REQUEST FOR PROPOSAL (RFP)

Custodial Services Provider
RFP No. 2020-FC008

Prepared by:
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Procurement Services Manager

bhansard@kilgore.edu
https://www.kilgore.edu/about/offices/procurement-services
REQUEST FOR PROPOSAL

Kilgore College ("College") is seeking proposals from qualified firms for College Wide Custodial Services.

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posted/Published</td>
<td>January 17, 2020</td>
</tr>
<tr>
<td>Open for Proposals</td>
<td>January 27, 2020</td>
</tr>
<tr>
<td>Pre-Proposal meeting/tour</td>
<td>February 20, 2020 9:00 am</td>
</tr>
<tr>
<td>Questions Deadline</td>
<td>March 6, 2020 3:00 pm</td>
</tr>
<tr>
<td>Close to Proposals</td>
<td>March 19, 2020 3:00 pm</td>
</tr>
<tr>
<td>Contract Awarded</td>
<td>April 14, 2020</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>September 1, 2020</td>
</tr>
</tbody>
</table>

A pre-proposal meeting will be held on **February 20, 2020 at 9:00 A.M. (Central Standard Time)** at:

Kilgore College  
East Texas Oil Museum  
1301 S. Henderson  
Kilgore, TX 75662

**Questions concerning this proposal will be entertained at the pre–proposal meeting. Please come prepared.**

**Accommodations for People with Disabilities.** If the vendor or any of the vendors employees participating in the RFP need, or have questions about the College’s accommodations for people with disabilities, please make arrangements with the Procurement Services Manager, via email provided. Such requests should be made as early as possible to allow time to arrange the accommodation(s).
SECTION 1
PROJECT SUMMARY

Request for Proposal Summary. Kilgore College ("College") is seeking proposals from qualified firms for Custodial Services in accordance with the Scope of work specified in this RFP.

Custodial services are required for a total of approximately 1,000,000 square feet of floor coverage College-wide. The major portions of the buildings are comprised of student centers consisting of libraries, cafeteria and cafeteria eating areas, classrooms, central restroom facilities, laboratories, area workshops, gym, fitness center, locker rooms, residential dorms, fieldhouse, athletic areas, museums, print shop, receiving center, faculty offices, and administrative offices.

Entity Submitting RFP. The terms "vendor," "offeror," "consultant," or "contractor" used in this RFP or any subsequent documents or communications related to this RFP are interchangeable and mean the entity submitting a proposal and seeking to enter into a contract for the goods and/or services requested in this RFP.
SECTION 2
SCOPE OF WORK

Kilgore College main campus is located in Kilgore, Texas, a city of approximately 15,000 located in the northeast section of the state commonly referred to as the Piney Woods. Additionally, since 1976, the College has maintained an educational center in Longview, Texas. Kilgore College is an accredited public two-year community college that has met the academic and workforce needs of East Texas since 1935 by providing a learner-centered environment that focuses on student access, success and completion via collaborative partnerships.

Kilgore College’s webpage is located at [https://www.kilgore.edu/](https://www.kilgore.edu/).

The College consists of the following facilities:

Kilgore, Texas
- Main Campus
- Adult Education Center
- Receiving

Longview, Texas
- Secondary Campus

Kilgore, Texas outside city limits
- Training Facilities

**Kilgore Main Campus:** Administrative offices including the President’s Office, Finance, Human Resources, Educational Services, Information Technology and other district-wide administrate functions. Also including are residential dorms, print shop, labs, athletic field house, athletic areas, library, museums, auditoriums, and theaters. Maintenance and Security as well as Receiving services are at this campus.

**Longview Campus:** Administrative offices, Cosmetology, labs, Industrial Maintenance.

**Training Facilities:** Administrative offices for Kilgore College Electric Power Technology (KCEPT), Kilgore College Police Academy (KCPA), and Kilgore College Fire Academy (KCFA).

1. **LOCATIONS TO BE SERVICED:**
   - Attachment 1 – Building Information. Blue prints provided upon request.

2. **DESCRIPTION OF SERVICES:** (See paragraph 8 for definitions on work performance).

   A. Provide the necessary custodial staff with required supervision, hand and powered cleaning equipment, and various cleaning supplies to a minimum of APPA Staffing Level 2, and satisfactorily perform services detailed in these specifications.

   B. Personnel must be properly trained before being assigned to Kilgore College (KC) in a role identified in your staffing plan. Custodial training must be an on-going process to include the following:
      1. Chemicals and disinfection.
      2. Containers and labeling.
      3. Right-to-Know
         a. OSHA Hazard Communication Standard
         b. State Right-to-Know Laws
         c. Safety Data Sheets (SDS)
      4. Blood borne Pathogens
      5. Asbestos Awareness
      6. Mold and Mildew Awareness
      7. College sustainability and recycling practices
C. Custodial services are required for a total of approximately 1,000,000 square feet of floor coverage College-wide. The major portions of the building are comprised of student centers, consisting of libraries, cafeterias and cafeteria eating areas, classrooms, central restroom facilities, laboratories, area workshops, gym locker rooms, residential dorms, auditoriums, breakrooms, museums, fitness center, faculty offices, and administrative offices.

D. Work hours vary somewhat depending upon the type of activity within the specific building and the frequency of deep cleaning tasks. Operating hours are subject to change. The vendor and College will develop a mutually agreed upon operation schedule for each campus/site.

E. The contractor shall comply with and keep abreast with all federal, state, and local regulations.

3. STAFF ASSIGNMENT AND MEASURED PERFORMANCE

A. Contractors submitting proposals for this work must specify the number and type of employees, including supervisory and management personnel, to be assigned for each location. This information must include the number of work hours per day and per week for each employee including supervisory personnel. Provide staffing charts, including position, title, description of position, level of training, times scheduled to work, wage rates and benefits. It must be understood that the estimated staffing requirements set by the Contractor at the time of proposal submissions do not relieve the Contractor of the responsibility to supplement staff whenever required to meet custodial standards outlined in the contract specifications. Provide task schedule outlining each task, frequency, assigned position, and allotted time.

B. Daily Staffing levels will be monitored by the College with monthly staff log. The log location and access will be coordinated with the College Facilities Director. In order to determine that superior customer service is being provided to the College a method to assess customer service shall be agreed upon by the College and vendor. The vendor and College will meet on a regularly scheduled basis for the purpose of developing and improving the custodial services and policies. A written report will be provided to the College by the vendor summarizing tasks completed, internal audit results and ideas for improvement.

4. PROPOSAL SUBMISSION AND EVALUATION OF PROPOSALS

Evaluation of proposals will include, but not be limited to consideration of:

1. Submit three (3) client references of similar scope and size, preferable in an educational setting, including contact name, address, and phone number. (A listing of clients is required with the proposal submission)
2. Demonstrated ability of management/supervisory personnel to respond to urgent needs during the weekdays and weekends on short notice when contacted by authorized College staff.
3. Demonstrated experience in educational/institutional housekeeping with comparable scope of services and square footage, including multiple sites.
4. Level of Staffing to be provided. (List the number of personnel by types, i.e.: Supervisor (and how they will supervise multiple sites), Lead Custodian, etc., also list number of hours each will work.)
5. Most Current audited financial statement.
6. Type and quantity of custodial equipment available for Contract employees. (Be specific on number and type of equipment to be assigned to each building )
7. It is desirable that Contractors provide a proposal for all facilities. The College reserves the right to award this contract in whole or in part, depending on which is in the best interest of the College.

5. HOURS OF OPERATION

A. HOURS OF PUBLIC USE

Kilgore College operates Monday through Friday, from 7:45 a.m. though 9:00 p.m. Saturday and Sunday activities may be scheduled between 8:00 a.m. and 4:00 p.m. with minimal activities beyond those times; we will attempt to
give a two-week advance notice to the Contractor to cover these needs. Operating hours are subject to change. The vendor and College will develop a mutually agreed upon operation schedule for each campus/site.

NOTES:
1. The Contractor shall schedule and arrange the work so as not to interfere with operational functions of the College. At times, some building areas will require work after normal hours by the Contractor (weekends also) to ensure that all areas are presentable during scheduled use periods.
2. Custodial personnel assigned to perform work will be required to log in as designated.
3. Semi-Annual floor work is to be scheduled as to not disrupt operational functions and shall indicate date service will occur and crew assigned to allow coordination with campus supervisor and verification of services.
4. Custodial personnel shall be required to wear a distinctive colored shirt with company emblem along with a photo ID at all times present on any college property.

6. SPECIALIZED DAY PORTER CUSTODIAL DUTIES REQUIRED DURING OPERATING HOURS INCLUDE:
   1. Responding to emergencies.
   2. Monitoring restrooms every 2 hours and restocking paper and soap dispensers as necessary – cleaning if necessary.
   3. Cleaning heavily used whiteboards.
   4. Means of communication with primary contract contact.
   5. Ensuring that student lounge areas are well monitored and in sanitary condition.
   6. Inspecting and maintaining entire facility so it is presentable with an acceptable level of cleanliness with floors meeting standard level of appearance, paper goods properly stocked and not trash containers overflowing.
   7. During inclement weather, ensuring that entrances are mopped frequently to prevent soil and moisture deposits over high traffic areas.
   8. Monitoring of Lactation Rooms daily or as needed and restocking paper and soap dispensers as necessary – cleaning if necessary.

7. EXTRA SERVICES OUTSIDE OF CONTRACT

The College will have a need for additional services for special events, special requests, and other services (i.e. disaster recovery carpet extraction, additional furniture cleaning, public event custodial services) outside of the requirements of this proposal. We understand these will be an additional charge and will expect the prices to be as per contract.

8. A. DEFINITION OF OPERATIONS

CLEANING:
To keep free from dirt or impurities, removing stains, either by hand or with tools on items such as urinals, water closets, sinks, drinking fountains, light fixtures, mirrors, etc.

BUFFING:
To clean or shine with a floor machine surfaces such as resilient tiles, terrazzo, wood, slates, etc. Maintain a roster showing names, dates and rooms that were completed to allow verification of services.

SURFACE WIPING:
To remove surface dust, classroom erasable marker residue, or dirt from furniture, files, sills, blinds, telephones, vents, grills, lighting fixtures 9 feet or below, tables, and desks. Wipe only surfaces that are free of personal items and papers.

EMPTYING:
To remove accumulation of trash or residue from waste containers, ashtrays, receptacles, etc., and deposit in designated containers.
MOPPING – DAMP AND WET:
To wash, wipe and remove dirt and stains from floor that cannot be removed by sweeping or vacuuming. To leave clean with no standing water.

POLISHING:
To smooth and brighten by rubbing with polishing cloth using proper pastes, etc. as surfaces may require, such as brass, furniture, counters, mirrors, etc.

REFILL:
To replace the contents of a container such as soap, toilet tissue, towel dispensers, hand sanitizers, etc. The college will accept no less than the quality of the existing soap, toilet tissue, paper towels and hand sanitizers.

STRIPPING:
This is a colloquial term for removing the built-up waxes, seals and other floor dressings, from the original natural surface before applying a fresh coat of protective cover to surfaces such as resilient tile, wood, terrazzo, etc.

SWEEPING:
To remove or clear away dirt or debris with a broom or brush. Normally all horizontal surfaces subject to foot or wheeled usage.

VACUUM:
Vacuums with HEPA filters are required. To clean with a vacuum cleaner. Regular emptying of collector device is important and proper setting of height above surface will improve effectiveness.

WASHING:
The act or process of making thoroughly clean by moistening, wetting, scrubbing, rinsing, with water plus proper quantities of soap, detergents, and disinfectants as furnished for various objects and equipment.

WAXING:
To cover or treat with liquid wax or other floor finish in proper quantities over properly prepared surfaces to protect and beautify the finish to an even high gloss shine. Any evidence of splashing must be removed from baseboards and furniture/fixtures/doors.

WICKING:
This is a trade term to describe the process of sweeping, dusting and cleaning floor surfaces with a treated yarn mop.

B. WORK STANDARDS

BUILDING ENTRANCES:
All building entrances interior and exterior should appear neat, clean, and free from litter, debris, and other types of soilage at all times. Matting should be clean and safe for traffic at all times.

ENTRANCE MATS:
All matting should be supplied by contractor and should be free from sand, dirt, moisture, and other types of soilage. If mats have Kilgore College logo, the logo must be approved by the College and be College affiliated. For safety and appearance, worn matting should be replaced as soon as it shows signs of deterioration.

HALLWAYS – VINYL TILED FLOORS:
All halls should be free of trash and dirt. Corners and edges should be clean without visible build-up of dirt or old floor finish. All entrance mats must be free of trash and dirt underneath. Halls should shine with no hint of streaks or dust film.

OTHER HARD SURFACED FLOORS:
Hard surfaced hallways should be clean, free from sand or dirt and other types of soilage. Surfaces should be polished and shiny at all times. Care should be taken to ensure that procedures for specialty floors are observed.
CARPETED HALLWAYS:
Carpeting should be clean, static free, and free from litter, debris and other types of soilage.

STAIRWAYS:
All interior stairways and landings should be neat, safe, clean, and free from litter, debris, and other forms of accumulated soilage at all times. There should be no traces of spills, stains, gum or sticky accumulations on stairways or railings.

COMMON AREAS:
Common areas should be policed periodically throughout the day to ensure a neat, clean, well-organized area, free from accumulated litter and soilage. There should be no trace of spills, gum accumulations, stains, and other types of soilage. Hard floor surfaces should be polished and shiny. Carpeted areas should be clean and free from stains and other types of soilage.

CONCESSION AND VENDING MACHINE AREAS:
Area should be neat, clean, and free from accumulated litter and soilage at all times, there should be no trace of spills, ground-in food, or other types of soilage. Floors should be shiny and polished. Carpeted areas should be free from stains and accumulated soilage.

ELEVATORS:
Elevators should be neat, clean, and free from accumulated litter and soilage at all times. There should be no trace of spills, ground-in food, or other types of soilage. Floors should be shiny and polished. Carpeted areas should be free from stains and accumulated soilage.

RESTROOMS:
All restrooms should be neat, clean, odor free and free from litter and soilage. All surfaces should be clean and free from bacterial contamination.

CLASSROOMS:
All classrooms should appear neat, clean and free from accumulated litter and soilage at all times. There should be no trace of spills or other types of soilage. Hard floor surfaces should be shiny and polished. Carpeted areas should be free from stains and accumulated soilage. Whiteboards and trays should be clean and free from writing and dust. Movable chairs and seating should be neatly aligned to their original position or set up for coming events in the configuration desired.

LABORATORIES:
All laboratories should appear neat, clean and free from accumulated litter and soilage at all times. There should be no trace of spills or other types of soilage. Hard floor surfaces should be shiny and polished. Carpeted areas should be free from stains and accumulated soilage. Whiteboards and trays should be clean and free from writing and dust. Movable chairs and seating should be neatly aligned to their original position.

LIBRARY AND CONFERENCE ROOMS:
All areas should appear neat, clean, well organized and free from accumulated litter and soilage at all times. There should be no trace of spills or other types of soilage. Hard floor surfaces should be shiny and polished. Carpeted areas should be free from stains and accumulated soilage. Whiteboards and trays should be clean and free from writing and dust. Movable chairs and seating should be neatly aligned to their original position.

CUSTODIAL AREAS:
All areas should appear neat, clean and well-organized at all times. The degree of cleanliness and orderliness should be the same as in any other area of the facility.

CUSTODIAL WET CLOSETS:
All slop sink closets should appear neat, clean and well organized at all times. Areas should be free from litter,
debris and clutter. The degree of cleanliness and orderliness should be the same as in any other area of the facility.

**CUSTODIAL AND GENERAL STORAGE:**
All storage areas should appear neat, clean and well organized at all times. Areas should be free from litter, debris and clutter. The degree of cleanliness and orderliness should be the same as in any other area of the facility. Safety Data Sheets for all chemicals in use must be available.

**LUNCH AND BREAK ROOMS:**
All storage areas should appear neat, clean and well organized at all times. There should be no trace of spills or other types of soilage. Floor surfaces should be shiny and polished. Carpeted areas should be free from spills and accumulated soilage. Eating surfaces should be sanitized.

**AUDITORIUMS:**
Auditoriums should appear neat, clean and well organized at all times. There should be no trace of spills or other types of soilage. These areas should be ready for use and activity at any time. All carpeted areas and upholstered furniture should be free from soilage, spills and other debris. Hard floor surfaces should be clean, shiny and polished based on surface type.

**SHOWER ROOMS:**
All shower facilities should appear neat, clean and free from litter and soilage. All surfaces should be clean and sanitized.

**OFFICES:**
Offices areas should appear neat, clean, and free from accumulated litter and soilage.

9. **FREQUENCY OF OPERATIONS**
The Contractor is required to perform the following frequency of operations to meet the College cleaning standards with a minimum of APPA Staffing Level 2.
**GYMNASIUM
TASK LIST**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean/disinfect handrails, urinals, toilet bowls, wash bowls</td>
<td>D</td>
</tr>
<tr>
<td>Empty waste/recycling receptacles, replace liners</td>
<td>D</td>
</tr>
<tr>
<td>Clean mirrors, stadium benches, seating, handrails</td>
<td>D</td>
</tr>
<tr>
<td>Restock soap and toilet paper, hand towels</td>
<td>D</td>
</tr>
<tr>
<td>Sweep/dust-mop floors/stadium seating area</td>
<td>D</td>
</tr>
<tr>
<td>Dust-mop wood floor with pretreated dust-mops</td>
<td>D</td>
</tr>
<tr>
<td>Remove black marks on wood floor</td>
<td>D</td>
</tr>
<tr>
<td>Damp-mop gym floor</td>
<td>D</td>
</tr>
<tr>
<td>Damp-mop gym floor to remove large spills during basketball season</td>
<td>D</td>
</tr>
<tr>
<td>Keep stadium seating area free of liter and spills cleaned up</td>
<td>D</td>
</tr>
<tr>
<td>Wet-mop and scrub floors</td>
<td>W</td>
</tr>
<tr>
<td>Clean partitions and doors</td>
<td>W</td>
</tr>
<tr>
<td>Spot-clean walls and doors</td>
<td>W</td>
</tr>
<tr>
<td>Dust open, flat surfaces</td>
<td>W</td>
</tr>
<tr>
<td>Clean trash containers</td>
<td>M</td>
</tr>
<tr>
<td>Vacuum supply and return vents</td>
<td>M</td>
</tr>
</tbody>
</table>

**Frequency Codes:**

D – Daily
Q – Quarterly
A/D – Alternate days
S/A - Semiannually
W – Weekly
A – Annually
M - Monthly
**GYNASİUM NOTES**

**Daily Maintenance:** Start by treating dust mops the night before using recommended cleaners (example: Super Hi-Tone). The treated dust mop should not be used until the next day. Use treated dust mop as much as possible on a daily basis. It is recommended that dust mopping take place after gym classes, events, etc.

For spot damp mopping use recommended cleaners (example: Super Shine All). Use where there might be a spill or slick area from body oils on the floor.

**Weekly Maintenance:** Use automatic scrubber with recommended cleaners (example Super Shine All). Use white pads on machine.

If some shoe marks do not come off, use Ready-to-Use Citrus scrub or recommended product and spray on areas, let sit and hit with white pads. Make sure you rinse with a damp mop after this procedure.

**CAUTION** Do NOT bring bucket of water on Gym floor. In addition, custodians must thoroughly wring out mop before damp mopping Gym floor.
### ENTRANCEWAY
### FREQUENCY LEVEL 2
### TASK LIST

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean/roll-up walk-off mats</td>
<td>D</td>
</tr>
<tr>
<td>Sweep/dust-mop floors</td>
<td>D</td>
</tr>
<tr>
<td>Damp-mop floors</td>
<td>D</td>
</tr>
<tr>
<td>Dust flat surfaces</td>
<td>D</td>
</tr>
<tr>
<td>Spray-buff/burnish floors</td>
<td>W</td>
</tr>
<tr>
<td>Spot-clean walls and entrance doors</td>
<td>W</td>
</tr>
<tr>
<td>Sweep outside ramp and landing</td>
<td>W</td>
</tr>
<tr>
<td>Clean doors and windows</td>
<td>W</td>
</tr>
<tr>
<td>Perform interim floor care</td>
<td>Q</td>
</tr>
<tr>
<td>Project-clean light fixtures</td>
<td>S/A</td>
</tr>
<tr>
<td>Project-clean walk-off mats</td>
<td>S/A</td>
</tr>
<tr>
<td>Strip and refinish floors</td>
<td>S/A</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuum carpet and straighten furniture</td>
<td>A/D</td>
</tr>
<tr>
<td>Empty waste/recycling receptacles, replace liners</td>
<td>D</td>
</tr>
<tr>
<td>Spot-clean carpets</td>
<td>W</td>
</tr>
<tr>
<td>Spot-clean walls, partitions, and doors</td>
<td>W</td>
</tr>
<tr>
<td>Dust furniture and flat surfaces</td>
<td>W</td>
</tr>
<tr>
<td>Clean trash/recycling containers</td>
<td>W</td>
</tr>
<tr>
<td>Vacuum supply and return vents</td>
<td>M</td>
</tr>
<tr>
<td>Dust Blinds</td>
<td>Q</td>
</tr>
<tr>
<td>Perform interim carpet care</td>
<td>Q</td>
</tr>
<tr>
<td>Perform interim floor care</td>
<td>Q</td>
</tr>
<tr>
<td>Project-clean upholstered furniture</td>
<td>Q</td>
</tr>
<tr>
<td>Project-clean light fixtures</td>
<td>S/A</td>
</tr>
<tr>
<td>Perform restorative carpet care</td>
<td>S/A</td>
</tr>
<tr>
<td>Full carpet total steam cleaning</td>
<td>A</td>
</tr>
</tbody>
</table>

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# OUTSIDE AREAS SURROUNDING WITHIN 25FT OF BUILDINGS

## TASK LIST

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean areas under building overhangs</td>
<td>D</td>
</tr>
<tr>
<td>Empty waste/recycling receptacles, replace liners</td>
<td>D</td>
</tr>
<tr>
<td>Empty ashtrays and fill with sand as needed</td>
<td>D</td>
</tr>
<tr>
<td>Sweep walkways and stairwells</td>
<td>D</td>
</tr>
<tr>
<td>Clean entrance mats</td>
<td>D</td>
</tr>
<tr>
<td>Wipe down trash and recycling containers</td>
<td>W</td>
</tr>
<tr>
<td>Mop walkways cleaning gum and any debris from birds</td>
<td>W</td>
</tr>
<tr>
<td>Hose down walk off mats</td>
<td>Q</td>
</tr>
<tr>
<td>Pressure wash exterior walks and malls</td>
<td>Q</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean, wipe down supply of small appliances inside &amp; out</td>
<td>D</td>
</tr>
<tr>
<td>Clean and Disinfect vending machines</td>
<td>D</td>
</tr>
<tr>
<td>Sweep, vacuum, dust-mop floors</td>
<td>D</td>
</tr>
<tr>
<td>Clean/sanitize water fountains</td>
<td>D</td>
</tr>
<tr>
<td>Empty waste/recycling receptacles, replace liners</td>
<td>D</td>
</tr>
<tr>
<td>Auto-scrub floors</td>
<td>W</td>
</tr>
<tr>
<td>Spot-clean walls and doors</td>
<td>W</td>
</tr>
<tr>
<td>Spray-buff/burnish floors</td>
<td>W</td>
</tr>
<tr>
<td>Dust flat surfaces. Damp wipe if needed</td>
<td>W</td>
</tr>
<tr>
<td>Clean trash containers</td>
<td>M</td>
</tr>
<tr>
<td>Vacuum supply and return vents</td>
<td>M</td>
</tr>
<tr>
<td>Perform interim floor care</td>
<td>W</td>
</tr>
<tr>
<td>Project-clean light fixtures</td>
<td>S/A</td>
</tr>
<tr>
<td>Strip and refinish floors</td>
<td>S/A</td>
</tr>
</tbody>
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### RESTROOM
#### TASK LIST

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean/disinfect urinals</td>
<td>D</td>
</tr>
<tr>
<td>Clean/disinfect toilet bowls</td>
<td>D</td>
</tr>
<tr>
<td>Clean wash bowls</td>
<td>D</td>
</tr>
<tr>
<td>Clean mirrors</td>
<td>D</td>
</tr>
<tr>
<td>Restock paper towels, soap and toilet paper</td>
<td>D</td>
</tr>
<tr>
<td>Sweep/dust-mop floors</td>
<td>D</td>
</tr>
<tr>
<td>Empty waste/recycling receptacles, replace liners</td>
<td>D</td>
</tr>
<tr>
<td>Wet-mop and scrub floors</td>
<td>D</td>
</tr>
<tr>
<td>Spot-clean walls and doors</td>
<td>D</td>
</tr>
<tr>
<td>Clean partitions and doors</td>
<td>W</td>
</tr>
<tr>
<td>Dust open, flat surfaces</td>
<td>W</td>
</tr>
<tr>
<td>Clean trash containers</td>
<td>M</td>
</tr>
<tr>
<td>Vacuum supply and return vents</td>
<td>M</td>
</tr>
<tr>
<td>Dust ceiling and light fixtures</td>
<td>Q</td>
</tr>
<tr>
<td>Project-clean light fixture</td>
<td>S/A</td>
</tr>
</tbody>
</table>

**Frequency Codes:**

- **D** – Daily
- **Q** – Quarterly
- **A/D** – Alternate days
- **S/A** - Semiannually
- **W** – Weekly
- **A** – Annually
- **M** – Monthly
### STAIRWELL/LANDING/ELEVATOR
### TASK LIST

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Frequency Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweep, vacuum, dust-mop areas</td>
<td>D</td>
</tr>
<tr>
<td>Damp-mop areas</td>
<td>W</td>
</tr>
<tr>
<td>Spot-clean walls and doors</td>
<td>W</td>
</tr>
<tr>
<td>Dust flat surfaces. Damp wipe if needed</td>
<td>W</td>
</tr>
<tr>
<td>Perform interim floor care</td>
<td>Q</td>
</tr>
<tr>
<td>Project-clean light fixture</td>
<td>S/A</td>
</tr>
<tr>
<td>Strip and refinish floors</td>
<td>S/A</td>
</tr>
<tr>
<td>Handrails dusted and damp wiped, disinfected</td>
<td>A/D</td>
</tr>
</tbody>
</table>

**Frequency Codes:**

- D – Daily
- Q – Quarterly
- A/D – Alternate days
- S/A - Semiannually
- W – Weekly
- A – Annually
- M – Monthly
# CUSTODIAL CLOSETS
## TASK LIST

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweep, dust-mop floors</td>
<td>M</td>
</tr>
<tr>
<td>Damp-mop floors</td>
<td>M</td>
</tr>
<tr>
<td>Clean entrance doors</td>
<td>Q</td>
</tr>
<tr>
<td>Vacuum supply and return vents</td>
<td>Q</td>
</tr>
<tr>
<td>Perform interim floor care</td>
<td>Q</td>
</tr>
<tr>
<td>Project-clean light fixture</td>
<td>A</td>
</tr>
<tr>
<td>Strip and refinish floors</td>
<td>S/A</td>
</tr>
</tbody>
</table>

**Frequency Codes:**

- D – Daily
- Q – Quarterly
- A/D – Alternate days
- S/A - Semiannually
- W – Weekly
- A – Annually
- M – Monthly
NOTES:

1. Classroom areas and restrooms must be ready for use by 7:00 a.m. each instruction day.
2. Central restroom areas will require checks every 2 hours to ensure that they meet sanitary standards throughout the daytime and evening class schedules.
3. Cleaning of cafeteria areas must be covered for all hours of operations. (Normally 7:00 a.m. through 7:00 p.m.).
4. Any designated meeting room and activity area must be cleaned before the next scheduled meeting/activity. This is particularly important when meeting/activities are scheduled in conjunction with meals catered by the cafeteria. Food spills must be attended to promptly to ensure smooth transition from one meeting period to another. Scheduled meeting/activities will be communicated to the Contractor.
5. The Custodial Contractor is not responsible for cleaning of cafeteria eating areas. The cleaning of tables, floors, and equipment associated with cafeteria and cafeteria-eating areas is the responsibility of the Food Services Contractor. The cafeteria serving line area and the cafeteria kitchen is not the responsibility of the Custodial Contractor.
6. Other food serving areas are not the responsibility of the Custodial Contractor.
7. All Custodial Contractor closets are to be kept secure, clean and orderly.
8. Any broken or defective furniture or equipment, leaking restroom fixtures, inoperative lights, unsafe conditions, or the building discrepancies are to be reported immediately to the Contractors Operations Manager.
9. Recycling shall consist of removing recyclable containers of white paper, and aluminum from every common area daily. The small containers shall be emptied into the larger containers located around the facility and then taken to the collection point and emptied into marked locked barrels. Mixed recyclables in offices and common areas shall be removed daily to the recycling dumpsters.
10. Campus secured areas, such as Cashier Offices, Purchasing Offices, must be cleaned during operating hours.
11. When interior graffiti is discovered, the Contractor must notify the College Facilities Director.

10. CLEANING SUPPLIES

A. Environmentally friendly and low VOC cleaning products (products that have a lesser or reduced effect on human health and the environment when compared with the products that serve the same purpose) shall be used when possible for custodial operations at the College for the following reasons:

1. To provide sound environmental stewardship
2. Safeguard the health of custodial workers and building occupants and the environment
3. Reduce operating expenses associated with the use of highly regulated hazardous materials
4. Reduce potential liability to the College
5. Improve ability to meet existing environmental goals

B. The following cleaning supplies are to be furnished by the Contractor:

1. Plastic trash and recycling can liners
2. Bag sand for urns
3. Premium quality non-slip floor wax will be required along with appropriate sealer, finish, stripper and maintainer (Products used will not damage the surfaces and will meet with the manufacturers specifications). Low VOC preferred.
4. Restrooms are to be cleaned and sanitized with an appropriate all-purpose disinfectant and deodorizer/cleaner
5. Erasers to clean white boards. Whiteboards are to be cleaned so as to not damage them.
6. Deodorizers
7. Waterless Urinal Cleaning Products. Contractor must work with College Facilities Director to ensure best products are used to reduce/eliminate odor and plumbing issues.
8. Paper towels
9. Toilet tissue
10. Hand Sanitizer
11. Liquid hand soap

C. Limited designated space at each location will be available for storage of supplies.

11. SUPERVISION

The contractor shall act as an independent Contractor insofar as the performance of services hereunder is concerned.

A. The Contractor must employ and direct such personnel, as it requires to perform said services.

B. The Contractor shall exercise full and complete authority over its personnel.

C. The Contractor shall perform services hereunder in accordance with generally accepted janitorial methods and standards.

D. An effective supervisor must be available to conduct frequent daily inspections of areas to ensure that standards are maintained and to ensure that personnel are effectively performing required tasks. The supervisor must be able to communicate effectively with College staff.

E. The Contractor shall provide an immediate single point of contact to resolve management problems and to respond to special requests and emergency requirements. The Contractor will designate a day contact and night contact.

F. Documented failures of the Contractor to meet this requirement could result in the termination of this contract.

12. SECURITY

A. The Contractor must close and lock windows and turn off all lights when night cleaning is finished, except those that may be designated to remain lighted for security reasons.

B. The Contractor shall not disturb papers on desks, open drawers or cabinets, or allow children or non-employees on site, sleep, drink, gamble, conduct illegal activities, use telephones, televisions, computers, copiers or radios while on duty on campus.

C. The Contractor shall leave locked doors locked except when cleaning is being performed in the associated area. This includes all administrative areas, chemistry, biology and computer rooms. At no time is an unattended room to remain unlocked.

D. Lost Keys/Access Cards: Should any employee of the Contractor lose assigned keys or access cards, or in any other way jeopardize the security of the facility, the Contractor will be charged for all associated costs required to re-key the building in its entirety, or any area controlled by the lost keys/cards, as applicable. The College reserves the right to select the locks and a locksmith for re-keying the facility, or affected location, and the Contractor shall be assessed all associated costs, plus an administrative markup of 30% over invoice with a minimum of $500.

E. The Contractor shall reset alarms in designated areas.

13. CHANGE IN WORK/PRODUCTS

If the College desires any changes in scope or area of work or products, the contract maybe amended.

14. HOLIDAYS

A. The Contractor is not obligated to perform services on the following College designated holidays:
a. Independence Day
b. Labor Day
c. Thanksgiving Day
d. Christmas Day
e. New Year’s Day
f. Martin Luther King’s Birthday
g. Good Friday
h. Memorial Day

B. However, facilities will be available for the Contractor to perform services that can best be accomplished during a shutdown. These services must be prearranged with the College Facilities Director.

15. ADMISSION TO PREMISES (KEY SETS/ACCESS DEVICES)

A. The Contractor will be issued key sets as required. The Contractor agrees that upon receiving keys from the College, the Contractor will be accepting responsibility for the results of losing or misuse of key sets. The Contractor will be responsible for securing and protecting the College assigned keys. The Contractor will implement a key system to account for all assigned keys on a daily basis, will monitor and secure all keys in the designated lock box. At College discretion, an audit of keys will be performed. The Contractor will be held accountable for lost keys. All Owner cost/expenditures incurred as a result of lost keys and rekeying will be the responsibility of the Contractor.

16. QUALIFICATIONS OF CUSTODIAN

A. Work shall be performed by trained, competent custodial personnel, whose work shall be inspected by a responsible supervisor, ensuring that cleaning is done in accordance with contract specifications.

B. Contractor management must ensure that line custodians are fully aware of all work specifications and assign staff able to effectively communicate with College personnel.

C. The Contractor shall certify that employees have been trained as required by OSHA guidelines and keep a record of training schedules and attendees to be reviewed by College upon request.

D. The Contractor shall certify that employees have been trained as required by OSHA guidelines and keep a record of training schedules and attendees to be reviewed by College upon request.

E. Appropriate background checks shall be conducted on employees and available to the College upon request.

17. CUSTODIAL STORAGE

A lockable area will be assigned to the Contractor. The contractor shall provide complete cooperation to the College Facilities Director for storage area inspections.
SECTION 3
PROPOSAL PREPARATION AND SUBMITTAL

Proposals must conform to all requirements stated below and elsewhere in this RFP. Disregarding these requirements may result in disqualifications of the proposal.

Before submitting a proposal, each firm shall familiarize itself with the entire RFP, including the Scope of Work, sample Agreement for Services, College’s insurance requirements, and all laws, regulations and other factors affecting the firm’s performance. The firm is responsible for fully understanding the requirements of a subsequent contract, and shall otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

All proposal materials must be placed in a sealed package (envelope, box, etc.) clearly marked with the proposal name, number, and the firm’s name. It is the responsibility of the firm to ensure that proposals are received in the office of procurement Services by the due date and time stated on page 1 of this RFP. The firm is responsible for delivery of its proposal by the deadline notwithstanding any claims of error or failure to perform by a mail, courier or package delivery service. No proposals or proposal modifications may be submitted orally, electronically, or via telephone, facsimile, electronic mail (email) or telegraph.

All proposals must be on standard paper size (8½ x 11 inches) and shall be in the required format incorporating the forms provided in this RFP package, if any. It is permissible to copy these forms as required. The authorized person signing the proposal shall initial erasures, interlineations or other modifications on the proposal.

The firm must submit one (1) original copy of the proposal, clearly marked “Original” and three (3) hard copies. In addition, the firm must submit one (1) digital .PDF copy of the proposal on media suitable for copying and distributing electronically.

The firm’s proposal should be organized in sections as outlined below:

1. Cover Letter
   All proposals must include a cover letter submitted under the firm’s name on the firm’s letterhead containing the signature and title of a person or an official of the firm who is authorized to commit the firm to a potential contract with the College. The cover letter must also identify the primary contact for this proposal and include the College’s RFP number found within this RFP. The cover letter should express the firm’s interest and serve as an executive summary of the proposal. Claims of proprietary information must be included in the cover letter.

2. Proposal Form
   All proposals must include the complete Proposal Form signed by a person or an official authorized to commit the firm to a contract with College.

3. Qualifications
   The proposal must describe the firm’s qualifications to provide the requested products and/or services, and include the following:
   a. Description of the nature of the firm’s business; include a description of experience, competencies, and overall organizational capabilities.
   b. Corporate organization chart indicating key management team members.
   c. Number of years in business.
   d. Description of the firm’s capabilities to provide the requested product(s)/service(s).
   e. Description of the project staff structure, the background, qualifications and relevant experience of all staff involved in the project, including length of time at contractor; include the responsibilities that each staff member will have during the execution of this project.
   f. Overview of approach and description of methodology to be used.
   g. Description of project structure and detailed project timelines and phases (if applicable).
h. References: The offeror must provide three (3) independent references from three (3) different projects of similar scope, nature, and complexity to that requested by the College. The College prefers educational or governmental entity references. Each of the references must include the following information:
   a. Entity name
   b. Industry Type
   c. Address, City, Province/State/Country
   d. Contact Name, Title, Phone Number, and Email address
   e. Years (s) services(s) provided
   f. Comments (include details regarding the current status of the product/service provided by offeror)

4. Response to Scope of Work
   Responses must be clear and thorough, but concise, and written in plain, easy to understand language. Responses must follow the numbering format in this RFP.

5. Exceptions Requested
   a. Exceptions to the RFP/Scope of Work. Any exceptions to the requirements of this RFP that the firm requests the College to consider must be placed in this section. Each alternate or exception should be addressed separately with specific reference to the requirement. If there is no proposed alternates or exceptions, a statement to that effect must be included in this section of the proposal.

   b. Exceptions to the Agreement and Terms and Conditions. The college’s Sample Agreement for Services, including the Insurance Requirements, general and supplemental Terms and Conditions, will be used to consummate any resulting agreement between the College and successful offeror. Any exceptions requested from the Sample Agreement must be included in this section. Any proposed additional terms (i.e., terms not already covered by the College Sample Agreement) or alternate terms required by the firm should be included here with a brief explanatory introduction. NOTE: interested offeror is expected to engage in good faith negotiations, and as such, is encouraged to select a reasonable number of agreement terms of substance and importance. Lengthy lists with proposed exceptions or requests for exceptions in non-negotiable terms (e.g., state-mandated provisions; federal compliance, etc.) will not be considered. Further, unless expressly requested by the College Procurement Manager, offeror should NOT include its firm’s standard form of agreement with its proposal: Any resulting agreement between College and successful offeror will be drafted on the College’s form.

6. Proposer’s Proprietary/Confidential Information
   In the event the offeror elects to include in its proposal any information deemed “proprietary” or “protected,” it shall package such information separately from the balance of the proposal and clearly mark as to any proprietary claim. The College discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The College, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The College shall have the right to use any and all information included in the proposals submitted unless the information is expressly restricted by the offeror.

7. Cost Proposal
   The offeror shall complete the Cost Proposal Form included in the RFP (Section 6), or in alternative, use the enclosed Form as a guide in completing its own cost proposal, and shall submit such detailed Cost Proposal together with its original proposed packet. The Cost Proposal shall conform to the following guidelines:
   a. Prices shall be shown by item and individually extended, unless otherwise indicated. In case of a conflict between unit price and extension, unit price prevails.
   b. Proposals that include equipment or materials should not include sales tax. The College is tax exempt under federal tax EIN 75-6001909.
   c. Prices for services shall be listed hourly, including the total cost and the total number of hours required to complete the services, and, if applicable, any individual category of the services.
d. For multi-year projects, include the total annual cost for each service.
e. Provide detailed explanations of any assumptions that the offeror made in calculating the project costs in order to provide sufficient information for the College to be able to prepare a detailed cost analysis and comparison.
f. Identify when the offeror proposes to invoice the College (e.g., progress payments, milestone, weekly, monthly etc.)
g. Indicate if any items are optional and specify them in a separate section(s).
h. If proposer will be responding to any of the following open Requests for Proposals, the proposer is encouraged to include and detail any such deducts for multiple services.
   - RFP No. 2020-FS006 Food Services Provider
   - RFP No. 2020-FC007 Facilities Maintenance Service Provider
   - RFP No. 2020-FC009 Landscaping and Grounds Maintenance Service Provider

The College expects that all costs are included in the overall fee for services proposed, and that there will be no additional expenses billed to the College for any reason.

8. Appendix
The Proposal Appendix must include:
   a. All documents or forms required by the College to be completed by the firm, including the required Certification Forms included in the RFP (Section 8).
   b. Details of any litigation your company or any of its subsidiaries or affiliates has had in the past five years relate to the performance of services provided by your firm.
   c. If a firm has had any previous contracts canceled or is currently debarred, suspended, or proposed for debarment by any government entity, the current status must be documented in this proposal. If any customer has stopped using the products(s) or service(s) you are proposing, provide details including customer name, date when product was installed, date when product was discontinued (usage) and reason for discontinuation, including contact details of the customer.
   d. If the firm intends to use any cooperative, subcontract, third party agreement, or the like to perform under their proposal, the firm must supply the name, address, qualifications and criteria used by the firm for selection of any third party, and the intended services to be performed. The services provided under the Scope of work proposed, in part or in whole, shall not be subcontracted without proper written permission of the College.

9. Certifications –
By signing the Proposal Form (included in Section 6), the offeror certifies that the submission of the proposal did not involve collusion or other anti-competitive practices; that the offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. The Offeror also certifies whether it is a small business under the federal regulations, and if so, the category of eligible small business.

In addition, by signing the Mandatory Certification Forms included in Section 8), the offeror certifies (1) whether or not an employee of the College has, or whose relative has, a substantial interest in any agreement subsequent to this RFP; (2) whether it does not and will not engage in boycott of Israel activities; (3) whether it complies with the legal worker verification requirements; and if applicable, (4) the status with regard to debarment, or suspension by any governmental entity; and (5) anti-lobbying certification and disclosure.

Failure to provide signatures affirming the stipulations required above will result in the rejection of the submitted proposal and, if applicable, any resulting agreement. Signing the certifications with a false statement shall void the proposal and, if applicable, any resulting agreement.
The deadline for receipt of sealed proposals is **March 19, 2020 at 3:00 PM (Central Standard Time)**. Sealed proposals must be received by this deadline at the following location:

**RFP Contact Name:** Betsy Hansard

**Contact Mailing Address:**
Kilgore College  
108 Choice St  
Kilgore, TX 75662

**Contact Physical Address:**
Kilgore College  
ATC/Whitten Building  
1306 S. Henderson  
Suite 110  
Kilgore, TX 75662

10. **Interpretations of the Specifications**

Only the interpretation or correction so given by the Procurement Services Manager, in electronic writing (email), shall be binding and prospective Vendors are advised that no other source is authorized to give information concerning, explain or interpret, the proposal document.

Every request for such interpretation or correction must be in electronic writing (email), addressed to the Procurement Services Manager. Vendors are notified telephone questions will not be answered. All such interpretation and supplemental instructions will be in the form of written addenda to the request for proposal documents. All addenda will be posted online at [https://www.kilgore.edu/about/offices/procurement-services](https://www.kilgore.edu/about/offices/procurement-services) under the Request for Proposals section.

Your questions concerning the RFP specifications must be submitted via email to bhansard@kilgore.edu. We will return a written response to your company as well as post as addenda to website.

11. **Adjustments and Cancellations**

All adjustments and cancellations will be from the Procurement Services Office.

12. **General Conditions**

You are notified that although the College is required to submit purchases of all contracts over $50,000 to the competitive proposal process, it is not required to accept the lowest proposal. In such purchasing, the lowest proposal may be rejected by the Board of Trustees. The proposals will be evaluated by a committee and a formal recommendation will be made that is in the best interest of the College.

13. **Purchase Orders**

The College shall not be responsible for any goods delivered or services performed without a purchase order signed by an authorized representative.
SECTION 4
SELECTION AND CONTRACT AWARD

Proposals shall be evaluated based on the requirements set forth in the RFP. Selection of the firm(s) will be at the discretion of the College and will be based on the proposal that the College deems to be the most responsive and responsible and serves the best interests of the College. It is the intent of the College to negotiate and enter into a contract with the selected firm following a Notice of Intent of Selection.

Selected offeror(s) may be required to make on-site oral and visual presentations or demonstrations at the request of the College. The College will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the offeror. Best and Final offers may be solicited from the pool of finalists prior to selection of the successful firm.

Proposals will be reviewed by the College Selection Committee and will be evaluated based on the following criteria, which are listed in descending order of importance:

Proposal Evaluation Criteria in Relative Order of Importance

To include but not limited to (point values):

a. Staffing – (40)
   Include number and type of employees, Supervisors, Lead, Line Custodian, hours each will work, supervisory personnel assigned per location, ability of management/ supervisory personnel to respond to urgent needs, process to cover shortage of staff, training of assigned staff, custodians per square feet, hours of staffing.

b. Service – (25)
   Include experience in commercial/educational/institutional cleaning, type and quantity of custodial equipment to be used by contractor employees, an explanation of method of accountability to specifications being followed, method of inspection of areas to ensure standards are maintained, and has the firm implemented green cleaning chemicals into your processes and to what extent.

c. Costs – (25)
   Monthly costs to the College.

d. References – (10)
   Include in your response a minimum of three (3) references of facilities of like size and demographics. You must include contact names and current phone numbers.
SECTION 5
RFP COMPLETION CHECKLIST

The checklist is a summary of some of the required components of the RFP. It is provided as a convenience to proposer, but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use. It is the responsibility of the offeror to submit complete and compliant proposals.

☐ Cover Letter
☐ Proposal Form (refer to Section 6)
☐ Cost Proposal Form (refer to Section 6)

☐ Qualifications
☐ Responses to Scope of Work
☐ Exceptions Requested From (refer to Section 6, and Sections 3 and 7)
☐ Completed and Signed Certifications (refer to Section 8)
SECTION 6
PROPOSAL FROM

Date __________________________

Proposal of ____________________________________________________________,

(Company Name)

☐ a corporation organized and existing under the laws of the State of __________;

☐ a partnership, registered in the State of ________________________, and consisting of ____________________________;

☐ an individual trading as _____________________________________________. located at ________________

This Proposal is submitted in response to RFP No. ____________________, __________________________

[provide title or brief description]

The undersigned, as a duly authorized officer, hereby agrees to be bound by the content of this Proposal and agrees to comply with the terms, conditions and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of one-hundred-twenty (120) calendar days as of the Due Date for responses to the RFP.

The undersigned understands that the College reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by the College in its sole discretion, in any Proposal in the interest of the College.

The undersigned hereby certifies that this Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person or entity to refrain from submitting proposals, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.

The undersigned further certifies that as a duly authorized officer, he or she is authorized to negotiate in good faith on behalf of this firm for purposes of this RFP.

___________________________________________________

(Proposer’s Full Legal Name)

___________________________________________________

(Signature)

___________________________________________________

(Print Name)

___________________________________________________

(Title)

___________________________________________________

(Complete Business Address)

___________________________________________________

(Email Address)

___________________________________________________

(Phone)

___________________________________________________

(Federal Taxpayer ID Number)
COST PROPOSAL FORM
(Response must be on this form)

PRICING – MONTHLY RATES:
The fixed monthly billing amount is to include all costs for providing facility services in accordance with the RFP terms, conditions, and specifications.

All supplies and services needed to perform the scope of work are to be provided by the Bidder and included on this cost of service form.

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>MONTHLY COST per LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kilgore Campus</td>
<td></td>
</tr>
<tr>
<td>Longview Campus</td>
<td></td>
</tr>
<tr>
<td>Training Facility</td>
<td></td>
</tr>
</tbody>
</table>

PRICING – HOURLY LABOR RATES:
Quote hourly rates, as a benchmark for future contractual adjustments.

SUPERVISOR, regular hours $___________________/hr.
SUPERVISOR, overtime $___________________/hr.
WORKER, regular hours $___________________/hr.
WORKER, overtime $___________________/hr.
After carefully reviewing the College’s sample agreement (See Section 7), the offeror: (select one only)

___ Requests no exceptions

___ Requests the following exceptions:

For each exception, the offeror shall provide all of the following information: (i) Name of the Document/Attachment; (ii) Page and Paragraph Number; (iii) Exception; (iv) Justification for Exception. Blank, unjustified, or unsupported requests will be disregarded.
SECTION 7
SAMPLE AGREEMENT

AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES ("Agreement") is made as of ______________________, 2020 ("Effective Date") by and between KILGORE COLLEGE ("College"), located in Kilgore, Texas, and ___________________________________________ ("Contractor"), a (n) ____________________ [insert Contractor’s full legal name] [insert Contractor’s State of incorporation/registration] __________________________ corporation, with a principal place of business at __________________________________________ [insert complete address]

RECITALS:

A. Contractor is a successful offeror under the College’s request for proposal (RFP # ____________ )

NOW, THEREFORE, in exchange of mutual promises and other valuable consideration, the parties agree as follows:

1. SERVICES

1.1. Subject to the terms and conditions stated in Attachment A and, if applicable, Attachment E, attached to and made part of this Agreement, Contractor shall provide College the ________________ services ("Services"). Attachment B, which is attached to and made part of this Agreement, provides detailed description of the Services, including the Scope of Work, to be performed by Contractor.

1.2. As part of the Services, Contractor shall deliver to College all goods, reports, documents and other materials ("Deliverables") as set forth in Attachment B.

2. COMPENSATION

In exchange for the Services, College shall pay Contractor as compensation the total amount of ___________________________ ($ _____________) dollars, as and when set forth on Attachment C, which is attached to and made part of this Agreement. Unless states expressly in Attachment C, Contractor shall be solely responsible for all expenses, it incurs in connection with the Contractor’s obligations under this Agreement.

3. TERM

The initial term of the contract shall be for three (3) year(s). Two (2), one (1) year extensions of the contract may be affected by Purchase Order or an amendment to this Agreement approved by both parties. Further, Kilgore College reserves the right to extend the contract term on a month-to-month basis, not to exceed six (6) months upon the expirations of the initial term and any successive renewal term. Kilgore College reserves the right to award separate contracts to multiple bidders.

4. TERMINATION

4.1. Termination for Cause. Notwithstanding the Term, College reserves the right to terminate this Agreement in whole or in part due to the failure of Contractor to comply with any term or condition of the Agreement, to acquire and maintain all required insurance policies, licenses and permits, or to make satisfactory progress in performing the Services. College shall provide written notice of the termination and the reasons for it to Contractor. Upon termination under this provision, all goods, materials, documents, data and reports prepared by
Contractor under this Agreement shall become the property of and be delivered to College on demand. Kilgore College may, upon termination of the Agreement, procure on terms and in the manner that it deems appropriate, the services to replace those under this Agreement. Contractor shall be liable to College for any excess costs incurred by College in re-procuring the services.

4.2. **Termination for Convenience.** College reserves the right to terminate this Agreement in whole or in part at any time when in the best interests of College without penalty or recourse. Upon receipt of the written notice, Contractor shall immediately stop all work as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to College. In the event of termination under this provision, all documents, data and reports prepared by Contractor under this Agreement shall become the property of and delivered to College. Contractor shall be entitled to receive just, equitable compensation for work in progress, work completed, and materials accepted before the effective date of termination. Such compensation shall be Contractor’s sole remedy against College in the event of termination under this provision.

5. **INSURANCE**

Contractor shall (and shall cause its subcontractors to) procure and maintain until all of the Contractor’s obligations under this Agreement have been discharged or satisfied, including any warranty periods, insurance coverage described in Attachment D, and shall otherwise comply with the requirements of Attachment D, which is attached to and made part of this Agreement.

6. **NOTICES**

Any notice to be given under this Agreement shall be in writing and sent to the intended party’s address indicated below:

To **COLLEGE:**

Name: Betsy Hansard, Procurement Services Manager  
Phone: 903-983-8105  
Email: bhansard@kilgore.edu  
Address: Kilgore College  
1100 Broadway  
Kilgore, TX 75662

To **CONTRACTOR:**

Name: ________________________________
Phone: ________________________________
Email: ________________________________
Address: ________________________________

7. **ENTIRE AGREEMENT; AMENDMENTS**

7.1. This document, including all Attachments constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior communications and understandings, written or oral, between the parties.

7.2. This Agreement shall not be modified, amended, or extended except by written amendment signed by both parties.
IN WITNESS WHEREOF, the parties’ duly authorized representatives have signed this Agreement on the dates indicated below:

For COLLEGE

KILGORE COLLEGE:

By: ____________________________________________

Print Name: ______________________________________

Title: ____________________________________________

Date: ____________________________________________

For CONTRACTOR

[INSERT CONTRACTOR’S FULL LEGAL NAME]:

By: ____________________________________________

Print Name: ______________________________________

Title: ____________________________________________

Date: ____________________________________________

ATTACHMENTS:

Attachment A – General Terms and Conditions
Attachment B – Scope of Work; Deliverables
Attachment C – Compensation
Attachment D – Insurance Requirements
ATTACHMENT A to
SECTION 7 AGREEMENT FOR SERVICES
GENERAL TERMS AND CONDITIONS

1. Contractors Performance of Services. Contractor shall provide all tools, equipment, and supplies Contractor determines to be necessary to perform the Services.

2. Supervision. Contractor is using its own knowledge, skill, and technical expertise in the performance of the Services and is not being supervised by College.

3. Government Fees; Licenses. Contractor shall be solely responsible for complying with all laws and regulations regarding taxes, permits, and fees as they may apply to any matter under this Agreement. Contractor shall, at its own cost, obtain and maintain in full force and effect during the entire Term all business registrations or licenses required to perform the Services. Upon request by College, Contractor shall demonstrate that it is duly licensed by whatever regulatory body may so require during the performance of the Agreement.

4. Work to Be Performed by Others. College reserves the right to perform any and all services in-house or to utilize the services of other firms on unrelated projects.

5. Warranties.
   a. Contractor warrants that the Services will be performed in a professional and competent manner and in conformity with industry standards by persons reasonably suited by skill, training, and experience for the type of services they are assigned to perform.
   b. Contractor further warrants that (i) it owns or has sufficient rights in all Deliverables, and no Deliverables will infringe on or violate any intellectual property rights of any third parties; (ii) no code or software developed or delivered by Contractor under this Agreement will contain any viruses, worms, or other disabling devices or code; and (iii) in addition to any implied warranties, all Deliverables will conform to the specifications and descriptions created therefor.
   c. To the extent, Contractor warrants that the Services, Deliverables, all electronic and information technology to be provided under this Agreement comply with the accessibility requirements of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §12101 et seq.) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794d), and maintain Web Content Accessibility Standards 2.0 at Level AA.

6. Scope of Relationship. Contractor is an independent contractor. Neither Contractor nor any of Contractor’s employees, agents, or subcontractors, or their employees or subcontractors (collectively, with Contractor, “Contractor Parties”), shall be deemed employees, agents, partners, or joint ventures of College, and nothing in this Agreement will be construed to authorize either party to act as agent for the other.

   a. College’s Intellectual Property All intellectual property that Contractor may make, conceive, discover, develop, or create, either solely or jointly with any other person or persons including College, pursuant to or in connection with the Services, including all intermediate and partial versions (“Contract IP”), will be owned by College, and where applicable, all copyrightable Contract IP will be considered “Work Made for Hire” under the U.S. Copyright Act, 17 U.S.C. §101 et seq. To the extent that any Contract IP is not, by operation of law, agreement or otherwise considered work made for hire for College (or if ownership of all rights therein do not otherwise vest exclusively in College), Contractor hereby irrevocably assigns, without further consideration, to College, all rights, title, and interest to all Contract IP. For purposes of this Agreement, “Intellectual Property” or “IP” means all forms of legally protectable intellectual property, including copyrights, trademarks, inventions, patent applications, patents and mask works, drawings and/or blueprints.
   b. Contractors Intellectual Property. Contractor will retain ownership of its pre-existing Intellectual Property, including any of its pre-existing Intellectual Property that may be incorporated into the Contract IP,
provided that Contractor informs College in writing before incorporating any pre-existing Intellectual Property into any Contract IP. Contractor hereby grants to College a perpetual, irrevocable, royalty-free, worldwide right and license (with the right to sublicense), to freely use, make, have made, reproduce, disseminate, display, perform, and create derivative works based on such pre-existing Intellectual Property as may be incorporated into the Contract IP or otherwise provided to College in the performance of the Services.

c. **College Data** As between the parties, College will own, or retain all of its rights in, all data and information that College provides to Contractor, as well as all data managed by Contractor on behalf of College, including all output, reports, analyses, and other materials relating to or generated by the Services, even if generated by Contractor, as well as all data obtained or extracted through College’s or Contractor’s use of the Services (collectively, “College Data”). The College Data also includes all data and information provided directly to Contractor by College students and employees, and includes personal data, metadata, and user content. The College Data will be College’s Intellectual Property and Contractor shall treat it as College’s confidential and proprietary information. Contractor will not use, access, disclose, or license or provide to third parties any College Data, or any materials derived therefrom, except: (i) to the extent necessary to fulfill Contractor’s obligations to College under this Agreement; or (ii) as authorized in writing by College. Contractor may not use any College Data, whether or not aggregated or de-identified, for product development, marketing, profiling, benchmarking, or product demonstrations, without College’s prior written consent. Upon request by College, Contractor shall deliver, destroy, and/or make available to College any or all of College Data.

8. **Confidentiality**
   a. If, during the Term, either party is provided with access to or otherwise is exposed to confidential and proprietary information relating to the other party’s business practices, strategies, and technologies, as well as the other party’s confidential information, including personnel records, health and safety reports, or any other documentation of a private or confidential nature, including educational records covered by Section 9, and College Data, covered by Section 7.3 of this Agreement (collectively, “Confidential Information”), the party shall handle and store such Confidential Information in a secure manner so as to prevent that information from being intercepted by unauthorized persons, lost, published or otherwise disseminated. Neither party shall reproduce or otherwise use any Confidential Information except in the performance of the Services, and will not disclose any Confidential Information in any form to any third party, either during or after the Term, except with the other party’s prior written consent.
   b. Notwithstanding the preceding paragraph, neither party will have obligation to maintain as confidential the other party’s Confidential Information that the party can show: (i) was already lawfully in the possession of or known by the party before receipt; (ii) is or becomes generally known in the industry through no violation of this Agreement or any other agreement; (iii) is lawfully received by the party from a third party without restriction on disclosure or use; (iv) is required to be disclosed by court order following notice to the other party sufficient to allow that party to contest such order; or (v) is approved in writing by the party for release or other use.
   c. Upon expiration or termination of this Agreement, the parties shall cease using all originals and all copies of Confidential Information, in all forms and media, in the party’s possession or under the party’s control, and shall either (i) promptly return such Confidential Information to the other party; or (ii) where required and/or authorized by law, maintain in a confidential and secure manner until the information is properly destroyed at the end of any applicable retention period.

9. **Retention of Records/Audit**
   a. For a period of not less than two (2) years after the termination of this Agreement, Contractor shall maintain, in a single, reasonably accessible location approved by the College, all material data, files and records pertaining to its performance under this Agreement and to charges and costs paid or payable by the College under this Agreement, including, without limitation, all related contracts and insurance files.
   b. During the term of this Agreement and for a two (2) year period following the termination of this Agreement, all of Contractor's data, files and records referenced in the above Section of this Agreement may be inspected, audited and copied by the College, its duly authorized agents, representatives or employees or by federal or state agencies having jurisdiction over the College, at such reasonable times as the College may determine.
c. Certified payrolls may be requested by the College to validate that Contractor’s employees assigned to a College facility have received allowed wage increases and that the Contractor is making appropriate withholdings. Certified payrolls are prepared and/or approved by an independent Certified Public Accountant and must be furnished within thirty-(30) calendar days of request.

10. **Educational Records; FERPA.** College is subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and any educational records that may be provided to Contractor pursuant to this Agreement shall be used solely for the purposes of performing Services under the Agreement and shall not be disclosed except as provided by law.

11. **Public Records.** The parties acknowledge that College is a public entity subject to the provisions of the Texas Public Records Laws. In the event that a public records request is received by College requesting records described as confidential, which College determines must be disclosed, College shall notify Contractor party prior to disclosure.

12. **Privacy and Security.**
   a. If Contractor, or its agents, or any tier of Contractor's subcontractors in the performance of this Agreement hosts or maintains College’s Confidential Information on its technology, Contractor warrants that the hosting or maintenance of that information meets applicable legal and industry security standards, including qualifying for “safe harbor” rules under applicable data breach laws.
   b. At all times during the Term, Contractor shall maintain appropriate administrative, technical and physical safeguards to protect the security and privacy of the Confidential Information in use, in motion, and at rest. These safeguards include, but are not limited to, implementation of adequate privacy and security policies and data breach response plans that comply with industry standards and the requirements of applicable laws and regulations, as long as they meet or exceed College’s information security and privacy policies and procedures. Upon request, Contractor shall provide College with copies of those policies and plans.
   c. Contractor shall maintain and enforce personnel policies that appropriately check the backgrounds of its employees who will be providing services to College. Upon request, Contractor shall provide College with copies of those policies.
   d. In the event Contractor has reason to believe that an actual or suspected security incident or any other circumstance has occurred in which College may be required to perform a risk assessment and/or provide a notification under applicable law, Contractor shall immediately, and in no event later than twenty four (24) hours, notify the College Facilities Director. Any such notice shall provide a description about the Confidential Information that was accessed as Contractor has available at the time of the notice. Contractor shall keep the Facilities Director updated promptly as additional details about the nature of the Confidential Information become available.
   e. In the event of a breach, Contractor shall mitigate, to extent practicable, any harmful effect that is known to Contractor of a use or disclosure of Confidential Information in violation of this Agreement by Contractor or its subcontractor. Furthermore, in an event of a breach involving College’s Confidential Information, Contractor shall obtain a mutually agreed upon vendor to provide at no cost to College forensic services, including, but not limited to, the collection of information in connection with a forensic and risk analysis.

13. **Damages.**
   a. **IN NO EVENT SHALL CONTRACTOR BE LIABLE TO COLLEGE OR COLLEGE LIABLE TO CONTRACTOR FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOSSES OR LOST PROFITS OR, ANY EVENT BEYOND THE CONTROL OF CONTRACTOR OR COLLEGE RESPECTIVELY.** However, the limitations on indirect, incidental or consequential damages set forth in this Section shall not apply to, or in any way limit, Contractor's indemnity obligations under this Agreement.
   b. Contractor shall be liable for the loss of or damages to the College’s property when such loss or damage arises from the negligent or unlawful acts or omissions of Contractor or its employees.
   c. The Contractor is responsible for reporting, in writing within seventy-two (72) hours of the occurrence, damage to College property or personal property on College premises. Failure to make report to the College of the occurrence, within the specified time, may be cause for termination of this contract.
   d. If either party employs an attorney or commences legal or arbitral proceedings to enforce the provisions
of this Agreement, the prevailing party shall be entitled to recover from the other, reasonable costs incurred in connection with such enforcement, including, but not limited to, attorneys’ fees and costs of investigation, litigation, mediation, or arbitration.

14. **Indemnification.** Contractor shall indemnify, defend, and hold harmless to the fullest extent allowed by law, College, its officers, agents, and employees (“**Indemnitees**”) from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorneys’ fees and/or litigation expenses, which may be brought or made against or incurred on account of breach, or loss of or damage to any property, or for injuries to or death of any person, or financial loss incurred by Indemnitees, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Contractor or Contractor Parties in connection with or incident to the performance of this Agreement. Such indemnification shall specifically include (i) infringement claims made against any and all intellectual property supplied by Contractor and third party infringement under the Agreement; and (ii) claims related to the disclosure of College’s Confidential Information.

15. **Use of Names; Trademarks.** Neither party shall use the other party’s trade name, trademark, service mark, logo, domain name, or any other distinctive brand feature (“**Marks**”), or the names of the party’s employees in any publicity or advertising material without prior written approval by the other party. Contractor’s use of any College’s Marks, if and when authorized, shall comply with the College’s design and drawing specifications.

16. **Use of College Property.** While on College property, Contractor shall comply, and shall ensure that its employees, agents, and subcontractors comply, with College policies and procedures governing security and privacy, the Drug-Free Environment, Smoking, Weapons, and Anti-Harassment (including Sexual Harassment) Contractor’s personnel, agents, and subcontractors shall comply with all reasonable requests of College communicated to Contractor regarding personal and professional conduct, and shall otherwise conduct themselves in a businesslike manner.

17. **Compliance Generally.** The parties shall comply with the requirements of all applicable state and federal rules, regulations, and executive orders, including the Americans with Disabilities Act (ADA), 42 U.S.C. § 12132, Immigration and Nationality Act (INA), 8 U.S.C. § 1324a, and A.R.S. § 41-4401.

18. **Equal Opportunity; Non-Discrimination.** The parties shall comply with the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a), prohibiting discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin.

19. **Misuse of Public Funds.** Contractor warrants that, with respect to any Federal, State, or local government funds: (i) Contractor has not been terminated under section 432 of the Higher Education Act for a reason involving the acquisition, use, or expenditure of such funds; (ii) has not been administratively or judicially determined to have committed fraud or any other material violation of law involving such funds; and (iii) Contractor or its officers or employees have not been convicted of, or pled nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of such funds, or administratively or judicially determined to have committed fraud or any other material violation of law involving such funds. A breach of the foregoing warranty shall be deemed a material breach of this Agreement. In addition to the legal rights and remedies available to College under the Agreement and law, in the event of such a breach, College shall have the right to terminate this Agreement.

20. **Federally Funded Agreement.** If this Agreement is funded through federal contract or grant, directly or indirectly, Contractor shall comply with all applicable provisions of Attachment E.

21. **Non-Assignment.** This Agreement is personal to Contractor. Contractor shall not assign any of the Contractor’s rights or delegate any of the Contractor’s obligations under this Agreement to any other person or entity without the written permission of College. Any attempted assignment or delegation by Contractor shall be void and ineffective.

22. **Referencing of Orders.** For each order issued against this Agreement, College intends in good faith to reference the RFP used in procuring the Contractor’s services for pricing, terms and conditions, delivery location, and other
particulars. However, in the event College fails to do so, College’s right to such terms, conditions, and particulars shall not be affected, and no liability of any kind or amount shall accrue to College.

23. **Price Adjustment for Multi-Year Contracts.** Price changes will normally only be considered at the end of one Agreement Term and the beginning of another. Price change requests shall be in writing, submitted at least sixty (60) days prior to the end of the current Term, and shall be supported by written evidence of increased costs to Contractor. College will not approve unsupported price increases that will merely increase the gross profitability of Contractor at the expense of College. Price change requests shall be a factor in the Agreement extension review process. College shall, in its sole opinion, determine whether the requested price increase or an alternate option is in the best interest of College.

24. **Right to Offset.** College shall have the right to offset against any sums due to Contractor, any expenses or costs incurred by College, or damages assessed by College concerning the Contractor’s non-conforming performance or failure to perform the Services under this Agreement, or any other debt owing College.

25. **Stop Work Order.** College may at any time, by written order to Contractor, require Contractor to stop all or any part of the work called for by the Agreement (“Stop Work Order”) for a period of up to ninety (90) days after the order is delivered to Contractor, and for any further period to which the parties may agree. Upon receipt of the Stop Work Order, Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incidence of costs allocable to the work covered by the order during the period of work stoppage. If a Stop Work Order issued under this provision is canceled or the period of the order or any extension expires, Contractor shall resume work. College shall make an equitable adjustment in the delivery schedules, pricing, or both, and the Agreement shall be amended in writing accordingly.

26. **Gratuities.** College may, by written notice to Contractor, cancel this Agreement if it is discovered by College that gratuities, in the form of entertainment, gifts or other were offered or given by Contractor or any agent or representative of Contractor, to any officer or employee of College with a view toward securing an agreement or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such Agreement. In the event the Agreement is canceled by College pursuant to this provision, College shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Contractor in providing such gratuities.

27. **Insolvency.** College shall have the right to terminate the Agreement at any time in the event Contractor files a petition in bankruptcy; or is adjudicated bankrupt; or if a petition in bankruptcy is filed against Contractor and not discharged within thirty (30) days; or if Contractor becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for Contractor or its business.

28. **Cancellation for Conflict of Interest.** College may, within three (3) years after its execution, cancel this Agreement without penalty or further obligation if any person significantly involved in negotiating, drafting, securing or obtaining this Agreement for or on behalf of College becomes an employee or agent in any capacity of any other party or a Contractor to any other party with reference to the subject matter of the Agreement while the Agreement or any extension thereof is in effect.

29. **Non-A appropriation.** Contractor acknowledges that College is a public institution and that the continuation of this Agreement from each fiscal year to the next during the Term shall be contingent upon the obligation of sufficient funding by the governing body for College. College shall notify Contractor party in writing as soon as reasonably possible after the unavailability of funding comes to its attention, but no later than sixty (60) days prior to the end of the fiscal year. This provision shall not be construed so as to permit College to terminate the Agreement in order to acquire similar goods or services from another party.

30. **Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this Agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, that party is unable to prevent.
31. **No Waiver of Right by College.** No waiver by College of any breach of the provisions of this Agreement by Contractor shall in any way be construed to be a waiver of any future breach or bar the College’s right to insist on strict performance of the provisions of this Agreement.

32. **Dispute Resolution.** In the event of a dispute arising under this Agreement, the parties shall exhaust all applicable administrative remedies provided for under the College Administrative Provisions. Additionally, To the extent that Chapter 2260, *Texas Government Code*, as it may be amended from time to time ("Chapter 2260"), is applicable to this Agreement and is not preempted by other Applicable Laws, the dispute resolution process provided for in Chapter 2260 will be used.

33. **Severability.** If any provision of this Agreement is held to be unenforceable, then that provision will be modified to the minimum extent necessary to make it enforceable, unless that modification is not permitted by law, in which case that provision will be disregarded. If an unenforceable provision is modified or disregarded, then the rest of the Agreement will remain in effect as written.

34. **Governing Law; Venue.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas, without regard to its conflicts of law principles. Jurisdiction and venue for any dispute arising out of this Agreement shall exclusively rest in the Gregg County, Texas.

35. **On-Site Contractor Office Space, Storage and Utilities**
   Kilgore College will provide a location with office space and limited storage for contractor’s on-site operations. The bill back of utilities to be negotiated under contract.
ATTACHMENT B

to SECTION 7 AGREEMENT FOR SERVICES
SCOPE OF WORK; DELIVERABLES

(This Attachment will be developed from the Scope of Work defined in Section 2 of this RFP and successful Offeror’s proposal)
ATTACHMENT C SECTION
to 7 AGREEMENT FOR SERVICES
COMPENSATION

(This Attachment will be developed based on the Cost Proposal Form of the successful Offeror’s proposal)
ATTACHMENT D

to SECTION 7 AGREEMENT FOR SERVICES

INSURANCE REQUIREMENTS

1. GENERAL INSURANCE REQUIREMENTS:

A. Certificates of Insurance: Contractor shall, upon request, submit to the College Procurement Services Manager certificates of insurance evidencing the coverage required in this Attachment as proof that the policies providing the required coverages are in full force and effect. The amounts shall not be less than the amounts specified below or such other amounts as specified in advance in writing by College.

B. Self-Insurance: Any deductibles and self-insured retentions contained in any insurance coverage required by this Attachment shall be declared to College, and are subject to approval by College. Contractor shall be solely responsible for any such deductible and/or self-insured retention.

C. Scope of Insurance Coverage: All policies, except for Workers’ Compensation, shall contain a waiver of subrogation in favor of Kilgore College, its Board of Governors, employees, students, and any of its affiliates, subsidiaries or related entities. Contractor’s insurance coverages shall be primary as to any other insurance or source, and shall include a severability of interest clause. Coverage provided by Contractor shall not be limited to the liability assumed under the indemnification provisions of the agreement with College.

D. Additional Insureds: For policies shown in Sections 2(B), 2(C), and 2(E) below, the insurance certificates shall name Kilgore College, its Board of Governors, employees, and students as an additional insured with respect to liability arising out of the activities performed by or on behalf of Contractor.

E. Notice of Cancellations, Changes to Coverage: Coverage afforded under the policies may not be cancelled, terminated, or materially altered until at least thirty-(30) days’ prior written notice has been provided by Contractor to the College’s Procurement Services Manager.

F. Contractor’s Personnel, Agents, and Subcontractors: Contractor shall cause its subcontractors to provide and maintain appropriate types and amounts of insurance coverage and limits of liability, as determined by Contractor and agreed to by College, proportionate to the type of work to be performed and exposure to risk. Contractor shall not permit all persons or entities retained by, through, or under Contractor, from entering upon College’s premises or continuing the performance of the work unless such person or entity is and continues to be insured in accordance with requirements stated in this Attachment.

G. Failure to Maintain Insurance: In the event Contractor and/or any person or entity retained by, through, or under Contractor fail to maintain required insurance coverage, College may, at its discretion, procure or renew such missing insurance coverage and charge the cost of such insurance premiums to Contractor.

2. INSURANCE COVERAGE REQUIRED:

A. Workers’ Compensation Insurance - Contractor shall procure and maintain Workers Compensation Insurance to cover obligations imposed by federal and state statutes having jurisdiction over Contractor, its employees, or both, engaged in the performance of the Agreement, as follows:

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer’s Liability Statutory</td>
<td></td>
</tr>
<tr>
<td>Each Accident</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Disease – Each Employee</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Disease – Policy Limit</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

B. Commercial (Business) Automobile Liability Insurance – Contractor shall procure and maintain Commercial Automobile Liability Insurance with respect to Contractors owned, hired, or non-owned vehicles assigned to or used in
performance of the services under this Agreement, with the minimum coverage for each occurrence for bodily injury and property damage below. Insurance shall be endorsed for “any auto.”

   Combined Single Limit $1,000,000 (CA 0001)

C. **Commercial General Liability Insurance** – Contractor shall procure and maintain Commercial General Liability Insurance which shall be an occurrence form policy and shall include coverage for bodily injury, broad form property damage (including completed operation), personal injury (including coverage for contractual and employee acts), and blanket contractual products, with the minimum coverage limits below. Contractors with excavation and underground risks shall have coverage for and exclusions removed for “x, e, and u.”

   | Each Occurrence | $1,000,000 (CG 0001) |
   | General Aggregate | $3,000,000 |
   | Products – Completed Operations Aggregate | $3,000,000 |
   | Personal and Advertising Injury | $1,000,000 |
   | Blanket Contractual Liability – Written and Oral | $1,000,000 |
   | Fire Legal Liability | $1,000,000 |

D. **Other Requirements** – The Contractor is required to include Kilgore College as an additional Insured on the Commercial General Liability and Business Automobile Policy. Attach a waiver of Subrogation to all policies. The CGL Policy should be Primary and Noncontributory to any other insurance. All policies should include a 30-day Notice of Cancellation provision in favor of Kilgore College.
In accordance with the Texas Government Code, Contractor represents and verifies that it does not, and will not during the term of the contract, if awarded, boycott Israel and that Contractor is not identified by the Texas Comptroller as boycotting Israel. “Boycott” as used herein means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

A breach of the foregoing warranty shall be deemed a material breach of the resulting agreement. In addition to the legal rights and remedies available to College under the law, in the event of such a breach, College shall have the right to terminate the resulting agreement with the Offeror.

(Signature)  (Phone)

(Print name)  (Email)

(Print title)  (Federal Taxpayer ID Number)
SECTION 8 (continues)

FELONY CONVICTION NOTICE FORM

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code §44.034.

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states, “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony”.

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

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

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

VENDOR’S NAME: ________________________________________________________________

AUTHORIZED COMPANY OFFICIAL’S NAME: ____________________________________________________________________

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: ________________________________________________________

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: ________________________________________________________

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): __________________________ (attach additional sheet if necessary)

Details of Conviction(s):__________________________ (attach additional sheet if necessary)

Signature of Company Official: ________________________________________________________

Printed Name: ______________________________________________
SIGNING this proposal with a false statement is material breach of contract and shall void the submitted proposal or any resulting contracts, and the proposer shall be removed from all proposal lists. By signature hereon affixed:

1. The proposer has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal.

2. The proposer is not currently delinquent in the payment of any franchise tax owed with the Texas Comptroller of Public Accounts. For more information, see the website for the Texas Comptroller of Public Accounts: http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html.

3. Neither the proposer nor the firm, corporation, partnership, or institution represented by the proposer, or anyone acting for such firm, corporation or institution has violated the antitrust laws of this State or the Federal Antitrust Laws (See Section 8, above) nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.

4. The proposer has not received compensation for participation in the preparation of the specifications for this RFP.

5. If applicable, pursuant to Texas Family Code, Title 5, Subtitle D, Section 231.006(d), regarding child support, the proposer certifies that the individual or business entity named in this proposal is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. Furthermore, any proposer subject to Section 231.006 must include the names and Social Security numbers of each person with at least 25% ownership of the business entity submitting the proposal. This information must be provided prior to contract award.

6. Pursuant to Section 2155.004 Government code re: collection of state and local sales and use taxes, the proposer certifies that the individual or business entity named in this proposal is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.

7. The Contractor shall defend, indemnify, and hold harmless the State of Texas, KC, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of contractor or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of this contract.

8. Proposer agrees that any payments due under this contract will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.

9. Proposer certifies that they are in compliance with Texas Government Code, Title 6, Subtitle B, Section 669.003 of the Government Code, relating to contracting with the executive head of a State agency. If Section 669.003 applies, proposer will complete the following information in order for the proposal to be evaluated:

Name of Former Executive: ________________________________
Name of State Agency: ______________________________________
Date of separation from State Agency: _________________________
Position with proposer: ______________________________________
Date of Employment with proposer: ___________________________
SECTION 8 (continues)
EXECUTION OF OFFER

1. In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any and all commodities or services at the prices quoted.

2. By signature hereon, the offeror hereby certifies that he/she is not currently delinquent in payment of any franchise taxes owed the State of Texas under Chapter 11, Tax Code.

3. By executing this offer, offeror affirms that he/she has not given, offered, or intends to give at any time hereafter, any economic opportunity, future employment, gift loan, gratuity, special discount, trip, favor, or service to public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the offeror shall be removed from all proposals lists.

4. By the signature hereon affixed, the offeror hereby certifies that neither the offeror or the firm, corporation, partnership, or institution represented by the offeror or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal anti-trust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business. By signing this offer, offeror certifies that if a Texas address is shown as the address of the offeror, offeror qualified as a Texas Resident Proposer as defined in Rule 1 TAC 113.8.

Federal Employer Identification Number (FEIN): ____________________________________________

Proposer/Company: ___________________________________________________________________

Signature: ____________________________ Date: __________________

Name printed: _______________________________________________________________________

Title: _______________________________________________________________________________

Address: ____________________________________________________________________________

Telephone Number: ____________________________

PLEASE COMPLETE, SIGN AND RETURN WITH PROPOSAL. FAILURE TO SIGN AND
RETURN THIS EXECUTION OF OFFER WILL RESULT IN THE REJECTION OF THE
PROPOSAL.
Proposal of: _________________________________________________________________

(Proposer Company Name)

To: KILGORE COLLEGE

Ref.: Custodial Services

RFP No.: 2020-FC008

Ladies and Gentlemen:

The undersigned Proposer hereby acknowledges receipt of the Addenda to the captioned RFP (initial if applicable). It is the Proposer’s responsibility to make sure they have obtained all addenda. Addenda, if any, will be posted on Kilgore College’s website at https://www.kilgore.edu/about/offices/procurement-services.

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____

No. _______________________________________________________________

Respectfully submitted,

Proposer: ____________________________________________________________

By: _________________________________________

(Authorized Signature for Proposer)

Name Printed: ________________________________

Title: __________________________________________

Date: _________________________________________
SECTION 8 (continues)
CONFLICT OF INTEREST QUESTIONNAIRE

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

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

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

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

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

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

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

   Name of Officer

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

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

      Yes  No

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

      Yes  No

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

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

7. Signature of vendor doing business with the governmental entity

   Date

Form provided by Texas Ethics Commission  www.ethics.state.tx.us  Revised 11/30/2015

NOTE: When completing this Questionnaire, please be certain to answer each and every question; indicate “Not Applicable”, if appropriate. Please sign and date.
SECTION 8 (continues)
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections one (1) through three (3) below as a condition of receiving an award or contract. Submit this information along with your proposal, proposal, or offer. This form must be received included in the vendor’s proposal/proposal packet, to be considered for evaluation. Completed forms must be NOTARIZED.

This requirement applies to contracts with a value exceeding $50,000.

1 - Disclosure of Financial Interest in the Vendor
a. If any officers or employees of KC (“individuals”) have one of the following financial interests in the vendor (or its principal) or its subcontractor(s), please show their name and address and check all that apply and (include additional documents if needed):

   Name: __________________________
   Address: __________________________

b. For each individual named above, show the type of ownership/distributable income share:

   Ownership interest of at least 10% ( _____ )
   Ownership interest of at least $15,000 or more of the fair market value of vendor ( _____ )
   Distributive Income Share from Vendor exceeding 10% of individual’s gross income ( _____ )
   Real property interest with fair market value of at least $2,500 ( _____ )
   Person related within first degree of affinity to individual has the following ownership or real property interest in Vendor:
   1. Ownership interest of at least 10% ( _____ )
   2. Ownership interest of at least $15,000 or more of the fair market value of vendor ( _____ )
   3. Distributive Income Share from Vendor exceeding 10% of the individual’s gross income ( _____ )
   4. Real property interest with fair market value of at least $2,500 ( _____ )

No individuals have any of the above financial interests (If none go to Section 4) ( _____ )

c. For each individual named above, show the dollar value or proportionate share of the ownership interest in the vendor (or its principal) or its subcontractor(s) as follows:

   If the proportionate share of the named individual(s) in the ownership of the vendor (or its principal) or subcontractor of vendor is 10% or less, and if the value of the ownership interest of the named individual(s) is $15,000 or less of the fair market value of vendor, check here (_______).

   If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds $15,000 of the fair market value of vendor, show either:

   The percent of ownership ________________ %, or the value of ownership interest $ ____________.
2 - Disclosure of Potential Conflicts of Interest
For each of the individuals having the level of financial interest identified in Section 1 above, and for any other KC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous 3 years, including but not limited to contractual employment for services for vendor.

   Yes______No______

b. Employment of individual’s spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous 2 years.

   Yes______No______

3- Disclosure of Gifts
For each of the individuals having the level of financial interest identified in Section 1 above, and for any other KC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from vendor (or principal), or subcontractor of vendor, of $250 or more within the preceding 12 months.

   Yes______No______

b. Individual’s spouse, father, mother, son, or daughter has received a gift from vendor (or principal), or subcontractor of vendor, of $250 or more within the preceding 12 months.

   Yes______No______

4- Other Contract and Procurement Related Information
Vendor shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with a value exceeding $50,000. You must submit this information along with your proposal, proposal, or offer.

a. Vendor shall identify whether vendor (or its principal), or its subcontractor(s), has current contracts (including leases) with other government agencies of the State of Texas by checking:

   Yes______No______
b. If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

c. Vendor shall identify whether vendor (or its principal) or its subcontractor(s) has pending contracts (including leases), proposals, proposal, or other ongoing procurement relationships with other government agencies of the State of Texas by checking:

   Yes____ No ________

d. If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as proposal or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of:

(Name of Vendor)

Certification. I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my proposal, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of Texas Local Government Code Chapter 176. I understand that it is my responsibility to comply with the requirements set forth by KC as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or is a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed or Typed) ___________________________ Title ___________________________

Signature _______________________________________ Date ___________________________

"NOTE: PROPOSER MUST COMPLETE THE ABOVE "FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER SHALL RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

Signed By: ___________________________ Name: ___________________________

Title: ___________________________ State of: ___________________________

Sworn to and subscribed before me at ___________________________ ___________________________

          (City)                  (State)

this ___________________________ day of ___________________________, 2020.

Notary Public of the State of: ___________________________
SECTION 9
RFP QUESTIONNAIRE

NOTE TO BIDDERS: COMPLETENESS AND DEGREE OF EXPLANATION AND/OR DETAIL IN RESPONSES TO EACH OF THESE QUESTIONS IS ESSENTIAL FOR YOUR PROPOSAL TO RECEIVE A THOROUGH EXAMINATION BY BID EVALUATORS. Failure to provide a thorough response to EACH item listed below may result in the disqualification of your bid. If your response is provided in another section of this RFP Response, please note where the information may be located.

1. PRICING
   a. Provide a detailed explanation as to how you arrived at the proposed fixed monthly amounts.
   b. What is your labor rate for “out-of-scope” work?

2. PERSONNEL
   In order to assist the College in evaluating the quality and stability of your work force, bidders must furnish the following information on attachments submitted with their bids.
   a. Explain your intended staffing levels.
   b. Explain your company’s recruitment program for hourly workers.
   c. Explain your company’s turnover rate for hourly workers for the last two years in the state of Texas.
   d. Explain your company’s
      1) training practices for new employees and
      2) reinforcement training for experienced workers.
   e. Describe your company’s employee safety training program.
   f. Explain your company’s policies regarding employee uniforms and submit with your bid a photograph of an employee wearing the uniform proposed for this bid.
   g. Name the person(s) to serve as your day-to-day account or project manager and submit with your bid a resume for each named individual or a description of their experience and capabilities.
   h. Explain how you would increase your staff to handle the work if awarded a contract.

3. BENEFITS
   a. Explain your company’s vacation time program for your workers.
   b. Explain your company’s sick time program for your workers
   c. Explain any other benefits or programs that promote stability and retention of your workers.
   d. Does your company offer holiday pay for your workers?

4. RESOURCES
   a. Explain your company’s reserve labor capacity to handle this project.
   b. Is your company Green Seal Certified? Which organization?
   c. Describe your Computerized Quality Assurance Program.

5. OPERATIONAL
   a. Provide a description of the operational procedures, processes and policies you propose to use if awarded a contract. Include a specific description of the customer services to be provided.
   b. Provide a tentative schedule and transition plan for implementation of Services, based on contract commencement on September 1, 2020. Please note any activities that occur before the actual start date that will need the assistance of the College and to what extent will that assistance be needed. In addition, what specific assistance can the College provide in the first thirty- (30) days to support the contractor in the program implementation?
   c. Is your company in transition of management or ownership?
## SECTION 10
### KILGORE COLLEGE SITES/ADDRESSES/SQUARE FOOTAGE

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Area Sq. Ft*</th>
<th>Stories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Dean Turk Fine Arts Center</td>
<td>1611 S. Henderson</td>
<td>Kilgore</td>
<td>TX</td>
<td>75622</td>
<td>17,100</td>
<td>2+B</td>
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<tr>
<td>Automotive Body Repair Shop</td>
<td>1208 E. South St.</td>
<td>Kilgore</td>
<td>TX</td>
<td>75622</td>
<td>4,200</td>
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<tr>
<td>Bert E. Woodruff Adult Education Center</td>
<td>220 Henderson Blvd.</td>
<td>Kilgore</td>
<td>TX</td>
<td>75622</td>
<td>55,000</td>
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<td>Bonnie Porter Business Admin Bldg.</td>
<td>1100 Brook Drive</td>
<td>Kilgore</td>
<td>TX</td>
<td>75622</td>
<td>24,800</td>
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<td>Charles K and Lyde Devall Student Center</td>
<td>726 Nolen Avenue</td>
<td>Kilgore</td>
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<td>75622</td>
<td>69,000</td>
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<td>Child Development Center</td>
<td>1009 Brook Drive</td>
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<td>TX</td>
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<td>4,559</td>
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<td>Cruce Stark Hall</td>
<td>607 Elder Street</td>
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<td>75622</td>
<td>40,678</td>
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<td>Dodson Auditorium</td>
<td>913 Nolen Avenue</td>
<td>Kilgore</td>
<td>TX</td>
<td>75622</td>
<td>22,500</td>
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<td>East Texas Oil Museum</td>
<td>1301 S. Henderson Blvd.</td>
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<td>TX</td>
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<td>Field House</td>
<td>600 Harris Street</td>
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<td>TX</td>
<td>75622</td>
<td>8,000</td>
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<td>James M. Parks Fitness Center</td>
<td>701-707 Laird Street</td>
<td>Kilgore</td>
<td>TX</td>
<td>75622</td>
<td>29,000</td>
<td>1</td>
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<td>M. Kenneth Whitten Applied Technology Center</td>
<td>900 Henderson Blvd.</td>
<td>Kilgore</td>
<td>TX</td>
<td>75622</td>
<td>49,414</td>
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<td>Masters Gymnasmium / Band Hall</td>
<td>1121-1123 Broadway Blvd.</td>
<td>Kilgore</td>
<td>TX</td>
<td>75622</td>
<td>32,000</td>
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<td>McLaurin Administration Bldg.</td>
<td>1200 S. Henderson Blvd.</td>
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<td>1,767</td>
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<td>Nolen Residence (Old-Gussie Nell Davis Hall &amp; Annex)</td>
<td>825 Nolen Avenue</td>
<td>Kilgore</td>
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<td>Old Main Building</td>
<td>1111-1123 S. Henderson Blvd.</td>
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<td>816-818 East Main Street</td>
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<td>Police/Fire Academy Classroom/Bathrooms</td>
<td>Elmer Hays Road</td>
<td>Kilgore</td>
<td>TX</td>
<td>75622</td>
<td>2,000</td>
<td>1</td>
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<td>Randolph C. Watson Library / Elwyn Bone Learning Center</td>
<td>1208 Broadway Blvd</td>
<td>Kilgore</td>
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<td>Rangerette P.E. Museum &amp; Joe Turner P.E. Complex</td>
<td>1125 Broadway Blvd.</td>
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<td>S.L. Canterbury Jr. Engineering and Sciences Bldg.</td>
<td>800 Ross</td>
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<td>Music Annex (Classroom &amp; Office)</td>
<td>814 E. Main Street</td>
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<td>75622</td>
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<td>Vocational Shop Bldgs.-School Auto Mechanics</td>
<td>1031 Oak Drive</td>
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<td>Woodfin Center for Instruction</td>
<td>909 Ross Avenue</td>
<td>Kilgore</td>
<td>TX</td>
<td>75622</td>
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<td>Building</td>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Square Feet</td>
<td>Floors</td>
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<td>Cosmetology</td>
<td>315 S. Center</td>
<td>Longview</td>
<td>TX</td>
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<td>Industrial Maintenance</td>
<td>326 South High</td>
<td>Longview</td>
<td>TX</td>
<td>75601</td>
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<td>Technology Building</td>
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<td>Industrial Maintenance Classroom</td>
<td>326 S. High</td>
<td>Longview</td>
<td>TX</td>
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<td>Longview Center Classrooms</td>
<td>300 S. High</td>
<td>Longview</td>
<td>TX</td>
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<td>60,000</td>
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<td>Longview North - Offices &amp; Classrooms</td>
<td>209 S. Center</td>
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<td>Agriculture Classrooms</td>
<td>2211 Hwy 135</td>
<td>Overton</td>
<td>TX</td>
<td>75684</td>
<td>4,410</td>
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<td><strong>NOTE</strong>: The Following Buildings Have Different Service Requirements</td>
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<td>Dodgen Maintenance Building</td>
<td>701 E. Main St.</td>
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<td>15,400</td>
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<td>(Limited Custodial)</td>
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<td>Bunker House</td>
<td>619 Laird Avenue</td>
<td>Kilgore</td>
<td>TX</td>
<td>75662</td>
<td>2,500</td>
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<td>Quad Dorm – Unit 1 (No Daily Service)</td>
<td>1300 East South Street</td>
<td>Kilgore</td>
<td>TX</td>
<td>75662</td>
<td>2,000</td>
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<td>Quad Dorm – Unit 2 (No Daily Service)</td>
<td>1302 East South Street</td>
<td>Kilgore</td>
<td>TX</td>
<td>75662</td>
<td>2,000</td>
<td>1</td>
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<tr>
<td>Quad Dorm – Unit 3 (No Daily Service)</td>
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<td>Quad Dorm – Unit 5 (No Daily Service)</td>
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<td>Quad Dorm – Unit 6 (No Daily Service)</td>
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<td>Quad Dorm – Unit 7 (No Daily Service)</td>
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<td>Quad Dorm – Unit 8 (No Daily Service)</td>
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<td>Gussie Nell Davis Residence (No Custodial Service)</td>
<td>819 Nolen</td>
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<td>Machinery Building (No Custodial Service)</td>
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<td>East Mechanical Building #2 (No Custodial Service)</td>
<td>1025 Oak</td>
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<td>Demo Farm Manager Residence (No Custodial Service)</td>
<td>2211 Hwy 135</td>
<td>Overton</td>
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<td>2,850</td>
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<td>Caretaker # 1 - Residence (No Custodial Service)</td>
<td>2211 Hwy 135</td>
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<td>75684</td>
<td>1,400</td>
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</tbody>
</table>

*Square Feet is estimated gross square footage of the building; cleanable square footage may vary from building to building. **It is the contractor’s responsibility to calculate the cleanable square footage.**