



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: July 19, 2021

AGENDA ITEM: Consider Approval of Extension of Custodial Services Contract with PBS of Texas

PRESENTER: Earl Husfeld, Chief Financial Officer and Tyler Boswell, Director of Construction and Facilities

BACKGROUND INFORMATION:

- As we discussed during the June 21, 2021 board meeting, in December 2017, the District advertised for Competitive Sealed Proposals (CSP) for District Custodial Services. Eight (8) sealed proposals were received in the Aledo ISD Business Office by the deadline of 2:00 PM on March 2, 2018.
- Based upon a detailed evaluation and analysis by an independent third-party, and district staff, of all responses received using the criteria published in the proposal documents, the CSP received from PBS of Texas, LLC (PBS) was determined to provide the best value to Aledo ISD.
- The initial contract period with PBS was for three (3) years with two (2), one (1) year extensions, at the District's discretion and in the best interests of the District. The contract/CSP provided for termination with a thirty (30) day written notice. If the proposed termination is related to the performance of the Contractor, the Contractor has forty-five (45) days to cure the deficiencies.
- During the three (3) years PBS has provided custodial services for the District, they have performed admirably and been very responsive to the District's needs.
- This "can do" approach was very evident during the 2020-2021 school year, from assisting the District successfully implement COVID-19 protocols for our buildings, to assisting district staff respond to the winter storm in February.
- In 2020, PBS was acquired by Pritchard Industries, Inc. (Pritchard). Pritchard is a building services company founded in 1986 with 10,000+ employees doing business in 25 states. Pritchard has committed to significantly improving the types and quantity of the cleaning equipment utilized in the District.
- Per the initial three-year fixed rate contract, the District is currently paying an annual amount of \$1,308,000.00 for custodial services. This annual amount has increased 3% over the three (3) years of the contract. The proposed annual cost for the 2021-2022 period is \$1,523,400.00. This increase in cost is primarily attributable to additional staff and labor hours that have been added since the contract start in 2018 and increased amounts and costs for supplies/consumables.
- The monthly amount of \$13,640 (projected annual amount is \$143,220.00) has been negotiated for Annetta Elementary School. This amount will be prorated for a partial month (August) of custodial services.



ALEDO ISD BOARD MEETING TEMPLATE

FISCAL INFORMATION:

The total projected cost of \$1,666,620.00 for this extension will be included in the 2021-2022 General Fund budget.

ATTACHMENTS:

Amendment to Contract – Aledo ISD Custodial Services and PBS of Texas Response to Aledo ISD Request for Competitive Sealed Proposals – Custodial Services

ADMINISTRATIVE RECOMMENDATION:

The Administration recommends the Board of Trustees approve a one-year extension of the custodial services contract with PBS of Texas for the period of July 1, 2021 through June 30, 2022 in the amount of \$1,666,620.00 as presented.

Amendment to Contract

Aledo ISD Custodial Services

1. This amendment (the "Amendment") is made by **Aledo ISD** and **PBS of Texas**, parties to the agreement **Custodial Services Contract and Response to Competitive Sealed Proposal** approved and accepted by the **Aledo ISD Board of Trustees** on **May 21, 2018** (the "Contract").

2. The Contract is amended as follows:

a. Continuation of Services:

- **Aledo ISD** exercises its option in the Contract to extend services with **PBS of Texas** for one (1) additional year of service, July 1, 2021 through June 30, 2022. Monthly projected cost of services is reflected in Attachment A.

b. Addition of New Services:

- Custodial Services to begin on new Annetta Elementary School upon facility completion. Monthly projected cost of services is reflected in Attachment A.

Except as set forth in this Amendment, the Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Contract, the terms of this amendment will prevail.

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

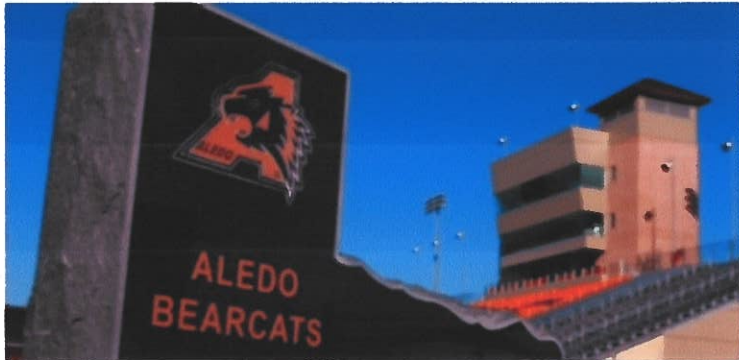
Title: _____

Dated: _____

Dated: _____



**CUSTODIAL SERVICES PROPOSAL
ALEDO INDEPENDENT SCHOOL DISTRICT**





March 1, 2018

Aledo ISD
1008 Bailey Ranch
Aledo, Texas 76008

Attn: Mr. Earl Husfeld, Chief Financial Officer

Thank you for the opportunity to submit this proposal for custodial services for your facilities at Aledo ISD. We have carefully calculated the requirements of servicing the buildings included in the attached proposal.

PBS of Texas is one of the largest privately owned custodial companies in the State of Texas. We have proudly serviced some of the States' most prestigious clientele for over 29 years. Our strength in the industry is our ability to sustain a 98% retention rate with our customer base. It is our goal to develop and maintain long lasting relationships with the customers we service. PBS has a proven track record of providing quality service and prompt responsiveness at a value that allows us to serve as good stewards for your custodial budget. We are proud supporters of the Aledo area and Parker County. PBS and our management team donate time and money to help serve the youth of this area. PBS has its corporate office in West Fort Worth about 10 minutes from Aledo, and both of the companies' principle partners reside in Aledo. PBS utilizes Ciera Bank in Aledo for our business banking and finances. We believe that being attached to the community as residents and in business help strengthen our ability to serve the district.

Please don't hesitate to contact us if we can answer any questions or assist you in any way.

Respectfully submitted,

A handwritten signature in black ink that reads "Kurt Smith". The signature is written in a cursive, flowing style.

Kurt Smith
PBS of Texas
817-235-3008
ksmithpbs@yahoo.com



COMPANY HISTORY AND OVERVIEW

PBS of Texas, LLC is a privately-owned Texas LLC. Founded in 1989, the company is headquartered in Fort Worth, Texas. Over the past 29 years, PBS has become a highly regarded force in the janitorial industry. PBS services many different markets throughout the State of Texas and maintains branch offices in Austin and Lubbock.



At PBS, our goal is to develop a **long-term partnership** with our clients. And we realize that to develop these relationships we must provide professional management and quality supervision to meet our goals in a labor-intensive operation. In addition, we also must provide our clients with highly trained, professional staffing at a competitive rate. Our employees are supported by a strong support system that provides individual attention to each property we serve. We are committed to providing superior service in an expedient manner. Productivity is key and is enhanced by our ability to deliver strong, moral and effective employees that respond to our clients' needs and requests immediately. We provide every property with a supervisor that is keenly interested in servicing the property to attain the high standards our clients and their tenants expect.

PBS's success is due, in great part, to our employees who consistently demonstrate the company's standards of excellence. Our employees are recruited through a number of sources and thoroughly screened. This process includes personal and professional reference checks, police background checks, citizenship or eligibility to work in the United States confirmation and E-verify. Once accepted for employment, the employee is enrolled in the appropriate courses in PBS's training program.

PBS's philosophy is based on one standard, **Quality**...it begins with the individual cleaner and is reflected throughout our entire organization. From thoroughly screening our employees' backgrounds to the personalized service we provide in every facility we serve; all aspects of PBS's operation reflect this standard of service. PBS has grown and built its reputation through high-quality work with courteous service.



PBS's dedication to ongoing Quality Control and communication with our clients provides superior levels of performance and responsiveness. Our entire staff is proud of what PBS does, and that pride will be evident to you, your tenants, and your visitors.

TECHNICAL CAPABILITIES

PBS is a uniquely qualified, **full service** janitorial firm providing the highest quality commercial cleaning services available. We provide complete cleaning services during day, evening or nighttime hours – whatever is required to satisfy your needs. We service all sizes and types of commercial facilities, including; multi-tenant and single tenant buildings, laboratories, medical facilities, schools, municipalities and many more types. **Specialty and emergency services** teams are readily available.



Our day shift employees are fully uniformed, wear photo ID's and can be equipped with pagers, two-way radios or cellular telephones.

Because PBS provides a wide array of additional services in addition to our standard commercial cleaning program, our clients have the option of **single sourcing** many building related services through PBS and its network of qualified service partners:



For those clients utilizing our evening cleaning services, PBS also offers the option of Day Porters and Maids, Assistant Engineers, Utility Porters (e.g., Movers, General Laborers) and Specialty Porters during building operating hours. All PBS employees assigned to your building during regular daytime work hours will be able to communicate in English.

- Carpet care: spot cleaning, dry cleaning and power extraction
- Specialized marble and stone care restoration
- Window washing: interior and exterior
- Post-construction cleaning
- Trash and debris removal
- Recycling services
- Parking Garage/Lot Cleaning
- Power Washing
- General Landscape Services
- 24-hour emergency response services



KEY PERSONNEL

Kurt G. Smith – President

Kurt has over 29 years experience in the janitorial industry and joined PBS as a partner in 2009. Since then he and has overseen the growth and expansion of the company into a variety of environments including; major laboratories, medical, multi and single tenant, educational and municipalities. Prior to 2009 he has been involved in the sales and operations of some of the most prestigious facilities in the country.

David D. Martinez –Senior Vice President

David has over 15 years experience in the janitorial industry serving as Regional Vice President and COO with some of the largest and well-known companies in the DFW area. His depth of experience in the service industry makes him uniquely qualified to bring excellence and outstanding service to our clients in a variety of environments. David is also a LEED Green Associate

Harold G. Smith – Senior Vice President

Harold brings over 30 years building service experience to our organization. He has successfully been involved in owning and operating several building services companies. Harold has also served as the Vice President Operations of a small local college. His strength is in administration, quality control and client retention, having served on of the largest accounts in Tarrant County for over 30 years. His philosophy is to build and maintain long term relationships with all clients and employees.

Dan Keels – Project Manager

Dan has over 20 years of customer service experience, the last 7 being directly involved in the janitorial industry. Dan is a veteran of the U.S. Army and is LEED Green Associate. He also is IICRC and SIMS certified.

Ronnie Pace – Project Manager

Ronnie has over 7 years of janitorial supervisory experience with concentrations in the critical laboratory fields and educational environments.

Richard Pippins – Project Manager

Richard began his janitorial career in 1990 which gives him over 27 years experience. His team building and customer relations skill are excellent with emphasis guiding and leading crews to be successful with hands on training

Kip Smith – District Manager

Kip is the newest member of our management team and is supervising operations in our school districts and charter schools. He attended Oklahoma State University where is played football and then joined the Philadelphia Eagles.



Educational Facilities



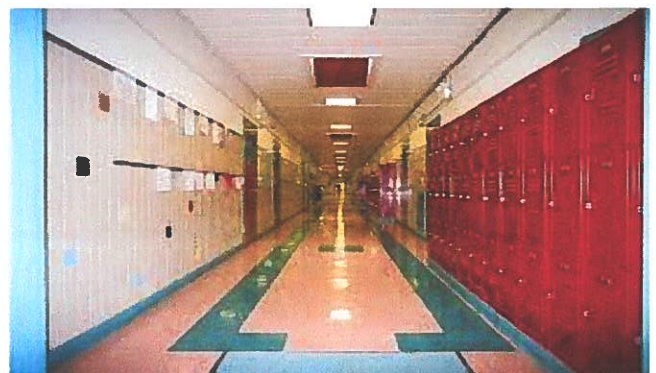
PBS understands that educational facilities require far more detailed planning than a typical office building. With educational facilities, traffic patterns and cleaning needs vary widely based on population, on-site events, holidays, weather and other variables. They are open longer hours, and cleaning tasks vary from hour to hour and day to day. Our cleaning staff is able to work around students and staff while addressing safety, daily needs and quality issues. Of course, our major cleaning tasks are scheduled during low traffic periods, such as evenings and overnight. Our staff is prepared for the diverse challenges they will encounter in the classroom setting, including the variety of surfaces (carpeting, vinyl and hard-surface tile, marble/stone, brass/metal finishes) as well as the necessity for alertness and proactive communication with school administration.



PBS can work alongside your in-house staff, cleaning and maintaining your school facilities...or we can provide complete housekeeping and maintenance services as an alternative to your in-house services. We will study your housekeeping operations and develop a plan as individual as your facilities. PBS's solutions will enable you to predict and control your housekeeping costs, and we will service your property with meticulous attention.



Consider PBS to provide a cost-efficient alternative to what can lead to an overly expensive in-house custodial team.



HUMAN RESOURCES OVERVIEW

Corporate Philosophy/Capabilities

PBS recognizes that the most valuable asset of our business is our **people**. It is for this reason PBS is dedicated to hiring, training, encouraging and retaining the industry's best, from our cleaning team members on up to the executive level.



Our managers have gained their knowledge of the commercial cleaning industry through years of "hands-on" involvement. In addition, PBS expends a great deal of time, energy and resources in developing our field personnel. In so doing, we have been able to reap the benefits of a stable and highly skilled staff.

PBS currently employs over 425 highly trained technicians. We are able to promptly provide replacements for any employees who are out on leave to ensure that each facility maintains a full staff at all times. In addition, PBS Emergency Response Teams are available 24 hours a day, seven days a week to assist in cleaning emergencies related to fire, flood and other disasters.

Recruitment and Hiring Policies & Procedures

PBS employs a number of recruitment tools: employee referral, classified advertising, internet advertising and other methods.

All applicants are required to apply in person, and to supply positive photo identification and proof of their legal right to work in the United States. PBS's processing of applications for employment consists of thorough personal and employment reference checks. In addition, all applicants are screened and background checks performed, in accordance with our clients' specifications. Drug and alcohol testing is also available, if required.

PBS provides **new-hire Orientation** training for new employees. This course covers administrative policies and procedures, work practices, employee conduct, work schedules, performance evaluations, disciplinary action, facility security, employment benefits, etc. In addition, courses in advanced skills and/or specialized job training are required for certain positions such as supervisory roles.



STAFFING AND MANAGEMENT

PBS provides cleaning services to commercial facilities in accordance with Management's requirements for their tenants. Our staff of trained technicians is available around the clock – **daytime, evening and nighttime** hours. We currently provide cleaning services 24 hours a day in facilities that require three full shifts.

All daytime personnel are **fully uniformed**, and display a **PBS photo ID badge**. Daytime personnel are required to be **English-speaking** and can be equipped with pagers, cellular phones or radios for your convenience.

Our cleaning personnel typically work in **teams** rather than individually. The team concept provides a secondary level of supervision in the Team Leader, who is directly responsible for the assigned areas and for key control.

A specific **staffing plan** has been custom-designed by PBS's Operations management personnel for your facility (see Staffing Chart included in bid). Of course, the proposed staffing plan is subject to the final approval of the Property Manager.



To ensure strict adherence to the Cleaning Specifications by our cleaning Teams, PBS utilizes a **management structure** based on a system of checks and balances:

Supervisory personnel are highly trained and are prepared to note and immediately correct any deficiencies in the work. Quality Assurance personnel, working entirely autonomously from Operations Management, rigorously inspects and reports on the cleanliness of each facility and the adherence to the scope of work. An Operations Manager is responsible for the overall services in your building.



Employment



EMPLOYEE BENEFITS

PBS can offer a **comprehensive benefits package** for all employees, both full- and part-time. Employee benefits at present can include, but are not limited to, the following:

Medical insurance for the employee and his/her dependents (includes dental benefits)

Paid Vacation

Paid Sick Leave

Paid Holidays

Free Training/Education Programs

PBS prides itself as being **employee-oriented**, and therefore, in addition to our Employee Benefits package, we offer our employees the following:

Competitive Wages – Both full and part-time employees are paid hourly wages, which are above the industry standard in the Dallas/Fort Worth area. PBS employees are also considered for pay raises upon the successful completion of their initial 90-day (new-hire) probationary period, and are considered annually thereafter at the time of their performance evaluations.

Opportunities for Advancement – We have found that by encouraging our employees to improve their skills, by offering them the means to do so, and by providing them with opportunities for advancement, we maintain a highly motivated, stable, low-turnover staff. PBS, therefore, offers a full curriculum of training courses at no charge to its employees. PBS's training managers administer a wide range of training services, including classroom education, hands-on training in mock-up settings, and on-site instruction.

Incentive Plans – Incentives are offered to employees who demonstrate good attendance, leadership qualities and cost savings against budgets, among other attributes. Awards such as plaques and certificates are given in recognition, in addition to cash bonuses and gift certificates. PBS also sponsors dinners and parties for entire building staffs that have collectively achieved certain pre-determined performance goals.



QUALITY CONTROL PROGRAM

For years, delivering and ensuring quality service was about paper outlines and checklists. And you know what? It didn't work. Slick sales presentations followed up with clipboards and contracts don't ensure quality service. PBS' Quality Control (PBSQC) tackles service delivery and quality control from an entirely different angle: a focus on transparency, real-time data, and collaboration. PBSQC brings people together and is your real-time dashboard for tracking and monitoring our service.

Full transparency and accountability.

We don't just TALK about quality—we PROVE quality. No gimmicks or cover ups. You see the quality of our service in real-time as inspections are performed, complete with photos and GPS location for additional verification. Everything that happens is documented, logged and easily accessible. Whether it's an inspection or a complaint from a building occupant -- you have a complete audit trail for future reference.

Quantify how effective our service is.

Our analytics help identify weak spots BEFORE they turn into problems, and track corrections and improvement over time. View the complete performance history of our service. With your own personal online dashboard, you can quantify exactly how effective our service is.

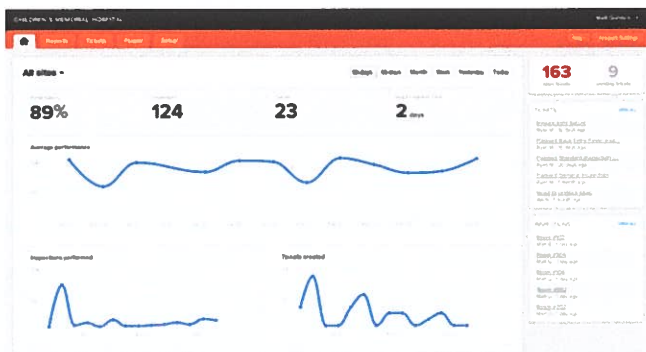
Customer support.

Our customer support system funnels all communication about our services into one central location so we can handle requests and feedback from you and your facilities' occupants in an organized manner. Requests may be submitted by voice, email, or text message. All communication is captured and stored centrally so you can participate in every conversation and be notified when issues are resolved.

How it works.

Everyone's in the loop. Since everyone logs into the same centralized account, we will have a single database with everything in one place. No more worrying about who has the latest information: everyone that needs it has it.

There's nothing to install, ever. With our software there's nothing to download or install. Just log in with the web-browser you already have. It's just like your online bank or web-based email program. You can submit feedback and requests through email, your mobile device, or directly into PBSQC. All communication is logged so you can collaborate with us as we respond to requests and resolve issues.



TRANSITION AND START UP PLANNING

Transition Meeting



Prior to the commencement of PBS's services, we recommend the coordination of services in a Transition Meeting, which includes the following key members of the building services team:

- Property / Facilities Management personnel;
- Building Security personnel;
- Building's Engineering personnel;
- A representative of each subcontracted service, if applicable, e.g., trash removal, recycling, pest control contractors;
- PBS's designated on-site Building Supervisor / Project Manager
- PBS's Operations Manager assigned to the project;
- PBS's Vice President of Operations.

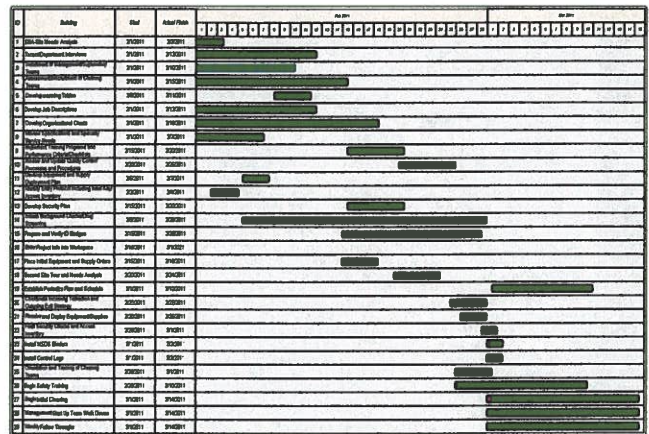
The Transition Meeting is intended to introduce all building service team members, to discuss key issues regarding the phase-in of cleaning and subcontractor services, and to define roles and expectations. Emergency contact lists are exchanged at this meeting.

Building Survey

Prior to the commencement of services, PBS recommends we conduct our detailed survey in each building. This step is highly beneficial in gathering information about tenant requirements and expectations regarding the cleaning service. Survey results are compiled, along with our response addressing operations and personnel strategies as well as the strategies we will employ to resolve existing issues. A full report of the survey results is presented to Property Management.

Transition Plan and Timeline

Integration of services through seamless transition is a PBS trademark. We utilize our highly successful **Transition Plan** for typical 30-day start-ups; however, we recognize that "normal" lead times are not always feasible. You may rest assured that PBS is capable of mobilizing equipment, supplies and personnel to commence cleaning *within 24 hours*. Our **Fast-Start** program focuses first on positioning the required resources, then layering the administrative aspects of Transition over our actual start-up of cleaning operations.



Facility Orientation

A significant element of the Transition Plan is the orientation of PBS's Management staff to all aspects of the facility. During the transition period, PBS Management will study current building operations and will develop staffing schedules for daily and periodic tasks. Along with the results of the tenant surveys, the orientation period allows our personnel to become intimately familiar with the building, its tenants and the details of their requirements and expectations.



SUPPLIES AND EQUIPMENT

PBS pledges to do our part to utilize environmentally safe products, equipment, and procedures. We commit to implement cleaning solutions that respect and preserve our natural resources.

All equipment and supplies used by PBS are of the type used in Class "A" building environments, meeting or exceeding all local, state and federal codes as established by UL, OSHA, ASTM E-84, and the NFPA 702 Codes.



Chemicals

PBS routinely provides Property Management with a Material Safety Data Sheet (MSDS) Manual, listing every chemical we use in our commercial cleaning operations. All chemicals used are of the highest quality. PBS gladly stocks additional specialty products at the request of Property Management, and *all materials to be used in your building are subject to your prior approval.*

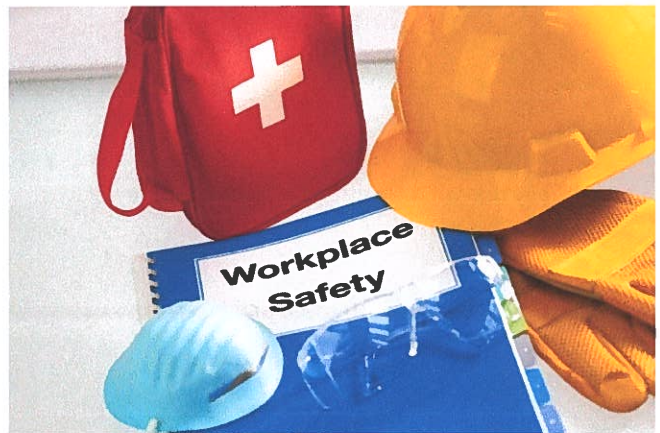
All of our employees are thoroughly trained in the use, care and storage of commercial cleaning chemicals prior to their assignment.

Equipment

All equipment assigned to your building will be in new or like-new condition. PBS's entire inventory of mechanized equipment is rotated to undergo periodic preventive maintenance. Any equipment removed from your building by PBS, whether for regular scheduled maintenance or for repair, will be replaced immediately in order to maintain a full inventory of equipment on your site.

Safety Equipment

PBS stocks each and every building with safety equipment to protect our employees as well as your building occupants. First-Aid kits are standard equipment in every building we service. Safety equipment assigned to our personnel includes latex gloves, safety goggles and ventilators for employees working in areas requiring such protective gear. In addition, PBS employees are trained to use public safety equipment such as "Wet Floor" and "Closed for Service" signage as required.



TYPICAL PROJECT / EQUIPMENT INVENTORY

The following is a list of equipment typically utilized by PBS in the performance of our services. Not all listed equipment may be suitable for use in your building. PBS shall submit a finalized inventory, including quantities, prior to the commencement of the Contract.

Equipment

Low Speed 175 RPM Floor Buffer
Ultra High Speed 1500-2000 RPM Floor Burnisher
Buffer Attachment: Pad Holder
Buffer Attachment: Scrub Brush
Carpet Power Extractor – Complete
Three-Gallon Sprayer
Wet/Dry Vacuum & Attachments
Hoover Heavy Duty Portable Vacuum
Clarke Upright Vacuum
ProTeam Super Coach Vacuum
Clarke Wide Area Vacuum
Rubbermaid #6150 Maid's Cart
Rubbermaid #6111-88 Mop Bucket 26 qt.
Rubbermaid Utility Bucket 14 qt.
Wet Floor Sign - Med.
Wet Floor Sign - Lg. (Cone)
Rubbermaid #2643 Brute Trash Container
Rubbermaid #2649 Carrying Caddy
Push Broom
Floor Brush and Handle
Dust Mop 18"
Floor Fan
Extension Cord 50'
Extension Cord 100'
Water Hose 100'



**ALEDO INDEPENDENT SCHOOL DISTRICT
REQUEST FOR COMPETITIVE SEALED PROPOSALS
CUSTODIAL SERVICES**

NOTICE TO PROPOSERS

Aledo Independent School District (the District) is soliciting competitive sealed proposals (CSP) for custodial services for all facilities within the District.

Proposals must be submitted to the address below by proposal deadline of **2:00 PM CST on March 2, 2018** or the proposal will be rejected. Time of receipt will be determined by the District's clock. The District will open the proposals in private and reserves the right to negotiate after the proposal opening until formally awarded at a regular school board meeting.

Faxed or emailed proposals will not be accepted. All prices are to exclude sales tax. All pages of this Request for Competitive Sealed Proposal (CSP) must be returned with respondent's proposal.

The sealed proposal envelope should be clearly addressed as noted below:

**ALEDO ISD
CSP - CUSTODIAL SERVICES**

LOCATION FOR PROPOSAL SUBMISSION:

**Mr. Earl Husfeld
Chief Financial Officer
Aledo Independent School District
1008 Bailey Ranch Road
Aledo, TX 76008**

The District reserves the right to accept or reject any or all proposals and to waive any formalities in order to take the action that it deems to be the most favorable to the District.

Any questions or concerns regarding this proposal shall be directed to Earl Husfeld by email at ehusfeld@aledoisd.org.

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED. RESPONDENTS ARE INSTRUCTED TO INFORM THEMSELVES FULLY ON INFORMATION CONTAINED IN THIS PACKET.

1. GENERAL SPECIFICATIONS

1.1. Purpose

It is the District's desire to evaluate all possible options for administering and improving the custodial service operations of the District. This RFP is issued for the purpose of negotiating a contract for complete custodial services for the District. In the RFP, the respondent will be referred to as the "Contractor" and the Aledo ISD as the "District".

1.2. Term of Contract

The District desires a three (3) year contract with two (2), one (1) year extensions, at the District's discretion, and in the best interest of the District.

1.3. Scope

The contract requested will cover custodial services for approximately 1,189,158 square feet of District facilities. See the attached Custodial Cleaning – Listing of Facility Locations and Square Footage for the District's facility locations and each building's cleanable square footage.

The Contractor will provide administrative and technical direction for management of custodial operations that will ensure dependable and efficient performance of the District's sanitation and cleaning. This service shall include maintaining buildings in a condition acceptable to the District while meeting its budget expectations.

The District is seeking a "turnkey" proposal. Proposal prices are "turnkey" only and should include all of the following, as well as extracurricular activities sponsored by the District.

Contractor's performance will include, but is not limited to, management and responsibilities for the following custodial duties:

- Work Assignments – Oversee a sound custodial program, including use of a system that will help align duties according to standard square footage ratios.
- Quality Assurance – Establish and maintain a system that will also be used to ensure acceptable cleaning standards.
- Procurement of Custodial Employees – Provide efficient system in hiring employees and substitutes.
- Procurement of Cleaning Supplies – Provide a system of supply storage and delivery to campuses and buildings as necessary for efficient operation of custodial duties.

1.4. Submission Deadline

Sealed proposals will be received until **2:00 PM CST, Friday, March 2, 2018**. Proposals will be received in the Business Office of the District's Administration Building located at **1008 Bailey Ranch Road, Aledo, TX 76008**.

1.5. Contract Start Date

Beginning date of the contract will be negotiated. However, the District desires a start date no later than September 1, 2018.

1.6. Communications

All questions or requests for information regarding this proposal shall be directed to Earl Husfeld by email at ehusfeld@aledoisd.org.

1.7. Proposals

Sealed envelopes containing the Contractor's proposal, the original with one (1) copy, must be marked on the outside of the envelope and addressed as listed below. All proposals must be signed by an authorized representative of the Contractor in spaces provided within this RFP and must be returned within the proposal. **Return this Request for Competitive Sealed Proposal in its entirety. It will be the basis of any agreement between the District and the Contractor.**

**ALEDO ISD
CSP - CUSTODIAL SERVICES**

LOCATION FOR PROPOSAL SUBMISSION:

**Mr. Earl Husfeld
Chief Financial Officer
Aledo Independent School District
1008 Bailey Ranch Road
Aledo, TX 76008**

1.8. Waiver of Formal Defect

The District may waive any technical or formal defect in any proposal not prepared and submitted in accordance with the provisions herein, and reject any or all proposals. The District will make the award to the Contractor submitting the proposal that is most advantageous to, and in the best interest of, the District.

1.9. Late Proposals

Any proposal received after the time and date specified will not be considered. The District will not accept faxed or emailed proposals.

1.10. Facility Inspections

A **mandatory** Pre-Proposal Meeting and Tour of Facilities will be held at 1:00 PM, Monday, February 19, 2018 at the Aledo ISD Administration Building, 1008 Bailey Ranch Road, Aledo, Texas 76008. **Proposals from Contractors that do not attend the Pre-Proposal Meeting and Tour of Facilities will not be considered.**

1.11. Contract Award

Contract award shall be made to the qualified firm whose proposal is determined to be the most advantageous when taking into consideration the evaluation factors set forth in Section 3 below, including overall long-term value to the District. Negotiations will take place only after a successful bidder is identified by the District. There is no obligation on the part of the District to award a contract. Any contract awarded will be awarded to a single firm.

1.12. Addenda

Any changes to this RFP will be made by addendum and such changes will prevail over previously issued information. Addenda issued will be transmitted to firms on record desiring to participate. Each firm submitting a proposal is responsible for the latest addendum incorporation into their response.

Anyone obtaining RFP documents from a source other than the District must notify the District of a contact name, address, telephone, and email in order to receive any correspondence related to this RFP, including addenda.

2. PROPOSAL REQUIREMENTS

2.1. Contract Term

The successful firm will be awarded a three-year contract. Contractor should bid an annual cost per square foot and total annual cost for each year of the contract term. At the end of the three-year contract, the District may extend the contract for two (2), one (1) year extensions at the District's discretion and in the best interests of the District.

2.2. Additional Fees

The Contractor may request additional fees:

- When the District acquires and assigns to the Contractor additional facilities or additional duties not described in this bid specification.
- To comply with any state or federal legislation that would significantly affect the wage structure, such as federal minimum wage laws, or any other economic exigency that may significantly impact the state or federal economy affecting supplies and other custodial operations.

Any fee increase, or decrease, approved by the District will be commensurate with the cost per square foot within the base quote of the annual bid price per square foot within the school year the increase is approved by the District. It is stressed the District recognizes these contingencies, yet still expects a "turnkey" proposal.

2.3. Contract Payments

The Contractor will invoice the District once per month with payment due at the end of each month.

2.4. Liability Insurance

Throughout the term of the contract, the Contractor shall carry Commercial General Liability coverage of \$1,000,000 combined single limit policy aggregate. The Certificate of Insurance must be submitted with the proposal. In the event the Contractor fails to maintain and keep in force the insurance coverage required, the District shall have the right to terminate any contract resulting from this RFP.

2.5. Employment and Required Staffing Totals

The Contractor will be required to hire the number of full time equivalent employees needed for their custodial operations in accordance with its charge to provide the District with an efficient, sanitary, and successful cleaning program and which are deemed to be most advantageous to the District. This would also include management, supervisory, and clerical staff as necessary/required.

Contractor must provide a proposal cost based on the completed Custodial Cleaning – Proposed Staff FTEs and Hours attachment included herein.

2.6. Interpretation

Any questions related to the RFP should be directed in writing to Earl Husfeld at ehusfeld@aledoisd.org. The District will provide clarification to specific questions directly to the firm submitting the question, and all other firms if applicable. Only in cases where the District discovers probable cause for all proposing firms to misinterpret the meaning and intent of the document will an addendum be issued. All clarifications and interpretations issued by the District will be final and binding upon the recipient. Cost or problems associated with misinterpretation of the intent of the RFP, or because of failure to receive addenda, will be the responsibility of the proposing firm.

2.7. Qualifications

A contract will only be awarded to a qualified firm with proven capability to provide the full range of services specified. The following information and documentation must be furnished by the Contractor when submitting the proposal.

- 2.7.1. The name and address of the operating company must be listed. The legal status as a partnership, corporation, or other should be given.
- 2.7.2. General background and experience of the company.
- 2.7.3. Number of years in business. The Contractor must show evidence of having operated a public school custodial business for a minimum of five (5) consecutive years.
- 2.7.4. The Contractor must list the total number of current school district contracts with district name, address, contact person, telephone number, and email address along with the length of time employed by each school district. Contractor must list not less than five (5) current school district references.

2.8. Felony Notification Document

Contractor must complete the attached Felony Conviction Notification.

2.9. Negotiations

The District may conduct final negotiations, to include any items or costs not reflected in this RFP, only after selecting the successful firm in order to ensure the best overall program design and to achieve the best business arrangement for the parties.

2.10. Background Checks

All employees of the selected firm that are assigned to the custodial services program in the District must undergo a criminal background check, as well as fingerprint checks, according to state requirements prior to beginning work in the District. No employee with a felony conviction, conviction of a sex crime, crime of moral turpitude, or any crime against a child may be assigned to the custodial services program in the District. Records of employee criminal background checks must be made available to the District at any time requested.

2.11. Agreement Not to Hire

The District and the Contractor will agree not to hire each other's management employees without permission.

2.12. Offices/Storage

The District will provide the Contractor appropriate central storage facilities and appropriate storage facilities at each work location.

2.13. Equipment

The Contractor will provide all necessary equipment for the successful completion of the services required in this RFP. Any equipment that requires replacement, or any additional equipment required, will be provided by the Contractor. Cost of equipment necessary to maintain an acceptable sanitation and cleaning program should be within the total proposal.

2.14. Supplies

2.14.1. The Contractor will provide all cleaning materials, chemicals, floor finishes, waxes, etc. as needed for an efficient and complete cleaning program for the District.

2.14.2. The Contractor will provide all paper goods and soap necessary for all restrooms. The Contractor will provide all trash can liners as needed for cleaning purposes.

2.14.3. The Contractor will provide and maintain all paper and soap dispensers.

2.14.4. The Contractor will provide the paper dispensers at no charge to the District when they are made available by the Contractor's suppliers.

- 2.14.5. The Contractor will not provide paper goods (Kleenex, paper towels, etc.) for the classrooms. The Contractor will not provide classroom trashcans.
- 2.14.6. The Contractor will not provide any supplies used in kitchen and service preparation areas. The Contractor will provide supplies for cleaning the cafeteria.
- 2.14.7. Feminine hygiene dispensers will be the responsibility of the District.

2.15. Termination of Contract

The agreement between the District and the Contractor may be terminated with a thirty (30) day written notice. However, if the reason for termination is due in full, or in part, to the performance of the Contractor, the District shall provide the Contractor with forty-five (45) days to cure such deficiencies to a level that is acceptable to the District.

3. Proposal Evaluation and Criteria

3.1. Proposal Selection

The criteria to be used for the selection of a proposal will be that listed in Education Code, Subchapter B, Section 44.031(b). Except as provided by this Subchapter, in determining to whom to award a contract, the District must consider:

- 3.1.1. the purchase price
- 3.1.2. the reputation of the vendor and of the vendor's goods or services
- 3.1.3. the quality of the vendor's goods and services
- 3.1.4. the extent to which the goods or services meet the District's needs
- 3.1.5. the vendor's past relationship with the District
- 3.1.6. the impact on the ability of the District to comply with laws and rules relating to the historically underutilized businesses
- 3.1.7. the total long-term cost to the District to acquire the vendor's goods or services
- 3.1.8. any other relevant factor specifically listed in the request for bids or proposals

It should be noted the low bid will not necessarily be selected. The District will use these criteria to award a proposal in the best interest of the District. The District reserves the right to reject any or all bids or any part of any bid.

3.2. Performance Review

The District desires a successful relationship with the Contractor to ensure a quality cleaning program. To achieve this goal, the District will require availability of the Contractor's on-site manager for daily monitoring and supervision of custodial operations. The District's personnel will inspect school premises from time to time to determine the premises are maintained in a clean and sanitary condition.

4. Custodial Specifications

4.1. General

The Contractor shall provide an on-site manager. The Contractor's ownership and area manager will provide additional support. As listed below, Contractor shall provide a cell phone number to Contractor management personnel to ensure immediate response to the District's administration.

4.2. Training

The Contractor will provide on-site custodial management with personal training, material, and technical support training necessary to ensure satisfactory management of the custodial department.

4.3. Daily Operations

The Contractor will be responsible for daily operations, on a full-time basis, 52 weeks per year, 24 hours per day, and 365 days per year. Supervisory management will be available to the District's administration at any reasonable time. Contractor will also provide additional communication for the District's administration to area managers and ownership.

4.4. Employment

It will be the right and responsibility of the successful Contractor to adjust time schedules as required for the success of the custodial services provided.

The Contractor will perform all duties pertaining to new employment, employee status whether it is termination or promotion, and all recommendations pertaining to these personnel. The District reserves the right of approval of all custodial employees and the Contractor will notify the District of any employment changes. The Contractor further agrees that upon the reasonable request of the District, it will remove from the District's premises or from employment, any employee who, in the opinion of the District, is guilty of improper conduct, not qualified to competently perform the work assigned, or whose presence is deemed detrimental to the District's best interest.

4.5. Custodial Requirements for Extracurricular Events

4.5.1. Custodial staff will be responsible for opening and securing buildings during the normal cleaning day. It will be the responsibility of District coaches and sponsors to secure the building when returning to the building after normal cleaning hours. The District will determine the time at which the buildings will be secured in the evening for normal cleaning days.

4.5.2. Upon notification from the District, the Contractor will reschedule employees to cover clean up duties after any of the District's sponsored activities at night or on weekends at no additional cost. This cost shall be within the base bid of each Contractor.

4.5.3. The gymnasiums, stadiums, or any other special event areas, will be prepared before each game or school sponsored event and will be in "game ready" condition. The building lobby outside gymnasiums or auditoriums will be cleaned and monitored during all athletic and extracurricular events. The Contractor shall be responsible for football stadium cleanup after all games, including trash pickup and removal, cleaning restrooms, concession areas, and press box, etc. It is the District's responsibility to provide Contractor with event schedules and notification of any events not listed on schedules.

4.5.4. The Contractor shall have restrooms clean and stocked before athletic events. Contractor shall be responsible for cleaning restrooms after all games and/or events.

4.5.5. The Contractor shall annually screen and seal wooden gym floors, usually during the summer months. The Contractor and District will mutually agree to the time period for completing this task.

4.6. Uniforms

The Contractor will provide uniforms, with nametags, for all Contractor personnel assigned to District premises.

4.7. Exclusion of Duties for Custodial Staff

4.7.1. Identified mechanical maintenance items, except duty to report such to District staff.

4.7.2. Any campus kitchen cleaning and kitchen supplies.

4.7.3. Weekend cleaning or setup for any non-district events, unless requested by the District. These items will be at an additional charge negotiated with the District.

4.7.4. Moving of heavy furniture, supplies, or equipment, except when ample employees are available.

4.7.5. Changing of light bulbs in fixtures that are not at normal room height.

4.7.6. Post-construction cleanup of new or renovated facilities, unless requested by the District. These items will be at an additional charge negotiated with the District.

4.7.7. Removal of any medical waste, such as hypodermic needles, etc., from the nurse's office. The District will be responsible for proper disposal of such waste.

4.7.8. Cleaning of computers or other sensitive electronic equipment that is more appropriately cleaned by its operators.

5. Cleaning Frequencies

5.1. The following pages list typical cleaning frequencies/specifications in public schools and should be the basis upon which your proposal is formulated. In addition to the cleaning frequencies/specifications on the following pages, the District requires the following items as part of the frequencies within the entire cleaning program.

5.1.1. Contractor shall instruct day-shift custodians, Monday through Friday, to check and police lobbies and restrooms, in addition to being available to answer emergency cleanup spills, or special events cleaning, etc. in all of the District buildings.

5.1.2. Contractor shall empty all indoor and outdoor waste containers to dumpsters, and shall keep dumpster areas clean and free of debris and litter five days per week.

5.1.3. Contractor shall assist the maintenance staff with clearing snow and ice from entrance and sidewalks. The District will provide de-ice materials.

5.1.4. Contractor shall police trash around the immediate buildings, entrances, and walkways to the curb.

5.1.5. Contractor will respond as necessary and continuously be aware of infectious disease problems within the District's facilities.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. PBS of Texas, LLC		
	2 Business name/disregarded entity name, if different from above Predictable Business Strategies, LLC		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) 3456 Alameda #448		Requester's name and address (optional)
	6 City, state, and ZIP code Fort Worth, Texas 76126		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
8 2 - 2 1 1 3 8 8 3	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Kim Smith</i>	Date ▶ <i>July 10, 2017</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

NO CONFLICT

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 KW Smith
Signature of vendor doing business with the governmental entity

3-1-18
Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

**ALEDO INDEPENDENT SCHOOL DISTRICT
FELONY CONVICTION NOTIFICATION**

The Texas Education Code, Section 44.034(a), Notification of Criminal History, states a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of the felony.

Furthermore, Section 44.034(b) states a school district may terminate a contract with a person or business entity if the district determines the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

Lastly, Section 44.034 (c) states this section does not apply to a publicly held corporation.

- My firm is a publicly held corporation; therefore, this requirement is not applicable.
- My firm is not owned nor operated by anyone who has been convicted of a felony.
- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name: _____
Description of conduct resulting in a felony: _____

Name: _____
Description of conduct resulting in a felony: _____

Name: _____
Description of conduct resulting in a felony: _____

I, the undersigned agent for the firm named below, certify the information concerning notification of felony conviction has been received by me and the information furnished above is true to the best of my knowledge.

Company's Name: PBS of Texas, LLC

Authorized Company Official's Name: Kurt Smith

Authorized Company Official's Title: President


Authorized Company Official's Signature

March 1, 2018
Date

**ALEDO INDEPENDENT SCHOOL DISTRICT
NON-COLLUSIVE BIDDING CERTIFICATE**

By submission of this bid or proposal, the undersigned certifies the following:

1. This bid or proposal has been independently arrived at without collusion with any other vendor/bidder or with any other competitor.
2. This bid or proposal has not been knowingly disclosed, and will not be knowingly disclosed, to any other bidder, competitor, or potential competitor prior to the opening of bids or proposals for this project,.
3. No attempt has been, or will be made, to induce any other person, partnership, or corporation to submit, or not to submit, a bid or proposal.
4. The person signing this bid or proposal certifies he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification under the penalties being applicable to the bidder as well as to the person signing in its behalf.
5. THE FAILURE TO SIGN THIS CERTIFICATE MAY BE CAUSE FOR YOUR BID OR PROPOSAL TO BE REJECTED.

Company's Name: PBS of Texas, LLC

Authorized Company Official's Name: Kurt Smith

Authorized Company Official's Title: President

 Kurt Smith
Authorized Company Official's Signature

 March 1, 2018
Date

**ALEDO INDEPENDENT SCHOOL DISTRICT
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS AND GRANTS**

Federal Executive Order 12549 requires the Aledo Independent School District (District) to screen each covered potential contractor/grantee to determine whether each has a right to obtain a contract/grant in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor/grantee must also screen each of its covered subcontractors/providers.

In this certification, "contractor/grantee" refers to both contractor/grantee and subcontractor/subgrantee; "contract/grant" refers to both contract/grant and subcontract/subgrant.

By signing and submitting this certification, the potential contractor/grantee accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract/grant was entered into. If it is later determined that the potential contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the District may pursue available remedies, including suspension and/or debarment.
2. The potential contractor/grantee shall provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor/grantee learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract," "debarred," "suspended," "ineligible," "participant," "person," "principal," "proposal," and "voluntarily excluded," as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor/grantee agrees by submitting this certification that, should the proposed covered contract/grant be entered into, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the District, as applicable.

Do you have or do you anticipate having subcontractors/subgrantees under this proposed contract? YES NO
5. The potential contractor/grantee further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts and Grants" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor/grantee may rely upon a certification of a potential subcontractor/subgrantee that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract/grant, unless it knows that the certification is erroneous. A contractor/grantee must, at a minimum, obtain certifications from its covered subcontractors/subgrantees upon each subcontract's/subgrant's initiation and upon each renewal.
7. Nothing contained in all the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor/grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts/grants authorized under paragraph 4 of these terms, if a contractor/grantee in a covered contract/grant knowingly enters into a covered subcontract/subgrant with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in the transaction, in addition to other remedies available to the federal government or District may pursue available remedies, including suspension and/or debarment.

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

Indicate which statement applies to the covered potential contractor/grantee:

- The potential contractor/grantee certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/grant by any federal department or agency or by the State of Texas.
- The potential contractor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor/grantee must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Potential Contractor/Grantee PBS of Texas, LLC

Vendor ID No./Federal Employer's ID No. 82-2113883



Signature of Authorized Representative

Kurt Smith

Printed/Typed Name of Authorized Representative

March 1, 2018

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective contractor/grantee is providing the certification set out below.
2. The inability of a contractor/grantee to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective contractor/grantee shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective contractor/grantee to furnish a certification or an explanation shall disqualify such contractor/grantee from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the District may terminate this transaction for cause or default.
4. The prospective contractor/grantee shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective contractor/grantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective contractor/grantee agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective contractor/grantee further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the District may terminate this transaction for cause or default.

Aledo Independent School District						
Custodial Cleaning - Proposed Staff FTE and Hours						
	Total	Component	Day	Day	Night	Night
	Square	Square	Staff	Staff	Staff	Staff
Facility Name	Footage	Footage	FTEs	Hours	FTEs	Hours
Aledo High School	313,930					
Aledo High School Main Building		256,769	4	32	5	40
Aledo High School Agriculture Building		10,984	.25	1.5	.25	2
Aledo High School Field House		20,660	.25	2.5	.50	4
Aledo High School Stadium (All Buildings)		18,785	.25	2	.50	4
Aledo High School Indoor Practice Facility Weightroom		6,732	1	8	.20	1.25
Daniel Ninth Grade Campus	159,666		2.5	20	3	24
Aledo Middle School	151,735		2.5	20	2.75	22
Aledo Middle School Original Building		76,659				
Aledo Middle School New Building		29,655				
Aledo Middle School Multi-Purpose Center (MPC)		33,964				
Aledo Middle School Field House		8,250				
Aledo Middle School Stadium Concession Stand & Restrooms		3,207				
Walsh Elementary School	100,132		1.5	12	2	16
McAnally Intermediate School	94,154		1.5	12	2	16
McCall Elementary School	89,645		1.5	12	2	16
Stuard Elementary School	76,498		1.5	12	2	16
Coder Elementary School	75,939		1.5	12	2	16
Vandagriff Elementary School	62,811		1.5	12	2	16
Vandagriff Elementary Main Building		46,373				
Vandagriff Elementary Annex		9,808				
Vandagriff Elementary Rock Gym		6,630				
Aledo ISD Administration Building	27,377		.5	4	.5	4

Aledo Independent School District						
Custodial Cleaning - Proposed Staff FTE and Hours						
	Total	Component	Day	Day	Night	Night
	Square	Square	Staff	Staff	Staff	Staff
Facility Name	Footage	Footage	FTEs	Hours	FTEs	Hours
Aledo ISD Learning Center	18,952		.4	3	.40	3
Technology & Security Building	9,938		.25	2	.20	1.5
Auxiliary Services/North Transportation Building	5,101		.25	2	.20	1.25
South Transportation Buildings	1,840		.15	1	.10	.50
Maintenance Auxiliary Buildings	1,440		.15	1	.10	.50
Totals	1,189,158		21.5	171	28.5	227
Note:						
Please complete the proposed FTEs and staff hours for day and night shifts for each facility location. A FTE is equal to eight (8) hours. The Aledo ISD will utilize this information in the evaluation process of the proposal submitted.						

BEST AND FINAL OFFER - PBS OF TEXAS
Competitive Sealed Proposal Response Sheet

Aledo ISD:

I have received a Request for Competitive Sealed Proposals as prepared by the Aledo ISD for Custodial Services. I agree and submit all documents as required by the CSP and its specifications and our company submits the following cost information for your complete custodial services.

Cost Breakdown of Vendor's Proposal:

Fiscal Year	Annual Cost	Cost per Square Foot
09/01/2018 through 08/31/2019	\$1,272,000	\$ 1.0696
09/01/2019 through 08/31/2020	\$1,272,000	\$ 1.0696
09/01/2020 through 08/31/2021	\$1,310,000	\$ 1.1016

I have attached all pages of this Competitive Sealed Proposal, completed all required areas, signed all designated areas, and enclosed all required documents. This total Competitive Sealed Proposal will become the basis of any agreement between the District and the Contractor.

Company PBS of Texas, LLC

Address 3456 Alameda #448

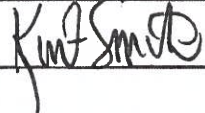
City, State Fort Worth, Texas Zip Code 76126

Telephone Number 817-235-3008 Fax Number _____

Authorized Representative Kurt Smith

Please Type or Print Name

Title/Position President

Authorized Signature 

Please give name, address, telephone number, and email of local sales representative:

Kurt Smith, 817-235-3008, ksmithpbs@yahoo.com

David Martinez, 214-766-3527, dmartinez@pbsoftexas.com

Ronnie Pruitt, 817-235-3008, rpruittpbs@yahoo.com

Earl Husfeld

From: Kurt Smith <ksmithpbs@yahoo.com>
Sent: Thursday, May 17, 2018 4:45 PM
To: Earl Husfeld
Subject: Custodial Services BAFO
Attachments: Aledo ISD BAFO.pdf

Hi Earl

Please find attached the PBS of Texas BAFO on the custodial services contract. I really appreciate the time you have spent going over the proposal and addressing the Districts' expectations. I am comfortable with these numbers and am confident in the results PBS can supply Aledo ISD.

Don't hesitate to contact me with any questions. I will be at the Board Meeting on Monday evening.

Thank you,

Kurt G. Smith
President
PBS of Texas, Inc.
817.235.3008
ksmithpbs@yahoo.com

Competitive Sealed Proposal Response Sheet

Aledo ISD:

I have received a Request for Competitive Sealed Proposals as prepared by the Aledo ISD for Custodial Services. I agree and submit all documents as required by the CSP and its specifications and our company submits the following cost information for your complete custodial services.

Cost Breakdown of Vendor's Proposal:

Fiscal Year	Annual Cost	Cost per Square Foot
09/01/2018 through 08/31/2019	\$1,398,600	\$1.176
09/01/2019 through 08/31/2020	\$1,138,600	\$1.176
09/01/2020 through 08/31/2021	\$1,433,500	\$1.205

I have attached all pages of this Competitive Sealed Proposal, completed all required areas, signed all designated areas, and enclosed all required documents. This total Competitive Sealed Proposal will become the basis of any agreement between the District and the Contractor.

Company PBS of Texas, LLC

Address 3456 Alameda #448

City, State Fort Worth, Texas Zip Code 76126

Telephone Number 817-235-3008 Fax Number _____

Authorized Representative Kurt Smith

Title/Position President Please Type or Print Name

Authorized Signature 

Please give name, address, telephone number, and email of local sales representative:

Kurt Smith, 817-235-3008, ksmithpbs@yahoo.com

David Martinez, 214-766-3527, dmartinez@pbsoftexas.com

Listed below are typical specifications in public schools and may be altered depending upon the needs of the District's facilities. Daytime custodians will be available to the building Principal as needed for assistance.

Classrooms, Offices, Laboratories, Auditoriums

Daily	Sweep	sweep all hard surfaced floors with dust control tool
	Vacuum	vacuum carpeted areas
	Damp Mop	mop entries, lobbies, corridors
	Spot Mop	classrooms
	Dust	baseboards and lower ledges
	Clean, Disinfect, Polish, Monitor	Clean and disinfect hand basins, commode seats and covers, towel and paper fittings. Clean and polish metal and mirrors. Remove marks from doors/partitions. Replenish soap, towels, toilet paper, etc. Spot wash walls, partitions, doors. Monitor throughout the day.
	Clean and Polish	water fountains
	Clean	glass entrance doors, partitions, panels
	Dust and Clean	furniture glass tops
	Clean and Arrange	classroom furniture as needed
	Empty and Damp Wipe	classroom waste cans
	Police and Pick Up	trash exterior of buildings and sidewalk to street

Weekly	Dust	lighting fixtures not normally done daily
	Dust	wood furniture, desks, podiums, shelves, etc. - clean surfaces
	Polish	furniture with suitable polish
	Wash	chalkboard or whiteboard completely as dealer recommendation
	Clean and wash	interior walls-as needed
	Spray buff	classrooms, offices, etc.
	Dust	high ledges and surfaces
	Spot Clean	carpet stains/spots
	Wash	window inserts on doors

Annual	Strip and Finish	hard surfaced floors	1X Yr
	Carpet Shampoo	shampoo/extract	1X Yr
	Wash	interior reflecting surfaces, lamps, shades, louvers, etc.	1X Yr
	Damp Clean	venetian blinds	1X Yr
	Wash	interior of all exterior windows	2X Yr
	Dust and Damp Wipe	ceiling vents	4X Yr

Public Areas, Lobbies, Stairs, Elevators, Hallways

Daily	Vacuum	all runners, mats, etc. (provided by District)	
	Damp Wipe	hand rails, banisters, landings, stairs	
	Sweep and Police	Hallways	
	Damp Wipe	entries, lobbies, corridors	
	Clean and Polish	water fountains	
	Clean Glass	entrance doors, partitions, display cases as needed	
	Police Wall Surfaces	tape, pins, etc.	
	Empty	all indoor and outdoor waste containers, take to dumpster and police area	
	Clean, Damp Mop	cafeteria/dining area, empty trash, straighten tables	
	Unlock and then Secure	all building doors and entrances morning and evening	

Weekly	Spot Wash	hallway wall surfaces	
	Dust	pictures, logos, sculptures, decorative fixtures (2X Week)	
	Police	trash at doorway entrances and walkways to the curb	
	Spray Buff	hall and landings	
	Spot Clean	Carpets	
	Dust	high ledges and surfaces	(2X Month)
	Wash	window inserts on doors	
	Wash	door handles and handle plates	
	Wash	white boards, bulletin boards, as required by manufacturer	

Annual	Damp Clean	louvers, shades, venetian blinds, etc.
	Shampoo Carpet	shampoo and heavy extraction 2X Yr
	Apply Finish	strip hard surface floors and finish
	Dust and Damp Wipe	ceiling vents 4X Yr
	Wash	interior of windows
	Wash and Refinish	cafeteria floors and grout

Showers, Locker Rooms, Weight Rooms, etc.

Daily	Clean	ceramic tile, showers, locker rooms, using an approved disinfectant
	Sweep, Mop, Vacuum	floors
	Police	trash in gyms, dressing areas, behind bleachers
	Damp Mop	gym, weight room (depending upon surfaces)
	Clean	glass, partitions, mirrors

Annual	Wash	windows, walls, mirrors, etc.
	Disinfect	entire athletic areas, including lockers

Aledo Independent School District						
Custodial Cleaning - Listing of Facility Locations and Square Footage						
					Total	Component
Facility Name	Facility Address				Square	Square
					Footage	Footage
Aledo High School	1000 Bailey Ranch Road	Aledo	Texas	76008	313,930	
Aledo High School Main Building						256,769
Aledo High School Agriculture Building						10,984
Aledo High School Field House						20,660
Aledo High School Stadium (All Buildings)						18,785
Aledo High School Indoor Practice Facility Weightroom						6,732
Daniel Ninth Grade Campus	990 Bailey Ranch Road	Aledo	Texas	76008	159,666	
Aledo Middle School	416 FM 1187 South	Aledo	Texas	76008	151,735	
Aledo Middle School Original Building						76,659
Aledo Middle School New Building						29,655
Aledo Middle School Multi-Purpose Center (MPC)						33,964
Aledo Middle School Field House						8,250
Aledo Middle School Stadium Concession Stand & Restrooms						3,207
Walsh Elementary School	14113 Walsh Avenue	Fort Worth	Texas	76008	100,132	
McAnally Intermediate School	151 FM 5 South	Aledo	Texas	76008	94,154	
McCall Elementary School	400 Scenic Trail	Willow Park	Texas	76087	89,645	
Stuard Elementary School	200 Thunderhead Lane	Aledo	Texas	76008	76,498	
Coder Elementary School	12 Vernon Road	Aledo	Texas	76008	75,939	
Vandagriff Elementary School	408 FM 1187 South	Aledo	Texas	76008	62,811	
Vandagriff Elementary Main Building						46,373
Vandagriff Elementary Annex						9,808
Vandagriff Elementary Rock Gym						6,630
Aledo ISD Administration Building	1008 Bailey Ranch Road	Aledo	Texas	76008	27,377	

Aledo Independent School District						
Custodial Cleaning - Listing of Facility Locations and Square Footage						
					Total	Component
					Square	Square
Facility Name	Facility Address				Footage	Footage
Aledo ISD Learning Center	1016 Bailey Ranch Road	Aledo	Texas	76008	18,952	
Technology & Security Building	117 Vernon Road	Aledo	Texas	76008	9,938	
Auxiliary Services/North Transportation Building	1 Dean Road	Aledo	Texas	76008	5,101	
South Transportation Buildings	126 FM 1187 East	Aledo	Texas	76008	1,840	
Maintenance Auxiliary Buildings	17 Vernon Road	Aledo	Texas	76008	1,440	
Total Square Footage					1,189,158	

REFERENCES

Alcon Laboratories
6201 South Freeway
Fort Worth, Texas 76134
2,500,000+ square feet
Dick Lee – Facilities Manager
817-517-9104
Dick.Lee@am.jll.com
Serviced for 29 years



Alcon Labs is the world's leading research and pharmaceutical manufacturer for eyecare products and study. The Fort Worth headquarters encompasses 300 acres and is home to over 5000 employees. Facilities include laboratory, clinical, manufacturing, educational, administrative and industrial areas.



Uplift Education is the largest public charter school network in North Texas. Established in 1996 with one school in Irving, we have now grown to a network serving nearly 16,000 scholars in pre-k through 12th grade on 17 campuses across the D/FW metroplex. Our schools have received national recognition and 100% of our graduates have been accepted to college.

13 Locations with over 1.2 million square feet served by PBS:

Contact: Gibran Torres – Facility Director
8915 S. Hampton Road
Dallas, Texas 75232
817-233-5818 gitorres@uplifteducation.org
Serviced since 2015



Brock ISD



Brock a 3A school district with approximately 1350 students in grades Pre-K – 12. The district covers about 105 square miles and is located in southwest Parker County.

**Contact: Scott Drillette – Superintendent
410 Eagle Sprit Lane
Brock, Texas 76087
817-374-9614
sdrillette@brockisd.net**



Rio Vista ISD



The Mission of Rio Vista Independent School District is to provide 737 students of Johnson County with instruction through diverse and challenging curriculum in a nurturing environment, while integrating the unique resources of the community.

**Contact: Tony Martin
100 Capps Street
Rio Vista, Texas 76093
903-243-1794
tmartin@rvisd.net**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: TrueNorth Companies, L.C.
INSURED: Predictable Business Strategies LLC
CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, NAIC #

COVERAGES CERTIFICATE NUMBER: 267103392 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, and Crime.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CG7650 Attached

CERTIFICATE HOLDER: Novartis & Affiliates
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.