

# **Request for Proposal**

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## **Janitorial Services**

**May 2010**

**Project# 10/0024**

**MHMRA of Harris County  
Purchasing Department  
7011 Southwest Freeway  
Houston, Texas 77074**

## **INVITATION**

Mental Health Mental Retardation Authority of Harris County (MHMRA) is accepting Proposals from vendors Registered, State Certified, and capable of providing *Janitorial Services*.

Mental Health Mental Retardation Authority of Harris County invites your firm to submit a Proposal. If you are interested in submitting a proposal, please adhere to the *General Instructions and Requirements* as outlined in the enclosed Request for Proposal.

Vendors shall pay particular attention to all **INSTRUCTIONS**, **REQUIREMENTS** and **DEADLINES** indicated in the attached documents and should govern themselves accordingly.

In accepting Proposals, MHMRA reserves the right to reject any and all Proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action, which it deems to be in the best interest of MHMRA, and is not obligated to accept the lowest proposal.

At the time and place established for receipt of the Proposal, MHMRA of Harris County will only release the names of the Independent Provider(s) and/or Provider Firm(s). No other information will be released until after MHMRA's Evaluation Team has evaluated the Proposals, and an award has been made and approved by Executive staff and MHMRA's Board of Trustees.

We greatly appreciate your efforts and look forward to reviewing your submission.

*Nina Cook*

**Nina M. Cook, MBA, CPPB**

Purchasing Manager

MHMRA, Harris County

# Table of Contents

<u>Section</u>	<u>Page</u>
I. Overview	1
II. Request For Proposal (RFP) Time Line & Events	2
III. General Instructions	3
IV. Proposal Stipulations & Requirements	6
V. Insurance Requirements	8
VI. Proposal Evaluation Process	10
VII. Specialized Services To Be Performed	11
VIII. Proposal Reply Page	31
IX. Proposal Contents	35
X. Signature Page	36
XI. Attachment(s)	37
A. Sample Contract	
B. HUB Subcontracting Plan (Historically Underutilized Business)	
C. Deviation Form	
D. Notice “Not to participate” form	
E. Form W-9 - Request for Taxpayer Identification Number and Certification	
<a href="http://www.irs.gov/pub/irs-pdf/fw9.pdf">http://www.irs.gov/pub/irs-pdf/fw9.pdf</a>	

## **SECTION I – OVERVIEW**

### **BACKGROUND AND OBJECTIVES**

The Mental Health Mental Retardation Authority of Harris County (MHMRA) is a Community Center in Houston, Harris County, Texas providing Behavioral Health Services to approximately twenty-five (25) to (30) thirty thousand Harris County residents each year.

The Mental Health Mental Retardation Authority of Harris County (MHMRA) invites interested and qualified companies herein after referred to as “Contractors”, “Providers” or “Vendors” to submit Proposals for **JANITORIAL SERVICES** in response to this solicitation. The Mental Health Mental Retardation Authority of Harris County, (MHMRA) is dedicated to assisting Harris County residents who are diagnosed with mental disabilities to reach their potential and attain their rightful place as contributing members of our community.

MHMRA is the largest community based provider of clinical services to mental health and mental retarded consumers in the United States. It maintains operations at over 25 facilities throughout all parts of Harris County and operates on an annual budget in excess of \$177 million. The Agency has fixed pricing budgets and all pricing quoted/proposed should remain fixed for the duration of the contract. Our goal is to employ best practices and cost effectiveness.

## **SECTION II - PROPOSAL (RFP) TIME LINE OF EVENTS**

Solicitation Packet issue date:	Monday, May 24, 2010
Mandatory Pre-Proposal Conference	Monday, June 7, 2010
Mandatory Site Visits	Monday, June 7, 2010 – Thursday, June 10, 2010 ( <b>See schedule on page 3</b> )
Receive Questions from Prospective Vendor:	Tuesday, June 15, 2010 by 4:30 p.m.
Deadline to response to questions:	Thursday, June 17, 2010 by 4:30 p.m.
<b>Deadline for submission of RFP:</b>	<b>Thursday, June 24 at 10:00 a.m.</b>
Proposal Opening: (ONLY Vendor Names on the Proposal Reply forms will be disclosed)	Thursday, June 24, 2010. A public Proposal opening will be held at 10:15 a.m., 7011 Southwest Freeway, Houston, Texas 77074
Anticipated Award Date:	Contingent upon Board Approval

**Janitorial RFP  
Mandatory Site Visit Schedule**

**Monday, June 7, 2010**

- 9:00am          7011 SW Freeway  
Houston, Texas 77074
- 11:00am          ECI Hillcroft  
6125 Hillcroft  
Houston, TX 77081
- 12:00pm          Southeast Community Service Center  
5901 Long Drive  
Houston, TX 77087

**Tuesday, June 8, 2010**

- 9:00am          Northwest  
3737 Dacoma  
Houston, TX 77092
- 10:30am          Bristow  
2627 Caroline  
Houston, TX 77002
- 11:30am          Safe Havens  
1215 Dennis  
Houston, TX 77002
- 12:30pm          Eligibility Center  
3630 West Dallas  
Houston, TX 77019

**Wednesday, June 9, 2010**

- 9:00am          Ripley  
4414 Navigation  
Houston, TX 77011
- 10:30am          Northeast  
7200 North Loop East  
Houston, TX 77028
- 12:00pm          Employment Connections North  
6805 Oak Village  
Humble, TX 77396

## **SECTION III - GENERAL INSTRUCTIONS**

### **A. Questions**

***Deadline for questions from Providers: Tuesday, June 15, 2010 by 4:30 p.m.***

***Deadline for Response to Questions: Thursday, June 17, 2010 by 4:30 p.m.***

All questions concerning the PROPOSAL specifications must be submitted in writing and emailed to the below listed team members. To ensure receipt of all questions in a timely manner, the preferred method is via email.

**Joycie Sheba, Buyer II**

Email: joycie.sheba@mhmraharris.org

**CC:**

**Sharon Brauner, Buyer III**

Email: sharon.brauner@mhmraharris.org

### **B. Submittal Procedure**

The Proposal, subject to all conditions and specifications attached hereto, must be signed in INK by a person or officer of the company submitting the Proposal that is authorized to enter into contractual agreements on behalf of the company. ***Proposals received unsigned will be deemed non-responsive and therefore; will not be accepted.***

Deadline to submit "***Final Proposal***" is **Thursday, June 24, 2010, by 10:00 a.m.** The original Proposal, signed in ink, five (5) additional photocopies and an electronic copy (CD-ROM or Floppy) should be submitted in a SEALED ENVELOPE and delivered to the attention of:

MHMRA of Harris County  
Purchasing Department  
Attn: Joycie Sheba, Buyer II  
7011 Southwest Freeway,  
Houston, Texas 77074

#### **Janitorial Services**

**"DO NOT OPEN UNTIL THURSDAY, JUNE 24, 2010 AT 10:00 AM."**

No Proposal will be accepted after the stated deadline.

Respondents may mail or personally deliver their Proposals to the Purchasing Office of MHMRA at the above address. MHMRA will not be responsible for any Proposal(s) that is (are) lost in the mail or not delivered to the Purchasing Department by the stated deadline for any reason.

Proposals shall include all documentation as requested in the Request for Proposal.

### **C. Proposal Opening**

A **Public Proposal Opening** will be held at 10:15 A.M., immediately following receipt of Proposals on **Thursday, June 24, 2010** at 7011 Southwest Freeway, Houston, Texas 77074.

## **D. Non-Discrimination Policy Statement**

The Mental Health Mental Retardation Authority of Harris County does not discriminate against any individual or Vendor/Provider with respect to his/her compensation, terms, conditions, or award of contract because of race, color, religion, sex, national origin, age, disability, political affiliation, or limit, segregate, or classify candidates for award of contract in any way which would deprive or tend to deprive any individual or company of business opportunities or otherwise adversely affect status as a Vendor/Provider because of race, color, religion, sex, national origin, age, disability, or political affiliation.

## **E. Immigration Reform and Control Act Of 1986**

By submitting their proposals, Offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

## **F. References and Experience**

All interested parties are required to submit with their Proposal a comprehensive list of references. Interested parties are required to provide a minimum of three (3) references where interested party has provided services (within the last six months) that pertain to this type of service. References shall include **company name, address, telephone number, fax number, contact person and email address**. The interested parties must agree to authorize clients to furnish any information required by MHMRA to verify references provided, and for determining the quality and timeliness of previous work performed.

Vendor/Provider shall submit with their Proposal, documentation of past performance in projects of similar magnitude and resulting customer satisfaction particularly in the areas of professionalism, contract performance, quality of the personnel, responsiveness and flexibility, etc.

## **G. Proposal Guarantee/Award Procedure**

It is anticipated that a recommendation for award for this Proposal will be made no more than thirty (30) days after the **PROPOSAL DUE DATE**. All interested parties are required to guarantee their Proposals as an **irrevocable offer valid for One Hundred Twenty (120) days after the Proposal due date**. Mental Health Mental Retardation Authority of Harris County in its sole and absolute discretion shall have the right to award Proposal for any or all items/services listed in each Proposal, shall have the right to reject any and all Proposals as it deems to be in its best interests, to waive formalities and reasonable irregularities in submitted documents, shall not be bound to accept the lowest Proposal and shall be allowed to accept the total Proposal of any one vendor.

## **H. Permits**

Any and all permits as required by authorities having jurisdiction; local, state, county, and/or federal, are the total responsibility of the interested parties/Vendor/Provider.

## **I. Financial Information**

Vendor/Provider must submit a copy of their last AUDITED financial statement. A letter from your CPA is an acceptable alternative for Non Public companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year.

## **J. Payments**

Vendor/Provider is to submit properly completed invoice(s) to the address specified on the purchase order. To insure prompt payment, each invoice should indicate purchase order number, discount terms and include Vendor/Provider's name and return remittance address.

## **K. Price Adjustments**

Vendor/Provider will be required to honor their proposed prices for the term of the contract period.

## **L. Historically Under-Utilized Business (HUB)**

This Agency shall make a good faith effort to utilize Historically Underutilized Businesses (HUB'S) in contracts for construction, services, (including professional and consulting services), and commodities. Please submit proof of Historically Underutilized Business "HUB" state certificate.

If your firm is not certified, please submit *Attachment B*, if you intend to subcontract services. If not, write "none" on *Attachment B* and submit it.

## **M. Minority / Women and /or Disadvantaged Business**

This Agency shall make a good faith effort to utilize Minority/Women and/or Disadvantaged Businesses (M/W/DBE's) in contracts for construction, services, (including professional and consulting services), and commodities. Please submit proof of City of Houston M/W/DBE certificate.

## **N. Direct or Indirect Assignment**

The successful Vendor/Provider will not be permitted to directly or indirectly assign rights and duties under the contract without express approval by MHMRA.

## **O. Form W-9**

Vendors are to complete Form W-9 and Submit with their Proposal documents.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf> (Attachment E)

## **SECTION IV - PROPOSAL STIPULATIONS AND REQUIREMENTS**

### **A. Modification or Withdrawal of Proposals**

Any Proposal may be modified or withdrawn prior to the deadline, provided such modification or withdrawal is submitted prior to the deadline. Any modification received after the deadline shall be deemed late and will not be considered.

### **B. Offer and Acceptance Period**

All Proposals must be an irrevocable offer valid for ninety (90) days after the Proposal opening.

### **C. Late Proposals**

Proposal received after the stated deadline shall be deemed late and will not be considered.

### **D. Irregularities in Proposals**

Except as otherwise stated in this Request for Proposal, evaluation of all Proposals will be based solely upon information contained in the Vendor/Provider's response to this Proposal. MHMRA shall not be held responsible for errors, omissions or oversights in any Vendor/Provider's response to this Proposal. MHMRA may waive technical irregularities, which do not alter the price or quality of the services.

MHMRA shall have the right to reject Proposals containing a statement, representation, warranty or certification which is determined by MHMRA and its counsel to be materially false, incorrect, misleading or incomplete. Additionally, any errors, omissions, or oversights of a material nature may constitute grounds for rejection of any Proposal.

The inability of a Vendor/Provider to provide one or more of the required components or specified features or capabilities required by this Proposal does not, in and of itself, preclude acceptance by MHMRA of the Proposal. All Proposals will be evaluated as a whole in the best interest of MHMRA.

### **E. Oral Presentations**

Any Vendor/Provider that submits a Proposal in response to this request may be required to make an oral presentation for further clarification upon MHMRA's request.

### **F. Amendments to the Proposal**

If it becomes necessary to revise any part of this Proposal package or if additional information is necessary to clarify any provision, the revision and/or additional information will be provided to each Vendor/Provider via faxed amendment or e-mail.

### **G. Availability of the Proposal**

After opening, each Proposal, except those portions for which a Vendor/Provider has included a written request for confidentially (e.g., proprietary information), shall be open to public inspection.

### **H. Retention of Proposals**

All Proposals considered by MHMRA shall become the property of MHMRA and shall not be returned.

## **I. Notice “Not to Participate” Form**

Vendors must respond to the Proposal request whether they can or cannot provide the products, supplies and/or services listed in the Proposal request. (*See Attachment D – Notice “Not to Participate” Form*)

## **J. Incurred Expenses**

MHMRA shall not be responsible for expenses incurred by a Vendor/Provider in the preparation and submission of a Proposal. This provision also includes any costs involved in providing an oral presentation of the Proposal.

## **K. Deviation Form**

Each response to this Solicitation shall contain a Deviation Form, which states the prospective contractor’s commitment to the provisions of this Solicitation and Sample Contract. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Solicitation Package including the Sample Contract must be expressly stated in the Deviation Form. (*See Attachment C*)

## **L. Subcontractors**

All provisions and/or stipulations within this Request for Proposal also apply to any authorized subcontractors.

## **M. Term of Contract**

The intent of the RFP is to award this contract to the qualified vendor who can provide and meet all specified requirements of this request for proposal. The contract shall commence with a tentative award date for a two (2) years base period with three (3) years one-year renewal options at the sole discretion of MHMRA based upon satisfactory performance, which will be reviewed on an annual basis.

## **N. Licensure**

The vendor shall submit, with their Proposal, a copy of any other license(s), certification(s), registration(s), permit(s), etc. as required by authorities having jurisdiction; local, state, county, and/or federal.

## **O. Pricing**

Each vendor shall provide responses to “Proposal Reply” page with total pricing.

## **P. Conflict of Interest Provision**

The Health and Human Services Commission organizational conflict of interest provision is applicable, in that vendors who develop of draft specifications, requirements, statements of work and/or RFP for a proposed procurement shall be excluded from Proposal or submitting a proposal to compete for the award of such procurement. (HHSC Uniform Contract Terms & Conditions Version 1.3).

**SECTION V - INSURANCE REQUIREMENTS**

A. Policies, Coverages, and Endorsements.

Vendor agrees to maintain, or to cause its personnel providing services under this Agreement to maintain, at its sole cost and expense or the cost and expense of his personnel, the following insurance policies, with the specified coverages and limits, to protect and insure the Agency and Vendor against any claim for damages arising in connection with Vendor’s responsibilities or the responsibilities of Vendor’s personnel under this Agreement and all extensions and amendments thereto.

1- Commercial General Liability

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000

2 - Workers’ Compensation & Employers’ Liability if applicable

Medical & Indemnity	Statutory Requirements
Bodily Injury by Accident	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Each Employee
Bodily Injury by Disease	\$500,000 Policy Limit
Employers liability	\$500,000

3 - Automobile Liability

Including hired and non-owned Automobiles	\$2,000,000 Combined Single Limit
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**A CURRENT “CERTIFICATE OF INSURANCE”  
MUST ACCOMPANY ALL PROPOSALS**

**B. Insured Parties**

All policies shall contain a provision naming the Agency (and its officers, agents and employees) as Additional Insured parties on the original policy and all renewals or replacements during the term of this Agreement.

**C. Subrogation**

All policies must contain a Waiver of Subrogation endorsement to the effect that the issuer waives any claim or right in the nature of subrogation to recover against the Agency, its officers, agents or employees.

**D. Proof of Insurance**

The policies, coverages and endorsements required by this provision shall be shown on a Certificate of Insurance on which the Agency must be listed as the Certificate Holder and which should be furnished to the Agency prior to the commencement of this Agreement. All such insurance shall be secured and maintained with an insurance company, or companies, licensed to do business in the State of Texas. The Agency may withhold payments under the terms of this Agreement until the Vendor furnishes the Agency

copies of all Certificates of Insurance from the insurance carrier, or carriers, showing that such insurance is in full force and effect.

**E. Cancellation**

New Certificates of Insurance shall be furnished to the Agency at the renewal date of all policies named on these Certificates. Vendor shall give the Agency thirty (30) days prior written notice of any proposed cancellation of any of the above described insurance policies.

**F. Indemnification**

To the extent permitted under the Constitution and the laws of the State of Texas, Vendor hereby agrees to indemnify and hold harmless the Agency and all of its directors, officers, employees, and agents from all suits, actions, claims or cost of any character, type, or description brought or made on account of any injuries, death, or damage received or sustained by any person or persons or property, including but not limited to clients, arising out of or occasioned by any acts or negligence of Vendor or Vendor's personnel, if any, or its agents or employees whether occurring during the performance of the services hereunder or in the execution of the performance of any of its duties under this agreement.

## **SECTION VI – PROPOSAL EVALUATION PROCESS**

Not all evaluation factors are equal in importance and each factor is weighted in accordance with its importance to MHMRA. Each item has been assessed a percentage upon which the final score will be determined. A total of 100 percentage points for the following items will be considered a perfect score.

The following will be significant factors in evaluating proposals, but the evaluation will not be limited to these items when making a final recommendation.

A.	Overall Program Concept	25%	Indication that the vendor has a well-defined concept and program structure for all components of service desired by MHMRA... (Including equipment, availability and start-up time)
B.	Understanding	20%	Indication that the vendor understands the nature of MHMRA services and constraints in providing those services and that the vendor has thoroughly analyzed MHMRA's needs and requirements.
C.	Financial Condition	15%	Include a copy of your latest annual report or other comparable document. As evidenced by the financial information requested of each vendor, indication that the vendor, or vendors, is financially stable and able to provide related services in its entirety.
D.	History and Description of Firm	10%	Provide a brief history and description of your firm. The description should include the size (number of employees) and areas of specialization.
E.	Credentials of Staff	10%	Describe any special expertise your firm has in providing Janitorial Services to not-for-profit or other MHMRA'S related organizations.
F.	References	10%	Provide the names, telephone numbers, emails and addresses of at least three business references; preferably, from similar not-for-profit entities located in Texas. Particular attention will be given to the quality of the response from references, particularly those in the Houston area and other MHMRA Centers of similar scope and premium value. Issues that will be addressed include contract performance, quality of the personnel, responsiveness, etc.
G.	Cost	10%	Final cost may be negotiated with the successful Vendor. Cost will only become a determining factor when all other conditions are equal.

## **SECTION VII – SPECIALIZED SERVICES TO BE PERFORMED**

### **Scope of Services:**

The Mental Health Mental Retardation Authority of Harris County (MHMRA) is seeking Janitorial Services between 7011 Southwest Freeway and outlying locations.

### **Janitorial Specifications**

#### **General Information**

- A. **Work Scheduling and Reporting:** Quality cleaning is required, including full performance of all specified daily services on the first official working day of the contract period. All work will be performed at times as specified and agreed upon by contractor and MHMRA of Harris County. All cleaning personnel are prohibited from disturbing papers on desks or shelves, opening desk drawers or cabinets, or using telephone or office equipment provided for MHMRA use. Instructions pertaining to conduct and other regulations, as required by MHMRA of Harris County, must be followed.

All contract personnel are required to sign in/out upon arrival and departure of work site (Contractor Sign In Log attached.) Form is located at the front desk or in the janitorial closet at each facility (location will be noted on the Site Information sheet.)

The contractor is required to:

1. After review of proposals,
  - a. qualified applicants will be asked to submit for approval by MHMRA, samples of and a list indicating the manufacturer, brand name, and intended use of each of the supplies and materials proposed for use in the performance of the work,
  - b. qualified applicants will provide a tour of their facility for designated MHMRA staff,
  - c. supply all employee safety and operational training materials utilized by the contractor,
  - d. provide to MHMRA information regarding contractors hiring process, criteria and procedures.
2. Two weeks prior to the contract starting date,
  - a. meet with MHMRA staff to review the total workload and cleaning methods as proposed by the contractor,
  - b. provide a schedule, for the approval of MHMRA, indicating staff, schedule and contact information (staff and supervisory) by location. If there is a change to schedule/staff, notify MHMRA designated representative at least 24 hours in advance,
  - c. provide a proposed schedule, for the approval of MHMRA, identifying by performance date, all weekly, bi-weekly, quarterly and semi-annual requirements, as detailed in this specification,

- d. submit, in writing to MHMRA, the names of at least two(2) representatives, one of which must be authorized to act for the contractor in every detail concerning the requirements as described in this specification.
3. during contract period,
    - a. update listing of staff by location, including pager numbers,
    - b. work with MHMRA designated representative to schedule special services,
    - c. during the night of the last day of the contract, fill all soap and paper product dispensers to full capacity. Soap and paper stocks for dispensers shall remain and not be removed at the end of the last official day of the contract.
  4. in the event of an emergency condition at the facility, e.g. flooding, assist as necessary to perform the cleanup. For after hours emergencies, contractor will provide assistance within one hour of notification by MHMRA representative. The contractor will not be penalized for scheduled work not performed while performing emergency assistance.

**B. Facility Security:** Facility master keys will not be provided. Offices will be cleaned as scheduled or as requested by staff. The contractor will be provided a key to the facility and the alarm code when applicable. Supervisors will be trained on the use of alarm panels and will be responsible for training production employees.

Contractor shall be liable for all costs associated with re-keying, re-issuance, or programming of keys, access cards, and security codes, which result from the loss or compromising of keys, access cards or security codes by contractor's personnel.

Production employees shall be responsible for securing all offices, gates and exterior entrances/exits at all unoccupied spaces and/or facilities both during and at the completion of contracted services, unless otherwise directed by a designated MHMRA representative. Production employee shall immediately communicate to MHMRA representative (PM and/or Security) any inability to secure by code, alarm, or mechanical lock any office, gate or door. Failure to secure all exterior entrances/exits and/or gates will result in a \$50.00 charge per occurrence. Contractor will also be responsible for payment of any fines incurred by the owner due to false alarms at a facility not properly secured. Repeated failure to maintain a secure facility when providing janitorial services shall serve as cause for termination of contract.

**C. Supplies and Materials:** The contractor shall furnish all supplies and materials necessary for the performance of this specification, unless otherwise specified herein. Any changes to the items previously approved for use by MHMRA must be submitted in writing to MHMRA representative and approved prior to use in MHMRA facilities. Contractor must maintain at each location a list of the Material Safety Data Sheets (MSDS) for each product used by the contractor at each facility. The contractor shall not use any material which MHMRA determines unsuitable for the purpose intended, or harmful to any part of the building(s), contents or equipment. Use of bleach is not permitted in MHMRA facilities.

Electricity and hot and cold water will be available, at no charge, to the contractor from existing outlets in order to fulfill the requirements of this specification.

**D. Equipment:** All necessary cleaning equipment, including power driven floor scrubbing machines, waxing and polishing machines, industrial type vacuum cleaners, and all necessary motor trucks, etc., needed for the performance of this specification shall be furnished by the contractor. Such equipment shall be of the size and type customarily used in work of this kind

and shall meet the approval of MHMRA. Equipment deemed to be of improper type or design, or inadequate for the purpose intended, shall be replaced.

**E. Storage Provisions:** MHMRA will provide storage space for supplies used daily.

### Contractor Qualifications

**A. Personnel:**

- 1. Project Manager (PM)** - The PM is responsible for the scheduling and management of work to be performed as detailed in this specification. Therefore, the PM must have, prior to employment as PM on this job(s), at least three (3) of the last five (5) years work experience in the management of custodial type operations for buildings of the approximate size and similar characteristics of the building(s) in this specification. Each vendor shall include as part of the submitted proposal, a detailed resume of the intended PM.
- 2. Supervisory Employees** - All supervisory personnel engaged in fulfilling the requirements of this specification shall have, prior to assuming a supervisory capacity for the job described herein, experience in custodial type work. Supervisory personnel shall be available during the hours of service; and must be provided with alpha pagers/cell phones by the contractor. Names, telephone, cell phone and alpha pager numbers must be provided to MHMRA's designated representative and updated when changes are made. All supervisory personnel must be fluent in both verbal and written communication in the English language.
- 3. Production Employees** - The contractor shall employ only qualified personnel who are skilled in the performance of janitorial work and shall screen all employees, requiring satisfactory references. Production employees shall be available during the hours of service and must be provided with an alpha pager. All employees of contractor shall be neatly attired in uniforms supplied by the contractor while working at MHMRA locations and must properly display the contractor furnished identification (badge) indicating the name of the employee and contractor. The minimum uniform will consist of an outer garment with the company name located on the chest and company identification badge with the employee photo, name and company name. No shorts or caps allowed.

**B. Miscellaneous** - The contractor's employees must have a good working knowledge of the principles and techniques of the machines, equipment, and cleaning products used in building maintenance, as well as a good working knowledge of safety procedures. The contractor shall be responsible for instructing its employees in safe work habits and requirements.

Employee break room/lunch rooms are available for use by janitorial staff at most facilities.

All production employees substituted by the contractor, on either a temporary or permanent basis, will be taken to the assigned facility by their immediate supervisor, introduced to on-site managers, and instructed by their supervisor on duties to be performed and securing of facility if applicable.

No one is to accompany contractor's employees to a MHMRA facility that is not employed by the contractor and assigned and/or scheduled to work at that MHMRA facility.

MHMRA may require the removal of a contractor employee from an MHMRA site without cause, this may be immediate at MHMRA's discretion.

Contractor shall be required at his/her own expense to conduct a criminal background investigation and TB testing (skin test and/or check X-Ray as required) for all personnel assigned

to work at facilities under this contract. All persons employed by the contractor shall be U.S. citizens or possess papers showing that they are legal aliens. All personnel assigned to MHMRA locations shall be able to understand the English language. All personnel must be able to understand labels, descriptions and instructions for all materials used at MHMRA facilities. Project managers, supervisors, daytime employees and lead persons are required to understand and speak English fluently.

Trash bags removed from cans/receptacles will not be placed on carpet.

### **Schedule of Cleaning Services**

- A. Daytime Services** - Daytime services shall consist of: early morning check of all lobbies, restrooms, common areas and entrances, cleaning of glass and removal of trash at entrances, hourly check of restrooms and lobbies, cleaning, sanitizing and stocking restrooms as needed, emptying trash and cleaning trash cans as needed, clean/disinfect break room surfaces, clean spills as needed, vacuum offices as requested or scheduled, sweep/mop tile, cleaning/disinfecting of drinking fountains and reporting maintenance problems to MHMRA PM. Production employees will be proactive in keeping the facility clean and safe. Contractor supplied log, approved by MHMRA staff, shall be placed in all facility restrooms and completed by production staff at each check/cleaning.
- B. Night Services** - These services are to be performed after normal business hours: clean, sanitize and stock restrooms, empty trash containers, clean trash containers as needed and remove trash to designated disposal area, vacuum common areas, spot treatment of carpet stains, spot dust horizontal surfaces in common areas, sweep/mop all accessible common areas and hallways, sweep stairwells, clean/disinfect lobby furniture, mop stairwells monthly, report maintenance problems to MHMRA PM and be proactive in keeping the facility clean and safe. Contractor's personnel shall leave the facility no later than midnight unless prior authorization is given.
- C. Quarterly Services** - High cleaning of all surfaces in common areas including but not limited to shelves, fire extinguishers/cabinets, signage, etc., strip and wax VCT, deep cleaning of slip resistant tile, deep cleaning/disinfecting of all surfaces in restrooms.
- D. Semi-Annual Services** - Carpet cleaning in common areas and offices as scheduled.
- E. Special Services** - As requested on Site Information sheets.

### **Quality of Work**

Services performed as required by this specification shall be subject to inspection and approval by MHMRA. Supervisory and production employees shall be proactive in efforts to keep MHMRA facilities clean and comfortable for MHMRA customers, staff and visitors. Production employees shall take initiative in identifying, reporting and correcting all readily recognizable custodial and maintenance conditions, especially spot cleaning of spills, flooring, walls, glass surfaces, restrooms and lobbies.

Failure to adequately perform Daytime and/or Night Services will result in notification of supervisor upon first occurrence. Subsequent occurrences will result in notification of contractor's PM. If performance issues are not corrected, MHMRA may request that production employee(s) at location be replaced, and could result in removal of facility from contractor's service list.

## **Payment Adjustment Information**

- A. **Deduction for non-performance** - It is the objective of MHMRA of Harris County to obtain complete and satisfactory performance in accordance with the requirements of this specification. Failure to perform Quarterly, Semi-Annual and Special Services will result in a deduction of payment equal to the cost charged to provide these services.

Failure of contractor to resolve performance issues shall serve as cause for termination of contract.

## SITE INFORMATION

### Facility Information

Building Code: 1806  
Facility: ECI Hillcroft  
Address: 6125 Hillcroft  
Houston, TX 77081

**Cleanable Square Footage:** 8,900  
**Sign-In Log located in janitorial closet.**

**Current Service:** Night crew

**Daytime Service Requirements:** None

**Night Crew Service Requirements:** Empty trash and clean trash cans as needed, clean/disinfect restrooms and break rooms, restock restroom and break room supplies, mop/vacuum floors, and clean/disinfect lobby furniture.

**Quarterly Requirements:** Deep cleaning of restrooms, strip and wax VCT floors and high cleaning of all common areas.

**Semi-Annual Requirements:** Carpet cleaning.

**Special Services:** One (1) day porter ½ day to clean restrooms and common areas on meeting days (approximately 4 days per year.)

No dumpster at location, trash must be removed from location.

## SITE INFORMATION

### Facility Information

Building Code: 1808  
Facility: Northeast CSC  
1<sup>st</sup> Floor – New START  
2<sup>nd</sup> Floor - MCOT  
Address: 7200 North Loop East  
Houston, TX 77028

**Cleanable Square Footage:** 1<sup>st</sup> Floor - 8,950  
2<sup>nd</sup> Floor - 6,500

**Sign-In Log located in janitorial closet.**

**Current Service:** Day porter

**Daytime Service Requirements:** Hourly check of restrooms and cleaning/sanitizing/restocking as required, sweep/mop floors, empty trash and clean trash cans as needed, vacuum as requested, clean/disinfect breakroom surfaces (does not include appliances), sweep stairwells and mop stairwells monthly, clean glass at entrances, clean/disinfect lobby furniture, empty trash/smoke stations, pick up trash from exterior of facility.

**Night Crew Service Requirements:** None

**Quarterly Requirements:** Deep cleaning of restrooms, strip and wax VCT floors, and high cleaning of all common areas.

**Semi-Annual Requirements:** Carpet cleaning.

## SITE INFORMATION

### Facility Information

Building Code: 1809  
Facility: Northwest CSC  
Address: 3737 Dacoma  
Houston, TX 77092

**Cleanable Square Footage:** 39,000  
**Sign-In Log located in janitorial closet.**

**Current Service:** 1 full time day porter. 1 part-time day porter. Night crew.

**Daytime Service Requirements:** Hourly check of restrooms and cleaning/sanitizing/restocking as required, sweep/mop floors, empty trash and clean trash cans as needed, vacuum as requested, clean/disinfect breakroom surfaces (does not include appliances), clean glass at entrances, clean/disinfect lobby furniture, empty trash/smoke stations, pick up trash from exterior of facility.

SKIP Program (Suite F) – mop classrooms at 12:00pm and 5:00pm (slip resistant tile.)

**Night Crew Service Requirements** - Vacuum, sweep, mop, clean/disinfect/restock restrooms, empty trash, clean common areas and wipe down vinyl furniture and tables with disinfectant.

**Quarterly Requirements:** : Deep cleaning of restrooms, strip and wax VCT floors, deep cleaning of slip resistant tile, carpet cleaning in lobbies and high cleaning of all common areas.

**Semi-Annual Requirements:** Carpet cleaning.

## SITE INFORMATION

### Facility Information

Building Code: 1814  
Facility: Bristow Center  
1<sup>st</sup> Floor - CRU  
2<sup>nd</sup> Floor – MCOT, PATH, Homeless Unit  
Annex  
Address: 2627 Caroline  
Houston, TX 77002

**Cleanable Square Footage:** 26,000 (includes 300 sq ft Annex building)  
**Sign-In Log located in janitorial closet.**

**Current Service:** 1 full time day porter on 2<sup>nd</sup> floor. 1 part time day porter 1<sup>st</sup> floor (1-5pm.) Weekend service – ½ day on Saturday.

**Daytime Service Requirements:** Hourly check of restrooms and cleaning/sanitizing/restocking as required, sweep/mop floors, empty trash and clean trash cans as needed, vacuum as requested, clean/disinfect break room surfaces (does not include appliances), clean glass at entrances, clean/disinfect lobby/common area furniture, sweep stairwells and mop stairwells monthly, empty trash/smoke stations, pick up trash from exterior of facility.

**Night Crew Service Requirements - None**

**Quarterly Requirements:** Deep cleaning of restrooms, strip and wax VCT floors, and high cleaning of common areas.

**Semi-Annual Requirements:** Carpet cleaning.

**NOTE:** Kitchen on first floor of facility maintained by MHMRA staff, not janitorial contractor.

## SITE INFORMATION

### Facility Information

Building Code: 1815  
Facility: West Dallas  
Address: 3630 West Dallas  
Houston, TX 77019

**Cleanable Square Footage:** 24,800  
**Sign-In Log located in janitorial closet.**

**Current Service:** 1 full time day porter 11am-7pm. Night crew.

**Daytime Service Requirements:** Hourly check of restrooms and cleaning/sanitizing/restocking as required, sweep/mop floors, empty trash and clean trash cans as needed, vacuum as requested, clean/disinfect breakroom surfaces (does not include appliances), clean glass at entrances, clean/disinfect lobby furniture, empty trash/smoke stations, pick up trash from exterior of facility.

**Night Crew Service Requirements:** Vacuum, sweep, mop, clean/disinfect/restock restrooms, empty trash, clean common areas and wipe down vinyl furniture and tables with disinfectant.

**Quarterly Requirements:** Deep cleaning of restrooms, strip and wax VCT floors, carpet cleaning in lobbies/hallways and high cleaning of common areas.

**Semi-Annual Requirements:** Carpet cleaning in offices.

## SITE INFORMATION

### Facility Information

Building Code: 1820  
Facility: Safe Havens  
Address: 1215 Dennis  
Houston, TX 77002

**Cleanable Square Footage:** 2,500

**Current Service:** Crew from 2627 Caroline location, 2<sup>nd</sup> floor person does standard cleaning daily, 1<sup>st</sup> floor person does deep clean of vacated consumer rooms.

**Daytime Service Requirements - None**

**Night Crew Service Requirements:** Empty trash, sweep/mop, clean/restock restrooms, clean kitchen surfaces, sweep stairwells and clean vacated consumer rooms as requested by on-site staff (extra effort.)

**Quarterly Requirements:** Deep cleaning of restrooms, strip and wax VCT floors in common areas, and high cleaning of common areas.

**Special Service Areas -** Deep clean vacated consumer rooms to make ready for next tenant, 10-15 per year, including strip and wax VCT.

Additional strip and wax as requested.

## SITE INFORMATION

### Facility Information

Building Code: 1827  
Facility: Southwest  
Address: 7011 Southwest Freeway  
Houston, TX 77074

**Cleanable Square Footage:** 107,500  
**Sign-In Log located at front desk.**

**Current Service:** 2 full time day porters. Night crew.

**Daytime Service Requirements:** Hourly check of restrooms and cleaning/sanitizing/restocking as required, sweep/mop floors, empty trash and clean trash cans as needed, vacuum as requested, clean/disinfect break room surfaces (does not include appliances), refill hand sanitizer stations, clean glass at entrances, clean/disinfect lobby furniture, empty trash/smoke stations, pick up trash from exterior of facility.

**Night Crew Service Requirements** - Vacuum, sweep, mop, clean/sanitize/restock restrooms, empty trash, clean common areas, sweep stairwells, mop stairwells monthly and wipe down vinyl furniture and tables with disinfectant.

**Quarterly Requirements:** Deep cleaning of restrooms, strip and wax VCT floors, and high cleaning of all common areas.

**Semi-Annual Requirements:** Carpet cleaning.

## SITE INFORMATION

### Facility Information

Building Code: 1849  
Facility: ECI Airline  
Address: 6032 Airline Drive  
Houston, TX 77076

**Cleanable Square Footage:** 8,900  
**Sign-In Log located in janitorial closet.**

**Current Service:** Night crew

**Daytime Service Requirements:** None.

**Night Crew Service Requirements:** Empty trash and clean trash cans as needed, clean/disinfect restrooms and break rooms, restock restroom and break room supplies, mop/vacuum floors, and clean/disinfect lobby furniture.

**Quarterly Requirements:** Deep cleaning of restrooms, strip and wax VCT floors, and high cleaning of all common areas.

**Semi-Annual Requirements:** Carpet cleaning.

**Special Services:** One (1) day porter ½ day to clean restrooms and common areas on meeting days (approximately 4 days per year.)

No dumpster at location, trash must be removed from location.

## **SITE INFORMATION**

### **Facility Information**

Building Code: 1850  
Facility: Behavior Training Program (BTP)  
Address: 5518 Jackson Street  
Houston, TX 77004

**Cleanable Square Footage:** 3,500

**Current Service:** Part time day porter, 11am – 2pm.

**Daytime Service Requirements** - Sweep, mop, vacuum, empty trash, clean/disinfect bathrooms (all fixtures) and clean/disinfect all kitchen surfaces (including surfaces of appliances.)

**Night Crew Service Requirements** - None

**Quarterly Requirements:** Deep cleaning of restrooms, strip and wax VCT floors and clean carpet.

## SITE INFORMATION

### Facility Information

Building Code: 1858  
Facility: Southeast CSC  
Address: 5901 Long Drive  
Houston, TX 77087

**Cleanable Square Footage:** 38,270  
**Sign-In Log located in janitorial closet.**

**Current Service:** 2 full time day porters (8am-6pm, 9am-7pm).

**Daytime Service Requirements:** Hourly check of restrooms and cleaning/sanitizing/restocking as required, sweep/mop floors, empty trash, vacuum as requested, clean/disinfect breakroom surfaces (does not include appliances), clean glass at entrances, clean/disinfect lobby furniture, empty trash/smoke stations, pick up trash from exterior of facility.

**Night Crew Service Requirements** - Vacuum, sweep, mop, clean/sanitize/restock restrooms, empty trash, clean common areas and wipe down vinyl furniture and tables with disinfectant.

**Quarterly Requirements:** : Deep cleaning of restrooms, strip and wax VCT floors, carpet cleaning in lobbies and high cleaning of all common areas.

**Semi-Annual Requirements:** Carpet cleaning.

## SITE INFORMATION

### Facility Information

Building Code: 1888  
Facility: Employment Connections North  
Address: 6805 Oak Village  
Humble, TX 77396

**Cleanable Square Footage:** 5,200  
**Sign-In Log located in janitorial closet.**

**Current Service:** Night crew.

**Daytime Service Requirements - None**

**Night Crew Service Requirements -** Vacuum, sweep, mop, clean/disinfect/restock restrooms, empty trash/clean trash cans as needed, clean common areas and wipe down vinyl furniture and tables with disinfectant.

**Quarterly Requirements:** : Deep cleaning of restrooms, strip and wax VCT floors (floors in lunchroom and two (2) classrooms need extra coats of wax due to high volume of usage, and high cleaning of all common areas.

## SITE INFORMATION

### Facility Information

Building Code: 1830  
Facility: Ripley CSC  
Address: 4414 Navigation  
Houston, TX 77011

**Cleanable Square Footage:** 18,000  
**Sign-In Log located in janitorial closet.**

**Current Service:** Night crew entire facility, ½ day porter in our lease space.

**Daytime Service Requirements** - Sweep, mop, vacuum, empty trash, clean/disinfect/restock restrooms.

**Night Crew Service Requirements** - Vacuum, sweep, mop, clean/disinfect/restock restrooms, empty trash/clean trash cans as needed, clean common areas and wipe down vinyl furniture and tables with disinfectant.

**Quarterly Requirements:** Deep cleaning of restrooms, strip and wax VCT floors, and high cleaning of all common areas.

## SITE INFORMATION

### Facility Information

Building Code: 1889  
Facility: Employment Connections Northwest  
Address: 5715 NW Central Dr., Suites F101,102,103 and 104  
Houston, TX 77092

**Cleanable Square Footage:** 5,592

**Current Service:** N/A

**Daytime Service Requirements** - None.

**Night Crew Service Requirements** - Vacuum, sweep, mop, clean/disinfect/restock restrooms, empty trash/clean trash cans as needed, clean common areas and wipe down vinyl furniture and tables with disinfectant.

**Quarterly Requirements:** Deep cleaning of restrooms, strip and wax VCT floors, and high cleaning of all common areas.



**SECTION VIII - PROPOSAL REPLY PAGE**

The intent of the RFP is to award this contract to the qualified vendor who can provide and meet all specified requirements of this request for proposal. The contract shall commence with a tentative award date for a two (2) years base period with three (3) years one-year renewal options at the sole discretion of MHMRA based upon satisfactory performance, which will be reviewed on an annual basis.

**For Contract Period – Initial Period – 8/31/2012**

Building #	Location Name	Cleanable Sq Ft	Daytime Service		Night Service		Quarterly Service		Semi-Annual Service		Special Service		Totals
			Sq. Ft. Unit Cost	Monthly Per Site Ext. Cost	Sq. Ft. Unit Cost	Monthly Per Site Ext. Cost	Rates/Service		Rates/Service		Rates/Service		
1806	ECl - Hillcroft	8,900											
1808	Northeast 1st Floor	8,950											
1808	Northeast 2nd Floor	6,500											
1809	Northwest CSC	39,000											
1814	Bristow Center 1st Floor	26,000											
1814	Bristow Center 2nd Floor												
1814	Bristow Center Weekend												
1815	Midtown	25,800											
1820	Safe Havens	2,500											
1820	Safe Havens Special Services												
1827	Southwest	107,500											
1849	ECl - Airline	8,900											
1850	Jackson St.	3,500											
1858	Southeast CSC	38,270											
1858	Southeast CSC Extra Effort												
1888	Humble CSC	5,200											
1830	Ripley CSC	18,000											
1889	NW Central	5,592											
	<b>Subtotals:</b>												

**For Contract Period – 8/31/2012 – 8/31/2013**

Building #	Location Name	Cleanable Sq Ft	Daytime Service		Night Service		Quarterly Service		Semi-Annual Service		Special Service		Totals
			Sq. Ft. Unit Cost	Monthly Per Site Ext. Cost	Sq. Ft. Unit Cost	Monthly Per Site Ext. Cost	Rates/Service		Rates/Service		Rates/Service		
1806	ECI - Hillcroft	8,900											
1808	Northeast 1st Floor	8,950											
1808	Northeast 2nd Floor	6,500											
1809	Northwest CSC	39,000											
1814	Bristow Center 1st Floor	26,000											
1814	Bristow Center 2nd Floor												
1814	Bristow Center Weekend												
1815	Midtown	25,800											
1820	Safe Havens	2,500											
1820	Safe Havens Special Services												
1827	Southwest	107,500											
1849	ECI - Airline	8,900											
1850	Jackson St.	3,500											
1858	Southeast CSC	38,270											
1858	Southeast CSC Extra Effort												
1888	Humble CSC	5,200											
1830	Ripley CSC	18,000											
1889	NW Central	5,592											
	<b>Subtotals:</b>												

**For Contract Period – 8/31/2013 – 8/31/2014**

Building #	Location Name	Daytime Service			Night Service		Quarterly Service		Semi-Annual Service		Special Service		Totals
		Cleanable Sq Ft	Sq. Ft. Unit Cost	Monthly Per Site Ext. Cost	Sq. Ft. Unit Cost	Monthly Per Site Ext. Cost	Rates/Service		Rates/Service		Rates/Service		
1806	ECl - Hillcroft	8,900											
1808	Northeast 1st Floor	8,950											
1808	Northeast 2nd Floor	6,500											
1809	Northwest CSC	39,000											
1814	Bristow Center 1st Floor	26,000											
1814	Bristow Center 2nd Floor												
1814	Bristow Center Weekend												
1815	Midtown	25,800											
1820	Safe Havens	2,500											
1820	Safe Havens Special Services												
1827	Southwest	107,500											
1849	ECl - Airline	8,900											
1850	Jackson St.	3,500											
1858	Southeast CSC	38,270											
1858	Southeast CSC Extra Effort												
1888	Humble CSC	5,200											
1830	Ripley CSC	18,000											
1889	NW Central	5,592											
	<b>Subtotals:</b>												

**For Contract Period – 8/31/2014 – 8/31/2015**

Building #	Location Name	Cleanable Sq Ft	Daytime Service		Night Service		Quarterly Service		Semi-Annual Service		Special Service		Totals
			Sq. Ft. Unit Cost	Monthly Per Site Ext. Cost	Sq. Ft. Unit Cost	Monthly Per Site Ext. Cost	Rates/Service	Rates/Service	Rates/Service	Rates/Service			
1806	ECl - Hillcroft	8,900											
1808	Northeast 1st Floor	8,950											
1808	Northeast 2nd Floor	6,500											
1809	Northwest CSC	39,000											
1814	Bristow Center 1st Floor	26,000											
1814	Bristow Center 2nd Floor												
1814	Bristow Center Weekend												
1815	Midtown	25,800											
1820	Safe Havens	2,500											
1820	Safe Havens Special Services												
1827	Southwest	107,500											
1849	ECl - Airline	8,900											
1850	Jackson St.	3,500											
1858	Southeast CSC	38,270											
1858	Southeast CSC Extra Effort												
1888	Humble CSC	5,200											
1830	Ripley CSC	18,000											
1889	NW Central	5,592											
	<b>Subtotals:</b>												

## **SECTION IX - PROPOSAL CONTENTS**

### **Title Page:**

Name of Vendor/Provider, name of product, mailing address, telephone number, fax number, e-mail address, and contact name.

### **Table of Contents:**

#### **All Proposals must include the following information:**

- Clear identification of information by section and page.
- List of at least three (3) references, including contact person, telephone number, fax number and email address.
- Identification of all services provided.

### **Proposal:**

- Must be typed.
- Vendor/Provider must provide a brief history of company and ownership, date started business, current total number of employees, and include any special accommodations/services that could be provided.
- Description of services available under this Proposal.
- Must bear the **original signature** of a principal or authorized officer of the interested party.
- Must make provision to meet and comply with all applicable laws and regulatory criteria.
- Interested parties are encouraged to submit along with their Proposal any additional descriptive information about their services, which they believe, might be helpful.
- All Proposals must be submitted with one original and five (5) copies and an electronic copy (CD-ROM or Floppy), mailed or delivered in a sealed envelope to MHMRA of Harris County.

#### **Additional documents to be submitted:**

- Vendor must submit a copy of their latest AUDITED financial statement. A letter from your CPA is an acceptable alternative for Non Public companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year.
- Reference list must be comprehensive – Reference List must be inclusive of contact name, telephone number, fax number and e-mail address. (Local and or Non-local)
- Documentation of experience addressing professionalism, contract performance, quality of personnel, responsiveness and flexibility, etc. to achieve overall customer satisfaction.
- Proof of Insurance
- Submit proof of Historically Underutilized Business “HUB” State Certificate and/or City of Houston M/W/DBE Certificate. (**Attachment B**)
- If your firm is not certified, provide a statement to the effect if you intend to subcontract or affiliate with a certified firm and what percentage of work will be given to them.
- Deviation Form (**Attachment C**)
- Notice “not to participate” Form (**Attachment D**)
- Policy & Procedure for criminal background checks of personnel or subcontractor that would gain entrance to or provide service to MHMRA properties.
- Completed Form W-9

***\*\*PLEASE INCLUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE, WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS.\*\****

**SECTION X -SIGNATURE PAGE**

**MENTAL HEALTH MENTAL RETARDATION AUTHORITY OF HARRIS COUNTY IN ITS SOLE AND ABSOLUTE DISCRETION SHALL HAVE THE RIGHT TO AWARD CONTRACTS FOR ANY OR ALL MATERIALS LISTED IN EACH PROPOSAL, SHALL HAVE THE RIGHT TO REJECT ANY AND ALL PROPOSALS, AND SHALL NOT BE BOUND TO ACCEPT THE LOWEST PROPOSAL AND SHALL BE ALLOWED TO ACCEPT THE TOTAL PROPOSAL OF ANY ONE VENDOR.**

**THIS SUBMISSION IS GUARANTEED AS AN IRREVOCABLE OFFER VALID FOR NINETY (90) DAYS AFTER THE PROPOSAL OPENING DATE.**

_____ Authorized Signature	_____ Vendor/Provider's Name
_____ Typed or Printed Name	_____ Number and Street Address
_____ Title	_____ City, State, Zip Code
(_____) _____ Telephone Number	(_____) _____ Fax Number
_____ E-Mail Address	

***This Proposal Will NOT Be Accepted If This Page is NOT Signed By An Authorized Representative***

## **SECTION XI - ATTACHMENTS**

### **A - SAMPLE CONTRACT**

A sample contract is included for your review Attachment (A). Any exceptions to terms and/or conditions must be identified in your Deviation Form Attachment (C).

### **B - HUB SUBCONTRACTING PLAN (Historically Underutilized Business)**

### **C - DEVIATION FORM**

### **D - NOTICE “NOT TO PARTICIPATE” FORM**

### **E – FORM W-9, Rev. October 2007, REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

Contract ID No.

STANDARD SUPPORT SERVICES CONTRACT

THIS AGREEMENT is made and entered into this \_\_\_\_\_, 2010 by and between the **MENTAL HEALTH AND MENTAL RETARDATION AUTHORITY OF HARRIS COUNTY**, at **7011 Southwest Freeway, Houston, Texas 77074**, a community center and an agency of the State of Texas, under the provisions of Chapter 534 of the Texas Health & Safety Code Ann. (Vernon 1992), as amended, (the "Agency") and \_\_\_\_\_ ("**Contractor**") with offices at \_\_\_\_\_, **Houston, TX** \_\_\_\_\_ for the purpose of providing specialized services currently not available to the Agency through its present staff of employees.

**RECITALS**

WHEREAS, Agency is the state designated mental health and mental retardation community center established to provide, arrange for, and coordinate mental health and mental retardation services for the residents of Harris County, Texas; and

WHEREAS, the Agency desires that Contractor provide **Agency Wide Janitorial** services under the terms and conditions set forth in this Agreement;

WHEREAS, each of the parties is committed to the delivery of services in an effective, efficient, and quality manner; and

WHEREAS, this Agreement sets forth the terms and conditions evidencing the Agreement of the parties hereto;

NOW THEREFORE, in consideration of the mutual covenants, rights, and obligations set forth herein, the benefits to be derived therefrom, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

**I.  
PERSONNEL**

The Agency staff member authorized to approve billing is **Paul Wilson**. The Agency staff member responsible for overseeing this Agreement is **Paul Wilson**.

**II.  
INDEPENDENT CONTRACTOR RELATIONSHIP BETWEEN THE PARTIES**

1. **Independent Contractor.** The relationship between the Agency and Contractor shall be that of an independent contractor. The parties agree that none of the provisions of this Agreement are intended to create, nor shall be deemed or construed to create, any relationship between the Agency and Contractor other than that of independent parties contracting with each other solely for the purpose of effectuating the provisions of this Agreement. It is expressly agreed that Contractor and Contractor's personnel, if any, shall not for any purpose be deemed to be an employee, agent, partner, joint venturer, ostensible or apparent agent, servant or borrowed servant of the Agency. Contractor agrees that he will not hold himself out as an agent of the Agency to any persons.

2. **Professional Judgment.** In the performance of all pursuant to this Agreement, Contractor is at all times acting as an independent contractor engaged in the delivery of a professional service. Contractor and his personnel, if any, shall employ his own means and methods and exercise his own professional judgment

in the performance of services pursuant to this Agreement. The sole concern of the Agency under this Agreement or otherwise is that, irrespective of the means selected, such services shall be provided in a competent, efficient, and satisfactory manner in compliance with the policies and procedures of the Agency and the applicable federal, state, and local laws, rules and regulations.

### III. OBLIGATIONS OF CONTRACTOR

1. **Services.** The specialized support services, to be provided by Contractor and the schedule of hours Contractor will deliver such services are set forth in **Exhibit A**. Said schedule and services may be changed only with the mutual consent of the parties.

2. **Agency Approval of Contractor Personnel.** Contractor agrees that any individual or entity selected by him to deliver designated services for Agency, including any and all contractors, are subject to approval by Agency. The services of any individual to whom Contractor delegates the delivery of designated services are the direct responsibility of Contractor, and Contractor agrees to indemnify and hold harmless Agency, its employees, agents, officers, and assigns from any claim or liability arising from the negligent acts or any other acts of Contractor or an individual to whom he delegates the delivery of designated services.

3. **Representations and Warranties.**

(a) Contractor represents and warrants that, at all times during this Agreement, he will comply with all applicable policies of the Agency and all applicable local, state and federal laws, rules and regulations now in effect and that become effective during the term of this Agreement. Contractor further agrees to provide services to the Agency in a manner consistent with applicable professional standards and consistent with standards of reasonable due care.

(b) Contractor agrees to perform his services with decorum and in a manner designed to assist in the efficient operation of the Agency. Contractor agrees to interact with Agency staff in a courteous manner. The adequacy of the performance of this obligation will be determined at the sole discretion of the Agency.

(c) Contractor represents and warrants that it is not currently an employee of the Agency.

4. **Disclosure.** Contractor declares that (a) neither Contractor nor any of its subcontractors or employees rendering services to an individual pursuant to this Agreement is held in abeyance or barred from the award of a federal or state contract at the time of executing this Agreement; or (b) has been convicted of a criminal act related to any state or federally funded program; and (c) Contractor will give immediate notification to the Agency if such occurs anytime during the term of this Agreement.

5. **Immigration Reform and Control Act.** Contractor agrees to maintain appropriate identification and employment eligibility documents and complete a W-9 form to meet requirements of the Immigration Reform and Control Act of 1986.

6. **Franchise Tax.** If Contractor is a corporation and is or becomes delinquent in the payment of its Texas tax, then payment may be withheld until such delinquency is remedied.

7. **Required Information for Criminal Conviction Checks.**

(a) Contractor shall provide to the Agency proof that criminal history record checks have been conducted on Contractor/subcontractor's applicants or employees, whose duties place them in direct contact with clients, pursuant to Texas Health and Safety Code, Section 533.007 and Chapter 250, the Texas Government Code, Section 411.115, and Chapter 414, Subchapter K of the Texas Administrative Code (relating to Criminal History Clearance of Applicants for Employment); and

(b) That if an applicant or employee of the Contractor/subcontractor has a criminal history relevant to his or her employment as described in Chapter 414, Subchapter K of the Texas Administrative Code (relating to Criminal History Clearance of Applicants for Employment), then the Contractor/subcontractor will take appropriate action with respect to the applicant or employee, including terminating or removing the employee from direct contact with persons with a mental disability served by the Contractor/subcontractor; and

(c) If Contractor's employee has such a conviction, and Contractor fails to remove such employee, then this contract may be terminated without prior notice.

8. **Access.** Contractor agrees, pursuant to Texas Health and Safety Code, Section 534.060, that the Agency and its representatives, including independent financial auditors, shall have access to all facilities, service providers, records, data, and other information under the control of the contracting entity or its Contractors/subcontractors as necessary to enable the HHSC or the Agency to audit, monitor, and review all financial or programmatic activities and services associated with this Agreement.

In compliance with Section 2262.003, Government Code, as amended by House Bill 905 of the 79<sup>th</sup> Regular Session of the Texas Legislature, effective on June 18, 2005, the Mental Health Mental Retardation Authority of Harris County (MHMRA) and the Contractor do hereby agree that:

(a) The State Auditor's Office (SAO) may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract;

(b) Acceptance of funds directly under the contract or indirectly through a subcontract under the contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds; and

(c) Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the SAO must provide the state auditor with access to any information the auditor considers relevant to: (A) evaluating the entity's performance under the contract or subcontract; (B) determining the state's rights or remedies under the contract; (C) evaluating whether the entity has acted in the best interest of the state.

#### IV. OBLIGATIONS OF THE AGENCY

##### 1. **Payment.**

(a) In consideration of the obligations undertaken by Contractor, the Agency agrees to pay Contractor, in accordance with the fee schedule attached as **Exhibits A and A1**, for an amount not to exceed \$\_\_\_\_\_.

(b) The payment amount will be based on a monthly invoice which shall reflect the services provided by Contractor, and is approved by the Agency employee(s) authorized to approve billing(s) as set forth above. Invoices or claim forms for services rendered are to be submitted by the fifth (5) calendar day of the month following that in which the services were rendered.

(c) **Invoices or claim forms for services must be received no later than 45 calendar days after the end of the month in which services were rendered. Invoices or claim forms for services received later than 45 days after the end of the month in which the services were rendered will not be paid.**

(d) **Payment shall be made 45 days after receipt of goods, services, or invoice, whichever is latest. Payment may be delayed, adjusted or withheld, where a deficiency is noted in goods, services, or invoices received. MHMRA retains the right to offset payments for prior invoices paid where a deficiency is noted after payment has been processed.**

**Invoices shall be submitted in duplicate as follows:**

(i) **Invoices must include a MHMRA purchase order number, which will be indicated on the final fully executed copy of the contract.**

(ii) **Original sent to Agency staff member authorized to approve billing**

(iii) **Duplicate to be marked "Duplicate" sent to Accounts Payable as follows:**

**Mental Health Mental Retardation Authority of Harris County**

**P.O. Box 25381**

**Houston, Texas 77265**

**Attn: Accounts Payable**

**Fax (713) 970-7681**

(e) **Contract Rate Change clause – If a vendor/provider’s contracted rates change during the period of the contract, the vendor/provider will be notified in writing and the contract will be amended to reflect such changes.**

2. **Staff and Facilities.** The Agency agrees to allow Contractor access to its staff and facilities necessary for carrying out the services provided by the Contractor.

**V.  
INSURANCE**

**A. Policies, Coverages, and Endorsements.**

Contractor agrees to maintain the following insurance policies, with the specified coverages and limits, to protect and insure the Agency and Contractor against any claim for damages arising in connection with Contractor’s responsibilities or the responsibilities of Contractor’s personnel under this Agreement and all extensions and amendments thereto.

1-	Commercial General Liability	
	General Aggregate	\$2,000,000
	Each Occurrence	\$1,000,000
2 -	Workers’ Compensation & Employers’ Liability if applicable	
	Medical & Indemnity	Statutory Requirements
	Bodily Injury by Accident	\$500,000 Each Accident
	Bodily Injury by Disease	\$500,000 Each Employee
	Bodily Injury by Disease	\$500,000 Policy Limit
	Employers liability	\$500,000
3 -	Automobile Liability	
	Including hired and non-owned Automobiles	\$2,000,000 Combined Single Limit

**B. Insured Parties**

All Policies shall contain a provision naming the Agency (and its officers, agents and employees) as Additional Insured parties on the original policy and all renewals or replacements during the term of this Agreement.

**C. Subrogation**

All Policies must contain a Waiver of Subrogation endorsement to the effect that the issuer waives any claim or right in the nature of subrogation to recover against the Agency, its officers, agents or employees.

**D. Proof of Insurance**

The policies, coverages and endorsements required by this provision shall be shown on a Certificate of Insurance on which the Agency must be listed as an **Additional Insured party and the Certificate Holder** and which should be furnished to the Agency prior to the commencement of this Agreement. All such insurance shall be secured and maintained with an insurance company, or companies, licensed to do business in the State of Texas. The Agency may withhold payments under the terms of this Agreement until the Contractor furnishes the Agency copies of all Certificates of Insurance from the insurance carrier, or carriers, showing that such insurance is in full force and effect.

**E. Cancellation**

New Certificates of Insurance shall be furnished to the Agency at the renewal date of all policies named on these Certificates. *Contractor shall give the Agency thirty (30) days prior written notice of any proposed cancellation of any of the above described insurance policies.*

**VI.  
INDEMNIFICATION**

To the extent permitted under the Constitution and the laws of the State of Texas, Contractor hereby agrees to indemnify and hold harmless the Agency and all of its directors, officers, employees, and agents from all suits, actions, claims, or cost of any character, type, or description brought or made on account of any injuries, death, or damage received or sustained by any person or persons or property, including but not limited to clients, arising out of or occasioned by any acts or negligence of Contractor, Contractor's personnel, if any, or its agents or employees whether occurring during the performance of the services hereunder or in the execution of the performance of any of its duties under this Agreement.

**VII.  
TERM AND TERMINATION**

1. **Term.** This Agreement is effective \_\_\_\_\_, 2010 to \_\_\_\_\_, 2010 unless sooner terminated pursuant to this Agreement.
2. **Renewal Options.** This Agreement may be renewed at the sole discretion of Agency for up to (4) **one year renewal options** at rates and placement fees specified in Exhibits A and Exhibit B.
3. **Immediate Termination.** Agency may terminate this Agreement immediately if:
  - (a) Agency does not receive the funding to pay for designated services under this Agreement from the Texas Legislature; \_\_\_\_\_
  - (b) Agency has cause to believe that termination of the Agreement is in the best interests of the health and safety of the mentally disabled persons served under this Agreement,
  - (c) Contractor has become ineligible to receive Agency funds;
  - (d) Contractor has its applicable license or certification suspended or revoked.
  - (e) If the Contractor submits falsified documents or fraudulent billings, or if the Contractor makes false statements.
  - (f) **Agency may terminate this Agreement immediately upon written notice to Contractor, if it is determined by the Agency that Contractor will not be able to deliver services in a timely or appropriate manner to meet the business needs of the Agency.**
4. **Termination Upon Default.** Either party may terminate this Agreement after thirty (30) days written notice if the other party is in default of any of the provisions herein and/or any of the provisions in the bid forms or specifications, which are attached hereto and incorporated herein by reference as if set out in full. Such termination shall be ineffective if within said thirty (30) day period Contractor cures such default to the satisfaction of the Agency. The Agency at its sole discretion may extend the period to cure the default for a reasonable time if the Agency determines that the Contractor has initiated action to cure the default within the thirty (30) day period. The Agency reserves the right to suspend services provided by the Contractor and payment for services not authorized during the thirty (30) day cure period, if at the Agency's sole discretion it is determined that suspension is in the best interest of the Agency and/or its consumers.
5. **Termination For Convenience.** Due to the need for Agency to replace the services being provided by Contractor, this Agreement may be terminated by Contractor, without cause, after one hundred and twenty (120) days written notice to the Agency.

6. **Termination by Mutual Consent.** This Agreement may be terminated by the mutual consent of both parties after thirty (30) days written notice to the other party.

**VIII.  
MISCELLANEOUS**

1. **Nondiscrimination.** Each party to this Agreement agrees that no person, on the basis of race, color, national origin, religion, sex, age, handicap, or political affiliation, will be excluded from participation, be denied the benefits of, or be subject to discrimination in the provision of any services hereunder. Without limiting the foregoing, the parties hereto agree to comply with the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, as amended, and the Civil Rights Act of 1991, as amended.

2. **Business Ethics.** During the course of pursuing contracts, and the course of contract performance, MHMRA will maintain business ethics standards aimed at avoiding real or apparent impropriety, abuse, fraud, waste, or conflicts of interest. No substantial gifts, entertainment, payments, loans or other considerations beyond that which would be collectively categorized as incidental shall be made to any employees or officials of Contractor by MHMRA employees, directors, officers and agents. At any time Contractor believes there may have been a violation of this obligation or any business ethics standard, Contractor shall notify MHMRA of the possible violation.

3. **Certification of Non-Violation.** Under Texas Government Code §2261.053, Contractor certifies that Contractor has not been convicted of violating federal law in connection with contracts relating to relief, recovery, or reconstruction as a result of Hurricane Rita, Hurricane Katrina, or any other disaster occurring after September 24, 2005.

4. **Use and Disclosure of Protected Health Information (“PHI”).**

Contractor Agrees To:

**a. General.**

(1) Hold all protected health information (“PHI”) confidential except to the extent that disclosure is required by Federal or State law, including the Texas Public Information Act, Chapter 552, Texas Government Code. TEX. GOV’T CODE ANN.§§ 552.001 et seq., as amended. PHI is defined in 45 CFR § 164.501 and is limited to information created or received by the Contractor from or on behalf of the Agency.

(2) Be bound by all applicable Federal and State of Texas licensing authorities’ laws, rules, and regulations regarding records and governmental records, including the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), PL 104-191, the HIPAA regulations (codified at 42 CFR parts 160 and 164), and Chapter 181, Texas Health and Safety Code, as amended, and the HITECH ACT, Public Law 111-005, collectively referred to herein as “Privacy Requirements”.

**b. Representations.**

(1) Contractor represents that Contractor and their employees have received training regarding the Privacy Requirements. An affidavit documenting the training must be provided to Agency upon request.

5. **TB Drug Testing Requirement.** Contractor shall provide to the Agency proof that its employees, whose duties place them on the premise of all MHMRA clinics, whether there is direct or indirect contact with consumers, TB testing on an annual basis at the cost of the Contractor. In addition, chest x-ray testing will be required when there is a positive TB result.

6. **Amendment.** Unless otherwise specifically provided herein, this Agreement may be amended or changed only by mutual written consent of an authorized representative of the Agency and Contractor.

7. **Entire Agreement.** This Agreement and the documents incorporated herein constitute the sole and only Agreement of the parties hereto and supersedes any prior understandings and any prior written or oral Agreements between the parties respecting the subject matter herein.

8. **Assignment.** No assignment of this Agreement or rights or obligations thereunder shall be valid without written consent of the parties.

9. **Additional Requirements.** If Contractor is required to comply with an additional requirement pursuant to compliance with HHSC rule, state or federal law, or community standard, regulations, resolutions, settlements, or plans, and compliance results in a material change in Contractor's rights or obligations under the contract or places a significant financial burden on the Contractor, the Contractor may, upon giving sixty (60) days notice of such intention, be entitled to renegotiate the Agreement.

10. **Governing Law and Venue.** This Agreement shall be construed and enforced in accordance with the laws of the State of Texas, and venue shall lie in Harris County, Texas.

11. **Captions.** The captions contained herein are for reference purposes only and shall not affect the meaning of this Agreement.

12. **Gender and Number.** The masculine, feminine or neuter gender and the singular or plural number shall be deemed to include the other whenever the context so indicates or requires.

13. **Notices.** Any notice required to be given pursuant to this Agreement shall be in writing and shall be sent, postage prepaid, by certified mail, return receipt requested, to Agency or Contractor at the address below. The notice shall be effective on the date of delivery indicated on the return receipt.

If to the Agency:

Steven B. Schnee, Ph.D., Executive Director  
MHMRA of Harris Co. \_\_\_\_\_  
PO Box 25381  
Houston, Texas 77265-5381

If to Contractor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. **Remedies.** All rights, powers, and remedies granted either party by any particular term of this Agreement are in addition to, and not in limitation of, any rights, powers, or remedies which it has under any other term of this Agreement, at common law, in equity, by statute, or otherwise, and all such rights, powers, and remedies may be exercised separately or concurrently, in such order and as often as may be deemed expedient by either party. No delay or omission by either party to exercise any right, power, or remedy shall impair such right, power, or remedy or be construed to be a waiver of any breach or default or an acquiescence therein. A waiver by either party of any breach or default thereunder shall not constitute a waiver of any subsequent breach or default.

15. **Dispute Resolution.** In the event a dispute arises between the parties involving the provisions or interpretation of any term or condition of the Agreement, and if both parties desire to attempt to resolve the dispute prior to termination or expiration of the Agreement, or withholding payments, then the parties may refer the issue to a mutually agreeable dispute resolution process.

16. **Severability.** The invalidity or unenforceability of any term or provision hereof shall not affect the validity or enforceability of any other term (s) or provision (s).

17. **Effect of Severable Provision.** In the event that a provision of this Agreement is rendered invalid or unenforceable and its removal has the effect of materially altering the obligations of either the Agency or Contractor in such manner as, in the sole judgment of the affected party, (1) will cause serious

financial hardship to such party, or (2) will cause such party to act in violation of its corporate Articles or Bylaws, the party so affected shall have the right to terminate this Agreement upon thirty (30) calendar days prior written notice to the other party.

18. **Exhibits.** All Exhibits referred to in this Agreement and attached hereto are incorporated herein by this reference.

The Contractor warrants and assures MHMRA of Harris County that it possesses adequate authority to enter into this Agreement. The Contractor's governing body, where applicable, has authorized the signatory official(s) to enter this Agreement and bind the Contractor to the terms of this Agreement and any subsequent amendments hereto.

**CONTRACTOR**

Printed/Typed Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**MENTAL HEALTH MENTAL RETARDATION AUTHORITY OF HARRIS COUNTY**

\_\_\_\_\_  
Steven B. Schnee, Ph.D. Date  
Executive Director

\_\_\_\_\_  
Approved As To Form By Date  
MHMRA General Counsel

**EXHIBIT A**

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**CONTRACTOR:**

**CONTRACT ID#:**

**CONTRACT PERIOD:**

**SERVICE:**

**SERVICE DESCRIPTION:** To provide Janitorial Services Agency Wide

**PERFORMANCE:**

**RATE AND RATE DESCRIPTION:**

**NOT TO EXCEED:**

**UNITS/ACCOUNT CODE:**

**PAYMENT DOCUMENTATION:** Contractor will submit invoices as rendered.



**ATTACHMENT B**

**HUB SUBCONTRACTING PLAN  
HISTORICALLY UNDERUTILIZED BUSINESS**

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(HUB-LOI IS USED BY POTENTIAL VENDOR/VENDOR/PROVIDER TO IDENTIFY SUBCONTRACTORS SELECTED FOR WORK ON THE CONTRACT)

Vendor \_\_\_\_\_ Vendor/Provider Identification Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Proposal Number: \_\_\_\_\_ Contract Amount: \_\_\_\_\_

Description of commodities/specifications: \_\_\_\_\_

Duration of Contract: \_\_\_\_\_

Name of Subcontractor/Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Is the subcontractor a certified HUB? \_\_\_\_ Yes \_\_\_\_ No

If yes, enter the GSC Certificate (VID) number: \_\_\_\_\_

Dollar amount of contract with subcontractor/vendor: \$ \_\_\_\_\_

Percentage amount of contract with subcontractor/vendor:% \_\_\_\_\_

Description of materials/services performed under agreement with the subcontractor for amount indicated above:

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**PLEASE SUBMIT A SEPARATE FORM FOR EACH SUBCONTRACTOR/VENDOR**

**ATTACHMENT C**

**DEVIATION FORM**

*All deviations to this Solicitation (Proposal and Sample Contract) must be noted on this sheet.* In the absence of any entry on this Deviation Form, the prospective contractor assures MHMRA of their full agreement and compliance with the Specifications, Terms and Conditions including all provisions of the Sample Contract.

Each response to this Solicitation shall contain a Deviation Form, which states the prospective contractor's commitment to the provisions of this Solicitation and Sample Contract. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Solicitation Package including the Sample Contract must be expressly stated in the Deviation Form. (*Attachment C*)

**THIS DEVIATION FORM MUST BE SIGNED BY EACH PROSPECTIVE CONTRACTOR  
WHETHER THERE ARE DEVIATIONS LISTED OR NOT, AND SUBMITTED WITH THIS  
SOLICITATION**

SPEC # Section # Or Page #	DEVIATION

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**ATTACHMENT D**

**NOTICE “NOT TO PARTICIPATE” FORM**

Dear Vendor

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled Date and Time:

- I/Our Company cannot provide the products, supplies and/or services listed in this request. Please MOVE my/our name and address to the following category(ies) so that we may Proposal at a later date:

Category (ies): \_\_\_\_\_

- I/We have chosen NOT to submit a Proposal at this time, but would like to remain on your list for this Proposal category. We did not submit a Proposal because:

Reason(s): \_\_\_\_\_

\_\_\_\_\_

- Please REMOVE my/our name from all MHMRA Harris County lists until further notice.

Reason(s): \_\_\_\_\_

\_\_\_\_\_

Independent Provider and/or Provider Firm Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Please Print

Address: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax ( ) \_\_\_\_\_

**PLEASE RETURN THIS FORM ONLY TO:**

**MHMRA Harris County  
Purchasing Department  
Notice “Not to Participate” – Janitorial Services  
7011 Southwest Freeway  
Houston, Texas 77074**

**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

VENDORS WHO RESPOND TO THIS INVITATION WITH A COMPLETED PROPOSAL FORM WILL REMAIN ON OUR MAILING LIST. VENDORS MAKING NO RESPONSE MAY BE REMOVED FROM THAT LISTING.

Thank you for your time and assistance.

**ATTACHMENT E – FORM W-9, Rev. October 2007, REQUEST FOR  
TAXPAYER IDENTIFICATION NUMBER AND  
CERTIFICATION**

**Form W-9, Pages 1 – 4  
Attached**

**Vendor/Providers are to complete this form and submit with their Proposal documents. Go to attached link for W-9, if Proposal/Bid was emailed.**

*<http://www.irs.gov/pub/irs-pdf/fw9.pdf>*