

**Sulphur Springs ISD
Competitive Sealed Proposal
CSP# FY26-004
Custodial Services**



Please Mail or Hand Deliver completed CSP documents to:
Sulphur Springs ISD
Attn: Lauren Aaron, Purchasing Coordinator
631 Connally Street
Sulphur Springs, TX 75482
FAXED OR E-MAILED PROPOSALS WILL NOT BE CONSIDERED



Sulphur Springs Independent School District

**631 Connally Street
Sulphur Springs, Texas 75482
(903)885-2153 FAX (903)439-6156**

DATE: October 6, 2026

CONTACT: All inquiries, comments, and questions should be sent to, Dan Froneberger via e-mail at dfroneberger@ssisd.net

Proposal responses are due on **October 23, 2026, at or before 12:00 p.m.** Please mail or deliver submission to Sulphur Springs ISD, Attn: Lauren Aaron, Purchasing Coordinator, located at 631 Connally Street, Sulphur Springs, TX 75482.

Proposals will be opened on October 23, 2026, at 12:01 p.m. in the Sulphur Springs ISD Business Office.

Sulphur Springs ISD thanks you for your time and appreciates your response to this solicitation. If further assistance is required, please contact Dan, Director of Maintenance and Transportation at 903-885-2153 ext. 1120.



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General Terms & Conditions CSP# FY26-004

- A. Purpose: Sulphur Springs ISD is soliciting a response to CSP# FY26-004 for Custodial Services. The district will use the proposed options to select a vendor for the project, for Sulphur Springs Independent School District.
- B. Submission Deadline: Please return the signed and sealed proposal **no later than October 23, 2026, at or before 12:00pm**. No telephone or faxed proposals will be accepted for consideration. Delivery must be made during normal school business hours (8:00 a.m. to 4:15 p.m. Monday – Thursday, 8:00 a.m. to 4:00 p.m. Friday) The District is NOT responsible for any proposal delivered after the scheduled deadline due to any external or internal mail system. Proposers are responsible for making themselves aware of SSISD hours of operation, scheduled holidays, and unexpected closures due to inclement weather, etc. This information can be found on the District's website at www.ssisd.net. Any proposal received after the due date and time will be returned to the vendor unopened.
- C. Submittal Instructions: The proposal must be labelled on the outside of the envelope as follows:
- Sulphur Springs Independent School District
Attn: Lauren Aaron
631 Connally Street
Sulphur Springs, TX 75482-2401
CSP# FY26-004
- D. Withdrawing a Proposal: Proposals may be modified or withdrawn by written notice delivered in person, by fax, mail, or e-mail if received by the Maintenance and Transportation Director prior to the exact hour and date specified for receipt of proposals. If a proposal is withdrawn via fax, mail, or e-mail, the unopened proposal will be returned. If written notice is delivered in person by the vendor or an authorized representative, said person shall make their identity known and sign a receipt for the proposal.
- E. Proposal Opening: Proposals will be opened on October 23, 2026, at 12:01 p.m. in the Sulphur Springs ISD Business Office.
- F. Payment Terms: All terms of payment for the District shall be on Net 30 days basis unless otherwise specified in proposal documents by memo attachment from the vendor.
- G. Invoices: All invoices must show purchase order number, school/department location, date, items, unit price, extended price, total, and any other relevant order



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information. All purchase orders must have the signature of the Business Manager present in order to process payment. Do NOT process orders without proper authorization present on the purchase order. Payment may only be processed within the District's regular schedule once confirmation of receipt and an invoice have been received in the Business Office. A copy of all invoices must be sent to the following address to facilitate punctual payment of outstanding balances:

Sulphur Springs ISD
ATTN: Nita Rhoades, Accounts Payable
631 Connally Street
Sulphur Springs, TX 75482

- H. **Tax Information:** Sulphur Springs ISD is exempt from Federal Excise Tax and State and Local Tax. Do not include taxes, any proposal totals or prices offered. The District's tax exemption number is 75-6002535. Tax exemption certificates will be made available to vendors upon request.
- I. **Rights Reserved:** The District expressly reserves the following rights:
- a. The right to cancel this solicitation in whole or in part by issuance of a revised or amended Request for Proposals. If the solicitation package was downloaded from the district website, proposers are responsible for obtaining any addenda issued.
 - b. The right to make no awards as determined to be in the best interest of the District.
 - c. The District assumes NO responsibility for any costs incurred by proposers in developing and submitting a response, obtaining any amendment or addenda, for participation in any solicitation related meeting or conference, or any other costs incurred by vendors submitting proposals.
- J. **Questions and Requests for Clarification:** Any questions regarding the requirements or other specifications of this solicitation should be submitted via e-mail to dfroneberger@ssisd.net.
- K. Any interpretation, correction, or change of the Bid Documents will be made by written Addenda which will be available on the District website, as well as, the Business Office from which the Bid Packages are obtained. Interpretations, corrections or changes of the Bid Documents made in any other manner will not be binding upon the District, and Bidders shall not rely upon such interpretations, corrections or changes.



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Standard Terms and Conditions

1. **CERTIFICATION:** By signature on this proposal document, the vendor certifies that:
 - a. The vendor has not paid or agreed to pay, any person, other than genuine employees, a fee or brokerage resulting from the award of any contract that results from this proposal.
 - b. The prices in this proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices, with any other vendor or potential vendor.
2. **EVALUATION CRITERIA:** Sulphur Springs ISD will review and evaluate all responses and make a recommendation to the Board of Trustees. The District will use the evaluation criteria as outlined in the Texas Education Code, § 44.031(b). The criteria stated in this section includes the following:
 - a. Price
 - b. Reputation of the vendor and of the vendor's goods or services
 - c. Quality of the vendor's goods or services
 - d. Extent to which the goods or services meet the District's needs
 - e. Vendor's past relationship with the District
 - f. Impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses
 - g. Total long-term cost to the District to acquire the vendor's goods or services
 - h. for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
 - i. has its principal place of business in this state
 - ii. employs at least 500 persons in this state
 - j. any other relevant factor specifically listed in this request for proposals
3. **CONTRACT MODIFICATION:** No modification of this contract shall bind buyer unless a formal contract amendment is executed between buyer and vendor.
4. **CONTRACT & PURCHASE ORDERS:** A response to this solicitation is an offer to contract with Sulphur Springs ISD and its members based upon the item specifications and the Standard Terms and Conditions contained in the proposal document. Proposals do NOT become contracts unless they are both accepted by the District via an Award Letter issued to the vendor and put into effect by the issuance of any purchase order(s) signed by an authorized representative of Sulphur Springs ISD Business Office.



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This contract shall collectively include (1) the General Terms and Conditions and the item specifications (if any) included in the proposal and any subsequent addenda, (2) the vendor's signed proposal forms and any other data collection sheets included with the solicitation, (3) the vendor's entire response to the solicitation, (4) the vendor's Notice of Award Letter, (5) and any additional terms, conditions, or instructions contained in each individual purchase order. The contract shall be interpreted by and governed under the law of the State of Texas in Hopkins County.

5. **PACKAGING AND SHIPPING:** (If applicable) vendor shall be responsible for ensuring that goods delivered are packaged according to industry standards and meet any applicable requirements and regulations. Purchase order numbers should be clearly noted on all packages. All shipments shall be F.O.B. destination, freight prepaid, to Sulphur Springs ISD at the specific address on the purchase order. Deliveries shall be made during normal working hours only unless otherwise approved. Estimated delivery time is due upon submission of bid packet.

6. **GRATUITIES:** The District/buyer may, by written notice to the vendor, cancel this contract in the event that it is found by the buyer that gratuities in the form of entertainment, gifts, or otherwise were offered or given by the vendor or any agent/representative of the vendor, to any employee of Sulphur Springs ISD with the purpose of securing an order or favorable treatment with the respect to the awarding or amending, or making of any determinations with respect to the performing of such order. In the event that this contract is cancelled by the District/buyer pursuant to this provision, the buyer shall be entitled, in addition to any other rights and remedies, to recover or withhold from the vendor the amount of the gratuity.

7. **WARRANTIES:** By responding to this solicitation, the vendor warrants the following:

- a. Price – The price to be paid by the district shall not exceed any of the vendor's current prices on orders by other entities for product of the same kind and specification as covered by this agreement for similar quantities under similar or like conditions and methods of purchase.
- b. Product – The vendor shall not limit nor exclude any implied warranties. Vendor warrants that the goods furnished will conform to specifications, drawings, and descriptions contained in proposal documents (if any).
- c. Safety – (If applicable) the vendor warrants that any product sold to the District shall conform to the standards set forth by the U.S. Department of Labor under the Occupational Safety and Health Act (OSHA) of 1970.

8. **COMMITMENT OF CURRENT REVENUE:** (see Local Government Code 271.903)

The District by law reserves the right to terminate this contract at the expiration of each budget year. The contract is conditioned on a best effort attempt by this governing body to obtain appropriate funds for payment of the contract and the continuing right to



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terminate. This contract is a commitment of the local government's current revenues only.

9. **ADVERTISING:** Vendor shall not advertise or publish, without the District's prior express consent, the fact that the District has entered into this contract, except to the extent necessary to comply with proper requests for information as provided by appropriate statutes.

10. **RIGHT TO ASSURANCE:** Whenever one party to the contract in good faith has reason to question the other party's intent to perform, that party may demand that the other party give written assurance of the intent to perform. In the event that a demand is made, and no assurance is given within five (5) business days, the demanding party may treat the failure as an anticipatory repudiation of the contract.

11. **INSPECTION:** (If applicable) all goods are subject to the final inspection and acceptance by the District. Material/services failing to meet the requirements of this contract will be held at vendor's risk and may be returned to the vendor. If so returned, the cost of transportation, unpacking, inspection, repackaging, reshipping, or other like expenses are the responsibility of the vendor.

12. **LIENS:** (If applicable) all goods delivered and labor performed under this contract shall be free of all liens, and if the District requests, a formal release of all liens will be delivered to the District.

13. **CONFLICT OF INTEREST:** This contract is subject to cancellation by buyer if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of Sulphur Springs Independent School District, is at any time while the contract is in effect, an employee of any other party of the contract with respect to the subject matter of the contract.

If any member of the Board of Trustees of the District or any employee of the District has any interest, either direct or indirect, in the business of the vendor, such interest must be disclosed in proposal documents.

14. **FORCE MAJEURE:** If by reason a Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under the contract, then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause. The obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.



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The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority, insurrections, riots, epidemics, landslides, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines, or canals, or other causes not reasonably within the control of the party claiming such inability.

It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that under the above requirement that any Force Majeure shall be remedied with all reasonable dispatch and shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

15. REMEDIES & APPLICABLE LAWS: The District shall have all remedies afforded by each federal and state law, including remedies set forth in the Uniform Commercial Code, as adopted in the State of Texas, except as otherwise provided in this contract or in statutes pertaining specifically to the State. This contract shall be governed by the laws of the State of Texas and suits pertaining to this contract may be brought only in the courts of the State of Texas in Hopkins County.

16. ORDER OF PRECEDENCE: In the event of conflict, the following precedence shall prevail: (1) the terms and conditions set forth on the face of the contract, (2) provisions set forth in specifications, (3) provisions set forth in any referenced documentation, and (4) the General Terms and Conditions as addressed to proposers.

17. INTERPRETATION OF PAROLE EVIDENCE: The contract documents are intended by the parties as the final expression of their agreement and are intended also as a complete and exclusive statement of the terms of their contract. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this contract. Acceptance or acquiescence in a course of performance rendered under this contract shall not be relevant to determine the meaning of this contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Code is used in this agreement, the definition contained in the Code is to control.

18. INFRINGEMENT: The vendor agrees to protect Sulphur Springs ISD from claims involving infringement or copyrights brought forth by any goods or services rendered to the District by said vendor.

19. INDEMNIFY: Vendor shall fully indemnify, save, and hold harmless the District, its officers, employees, and agents (hereinafter "the Indemnities") against any and all liability, damage, loss, claims, demands, and actions of any nature whatsoever on



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account of personal injuries (including, without limitation on the foregoing, workers' compensation and death claims), or property loss or damage of any kind whatsoever that arise out of or are in any manner connected with, or are claimed to arise out of or be in any manner connected with, the performance of the contract, unless such injury, loss, or damage is caused by the sole negligence of Indemnities. Proposer shall at its own expense investigate all such claims and demands, attend to their settlement or other disposition, defend all actions based thereon, and pay all charges of attorneys and all other costs and expenses of any kind arising from any such liability, damage, loss, claims, demands, and actions.

20. **ERRORS OR OMISSIONS:** The District is NOT responsible for any proposer's errors or omissions.

21. **ASSIGNMENT DELEGATION:** No right or interest in this contract shall be assigned nor delegation of any obligation shall be made by vendor without the written approval of the District. The performance of this contract by the vendor is of the essence for the contract, and the District's right to withhold consent to such assignment shall be within the sole discretion of the District on any grounds whatsoever. Any attempted assignment or delegation by vendor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

22. **INDEPENDENT CONTRACTOR:** Vendor shall perform the services required by the contract as an independent contractor and shall furnish such services in its own manner and method, and under no circumstances or conditions shall any agent, servant, or employee of vendor be considered an employee of the District.

23. **CONFIDENTIAL INFORMATION:** If a vendor believes that a proposal, offer, or specification contains information that shall be withheld from disclosure, a statement advising the procurement must be attached and noted in the response documents. However, the vendor specifically acknowledges and understands that the District may, in some circumstances, be required to disclose information in accordance with applicable federal and state law. As a governmental body, the District is subject to the Texas Public Information Act. Vague or general claims to confidentiality will not be accepted; vendors must be specific when citing reasons for confidentiality that may be exempt under Texas law as well as stating which parts of the response which are believed by the vendor to be exempt. Sulphur Springs ISD assumes NO obligation or responsibility relating to the disclosure of information submitted by vendors.

24. **REMEDIES FOR NON-PERFORMANCE OF CONTRACT & TERMINATION OF CONTRACT:** If the vendor cannot comply with the terms and conditions in fulfilling its contract as anticipated, the vendor must supply the same products or services contracted from other sources. The vendor's delay in the above, except as provided for under section 13 "Force Majeure" of these Standard Terms and Conditions, will



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constitute the vendor's material breach of contract, whereupon the District may terminate the vendor's contract for cause as provided by the remainder of the section.

Except as otherwise provided for within the Standard Terms and Conditions of this document, this contract may be terminated in whole or in part by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party; provided that no such termination may be implemented unless and until the other party is given (1) at least ten (10) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and (2) an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) business days, to rectify the defects in products or performance, prior to termination.

Valid causes for termination of this contract shall include, but not be limited to:

- a. The vendor's failure to adhere to any of the provisions of the General Terms and Conditions and the Standard Terms and Conditions of the proposal.
- b. The vendor delivering any product(s) that fail to meet the item specifications (if any) included in this solicitation relating to the awarded products.
- c. The vendor delivering any substitution(s) of product(s) different than those originally proposed (if any) and awarded without written approval of Sulphur Springs ISD.
- d. The vendor's incomplete response to the solicitation documents.
- e. Vendor's noncompliance to any additional terms, conditions, or instructions contained in each individual purchase order as issued by the District.

25. INSURANCE REQUIREMENTS: Applicable to any vendor rendering services on district property. No activities shall be commenced under this contract until a Certificate of Insurance as proof of the required insurance coverage is delivered to the Contract Administrator as detailed in the Specifications. Additionally, the Certificate must state that the District will be given at least thirty (30) days' prior notice of cancellation, material change in the coverage, or intent not to renew any of the policies. The District shall be named as an additional insured. Copies of the insurance policies shall be furnished to the District upon request. A Workers' Compensation Insurance Certificate is required. A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Department of Insurance, Division of Workers' Compensation, or a coverage agreement (DWC-81, DWC-82, DWC-83, or DWC-84) showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project for the duration of the project.



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26. SB252 Certification Regarding Terrorist Organizations. Pursuant to Sections 2252.151-.154 of the Texas Government Code, the Contractor hereby certifies that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State under federal law.

27. HB89 Certification Regarding Boycotting of Israel. Pursuant to Sections 2270.001-.002, 808.001-.006, .051-.057, .101-.102 of the Texas Government Code, the Contractor hereby certifies and verifies that neither the Contractor, nor any affiliate, subsidiary, or parent company of the Contractor, if any (the "Contractor Companies"), boycotts Israel, and the Contractor agrees that the Contractor and Contractor Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

28. MODIFICATIONS: This contract may be modified or rescinded only by written statement signed by both parties and/or their authorized representatives.

29. ADDENDA: In the event that any changes to this solicitation occur, subsequent to the mailing or other delivery of the original solicitation, the changes or corrections to this solicitation will be made by addendum. It is the responsibility of the vendor to obtain any addenda that pertain to this proposal.

The signature below certifies that proposer/vendor accepts and understands the Sulphur Springs ISD General Terms and Conditions as well as the Sulphur Springs ISD Standard Terms and Conditions as written and described in the previous pages and agrees to the terms and conditions therein. All proposers must sign each signature area of the proposal in order for the proposal to be considered for acceptance and award. Failure to submit all forms and necessary documents may result in the disqualification of a proposal.

"Name and Title of Authorized Representative (please print):

"Signature:

"Date:



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GENERAL INFORMATION AND AGREEMENT

The contract requested would cover custodial operations of approximately 709,944 sq ft of District facilities. The District would require flexibility of price negotiation of any increases or decreases of square footage or staffing with the contract award. Total square footage does not include kitchens or storage areas. See addenda listing of building locations and each building's cleanable square footage.

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

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

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

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

1. Specifications and required Custodial Service options include the following:

The following campuses will be serviced:

Austin Academic Center, 808 S Davis St
Barbara Bush Elementary, 390 N Hillcrest
Douglass Early Childhood, 600 Calvert St
Rowena Johnson Elementary, 1937 College St
Sulphur Springs Elementary, 829 Bell St
Sulphur Springs High School, 1200 Connally St
Sulphur Springs Middle School, 835 Wildcat Way
Out Buildings (See Addenda)



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2. **Contract Documents:** Contractor shall familiarize themselves with the requirements of all the documents including these "Instructions to Contractor," the advertisement for proposals, the proposal form, the conditions and specifications and addends (if any) issued prior to the receipt of proposals, and any other documents referenced or referred to therein.
3. **Contract Start Date:** Beginning date of the contract will be negotiated; however, the District desires a January 4, 2027 start date of custodial services.
4. **Contract Term:** The successful Contractor will be awarded a (3) three year contract with the option of (2) one year extensions. Contractor should bid an annual cost and total annual cost for each year of the contract term. At the end of the three year contract, the District may extend the contract at the District's discretion and in the best interest of the District.
5. **Insurance:** Contractor must submit proof of current workers compensation at time of each project. Contractor must submit proof of current liability insurance at the time of each project. To protect the Owner, representatives, and employees against liability, loss of expense on account of damage to property or injury or death to any person(s) arising in any way out of or in connection with or resulting from sole expense and until acceptance of the work by the Owner, insurance as hereinafter enumerated in policies which shall be subject to the Owner's approval as to form, amount and issuing company. Contractor shall include a copy of proof of such coverage to Owner.

Amounts listed are Minimum:

- **WORKMAN'S COMPENSATION – STATUTORY EMPLOYER'S LIABILITY**
- **COMPREHENSIVE AUTO LIABILITY AND PROPERTY DAMAGE** (covering all owned and non-owned vehicles) Combined Single Limit \$1,000,000.00
- **CONTRACTOR'S COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE** (1) Bodily Injury and Property Damage Combined Single Limit \$300,000.00 (2) Premises Operations and Completed
- **LICENSE/CERTIFICATION:** Contractor must submit proof of current licenses/certificate if applicable.
- **MATERIALS AND SUPPLIES:** Materials and supplies will be supplied by contractor unless otherwise stated at time each project is quoted. Tools and equipment required for the project will be supplied by contractor unless other arrangements are made with the Maintenance Director.



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- **SITE PREPARATION AND PROJECT MAINTENANCE:** Contractor will be responsible for: Site preparation and project maintenance: Contractor will be responsible for conditions such as location, accessibility, and general character of premises. Safe and clean working environment during project Clean up during and after project

- **WARRANTY** The contractor will provide satisfactory workmanship, or the project will be redone at the contractors' expense.

- **PRICING** Rates submitted by contractor will be assured through August 31, 2029. Sulphur Springs ISD reserves the right to accept and/or reject any and/or all proposals submitted. Sulphur Springs ISD is NOT limited to or restricted to use contractors submitting proposals. Projects pricing at \$5,000.00 or more Sulphur Springs ISD reserves the right to advertise for additional proposals.

6. Additional fees: The Contractor may request additional fees -

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

7. Facility Inspections: It is the responsibility of the Contractor to preview all custodial related buildings. Proposals from Contractors that do not personally inspect the District facilities will not be considered. Contractors must attend the October 13, 2026 pre-proposal walk through, meeting at the Administration building at 8:00 AM.

8. Employment: Contractor will employ a full time Project Manager, District's choice. Project Manager will be available and on call 24 hours a day and (7) seven days a week to the SSISD administration.

Staffing hours to be discussed and agreed upon.

The Contractor will hire the number of full time equivalent employees to maintain its goals to provide the District with an efficient and successful cleaning criteria and which are deemed to be most advantageous to the District.

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



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- i. The name and address of the operating company must be listed. The legal status as a partnership, corporation or other should be given.
 - ii. General background and experience of the company.
 1. Number of years in business. The Contract must show evidence of having operated a public school facilities business for a minimum of (5) five consecutive years.
 2. The Contractor must list the total number of current school contracts with name, address and telephone numbers, along with the length of time employed by each school district. Contractor must list not less than (5) current school district references.
10. Negotiations: The District may conduct final negotiations, to include any items or costs not reflected in this CSP only after selecting the successful firm in order to insure the best overall program design and to achieve the best business arrangement for the parties.
11. Background Checks: All new employees of the selected firm must undergo a rimini background check as well as fingerprint checks according to state requirements prior to beginning work. No employee with a felony conviction or a conviction of a sex crime, crime of moral turpitude or any crime against a child may be employed. Records of backgrounds must be made available to the District at any time.

Contractor will notify the District with employee information as employees are hired or leave to comply with SB-9 fingerprinting requirements within 5 days of an employment change.
12. Employment Agreement Not to Hire: District reserves the right to hire directly or indirectly or otherwise any contracted employee if contract is broken, expired, canceled, revoked, etc with no time penalty.
13. Offices/Storage: The District will provide for the selected firm suitable central storage facilities and suitable storage facilities at each work location.
14. Equipment: The Contractor will provide all necessary equipment for the successful completion of the services required. Any equipment that requires replacement or any required additional equipment will be provided by the Contractor. The cost of equipment necessary to maintain an acceptable sanitation and cleaning program should be within the total proposal.



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15. Supplies:

- i. The Contractor will provide all cleaning chemicals, floor finishes, and waxes as needed for an efficient and complete cleaning program for the District.
- ii. The Contractor will provide all paper goods necessary for all restrooms. The Contractor will provide all plastic trash can liners as needed for cleaning purposes.
- iii. The Contractor will provide and maintain all paper and soap dispensers. The District will be responsible for the maintenance and replacements of any hand driers.
- iv. The Contractor will provide the paper dispensers at no charge when they are made available by the Contractor's suppliers.
- v. The Contractor will not provide paper goods (Kleenex, paper towels etc.) for the classrooms. The Contractor will not provide classroom trash cans, unless requested at additional cost to the District.
- vi. The Contractor will not provide any supplies used in kitchen and service preparation areas. The Contractor will provide supplies for cleaning the cafeteria.
- vii. Feminine hygiene dispensers and their products will be the responsibility of the District.

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

17. Custodial Specifications: The Contractor will employ District's choice full time Project Manager, Contractor ownership and area manager will provide additional support. As listed below, Contractor will provide cell phone for Contractor management personnel to ensure immediate response to the District administration.

18. Training: The Contractor will provide custodial management with personal training, material, and technical support training necessary for management of the custodial department.

19. Supervisory management will be available to the District administration at any time. Contractor will also provide additional communication for the District administration to area managers and ownership.



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20. Employment: It will be the right and responsibility of the successful Contractor to adjust time schedules as required for the success of the services provided with Districts approval.

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

21. Custodial Requirements for Extracurricular Events:

- a. Custodians will be responsible for opening and securing buildings during the normal cleaning day. It will be the responsibility of District coaches and sponsors to secure the building when returning to the building after normal cleaning hours. The District will determine the time at which the buildings will be secured in the evening.
- b. Custodians will be available for event set ups and preparation at all campuses.
- c. Upon notification from the District, the Contractor will reschedule employees to cover clean up duties after any of the District's sponsored activities at night or on weekends at no additional cost. This cost will be within the base bid of each vendor.
- d. Custodians are not responsible for washing/cleaning dishes in lounge areas.
- e. The gymnasium or any other special event areas will be prepared before each game or school sponsored event and will be in "game ready" condition. The school restrooms and lobby outside gymnasiums or event areas will be policed and monitored during all athletic and extracurricular events. The District will be responsible for stadium cleanup. It is the District's responsibility to provide Contractor with event schedules and notification of any events not listed on schedules.
- f. The Contractor will have an event area and restrooms ready before each contracted campus indoor event. Contractor will be responsible for cleaning the event area and restrooms after all events.
- g. The District will screen and seal wooden gym floors as well as other wooden floors.

22. Uniforms: The Contractor will provide uniforms for all Contractor personnel with name tags, District will provide a name badge.



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23. Exclusion of Duties:

- i. Mechanical maintenance except duty to report such.
- ii. Any internal kitchen cleaning and kitchen supplies.
- iii. Weekend cleaning or setup for any non-District events, unless requested by the District.
- iv. Moving of heavy furniture, supplies, or equipment, except when ample employees are available.
- v. Changing of light bulbs except in fixtures at normal room height.
- vi. Post-construction clean up of new or renovated facilities except at an additional charge negotiated with the District.
- vii. Removal of any medical waste, such as hypodermic needles etc. from the nurses office. The District will be responsible for proper disposal of such waste.
- viii. Cleaning of computers or other sensitive electronic equipment that is better cleaned by its operators.

24. Cleaning Frequencies: The District requires the following items as part of the frequencies within the entire cleaning program.

- i. Contractor shall instruct day-shift custodians, Monday through Friday, to check and police lobbies and restrooms, in addition to being available to answer emergency cleanup spills, or special events cleaning, etc. in all of the District buildings.
- ii. Contractor shall empty all indoor and outdoor waste containers to dumpsters, and shall keep dumpster areas clean and free of debris and litter five days per week.
- iii. Contractor shall assist the maintenance staffing clearing snow and ice from entrance and sidewalks. The District will provide de-icer materials.
- iv. Contractor shall police trash around the immediate buildings, entrances and walkways to the curb.
- v. Contractor will respond as necessary and continuously be aware of infectious disease problems within the District's facilities.

25. NOTE: THE DISTRICT WILL NOT PAY FOR ANY GOODS OR SERVICES PURCHASED WITHOUT A PROPERLY APPROVED AND SIGNED SULPHUR SPRINGS ISD PURCHASE ORDER.

26. The proposal MUST include a completed vendor application and returned along with all other proposal documents.



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PROPOSAL FORM

DATE: _____

TO: Sulphur Springs Independent School District
Sulphur Springs, Texas 75482

PROJECT: Custodial Services

BASE PROPOSAL Pursuant to and in compliance with the Notice to Contractors relating thereto, the undersigned proposes and agrees, if this proposal is accepted, to furnish all equipment, materials, labor, tools, supplies, and to perform all work described in the specifications forming a part of the contract documents, in a manner therein prescribed and in accordance with all addenda issued by the Owner prior to the opening of proposals, in the manner and time prescribed.

CONTRACTOR INFORMATION

Company Name

Telephone

Address

Cell Number

City, State, Zip

Fax Number

Annual Cost per Year for (3) three contract years:

SY 2026-2027 \$ _____

SY 2027-2028 \$ _____

SY 2028-2029 \$ _____

Annual Cost per Year for (2) two renewal contract years:

SY 2029-2030 \$ _____

SY 2030-2031 \$ _____



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INSERT VENDOR PACKET