

ORDINANCE

2018-09-20-0732

**APPROVING A CONTRACT FOR CUSTODIAL SERVICES FOR THE
SAN ANTONIO PUBLIC LIBRARY WITH SELRICO SERVICES, INC.
FOR AN ESTIMATED COST OF \$1,206,491.58 ANNUALLY, FUNDED
THROUGH THE DEPARTMENT'S FY 2019 OPERATING BUDGET.**

* * * * *

WHEREAS, the City of San Antonio issued a Request for Competitive Sealed Proposals (RFCSP) to provide the City with custodial services for the San Antonio Public Library; and

WHEREAS, six proposal responses were received; and

WHEREAS, the proposal from Ace Government Services was deemed non-responsive by the Economic Development Department due to the respondent's failure to meet the Small Business Economic Development Advocacy subcontracting requirement; and

WHEREAS, upon evaluation of the responsive proposals, staff recommends Selrico Services, Inc. for award of this contract; **NOW THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The proposal submitted by Selrico Services, Inc. to provide the City with custodial services for the San Antonio Public Library is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. Services for Central Library are not included in this award. A copy of the score summary, Integration Agreement and RFCSP are attached hereto and incorporated herein for all purposes as **Exhibit A**.

SECTION 2. The proposal from Ace Government Services was deemed non-responsive and disqualified for failure to meet the specifications and/or requirements of the RFCSP.

SECTION 3. Funding for this ordinance in the amount of \$1,206,491.58 is contingent upon approval of the Fiscal Year 2019 Budget for Fund 11001000, Cost Center 0402010001 and General Ledger 5204060.

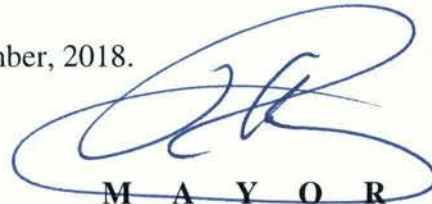
SECTION 4. Payment not to exceed the budgeted amount is authorized to Selrico Services, Inc. and should be encumbered with a purchase order. All expenditures will be in accordance with the Fiscal Year 2019 and subsequent budgets that fall within the term period of this contract approved by City Council.

SECTION 5. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund

Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

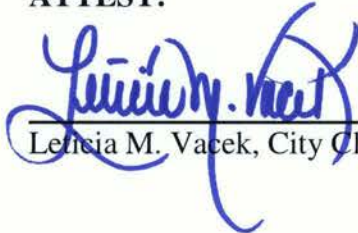
SECTION 6. This Ordinance is effective immediately upon its passage by eight affirmative votes; otherwise it is effective on the tenth day after passage.

PASSED and APPROVED this 20th day of September, 2018.



M A Y O R
Ron Nirenberg

ATTEST:



Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:



Andrew Segovia, City Attorney

Agenda Item:	5 (in consent vote: 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26)						
Date:	09/20/2018						
Time:	09:35:36 AM						
Vote Type:	Motion to Approve						
Description:	Ordinance approving a contract for custodial services for the San Antonio Public Library with Selrico Services, Inc. for an estimated cost of \$1,206,491.58 annually, funded through the department's FY 2019 Operating Budget. [Ben Gorzell, Chief Financial Officer; Troy Elliott, Deputy Chief Financial Officer, Finance]						
Result:	Passed						
Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Ron Nirenberg	Mayor		x				
Roberto C. Treviño	District 1		x				
William Cruz Shaw	District 2		x				x
Rebecca Viagran	District 3		x			x	
Rey Saldaña	District 4		x				
Shirley Gonzales	District 5	x					
Greg Brockhouse	District 6		x				
Ana E. Sandoval	District 7		x				
Manny Pelaez	District 8	x					
John Courage	District 9		x				
Clayton H. Perry	District 10	-	x				

LOC/ag
9/20/18
Item No. 5

EXHIBIT A

EXHIBIT A

RFCSP 18-019, Custodial Service - SAPL Score Summary FINAL EVALUATION Thursday, August 9, 2018	Maximum Points	3rd Generation Services 6800 Park Ten Blvd., Ste. 136-E San Antonio, TX 78213	Selrico Services 717 W. Ashby Place San Antonio, TX 78212
A - Experience, Background, Qualifications	20	12.29	19.57
B - Proposed Plan	40	23.57	38.57
A - B Sub-Total	60	35.86	58.14
C - Price	20	17.02	16.48
D - SBEDA Program SBE Prime Contract	10	10.00	10.00
D - SBEDA Program M/WBE Prime Contract	10	10.00	10.00
C - D Sub-Total	40	37.02	36.48
TOTAL SCORE	100	72.88	94.62
RANK BASED ON TOTAL SCORE		2	1



CITY OF SAN ANTONIO
FINANCE DEPARTMENT – PURCHASING DIVISION

REQUEST FOR COMPETITIVE SEALED PROPOSAL (“RFCSP”)
NO.: 18-019, 6100009736

ANNUAL CONTRACT FOR CUSTODIAL SERVICES - SAPL

Date Issued: FRIDAY, APRIL 20, 2018

BIDS MUST BE RECEIVED NO LATER THAN:
2:00 PM CT, WEDNESDAY, MAY 23, 2018

Proposals may be submitted by any of the following means:
Electronic submission through the Portal
Hard copy in person or by mail

Address for hard copy responses:

Physical Address:
Office of the City Clerk
100 Military Plaza
City Hall, 1st Floor
San Antonio, Texas 78205

Mailing Address:
Office of the City Clerk
P.O. Box 839966
San Antonio, Texas 78283-3966

For Hard Copy Submissions, Mark Envelope
“ANNUAL CONTRACT FOR CUSTODIAL SERVICES - SAPL”
Proposal Due Date: 2:00 PM CT, WEDNESDAY, MAY 23, 2018
RFCSP No.: 18-019, 6100009736
Respondent's Name and Address

Proposal Bond: NO Performance Bond: NO Payment Bond: NO Other:

See Supplemental Terms & Conditions for information on these requirements.

Affirmative Procurement Initiative: YES DBE / ACDBE Requirements: NO

See Instructions for Respondents and Attachments sections for more information on these requirements.

Pre-Submittal Conference * YES

* If YES, the Pre-Submittal Conference will be held on Tuesday, May 1, 2018 at 10:00 AM CT, at Central Library, 4th Floor Board Room, 600 Soledad, San Antonio, TX 78205

Staff Contact Person: MICHAEL HOWDYSHELL, PROCUREMENT SPECIALIST III, P.O. Box 839966, San Antonio, TX 78283-3966.

Email: MICHAEL.HOWDYSHELL@SANANTONIO.GOV

SBEDA Contact Information: LUCY BARBOSA, 210-207-3910, LUCY.BARBOSA@SANANTONIO.GOV

PROHIBITED CAMPAIGN CONTRIBUTIONS

Notice Regarding Prohibition on Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections from the *10th business day after a contract solicitation has been released until 30 calendar days after the contract has been awarded ("black out" period):

1. legal signatory of a high-profile contract;
2. any individual seeking a high-profile contract;
3. any owner or officer of an entity seeking a high-profile contract;
4. the spouse of any of these individuals;
5. any attorney, lobbyist, or consultant retained to assist in seeking contract.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution has been made by any of these individuals during the "black out" period.

***For this solicitation, the first day contributions are prohibited is Monday, May 7, 2018.**

The first day contributions may be made is the 31st day after the contract is awarded at City Council "A" Session.

RESTRICTIONS ON COMMUNICATIONS

Pursuant to Section 003 – Restriction on Communications, Respondents are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted for consideration as a City Council agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

For additional information, see the section of this RFCSP entitled "Restrictions on Communication".

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003 - INSTRUCTIONS FOR RESPONDENTS

PART A

Submission of Proposals.

Submission of Hard Copy Proposals. Respondent shall submit **one (1) COMPLETE** original signed in ink, **seven (7)** hard copies **WITH ONLY TABS and documents for General Information Form; Experience, Background and Qualifications; Proposed Plan, etc (NO SBEDA, VOSB AND/OR PRICING TO BE INCLUDED in the copies)** and one copy of the proposal on compact disk (CD) or flash drive containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, "**ANNUAL CONTRACT FOR CUSTODIAL SERVICES - SAPL" RFCSP 18-019, 6100009736**" on the front of the package. The name and address of Respondent, the due date for submission of proposals, RFCSP number and title of the solicitation shall be marked on the outside of the envelope(s). All times stated herein are Central Time. Any proposal or modification received after the time and date stated on the Cover Page shall be rejected.

Proposals must be received in the Office of the City Clerk no later than **2:00 p.m., Central Time, on Wednesday, May 23, 2018** at the address below. Any proposal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the Office of the City Clerk by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Mailing Address:

City of San Antonio – Office of the City Clerk

Attn: Library "ANNUAL CONTRACT FOR CUSTODIAL SERVICES – SAPL" RFCSP 18-019, RFX# 6100009736

P.O. Box 839966

San Antonio, Texas 78283-3966

Physical Address:

City of San Antonio – Office of the City Clerk

Attn: Library "ANNUAL CONTRACT FOR CUSTODIAL SERVICES – SAPL" RFCSP 18-019, RFX# 6100009736

100 Military Plaza

San Antonio, Texas 78205

1st Floor, City Hall San Antonio, Texas 78205

Submission of Electronic Proposals. Submit one (1) **COMPLETE** proposal electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any proposal or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

Proposals sent to City by facsimile or email shall be rejected.

Modified Proposals. Proposals may be modified provided such modifications are received prior to the time and date set for submission of proposals, and submitted in the same manner as original proposals. For hard copy proposals, provide a cover letter with the proposal, indicating it is a modified proposal and that the original proposal is being withdrawn. For electronic proposals, a modified proposal will automatically replace a prior proposal submission. See below for information on submitting Alternate Proposals.

City shall not be responsible for lost or misdirected proposals or modifications.

Respondents must sign the Signature Page on hard copy proposals and return the RFCSP document to City. For electronic proposals, Respondent's electronic submission, with accompanying affirmations, constitutes a binding signature for all purposes. Respondents are cautioned that they are responsible for the security of their log on ID and password, since unauthorized use could result in Respondent's being held liable for the submission.

Certified Vendor Registration Form. If Respondent has not completed City's Certified Vendor Registration (CVR) Form. Respondent is required to do so prior to the due date for submission of proposals. The CVR form may be accessed at:

<http://www.sanantonio.gov/purchasing/>. Respondents must identify the correct name of the entity that will be providing the goods and/or services under the contract. No nicknames, abbreviations (unless part of the legal title), shortened or short hand names will be accepted in place of the full, true and correct legal name of the entity.

Correct Legal Name. Respondents who submit proposals to this RFCSP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity.

These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFCSP as Attachment A, Part One. If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of the Finance Department shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

Alternate Proposals. Alternate proposals may be allowed at the sole discretion of City.

Hard Copy Alternate Proposals. Alternate proposals must be submitted in separate sealed envelopes in the same manner as submission of other proposals. Alternate proposals must be marked consecutively on the envelope as Alternate Proposal No. 1, 2, etc. Failure to submit alternate proposals in separate envelopes may result in rejection of a proposal.

Electronic Alternate Proposals. All alternate proposals submitted electronically are recorded with original proposals when submitted electronically.

Catalog Pricing. *(This section applies to proposals using catalog pricing.)*

The proposal will be based on manufacturer's latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and price schedule.

Respondents shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which a proposal is submitted. Respondent shall provide said catalog at the time of submission of its proposal. Manufacturers' catalogs may be submitted in any of the following formats: paper copy or CD ROM for proposals submitted on paper, or PDF file for proposals submitted electronically.

Respondents may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of City's Finance Department, Purchasing Division.

Specified items identified herein, if any, are for overall proposal evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered.

Restrictions on Communication.

Respondents are prohibited from communicating with: 1) City officials as defined by §2-62 of the City Code of the City of San Antonio regarding the RFCSP or proposals from the time the RFCSP has been released until the contract is posted for consideration as a City Council agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFCSP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the restrictions on communications with City employees include:

Respondents may ask verbal questions concerning this RFCSP at the Pre-Submittal Conference.

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed on the Cover Page until 12:00 p.m., Central Time on Tuesday, May 15, 2018. Questions received after the stated deadline will not be answered. Questions submitted and City's responses will be posted with this solicitation. All questions shall be sent by e-mail or through the portal.

Respondents may provide responses to questions asked of them by the Staff Contact Person after proposals are received and opened. The Staff Contact Person may request clarification to assist in evaluating Respondent's response. The information provided is not intended to change the proposal response in any fashion. Such additional information must be provided within two (2) business days from City's request. Respondents may also respond to requests by the Staff Contact Person for best and final offers, which do allow respondents to change their proposals. Requests for best and final offers will be clearly designated as such. During interviews, if any, verbal questions and explanations will be permitted. The City reserves the right to exclude any persons from interviews as it deems in its best interests.

Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the required SBEDA forms. The point of contact, Lucy Barbosa, may be reached by telephone at (210) 207-3910 or by e-mail at Lucy.Barbosa@sanantonio.gov. This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.

Respondents may contact the Vendor Support staff at (210) 207-0118 or by email at vendors@sanantonio.gov for assistance with vendor registration.

A Respondent that has an ongoing business relationship with the City may communicate with City employees to the extent necessary to perform the Respondent's duties and obligations related to that business relationship.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated City Council Agenda date, and a review of the solicitation process.

Pre-Submittal Conference.

If a Pre-Submittal Conference is scheduled, it will be held at the time and place noted on the Cover Page. Respondents are encouraged to prepare and submit their questions in writing in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Site Tours, if any, will be scheduled with the Library Facility Manager, Mark Jenkins at 210-207-2663

This meeting place is accessible to disabled persons. Call the Staff Contact Person for information on the location of the wheelchair accessible entrance, or to request an interpreter for the deaf. Interpreters for the deaf must be requested at least 48 hours prior to the meeting. For other assistance, call (210) 207-7245 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City.

Pre-Submittal Audio Connection

*** The toll-free number is only for calls from within the United States ***

210-207-9329 (External Dial-In)
79329 (Internal Dial-In)
855-850-2672 (Toll-free Dial-In)

Access Code:
992 605 934

Changes to RFCSP.

Changes to this RFCSP made prior to the due date for proposals shall be made directly to the original RFCSP. Changes are captured by creating a replacement version each time the RFCSP is changed. It is Respondent's responsibility to check for new versions until the proposal due date. City will assume that all proposals received are based on the final version of the RFCSP as it exists on the day proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFCSP.

Preparation of Proposals.

All information required by the RFCSP must be furnished or the proposal may be deemed non-responsive and rejected. Any ambiguity in the proposal as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of City.

Proposal Format. Each proposal shall be typewritten, single spaced on 8 ½" x 11" white paper. If submitting a hard copy, place proposal inside a three ring binder or other securely bound fashion. The use of recycled paper and materials is encouraged. Unnecessarily elaborate brochures, artwork, bindings, visual aids, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. Font size shall be no less than 12-point type. All pages shall be numbered and printed two-sided. Margins shall be no less than 1" around the perimeter of each page. A proposal response to the RFCSP General Information Form may not exceed 10 pages in length. Websites or URLs shall not be submitted in lieu of the printed proposal or electronic submission through City's portal. **ORIGINAL and/or ELECTRONIC** proposals must include **ALL** the sections and attachments in the sequence listed in the RFCSP Instructions to Respondents Part B - Submission Requirements, and each section and attachment must be indexed and, for hard copy submission, **ONLY REQUIRED SECTIONS AND ATTACHMENTS listed by Asterisk in Section 003 Part B, Proposal Requirements MUST** divided by tabs and indexed in a Table of Contents page. For electronic submissions, whether through the portal, or on a CD, each separate section should be attached as a separate file. Failure to meet the above conditions may result in disqualification of the submission or may negatively affect scoring.

Modified Proposals. Proposals may be modified provided such modifications are received prior to the time and date set for submission of proposals, and submitted in the same manner as original proposals. For hard copy proposals, provide a cover letter with the proposal, indicating it is a modified proposal and that the original proposal is being withdrawn.

City shall not be responsible for lost or misdirected proposals or modifications.

Correct Legal Name. If Respondent is found to have incorrectly or incompletely stated the name of the entity that will provide goods and/or services, the proposal may be rejected.

Line Item Proposals. Any proposal that is considered for award by each unit or line item must include a price for each unit or line item for which Respondent wishes to be considered. All proposals are awarded on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" proposal in the Supplemental Terms & Conditions.

All or None Bid. Any proposal that is considered for award on an "all or none" basis must include a price for all units or line items. In an "All or None" bid, a unit price left blank shall result in the proposal being deemed nonresponsive and disqualified from consideration. An "All or None" bid is one in which City will award the entire contract to one respondent only.

Delivery Dates. Proposed delivery dates must be shown in the proposal where required and shall include weekends and holidays, unless specified otherwise in this RFCSP. Proposed delivery times must be specific. Phrases such as "as required", "as soon as possible" or "prompt" may result in disqualification of the proposal. Special delivery instructions, if any, may be found in the Specifications / Scope of Services section of this document, or in the Purchase Order.

Tax Exemption. The City of San Antonio is exempt from payment of federal taxes, and State of Texas limited sales excise and use taxes. Respondents must not include such taxes in proposal prices. An exemption certificate will be signed by City where applicable upon request by Respondent after contract award.

Description of Supplies.

Any brand names, catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired.

Proposals submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed item with proposal response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item's suitability and compliance with proposal specifications. City shall be the sole judge of equality and suitability of comparable items.

Pro-rata adjustments to packaging and pricing may be allowed at the sole discretion of City.

Samples, Demonstrations and Pre-award Testing. If requested by City, Respondent shall provide product samples, demonstrations, and/or testing of items proposed to ensure compliance with specifications prior to award of the contract. Samples, demonstrations and/or testing must be provided within 7 calendar days of City's request. Failure to comply with City's request may result in rejection of a proposal. All samples (including return thereof), demonstrations, and/or testing shall be at Respondent's expense. Samples will be returned upon written request. Requests for return of samples must be made in writing at the time the samples are provided. Otherwise, samples will become property of City at no cost to City. Samples that are consumed or destroyed during demonstrations or testing will not be returned.

Estimated Quantities for Annual Contracts.

Designation as an "annual" contract is found in the contract's title on the Cover Page of this document. The quantities stated are estimates only and are in no way binding upon City. Estimated quantities are used for the purpose of evaluation. City may increase or decrease quantities as needed. Where a contract is awarded on a unit price basis, payment shall be based on the actual quantities supplied.

Respondents shall thoroughly examine the drawings, specifications, schedule(s), instructions and all other contract documents.

Respondents shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment, or conditions and sites/locations for providing goods and services as required by this RFCSP. No plea of ignorance by Respondent will be accepted as a basis for varying the requirements of City or the compensation to Respondent.

Confidential or Proprietary Information. All proposals become the property of City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Interlocal Participation.

City may engage in cooperative purchasing with other governmental entities or governmental cooperatives ("Entity" or "Entities") to enhance City's purchasing power. At City's sole discretion and option, City may inform other Entities that they may acquire items listed in this RFCSP. If this contract will be subject to cooperative purchasing, such fact will be indicated in the Supplemental Terms and Conditions portion of this RFCSP. Such acquisition(s) shall be at the prices stated in the proposal, and shall be subject to Respondent's acceptance. Entities desiring to acquire items listed in this RFCSP shall be listed on a rider attached hereto, if known at the time of issuance of the RFCSP. City may issue subsequent riders after contract award setting forth additional Entities desiring to utilize this proposal.

Respondent must sign and submit the rider, if attached to this RFCSP, with its proposal, indicating whether Respondent wishes to allow other Entities to use its proposal. Respondent shall sign and return any subsequently issued riders within ten calendar days of receipt. Respondent's decision on whether to allow other Entities to use the proposal shall not be a factor in awarding this RFCSP.

Costs of Proposing. Respondent shall bear any and all costs that are associated with the preparation of the Proposal, attendance at the Pre-Submittal conference, if any, or during any phase of the selection process.

Rejection of Proposals.

City may reject any and all proposals, in whole or in part, cancel the RFCSP and reissue the solicitation. City may reject a proposal if:

Respondent misstates or conceals any material fact in the proposal; or

The proposal does not strictly conform to law or the requirements of the solicitation;

The proposal is conditional; or

Any other reason that would lead City to believe that the proposal is non-responsive or Respondent is not responsible.

City, in its sole discretion, may also waive any minor informalities or irregularities in any proposal, such as failure to submit sufficient proposal copies, failure to submit literature or similar attachments, or business affiliation information.

Variations and Exceptions to Proposal Terms. In order to comply with State law, respondents must submit proposals on the same material terms and conditions. Proposals that contain material variances or exceptions to the terms and conditions, including additional terms and conditions, will be rejected.

Changes to Proposal Form. Proposals must be submitted on the forms furnished, where forms are provided. Proposals that change the format or content of City's RFCSP will be rejected.

Withdrawal of Proposals. Proposals may be withdrawn prior to the due date for submission. Written notice of withdrawal shall be provided to the City Clerk for proposals submitted in hard copy. Proposals submitted electronically may be withdrawn electronically.

Proposal Opening. Proposals will be opened publicly and the names of the respondents read aloud at 2:30 P.M. on the day the proposals are due. Proposal openings are held at the Purchasing Division, Riverview Tower, 11th floor, 111 Soledad, Suite 1100, San Antonio, Texas 78205. However, in accordance with state law, the contents will not be revealed until after the contract is awarded.

Evaluation and Award of Contract.

Per Section §252.043 of the Texas Local Government Code, the contract will be awarded to the responsible offeror whose proposal is determined to be the most advantageous to City, considering the relative importance of price and the other evaluation factors included in this RFCSP.

City reserves the right to make an award on the basis of low line item, low total line items, or in any other combination that serves the best interest of City, unless City designates this solicitation as an "all or none" proposal in the Supplemental Terms & Conditions.

A written award of acceptance (manifested by a City Ordinance) and Purchase Order furnished to Respondent results in a binding contract without further action by either party. Vendor must have the Purchase Order prior to incurring any costs for which the City may be liable.

City reserves the right to utilize historical usage data as a basis for evaluation of proposals when future usages are unable to be determined.

City reserves the right to delete items prior to the awarding of the contract, and purchase said items by other means.

Inspection of Facilities/Equipment.

Depending on the nature of the RFCSP, Respondent's facilities and equipment may be a determining factor in making the proposal award. All respondents may be subject to inspection of their facilities and equipment.

Prospective respondents must prove beyond any doubt to the City that they are qualified and capable of performing the contract's requirements.

Prompt Payment Discount.

Provided Respondent meets the requirements stated herein, City shall take Respondent's offered prompt payment discount into consideration. The evaluation will not be based on the discount percentage alone, but rather the net price as determined by applying the discount to the proposal price, either per line item or total proposal amount. However, City reserves the right to reject a discount if the percentage is too low to be of value to City, all things considered. City may also reject a discount if the percentage is so high as to create an overly large disparity between the price City would pay if it is able to take advantage of the discount and the price City would pay if it were unable to pay within the discount period. City may always reject the discount and pay within the 30 day period, at City's sole option.

City will not consider discounts that provide fewer than 10 days to pay in order to receive the discount.

For example, payment terms of 2% 5, Net 30 will NOT be considered in proposal evaluations or in the payment of invoices. However, payment terms of 2% 10, Net 30 will result in a two percent reduction in the proposal price during proposal evaluation, and City will take the 2% discount if the invoice is paid within the 10 day time period.

Prohibited Financial Interest.

The Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

Unfair Advancement of Private Interests. Pricing and discounts contained in this contract are for use by City departments conducting City business. City employees may not use their positions to obtain special treatment or prices that are not available to the general public.

State of Texas Conflict of Interest Questionnaire (Form CIQ). Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed Form CIQ with the City Clerk if those persons meet the requirements under §176.006(a) of the statute.

By law this questionnaire must be filed with the City Clerk 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), Texas Local Government Code.

Form CIQ is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm

In addition, please complete the **City's Addendum to Form CIQ (Form CIQ-A)** and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:

<http://www.sanantonio.gov/Portals/0/Files/Ethics/occ-ciq-addendum.pdf>

When completed, the CIQ Form and the CIQ-A Form should be submitted together, either by mail or hand delivery, to the Office of the City Clerk. If mailing, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966.

If delivering by hand, deliver to:

Office of the City Clerk, City Hall, 100 Military Plaza, 1st Floor, San Antonio, TX 78205.

Do not include these forms with your sealed bid. The Purchasing Division will not deliver the forms to the City Clerk for you.

PART B

SUBMISSION REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

If submitting a hard copy proposal, Respondent shall submit one (1) COMPLETE original, signed in ink, and **seven (7) hardcopies WITH ONLY TABS** and documents for **General Information Form; Experience, Background, and Qualifications; Proposal Plan, etc. (NO SBEDA, VOSB OR PRICING TO BE INCLUDED** in the 7 copies) and one (1) compact disk (CD) or USB flash drive containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, "**ANNUAL CONTRACT FOR CUSTODIAL SERVICES, RFCSP 18-019, 6100009736**", on the front of the package.

The name and address of Respondent, the due date for submission of proposals, RFCSP number and title of the solicitation shall be marked on the outside of the envelope(s). All times stated herein are Central Time. Any proposal or modification after the time and date stated on the Cover Page shall be rejected.

Proposals must be received in the Office of the City Clerk no later than **2:00 p.m., CST, on Wednesday, May 23, 2018** at the address below. Any proposal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the City Clerk's Office by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Mailing Address:

City of San Antonio – Office of the City Clerk
Attn: Library "RFCSP 18-019, 6100009736, ANNUAL CONTRACT FOR CUSTODIAL SERVICES – SAPL" RFCSP 18-019, RFX # 6100009736,
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

City of San Antonio – Office of the City Clerk
Attn: Library "ANNUAL CONTRACT FOR CUSTODIAL SERVICES – SAPL" RFCSP 18-019, RFX# 6100009736
100 Military Plaza
San Antonio, Texas 78205
1st Floor, City Hall San Antonio, Texas 78205

Proposals sent by facsimile or email will not be accepted.

If submitting electronically through City's portal, scan and upload one (1) **COMPLETE** proposal electronically by the due date provided on the Cover Page. All times stated herein are Central Time. Any proposal or modification received after the time and date stated on the Cover Page shall be rejected. All forms in this solicitation which require a signature must have a signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

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EXECUTIVE SUMMARY. The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

GENERAL INFORMATION FORM. Use the Form found in this RFCSP as Attachment A, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS. Use the Form found in this RFCSP as Attachment A, Part Two.

PROPOSED PLAN. Use the Form found in this RFCSP as Attachment A, Part Three.

*PRICE SCHEDULE. Use the Price Schedule that is found in this RFCSP as Attachment B.

CONTRACTS DISCLOSURE FORM. Use the instructions below for completing RFCSP Attachment C, Contracts Disclosure Form. Respondent may download a copy at:

<http://www.sanantonio.gov/Ethics/ForCompliance/Vendors-And-Conflict-of-Interest-Reports>

Instructions for completing the Contracts Disclosure form:

Download form and complete all fields. All fields must be completed prior to submitting the form.

Click on the "Print" button and place the copy in your proposal as indicated in the Proposal Checklist.

LITIGATION DISCLOSURE FORM. Complete and submit the Litigation Disclosure Form, found in this RFCSP as Attachment D. If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.

***SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM FORM(S).** Complete, sign and submit any and all SBEDA form(s), found in this RFCSP and Attachment E (Utilization Plan).

***VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM TRACKING (VOSBP) FORM(S).** Complete, sign and submit any and all VOSB form(s), found in this RFCSP as Exhibit 2.

CERTIFICATE OF INTERESTED PARTIES FORM. Respondent shall review information regarding Certificate of Interested Parties Form (Form 1295) provided in RFCSP Exhibit 3 and submit Form 1295 as directed.

Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234). The form is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 and submit it with your response to this solicitation.

PROOF OF INSURABILITY. Submit a letter from insurance provider stating provider's commitment to insure the Respondent for the types of coverage and at the levels specified in this RFCSP if awarded a contract in response to this RFCSP. Respondent shall also submit a copy of its current insurance certificate.

FINANCIAL INFORMATION. Submit a recent copy of a Dun and Bradstreet financial report, or other credit report, on Respondent and its partners, affiliates and subtenants, if any.

SIGNATURE PAGE. If submitting a hard copy proposal, Respondent must complete, sign and submit the Signature Page found in this RFCSP Section 007. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

PROPOSAL CHECKLIST. Complete and submit the Proposal Checklist found in this RFCSP as Attachment F.

ADDENDA. Sign and submit addenda, if any.

Respondent is expected to examine this RFCSP carefully, understand the terms and conditions for providing the services listed herein and respond completely. **FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

EVALUATION CRITERIA

City will conduct a comprehensive, fair and impartial evaluation of all submissions received in response to this RFCSP. City may appoint a selection committee to perform the evaluation. Each submission will be analyzed to determine overall responsiveness and qualifications under this RFCSP. Criteria to be evaluated will include the items listed below. The selection committee may select respondents who are judged to be reasonably qualified for interviews, depending on whether further information is needed. Interviews are not an opportunity to change a submission. If the City elects to conduct interviews, respondents may be interviewed and re-scored based upon the same criteria. City may also request information from respondents at any time prior to final approval of a selected respondent, or seek best and final offers from respondents deemed reasonably qualified for award. Final approval of a selected respondent is subject to the action of the San Antonio City Council.

Evaluation Criteria:

Experience, Background, Qualifications (20 points)

Proposed Plan (40 points)

Price (20 points)

SBE Prime Contract Program – 10 pts.

Certified SBE firms (see *Small Business Enterprise* definition) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Contractors proposing at least 51% SBE participation (Prime and/or Subcontractor) will receive ten (10) evaluation criteria points, **and**

M/WBE Prime Contract Program –10 pts.

Certified M/WBE firms (see *Minority/Women Business Enterprise* definition) headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Contractors proposing at least 51% M/WBE participation (Prime and/or Subcontractor) will receive ten (10) evaluation criteria points.

No evaluation criteria points will be awarded to non-SBE or non-M/WBE Prime Contractors through subcontracting to certified SBE or M/WBE firms.

Failure to meet the 29% M/WBE and 5% AABE subcontracting requirements will deem your proposal nonresponsive.

004 - SPECIFICATIONS / SCOPE OF SERVICES

4.1 BACKGROUND

The City of San Antonio, Library Department ("City") seeks proposals from qualified contractors interested in providing services described in this RFCSP. These services include custodial service for library facilities such as routine, non-routine and as requested special cleaning tasks. These services must be provided in a manner conducive to the goals of maintaining library facilities in a manner which reflects a positive image to our patrons.

The San Antonio Public Library system currently consists of 30 locations. The contract entails custodial services at all library locations, except Potranco Branch Library and Molly Pruitt Library at Roosevelt High School. This contract includes optional pricing and ramp up plan for services at Central Library. City will choose whether to award services at Central Library at the time the remainder of the contract is awarded. If Central Library is awarded, City will inform contractor of the date those services will begin, which may be different from the date services begin for the branch locations. If City does not award full services at Central Library, then services will be provided at Central Library only as an augmentation of the current City of San Antonio custodial staff. The City may add additional service outlets as dictated by public service needs. All existing library locations currently function on a 7 day operation, but any change to public service schedule may require a change in custodial needs under this contract. See **SECTION 4.21 PUBLIC OPERATING HOURS/STAFF PREPARATION HOURS/APPROXIMATE SQUARE FOOTAGE** below to see the hours the respective libraries are open for public use, as well as the earliest time that staff will be available at that location.

The San Antonio Public Library facilities offer a variety of architectural designs and décor. See **SECTION 4.21 PUBLIC OPERATING HOURS/STAFF PREPARATION HOURS/APPROXIMATE SQUARE FOOTAGE** below to find a listing of all relevant library facilities and the square footage of each facility. As mentioned, the décor, especially flooring, varies from carpeting to sealed bare concrete in some instances.

4.2 PROJECT OBJECTIVE

The Library seeks to contract with a contractor to provide services in the following areas, with an emphasis on the cleanliness of library facilities and patron satisfaction within the following areas:

- A. Routine Cleaning
- B. Non-Routine Cleaning
- C. Day Porter
- D. Central Library Augmentation, if full services are not selected
- E. Event/Meeting Room Set Up

4.2.1 ROUTINE CLEANING

Routine cleaning is defined as those tasks accomplished on a daily or weekly basis. Contractor is responsible for furnishing all cleaning chemicals and materials, cleaning equipment, cleaning tools, appliances and labor in performing all routine custodial tasks as stated in this contract.

The routine cleaning tasks are identified in the **SECTION 4.22 ROUTINE CLEANING TASKS** below, which provides a definition of each task and its frequency.

4.2.2 NON-ROUTINE CLEANING

Non-routine cleaning is defined as those tasks accomplished on an irregular basis. Contractor is responsible for furnishing all cleaning materials, cleaning equipment, cleaning tools, appliances and labor in performing all non-routine custodial tasks as stated in this contract. If contractor's employee uses City equipment, the contractor's employee shall be responsible for maintaining and cleaning such equipment.

Non-routine work may be performed during hours when routine cleaning is being performed as long as such work does not conflict with routine cleaning and it is not disruptive to library staff and patrons.

At the City's option, non-routine work may be scheduled during non-operational hours when the facility is not in use by the occupants or public. In those cases, scheduling and coordination will be provided by the Library Department Facilities Manager or designated location manager.

The non-routine cleaning tasks are identified in the **SECTION 4.23 NONROUTINE CLEANING TASKS** below, which provides a definition of each task and its frequency.

4.2.3 DAY PORTER

The Day Porter provides supplemental coverage, if needed, on an on call basis during public service hours at all locations for immediate needs. Day Porter may be required to perform routine/non-routine tasks on an on-call basis. The Day Porter is responsible for performing the routine/non-routine tasks defined in the **SECTION 4.22 ROUTINE CLEANING TASKS** and **SECTION 4.23 NONROUTINE CLEANING TASKS** sections of the proposal.

The Day Porter must be capable of communicating clearly in the English language and must be identifiable as an employee of the contractor.

Once the City notifies the Contractor point of contact, the Day Porter must respond to the requested location within 1 hour of a service request.

4.2.4 CENTRAL LIBRARY AUGMENTATION

Contractor shall provide temporary augmentation staff to perform the routine and non-routine custodial services described in this contract on an on call basis during the morning, evening or weekend shifts. Contractor must acknowledge the City's request and provide custodial augmentation staff within a 1 day notice. These services shall only be required if City does not select the full service option for Central Library.

4.2.5 EVENT/MEETING ROOM SETUP

Contractor shall, under direction of Library staff, be responsible for setting up, prior to, and taking down, immediately afterward, tables, chairs, and other equipment needed for events/meetings.

4.3 CONTRACTOR SUPPLIES

Contractor shall provide all supervision, labor, equipment, tools, materials, chemicals, supplies, including, but not limited to all toilet use supply items, breakrooms, public areas, etc., and other items or supplies necessary to perform custodial services as outlined within this proposal. See **SECTION 4.25 CONTRACTOR FURNISHED SUPPLIES** to locate a sample list of supplies. This list represents a mandatory minimum supply list of items that Contractor is required to furnish. Prices quoted in the Price Schedule include all supplies. The Library reserves the right to request a change of custodial-provided supply based on customer experience, sustainability or other City need.

4.4 PERSONNEL

4.4.1 PROJECT MANAGERS/SUPERVISORS:

Contractor shall provide a competent project manager/supervisor responsible for completion of all tasks within the designated areas mentioned in this proposal. The project manager/supervisor shall:

- (a) Be capable of reading, writing, speaking, and understanding the English language.
- (b) Inspect areas of all buildings to ensure completion of tasks described in this contract.
 1. Correct immediately any discrepancy to include attendance and missing supplies.
 2. Provide a report and the credit back to the City for the non-performed on time task, e.g. scheduled floor and carpet maintenance, and any other tasks which the scheduled time has reached or overlapped the next same scheduled task.
 3. Present a weekly report to the Library Facilities Manager including the problems found and the action taken to correct them. This report shall include the non-routine scheduled tasks and the satisfactory completion date.
 4. Shall post at all locations the Material Safety Data Sheet (MSDS) as well as provide the staff with the Personal Protective Equipment (PPE).
- (c) Carry a pager and/or a cell phone to be accessible to correct any problems/discrepancies which may happen at any facility included in this proposal during the work schedule or as required by the Library Department Facilities Manager or designated branch manager.
- (d) Provide the Library Department Facilities Manager and/or designated location manager with emergency contact phone numbers of responsible supervisors and management personnel.

- (e) Update any changes to contact information for supervisors and management personnel within 1 day of the change.
- (f) Perform only supervisory duties; none of the scheduled custodial tasks shall be assigned to this person, unless assistance is required by the supervisor due to an unforeseen situation.
- (g) Have at least 3 years supervisory experience in all facets of cleaning schedules, use (distribution and mixing) of cleaning chemicals, inspections, personnel, and associated guidelines and/or policies.
- (h) In the event the City elects to award Central Library as part of this contract, the contractor will provide an on-site supervisor during the hours required by the City.
- (i) Supervisors will be interacting with the public; therefore, it is incumbent they possess good customer service skills.
- (j) Contractor's employees may be required to attend library provide training (customer service, safety, etc.) on paid time.

4.4.2 EMPLOYEES

Contractor shall employ a competent workforce capable of completing all tasks within this proposal. The employees shall:

- (a) Present a neat appearance and be easily recognizable while performing work in library facilities.
- (b) Wear distinctive clothing to include appropriate tags/badges with employee name, company name and facial picture provided by Contractor. Distinctive clothing is defined as shirt or smock with company logo.
- (c) Possess all qualifications needed to work under the requirements of this contract.
- (d) Be properly trained to perform tasks within the guidelines established by the Occupational Safety and Health Administration.
- (e) Be capable of communicating clearly in the English language.
- (f) Employees will be interacting with the public; therefore, it is incumbent they possess good customer service skills.

4.5 Contractor shall remove and replace any employee from work at a City facility at City's request for failure to maintain acceptable levels of performance. Contractor may be required to attend library provided training (customer service, safety, etc.) on paid time.

4.6 CRIMINAL BACKGROUND CHECKS

4.6.1 At its own expense, Contractor shall conduct and coordinate statewide criminal background checks on all employees responsible for performing contractual services prior to beginning work. Contractor employees must not have had any criminal convictions within the past 3 years for a felony or crime of moral turpitude. Contractor is required to maintain the proof of background checks.

4.6.2 Contractor shall provide proof that all personnel assigned to City facilities have had a criminal background check prior to their assignment. The proof shall be provided to the Library Department Facilities Manager.

4.6.3 Contractor shall remove an employee from service under this contract should Contractor become aware that the employee has been convicted of a crime as described above.

4.6.4 Contractor shall retain all employee records, including criminal background checks, for the retention period stated in section 006-General Terms and Conditions, and make them available to City as stated in that section.

4.7 The Library Department Facilities Manager or designated location manager will assign employee entrance locations to all buildings, where the supervisor and custodial personnel, including Day Porters, and persons providing staff augmentation services, must sign in and sign out their attendance. In addition to signing in and out at the beginning and end of shifts, custodial personnel must sign out and sign in if they leave the building during a shift so that Library

staff can verify for time accounting purposes. Contractor shall provide the sign in sheets, and provide copies to City with submission of invoices, or any time requested by City. Failure to document sign in/out may result in reduction of payment to Contractor.

4.8 QUALITY CONTROL

4.8.1 Contractor shall establish and submit as part of this proposal a Quality Control Program to assure the requirements of this contract are met as specified. The program shall include the following as a minimum:

(a) A weekly inspection system detailing how Contractor will service all the areas to be inspected.

(b) The methodology for proactively identifying deficiencies in the quality of services before the performance level becomes unsatisfactory.

4.8.2 Contractor will maintain a file of all inspection reports conducted by Contractor and any corrective actions taken. This documentation shall be forwarded to the Library Department Facilities Coordinator and/or designated representative on a weekly basis.

4.9 PHYSICAL SECURITY

Contractor shall be responsible for safeguarding all property within the work areas. At the conclusion of each work period, Contractor will ensure that facilities and equipment are secured. Contractor must report immediately to the Library Department Facilities Manager or designated branch manager any irregularities in any areas serviced, regarding lighting, furniture, broken doors or windows, dispensing equipment in restrooms, or any other condition that may require attention for repair, adjustment, replacement or correction.

4.10 KEY CONTROL/BUILDING ACCESS CODES

Contractor shall establish and implement methods of ensuring that all keys issued to Contractor by the City are not lost, misplaced, or used by unauthorized persons. **No keys issued to Contractor may be duplicated.** Contractor will immediately report any lost keys to the Library Department Facilities Manager. Contractor shall reimburse City for replacement of locks or re-keying as a result of Contractor losing keys or damaging locks. In some cases, keys will not be provided to Contractor. Building Access Codes will be considered and issued as needed/required. Contractor will be briefed on area accessibility prior to contract start date. Contractor shall reimburse City for any fines or fees resulting from false alarms caused by Contractor's failure to activate or deactivate designated security alarms. Keys shall be returned by Contractor to the respective Branch Manager or Librarian in charge within 2 hours of opening the following day after the previous night's service. Except for overnight work, all keys shall remain secured on site.

4.11 SERVICE HOURS

4.11.1 CLOSURE OF LIBRARY LOCATIONS

On occasion, the Library facilities will be closed. The City will attempt to provide as much advance notice as they can. The contractor will not be paid for those days of closure.

4.11.2 EXTENDED SERVICE HOURS

Emergency situations (structural fire, accidents, rescue operations, civil disturbances, weather emergencies or disasters) may necessitate Contractor to operate on an extended/on call basis. Contractor shall provide these services when requested by the Library Department Facilities Manager. Contractor will respond within 2 hours of a verbal or written request made by the Library Department Facilities Manager or designated branch manager. Payment for such services shall be based upon the applicable rate shown on the Price Schedule.

4.11.3 LIBRARY SERVICE HOUR CHANGE

In the event that the Library changes service hours, the contract will be modified accordingly.

4.12 SPECIAL FUNCTION HOURS

The Library, on occasion, will host events that will require the need for custodial service to be available. These services are often on evenings and weekends. Library Department Facilities Manager or designated location manager will provide Contractor with at least 5 business days' written notice of the need for custodians to be available at such events. Payment for such services shall be based upon the applicable rate shown on the Price Schedule.

4.13 CONSERVATION OF UTILITIES

Contractor shall be responsible for instructing employees in utilities conservation practices and for operating under conditions which preclude the waste of utilities at City facilities, including:

4.13.1 Lights shall be used only in areas where work is actually being performed;

4.13.2 Mechanical equipment controls for heating, ventilation, and air conditioning systems must not be adjusted by Contractor's employees;

4.13.3 Water faucets or valves shall be turned off after use, and hoses shall be disconnected from faucets when not in use.

4.14 TECHNOLOGY USAGE

Contractor and its employees shall not use City's telephones, fax machines, or any similar communication devices for personal reasons or for any toll free or long distance calls.

4.15 LOST AND FOUND PROPERTY

Contractor shall be responsible for ensuring that all items of possible personal or monetary value found by Contractor's employees are turned in to City's designated manager.

4.16 CONTRACTOR STORAGE AREAS

Contractor will be provided limited storage space for equipment and supplies. All areas provided to Contractor shall be kept clean and neat. The City is not liable for any loss or damage to any Contractor supplies or equipment while stored in library facilities. Contractor is responsible for following proper storage handling rules and regulations and adhering to all applicable codes related to chemical handling. Current Material Safety Data Sheets must be available in all chemical storage areas at all times. These forms must be provided to the Library Facility Manager and/or designated representative. All containers shall be labeled to identify the type of chemical contained, to include spray bottles, buckets, cans, etc.

4.17 AREA COVERAGES

The services under this contract shall apply to all Library facilities identified herein except for the Central Library, other than the augmentation services described herein unless full services are awarded, Potranco Branch Library, and Molly Pruitt Library at Roosevelt High School. Library facilities are the common public areas, staff areas, public restrooms, and meeting rooms and exterior areas to the extent described herein.

4.18 ENTRANCE AND EXIT PROCEDURES

All Contractor employees who are assigned to library facilities will be required to follow the below listed entrance procedures.

4.18.1 Employees reporting to work will report to the designated sign-in location to sign-in and obtain badges and assigned keys.

4.18.2 City requires that Identification Badges be issued and worn by custodial staff at all times.

4.18.3 All workers must report to the designated sign-in location at the end of each shift to return assigned keys, badges and to sign-out.

4.18.4 When Contractor's employees are working in a library facility during hours that the library is not open to the public and no library staff are present, they must be under the direct supervision of Contractor's crew leader. The crew leader will be responsible for maintaining the security of the facility and its contents. When work has concluded, Contractor's employees must depart the building via the exit with RFID gates and the crew leader will depart the building by separate entrance once the security system has been engaged.

4.19 ENVIRONMENTAL STANDARDS

Contractor will utilize environmentally friendly (green) products and cleaning practices whenever possible.

4.20 SANITARY PRODUCT MACHINES

At selected library locations designated by City, Contractor is responsible for furnishing these sanitary products: Stay Free Pads, Playtex Tampons, Kotex or equals which are compatible with the machines provided at the facilities under this contract. The grade of this product must be acceptable to the City and changes in brand may be done only with written permission of the City. Contractor is required to service and maintain these machines for proper mechanical operation; however, the City will replace or repair any defective or damaged dispenser or any parts thereof. Contractor will not remove any sanitary product machines maintained under this contract. Contractor and City's designated branch manager will possess the only keys for access to the compartment wherein such money is deposited. Contractor will remove and retain all monies deposited in these machines at library locations. The City is not responsible for the loss of any monies from these machines. Contractor will not alter these machines by increasing product price to the customer. Contractor is expected to follow the City of San Antonio recycling procedure(s) as shown in Administrative Directive 9.1, Recycling Participation attached hereto as Attachment G.

4.21 PUBLIC OPERATING HOURS/STAFF PREPARATION HOURS/APPROXIMATE SQUARE FOOTAGE

LOCATION	ADDRESS	PUBLIC OPERATING HOURS	STAFF PREPARATION HOURS	APPROXIMATE SQUARE FOOTAGE
Bazan	2200 Commerce St. W., 78207	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	12,000
Brook Hollow	530 Heimer Rd., 78232	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	14,470
Carver	3350 Commerce St. E., 78220	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	10,770
Central	600 Soledad, 78205	Mo - Thu 9-9 Fri, Sat 9-5 Sun 11-5	Mo - Sa 7-9 Sun 8-11	238,000
Cody	11441 Vance Jackson, 78230	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	13,617
Collins Garden	200 Park N., 78204	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	9,234
Cortez	2803 Hunter, 78224	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	13,065
Encino	2515 Evans Rd. E., 78259	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	9,800
Forest Hills	5245 Ingram Rd., 78228	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	12,035
Great Northwest	9050 Wellwood, 78250	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	17,032
Guerra	7978 Military Dr. W., 78227	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	14,452
Igo	13330 Kyle Seale Pkwy., 78249	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	16,554
Johnston	6307 Sun Valley, 78227	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	11,428
Landa	233 Bushnell, 78212	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	5,252
Las Palmas	515 Castroville Rd., 78237	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	13,792
Maverick	8700 Mystic Park, 78254	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	15,525
McCreless	1023 Ada, 78223	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	12,677
Memorial	3222 Culebra, 78228	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	9,999
Mission	3134 Roosevelt Av., 78214	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	16,450
Pan American	1122 Pyron Av. W., 78221	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	11,322
Parman	20735 Wilderness Oak, 78258	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	15,746

San Pedro	1315 San Pedro, 78212	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	4,000
Schaefer	6322 US Hwy 87 E., 78222	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	11,600
Semmes	15060 Judson Rd., 78247	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	15,975
Thousand Oaks	4618 Thousand Oaks, 78233	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	11,350
Tobin @ Oakwell	4134 Harry Wurzbach, 78209	Tu & Th 12-8 Mo, We, Fri - Su 10-6	Tu & Thu 11-12 Mo, We, Fri - Su 9-10	13,060
Westfall	6111 Rosedale Ct., 78201	Mo & We 12-8 Tu, Th - Sun 10-6	Mo & We 11-12 Tu, Th - Sun 9-10	12,304

4.22 ROUTINE CLEANING TASKS

TASK DEFINITION AND REQUIRED FREQUENCY

These services will also be performed for Central Library if augmentation is utilized or if full services are awarded for that location. Frequency and hours performed are the same for the branch locations and Central Library, unless otherwise noted below.

4.22.1 CLEAN SAFELY REACHABLE INTERIOR AND EXTERIOR WINDOW SURFACES

After cleaning, all traces of film, dirt, smudges, water and other foreign matter shall have been removed from frames, casings, sills, and glass.

FREQUENCY: Minimum Weekly and As Required

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.2 REMOVE TRASH

Contractor will pick up and remove trash and replace plastic liners within respective library property boundaries, both in and outdoors. All wastebaskets, cigarette butt receptacles (ashtrays, butt cans, etc.), and other trash containers shall be emptied and returned to their proper locations. All trash receptacle liners shall be replaced. All trash shall be deposited in the nearest outside trash collection container provided by the Library Department. On trash pickup day or the evening before for early trash pickup, trash collection containers will be placed by the curb or the loading dock trash bins at Central Library as designated by the Library Department Facilities Manager or designated branch manager. In addition, at Parman Library only, Contractor will empty the dog waste trash receptacle.

FREQUENCY: Daily

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.3 SWEEP FLOORS

After the floor has been swept, the entire floor surface, including corners and abutments, will be free of litter, dust and foreign debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to sweep underneath. All furniture will be returned to its original position upon completion of the task.

FREQUENCY: Daily

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.4 LOW DUSTING

Low dusting will consist of the removal of all dust, lint, litter, and dry soil from the surfaces of desks, chairs, file cabinets, bookshelves, and other types of office furniture and equipment and from horizontal ledges, window sills, hand rails, etc. to a line not to exceed 10' above floor level. Venetian blinds, where installed, are included in low dusting.

FREQUENCY: Weekly

Central: Daily

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.5 SPOT CLEAN

Remove smudges, fingerprints, marks, streaks, etc., from washable surfaces of walls, partitions, fixtures, doors and floors including, but not limited to, carpet, vinyl composition tile, ceramic tile and wood. Germicidal detergent shall be used in restrooms, break areas, and drinking fountains. Brass hardware, aluminum bars, escalator landings, elevator's tracks and other metal on doors, stalls and cigarette urns shall be polished with an appropriate polishing compound. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots and other evidence of removed soil. Proper techniques and cleaning solutions must be used in order to prevent discoloration or any type of damage to surfaces.

FREQUENCY: Daily

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.6 SPOT CLEANING OF CARPET

All carpet will be cleaned utilizing accepted carpet cleaning practices. This cleaning will be upon request of the Library Department Facilities Manager or designated Branch Manager.

ESTIMATED FREQUENCY: As Required (will be less often than weekly)

PERFORMED: Non-Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.7 INSPECT AND RESUPPLY RESTROOMS

Restrooms must be inspected at least three times daily (morning, afternoon and evening) and as required (Central: every 30-45 minutes) and as required, and shall be stocked with a minimum of a two-day supply of toilet paper, towels, soap, or other supplies.

FREQUENCY: Three Times Daily (Morning, Afternoon, Evening)

Central: Minimum Every 30-45 minutes and as needed

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.8 GLASS CLEANING

Glass includes all glass partitions, interior and exterior glass doors, windows, display cases, directory boards, cashiers, security control stations, mirrors and adjacent trim. After glass cleaning there shall be no traces of film, dirt, smudges, water and other foreign matter.

FREQUENCY: Weekly

Central: Daily

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.9 CLEAN AND DISINFECT RESTROOMS

- (a) Remove Trash
- (b) Sweep Floor
- (c) Mop Floor
- (d) Low Dusting
- (e) Spot Clean
- (f) Glass Cleaning
- (g) Clean & Disinfect Toilet Bowls
- (h) Clean Lavatories
- (i) Clean & Disinfect Urinals
- (j) Refill Dispensers
- (k) Clean Partitions
- (l) Clean Stalls
- (m) Clean Walls
- (n) Clean All Other Fixtures Not Covered Above.
- (o) Wet floor signs should be prominently displayed to prevent injury to library staff and the public.
- (p) Clean and Disinfect Diaper Changing Stations

FREQUENCY: Minimum of Three Times Daily and as required to maximize the cleanliness of the restrooms for library patrons

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.10 WASH DOWN RESTROOMS

Restroom ceramic and partition walls must be washed off, scrubbed, and dried. Sheetrock walls must be thoroughly cleaned. All fixtures with the exception of hand dryer must be washed down, scrubbed, and dried. Ceramic floors must be buffer scrubbed, cleaned, and dried. Restroom must be restocked after full cleaning.

FREQUENCY: Monthly

PERFORMED: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.11 LAS PALMAS/BENAVIDES LEARNING CENTER

The Las Palmas Branch Library located at 515 Castroville Road is a joint-use facility with the San Antonio Health Department. The Library is located on the west side of the building and there is a common hallway with meeting room and restroom access. The hallway, restrooms and meeting room need to be maintained using the same standards as mentioned elsewhere in this contract.

FREQUENCY: Minimum of Three Times Daily and as required the cleanliness of the restrooms for the public

PERFORMED: Public Operating Hours & Staff Preparation Hours

4.22.12 SAFELY REACHABLE WINDOW LEDGES

Exterior window ledges, not to exceed 10 feet in height, are to be cleaned of bird droppings, dust, grime, and other foreign matter.

FREQUENCY: Minimum Weekly and As Required

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.13 RECYCLING PROGRAM

Contractor shall participate in the City's paper, aluminum, and plastic recycling program. Contractor shall pickup recycled materials contained in specially marked containers, in and outside the facility, and deposit same in a designated location at each facility. On trash pickup day, Contractor shall place recycling containers by the curb or the loading dock trash bins at Central Library as designated by the Library Department Facilities Manager or designated branch manager.

FREQUENCY: Twice Weekly

Central: Daily

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.14 ENTRANCES / WALKWAYS / TERRACES / PATIOS AND BALCONIES

Contractor shall sweep all entrances, floor mats, walkways, terraces, patios, and balconies and pick up trash before normal public operating hours. Wash all entry floor mats weekly. Trash pickup includes all of the library grounds, and includes emptying and replacing all trash liners.

FREQUENCY: Daily, except as noted.

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.15 CHANGING LIGHT BULBS/FLOURESCENT TUBES

Contractor shall change all safely reachable light bulbs/tubes not to exceed 10 feet in height. Light bulbs will be supplied by the City.

FREQUENCY: As Required

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.15a CHANGING TIME ON CLOCKS

Contractor shall change all clocks during the semi-annual time change.

FREQUENCY: Every Six Months

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.16 PARKING LOTS

Contractor shall pick up trash in the library facility parking lots. During periods of heavy rainfall, Contractor shall, at City's request, sweep designated areas of the parking lot in order to removed collected dirt and debris.

FREQUENCY: Twice Daily

Central: Minimum Twice Daily and As Required

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.17 HIGH DUSTING

High dusting consists of the removal of all dust, lint, litter, and dry soil from all surfaces exceeding 10 feet in height.

ESTIMATED FREQUENCY: Every 6 Months

Central: Every 3 Months

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.18 INDOOR GRAFFITI REMOVAL

Contractor shall remove graffiti (tagging) of library facilities' interiors. Most graffiti is removed with cleanser and rag. More difficult graffiti should be reported to Library Department Facilities Manager or designated branch manager so that other arrangements can be made.

ESTIMATED FREQUENCY: Minimum Quarterly and As Required

Central: Daily

PERFORMED INTERIOR: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.19 BREAK ROOM CLEANING

Library staff is responsible for cleaning up after themselves when using the break room. However, Contractor shall periodically clean the break room, including the refrigerator, microwave and stove.

ESTIMATED FREQUENCY: As Required

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.20 **RAISING/LOWERING FLAGS**

The United States and Texas flags must be displayed on a daily basis. The Air Quality Alert flag must be displayed as dictated by the City of San Antonio. Contractor shall raise and lower flags in accordance with standard flag etiquette. Contractor shall adjust flag to half staff based on notification by designated library manager.

FREQUENCY: Daily

Central: Minimum Daily and As Required

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.21 **MEETING ROOM SET-UP**

In preparation for specific events at a branch location or Central Library, Contractor shall set up tables, chairs, etc and take remove them once the event has occurred.

FREQUENCY: As Required

Central: As Required (Typically between 2-3 daily setups)

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.22 **FLYERS, POSTERS, BANNERS AND CAMPAIGN SIGNS**

In coordination with library staff, assist in the display of flyers, posters and banners.

FREQUENCY: As Required

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.23 **MINOR LANDSCAPE MAINTENANCE**

On an as needed basis, hand watering of landscaped areas including, but not limited to plants, bushes, flowers, trees and grass. This task includes the periodic water replenishment of tree gator bags.

FREQUENCY: As Required

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.24 **WEATHER PREPARATION**

During freezing weather conditions, Contractor shall distribute de-icing agents provided by the City on walkways. Contractor will weatherproof outdoor spigots using weatherproofing materials provided by the City.

FREQUENCY: As Required

PERFORMED: Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.25 **HIGH TOUCH AREAS**

In relation to reducing the spread of potential illness such as flu, provide more frequent cleaning of "high touch" areas.

FREQUENCY: As Required

PERFORMED: Public Operating Hours & Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.26 **VACUUM CARPET**

After being vacuumed, the carpeted floor shall be free of all dirt, dust, paper clips, staples and small pieces of paper and other visible trash. Any spots shall be removed as soon as noticed.

FREQUENCY: Daily

PERFORMED: Staff Preparation Hours

Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.27 **MOP FLOORS**

All accessible areas shall be mopped. Chairs, trash receptacles and easily moveable items shall be moved to mop underneath. After being mopped, the floor shall have a uniform appearance, with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film debris or standing water. To accomplish these tasks, clean water shall be

used as well as the proper chemicals/cleaners to assure these areas are free of any germs or stains. Wet floor signs should be prominently displayed to prevent injury to library staff and the public. All floors will be cleaned and disinfected when the following types of spills occur: bodily substance, vomit, excrement, urine spills and blood spills. Contractor will provide protective clothing to employees required to perform these services.

FREQUENCY: Daily
PERFORMED: Staff Preparation Hours
Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.28 DRY BUFFING

After dry buffing, floors shall present a uniform glossy appearance. Buffing will only be done after cleaning of floors. Dry buffing shall be accomplished using a snap back solution.

FREQUENCY: Weekly
Central: Minimum Twice Weekly and As Required
PERFORMED: Staff Preparation Hours
Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.29 FLOOR BURNISHING

After dry buffing, floors shall present a uniform glossy appearance. Buffing will only be done after cleaning of floors. Burnishing shall be accomplished using a snap back solution.

FREQUENCY: Minimum Bi-weekly and As Required
Central Only: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.30 SHAMPOO CARPET

All carpet shall be shampooed using extractor method at the frequency indicated. After shampooing, all areas shall be free of litter, dust, debris, stains and discolorations. All shampoo solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles and easily moveable items shall be moved to maintain the floors underneath. All moved items shall be returned to their proper position when all operations have been completed. After carpet has been shampooed and dried to avoid mildew and odor, the carpet shall be treated with carpet protector.

ESTIMATED FREQUENCY: Quarterly
Central: Monthly
PERFORMED: Non-Public Operating Hours and Non-Staff Preparation Hours
Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.31 FLOOR MAINTENANCE

All vinyl composition tiles (VCT), ceramic and other type installed tiles, wood, sheet vinyl, laminate, and all floors which require floor maintenance techniques, as determined by City, shall receive floor maintenance. Floor maintenance includes stripping of old wax and the application of a sealant and (5) two coats of (20% solids or equivalent to 100% solids of floor finish to all floor areas. After receiving floor maintenance, the entire floor shall have a coating of floor finish having a uniform glossy appearance, and be free of litter, dust, foreign debris, scuff marks, heel marks, and other stains and discoloration. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles and easily moveable items shall be moved to maintain floor underneath. All moved items shall be returned to their proper position when all operations are completed. Floor maintenance includes the techniques of stripping, application of sealant and floor finish and buffing required, achieving the above stated results. Floor finish is only to be applied to floor surfaces which have been thoroughly cleaned. All concrete, epoxy and rubber flooring surfaces shall be swept and mopped to achieve a clean appearance. After quarterly floor cleanings, Contractor personnel shall return the facility to its original condition, i.e. return furniture to its original placement so that City staff will not have to arrange the furniture before opening to the public the following morning.

ESTIMATED FREQUENCY (Strip and Wax): ESTIMATED FREQUENCY (Strip and Wax): Minimum Every 6 Months at Branches and Quarterly at Central and As Required)

ESTIMATED FREQUENCY (Recoat): ESTIMATED FREQUENCY (Recoat) Quarterly
PERFORMED: Non-Public Operating Hours and Non-Staff Preparation Hours
Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.32 LANDA BRANCH LIBRARY AND ASSOCIATED LANDA GARDENS

Contractor shall empty trash containers and replace plastic liners, regardless of the distance of the trash container from the building.

ESTIMATED FREQUENCY: Daily
PERFORMED EXTERIOR: Public Operating Hours & Staff Preparation Hours

4.22.33 BOOK DROPS

Contractor will ensure the cleanliness of the interior and exterior of the outside book drops.

ESTIMATED FREQUENCY: As Requested By Library Staff
PERFORMED EXTERIOR: Public Operating Hours & Staff Preparation Hours

4.22.34 DISPOSING OF WITHDRAWN OR DISCARDED LIBRARY MATERIALS

Contractor shall assist in the process of disposing of library materials that have been withdrawn from the library collection. Contractor shall assist staff in the removal of book covers and dust jackets and placing item in recycle bins.

ESTIMATED FREQUENCY: As Required (will be less often than weekly)
PERFORMED: Public Operating Hours & Staff Preparation Hours
Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.35 SPOT CLEANING OF UPHOLSTERED FURNITURE

All furniture (upholstered and non-upholstered) will be cleaned utilizing accepted furniture cleaning practices. This cleaning will be upon request of the Library Department Facilities Manager or designated Branch Manager.

ESTIMATED FREQUENCY: As Required (will be less often than weekly)
PERFORMED: Non-Staff Preparation Hours
Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.36 CAMPAIGN SIGNS

Picking up campaign signs after the election has concluded.

ESTIMATED FREQUENCY: As Required (will be during local and federal election periods only)
PERFORMED: Public Operating Hours & Staff Preparation Hours
Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.22.37 OUTDOOR EXERCISE STATIONS AT MISSION, PARMAN, MEMORIAL AND TOBIN AT OAKWELL

Contractor shall empty trash containers and replace at outdoor exercise stations, and replenish Degradable Dog Waste Pick-Up Bags at the Parman location.

ESTIMATED FREQUENCY: Daily
PERFORMED: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.23 NONROUTINE CLEANING TASKS

TASK DEFINITION AND ESTIMATED FREQUENCY

These services will also be performed for Central Library if full services are awarded for that location. Frequency and hours performed are the same for the branch locations and Central Library, unless otherwise noted below.

4.23.1 PRESSURE WASHING

Contractor shall perform pressure washing of outdoor surfaces, including but not limited to walls, sidewalks and driveways, upon request by the Library Department Facilities Manager or designated branch manager adhering to San Antonio Water Systems (SAWS), guidelines, policies, and restrictions. Cleaning agents must be approved in advance by Library Facilities Manager or his designee.

ESTIMATED FREQUENCY: As Required
PERFORMED: Staff Preparation Hours
Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.23.2 OUTDOOR GRAFFITI REMOVAL

Contractor shall removal graffiti (tagging) of library facilities' exteriors. Most graffiti is removed with cleanser and rag. More difficult graffiti should be reported to Library Department Facilities Manager or designated branch manager so that other arrangements can be made.

ESTIMATED FREQUENCY: As Required
PERFORMED: Public Operating Hours & Staff Preparation Hours
Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.23.3 SPECIAL EVENTS

Contractor shall provide custodial services at Library facilities for special after hour events if requested by Event Sponsors pursuant to contracts entered into between Contractor and Event Sponsors. The particular custodial requirements shall be specified in the contract between Contractor and Event Sponsor. These services shall be scheduled and arranged by Event Sponsor. City is not a party to the contract between Contractor and Event Sponsor and is not liable for payment to Contractor for its services to Event Sponsor.

Contractor shall inform City of its hourly rate for the provision of services to Event Sponsors, which will include labor, chemical and cleaning supplies. Contractor shall notify City if it changes its rates.

Contractor may refuse to perform services for Event Sponsors if Contractor is unable to negotiate a contract that is acceptable to both Contractor and Event Sponsor. Event Sponsors may use the custodial services of another party. City is not granting an exclusive right to Contractor to provide custodial services to Event Sponsors by this contract.

ESTIMATED FREQUENCY: As Required
PERFORMED: Public Operating Hours & Staff Preparation Hours
Central: Public Operating Hours, Non-Public Operating Hours, Staff Preparation Hours and Non-Staff Preparation Hours

4.24 AS REQUESTED CLEANING TASKS

TASK DEFINITION AND ESTIMATED FREQUENCY

4.24.1 AUGMENT CENTRAL LIBRARY CUSTODIAL STAFF

Contractor shall augment, upon advance notice request, Central Library custodial staff by providing custodians who shall work Monday through Sunday from 7:00 a.m. – 11:59 p.m. with a one hour lunch break. Depending on the level of augmentation, the custodian may have a 40 hour, or less, schedule and be allowed to take a one hour lunch. Contractor's custodians must remain in contact with Library Custodial Services Supervisor by radio, which will be provided by City during the custodian's shift. Custodians shall pick up the radio from the Library Custodial Services Supervisor or his designee at the beginning of each shift and leave it with the Library Custodial Services Supervisor or his designee at the end of each shift. Contractor's custodians shall perform all routine and non-routine cleaning tasks as defined in Sections 4.22 and 4.23 above. Regardless of the required contact with City's staff person at this location, Contractor's custodians shall, at all times, remain the employees of Contractor, under Contractor's direct supervision and control. If the work assigned is not being performed properly, City shall notify Contractor's designated representative, who shall be responsible for ensuring all tasks are completed. Contractor furnished supplies will not be required for augmentation staff.

4.25 CONTRACTOR FURNISHED SUPPLIES

4.25.1 Contractor shall maintain a minimum standard of supplies in order to fulfill the requirements of this proposal. The following is a sample list of supplies, equipment and materials which must be furnished by Contractor.

- (a) Bathroom tissue (2 ply only). City reserves the right to specify a specific brand of toilet tissue if Contractor fails to provide toilet tissue acceptable to the City.
- (b) Paper towels, natural or white, rolled or folded, in designated restrooms, lavatories, to include manual and motion sensor, battery operated dispensers.
- (c) Plastic liners for all waste receptacles. The waste receptacle liners must be of a transparent (clear) material and be a minimum weight of .001 and capable of being sealed when full. The City reserves the right to specify a specific brand of waste receptacle liner if Contractor fails to provide waste receptacle liners acceptable to the City.
- (d) Window cleaner, disinfectant, floor wax/sealer, deodorant, wax remover, polish for brass, detergents, aerosol deodorizer and wood paneling polish.

(e) Buffers, vacuum cleaners, carpet shampoo machines, etc. High speed buffers for buffing and low speed buffers for stripping.

(f) Dust cloths, wiping cloths, mops, brooms, etc.

(g) Soap dispensers, as needed, including soap for all restrooms. The City reserves the right to specify a specific brand of hand soap if Contractor fails to provide hand soap acceptable to the City.

4.25.2 Any other chemicals, cleaning material, supplies and equipment required to comply with the contract.

4.25.3 **NOTE:** Contractor must provide products such as hand soap, bathroom tissue and paper towels compatible with currently installed containers/dispensers. Should the Library Department replace and/or upgrade existing types of containers/dispensers, Contractor will be required to provide products used with these new containers/dispensers at no additional cost to the City.

4.25.4 **NOTE:** At designated Library locations, Contractor will supply Degradable Dog Waste Pick-Up Bags compatible with currently installed containers/dispensers. Should the City change the current containers/dispensers, Contractor will be required to provide products used with these new containers/dispensers at no additional cost to City.

005 - SUPPLEMENTAL TERMS & CONDITIONS

Original Contract Term.

This contract shall begin upon the effective date of the ordinance awarding the contract, or JULY 1, 2018, whichever is later. This contract shall terminate on JUNE 30, 2021.

Renewals.

At City's option, this Contract may be renewed under the same terms and conditions for 2 additional 1 year period(s). Renewals shall be in writing and signed by Director, without further action by the San Antonio City Council, subject to and contingent upon appropriation of funding therefore.

Temporary Short Term Extensions.

City shall have the right to extend this contract under the same terms and conditions beyond the original term or any renewal thereof, on a month to month basis, not to exceed three months. Said month to month extensions shall be in writing, signed by Director, and shall not require City Council approval, subject to and contingent upon appropriation of funding therefore.

Temporary Contract Pending Award of Contract by City Council

Occasionally, the City has a need for goods or services prior to the date set for the San Antonio City Council to consider a contract for award. If such a situation arises with regard to this solicitation, and if City intends to recommend Vendor's bid to the City Council for award of a contract, City may require Vendor to provide goods or services prior to the date set for City Council to consider the bid for award of a contract. City shall provide Vendor advance written notice if such occasion arises.

In such event, City's written notice shall constitute acceptance of Vendor's bid and shall result in a temporary contract to provide goods and/or services until City Council considers and awards the contract contemplated in this solicitation. The total expenditure under the temporary contract shall not exceed \$50,000. The temporary contract shall begin on the date set forth in City's written notice and shall terminate when the total expenditure reaches \$50,000, or upon subsequent written notice from City, whichever shall occur sooner. Should City Council authorize award of a contract to Vendor pursuant to this solicitation, said award shall automatically terminate the temporary contract upon the effective date of the newly awarded contract.

During the term of the temporary contract, all goods or services shall be provided in accordance with the terms and conditions contained in this solicitation, with the exception of the Original Contract Term, which is modified as indicated above for the temporary contract.

Acceptance of Vendor's bid for the purposes of award of a temporary contract does not constitute award of the full contract with the Original Contract Term. Such a contract may only be awarded by the San Antonio City Council by passage of an ordinance. Neither does award of a temporary contract obligate City to recommend Vendor's bid for award to the City Council, or guarantee that the City Council will award the contract to Vendor.

Change Orders. Notwithstanding anything stated to the contrary in Section 006 – General Terms & Conditions, in order to comply with Texas law governing purchases made by municipalities, the following rules shall govern all change orders made under this contract.

Any change orders that become necessary during the term of this contract as a result of changes in plans, specifications, quantity of work to be performed, materials, equipment or supplies to be furnished must be in writing and conform to the requirements of City Ordinance 2011-12-08-1014, as hereafter amended.

Any other change will require approval of the City Council, City of San Antonio.

Changes that do not involve an increase in contract price may be made by the Director.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated herein.

Insurance.

A) Prior to the commencement of any work under this Agreement, Vendor shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the City's Finance Department, which shall be clearly labeled "ANNUAL CONTRACT FOR CUSTODIAL SERVICES – SAN ANTONIO PUBLIC LIBRARY" in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must be signed by the Authorized Representative of the carrier, and list the agent's signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City's Finance Department. No officer or employee, other than the City's Risk Manager, shall have authority to waive this requirement.

B) The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City's Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.

C) A Vendor's financial integrity is of interest to the City; therefore, subject to Vendor's right to maintain reasonable deductibles in such amounts as are approved by the City, Vendor shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Vendor's sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<u>TYPE</u>	<u>AMOUNTS</u>
1. Workers' Compensation 2. Employers' Liability	Statutory \$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence

D) Vendor agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same categories of insurance coverage required of Vendor herein, and provide a certificate of insurance and endorsement that names the Vendor and the CITY as additional insureds. Policy limits of the coverages carried by subcontractors will be determined as a business decision of Vendor. Respondent shall provide the CITY with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City's Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.

E) As they apply to the limits required by the City, the City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all required endorsements. Vendor shall be required to comply with any such requests and shall submit requested documents to City at the address provided below within 10 days. Vendor shall pay any costs incurred resulting from provision of said documents.

City of San Antonio
Attn: Finance Department
P.O. Box 839966
San Antonio, Texas 78283-3966

F) Vendor agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of the City.
- Provide advance written notice directly to City of any suspension or non-renewal in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

G) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Vendor shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Vendor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

H) In addition to any other remedies the City may have upon Vendor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Vendor to stop work hereunder, and/or withhold any payment(s) which become due to Vendor hereunder until Vendor demonstrates compliance with the requirements hereof.

I) Nothing herein contained shall be construed as limiting in any way the extent to which Vendor may be held responsible for payments of damages to persons or property resulting from Vendor's or its subcontractors' performance of the work covered under this Agreement.

J) It is agreed that Vendor's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.

K) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided..

L) Vendor and any Subcontractors are responsible for all damage to their own equipment and/or property.

Incorporation of Attachments.

Each of the attachments listed below is an essential part of this contract, which governs the rights and duties of the parties, incorporated herein by reference, and shall be interpreted in the order of priority as appears below, with this document taking priority over all attachments:

RFCSP Exhibit 1 – Small Business Economic Development Advocacy (SBEDA) Program
RFCSP Exhibit 2 – Veteran Owned Small Business Preference Program (VOSBPP) Tracking Form
RFCSP Exhibit 3 – Certificate of Interested Parties (Form 1295)
Attachment A – Part One – General Information
Attachment A – Part Two – Experience, Background and Qualifications
Attachment A – Part Three – Proposed Plan
Attachment B – Price Schedule
Attachment C – Contracts Disclosure Form
Attachment D – Litigation Disclosure Form

Attachment E – Utilization Plan Commitment Form
Attachment F – Proposal Checklist
Attachment G - Administrative Directive 9.1, Recycling Participation

006 - GENERAL TERMS & CONDITIONS

Electronic Proposal Equals Original. If Vendor is submitting an electronic proposal, City and Vendor each agree that this transaction may be conducted by electronic means, as authorized by Chapter 322, Texas Business & Commerce Code, known as the Electronic Transactions Act.

Delivery of Goods/Services.

Destination Contract. Vendor shall deliver all goods and materials F.O.B., City of San Antonio's designated facility, inside delivery, freight prepaid, to the address provided in this RFCSP or, if different, in the Purchase Order. Vendor shall bear the risk of loss until delivery. Freight charges will be paid only when expedited delivery is requested and approved in writing by the City. Vendor shall be responsible for furnishing necessary personnel or equipment and/or making necessary arrangements to off load at City of San Antonio facility, unless otherwise noted herein.

Failure to Deliver. When delivery is not met as provided for in the contract, the City may make the purchase on the open market, with any cost in excess of the contract price paid by Vendor, in addition to any other direct, indirect, consequential or incidental damages incurred by the City as a result thereof. In addition, Vendor may be removed from the City's list of eligible bidders.

Purchase Orders. Each time a City department wishes to place an order against this contract, it will issue Vendor a purchase order. Vendor must have the purchase order before making any delivery.

Acceptance by City. City shall have a reasonable time (but not less than 30 days) after receipt to inspect the goods and services tendered by Vendor. City at its option may reject all or any portion of such goods or services which do not, in City's sole discretion, comply in every respect with all terms and conditions of the contract. City may elect to reject the entire goods and services tendered even if only a portion thereof is nonconforming. If the City elects to accept nonconforming goods and services, the City, in addition to its other remedies, shall be entitled to deduct a reasonable amount from the price thereof to compensate the City for the nonconformity. Any acceptance by the City, even if non-conditional, shall not be deemed a waiver or settlement of any defect in such goods and services.

Testing. After award of contract, City may, at its sole option, test the product delivered to ensure it meets specifications. Initial testing shall be at City's expense. However, if the product does not to meet specifications, Vendor shall reimburse City for the costs of testing. City may withhold the cost of testing from any amounts owed to Vendor under this or any other contract, or invoice Vendor for same. If invoiced, Vendor shall pay City within 30 calendar days' of the invoice.

Warranty. A minimum of 90-days product guarantee or the manufacturer's standard commercial warranty, whichever is greater, shall apply to all products and/or services purchased under this RFCSP, unless otherwise specified in the Specifications/Scope of Services section of this RFCSP. This warranty shall provide for replacement of defective merchandise, parts, and labor, and shall include pick-up of the defective merchandise from City and delivery of the replacement(s) to the same location. The warranty shall be effective from the date of acceptance of the merchandise, or completion of the service, as applicable.

REJECTION OF DISCLAIMERS OF WARRANTIES & LIMITATIONS OF LIABILITY. ANY TERM OR CONDITION IN ANY DOCUMENT FURNISHED BY VENDOR, DISCLAIMING THE IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE, OR ATTEMPTING TO LIMIT VENDOR'S LIABILITY SHALL BE OF NO FORCE OR EFFECT, AND SHALL BE STRICKEN FROM THE CONTRACT DOCUMENTS AS IF NEVER CONTAINED THEREIN.

Invoicing and Payment.

Address for Invoices. All original invoices must be sent to: City of San Antonio, Attn: Accounts Payable, P.O. Box 839976, San Antonio, Texas 78283-3976.

Information Required On Invoice.

All invoices must be in a form and content approved by the City. City may require modification of invoices if necessary in order to satisfy City that all billing is proper and pursuant to the terms of the contract. Invoices are required to show each City Purchase Order Number. Invoices must be legible. Items billed on invoices must be specific as to applicable stock, manufacturer, catalog or part number (if any). All invoices must show unit prices for each item being billed, the

quantity of items being billed and the total for each item, as well as the total for all items on the invoice. If prices are based on list prices basis, then the list prices, the percentage discount or percentage surcharge, net unit prices, extensions and net total prices must be shown. Prompt payment discounts offered shall be shown separately on the invoice.

Payment by City.

In accordance with the Texas Prompt Payment Act, City shall have not less than 30 days to pay for goods or services. Time for payment, including payment under discount terms, will be computed from the later of: (1) the date the City receives conforming goods under the contract; (2) the date performance of the service under the contract is completed; or (3) the date the City receives a correct and valid invoice for the goods or services. Payment is deemed to be made on the date of mailing of the check. Payment is made in US dollars only.

This provision shall not apply where there is a bona fide dispute between the City and Vendor about the goods delivered or the service performed that causes the payment to be late, or where the invoice is not mailed to the address provided herein.

The payment amount due on invoices may not be manually altered by City personnel. Once disputed items are reconciled, Vendor must submit a corrected invoice or a credit memorandum for the disputed amount. City will not make partial payments on an invoice where there is a dispute.

NECESSITY OF TIMELY INVOICE / WAIVER OF PAYMENT. NOTWITHSTANDING THE FORGOING, THE CITY CANNOT PAY FOR ANY GOODS OR SERVICES WITHOUT AN INVOICE. VENDOR MUST INVOICE CITY NO LATER THAN 90 CALENDAR DAYS FROM THE DATE GOODS ARE DELIVERED OR SERVICES RENDERED. FAILURE TO SUBMIT AN INVOICE WITHIN SAID 90 DAY SHALL NEGATE ANY LIABILITY ON THE PART OF CITY AND CONSTITUTE A **WAIVER** BY VENDOR OF ANY AND ALL RIGHT OR CLAIMS TO COLLECT MONEYS THAT VENDOR MAY RIGHTFULLY BE OTHERWISE ENTITLED TO FOR GOODS OR SERVICES PERFORMED.

The total price for all goods and/or services is shown on the Price Schedule. No additional fees or expenses of Vendor shall be charged by Vendor nor be payable by City. The parties hereby agree that all compensable expenses of Vendor are shown on the Price Schedule. If there is a discrepancy on the Price Schedule between the unit price for an item, and the extended price, the unit price shall govern.

Change Orders. In order to comply with Texas law governing purchases made by municipalities, the following rules shall govern all change orders made under this contract.

Any change orders that become necessary during the term of this contract as a result of changes in plans, specifications, quantity of work to be performed, materials, equipment or supplies to be furnished may be approved by the Director, provided that such change orders:

- are made in writing, signed by the Director;
- do not involve an increase or decrease in contract price of more than \$25,000; and
- sufficient funds have already been allocated by City or are available to the Director to cover any increase in contract price.

Any other change will require approval of the City Council, City of San Antonio.

Changes that do not involve an increase in contract price may, however, be made by the Director or Director's designee.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated herein.

Termination.

Termination-Breach. Should Vendor fail to fulfill in a timely and proper manner, as determined solely by the Director, its material obligations under this contract, or violate any of the material terms of this contract, the City shall have the right to immediately terminate the contract in whole or in part. Notice of termination shall be provided in writing to Vendor, effective upon the date set forth in the notice. City may, in City's sole discretion, provide an opportunity for Vendor to cure the default. If City elects to offer an opportunity to cure, City shall provide notice to Vendor specifying the matters in default and the cure period. If Vendor fails to cure the default within the cure period, City shall have the right, without

further notice, to terminate the contract in whole or in part. Such termination shall not relieve Vendor of any liability to the City for damages sustained by virtue of any breach by Vendor.

Termination-Notice. City may terminate this contract, in whole or in part, without cause. City shall be required to give Vendor notice ten days prior to the date of termination of the contract without cause.

Termination-Funding. City retains the right to terminate this contract at the expiration of each of City's budget periods. This contract is conditioned on a best efforts attempt by City to obtain and appropriate funds for payment of any debt due by City herein.

Termination by City may be effected by Director, without further action by the San Antonio City Council.

Independent Contractor. Vendor covenants and agrees that it is an independent contractor and not an officer, agent, servant or employee of City. City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by Vendor under this contract and that Vendor has no authority to bind City. The doctrine of respondeat superior shall not apply as between City and Vendor.

INDEMNIFICATION.

VENDOR covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, CITY and the elected officials, employees, officers, directors, volunteers and representatives of CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to VENDOR'S activities under this Agreement, including any acts or omissions of VENDOR, any agent, officer, director, representative, employee, consultant or subcontractor of VENDOR, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT VENDOR AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW. In addition, Vendor agrees to indemnify, defend, and hold the City harmless from any claim involving patent infringement, trademarks, trade secrets, and copyrights on goods supplied.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. VENDOR shall advise CITY in writing within 24 hours of any claim or demand against CITY or VENDOR known to VENDOR related to or arising out of VENDOR's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at VENDOR's cost. CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving VENDOR of any of its obligations under this paragraph.

Assignment. Except as otherwise stated herein, Vendor may not sell, assign, pledge, transfer or convey any interest in this contract, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of Director. As a condition of such consent, if such consent is granted, Vendor shall remain liable for completion of the services and provision of goods outlined in this contract in the event of default by the successor vendor, assignee, transferee or subcontractor. Any attempt to transfer, pledge or otherwise assign this Contract without said written approval, shall be void ab initio and shall confer no rights upon any third person.

Ownership of Documents. Pursuant to Texas Local Government Code Chapter 201, any and all Records produced by Vendor pursuant to the provisions of this contract are the exclusive property of City; and no such Record shall be the subject of any copyright or proprietary claim by Vendor. The term "Record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic.

Vendor understands and acknowledges that as the exclusive owner of any and all such Records, City has the right to use all such Records as City desires, without restriction.

Records Retention.

Vendor and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder ("Documents"), and shall make such Documents available to the City at their respective offices, at all reasonable times and as often as City may deem necessary during the contract period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

Vendor shall retain any and all Documents produced as a result of services provided hereunder for a period of four years ("Retention Period") from the date of termination of the contract. If, at the end of the Retention Period, there is litigation or other questions arising from, involving or concerning these Documents or the services provided hereunder, Vendor shall retain the records until the resolution of such litigation or other such questions. Vendor acknowledges and agrees that City shall have access to any and all such Documents at any and all times, as deemed necessary by City, during said Retention Period. City may, at its election, require Vendor to return the documents to City at Vendor's expense prior to or at the conclusion of the Retention Period. In such event, Vendor may retain a copy of the documents.

Vendor shall notify City, immediately, in the event Vendor receives any requests for information from a third party, which pertain to the Documents referenced herein. Vendor understands and agrees that City will process and handle all such requests.

Severability. If any clause or provision of this contract is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of San Antonio, Texas, then and in that event it is the intention of the parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this contract shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein. It is also the intention of the parties hereto that in lieu of each clause or provision of this contract that is invalid, illegal, or unenforceable, there be added as a part of the contract a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

Compliance with Law. Vendor shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

Certifications. Vendor warrants and certifies that Vendor and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

Non-waiver of Performance. Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

Venue. Venue of any court action brought directly or indirectly by reason of this contract shall be in Bexar County, Texas. This contract is made and is to be performed in Bexar County, Texas, and is governed by the laws of the State of Texas.

Non-discrimination. As a condition of entering into this agreement, Vendor represents and warrants that it will comply with the City's Commercial Nondiscrimination Policy, as described under Section IILC.1 of the SBEDA Ordinance. As part of such compliance, Vendor shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall Vendor retaliate against any person for reporting instances of such discrimination. Vendor shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and

supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. Vendor understands and agrees that a material violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of Vendor from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Vendor shall include this nondiscrimination clause in all subcontracts for the performance of this contract.

Non-Discrimination. As a party to this contract, Vendor understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein.

Attorney's Fees.

The Parties hereto expressly agree that, in the event of litigation, each party hereby waives its right to payment of attorneys' fees.

Prohibition on Contracts with Companies Boycotting Israel

Texas Government Code §2270.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it:

- (1) does not boycott Israel; and
- (2) will not boycott Israel during the term of the contract.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Contracts With Companies Engage In Business With Iran, Sudan, Or Foreign Terrorist Organization Prohibited. Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §§2270.0201 or 2252.153. Vendor hereby certifies that it is not identified on such a list. City hereby relies on Vendor's certification. If found to be false, or if Vendor is identified on said list during the course of its contract with City, City may terminate the Contract for material breach.

Delinquent Taxes. In the event that Vendor is or subsequently becomes delinquent in the payment of taxes owed to the City of San Antonio, the City reserves the right to deduct any delinquent taxes from payments that the City may owe to the delinquent Vendor as a result of this contract.

Binding Contract. This contract shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

Entire Agreement. This contract, including City's final electronically posted online version together with its authorizing ordinance and its price schedule(s), attachments, purchase orders, and exhibits, if any, and Respondent's proposal, constitutes the final and entire agreement between the parties hereto and contains all of the terms and conditions agreed upon. City's solicitation documents shall control over Respondent's proposal in the event of a conflict. No other agreements, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the parties hereto, unless same be in writing, dated subsequent to the date hereof, and be duly executed by the parties, in accordance with the Change Order provision herein. **Parties agree that City's final electronically posted online version of this solicitation contains the agreed upon specifications, scope of services, and terms and conditions**

of this contract, and shall control in the event of a conflict with any printed version signed and submitted by Vendor.

007 - SIGNATURE PAGE

By submitting a proposal, whether electronically or by paper, Respondent represents that:

(s)he is authorized to bind Respondent to fully comply with the terms and conditions of City's Request for Competitive Sealed Proposals for the prices stated therein;

(s)he has read the entire document, including the final version issued by City, and agreed to the terms therein;

Respondent is in good standing with the Texas State Comptroller's Office; and

to the best of his/her knowledge, all information is true and correct.

If submitting your proposal by paper, complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

Respondent Information
Please Print or Type

Vendor ID	
Signer's Name	
Name of Business	
Street Address	
City, State, Zip Code	
Email Address	
Telephone Number	
Fax Number	
City's Solicitation Number	

Signature of Person Authorized to Sign Proposal

008 - STANDARD DEFINITION

Whenever a term defined by the Uniform Commercial Code ("UCC"), as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

All-or-None Bid – a request for competitive sealed proposal in which the City will award the entire contract to one respondent only.

Alternate Proposal - two or more proposals with substantive variations in the item or service offered from the same respondent in response to a solicitation.

Assignment - a transfer of claims, rights or interests in goods, services or property.

Change Order - a change to the plans or specifications of the contract, or an increase or decrease in the quantity of work to be performed or of materials, equipment, or supplies to be furnished, issued by the Director after the proposal has been accepted by the City.

City - the City of San Antonio, a Texas home-rule municipal corporation.

Contract - the binding legal agreement between the City and Vendor.

Contractor - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Director – the Director of City's Purchasing & General Services Department, or Director's designee.

Equal or Equivalent - terms to indicate that similar products or other brands may be acceptable for purchase if specifications and functional requirements are met.

Line Item - a listing of items in a proposal for which a respondent is expected to provide separate pricing.

Non-Responsive Proposal - a proposal or offer that does not comply with the terms and conditions, or specifications and/or requirements of the RFCSP.

Offer - a complete, signed response to an RFCSP that, if accepted, would bind Respondent to perform the resultant contract. The term "offer" is synonymous with the terms "bid" and "proposal".

Payment Bond - a particular form of security provided by the contractor to protect the City against loss due to the contractor's failure to pay suppliers and subcontractors.

Performance Bond - a particular form of security provided by the contractor to protect the City against loss due to the contractor's inability or unwillingness to complete the contract as agreed.

Performance Deposit - security provided by the contractor to protect City against loss due to the contractor's inability or unwillingness to complete the contract as agreed.

Pre-Submittal Conference - a meeting conducted by the City, held in order to allow respondents to ask questions about the proposed contract and particularly, the contract specifications.

Proposal - a complete, signed response to a solicitation. The term "proposal" is synonymous with the terms "offer" and "bid".

Proposal Bond or Proposal Guarantee - security to ensure that Respondent (a) will not withdraw the proposal within the period specified for acceptance, and (b) will furnish any required bonds or performance guarantees, and any necessary insurance within the time specified in the solicitation.

Proposal Opening - a public meeting during which proposal responses are opened and the names of respondents are read aloud.

Purchase Order - a validly issued order placed by an authorized City department for the purchase of goods or services, written on the City's standard purchase order form, and which is Vendor's authority to deliver to and invoice the City for the goods or services specified in a RFCSP for the price stated in Vendor's proposal.

Request for Competitive sealed Proposal (RFCSP) – a solicitation for a specified good or a service, evaluated on the basis of price and other factors.

Respondent - a person, firm or entity that submits a proposal in response to a solicitation. The respondent whose proposal is accepted by City may also be referred to herein as Contractor, Vendor or Supplier. The term "respondent" is synonymous with the term "bidder".

Responsible Offeror - a respondent who is known to have the necessary competence and qualifications to perform and provide all requirements of an intended contract.

Responsive Offeror - a respondent who tenders a proposal which meets all requirements of the RFCSP and is a responsible offeror.

Sealed Proposal - a proposal submitted as a sealed document, whether hard copy or electronic, by a prescribed time to the location indicated in the RFCSP. The contents of the proposal will not be made public prior to the award of the contract.

Specifications - a description of what the City requires and what the respondent must offer; a description of the physical or functional characteristics of a product or material, or the nature of a service or construction item.

Subcontractor - a person, firm or entity providing goods or services to a vendor to be used in the performance of the Vendor's obligations under the contract with City.

Supplier - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Vendor - the respondent whose proposal is accepted by the City and is, therefore, the person, firm or entity providing goods or services to the City under a contract.

Waiver of Irregularity - noting, but disregarding an immaterial variance within a proposal.

009 - EXHIBITS

RFCSP EXHIBIT 1

**SMALL BUSINESS ECONOMIC DEVELOPMENT
ADVOCACY (SBEDA) PROGRAM**

A. SBEDA Program

The CITY has adopted a Small Business Economic Development Advocacy Ordinance (Ordinance No. 2016-05-19-0367 and as amended, also referred to as "SBEDA" or "the SBEDA Program"), which is posted on the City's Economic Development Department (EDD) website page and is also available in hard copy format upon request to the CITY. The SBEDA Ordinance Compliance Provisions contained in this section of the Agreement are governed by the terms of the SBEDA Ordinance, as well as by the terms of the SBEDA Ordinance Policy & Procedure Manual established by the CITY pursuant to this Ordinance, and any subsequent amendments to this referenced SBEDA Ordinance and SBEDA Policy & Procedure Manual that are effective as of the date of the execution of this Agreement. Unless defined in a contrary manner herein, terms used in this section of the Agreement shall be subject to the same expanded definitions and meanings as given those terms in the SBEDA Ordinance and as further interpreted in the SBEDA Policy & Procedure Manual.

B. Solicitation Response and Contract Requirements and Commitment

Respondent understands and agrees that the following provisions shall be requirements of this solicitation and the resulting contract, if awarded, and by submitting its Response, Respondent commits to comply with these requirements.

Waiver Request - A Respondent may request, for good cause, a full or partial Waiver of a **specified subcontracting goal** included in this solicitation by submitting the *Subcontracting Goal- Waiver Request* form (available at <http://www.sanantonio.gov/SBO/Forms.aspx>) with its solicitation response. The Respondent's Waiver request must fully document Subcontractor unavailability despite the Respondent's good faith efforts to comply with the goal. Such documentation shall include all good faith efforts made by Respondent including, but not limited to, which Subcontractors were contacted (with phone numbers, e-mail addresses and mailing addresses, as applicable) and the method of contact. **Late Waiver requests will not be considered.** More information on the good faith effort criteria is available within the Subcontracting Goal – Waiver Request Evaluation Criteria at <http://www.sanantonio.gov/SBO/Forms.aspx>.

Exception Request - A Respondent may, for good cause, request an Exception to the application of the SBEDA Program if the Respondent submits the *Exception to SBEDA Program Requirements Request* form (available at <http://www.sanantonio.gov/SBO/Forms.aspx>) with its solicitation response. The Respondent's Exception request must fully document why: (1) the value of the contract is below the \$50,000 threshold for application of the SBEDA Program; or (2) no commercially-useful subcontracting opportunities exist within the contract scope of work; or (3) the type of contract is outside of the scope of the SBEDA Ordinance. **Late Exception Requests will not be considered.**

C. SBEDA Program Compliance – Affirmative Procurement Initiatives

The CITY has applied the following contract-specific Affirmative Procurement Initiatives to this contract. CONTRACTOR hereby acknowledges and agrees that the selected API requirement shall also be extended to any change order or subsequent contract modification and, absent SBO's granting of a waiver, that its full compliance with the following API terms and conditions are material to its satisfactory performance under this Agreement:

SBE Prime Contract Program. In accordance with the SBEDA Ordinance, Section III. D. 7. (a), this contract is being awarded pursuant to the SBE Prime Contract Program, and as such, CONTRACTOR affirms that if it is presently certified as an SBE (see *Small Business Enterprise* definition), CONTRACTOR agrees not to subcontract more than 49% of the contract value to a non-SBE firm, **and**

M/WBE Prime Contract Program. In accordance with the SBEDA Ordinance, Section III. D. 8.(b), this contract is being awarded pursuant to the M/WBE Prime Contract Program and as such, CONTRACTOR affirms that if it is presently certified as an M/WBE (see *Minority/Women Business Enterprise* definition), CONTRACTOR agrees not to subcontract more than 49% of the contract value to a non-M/WBE firm, **and**

M/WBE Subcontracting Program. In accordance with SBEDA Ordinance Section III. D. 8. (f), this contract is also being awarded pursuant to the M/WBE Subcontracting Program. CONTRACTOR agrees to subcontract at least **twenty-nine percent (29%)** of its prime contract value to certified M/WBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMSA).

Segmented M/WBE Goal. In accordance with SBEDA Ordinance Section III. D. 8. (g), this contract is being awarded pursuant to Segmented M/WBE Goals. CONTRACTOR agrees to subcontract at least **five percent (5%)** of the contract value to a certified African American Business Enterprise (AABE) firm headquartered or having a significant business presence within the San Antonio Metropolitan Statistical Area (SAMSA). This five percent (5%) subcontracting goal will also count toward the aforementioned twenty-nine percent (29%) M/WBE subcontracting goal.

The Subcontractor/Supplier Utilization Plan which CONTRACTOR submitted to City with its response for this contract and that contains the names of the certified M/WBE and AABE Subcontractors to be used by CONTRACTOR on this contract, the respective percentages of the total prime contract dollar value to be awarded and performed by each M/WBE and AABE Subcontractor, and documentation including a description of each M/WBE and AABE Subcontractor's scope of work and confirmation of each M/WBE and AABE Subcontractor's commitment to perform such scope of work for an agreed upon dollar amount is hereby attached and incorporated by reference into the material terms of this Agreement.

In the absence of a waiver granted by the SBO, failure of a Prime CONTRACTOR to attain this M/WBE and AABE subcontracting goal as required in the solicitation shall render its response non-Responsive. Also, in the absence of a waiver granted by the SBO, failure of a Prime CONTRACTOR to attain a subcontracting goal for M/WBE and AABE participation in the performance of its contract or otherwise comply with the provisions of this API shall be considered a material breach of contract, grounds for termination of that contract with the City and shall be subject to any penalties and sanctions available under the terms of the SBEDA Ordinance, its contract with the City or by law.

Subcontractor Diversity: The City of San Antonio strongly encourages each bidder to be as inclusive as possible, and to reach out to all segments of the M/WBE community in its efforts to exercise good faith in achieving the M/WBE and AABE subcontracting goal of 29% and 5% respectively, that has been established for this contract. While the relative availability of ready, willing, and able firms within various ethnic and gender categories will vary significantly from contract to contract based upon the particular trades that are involved, overall in the San Antonio architecture and engineering industry, as reflected in the City's Centralized Vendor Registration system for the month of January 2018, African-American owned firms represent approximately 2.42% of available subcontractors, Hispanic-American firms represent approximately 9.21%, Asian-American firms represent approximately 0.79%, Native American firms represent approximately 0.21%, and Women-owned firms represent approximately 4.65% of available architecture and engineering subcontractors

D. SBEDA Program Compliance – General Provisions

As CONTRACTOR acknowledges that the terms of the CITY's SBEDA Ordinance, as amended, together with all requirements, guidelines, and procedures set forth in the CITY's SBEDA Policy & Procedure Manual are in furtherance of the CITY's efforts at economic inclusion and, moreover, that such terms are part of CONTRACTOR's scope of work as referenced in the CITY's formal solicitation that formed the basis for contract award and subsequent execution of this Agreement, these SBEDA Ordinance requirements, guidelines and procedures are hereby incorporated by reference into this Agreement, and are considered by the Parties to this Agreement to be material terms. CONTRACTOR voluntarily agrees to fully comply with these SBEDA program terms as a condition for being awarded this contract by the CITY. Without limitation, CONTRACTOR further agrees to the following terms as part of its contract compliance responsibilities under the SBEDA Program:

1. CONTRACTOR shall cooperate fully with the Small Business Office and other CITY departments in their data collection and monitoring efforts regarding CONTRACTOR's utilization and payment of Subcontractors, S/M/WBE firms, and HUBZone firms, as applicable, for their performance of Commercially Useful Functions on this contract including, but not limited to, the timely submission of completed forms and/or documentation promulgated by SBO, through the Originating Department, pursuant to the SBEDA Policy & Procedure Manual, timely entry of data into monitoring systems, and ensuring the timely compliance of its subcontractors with this term;
2. CONTRACTOR shall cooperate fully with any CITY or SBO investigation (and shall also respond truthfully and promptly to any CITY or SBO inquiry) regarding possible non-compliance with SBEDA requirements on the part of CONTRACTOR or its subcontractors or suppliers;

3. CONTRACTOR shall permit the SBO, upon reasonable notice, to undertake inspections as necessary including, but not limited to, contract-related correspondence, records, documents, payroll records, daily logs, invoices, bills, cancelled checks, and work product, and to interview Subcontractors and workers to determine whether there has been a violation of the terms of this Agreement;
4. CONTRACTOR shall notify the SBO, in writing on the Change to Utilization Plan form, through the Originating Department, of any proposed changes to CONTRACTOR's Subcontractor / Supplier Utilization Plan for this contract, with an explanation of the necessity for such proposed changes, including documentation of Good Faith Efforts made by CONTRACTOR to replace the Subcontractor / Supplier in accordance with the applicable Affirmative Procurement Initiative. All proposed changes to the Subcontractor / Supplier Utilization Plan including, but not limited to, proposed self-performance of work by CONTRACTOR of work previously designated for performance by Subcontractor or supplier, substitutions of new Subcontractors, terminations of previously designated Subcontractors, or reductions in the scope of work and value of work awarded to Subcontractors or suppliers, shall be subject to advanced written approval by the Originating Department and the SBO.
5. CONTRACTOR shall immediately notify the Originating Department and SBO of any transfer or assignment of its contract with the CITY, as well as any transfer or change in its ownership or business structure.
6. CONTRACTOR shall retain all records of its Subcontractor payments for this contract for a minimum of four years or as required by state law, following the conclusion of this contract or, in the event of litigation concerning this contract, for a minimum of four years or as required by state law following the final determination of litigation, whichever is later.
7. In instances wherein the SBO determines that a Commercially Useful Function is not actually being performed by the applicable S/M/WBE or HUBZone firms listed in a CONTRACTOR's Subcontractor / Supplier Utilization Plan, the CONTRACTOR shall not be given credit for the participation of its S/M/WBE or HUBZone Subcontractor(s) or joint venture partner(s) toward attainment of S/M/WBE or HUBZone firm utilization goals, and the CONTRACTOR and its listed S/M/WBE firms or HUBZone firms may be subject to sanctions and penalties in accordance with the SBEDA Ordinance.
8. CONTRACTOR acknowledges that the CITY will not execute a contract or issue a Notice to Proceed for this project until the CONTRACTOR for this project have registered and/or maintained active status in the CITY's Centralized Vendor Registration System (CVR), and CONTRACTOR has represented to CITY which primary commodity codes each Subcontractor will be performing under for this contract. CITY recommends all Subcontractors to be registered in the CVR.

E. Definitions

Affirmative Procurement Initiatives (API) – Refers to various S/M/WBE Program tools and Solicitation Incentives that are used to encourage greater prime and subcontract participation by S/M/WBE firms, including bonding assistance, evaluation preferences, subcontracting goals and joint venture incentives. (For full descriptions of these and other S/M/WBE Program tools, see Section III.D of Attachment A to the SBEDA Ordinance). To be eligible for the benefits of race- and gender-conscious APIs as provided in the SBEDA Ordinance, M/WBE firms must also satisfy the size standards for being a Small Business Enterprise or SBE as defined herein.

Annual Aspirational Goal – a non-mandatory annual aspirational percentage goal for overall M/WBE Prime and subcontract participation in City of San Antonio contracts is established each year for Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies contract Industry Categories. This Annual Aspirational Goal is to be set (and thereafter adjusted) by the Goal Setting Committee (GSC) based upon the M/WBE availability by industry in accordance with the City's 2015 Disparity Study findings, along with relative M/WBE availability data to be collected by the City through its CVR system, and the utilization of M/WBEs. Any adjusted Annual Aspirational Goals for a given industry should not exceed the Expected Availability for award dollar weights as found in the 2015 Disparity Study. Annual Aspirational Goals are not to be routinely applied to individual contracts, but are intended to serve

as a benchmark against which to measure the overall effectiveness of the S/M/WBE Program on an annual basis, and to gauge the need for future adjustments to the mix and to the aggressiveness of remedies being applied under the Program. Percentage Goals for S/M/WBE participation may be established by the GSC on a contract-by-contract basis based upon similar data and analysis for the particular goods and services being purchased in a given contract.

Award – the final selection of a Respondent for a specified Prime Contract or subcontract dollar amount. Contract awards are made by the City to Prime Contractors or vendors and by Prime Contractors or vendors to Subcontractor or sub-vendors, usually pursuant to a solicitation process. (Contract awards are to be distinguished from contract payments in that they only reflect the anticipated dollar amounts instead of actual dollar amounts that are paid to a contractor under an awarded contract).

Best Value Contracting – a purchasing solicitation process through which the Originating Department may evaluate factors other than price. Evaluation criteria for selection may include a Respondent's previous experience and quality of product or services procured, and other factors identified in the applicable statute.

Centralized Vendor Registration System (CVR) – a mandatory electronic system of hardware and software programs by which the City recommends all prospective Respondents and Subcontractors that are ready, willing and able to sell goods or services to the City to register. All businesses awarded a City contract shall be required to register in the CVR. The CVR system assigns a unique identifier to each registrant that is then required for the purpose of submitting solicitation responses and invoices, and for receiving payments from the City. The CVR-assigned identifiers are also used by the Goal Setting Committee for measuring relative availability and tracking utilization of SBE and M/WBE firms by Industry or commodity codes, and for establishing Annual Aspirational Goals and Contract-by-Contract Subcontracting Goals.

Certification – the process by which the Small Business Office (SBO) staff determines a firm to be a bona-fide small, minority-, women-owned, or emerging small business enterprise. Emerging Small Business Enterprises (ESBEs) are automatically eligible for Certification as SBEs. Any firm may apply for multiple Certifications that cover each and every status category (e.g., SBE, ESBE, MBE, or WBE) for which it is able to satisfy eligibility standards. The SBO staff may contract these services to a regional Certification agency or other entity. For purposes of Certification, the City may accept any firm that is certified by local government entities and other organizations identified herein that have adopted Certification standards and procedures similar to those followed by the SBO, provided the prospective firm satisfies the eligibility requirements set forth in this Ordinance in Section III.E.6.

City – refers to the City of San Antonio, TX.

Commercially Useful Function – an S/M/WBE firm performs a Commercially Useful Function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, staffing, managing and supervising the work involved. To perform a Commercially Useful Function, the S/M/WBE firm must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether an S/M/WBE firm is performing a Commercially Useful Function, an evaluation must be performed of the amount of work subcontracted, normal industry practices, whether the amount the S/M/WBE firm is to be paid under the contract is commensurate with the work it is actually performing and the S/M/WBE credit claimed for its performance of the work, and other relevant factors. Specifically, an S/M/WBE firm does not perform a Commercially Useful Function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of meaningful and useful S/M/WBE participation, when in similar transactions in which S/M/WBE firms do not participate, there is no such role performed.

Control – the authority of a person or business owner to sign responses to solicitations and contracts, make price negotiation decisions, sell or liquidate the business and have the primary authority to direct the day-to-day management and operation of a business enterprise without interference from others.

Economic Inclusion – efforts to promote and maximize commercial transactions within, between and among all segments of the business population, regardless of race or gender, within the Relevant Marketplace.

Emerging SBE (ESBE) – a certified SBE corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is independently owned and operated by Individuals legally residing in, or that are citizens of, the United States or its territories whose annual revenues and number of employees are no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration, and meets the Significant Business Presence requirements as defined herein.

Emerging M/WBE – a certified M/WBE firm whose annual revenues and number of employees are no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration, and meets the Significant Business Presence requirements as defined herein.

Evaluation Preference – an API that may be applied by the Goal Setting Committee to Construction, Architectural & Engineering, Professional Services, Other Services, and Goods and Supplies contracts that are to be awarded on a basis that includes factors other than lowest price, and wherein responses that are submitted to the City by S/M/WBE firms may be awarded additional Points in the evaluation process in the scoring and ranking of their proposals against those submitted by other prime Respondents.

Formal Solicitation – an invitation for bids, request for proposals, request for qualifications or other solicitation document issued by a City department for a contract that requires City Council approval, in accordance with the procurement rules adopted by the City Manager or designee through a memorandum issued by the City Manager or designee, an Administrative Directive or a procurement manual issued under the authority of the City Manager or designee, and/or pursuant to statutory requirements.

Goal Setting Committee (GSC) – a committee, or series of committees, appointed and chaired by the City Manager or designee from the Executive Team that includes, at a minimum, the EDD Director or designee, and the Director of Finance or Director of Transportation and Capital Improvements (TCI) or their designees, the Director or designee of the Originating Department (if the Originating Department is neither Finance nor TCI,) all without duplication of designees and two citizens appointed by City Council who are eligible to vote during the goal setting committee on contracts valued at \$3,000,000 and above. The City Manager or designee may also appoint two ex-officio members of the Small Business Advocacy Committee to serve on any GSC purely in an advisory and non-voting capacity. The GSC establishes S/M/WBE Program Goals for the City of San Antonio (e.g., Annual Aspirational Goals, Contract-by-Contract Subcontracting Goals, and determining which M/WBE segments are eligible for Segmented Subcontracting Goals annually) based upon Industry Categories, vendor availability, project-specific characteristics, and M/WBE utilization. The GSC also makes determinations about which Affirmative Procurement Initiatives (APIs) are to be applied to specific contracts based upon various criteria.

Good Faith Efforts – documentation of the Respondent's intent to comply with S/M/WBE Program Goals and procedures including, but not limited to, the following: (1) documentation as stated in the solicitation reflecting the Respondent's commitment to comply with SBE or M/WBE Program Goals as established by the GSC for a particular contract; or (2) documentation of efforts made toward achieving the SBE or M/WBE Program Goals (e.g., solicitations of bids/proposals/qualification statements from all qualified SBE or M/WBE firms listed in the Small Business Office's directory of certified SBE or M/WBE firms; correspondence from qualified SBE or M/WBE firms documenting their unavailability to perform SBE or M/WBE contracts; documentation of efforts to subdivide work into smaller quantities for subcontracting purposes to enhance opportunities for SBE or M/WBE firms; documentation of a Prime Contractor's posting of a bond covering the work of SBE or M/WBE Subcontractors; documentation of efforts to assist SBE or M/WBE firms with obtaining financing, bonding or insurance required by the Respondent; and documentation of consultations with trade associations and CONTRACTORS that represent the interests of SBE and/or M/WBEs in order to identify qualified and available SBE or M/WBE Subcontractors.)

HUBZone Firm – a business that has been certified by U.S. Small Business Administration for participation in the federal HUBZone Program, as established under the 1997 Small Business Reauthorization Act. To qualify as a HUBZone firm, a small business must meet the following criteria: (1) it must be owned and Controlled by U.S. citizens; (2) at least 35 percent of its employees must reside in a HUBZone; and (3) its Principal Place of Business must be located in a HUBZone within the San Antonio Metropolitan Statistical Area. [See 13 C.F.R. 126.200 (1999).]

Independently Owned and Operated – ownership of an SBE firm must be direct, independent and by Individuals only. Ownership of an M/WBE firm may be by Individuals and/or by other businesses provided the ownership interests in the M/WBE firm can satisfy the M/WBE eligibility requirements for ownership and Control as specified herein in Section III.E.6. The M/WBE firm must also be Independently Owned and Operated in the sense that it cannot be the subsidiary of another firm that does not itself (and in combination with the certified M/WBE firm) satisfy the eligibility requirements for M/WBE Certification.

Individual – an adult person that is of legal majority age.

Industry Categories – procurement groupings for the City of San Antonio inclusive of Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies (i.e., manufacturing, wholesale and retail distribution of commodities). This term may sometimes be referred to as "business categories."

Joint Venture Incentives – an API that provides inducements for non-SBE and non-M/WBE firms to collaborate with SBE or M/WBE partners in responses to solicitations and performing a Prime Contract to supply goods to, or to perform non-Construction services on behalf of, the City. Joint ventures are manifested by written agreements between two or more Independently Owned and Controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture. Incentives under this API may include Evaluation Preferences that are tied to the percentage of SBE or M/WBE participation in the joint venture, expedited issuance of building permits and extra contract option years in certain Other Services and Goods & Supplies contracts.

Minority/Women Business Enterprise (M/WBE) – firm that is certified as either a Minority Business Enterprise or as a Women Business Enterprise, and which is at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members and/or women, and that is ready, willing and able to sell goods or services that are purchased by the City of San Antonio.

M/WBE Directory – a listing of M/WBEs that have been certified for participation in the City's M/WBE Program APIs.

M/WBE Subcontracting Program – an API in which Prime Contractors or vendors are required to make Good Faith Efforts to subcontract a specified percentage of the value of prime contract dollars to certified M/WBE firms. Such subcontracting goals may be set and applied by the GSC on a contract-by-contract basis to those types of contracts that provide subcontract opportunities for performing Commercially Useful Functions wherein:

- (1) There have been ongoing disparities in the utilization of available M/WBE Subcontractors; or
- (2) Race-Neutral efforts have failed to eliminate persistent and significant disparities in the award of prime contracts to M/WBEs in a particular Industry Category or industry segment (e.g., Construction contracts, Professional Services contracts, and Architectural and Engineering contracts), and subcontract opportunities are limited outside of City contracts.

When specified by the GSC, the M/WBE Subcontracting Program may also be required to reflect Good Faith Efforts that a Prime Contractor or vendor has taken (or commits to taking in the case of solicitations that do not include a detailed scope of work or those in which price cannot be considered a factor in evaluation), toward attainment of subcontracting goals for M/WBE firms.

M/WBE Evaluation Preference – an API that the City may apply to requests for proposals or qualifications (RFPs or RFQs) on City Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies contracts that are issued pursuant to a Best Value Contracting method or other methods of procurement wherein criteria other than lowest price are factored into the selection process. M/WBEs that submit responses for these kinds of solicitations are awarded additional Points in the scoring of their responses when evaluating and ranking their responses against those submitted by non-minority firms. Where specified in contract specifications as approved by the Goal Setting Committee, the M/WBE Evaluation Preference may be limited to Emerging M/WBE firms.

Minority Business Enterprise (MBE) – any legal entity, except a joint venture, that is organized to engage in for-profit transactions, which is certified as being at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members, and that is ready, willing and able to sell goods or services that are purchased by the City. To qualify as an MBE, the enterprise shall meet the Significant Business Presence requirement as defined herein. Unless otherwise stated, the term "MBE" as used in the SBEDA Ordinance is not inclusive of women-owned business enterprises (WBEs).

Minority Group Members – African-Americans, Hispanic Americans, Asian Americans and Native Americans legally residing in, or that are citizens of, the United States or its territories, as defined below:

African-Americans: Persons with origins in any of the black racial groups of Africa.

Hispanic-Americans: Persons of Mexican, Puerto Rican, Cuban, Spanish or Central and South American origin.

Asian-Americans: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

Native Americans: Persons having no less than 1/16th percentage origin in any of the Native American Tribes, as recognized by the U.S. Department of the Interior, Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

Originating Department – the City department or authorized representative of the City which issues solicitations or for which a solicitation is issued.

Payment – dollars actually paid to Prime Contractors and/or Subcontractors and vendors for City contracted goods and/or services.

Points – the quantitative assignment of value for specific evaluation criteria in the vendor selection process used in some Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies contracts (e.g., up to 20 points out of a total of 100 points assigned for S/M/WBE participation as stated in response to a Request for Proposals).

Prime Contractor – the vendor or contractor to whom a purchase order or contract is issued by the City of San Antonio for purposes of providing goods or services for the City.

Race-Conscious – any business classification or API wherein the race or gender of business owners is taken into consideration (e.g., references to M/WBE programs and APIs that are listed herein under the heading of "Race-Conscious"). To be eligible for the benefits of race- and gender-conscious APIs as provided in this Ordinance, M/WBE firms must also satisfy the size standards for being a Small Business Enterprise or SBE as defined herein.

Race-Neutral – any business classification or API wherein the race or gender of business owners is not taken into consideration (e.g., references to SBE programs and APIs that are listed herein under the heading of "Race-Neutral").

Relevant Marketplace – the geographic market area affecting the S/M/WBE Program as determined for purposes of collecting data for the 2015 Disparity Study, and for determining eligibility for participation under various programs established by the SBEDA Ordinance, is defined as the San Antonio Metropolitan Statistical Area (SAMSA), currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson.

Respondent – a vendor submitting a bid, statement of qualifications, or proposal in response to a solicitation issued by the City.

Responsible – a firm which is capable in all respects to fully perform the contract requirements and has the integrity and reliability which will assure good faith performance of contract specifications.

Responsive – a firm's submittal (bid, response or proposal) conforms in all material respects to the solicitation (Invitation for Bid, Request for Qualifications, or Request for Proposal) and shall include compliance with S/M/WBE Program requirements.

San Antonio Metropolitan Statistical Area (SAMSA) – also known as the Relevant Marketplace, the geographic market area from which the City's 2015 Disparity Study analyzed contract utilization and availability data for disparity (currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson).

Segmented M/WBE Goals – the application of multiple goals for M/WBE participation within Annual Aspirational Goals or for M/WBE Subcontracting Goals on an individual City contract wherein an overall combined M/WBE goal is accompanied by subsets of one or more smaller goals. Such segmented goals specifically target the participation of a particular segment of business enterprises owned and Controlled by WBEs or certain Minority Group Members (e.g., African-Americans or Hispanic-Americans) based upon relative availability and significantly greater patterns of underutilization and disparity within an industry as compared to other gender and Minority Group Member categories of M/WBEs. The application of Segmented M/WBE Goals is intended to ensure that those segments of M/WBEs that have been most significantly and persistently underutilized receive a fair measure of remedial assistance.

SBE Directory – a listing of small businesses that have been certified for participation in the City's SBE Program APIs.

Significant Business Presence – to qualify for this Program, a S/M/WBE must be headquartered or have a *significant business presence* for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based, and from which a substantial role in the S/M/WBE's

performance of a Commercially Useful Function is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence.

Small Business Enterprise (SBE) – a corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is Independently Owned and Operated by Individuals legally residing in, or that are citizens of, the United States or its territories, and which meets the U.S. Small Business Administration (SBA) size standard for a small business in its particular industry (ies) and meets the Significant Business Presence requirements as defined herein.

Small Business Office (SBO) – the office within the Economic Development Department (EDD) of the City that is primarily responsible for general oversight and administration of the S/M/WBE Program.

Small Minority Women Business Enterprise Program (S/M/WBE Program) – the combination of SBE Program and M/WBE Program features contained in this Ordinance.

Solicitation Incentives – additional inducements or enhancements in the solicitation process that are designed to increase the chances for the selection of S/M/WBE firms in competition with other firms. Such inducements and enhancements may include such terms as additional contract option years, increased quantities in supply contracts, and evaluation preferences, where not prohibited by law. These solicitation incentives may be applied as appropriate to solicitations, contracts, and letter agreements for Construction, Architecture and Engineering services, Professional Services, Other Services, and Goods & Supplies contracts, including change orders and amendments.

Subcontractor – any vendor or contractor that is providing goods or services to a Prime Contractor in furtherance of the Prime Contractor's performance under a contract or purchase order with the City. A copy of the binding agreement between the Prime Contractor and the Subcontractor shall be submitted prior to the City's issuance of a notice to proceed.

Suspension – the temporary stoppage of an SBE or M/WBE firm's beneficial participation in the City's S/M/WBE Program for a finite period of time due to cumulative contract payments the S/M/WBE firm received during a fiscal year that exceed a certain dollar threshold as set forth in Section III.E.7, or pursuant to the Penalties and Sanctions set forth in Section III.E.13.

Subcontractor/Supplier Utilization Plan – a binding part of this contract agreement which states the CONTRACTOR's commitment for the use of Joint Venture Partners and / or Subcontractors/Suppliers in the performance of this contract agreement, and states the name, scope of work, and dollar value of work to be performed by each of CONTRACTOR's Joint Venture partners and Subcontractors/Suppliers in the course of the performance of this contract, specifying the S/M/WBE Certification category for each Joint Venture partner and Subcontractor/Supplier, as approved by the SBO Manager. Additions, deletions or modifications of the Joint Venture partner or Subcontractor/Supplier names, scopes of work, of dollar values of work to be performed requires an amendment to this agreement to be approved by the EDD Director or designee.

Women Business Enterprises (WBEs) - any legal entity, except a joint venture, that is organized to engage in for-profit transactions, that is certified for purposes of the SBEDA Ordinance as being at least fifty-one percent (51%) owned, managed and Controlled by one or more non-minority women Individuals that are lawfully residing in, or are citizens of, the United States or its territories, that is ready, willing and able to sell goods or services that are purchased by the City and that meets the Significant Business Presence requirements as defined herein. Unless otherwise stated, the term "WBE" as used in this Ordinance is not inclusive of MBEs.

F. Commercial Nondiscrimination Policy Compliance

As a condition of entering into this Agreement, the CONTRACTOR represents and warrants that it has complied with throughout the course of this solicitation and contract award process, and will continue to comply with, the CITY's Commercial Nondiscrimination Policy, as described under Section III. C. 1. of the SBEDA Ordinance. As part of such compliance, CONTRACTOR shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or, on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of Subcontractors, vendors, suppliers, or commercial customers, nor shall the company retaliate against any person for reporting instances of such discrimination. The company shall provide equal opportunity for Subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the CITY's Relevant Marketplace. The company understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from

participating in CITY contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. CONTRACTOR's certification of its compliance with this Commercial Nondiscrimination Policy as submitted to the CITY pursuant to the solicitation for this contract is hereby incorporated into the material terms of this Agreement. CONTRACTOR shall incorporate this clause into each of its Subcontractor and supplier agreements entered into pursuant to CITY contracts.

G. Prompt Payment

Upon execution of this contract by CONTRACTOR, CONTRACTOR shall be required to submit to CITY accurate progress payment information with each invoice regarding each of its Subcontractors, including HUBZone Subcontractors, to ensure that the CONTRACTOR's reported subcontract participation is accurate. CONTRACTOR shall pay its Subcontractors in compliance with Chapter 2251, Texas Government Code (the "Prompt Payment Act") within ten days of receipt of payment from CITY. In the event of CONTRACTOR's noncompliance with these prompt payment provisions, no final retainage on the Prime Contract shall be released to CONTRACTOR, and no new CITY contracts shall be issued to the CONTRACTOR until the CITY's audit of previous subcontract payments is complete and payments are verified to be in accordance with the specifications of the contract.

H. Violations, Sanctions and Penalties

In addition to the above terms, CONTRACTOR acknowledges and agrees that it is a violation of the SBEDA Ordinance and a material breach of this Agreement to:

1. Fraudulently obtain, retain, or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain or retain Certification status as an SBE, MBE, WBE, M/WBE, HUBZone firm, Emerging M/WBE, or ESBE for purposes of benefitting from the SBEDA Ordinance;
2. Willfully falsify, conceal or cover up by a trick, scheme or device, a material fact or make any false, fictitious or fraudulent statements or representations, or make use of any false writing or document, knowing the same to contain any false, fictitious or fraudulent statement or entry pursuant to the terms of the SBEDA Ordinance;
3. Willfully obstruct, impede or attempt to obstruct or impede any authorized official or employee who is investigating the qualifications of a business entity which has requested Certification as an S/M/WBE or HUBZone firm;
4. Fraudulently obtain, attempt to obtain or aid another person fraudulently obtaining or attempting to obtain public monies to which the person is not entitled under the terms of the SBEDA Ordinance; and
5. Make false statements to any entity that any other entity is, or is not, certified as an S/M/WBE for purposes of the SBEDA Ordinance.

Any person who violates the provisions of this section shall be subject to the provisions of Section III. E. 13. of the SBEDA Ordinance and any other penalties, sanctions and remedies available under law including, but not limited to:

1. Suspension of contract;
2. Withholding of funds;
3. Rescission of contract based upon a material breach of contract pertaining to S/M/WBE Program compliance;
4. Refusal to accept a response or proposal; and
5. Disqualification of CONTRACTOR or other business firm from eligibility for providing goods or services to the City for a period not to exceed two years (upon City Council approval).

RFCSP EXHIBIT 2

VETERAN OWNED SMALL BUSINESS PREFERENCE PROGRAM (VOSBPP) TRACKING FORM

Veteran-Owned Small Business Preference Program (VOSBPP) Ordinance Pursuant to Ordinance No. 2013-12-05-0864, effective for solicitations issued after January 15, 2014, all solicitations issued by the City are subject to tracking of Veteran Owned Small Business (VOSB) participation.

For more information on the program, refer to the Veteran-Owned Small Business Program Tracking Form attached to this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Program Tracking Form.

POSTED AS A SEPARATE DOCUMENT

RFCSP EXHIBIT 3

CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

Print and sign your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert "City of San Antonio". Where requested to provide the contract number, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234).

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

"Business entity" includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency. (NOTE: The City of San Antonio should never be listed as the "Business entity".)

"Controlling interest" means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

"Interested party" means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

"Intermediary," for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person's participation;
- (2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.

010 – ATTACHMENTS

RFCSP ATTACHMENT A, PART ONE

GENERAL INFORMATION

1. **Respondent Information:** Provide the following information regarding the Respondent.
(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number or Federal Employer Identification Number: _____

Texas Comptroller's Taxpayer Number, if applicable: _____
(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: _____
 Partnership
 Corporation If checked, check one: For-Profit Nonprofit
Also, check one: Domestic Foreign
 Other If checked, list business structure: _____

Printed Name of Contract Signatory: _____

Job Title: _____

(NOTE: This RFCSP solicits proposals to provide services under a contract which has been identified as "High Profile". Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Annual Revenue: \$ _____

Total Number of Employees: _____

Total Number of Current Clients/Customers: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes ___ No ___

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes ___ No ___ If "Yes", list authorizations/licenses.

5. Where is the Respondent's corporate headquarters located? _____

6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes ___ No ___ If "Yes", respond to a and b below:

- a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

- b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes ___ No ___ If "Yes", respond to c and d below:

- c. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

d. State the number of full-time employees at the Bexar County office. _____

7. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes ___ No ___ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes ___ No ___ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes ___ No ___ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes ___ No ___ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

REFERENCES

Provide three (3) references, that Respondent has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

Reference No. 1:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Date and Type of Service(s) Provided: _____

Contact Email Address: _____

Reference No. 2:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Date and Type of Service(s) Provided: _____

Contact Email Address: _____

Reference No. 3:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Date and Type of Service(s) Provided: _____

Contact Email Address: _____

RFCSP ATTACHMENT A, PART TWO

EXPERIENCE, BACKGROUND, QUALIFICATIONS

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

1. Fully describe your company and experience as it relates to the following:
History of company (to include number of years/months in business);
History of company operations over the past three years;
History of custodial service contracts, facilities or organizations, address, phone numbers, points of contact, length of contracts, and which contracts, if any, were terminated for cause or convenience.
2. Describe Respondent's experience relevant to the Scope of Services requested by this RFCSP. List and describe relevant projects of similar size and scope performed over the past four years. Identify associated results or impacts of the project/work performed.
3. Describe length of time Respondent has performed project(s) of similar size and scope, including services in high use public buildings.
4. Describe Respondent's specific experience with public entities clients, especially large municipalities. If Respondent has provided services for the City in the past, identify the name of the project and the department for which Respondent provided those services.
5. List other resources, including total number of employees, number and location of offices, number and types of equipment available to support this project.
6. If Respondent is proposing as a team or joint venture or has included sub-contractors, describe the rationale for selecting the team and the extent to which the team, joint venturers and/or sub-contractors have worked together in the past.
7. Identify the number and professional qualifications (to include licenses, certifications, associations) of staff to be assigned to the project and relevant experience on projects of similar size and scope.
8. State the primary work assignment and the percentage of time key personnel will devote to the project if awarded the contract.
9. Additional Information. Identify any additional skills, experiences, qualifications, and/or other relevant information about the Respondent's qualifications.

RFCSP ATTACHMENT A, PART THREE

PROPOSED PLAN

Prepare and submit the following items.

1. Custodial Services Plan – Prepare and submit narrative responses to address the following items. Responses should be limited to a total of 20 pages.

2. Ramp Up Plan – Describe how Respondent will ramp up to meet the City's custodial service requirements. Provide information such as badging and staffing, availability of products, stocking supplies and equipment. Indicate what the timeframes are for Respondents to be able to mobilize upon contract award. Indicate what communications solutions Respondent will employ to meet the requirements and Reporting.

3. Staffing Plan – Describe Respondent Staffing Plan for providing Custodial Services at Central and Various City Library Facilities. Provide a weekly staffing schedule which shows how the Respondent will cover all shifts. Provide the Respondent standard job description for Shift Supervisor and Janitor positions. Provide a color photograph of the Respondent proposed uniform.

Provide an organizational chart showing how you propose to staff the project. For each position reflected on the organizational chart, provide the following information for individual(s) assigned to each position.

a. Describe the number of Supervisor(s), custodians, and/or Project Manager(s) that will be assigned to the contract. Indicate the proposed time frame for performing custodial services at each location, i.e. between the hours of 1:00 pm – 3:00 pm; all day; etc.

b. Site: Provide the address of the facility which you will use for this project. Describe your current capacity to serve the contractual duties of this contract as well as additional capacity that you will need as a result of this contract. If additional resources are needed, describe your plan for acquiring these resources. Pictures or lists of equipment/resources readily available to perform required services may be used to expand or clarify.

4. Quality Assurance/Quality Control (QA/QC) Plan – Describe Respondent current QA/QC Plan to include procedures and personnel utilized for quality control, problem resolution, self –assessment, interaction with City, and control of subcontractors' performance, if any. Explain how your current procedures meet the needs of your current customers.

5. Environmental Standards/Practices – Describe how you intend to utilize environmentally (green) products and cleaning practices.

6. Customer Service Plan – Describe Respondent customer service plan and discuss lines of communication and interaction with City customers, including City Staff and others.

7. Training Plan – Describe training and instruction programs that Respondent will provide to its employees working at the City.

8. Safety Plan – Describe how Respondent will implement a Safety Plan for the Contract.

9. Wages and Benefits Plan – Indicate the range of wages that Respondent has established for the Shift Supervisor and Custodian classifications. Provide minimum qualifications and information regarding what factors determine starting wages and subsequent increases. Indicate what benefits (e.g., retirement, medical, dental, vision, life insurance, disability insurance, wellness, leave and holidays, skills pay, tuition assistance, employee assistance program, etc.) will be provided to these job classifications and provide a cost per employee related to these benefits. Indicate what amount and percent of the costs are paid by the Respondent and what amount and percent are paid by the employee for each individual benefit. (Use charts to make this information clear.) Indicate if the benefits provided to these job classes are the same, and at the same cost, as benefits provided or made available to other job classifications in the Respondent firm.

10. Additional Information - Provide any additional plans and/or relevant information about Respondent's approach to providing the required services.

11. Complete the staffing chart shown below. Note that this chart will be part of the contract, if awarded, and will represent the minimum staffing levels that you will be required to maintain throughout the contract's term.

INDICATE THE PROPOSED NUMBER OF CUSTODIANS AND PROPOSED DAILY WORKING HOURS TO SUCCESSFULLY COMPLETE THE REQUIREMENTS AT EACH LOCATION

ITEM #	# of Custodians	PROPOSED HOURS							Total Weekly Hours Per Custodian	Total Extended Weekly Hours for All Custodians
		Sun	Mon	Tues	Wed	Thur	Fri	Sat		
Bazan Branch Library										
Brook Hollow Branch Library										
Carver Branch Library										
Central Library										
Cody Branch Library										
Collins Garden Branch Library										
Cortez Branch Library										
Encino Branch Library										

Forest Hills Branch Library										
Great Northwest Branch Library										
Guerra Branch Library										
Igo Branch Library										
Johnston Branch Library										
Landa Branch Library										
Las Palmas Branch Library										
Maverick Branch Library										
McCreless Branch Library										
Memorial Branch Library										

Mission Branch Library										
Pan American Branch Library										
Parman Branch Library										
San Pedro Branch Library										
Semmes Branch Library										
Schaefer Branch Library										
Thousand Oaks										
Tobin at Oakwell Branch Library										
Westfall Branch Library										

RFCSP ATTACHMENT B

PRICE SCHEDULE

RESPONDENTS MUST PROPOSE FIXED PRICES FOR THE ITEMS LISTED BELOW. OFFERS WITH PRICE RANGES WILL BE DEEMED NON-RESPONSIVE.

ITEM IA: COST OF ROUTINE CLEANING TASKS

Indicate the price per square foot per month for performing all routine cleaning tasks. This price will be used for all facilities identified in this document, and those that may be added by change order at a later date. The price for full services for the Central Library are stated in Item 1A below.

Price per square foot per month: \$_____.

* City's estimated square footage shall control.

ITEM IB: COST OF ROUTINE CLEANING TASKS FOR FULL SERVICES AT CENTRAL LIBRARY

\$_____ (monthly rate)

ITEM II: COST OF NON-ROUTINE CLEANING TASKS (APPLICABLE TO ALL FACILITIES)

A	HOT WATER PRESSURE WASHING, 3,000 psi minimum/3,500 maximum		
	Estimated Annual Quantity	Price per sq ft per event	Extended Price
	6,000 sq feet	\$_____	\$_____

B	OUTDOOR GRAFFITI REMOVAL		
	Estimated Annual Quantity	Price per sq ft per event	Extended Price
	10,000 sq feet	\$_____	\$_____

***ITEM III: HOURLY RATES FOR DAY PORTER, EXTENDED SERVICE HOURS, SPECIAL FUNCTION HOURS, AND STAFF AUGMENTATION SERVICES (APPLICABLE TO ALL FACILITIES)**

A DAY PORTER

Job Classification	Hourly Rate
Supervisor	\$_____
Custodian	\$_____

B EXTENDED SERVICE HOURS

Job Classification	Hourly Rate
Supervisor	\$ _____
Custodian	\$ _____

C SPECIAL FUNCTION HOURS

Job Classification	Hourly Rate
Supervisor	\$ _____
Custodian	\$ _____

D STAFF AUGMENTATION SERVICES

Job Classification	Daily rate
Custodian	\$ _____

Respondent's proposal must be based on the proposed contract term, including renewal periods, stated in this RFP. Proposing a different term of contract, or renewal terms may lead to disqualification of Respondent's proposal from consideration. As such, Respondent must provide pricing in the manner set forth in the RFP's Price Schedule. Failure to do so may lead to disqualification of Respondent's proposal from consideration.

RFCSP ATTACHMENT C
CONTRACTS DISCLOSURE FORM

Contracts Disclosure Form may be downloaded at

<https://www.sanantonio.gov/Ethics/ForCompliance/Vendors-And-Conflict-of-Interest-Reports>

Instructions for completing the Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click on the "Print" button and place the copy in proposal response as indicated in the Proposal Checklist.

RFCSP ATTACHMENT D
LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes No

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes No

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes No

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

RFCSP ATTACHMENT E

**UTILIZATION PLAN
COMMITMENT FORM**

POSTED AS A SEPARATE DOCUMENT

RFCSP ATTACHMENT F

PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
General Information Form RFCSP Attachment A, Part One	
Experience, Background, Qualifications RFCSP Attachment A, Part Two	
Proposal Plan and Solution RFCSP Attachment A, Part Three	
Pricing Schedule RFCSP Attachment B	
Contracts Disclosure Form RFCSP Attachment C	
Litigation Disclosure RFCSP Attachment D	
Utilization Plan Commitment Form RFCSP Attachment E	
*Veteran Owned Small Business Preference Program (VOSBPP) Tracking Form RFCSP Exhibit 3	
*Certificate of Interested Parties (Form 1295) RFCSP Exhibit 4	
Proposal Checklist RFCSP Attachment F	
Proof of Insurability Insurance Provider's Letter Copy of Current Certificate of Insurance	
*Signature Page RFCSP Section 007	
One (1) Original, Seven (7) Copies WITH ONLY TABS and documents for General Information Form; Experience, Background and Qualifications; Proposed Plan, etc. (NO SBEDA, VOSB, OR PRICING TO BE INCLUDED) and one (1) CD or flash drive of entire proposal in PDF format.	

*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.

ATTACHMENT G

**ADMINISTRATIVE DIRECTIVE 9.1,
RECYCLING PARTICIPATION**

POSTED AS A SEPARATE DOCUMENT