and cleaning in restricted or high security areas will be during normal working hours while City employees are present.
 2. The Contractor will be liable for the loss of any goods, materials, or records which occur as a result of negligence on the part of the Contractor or Contractor employees.
- G. Water and electric power as required for the work in this contract are available at existing outlets at no cost to the Contractor.
- H. Custodial Cleaning Requirements
1. Cleaning will include areas under furniture, furnishings, floor mats, and runners. Small pieces of furniture such as tables, chairs, trash cans, etc. will be moved to facilitate cleaning. Large pieces of furnishings will be restored to their proper locations after cleaning has been completed.
 2. The Contractor will submit to the Contract Administrator for approval a schedule which corresponds to the required tasks and frequencies. General performance requirements for the work are further defined as follows:
 - a. **FLOORS**
 - i. **Tile Floors** (Sweep, Mop, & Buff)
 - Daily – All vinyl tile floors will be mopped with an approved cleaning solution to present a clean appearance, free from dirt, traffic marks, streaks, scuff marks, stains, and foreign matter.
 - Daily – When floors cannot be satisfactorily cleaned otherwise, they will be spot scrubbed.
 - Daily – Floors will be treated with a rejuvenator or finishing compound as necessary and buffed when completely dry to provide a uniform glossy appearance.
 - Daily – All baseboards, doors and walls will be cleaned of any mop and buffer splatters.
 - Daily – Contractor will ensure that contract employees observe all safety precautions including the posting of warning such as Wet Floors.
 - Weekly – Floors will be buffed.
 - Every 6 months – Strip and wax flooring to a high buff finish. (as needed see contract administrator)
 - ii. **Carpeted Floors & Rugs** (Vacuum & Spot Clean)
 - Daily – Carpeted areas, rugs, and mats will be vacuumed free of all loose soil and debris.
 - Daily – Unusual spots, spills, streaks, or stains will be spot cleaned with an approved cleaner.

- Every 6 months – Shampoo and dry all carpets.

b. RESTROOMS & SHOWER STALLS

- i. Daily – (Monday thru Friday) All public restrooms will be cleaned twice daily approximate times 10:00am and 2:00pm. *The night shift will conduct a third cleaning*
- ii. Daily – (Monday thru Friday between 8:00am-5:00pm) Private office restrooms will be cleaned once daily.
- iii. Daily – Restroom fixtures, urinals, lavatories, and sinks will be washed inside and outside utilizing a disinfectant and will be free of dirt.
- iv. Daily – The floor will be wet mopped with a disinfectant.
- v. Daily – Floor mats where provided by the City will be cleaned free of dirt and stains.
- vi. Daily – Walls and partitions will be cleaned free of dirt, streaks, stains, and graffiti to the ceiling.
- vii. Daily – Mirrors will be cleaned and polished.
- viii. Daily – All metal and hardware will be clean and bright.
- ix. Daily – Showers, walls, and floors will be scrubbed free of soap film, dirt, and mildew with an approved cleaner daily.
- x. Daily – All waste receptacles will be emptied and trash deposited in dumpster outside the building.
- xi. Daily – All restroom supply holders including paper towels, toilet tissue, paper toilet seat covers, and soap dispensers will be cleaned and filled daily.
- xii. Twice Weekly – (Mondays & Thursday) An approved liquid live bacterial cleaner will be applied to all restrooms and shower floor drains on assigned days.
- xiii. Once Weekly – Hard water deposits will be removed weekly from all metal hardware such as water faucets and drinking fountains with approved cleaner.
- xiv. Monthly – The floor will have a detailed scrubbing including all edges and corners.

c. OFFICES, OPEN OFFICE SPACE and CONFERENCE ROOMS

- i. Daily – Waste baskets will be emptied and a new trash can liner must be installed if needed, remove torn or wet liners.
- ii. Daily – White boards, where present, will be erased and washed clean along with trays.
- iii. Daily – Thoroughly clean all glass surfaces and doors, including glass in doors and partitions.

- iv. Daily – Door, woodwork trim, benches, walls, and wall partitions will be wiped and spot free.
- v. Daily – Chairs in conference rooms will be neatly arranged around the conference table to present a neat appearance.
- vi. Daily – Paper Shredding Machines will be emptied, cleaned and have a new plastic trash bag installed when needed.
- vii. Weekly – Conference Rooms with wood paneling, wood table, and wooden chairs will be cleaned and polished with a thin layer of furniture polish.
- viii. Weekly – All furniture, desks, equipment including personal computers, printers, kitchen appliances, snack machines, horizontal ledges, and window sills will be dusted.
- ix. Weekly – All desks and tables free of papers, documents, and personal effects of City employee will be cleaned or polished as necessary to maintain an acceptable appearance.
- x. Monthly – Waste baskets will be washed clean free of dirt monthly and when needed if wet or messy.

d. **LOBBIES, ENTRANCES, & RECEPTION AREAS**

- i. Daily – All furniture, fire apparatus, doors, horizontal lodges, and window sills will be dusted and wiped free of dirt and smudges.
- ii. Daily – Drinking fountains will be cleaned and disinfected.
- iii. Daily – Glass windows and walls both inside and out along with railings will be cleaned free of soil and markings including entrance glass doors.
- iv. Daily – Waste baskets will be emptied and a new trash can liner installed if needed, remove torn or wet liners.
- v. Daily – All trash will be deposited in dumpster outside the building.
- vi. Daily – Miscellaneous hardware and bright metal work will be wiped clean daily.
- vii. Daily – The thresholds will be swept and cleaned to remove any debris caught in the tracks.
- viii. Weekly – The door thresholds will be polished with approved cleaner.
- ix. Weekly – Miscellaneous hardware and bright metal work will be polished once a week.
- x. Weekly – Drinking fountain surfaces are to be polished free of stains, smudges, and chemical scale build up.

e. **STAIRS & STAIRWELLS**

- i. Daily – Interior stair landings and steps will be swept daily.

- ii. Weekly – Interior stair landings and steps will be swept, scrubbed, and damp mopped weekly. No wax will be applied to any landing or stairs.
- iii. Weekly – Hand railings, ledges, grills, fire apparatus, and doors will be cleaned and dusted.

f. **ELEVATORS – PUBLIC SAFETY WAREHOUSE**

- i. Daily – All surfaces in the interior and exterior of the elevator cab will be cleaned and polished daily.
- ii. The one passenger elevator will be cleaned daily.
- iii. Daily – Stainless steel areas will be cleaned with an approved stainless steel cleaner.
- iv. Daily – Laminate walls will be wiped with an approved cleaner.
- v. Daily – Vinyl tile floors will be swept and mopped free of all loose soil and debris.
- vi. Weekly – Vinyl tile floors will be waxed and buffed weekly to assure a shiny, clean appearance.

g. **REFUSE DISPOSAL**

- i. Daily – All loose trash removed from the buildings will be placed in plastic bags deposited in outside dumpster.
- ii. Daily – All boxes small or larger will be broken down prior to placing in the dumpster.
- iii. Daily – If requested, the Contractor will pick up and deposit recyclable waste such as computer paper and aluminum cans in containers separate from the general refuse. The City will provide separate containers for deposit of recyclable materials.

h. **KITCHEN, BREAK ROOMS, and VENDING AREA**

- i. Daily – Waste baskets will be emptied and a new trash can liner installed if needed, remove torn or wet liners.
- ii. Daily – All trash will be deposited in dumpster outside the building.
- iii. Daily – All furniture, equipment, appliances, horizontal ledges, and window sills will be dusted.
- iv. Daily – Stove tops, counter tops, sinks, and the exterior of refrigerator, freezers, microwaves, and conventional ovens will be washed clean free of dirt and foreign material.
- v. Daily – All tables, chairs, doors, woodwork, walls, and cabinets will be wiped clean.
- vi. Daily – Chairs will be neatly arranged around the table(s).
- vii. Daily – Thoroughly clean all glass surfaces.

i. **HIGH CLEANING**

- i. Monthly – Clean all window blinds and office windows to remove all lint, litter, and soil.
- ii. Monthly – Clean all air vents in offices, conference rooms, and public spaces to remove all lint, litter, and soil.
- iii. Monthly – Clean all light fixtures, globes, reflectors, and plastic panels will be cleaned – free of bugs, dust, grease and other foreign matter.

j. **EXTERIOR**

- i. Daily – (Monday through Friday) All areas exterior to the buildings consisting of entrance stairs, landings, ramps, and parking lots. (Note: Vehicle Impound has the largest parking lot), sidewalks, exterior landscaped areas, and porches will be maintained free of trash and refuse (including small paper, leaves, empty bottles, cans, cigarette butts, and gum). Please refer to attached Exhibit A-1 Scope of Work: Impound Lot Exterior Perimeter. Circled in the attached photo are the areas that need to be serviced at the Impound Lot besides the trailer office. Those areas include: the front parking spaces outside the fence, the fence line behind the parking spaces, the public ramp outside the front of the trailer office, the fence along the public ramp, the exterior window on the ramp and the back area of the office trailer.
- ii. Daily – Trash will be removed from waste and cigarette receptacles located outside the entrances.
- iii. Daily – (Monday through Friday) Immediately in front of entrances are to be swept to the far edge of the sidewalk. Scrub and remove any bird defecation or gum.
- iv. Daily – (Monday through Sunday) must check the exterior for any obvious trash in the parking lot especially along the fence line.

3. Work Site and Conditions

The City will make available to the Contractor either a janitorial closet or a storage cabinet at each building for janitorial supplies and equipment. Access to the water closets will be shared. The Contractor will assume responsibility for safekeeping of supplies, equipment and facilities and take adequate precautions to ensure areas are kept clean to prevent fire hazards, odors and vermin. Contractor will obtain and post in a conspicuous place OSHA and safety requirements within the facilities for all chemicals used in the performance of this work. At the completion of the contract, areas will be returned to the City in the same condition as received, except for reasonable wear and tear. The Contractor will be responsible for the cost of any repairs caused by negligence on its part or on the part of its employees. The City will not provide any office space to the Contractor. The Contractor is responsible for securing and maintaining the office space necessary for the performance of his work. The Contractor will maintain a telephone by which Contractor's

representative and supervisor can be reached during normal City working hours, Monday through Friday, except City designated holidays, 8:00 a.m. through 5:00 p.m.

4. Contractor Quality Control and Superintendence

- A. The Contractor shall establish and maintain a complete Quality Control Program that is acceptable to the Contract Administrator to assure that the requirements of the Contract are provided as specified. The Contractor will also provide supervision of the work to insure it complies with the contract requirements.
- B. All phases of the services rendered under this contract are subject to inspection by the City both during the Contractor's operation and after task completion. If the Contractor's overall performance is unsatisfactory, the City will so notify the Contractor in writing. The Contractor will reply to such notice in writing. The Contractor will reply to such notice within three working days with appropriate corrective action.
- C. Consequences of Contractor's failure to perform required services:
 - 1. Whenever unsatisfactory services are performed, the City will give the Contractor written notice of deficiencies via email notices.
 - 2. The parties hereto agree that due to the obligations of the Contractor to maintain an effective inspection system, the Contractor is conclusively presumed to have knowledge of any unsatisfactory or incomplete work.
- D. In the case of unsatisfactory or incomplete work, the City will have the option to:
 - 1. Afford the Contractor the opportunity to perform the work within three hours or within an agreed timeframe, in the case of daily services,
 - 2. or afford the Contractor the opportunity to perform the work within 24 hours in the case of all other services.
 - 3. Contractor shall not use the on-site custodian if it results in the non-completion of the minimum 8:00 a.m. to 5:00 p.m. requirements (restricted or high security areas and twice a day requirements), but will either:
 - a. bring in a different custodian;
 - b. Perform the services by other means; or
 - c. Terminate the contract as described in this Agreement; unless
 - d. At the discretion of the Contract Administrator, the City agrees to either have City staff perform the work or hire another firm to complete the work and back-charge the Contractor.
- E. Superintendence by the Contractor
 - 1. The Contractor will have a competent Manager immediately available during normal working hours 8:00am to 5:00pm, including lunch hour, Monday through Friday, excluding City holidays.
 - 2. Manager must be able to respond by phone or in person within 30 minutes and have immediate communications with on-site workers.

3. No services shall be performed unless approved supervisor is in place. If requested by City, Contractor agrees to replace person in supervisor position in order to meet this requirement.
4. Manager will visit and inspect the work site at least twice a month. Manager or owner(s) will schedule time/date of monthly visits with the Contract Administrator.
5. Manager will have the written authority to speak and act for the Contractor.
6. Changes in personnel will be furnished to the Contract Administrator, in writing prior to making such changes or before personnel begin working on the property.

5. Special Instructions

A. Supplies

1. The Contractor will provide all cleaning materials and supplies necessary for the performance of this contract with the exception of restroom consumables such as toilet tissue, paper toilet seat covers, paper towels, trash can liners, and liquid soap which will be furnished by the City. Materials and supplies provided will be compatible with equipment provided by the City, of acceptable industry grade and quality, and subject to approval by the Contract Administrator.
2. The Contractor is responsible for taking action to protect supplies, equipment, and personal property of its employees from loss, theft, or damage.

B. Equipment – The Contractor is required to furnish all equipment necessary for performance of the contract. Such equipment and use of equipment will be subject to inspection and approval of the Contract Administrator prior and during the life of the contract.

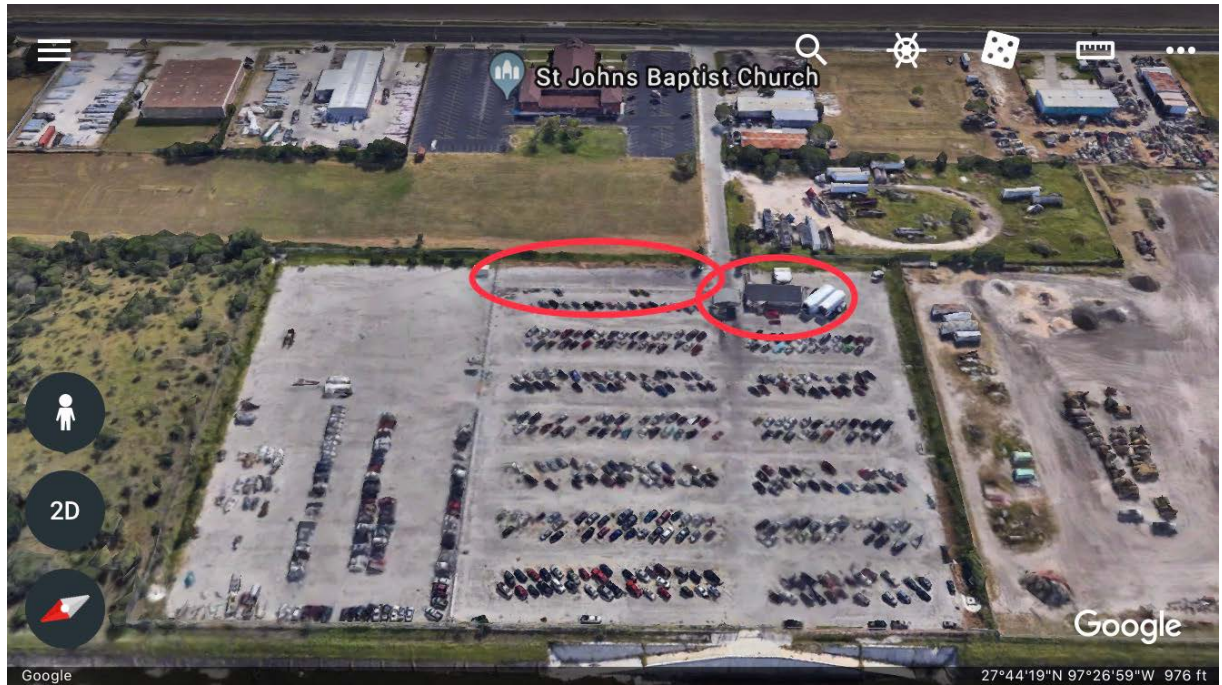
C. Security Requirements – The Contractor will comply with all City Security requirements as follows:

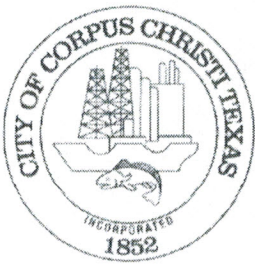
1. Due to the nature of Police information, Contractor employees must have clear Criminal History Backgrounds and this must be verified before each employee is cleared to work in the building.
2. The Contractor will submit the name, address, social security number, birth, copy of driver's license or picture ID of each employee hired for this contract, as well as complete a Personal History Statement and other forms as required for security. It will be the Contract Administrator's decision whether a Contractor's employee is acceptable to work in the Police areas.
3. Contractor employees found to be working in any Police area who have not been cleared in advance will be required to leave the area immediately and the Contractor will be fined \$500.00 for each employee, per instance.
4. There are designated restricted or high security areas that are of even higher concern where Contractor employees must be accompanied by the Police employee at all times. Contractor employees found to be working in any Police restricted or high security area who have not been cleared in advance

or is unaccompanied by a Police employee will be required to leave the area immediately and the Contractor will be fined \$500.00 for each employee per instance.

5. The Contractor will have a supervisor available during all periods the building is being cleaned.
- D. Accident Reporting – The Contractor will maintain an accurate record of and will report to the Contract Administrator all accidents resulting in the death, traumatic injury or occupational disease. All accidents must be reported in writing, in detail, within 24 hours of their occurrence.
- E. Invoices
- A. Contractor's invoices will be submitted to the City's Accounts Payable Department with copies to the Contract Administrator and or designee within five working days following the end of each month in which services are performed.
 - B. Invoices submitted prior to the end of the period will not be processed until the period has been completed.
 - C. The original of each invoice will have attached a summary of work performed and charges.
 - D. On verification of work actually performed and receipt of Contractor submittals, the Contract Administrator will process invoices for payment.
 - E. Payment will be based on a monthly charge based upon the contract price.

Exhibit A-1 Scope of Work: Impound Lot Exterior Perimeter





CITY OF CORPUS CHRISTI PURCHASING DIVISION BID FORM

RFB No. 2125

Custodial Services for Outlying Police Buildings

PAGE 1 OF 1

Date: 4/3/19Bidder: Unified Service AssociatesAuthorized
Signature:

1. Refer to "Instructions to Bidders" and Contract Terms and Conditions before completing bid.
2. Quote your best price for each item.
3. In submitting this bid, Bidder certifies that:
 - a. the prices in this bid have been arrived at independently, without consultation, communication, or agreement with any other Bidder or competitor, for the purpose of restricting competition with regard to prices.
 - b. Bidder is an Equal Opportunity Employer, and the Disclosure of Interest information on file with City's Purchasing office, pursuant to the Code of Ordinances, is current and true.
 - c. Bidder is current with all taxes due and company is in good standing with all applicable governmental agencies.
 - d. Bidder acknowledges receipt and review of all addenda for this RFB.

Item	Description	UNIT	QTY	Unit Price per Month	Total Price
1	Animal Care Division, including parking lot – 2626 Holly Rd.	MO	12	1,678.49	20,141.88
2	Background Investigations – 805 Comanche St., 2 nd Floor	MO	12	638.59	7,663.08
3	Professional Standards, including parking lot – 5805 Williams Dr.	MO	12	944.87	11,338.44
4	Training Center, including parking lot – 4510 Corona Dr.	MO	12	1,624.10	19,489.20
5	Calallen Substation – 1925 Tuloso Rd.	MO	12	622.67	7,472.04
6	Flour Bluff Substation – 1456 Waldron Rd.	MO	12	579.81	6,957.72
7	Public Safety Warehouse – 1501 Holly Rd., 1 st and 2 nd Floor	MO	12	944.87	11,338.44
8	Vehicle Impound, including parking lot – 5485 Greenwood Dr.	MO	12	1,128.70	13,544.40
9	The Shooting Range – 9600 Hearn's Ferry Road.	MO	12	411.69	4,940.28
10	Police Fleet Building 5 – 5352 Ayers St.	MO	12	542.54	6,510.48
Grand Total					109,395.96

Attachment C: Insurance and Bond Requirements

A. CONTRACTOR'S LIABILITY INSURANCE

1. Contractor must not commence work under this contract until all insurance required has been obtained and such insurance has been approved by the City. Contractor must not allow any subcontractor, to commence work until all similar insurance required of any subcontractor has been obtained.
2. Contractor must furnish to the City's Risk Manager and Director of Facilities & Property Management one (1) copy of Certificates of Insurance with applicable policy endorsements showing the following minimum coverage by an insurance company(s) acceptable to the City's Risk Manager. The City must be listed as an additional insured on the General liability and Auto Liability policies **by endorsement**, and a waiver of subrogation **endorsement** is required on all applicable policies. **Endorsements** must be provided with Certificate of Insurance. Project name and/or number must be listed in Description Box of Certificate of Insurance.

TYPE OF INSURANCE	MINIMUM INSURANCE COVERAGE
30-day advance written notice of cancellation, non-renewal, material change or termination required on all certificates and policies.	Bodily Injury and Property Damage Per occurrence - aggregate
COMMERCIAL GENERAL LIABILITY including: 1. Commercial Broad Form 2. Premises – Operations 3. Products/ Completed Operations 4. Contractual Liability 5. Independent Contractors 6. Personal Injury- Advertising Injury	\$1,000,000 Per Occurrence \$1,000,000 Aggregate
AUTO LIABILITY (including) 1. Owned 2. Hired and Non-Owned 3. Rented/Leased	\$1,000,000 Combined Single Limit
WORKERS'S COMPENSATION (All States Endorsement if Company is not domiciled in Texas) Employers Liability	Statutory and complies with Part B of this Exhibit. \$500,000/\$500,000/\$500,000

3. In the event of accidents of any kind related to this contract, Contractor must furnish the Risk Manager with copies of all reports of any accidents within 10 days of the accident.

B. ADDITIONAL REQUIREMENTS

1. Applicable for paid employees, Contractor must obtain workers' compensation coverage through a licensed insurance company. The coverage must be written on a policy and endorsements approved by the Texas Department of Insurance. The workers' compensation coverage provided must be in statutory amounts according to the Texas Department of Insurance, Division of Workers' Compensation. An All States Endorsement shall be required if Contractor is not domiciled in the State of Texas.
2. Contractor shall obtain and maintain in full force and effect for the duration of this Contract, and any extension hereof, at Contractor's sole expense, insurance coverage written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and with an A.M. Best's rating of no less than A-VII.
3. Contractor shall be required to submit renewal certificates of insurance throughout the term of this contract and any extensions within 10 days of the policy expiration dates. All notices under this Exhibit shall be given to City at the following address:

City of Corpus Christi
Attn: Risk Manager
P.O. Box 9277
Corpus Christi, TX 78469-9277

4. Contractor agrees that, with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following required provisions:

- List the City and its officers, officials, employees, and volunteers, as additional insureds by endorsement with regard to operations, completed operations, and activities of or on behalf of the named insured performed under contract with the City, with the exception of the workers' compensation policy;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of Corpus Christi where the City is an additional insured shown on the policy;
- Workers' compensation and employers' liability policies will provide a waiver of subrogation in favor of the City; and
- Provide thirty (30) calendar days advance written notice directly to City of any, cancellation, non-renewal, material change or termination in coverage and not less than ten (10) calendar days advance written notice for nonpayment of premium.

5. Within five (5) calendar days of a cancellation, non-renewal, material change or termination of coverage, Contractor shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Contractor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this contract.
6. In addition to any other remedies the City may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which become due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.
7. Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work covered under this contract.
8. It is agreed that Contractor's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of Corpus Christi for liability arising out of operations under this contract.
9. It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this contract.

2019 Insurance Requirements
Purchasing
Custodial Services
02/18/2019 sw Risk Management

Bond Requirements: No bond requirements necessary for this Service Agreement; Section 5 (B) is null for this Service Agreement.

Attachment D: Warranty Requirements

No product warranties are required; therefore, Section 8(A) and 8 (B) are null for this agreement.