Action Item No. 5 Board Meeting 11/11/26

Consider Approval of RFP for Cleaning Services Job Order Contract

A request for proposals for a Cleaning Services Job Order Contract was advertised in accordance with College's purchasing procedures. Three proposals were received and evaluated based on the criteria established in the solicitation. The proposals and evaluations are available for Board review, if desired.

The contract will provide cleaning services to Galveston College on an as-needed basis, primarily for student housing. Services will be requested and authorized by the College through individual purchase orders in accordance with the pricing and terms established in the proposal.

The following guidelines will apply during the term of the contract:

- Services will be provided at the rates and pricing established in the awarded proposal.
- Individual cleaning projects/services will be authorized by the College as needed through an approved purchase order or job order.
- Services will be scheduled, reviewed, and accepted by the appropriate College representative or designee.
- The contractor will be required to maintain all insurance and other documentation required by the solicitation and contract.
- The award of the contract does not guarantee a minimum amount of work or expenditures.

The source of funding for the Cleaning Services Job Order Contract is the Education and General Fund budget or other funds appropriated or allocated to the College (i.e. grants). Since the expenditures for this item may be in excess of $100,000, Board approval is necessary. Staff will notify the Board of Regents when the total for the year exceeds $100,000.00.

It is recommended that the Board of Regents award the Job Order Contract for Cleaning Services to ASSETT, 2214 S. Fisher Ct. Pasadena, Tx 77502, based on the evaluation of the proposals received and the best value to Galveston College. Upon approval, the contract term will be for 12 months, with two optional one-year extensions.