



**INVITATION FOR BIDS  
JANITORIAL AND CLEANING SERVICES  
FOR THE VILLAS AT EASTWOOD  
IFB 19-03**

**ISSUE DATE: MARCH 11, 2019  
DUE DATE: April 1, 2019 @ 2:00PM**

**8933 INTERCHANGE DRIVE  
HOUSTON, TX 77054**





8933 Interchange  
Houston, Texas 77054  
Tel: 713-578-2100  
Fax: 713-669-4594

---

**INVITATION FOR BIDS**  
**for**  
**Janitorial and Cleaning Services for The Villas at Eastwood**  
**IFB NO. 19-03**

The Harris County Housing Authority (“**HCHA**”) on behalf of The Villas at Eastwood is requesting bid submissions for janitorial and cleaning services (Offerors), for The Villas at Eastwood a 200 unit multi-family/mixed use development located at 1933 Hussion Street, Houston, TX 77003.

This **IFB** contains submission requirements, the scope of service, period of service, terms and conditions and other pertinent information for submitting a proper and responsive bid. **IFB** #19-03 will be posted on **March 11, 2019** and can be downloaded from **HCHA**’s website [www.hchatexas.org](http://www.hchatexas.org).

Prospective **Offerors** desiring any explanation or interpretation of this solicitation must make the request in writing no later than **March 19, 2019**. The request must be emailed to [finance@hchatexas.org](mailto:finance@hchatexas.org). Any information given to a prospective **Offeror** about this solicitation will be furnished to all other prospective **Offerors** as a written amendment to the solicitation. All amendment(s) to this solicitation, if issued, will be posted on **HCHA**’s website [www.hchatexas.org](http://www.hchatexas.org). All **Offerors** are encouraged to check the **HCHA** website for amendment(s) issuance.

The bid(s) must be enclosed in a sealed envelope and labeled as follows: **Janitorial and Cleaning Services for The Villas at Eastwood – Invitation for Bids. IFB #19-03, Due Date and Time: April 1, 2019, 2:00 P.M. (CST), Name of Offeror: \_\_\_\_\_.**

The **IFB** submission must be addressed to **Attn: Finance Department, Harris County Housing Authority on Behalf of The Villas at Eastwood, 8933 Interchange Drive, Houston, Texas 77054**. Submissions may also be emailed as a PDF attachment to [finance@hchatexas.org](mailto:finance@hchatexas.org).

Submittals must reach **HCHA** no later than **2:00 P.M. (CST)** on **April 1, 2019**. Late submissions will be handled in accordance with the provisions in Form HUD-5369-B title “Late Submissions, Modifications, and Withdrawal of Offers.” Submittals will be held in confidence and will not be released in any manner until after the contract award.

Submittals will be evaluated on the criteria stated in the **IFB**. Negotiations may be conducted with **Offerors** who have a reasonable chance of being selected. After evaluation of the bids, if any, the contract will be awarded to the responsible **Offeror(s)** whose qualifications, project bid and other factors considered are the most advantageous to **HCHA**.

**HCHA** reserves the right to reject any and all submissions.

**TABLE OF CONTENTS**  
**IFB NO. 19-03**

1.	Introduction	4
2.	Procurement Schedule	4
3.	Deliverables	5
4.	Scope for Janitorial and Cleaning Services	5
5.	Offeror Personnel Guidelines	7
6.	Offeror Responsibility	7
7.	Submission Requirements	7
8.	Evaluation/Selection Criteria and Process	8
9.	Insurance	8
10.	Payments	8
11.	Confidentiality of Bids	9
12.	Minority/Women Business Participation	9
13.	Availability of Records	9
14.	Pertinent Federal Regulations with regard to Nondiscrimination and Equal Opportunity	9

**ATTACHMENTS:**

<b>Attachment A:</b>	Conflict of Interest Questionnaire (CIQ)
<b>Attachment B:</b>	M/WBE Participation Form
<b>Attachment C:</b>	Affirmative Action for Disabled Workers
<b>Attachment D:</b>	Instructions to Offerors for Non-Construction (Form HUD-5369-B)
<b>Attachment E:</b>	Certifications and Representations of Offerors for Non-Construction Contracts (Form HUD 5369-C)
<b>Attachment F:</b>	Form of Non-Collusive Affidavit
<b>Attachment G:</b>	Certification of Payments to Influence Federal Transactions
<b>Attachment H:</b>	Declaration (Required Submission)
<b>Attachment I:</b>	Section 3 Policy
<b>Attachment J:</b>	Ethics Policy

## I. INTRODUCTION

Harris County Housing Authority (**HCHA**), on behalf of The Villas at Eastwood is seeking bids from interested janitorial and cleaning companies referred to as the “Offeror,” for The Villas at Eastwood, a 200 unit, mixed-use/mixed income property located at 1933 Hussion Street, Houston, TX 77003.

The Villas at Eastwood consists of three residential buildings ranging from 4 to 5 stories and includes 144 surface parking spaces on 3.8 acres of land. Buildings 1 and 2 will include of 110 apartment units in two “L” shaped 4-story wood frame structures on the south side of the site with a courtyard between the two structures. Building 2 will include 5,861 SF of supportive service space and offices on the ground floor serving the residents of the development. Building 3, on the north side of the site, will consist of 90 apartment units in one 5-story wood frame structure. HCHA offices, comprising 18,800 square feet, will be located on the 1st and 5th story of this building.

Offerors are required to submit written bids that present the Offeror’s qualifications and understanding of the services to be performed. The Offeror’s bids should be prepared simply and economically and should provide all information it considers pertinent to its qualifications for the scope of services contained herein. Emphasis should be placed on completeness of services offered and clarity of content of the bid.

The duration and contract for services shall be for two (2) years with the option renew for two (2) additional years.

The bid must be submitted no later than 2:00 PM on Monday, April 1, 2019, to the following mailing or e-mail address:

Harris County Housing Authority  
On Behalf of The Villas at Eastwood  
Attn: Finance Department  
8933 Interchange Drive  
Houston, TX 77054  
E-mail: [finance@hchatexas.org](mailto:finance@hchatexas.org)

## II. PROCUREMENT SCHEDULE

The anticipated schedule for the **IFB** is as follows:

### SCHEDULE

<u>EVENT</u>	<u>DATE</u>
Advertised	March 10 and March 17, 2019
Post on <b>HCHA</b> Website	March 11, 2019
Pre-Submission Conference	N/A
Receipt of Written Questions	March 19, 2019
Response to Written Questions	March 21, 2019
Submission Date	April 1, 2019

### III. DELIVERABLES

If submitting a hard copy, one (1) original bid and three (3) copies of the typewritten submission, including all required information, must be executed and submitted in a sealed envelope or package. Any handmade corrections made in the bid must be initialed by the principal or authorized officer of the **Offeror**. The original bid must bear the original signature of a principal or authorized officer of the **Offeror**.

Bids may also be emailed as a PDF attachment to [finance@hchatexas.org](mailto:finance@hchatexas.org). If submitting an electronic copy, only one (1) bid need be emailed. Electronic submission of the bid shall be considered signed by a principal or authorized representative of the **Offeror**. **Electronic submissions must be received by the due date and time for consideration.**

**Offerors** are solely responsible for ensuring that their bids are received by the time and date stated. Receipt at **HCHA** after the due date and time specified will be cause for rejection.

#### Bid Due Date/Time:

Bids must be submitted on or before **2:00 p.m. CST on April 1, 2019** in a bound and sealed envelope or package or by email attachment. If submitting a hardcopy submission of the bid, the face of the envelope or package must contain, in addition to the address below, the title “**Janitorial and Cleaning Services for The Villas at Eastwood**” – Invitation for Bids. **IFB #19-03, Due Date and Time: April 1, 2019, 2:00 P.M. (CST), Name of Offeror: \_\_\_\_\_.**” If submitting an electronic copy of the bid, the subject line must contain the title “**Janitorial and Cleaning Services for The Villas at Eastwood**” – Invitation for Bids. **IFB #19-03, Due Date and Time: April 1, 2019, 2:00 P.M. (CST), Name of Offeror: \_\_\_\_\_.**”

#### Submission Place/Address

Bids must be submitted to **Attn: Finance Department, Harris County Housing Authority, 8933 Interchange Drive, Houston, Texas 77054** or by email to [finance@hchatexas.org](mailto:finance@hchatexas.org).

Bids by telegram, telephone, or facsimile, or handwritten bids, will not be accepted by **HCHA**.

### IV. SCOPE FOR JANITORIAL AND CLEANING SERVICES

HCHA on behalf of The Villas at Eastwood is seeking janitorial services for The Villas at Eastwood. The following is the square footage of cleanable area for each building:

<b>The Villas at Eastwood – 1933 Hussion Street</b>	
Building 1	10,090 sqft. (estimated)
Building 2	15,950 sqft. (estimated)
Building 3	31,200 sqft. (estimated)

1. The following tasks will be performed daily:

- Hard surface floors will be swept and/or mopped with dust-control treated mops or other effective tools, and spray buffed as needed. Floors are to be left clean and dust-free.
- Carpets will be vacuumed and spot-cleaned where necessary. Spills will be removed where needed.
- Kitchen areas will be damp-mopped.

- Restrooms will be swept, mopped, and rinsed with a disinfectant detergent.
- All fixtures, commodes, etc. are to be cleaned and sanitized. Sanitary napkin receptacles are to be cleaned and sanitized.
- Towel and tissue receptacles will be filled from HCHA stock.
- Hand soap dispensers will be filled from HCHA stock.
- Stall partitions and tile walls will be cleaned.
- All fittings and supply pipes will be kept clean.
- Mirrors will be cleaned.
- Spots, stains, and splashes will be removed from wall areas adjacent to hand basins, and all stainless-steel areas.
- Floor drains will be kept clear and free from debris.
- Waste receptacles are to be emptied and waste placed into dumpster.
- All office furniture, including but not limited to desks, filing cabinets (including tops), bookcases, chairs, and tables is to be dusted. Telephones, and other items are to be moved, dusted under, and returned to their original position.
- Windowsills, low ledges, picture frames, etc., are to be dusted.
- Tables and chairs in lounges and kitchens are to be damp-wiped.
- Entrance door glass/hardware and doors to offices and restrooms are to be cleaned.
- Smudges are to be removed from partition glass.
- Counter tops and exteriors of kitchen appliances are to be wiped clean.
- Drinking fountains are to be cleaned and sanitized.
- Janitorial closets will be kept neat, clean, and odor-free.
- A minimum of lighting is to be used while working. All lights are to be turned off when nightly cleaning is completed.
- Sweep outside front door and pick-up litter and empty trash receptors within five feet (5) of the door.

2. The following tasks will be performed daily:

- Tile floors and stairwells are to be damp mopped and spray buffed.
- Baseboards are to be cleaned.
- All blinds are to be dusted or cleaned.
- Doors to offices and restrooms are to be cleaned.
- Kick plates and light switches are to be kept clean.

3. The following tasks are to be performed quarterly:

- Tile floors are to be cleaned, buffed, and waxed. (Please notify Manager when task will be done)
- Wastebaskets are to be cleaned inside and out.
- Stoves and refrigerators will be cleaned inside and out. All old food items will be removed and placed in trash receptacles.
- All interior sides of windows will be cleaned.
- All air registers will be dusted.

4. The following services will be provided at HCHA's request:

- Carpets and cloth chairs will be shampooed as requested.
- Additional stripping, waxing, and buffing of floors will be performed as requested.

## **V. OFFEROR PERSONNEL GUIDELINES**

1. Janitorial personnel will be expected to conduct themselves in accordance with the following guidelines:

- No vehicles are to be parked in reserved spaces.
- Janitorial personnel will be considerate of HCHA personnel working late in the building. No boisterous conduct will be tolerated.
- Janitorial personnel should not use office machines including, but not limited to, typewriters, copiers, adding machines, and computers.
- Janitorial personnel will not, under any circumstances, open an exterior door to permit a person or persons to enter or exit the building.
- Visitors or relatives will not be allowed in HCHA facilities during assigned work hours except in the case of an emergency. Relatives include children, children will not be allowed.
- There will be no loitering on HCHA premises. Once work is completed, janitorial personnel must leave the building.
- Articles found on the floors, such as pens, paper, etc., should not be considered trash but should be placed on the nearest desk or table.
- No eating, drinking, or smoking will be permitted on HCHA premises except in designated areas.
- Outside doors shall be kept closed and locked to prevent intrusion from outside.
- Contractor and his/her employees – If the building alarm is disengaged securing or unsecuring the building; the contractor will be responsible for any charges incurred for false alarms.

2. Miscellaneous

- The contractor will supply GHA with a list of employees who will be providing janitorial services.
- The contractor shall leave a notice of any irregularities observed while cleaning including, but not limited to, doors found unlocked, lights left on, defective plumbing, inventory requirements, and restroom supplies needed, in the office of the Vacancy Supervisor.
- Each management office must be properly notified anytime the cleaning crew will not be at their site for cleaning.

## **VI. OFFEROR RESPONSIBILITY**

A pre-employment screening and evaluation shall be conducted by the offeror to assess the suitability of a prospective employee prior to assignment to a location site. The offeror shall screen all prospective employees prior to job site assignment.

The successful offeror shall provide all necessary labor and equipment to accomplish the work outlined within the solicitation. HCHA will provide trash liners, paper towels, hand soaps, toilet paper, toilet seat covers, sanitation bags, and urinal screens.

## **VII. SUBMISSION REQUIREMENTS**

The bid must include:

- Minimum requirements for anticipated staff to be hired for this proposed service, including the hourly rate of pay and proposed benefits.
- If existing personnel are to be utilized to fill these positions, resumes for each outlining their experience.
- Resumes for personnel responsible for the management and supervision of the firms employees.

- Your firm's proposed cleaning plan/strategy which addresses cleaning the spaces required.
- Identify your plan for employment and training opportunities.
- A description of your policies and procedures and how they will be used in the conduct of this proposed contract.
- A minimum of three references with at least one financial reference.
- A description of the firm's organization (proprietor, partnership, corporation), and its leadership.
- Must complete the attached forms listed above.

## **VIII. EVALUATION/SELECTION CRITERIA AND PROCESS**

The HCHA will evaluate bids in response to this solicitation and will award the contract to the lowest most responsive and responsible offeror whose bid conforming to the solicitation will be the most advantageous to the HCHA, considering only the price and price related factors specified in the solicitation. The HCHA reserves the right to reject any and all bids.

The Housing Authority reserves the right to reject any and all bids, and to negotiate with top rated firms. All offerors will be notified by mail regarding the outcome.

HCHA staff will submit its recommendation to the Board of Commissioners of the Housing Authority of the most highly rated firm, for its approval and award of a contract for janitorial and cleaning services.

## **IX. INSURANCE**

The offeror shall obtain insurance with a responsible company or companies, having a minimum rating of B+ or above, licensed to do business in the State of Texas. The offeror or insurance carrier shall forward official insurance certificates to the HCHA. The offeror shall provide public liability, property damage, personal liability and automobile insurance with a one million dollar (\$1,000,000) combined single limit. In addition, workers compensation shall be provided in accordance with the State of Texas rules and regulations. The HCHA or affiliate and The Villas at Eastwood shall be named as an additional insured.

## **X. PAYMENTS**

Payment will be made to the Offeror within thirty (30) days upon receiving an approvable monthly invoice. The invoice shall state the period and services performed and amount. Special services, if requested and provided, will be billed via a separate invoice and comprise of a detailed description of the service provided and the date it was provided. HCHA and/or The Villas at Eastwood Management shall notify Offeror of any adjustments required to be made to an invoice. Invoices should contain an invoice number, remittance address, itemized products and/or services provided, and price as quoted.

Prior to any and all payments made for goods and/or services provided under this contract, the Offeror must provide their taxpayer identification number or social security number as applicable. This information must be on file with HCHA and/or The Villas at Eastwood Management. Failure to provide this information may result in a delay in payment and/or backup withholdings as required by the Internal Revenue Service.

HCHA and/or The Villas at Eastwood Management is exempt from all federal, state and local taxes unless otherwise stated in this solicitation. HCHA and/or The Villas at Eastwood claims exemption from all sales and/or use taxes under Texas Tax Code 151.309 as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to HCHA and/or The Villas at Eastwood.



## **XI. CONFIDENTIALITY OF PROPOSALS**

There will be no public opening of bids. All bids and information concerning same shall remain confidential until all negotiations are completed, and the Notice of Award is issued. Offerors are hereby notified that all bids received by HCHA shall be included as part of the official contract file. Therefore, any part of the bids that is not considered confidential, privileged or proprietary under any applicable Federal, State or local law shall be available for public inspection upon completion of the procurement process. Any material submitted by the Offeror that is to be considered as confidential must be clearly marked as such; however, the applicable provisions of Federal, State and local laws shall govern the confidentiality of bids despite anything contrary to this provision stated in the bid.

## **XII. MINORITY/WOMEN BUSINESS PARTICIPATION**

The firm awarded the contract agrees to use its best efforts to subcontract with minority business enterprises and/or women business enterprises, certified as such or recognized by the HCHA as such. The Offeror shall make a good faith effort to subcontract a sufficient dollar amount with MBE/WBE firms or attorneys to ensure the final contract dollars are expended on one or more MBE/WBEs. All adjustments to increase the contract will also increase the total amount that the Offeror must make a good faith effort to expend on MBE/WBEs. In the event HCHA has a reasonable belief that the Offeror will not use its best efforts to meet the 30 percent (30%) MBE/WBE participation goal, HCHA reserves the right to pull work from the contract. Best efforts may be established by showing the Offeror has contracted and solicited bids/quotes from subcontractors in identifying MBE/WBEs.

## **XIII. AVAILABILITY OF RECORDS**

The U. S. Department of Housing and Urban Development, the U.S. Government Accounting Office, the Harris County Housing Authority, and any duly authorized representatives of each, shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like, of the firm(s) office or firm, which shall relate to the performance of the services to be provided.

## **XIV. PERTINENT FEDERAL REGULATIONS WITH REGARD TO NONDISCRIMINATION AND EQUAL OPPORTUNITY**

The requirements of Title VIII of the Civil Rights Act of 1968 and Title VI of the Civil Rights Act of 1964, relating to prohibitions against discrimination in housing and the benefits of federally funded programs because of race, color, religion, sex or national origin must be met by the successful Offeror.

The successful Offeror must adhere to federal regulations prohibiting discrimination on the basis of age under the Age Discrimination Act of 1975 and prohibit discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1989.

The requirements of Executive Order 11246, relating to equal employment opportunity in connection with federally funded programs must be met by the successful Offeror.

The successful Offeror must also meet the requirements of Section 3 of the Housing and Urban Development Act of 1968, relating to the training and employment of individuals, and contracting for business opportunities in metropolitan areas in which federally funded programs are being operated.

The successful Offeror must meet the requirements of Executive Orders 11625, 12432, and 12138 relating to the use of minority and women's business enterprises in connection with federally funded programs.

**BID FORM**

**INVITATION FOR BIDS #19-03**

**BID DUE DATE:** Monday, April 1, 2019, 2:00PM (CST)

**ATTN:** Finance Department

We/I offer to provide janitorial and cleaning services for The Villas at Eastwood at the price listed below in accordance with the scope of work stated herein.

I/We have understood the Instructions to Offerors Non-Construction and all its implications.

I/We have understood the Certifications and Representations of Offerors Non-Construction Contract required from me/us and I/We have certified by signing Form HUD-5369-C, that the information contained in these Certifications and Representations, is accurate, complete and current.

I/We agree to keep the bid open for a period of 90 days from the date of the opening of the bid.

PROPERTY NAME	MONTHLY PRICE	ANNUAL PRICE
The Villas at Eastwood	\$_____	\$_____