AAMA Maintenance and Janitorial RFP

The Association for the Advancement of Mexican Americans is seeking a vendor to provide maintenance and janitorial services for:

- AAMA 6001 Gulf Freeway Building E. Houston, TX 77023
  - 2 maintenance staff
  - 2 day porters
  - 10 night porters
- Sanchez North 215 Rittenhouse Houston, TX 77076
  - 1 maintenance staff
  - 2 day porters
  - 6 night porters
- Coverage for 204 Clifton Houston, TX 77011
  - 1 day porter

We are currently on a yearly basis contract and would like to create a 2–3-year fixed contract. AAMA is opening an invitation to bid on this project.

RFP Schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post RFP on website</td>
<td>June 29th</td>
</tr>
<tr>
<td>Onsite Prep Proposal Meeting</td>
<td>July 6th</td>
</tr>
<tr>
<td>Location: 6001 Gulf Freeway, Building E. Houston TX 77023</td>
<td>July 6th</td>
</tr>
<tr>
<td>9:00am- 10:30 am</td>
<td></td>
</tr>
<tr>
<td>Question Cut Off Date</td>
<td>July 9th</td>
</tr>
<tr>
<td>Send all questions to</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:canguiano@aama.org">canguiano@aama.org</a></td>
<td></td>
</tr>
<tr>
<td>Answers Posted</td>
<td></td>
</tr>
<tr>
<td>All answers will be posted on our website:</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.aama.org/public-documents/">http://www.aama.org/public-documents/</a></td>
<td></td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>July 13th</td>
</tr>
</tbody>
</table>
All proposals are to be e-mailed to canguiano@aama.org and Mailed (Both methods must be completed and postmarked by April 22nd)
ATT: Carlos Anguiano
6001 Gulf Freeway, Building E.
Houston TX 77023
No Late Submissions will be accepted

Final Evaluation and Selection July 13th

RFP Overview:

I. Site Visit. A mandatory site visit and tour of the facilities will be held prior to the proposal due date. AAMA representatives will be available to answer questions about operation and maintenance practices, problems, concerns and needs. The site visit is mandatory for all prospects who will submit a proposal to ensure full understanding of scope of work needed. All potential vendors will tour the facility at the same time so each hears all questions and answers. Meeting will take place: July 6th from 9:00am to 10:30am. Please confirm your attendance by e-mail to canguiano@aama.org.

II. Review of Written Proposals. Proposals must be prepared as described in Attachment A: Vendor Response. An evaluation team will review and score written proposals based on the evaluation criteria identified below.

III. Criteria General criteria upon which proposals will be evaluated include, but are not limited to, the following:

| 1. Expressed understanding of proposal objectives | 20% |
| 2. Evaluating employee performance. (How do you evaluate your employees and provide training?) | 20% |
| 3. Cost (initial and on-going maintenance fees.) Do you offer cash discounts if invoices paid within 10 days? | 20% |
| 4. Qualifications of the vendor and their personnel experience. | 20% |
5. Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed. 20%

Scope of Cleaning/Facility Needs:

1. Please see attachment B for floor plan and layout of our buildings needing cleaning.
2. A monthly report for facilities and janitorial services will be completed on monthly basis with a vendor representative and an AMMA employee to ensure items are being addressed and corrected. Vendors are required to maintain a monthly average of 95% to be in good standing with AAMA. Please see attached Sample Inspection Form.
3. AAMA will be responsible for the purchase of all consumable materials. Bidding vendors will supply labor and equipment.
4. Staffing needs:
   a. Day porters: to support morning cleaning, including lunch spaces, hallways, offices, and classrooms.
   b. Maintenance person: to perform routine Maintenance, preventative maintenance, and execute work orders as needed. Jobs to include:
      i. Painting projects, landscaping, pressure washing, patching, filling/walls, replacing dealing tiles, lights, ballasts, assembling furniture, setting up furniture.
   c. Evening Cleaning Crew: to support with cleaning
5. Cleaning Needs:
   a. Gulf Freeway Location will have to be cleaned daily both in day and at night.
   b. Sanchez North will have to be cleaned daily both in day and at night.
   c. Clifton Location will have to be cleaned daily only.
   d. All AAMA Locations will have deep cleaning scheduled during spring break, winter break, and summer.
      i. This should include high dusting
      ii. Stripping waxing floors
      iii. Polish and detail fixtures
AAMA Requirements

1. **Tax Exemption**
   a. AAMA is exempt from federal and state and taxes. AAMA will not be responsible for payment of taxes. Tax Exemption Certificates will be provided at the selected vendors request.

2. **Performance, Cancelation, and Termination**
   a. A Vendor’s performance is important as we establish a pool of preferred vendors. As a result, performance before and during the Contract term, will be a major consideration of current Contract award, renewals, and future award considerations. The final written agreement(s) will specify that AAMA reserves the right to terminate the contract without cause with 30 days prior written notice. Failure to perform, in any sense relative to this Contract, may result in the probation and/or termination of this agreement by AAMA on the basis of nonperformance. Non-performance shall be determined as follows:
      
      i. Failure to meet and maintain all AAMA requirements as noted in this RFP;
      
      ii. Failure to maintain appropriate and/or necessary personnel licenses and certifications;
      
      iii. Failure to keep and maintain all required insurance coverage;
      
      iv. Failure to complete agreed upon milestone deadlines.
      
      v. Failure to acknowledge agreed upon warranty for job or equipment.

   b. In the event of termination, AAMA will be relieved of all obligations, except to pay the reasonable value of the vendor’s prior performance (at a cost not exceeding the contract rate, subject to any offers).

3. **Contract Terms:**
   Vital note: Per the 2019 national FBI audit, vendors must now be certified under the federal National Child Protection Act (“NCPA”) to be able to access the Department of Public Safety’s (DPS) Clearinghouse. Only qualifying vendors will be able to adhere to the procedures under Texas Education Code §22.0834.

   a. All contractors or contractor’s employees may be subjected to a background or other checks as may be required by AAMA in its sole discretion;
   b. Payments by AAMA to the contractor will be paid at the conclusion of the work after all of the contract’s terms and conditions have been met;
   c. At AAMA’s election, retainage in the amount of ten percent (10%) will be withheld from contractor’s payment(s) for a period of thirty (30) days after the contract’s completion;
   d. Contractor will prepare a mutually acceptable contract for execution;
e. Contractor will be responsible at its expense for obtaining all permits that may be required by local and/or state authorities, and;
f. The one-year warranty includes both labor and materials and begins after AAMA accepts the work;

g. INDEMNITY. **THE SELECTED VENDOR WAIVES ALL CLAIMS OR CAUSES OF ACTION AGAINST AAMA AND EACH OF THE FOREGOING, ITS AFFILIATED ENTITIES, DIRECTORS, OFFICERS, MEMBERS, MANAGERS, AGENTS, REPRESENTATIVES, CLIENTS, STUDENTS, GUESTS AND EMPLOYEES (THE “AAMA INDEMNITEES”) AND HEREBY INDEMNIFIES AND HOLDS HARMLESS THE AAMA INDEMNITEES FROM ALL CLAIMS OR CAUSES OF ACTION ARISING OUT OF DAMAGE TO ANY PROPERTY OR INJURY TO OR DEATH OF, ANY PERSON IN, UPON, OR ABOUT ANY PORTION OF THE AAMA PROPERTY, LAND OR BUILDINGS, CAUSED BY, RESULTING FROM, ARISING OR GROWING OUT OF OR IN ANY WAY WHATSOEVER CONNECTED WITH THIS CONTRACT OR ACTIVITIES OF THE AAMA INDEMNITEES, INCLUDING, WITHOUT LIMITATION, THE CONTRIBUTORY OR CONCURRENT NEGLIGENCE OF THE AAMA INDEMNITEES. IT IS THE EXPRESSED INTENTION OF AAMA AND **THE SELECTED VENDOR** THAT THE INDEMNITY PROVIDED IN THIS SECTION IS AN INDEMNITY BY **THE SELECTED VENDOR** TO INDEMNIFY AND PROTECT THE AAMA INDEMNITEES FROM THE CONSEQUENCES OF THEIR OWN CONDUCT WHETHER OCCURRING AS THE CONTRIBUTORY OR CONCURRENT CAUSE OF AN ACT OR EVENT GIVING RISE TO AN INDEMNITY OBLIGATION HEREUNDER.

4. **Certificate of Insurance.**

a. **THE SELECTED VENDOR** shall carry and pay premiums for the following insurance types, limits, endorsements, and requirements:
   
i. Commercial General Liability: $2,000,000.00 combined single limit, bodily injury, personal injury and property damage, per occurrence
   ii. Personal and Advertising Injury: $1,000,000 per occurrence
   iii. Employers Liability: $1,000,000.00 each accident/policy/employee
   iv. Automobile Liability: $2,000,000.00 combined covering all owned, non-owned, leased and hired vehicles.
   v. Workers Compensation: Texas Statutory Benefits
   vi. General Aggregate: $2,000,000.00 aggregate per location
   vii. Products and Completed Operations Liability: $1,000,000.00 aggregate
   viii. Fire Legal Liability: $100,000.00 per fire

b. **Umbrella Liability**: $1,000,000.00 per occurrence and in the aggregate providing excess coverage over Employers Liability, Commercial General Liability and Automobile Liability. AAMA and each of the foregoing, its
affiliated entities, directors, officers, members, managers, agents, representatives, students, guests and employees shall be named as additional insureds in all of the policies listed above, except Workers' Compensation. A Waiver of Subrogation endorsement in favor of AAMA shall be issued on all policies. Each policy required shall contain an endorsement that it will be primary over any collectible insurance insuring AAMA.

i. The Certificate of Insurance shall state that the applicable polices have been endorsed as required herein.

ii. All required insurance will be placed with carriers licensed to do business in Texas and have a rating in the most current edition of A.M. Best’s Property Casualty Key Rating Guide that is reasonably acceptable to AAMA.

iii. AAMA shall be provided thirty (30) days written notice of cancellation or non-renewal.

iv. The Certificate of Insurance shall be sent directly to AAMA by either the insurance broker or insurance companies. Receipt of the Certificate of Insurance from THE SELECTED VENDOR is not acceptable.
AAMA Maintenance and Janitorial RFP Attachment A: Vendor Background and Approach

For further information, please contact:

Carlos Anguiano
canguiano@aama.org
713-92-2316 (phone)
713-926-8035 (fax)

Delivery method:

Mailing Address:

To: Carlos Anguiano
Attention: Carlos Anguiano

Mailing Address: 6001 Gulf Freeway, Building E.
Houston, TX 77023

Due Date: Emailed and postmarked by July 13th (both must be completed)

Please Note:

- Please use the electronic copy of this RFP so you can enter your responses.
- Answer all questions or state “N/A” if not applicable.
- Please number and respond in blue font to help us distinguish answers.
- Number all pages and attachments.
- Please Mail One Copy AND e-mail a soft copy to canguiano@aama.org
1. Vendors General Information

General Firm Information
i. Type of Firm (corporation, partnership, sole proprietorship, joint venture)

ii. Year Firm Established. Number of years has your firm been in business under its present business name

iii. Other Firm Names. Indicate all other names by which your organization has been known and the length of time known by each name.

iv. Parent Company. If applicable, state name, address, former name if applicable, tax identification number

Experience of Firm
i. Years in Business.

ii. Full-Time Personnel. Indicate the number of full-time personnel employed by your firm

iii. List any special accreditations. Is your firm accredited by any organization? Is your firm pre-qualified for work through the U.S. Department of Energy or U.S. Department of Education? Describe the relevance or importance of any accreditations or pre-qualifications with regard to this project.

Project History.

i. Briefly describe any big Janitorial Contracts that your company has managed within the last 2 years. If Applicable, list examples of jobs you have done with nonprofits or buildings in similar size.

References.

i. Names and contact information of owner(s)' representatives who can serve as references.

Personnel Information

i. Qualifications and Experience. Describe the number and quality of staff you currently have to conduct technical analysis, engineering design, construction management, construction, training and post-contract monitoring.
ii. **Subcontractors.** Describe the nature of work generally conducted by subcontractors.

**Scope of Services**

i. **Types of Services.** Summarize the scope of services available from your firm and approximate costs based on the information provided.

ii. **Expertise in Systems.** Describe your ability to offer services to improve our cleaning and maintenance.

iii. **Provision of Insurance.** Generally, describe your capability to secure insurance policies.

**Financial Soundness**

i. **Financial Statement.** Attach your firm's most recent financial statement or annual report for each of the last three years.

2. **Approach**

i. Please describe your technical approach to our cleaning facility needs. As well as:
   a. How often will you train your staff?
   b. How will you measure success?
   c. What obstacles do you foresee?
AAMA Campus
6001-E Gulf Freeway
Houston, TX 77023
2021 - 2022

MODULAR BUILDINGS

Science TBD
Ext 3021
Miguel

Kyle
Solares

Woodley
Valle

Walker
CTE TBD

Stevens
Robertson

Sindelar
Chandler

SPED
OFFICE

Multipurpose
Subulade

SPED
ESL

- Sindelar AV
- Walker BMF
- Stevens HS
- Robertson 9th/10th
- Miguel 11th/12th
- Law 8th
- Kassa 6th/7th
- Thigpen 6th/7th
- Woodley 9th/10th
- TBA 11th/12th
- Valle 11th/12th
- Solares 8th (Art)
- Henry 6th/7th
- Brown 9th/10th
- McWhirter 6th/7th
- Nelson 8th
- TBA 9th/10th
- TBA 11th/12th
## Custodial Inspection Report

### Campus: __________________________  Date: __________________________

<table>
<thead>
<tr>
<th>ENTRANCE</th>
<th>OFFICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance walk free of litter?</td>
<td>15</td>
</tr>
<tr>
<td>Entrance glass free of smears?</td>
<td>10</td>
</tr>
<tr>
<td>Walls clean and free of spots?</td>
<td>10</td>
</tr>
<tr>
<td>Lights clean and clear?</td>
<td>8</td>
</tr>
<tr>
<td>Floor finished and clean?</td>
<td>15</td>
</tr>
<tr>
<td>Corners and baseboards clean?</td>
<td>13</td>
</tr>
<tr>
<td>Vents clean?</td>
<td>7</td>
</tr>
<tr>
<td>Walk off mats clean &amp; in place?</td>
<td>12</td>
</tr>
<tr>
<td>Ledges clean &amp; free of dust?</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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### CLASSROOMS

<table>
<thead>
<tr>
<th>Wing/Bldg</th>
<th>Area</th>
<th>Floor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows &amp; white/chalk boards clean?</td>
<td>13</td>
<td>Windows clean?</td>
<td>7</td>
</tr>
<tr>
<td>Walls clean and free of spots?</td>
<td>10</td>
<td>Walls clean &amp; free of spots?</td>
<td>10</td>
</tr>
<tr>
<td>Vents clean?</td>
<td>9</td>
<td>Vents clean &amp; Water fountain clean?</td>
<td>7</td>
</tr>
<tr>
<td>Lights clean and clear?</td>
<td>10</td>
<td>Lights clean and clear?</td>
<td>10</td>
</tr>
<tr>
<td>Counters clean/blinds clean?</td>
<td>10</td>
<td>High dusting completed?</td>
<td>15</td>
</tr>
<tr>
<td>Furniture clean &amp; arranged?</td>
<td>15</td>
<td>Non-slip material intact/ramps swept?</td>
<td>10</td>
</tr>
<tr>
<td>Wastebaskets clean &amp; have net liner?</td>
<td>12</td>
<td>Floor finished/vacuumed &amp; cleaned?</td>
<td>15</td>
</tr>
<tr>
<td>Floor finished/vacuumed and cleaned?</td>
<td>15</td>
<td>Corners &amp; baseboards clean?</td>
<td>8</td>
</tr>
<tr>
<td>High dusting completed?</td>
<td>10</td>
<td>Ledges &amp; rails clean?</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>104</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>92</strong></td>
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</table>

### RESTROOMS

<table>
<thead>
<tr>
<th>Wing/Bldg</th>
<th>Area</th>
<th>Floor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mirrors clean?</td>
<td>10</td>
<td>Floor clean?</td>
<td>10</td>
</tr>
<tr>
<td>Walls clean and free of spots?</td>
<td>10</td>
<td>Locker room clean?</td>
<td>10</td>
</tr>
<tr>
<td>Vents clean?</td>
<td>7</td>
<td>Bleachers clean?</td>
<td>10</td>
</tr>
<tr>
<td>Lights clean and clear?</td>
<td>10</td>
<td>Dusting completed?</td>
<td>10</td>
</tr>
<tr>
<td>Counters clean?</td>
<td>13</td>
<td>Water fountain clean?</td>
<td>10</td>
</tr>
<tr>
<td>Fixtures clean and flushed?</td>
<td>15</td>
<td>Backboards clean?</td>
<td>10</td>
</tr>
<tr>
<td>Wastebaskets clean and have new liner?</td>
<td>12</td>
<td>Ledges &amp; rails clean?</td>
<td>10</td>
</tr>
<tr>
<td>Floor clean &amp; odor free?</td>
<td>15</td>
<td><strong>TOTAL</strong></td>
<td><strong>70</strong></td>
</tr>
<tr>
<td>High dusting completed?</td>
<td>8</td>
<td><strong>N/A</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>57</strong></td>
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### GYM

<table>
<thead>
<tr>
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<th>Area</th>
<th>Floor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor clean?</td>
<td>10</td>
<td>Floor clean?</td>
<td>10</td>
</tr>
<tr>
<td>Locker room clean?</td>
<td>10</td>
<td>Locker room clean?</td>
<td>10</td>
</tr>
<tr>
<td>Bleachers clean?</td>
<td>10</td>
<td>Bleachers clean?</td>
<td>10</td>
</tr>
<tr>
<td>Dusting completed?</td>
<td>10</td>
<td>Dusting completed?</td>
<td>10</td>
</tr>
<tr>
<td>Water fountain clean?</td>
<td>10</td>
<td>Water fountain clean?</td>
<td>10</td>
</tr>
<tr>
<td>Backboards clean?</td>
<td>10</td>
<td>Backboards clean?</td>
<td>10</td>
</tr>
<tr>
<td>Ledges &amp; rails clean?</td>
<td>10</td>
<td>Ledges &amp; rails clean?</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>70</strong></td>
<td><strong>TOTAL</strong></td>
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</table>

### LIBRARY

<table>
<thead>
<tr>
<th>Wing/Bldg</th>
<th>Area</th>
<th>Floor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dusting Completed</td>
<td>10</td>
<td>Table tops clean?</td>
<td>10</td>
</tr>
<tr>
<td>Walls clean &amp; free of spots?</td>
<td>10</td>
<td>Windows clean?</td>
<td>10</td>
</tr>
<tr>
<td>Vents clean/lights clean &amp; clear?</td>
<td>7</td>
<td>Vents?</td>
<td>7</td>
</tr>
<tr>
<td>Carpet clean?</td>
<td>15</td>
<td>Kitchen?</td>
<td>10</td>
</tr>
<tr>
<td>Furniture clean &amp; arranged?</td>
<td>15</td>
<td><strong>TOTAL</strong></td>
<td><strong>62</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>57</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>N/A</strong></td>
</tr>
</tbody>
</table>

### MISCELLANEOUS / COMMENTS

**POSSIBLE POINTS:** 551  
**TOTAL SCORE:** 492  
**AVERAGE:** 89.3%

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**School Director / Designee Signature**  
Date: __________________________

**Inspector Signature**  
Date: __________________________

Carlos Anguiano