PURCHASE OF FACILITIES
CUSTODIAL AND GROUNDS SERVICES

REQUEST FOR COMPETITIVE SEALED PROPOSAL (CSP)
CSP-2024-0046
Release Date: November 16, 2023

Proposals must be submitted to:
Alamo Colleges District
Purchasing and Contract Administration
See addresses in “Key Dates and Information”

Pre-Proposal Meeting: December 5, 2023, 9:00 a.m. CT
Proposal Deadline: December 19, 2023, 2:00 p.m. CT
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KEY DATES AND INFORMATION

CSP NAME: Competitive Sealed Proposal (CSP) for Purchase of Facilities Custodial and Grounds Services

PRE-PROPOSAL MEETING: A Pre-Proposal meeting is scheduled for December 5, 2023. The meeting will begin at 9:00 a.m. in the ACCESS Broadway Room 100, 2222 N. Alamo Street. The Pre-Proposal meeting is not mandatory; however, attendance is strongly encouraged.

SUBMITTAL DEADLINE: December 19, 2023, prior to 2:00 pm CT.

DELIVERY LOCATION: Offeror may upload proposal to Alamo Colleges District e-Bidding portal;

Purchasing and Contract Administration
Re: Purchase of Facilities Custodial and Grounds Services
CSP-2024-0046
Reception Desk
2222 N. Alamo St.
San Antonio, Texas 78215

CONTRACT TERM: Any contract awarded by the Board of Trustees as a result of the CSP will begin upon award and terminate August 31, 2027, and automatically renew for three, one year periods.

NOTICE: All questions related to this CSP are to be directed to Elisa Nava-Garcia, Sr. Purchaser via email to: enava@alamo.edu with a copy to dst-purchasing@alamo.edu
MINIMUM QUALIFICATIONS

The respondents to this CSP must have the following minimum qualifications. Failure to meet minimum qualifications may be grounds for rejection. Alamo Colleges District reserves the right to reject Proposals that fail to include this information with the Contractors Proposal submission.

a. Contractor(s) must affirm in writing and include with supporting documentation with proposal submission: Contractor must have at least five years of experience in providing Facilities Support Services and/or Grounds Services similar in size and scope to the services requested in this CSP. Alamo Colleges District prefers that Contractor have experience in a higher education environment.
   Yes _____  No _____
GENERAL INFORMATION

A. CSP Project Scope:

The purpose of this CSP is to solicit proposals for the purchase of building cleaning (“Custodial Services”) and landscaping and grounds maintenance (“Grounds Services”) (collectively referred to as “Services”) at various locations within the Alamo Colleges.

*Custodial Services* includes all interior housekeeping services, floor care, trash/recycling and event setups.

*Grounds Services* includes all exterior grounds and parking garage services, exterior trash/recycling, grounds special projects, irrigation systems and event setups.

B. Organizational Description (Who We Are)

1. Alamo Community College District (Alamo Colleges District or ACD) is a nationally recognized organization and the recipient of the 2018 Malcolm Baldrige National Quality Award, the nation’s highest honor for performance excellence. The Aspen Institute named San Antonio College the winner of the 2021 Aspen Prize for Community College Excellence and received $600,000. Four of the five colleges in the Alamo Colleges District are named in the top 150 of the nation’s best community colleges, and Palo Alto College is among the top two in the country. The Alamo Colleges District includes Palo Alto College, Northwest Vista College, San Antonio College, St. Philip’s College, and Northeast Lakeview College, along with a number of off-campus locations throughout the San Antonio metropolitan area, serving an eight-county region, with a total enrollment of over 78,000 students.

People recognize the Alamo by its distinctive architectural shape and the role it played in history. As its namesake, the Alamo Colleges District has had its own inspirational impact on society. From our origin as a community college district in 1945 through decades of change and expansion, we have worked to make higher education accessible and affordable. Today, our five colleges fulfill this mission with a vast array of certificates, courses and 2-year degrees. Our credits transfer to four-year universities for those pursuing advanced degrees, and our workforce development and continuing education programs help individuals build new careers and meet the needs of businesses. In short, we empower people and shape futures.

The Alamo Colleges District is one of the largest community college systems in the United States and the fourth largest in Texas. Bexar County is the taxing district for ACD. We, however, serve a much larger region; our service area includes all of Bandera, Bexar, Comal, Kendall, Kerr and Wilson Counties, and most of Atascosa and Guadalupe Counties. San Antonio is the seventh-largest city in the nation with an estimated 1.5 million people, of which 60% are Hispanic. Of all students enrolled in post-secondary education in the city, approximately 39% are enrolled in one of our Colleges. A recent $450 million capital improvement program was approved by the voters of Bexar County to renovate aging facilities, build new facilities, buy land for future expansion, and expand our technology infrastructure.
ACD serves the Bexar County community and its service area through its programs and services that help students succeed in acquiring the knowledge and skills needed in today's world. Students are taught by highly qualified faculty with Master's and Doctorate degrees who are dedicated to creating a learning-centered environment. Student services include advising, computer labs, tutoring, financial aid services, services for the disabled, advocacy centers, developmental instruction, veteran's services, and job placement assistance.

ACD, a Hispanic-Serving System which includes the nation’s only college that is both a Historically Black College and a Hispanic-Serving Institution, is the nation’s third largest producer of Hispanic nurses. ACD is also one of Texas’ largest providers of online post-secondary education. A diverse international program brings Central American and other teachers to San Antonio for advanced education while affording students and faculty the opportunity to gain the skills to work in a global economy.

2. The Five Colleges of the Alamo Colleges District

The five colleges that comprise ACD include: St. Philip’s College (SPC), established in 1898; San Antonio College (SAC), established in 1925; Palo Alto College (PAC), established in 1985; Northwest Vista College (NVC), established in 1995; and Northeast Lakeview College (NLC), established in 2007. All the colleges are within San Antonio city limits except Northeast Lakeview College, located in Universal City, just to the northeast of San Antonio. Each College operates with significant autonomy in accordance with ACD’s unique Participatory Leadership model of collaborative leadership between the Colleges and DSO (District Support Operations). Based on that autonomy, each College is accredited independently by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Beginning Fall 2021 the Alamo Colleges has been approved to offer the Bachelor of Science in Nursing degree.

The five college campuses encompass more than 5.4 million square feet of space on 779 acres across Bexar County. Each has typical college campus facilities such as academic and classroom buildings, administrative buildings, library facilities, gymnasiums, cafeterias, science classrooms and labs, and computer labs. In addition, there are a number of specialty facilities such as performing arts centers, natatoriums, allied health, emergency medical training areas, and aviation classrooms adjacent to the runway at the historic Stinson Field.

3. Alamo Colleges Center of Excellence for Student Success (ACCESS)

Alamo Colleges Center of Excellence for Student Success (ACCESS), located in a building close to the urban contemporary Pearl District, provides administrative services and support to the five colleges under Collaborative Agreements. The ACCESS facility encompasses 160,950 square feet of space which houses the executive offices for the Chancellor and Vice Chancellors, as well as Human Resources, Legal Services, Ethics, Communications, Internal Audit, Strategic Planning and Performance Excellence, Institutional Research and Effectiveness, Information Technology, Finance and Fiscal Services, Facilities, Student Financial Aid, Center for Student Information, Police, workforce programs, and other service units. The ACCESS building has a large conference center for cross-college meetings, program collaboration, and community use. Some remaining ACCESS personnel are co-
located with the colleges on their campuses, enabling them to be close to the students they support.

4. **Off-Campus Sites**

The Alamo Colleges District also maintains several off-campus sites in an effort to better serve the residents of Bexar County and those located within the surrounding service area.

- St. Philip's College Southwest Campus
- Workforce Center of Excellence
- St. Philip's College Military Base Locations
- Palo Alto College Off-Campus Locations
- Northwest Vista College Southwest Research Institute Center
- Central Texas Technology Center, New Braunfels, TX
- First Responders Academy (FRA), Von Ormy, TX
- Greater Kerrville - Alamo Colleges Center
- Westside Workforce Education and Training Center
- Eastside Education and Training Center
- Harlandale Education and Training Center
- Brackenridge Education and Training Center
- Southside Education & Training Center (under development)
- Northwest Education & Training Center (under development)

Our Colleges are open-door institutions whose students come to college with various goals and at various levels of preparedness. Consequently, we serve students and the community with transfer courses, academic and technical degrees, and workforce development and continuing education options, offering more than 325 degree and certificate programs. Our educational program and service offerings are designed to meet the educational goals and service needs of our students. We deliver these services through semester, flex, weekend, evening and online courses.

5. **Awards and Recognitions**

- San Antonio College, Northwest Vista College, Palo Alto College, and St. Philip’s College ranked in “The Top 100 Associate Degrees Conferred” by Diverse Issues of Higher Education.
- The Aspen Institute named San Antonio College the top college in the nation for Community College Excellence.
- St. Philip’s College received the Texas Award-Next for Performance Excellence from the Quality Texas Foundation.
- Northeast Lakeview College has received Progress Level Recognition from the Quality Texas Foundation.
- 2020 Ellucian Impact Award recipient, which honors higher education institutions that best harness the power of technology to solve challenges, operate more efficiently and enhance the student experience.
- Honored as the only community college system in the nation to earn the Malcolm Baldrige National Quality Award (2018).
- One of only four Texas community college institutions to be selected as a finalist for Excelencia in Education’s inaugural Seal of Excelencia (May 2019)
- The Aspen Institute College Excellence Program named San Antonio College, Palo Alto College Northwest Vista College, and St. Philip’s Colleges, to the list of 150 community colleges eligible to compete for the $1 million Aspen Prize for Community College Excellence, the nation’s signature recognition of high achievement and performance among America’s community colleges (November 2019)
• Palo Alto College was a finalist for the 2019 Aspen Prize and was recognized for its strong record of improvement with the Rising Star award, receiving $100,000.
• St. Philip’s College named #9 of the 2019 Best Online Community Colleges in Texas.
• Northeast Lakeview College ranked #12 of the 50 Best Community Colleges in the nation by Learn.org (March 2019).
• San Antonio College ranked one of the top community colleges for Hispanics, by Hispanic Outlook magazine (September 2019) for the third consecutive year.

6. **Workforce Profile of Alamo Colleges District**

Our workforce includes faculty, administrators, staff, and work study (student employees). The District’s diverse workforce continues to be representative of both our student population and the demographics of Bexar County. Teaching faculty are required to meet the certification requirements associated with accreditation set by the SACSCOC. Some positions in the administrative segment require professional or doctoral degrees, while others require bachelor’s or master’s degrees, and positions in the staff segment require at least a high school level of education. While no bargaining units exist, the Faculty Senate and Staff Senate at each of the Colleges are engaged in Participatory Leadership for local initiatives. These groups are also part of a larger, Unified ACD Faculty Senate and Staff Senate, which addresses alignment issues as needed in the District. This is another example of our Participatory Leadership approach. Special health and safety related requirements exist in the following areas: recognized hazardous work environments such as welding, electrical, chemical, and ergonomics; compliance with Texas Commission on Law Enforcement Standards for police officers; and driving safety for vehicle operators.

7. **Organizational Structure/Organizational Governance of ACD**

The Chancellor is the Chief Executive Officer (CEO) and reports to a 9-member Board of Trustees (Board) and one non-voting Student Trustee; the members represent nine different districts in the San Antonio area and are elected by community members to serve for a term of six years. The Student Trustee is selected by the Board from the student associations of the five Colleges and serves a one-year term. The Board acts as a Committee of the Whole and is comprised of eight committees: Student Success; Building, Grounds, and Sites Selection; Policy and Long-Range Planning; Audit, Budget and Finance; Workforce; Legislative; Community Involvement; and Legal Affairs. Committees provide oversight of operations in their areas of responsibility and issue guidance and direction in the form of Board Policies. By state statute, the Board is the governing body that sets policy, appoints the Chancellor, levies property taxes, and approves the budget. The Board is the final authority on all matters of governance for the organization. College Presidents report to the Chancellor, serve as CEOs of their college; and sit on the Strategic Leadership Team (SLT), the senior decision-making body within the organization.

C. **Definition of Terms:**

1. “Alamo Colleges District,” “ACD”, “District” or “ACCD” refers to the Alamo Community College District.
2. “Contractor,” “Proposers,” “Respondent,” or “Company” refers to a company which chooses to submit a Proposal to provide products and/or services for the District as specified in this CSP.
3. “Contractor” refers to the company awarded the contract to provide products and/or services for the Alamo Colleges District as specified in this CSP.
4. “Proposal” refers to the offer, from Contractor to the Alamo Colleges District, to provide the products and/or services as specified in the Agreement.
5. “ACD Holidays” refers to ACD offices are officially closed. ACD Holidays generally include Labor Day, Thanksgiving, Winter Break, MLK Day, Spring Break, and Memorial Day, in addition to other designated holidays identified as “College Closed” in the Academic Calendar published.
online at https://www.alamo.edu/academics/academic-resources/academic-calendar/
for each academic year.
6. “Board of Trustees” refers to the governing body of ACD.
SECTION 1 – REQUIREMENTS AND SCOPES OF WORK

A. AWARD BY SERVICES, AND CAMPUS OR GROUP

1. Contractor shall submit proposal to provide Custodial Services and/or Grounds Services at the various locations and sites (“Campus”) within the Alamo Colleges. Alamo Colleges has five (5) Site Facilities Superintendents with each overseeing multiple campuses referred to as “Groups”.

2. The Alamo Colleges may award single or multiple contracts to provide services for Custodial Services and Grounds Services.

3. The contractor’s proposal response must be submitted with standalone pricing broken down by service and by campus. Proposal must include all management, labor, material, equipment and associated overhead and fees to provide each individual service as a complete, standalone service for each individual campus. Contractors may offer deductive pricing for each combination of services and/or groups.

4. Alamo Colleges’ Campuses and “Groups” are as follows:

   a. NLC Group 1
      1. Northeast Lakeview College (NLC)
      2. Central Texas Technology Center (CTTC)

   b. NVC Group 2
      1. Northwest Vista College (NVC)
      2. Northwest Education Training Center (NWETC)
      3. Westside Education Training Center (WETC)

   c. PAC Group 3
      1. Palo Alto College (PAC)
      2. Southside Education Training Center (SETC)

   d. SAC Group 4
      1. San Antonio College (SAC)
      2. First Responders Academy (FRA)

   e. SPC Group 5
      1. St. Philip’s College (SPC)
      2. Southwest Campus (SWC)
      3. Brackenridge Education Training Center (BETC)
      4. Eastside Education Training Center (EETC)

   f. District Group 6
      1. Alamo Colleges Center of Excellence for Student Success (ACCESS)
B. REQUIREMENTS FOR CUSTODIAL & GROUNDS

1. The minimum requirements and the specifications for the services are set forth herein this CSP for the Purchase of Facilities Custodial and Grounds Services.

2. Contractor to provide Alamo Colleges services for Custodial Services and/or Grounds Services.

3. Contractor shall align all Facilities Custodial and Grounds Services with the Alamo Colleges Academic, Faculty and Staff Calendars, (http://alamo.edu/calendars/). During June and July, the Alamo Colleges typically shifts to a four (4) day per week / ten (10) hour work and academic week (Monday through Thursday) with minimal instructional or special events/activities on Fridays or over the weekend.

4. Contractor shall adhere to all Alamo Colleges Board Policies (http://alamo.edu/district/policies/).

5. Contractor shall perform all Facilities Custodial and Grounds Services to the highest industry standards and in compliance with all applicable national, federal, state, municipal, local, ordinances, laws, regulations and codes.

6. Contractor shall supply all qualified labor, materials, tools, instruments, equipment, supplies, transportation, vehicles/carts, employee training and related services necessary in accordance with the terms and services specified herein including all related management, supervisory and administrative services.

7. Contractor shall submit all proposed employee lists with organizational chart(s), schedules, shifts, service plans, supplies, materials, tools, equipment, transportation methods and itemized employee training list to the Site Facilities Superintendent for their review and approval no less than fifteen (15) business days before the start of contract work.
   a. Contractor must receive approval from the Site Facilities Superintendent prior to implementing any proposed plan at any Alamo College Campus. A meeting may be required for the Contractor to provide additional information, explanation, and details to Alamo Colleges.
   b. All subsequent proposed changes or revisions shall also be reviewed and approved by the Site Facilities Superintendent prior to implementation.

8. Contractors must provide their employees with proper safety equipment, personal protective equipment (PPE) and all necessary training, materials, equipment, and supplies to safely perform the Services and scope of work as identified herein.
   a. Contractors shall always enforce all safety regulations and practices.
   b. Contractors shall update and maintain Safety Data Sheets (SDS) at each campus Facilities’ Office, each housekeeping closet and anywhere else chemicals are stored or dispensed.

9. Contractor shall report all fires, medical emergencies, and/or vehicular accidents on Alamo Colleges’ property to:
   a. Alamo Colleges Department of Public Safety (emergency phone number 210-485-0911),
      and/or city 911 emergency phone numbers AND
   b. The Site Facilities Superintendent.

10. Contractor is a critical member of the Alamo Colleges’ Facilities service team. As such, the contractors’ employees must be actively engaged, watchful and able to understand and communicate in English during their daily activities.
   a. At least one (1) contractor employee per each building or each crew must be able to read, speak and write in the English language (may have multiple crews per campus).
11. It is highly recommended that all Contractor employees enroll in the Alamo Colleges’ Rave Safety Alert System. This “mass notification system” is designed to safeguard and notify campus occupants of emergencies or critical campus situations (power or water outages, active shooter, etc.) and other planned or unplanned conditions (fire or emergency drills, adverse weather warning, campus closures, or other events). This free service is offered in English and Spanish.
   a. The Alamo Colleges’ Safety Alerts are provided at no cost to the contractors’ employees.
   b. The employees must have a standard SMS text capable phone to receive calls and text notifications. The Alamo Colleges will not reimburse any phone or SMS text fees, etc. for the contractor or contractor’s employees.

12. Contractor is required to notify the Site Facilities Superintendent, their designated representative and/or the Alamo Colleges Police Department (DPS) of any site issues or building/system problems including, but not limited to:
   a. Emergency conditions (24/7). Immediately call campus DPS and then call the campus Facilities’ hotline.
      1) Personnel recordable safety incidences or employee injuries
      2) Hazardous or unsafe conditions
      3) Utility failures, major system failures
      4) Major water leaks such as flooded areas/rooms or toilet/sewage backups.
      5) Suspicious items, activities or people
   b. Priority conditions (after hours). Immediately call campus DPS and submit a Maximo Service Request.
      1) Exterior door will not close and/or lock. Do not leave any building unlocked or unattended after normal hours.
   c. Priority conditions (regular hours). Immediately call the campus Facilities office and submit a Maximo Service Request.
      1) Americans with Disability Act (ADA) door opener not working.
      2) Toilet or sink is stopped up (but not overflowing)
      3) Damaged or unsafe fixtures, furniture, doors, etc. that need immediate action.
   d. Non-Emergency conditions. Submit a Maximo Service Request no later than the end of each shift.
      1) Interior/exterior lights broken or not working.
      2) Broken or missing ceiling tiles, torn carpet, damaged floors or walls, etc.
      3) Any non-critical building item that needs attention or repair.
      4) Contractors shall also document and submit any/all issues or problems in the daily report.
      5) Contractors shall submit Maximo Service Request via the Alamo Colleges on-line web portal.

13. The contractor shall notify and obtain approval from the Director of Facilities before any change or reassignment of the management personnel.
   a. The contractor shall immediately notify the Site Facilities Superintendent, or their designated representative, of any change in Campus staffing or employees.
   b. If any staff change or employee reassignment is at the Contractor’s discretion, it must be reviewed and approved by the Site Facilities Superintendent.

14. Contractor shall furnish all Contractors employees with standard uniforms consisting of a polo style shirt or short/long sleeve shirt (same approved color at all Alamo College locations), designated color slack-pant or jean and protective closed-toe work shoe. Employee clothing must be non-revealing and not contain logos, sayings, pictures or advertisements other than discreet company logos.
   a. Contractor’s Staff must be neat, clean, well-groomed always, and perform their work in a professional manner.
   b. Alamo Colleges’ photo ID badges will be issued to all Contractor employees.
      1) The Alamo Colleges’ identification badge must be always worn and clearly visible while on Alamo Colleges’ property.
2) An initial badge shall be provided at no cost to the contractor. Replacement badges due to negligence or loss will incur a replacement fee (per DPS).

c. If Contractor's employee(s) leave employment or are permanently reassigned to other Alamo Colleges locations, the changes must be reported to the Site Facilities Superintendent immediately.

d. If employee is no longer actively employed, then Contractor must immediately surrender their Alamo Colleges ID badge and keys to the Site Facilities Superintendent.

e. No Contractor employee shall use and/or borrow another employee's ID badge.

15. Contractors' employees must complete and pass background checks and drug screening prior to performing any work or services at any Campus.
   a. Approved background and drug test results must be submitted to the Site Facilities Superintendent or designated representative prior to the employee arriving on any campus.

16. Use of any Alamo Colleges' equipment, machines, materials, tools, instruments, transportation or supplies is strictly prohibited without the express written consent of the Site Facilities Superintendent or designated representative.

17. Damage to any Alamo Colleges' property (all buildings, structures, walls, flooring, furniture, cabinet, surface, component, material, fixture, sidewalk, parking lot, pavement, landscaping, etc.) due to Contractor's negligent operations shall be replaced or repaired at Contractor's expense.

18. Contractor and employee vehicles parking at any Campus may be required to have a valid Alamo Colleges parking permit/tag (http://www.alamo.edu/district/police/parking).
   a. If required, the parking permit/tag will be issued at no cost to the contractor.
   b. Contractor's employees must follow all Alamo Colleges parking and traffic rules, regulations and policies.

19. The contractor's price for the services must be fixed for the initial contract term. No escalation will be allowed. Contractors must be in compliance with the Federal Wage Requirements at all times.

20. Alamo Colleges uses Maximo for all custodial and grounds work orders and inspections (web-based software). All licenses and user training will be provided at no cost to the Contractor.
   a. Contractor shall submit Maximo Service Request via the Alamo Colleges' web portal.
   b. Contractors are required to actively monitor their Maximo and business email accounts.
   c. Contractors shall use Maximo to receive and complete their work orders (event setups, failed inspection remediation tasks, etc.) and to perform Quality Assurance (QA) inspections.
   d. Contractors shall provide necessary computer(s), smart phone(s), and/or hand-held device(s), etc. for their on-site employees to receive emails, generate service requests, process work orders and conduct QA inspections. Minimum computer specification is 2GHz processor and 4 GB RAM.
   e. The contractor's employees will be authorized to use the Alamo Colleges' WIFI network at no cost to the Contractor.

21. The Alamo Colleges will actively evaluate the performance of the contractor. The contractor is required to complete all contract tasks, perform daily quality assurance inspections and be proactive by immediately addressing any/all problems with Alamo College personnel. The contractor will be informed of deficiencies in writing by the Site Facilities Superintendent. Failure to take corrective action may result in contract termination. Key Performance Indicators (KPIs) include, but are not limited to:
   a. Complaint resolution within 24 hours.
   b. Emergency response within 2 hours.
   c. 90% score or better on QA Inspections.
   d. Maintain required staffing levels (trained managers, leads, general workers).
e. 10% or less staffing turnover per calendar month.

f. 100% of all staff attend 3+ hours of job training monthly.

g. Ample stock of supplies, material and equipment.

h. Clean and working equipment at all times.

i. 100% of all facilities properly secured at all times.

j. 100% of all accidents/incidents reported.

k. No unreported Incidents of Damage or Loss

l. Energy conservation, Process Improvement, Innovation

m. Accurate and timely invoicing

22. Failure to Perform – Immediate Corrective Action – If Contractor fails or refuses to supply enough properly skilled workers, approved materials, or maintain APPA Level Housekeeping or Grounds standards, or otherwise is guilty of a breach of any provision of this contract, and fails within twenty-four (24) hours after notice by Alamo Colleges to remedy the breach with satisfactory correction or fails within two (2) hours in an emergency situation, then and in that event, Alamo Colleges shall have the right to complete the same at the cost and expense of Contractor, without prejudice to Alamo Colleges' other rights or remedies for any loss or damage sustained. All Alamo Colleges' expenses shall be deducted from the next contractor payment.

C. CUSTODIAL SERVICES SCOPE OF WORK

1. The Custodial Services contract includes all Housekeeping, Floor care and Recycling Technician services. Event Services will be combined, evaluated, and contracted with Custodial Services. However, Alamo Colleges will fund event setup/teardown separately by Campus or Group.

2. All Custodial Services shall meet/exceed Centers for Disease Control (CDC), National Institutes of Health (NIH), Occupational Safety and Health Administration (OSHA) and all Federal, State and Local healthcare guidelines and directives to provide safe and complete cleaning and disinfecting services.

3. The minimum requirements and specifications for the Custodial Services are set forth herein. Not every element of the Custodial Services scope of work is listed in this CSP. The contractor must be knowledgeable and experienced in good Custodial procedures and practices.

4. The Alamo Colleges may have existing staff covering custodial services for buildings not listed, but as attrition depletes existing staff levels, additional buildings and duties may be added in subsequent years.

a. The Alamo Colleges retains the right to negotiate the price to add or remove additional buildings or grounds to the awarded Contractor throughout the life of this contract.

5. The Contractor proposal must provide all Custodial Services, Floorcare, Recycling and Event Services for all Buildings within that Campus. Contractors’ proposal must include all management, labor, material, equipment and associated overhead and fees to provide these Custodial Services. Contractors may offer deductive pricing for each combination of Services.

6. All necessary cleaning equipment, including power driven floor scrubbing machines, waxing polishing machines, and industrial type vacuum cleaners, etc. needed for the performance of the work specified must be furnished by the contractor. Such equipment shall be of the size and type customarily used in commercial and higher education facilities.

7. Employees of Contractor shall not disturb papers or personal effects on desks, open drawers or cabinets, use telephone, radio or television sets, or tamper with other personal or college
property. Additionally, the Contractor shall require employees to adhere to the following work rules:

a. Always wear proper attire.
b. Do not enter any off-limit areas.
c. Do not open drawers, doors, etc. of office furniture.
d. Do not use telephones or computers for personal calls.
e. Do not read or remove any materials left on desks, filing cabinets, etc.
f. Do not operate or tamper with any office machines or equipment.
g. Do not remove anything from the building which is personal or Alamo Colleges property.
h. Do not smoke, consume alcoholic beverages or other drugs on the job or report to work under the influence of alcohol or drugs.
i. Security check, lock all doors and windows.
j. Turn off lights upon completion of cleaning operations.

8. Contractor must provide all Custodial supplies and equipment required to execute this contract. This includes, but is not limited to, cleaning and disinfecting supplies, paper products, dispenser batteries, soap for sinks, hand sanitizer, trash bags, etc. The contractor must refill all dispensers before they are empty. Discount and group pricing for all specified products and housekeeping consumables are available via Alamo Colleges preferred partner program with Staples Business Advantage.

a. Alamo Colleges has standardized dispensers installed in most restrooms, breakrooms, classrooms, common areas, etc. This includes:
   1) OD* Manual Touchless Hard Roll Towel Dispenser, Black #34346
   2) JRT® Combination Tissue Dispenser #09551
   3) GOJO LTX -12 Touch Free liquid soap dispenser, 1200mL #21631
   4) Purell LTX -12 Touch Free sanitizer dispenser, 1200mL #21631

b. The specified products for these dispensers include: (NO substitutions or exceptions):
   1) Scott Pro Hardwound Paper Towels, 1-ply, (43959)
   2) Coastwide Professional™ Recycled Multifold Paper Towels, 1-Ply, (CW25228). *Installed in limited areas
   3) Scott Essential JRT Jumbo Toilet Paper, 2-Ply, White, (07805)
   4) PURELL Advanced Hand Sanitizer Foam Refill
   5) GOJO Pomeberry Foam Handwash Refill Specified cleaning/disinfectant products.
   6) Virex II 256 Disinfectant for Diversey RTD, Minty
   7) Crew Disinfectant for Diversey RTD, Fresh, 1.5 L
   8) Crew 44 Diversey RTD Bathroom Cleaner & Scale Removers, Liquid, Unscented
   9) Stride SC 3 Multipurpose Cleaner for Diversey RTD, Citrus Scent,
   10) Crew Toilet & Bathroom Cleaner, Floral
   11) Misty Stainless Steel Cleaner, Lemon
   12) Breakdown Odor Eliminator Concentrate, Fresh
   13) Glance NA Multipurpose Cleaner for Diversey RTD
   14) Diversey AccuMix Carpet Spot & Stain Remover Liquid

c. Dark liners for trash and clear liners for recycle are required (submit product for approval)
   1) The Alamo Colleges may require Contractor to purchase/use other specified products or items during the course of the contract.
   2) Any other product use request must be reviewed and approved by the Director of Facilities prior to use/installation.
   3) Maintain an active inventory and SDS sheets of all cleaning chemicals, products and equipment. Provide a detailed inventory list of supplies monthly or more often as requested.
9. Contractor shall furnish all labor, materials, tools, equipment, supplies, vehicles, trailers, carts, employee training and related services necessary to provide Alamo Colleges Custodial Services in accordance with the terms and work specified herein including all related management, supervisory and administrative services. All products shall be rated sustainable and must be approved by the Site Facilities Superintendent prior to use/installation.

10. The contractor must have adequate equipment and staff on each Campus to handle emergencies like floods/water intrusion or bio-hazard incidents as they occur.
   a. All equipment and staffing must be in place and able to support the campus within two (2) hours.
   b. This includes, but is not limited to, PPE, wet/dry vacs, extractors, dehumidifiers, air scrubbers, floor fans, squeegees/mops, buckets, blood-borne pathogen kits, vomit and other bodily fluids/waste containment kits, and similar equipment.
   c. These services shall be conducted in accordance with current OSHA and Alamo Colleges standards. Disposal of contaminated materials associated with cleaning will be conducted in accordance with current OSHA and Department of Transportation (DOT) standards and regulations.

11. Contractor will provide Custodial Services for each functional area, room, space, and zone ("Service Areas") within each building during all hours the building is in operation and use, including weekends, ("Custodial Service Hours") in accordance with the terms and work specified herein.
   a. During the Custodial Service Hours, it is mandatory that the Custodial Service Contractor provide the proper level of staff and services to meet or exceed the contracted performance levels (APPA Level).
   b. Service days and hours may vary widely and are dependent on each Building’s size, population, function and/or class schedules. These may change often as needs require due to class changes, campus programs, etc.
   c. Contractor shall provide reduced services to occupied support spaces during extended breaks or holidays (Spring break, Holiday break, etc.).
      a) Spaces serving the campus police and dispatch offices, facilities departments, and/or IT support areas shall be serviced at least twice per day or as required.
      d. To minimize energy consumption the Custodial Contractor will not be permitted to perform Custodial Services on “graveyard” shifts or hours and days the buildings are not in use. Custodial Service may extend for a short time after the building closes in the evening or before the building opens in the morning to meet the required APPA Performance Level before the start of each business day. Work schedules must be approved by the Site Superintendent.

12. Examples of Custodial Services Hours by Function. (Actual days and hours may differ)
   a. Administration Building.  7 AM – 6 PM M-F
   b. Support Services Building.  7 AM – 7 PM M-F
   c. Academic or Educational Building. 7 AM – 10 PM M-Thur and 7 AM – 6 PM Fri - Sat
   d. Wellness Centers/Gyms.  7 AM – 6 PM M-F
   e. Campus Police Department; DPS Dispatch. 24/7

13. Custodial Service Areas and Tasks. (Not all service areas or tasks are included here):
   a. Entries, Lobbies, and Public Areas; Exterior Terraces, Porches and Patios
      1) All interior areas with no height limit (glass, floor, wall, ceiling, fixtures, etc.).
      2) All exterior areas (glass, glass doors, glass windows floor, wall, ceiling, fixtures, etc.) within 15 feet of an entrance (no height limit)
      3) All interior and exterior areas (glass, glass doors, glass window, floor, wall, ceiling, fixtures, etc.) of terraces, porches, patios, breezeways, etc. (no height limit)
4) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
5) Remove gum, spills, graffiti from all surfaces.
6) Wash door frames and both sides of entry doors.
7) Clean and sanitize interior and exterior ADA door opener buttons/switches.
8) Test ADA door operations daily and immediately report any problem.
9) Clean all windows, glass partitions and window ledges.
10) Wipe fingerprints and smudges from all metal surfaces.
11) Clean and sanitize all tables, chairs, sitting areas, etc.
12) Spot clean and vacuum upholstered seating.
13) Spot clean and remove any marks on walls.
14) Dust all horizontal surfaces, high surfaces and ledges.
15) Dust and wipe down blinds and windowsills.
16) Dust and clean all light fixtures, air registers and vents.
17) Remove dust and cobwebs from furniture, walls, ceiling areas, etc.
18) Vacuum indoor and outdoor walk-off mats, spot clean or replace as needed.
19) Fully vacuum all carpets from wall to wall.
20) Clean carpet to remove all stains, spills and soiled spots.
21) Dust mop all hard surface floors with treated dust mop.
22) Damp mop all hard surface floors.
23) Spray buff hard surface floors daily.
24) Strip hard surface floor and re-coat with floor polish as required.
25) Clean baseboards.

b. Public Corridors
1) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
2) Remove gum, spills, graffiti from all surfaces.
3) Wash door frames and both sides of entry doors.
4) Dust all surfaces, furniture, fixtures, equipment and accessories.
5) Clean, sanitize and polish all drinking fountains.
6) Sanitize telephones.
7) Clean and sanitize interior and exterior ADA door opener buttons/switches.
8) Test ADA door operations daily and immediately report any problem.
9) Clean carpet to remove all stains, spills and soiled spots.
10) Clean all horizontal and vertical surfaces removing fingerprints, smudges and stains.
11) Dust and clean all light fixtures, air registers and vents.
12) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
13) Vacuum walk-off mats, spot clean or replace as needed.
14) Clean carpet to remove all stains, spills and soiled spots.
15) Fully vacuum all carpets from wall to wall.
16) Dust mop all hard surface floors with treated dust mop.
17) Damp mop all hard surface floors.
18) Spray buff hard surface floors daily.
19) Strip hard surface floor and re-coat with two coats of floor polish as required.
20) Clean baseboards.

c. Elevator
1) Remove gum, spills, graffiti from all surfaces.
2) Clean and sanitize both sides of door; remove prints, smudges, dirt and dust.
3) Clean walls removing all marks.
4) Clean and sanitize phone and call buttons and panel inside and outside of cab.
5) Dust and clean ceiling, ceiling light covers and vents.
6) Clean and vacuum door and cab threshold tracks.
7) Clean and vacuum carpet to remove all stains, spills and soiled spots.
8) Dust mop hard surface floor with treated dust mop.
9) Damp mop all hard surface floors.
10) Spray buff hard surface floor daily.
11) Strip hard surface floor and re-coat with two coats of floor polish as required.
12) Clean baseboards.
13) Clean and polish bright work with approved products.

d. Offices
1) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
2) Wash door frames and both sides of entry doors.
3) Dust and clean furniture and fixtures, including desks, chairs, tables, lamps, etc.
4) Sanitize telephones.
5) Clean all windows, glass partitions and window ledges.
6) Spot clean and vacuum upholstered seating.
7) Remove fingerprints from doors, frames, light switches, kick plates, and handles.
8) Dust horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, air vents, etc.
9) Dust and clean all light fixtures, air registers and vents.
10) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
11) Clean carpet to remove all stains, spills and soiled spots.
12) Fully vacuum all carpets from wall to wall.
13) Dust mop all hard surface floors with treated dust mop.
14) Damp mop all hard surface floors with disinfectant.
15) Spray buff hard surface floors daily.
16) Strip hard surface floor and re-coat with two coats of floor polish as required.
17) Clean baseboards.

e. Classrooms, Laboratories, Conference/ Meeting/Training Rooms, and Auditoriums
1) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
2) Remove gum, spills, graffiti from all surfaces.
3) Wash door frames and both sides of entry doors.
4) Sanitize telephones.
5) Dust and clean furniture and fixtures, including desks, chairs, tables, lamps, etc.
6) Clean all windows, glass partitions and window ledges.
7) Clean and polish all sinks, dispensers, countertops and bright work. Surfaces should be free from dust, dirt and streaks.
8) Remove fingerprints from doors, frames, light switches, kick plates, and handles.
9) Dust horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, air outlets, etc.
10) Dust and clean all light fixtures, air registers and vents.
11) Clean and sanitize interior and exterior ADA door opener buttons/switches.
12) Test ADA door operations daily and immediately report any problem.
13) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
14) Remove all trash, sweep, mop and clean floor underneath auditorium seating.
15) Spot clean and vacuum upholstered seating.
16) Clean carpet to remove all stains, spills and soiled spots.
17) Fully vacuum all carpets from wall to wall.
18) Dust mop all hard surface floors with treated dust mop.
19) Damp mop all hard surface floors with disinfectant.
20) Spray buff hard surface floors daily.
21) Strip hard surface floor and re-coat with two coats of floor polish as required.
22) Clean baseboards.

f. Stairs, Landings and handrails
1) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
2) Remove gum, spills, graffiti from all surfaces.
3) Wash door frames and both sides of entry doors.
4) Remove all debris, gum and spills.
5) Sweep, mop and scrub stairs to maintain a good appearance.
6) Clean and disinfect handrails.
7) Clean and sanitize interior and exterior ADA door opener buttons/switches.
8) Test ADA door operations daily and immediately report any problem.
9) Clean all windows, glass partitions and window ledges.
10) Dust and clean all light fixtures, air registers and vents.
11) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
12) Clean carpet to remove all stains, spills and soiled spots.
13) Fully vacuum all carpets from wall to wall.
14) Dust mop all hard surface floors with treated dust mop.
15) Damp mop all hard surface floors with disinfectant.
16) Spray buff hard surface floors daily.
17) Strip hard surface floor and re-coat with two coats of floor polish as required.
18) Clean baseboards.

g. Restrooms, Dressing Rooms, Locker Rooms, and Showers
1) Place sign/cart at the entrance warning that restroom is closed.
2) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
3) Remove gum, spills, graffiti from all surfaces.
4) Wash door frames and both sides of entry doors.
5) Clean and sanitize interior and exterior ADA door opener buttons/switches.
6) Test ADA door operations each day and immediately report problems.
7) Clean and sanitize light switch plates and door handles.
8) Clean, sanitize and polish sinks and toilet fixtures taking care to clean under edges of fixtures and to wipe clean all chrome plated plumbing on fixtures. All surfaces shall be left shining with no streaks. Use approved cleaning products.
9) Clean and sanitize walls, both sides of stall doors, and partitions to remove marks, stains, dirt.
10) Clean and sanitize showers and fixtures.
11) Clean and sanitize shower curtains. Replace shower rod, curtain & hangers as required with approved materials.
12) Refill toilet paper, hand towels, liquid soap, hand sanitizer and sanitary napkin containers, etc.; ensure all containers and dispensers are in good working order.
13) Clean and polish all mirrors, dispensers, countertops and bright work. Surfaces should be free from dust, dirt and streaks.
14) Clean and sanitize both sides of the toilet seat. When finished, leave the seat up.
15) Clean and sanitize urinals.
16) Dust and clean all light fixtures, air vents and exhaust vents.
17) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
18) Sweep, scrub and wet mop floors and showers using disinfectant cleaner.
19) Machine scrub or power wash floors, walls, showers, etc. to clean tile, grout and caulk as required.
20) Fill floor drains with germicidal solution, filling p-trap to alleviate sewer gas smell.
21) Clean baseboards.
22) Deploy wet floor signs if required.
23) Check safety of ramps, steps and porch at portable classrooms. Report any unsafe conditions immediately.
24) Enter name and time of service on log attached to back of door after each cleaning.
25) Submit the completed log each week and install new log.
h. Cafeterias, Dining Areas, and Kitchenettes/Breakrooms
   1) Clean and sanitize counter tops, exterior of cabinets, outside of all appliances, inside and outside of ice machines, microwaves, stoves/ovens, coffee pots, toasters, etc.
   2) When requested; deep clean and sanitize inside refrigerator/freezers and dispose of remaining food/drink items.
   3) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
   4) Remove gum, spills, graffiti from all surfaces.
   5) Wash door frames and both sides of entry doors.
   6) Clean all windows, glass partitions and window ledges.
   7) Remove fingerprints from doors, frames, light switches, kick plates, and handles.
   8) Clean and sanitize interior and exterior ADA door opener buttons/switches.
   9) Test ADA door operations daily and immediately report any problem.
  10) Dust horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, air vents, etc.
  11) Dust and clean all light fixtures, air registers and exhaust vents.
  12) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
  13) Clean carpet to remove all stains, spills and soiled spots.
  14) Fully vacuum all carpets from wall to wall.
  15) Dust mop all hard surface floors with treated dust mop.
  16) Damp mop all hard surface floors with disinfectant.
  17) Spray buff hard surface floors daily.
  18) Strip hard surface floor and re-coat with two coats of floor polish as required.
  19) Clean baseboards.

i. Library
  1) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
  2) Dust and clean furniture and fixtures, including desks, chairs, tables, lamps, etc.
  3) Sanitize telephones.
  4) Wash door frames and both sides of entry doors.
  5) Clean all windows, glass partitions and window ledges.
  6) Remove fingerprints from doors, frames, light switches, kick plates, and handles.
  7) Dust horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, air vents, etc.
  8) Clean and sanitize interior and exterior ADA door opener buttons/switches.
  9) Test ADA door operations daily and immediately report any problem.
 10) Dust and clean all light fixtures, air registers and vents.
 11) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
 12) Spot clean and vacuum upholstered seating.
 13) Clean carpet to remove all stains, spills and soiled spots.
 14) Fully vacuum all carpets from wall to wall.
 15) Dust mop all hard surface floors with treated dust mop.
 16) Damp mop all hard surface floors with disinfectant.
 17) Spray buff hard surface floors daily.
 18) Strip hard surface floor and re-coat with two coats of floor polish as required.
 19) Clean baseboards.

j. Gyms, Weight, Dance, and Exercise Rooms
  1) Coordinate with Site Superintendent to review all manufacturer guidelines and requirements for specialty floors and surfaces.
  2) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
  3) Remove gum, spills, graffiti from all surfaces.
  4) Wash door frames and both sides of entry doors
5) Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
6) Clean and sanitize interior and exterior ADA door opener buttons/switches.
7) Test ADA door operations daily and immediately report any problem.
8) Clean walls thoroughly with cleaning and sanitizing solution.
9) Dust all horizontal surfaces including shelves and molding.
10) Clean bleachers, remove all trash, sweep, mop and clean the floor underneath.
11) Dust and clean all light fixtures, air registers and exhaust vents.
12) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
13) Clean carpet to remove all stains, spills and soiled spots.
14) Fully vacuum all carpets from wall to wall.
15) Dust mop all hard surface floors with treated dust mop.
16) Damp mop all hard surface floors with disinfectant.
17) Spray buff hard surface floors daily.
18) Strip hard surface floor and re-coat with two coats of floor polish as required.
19) Clean baseboards.
20) Support Special Events during regular cleaning operation hours (Ballgames, Plays, Meetings, etc.)

k. Natatorium/Swimming facilities
1) Coordinate with Site Superintendent to review all manufacturer guidelines and requirements for specialty floors and surfaces.
2) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
3) Wash door frames and both sides of entry doors.
4) Clean all windows, glass partitions and window ledges.
5) Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
6) Clean and sanitize interior and exterior ADA door opener buttons/switches.
7) Test ADA door operations daily and immediately report any problem.
8) Clean walls thoroughly with cleaning and sanitizing solution.
9) Sweep, scrub and wet mop floors using disinfectant cleaner.
10) Machine scrub or power wash floors, walls, showers, etc. to clean tile, grout and caulk as required.
11) Clean bleachers, remove all trash, sweep, mop and clean the floor underneath.
12) Dust and clean all light fixtures, air registers and vents.
13) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
14) Spray buff hard surface floors daily.
15) Strip hard surface floor and re-coat with two coats of floor polish as required.
16) Clean baseboards.
17) Support Special Events during regular cleaning operation hours.

l. Childcare facilities
1) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
2) Remove gum, spills, graffiti from all surfaces.
3) Dust and clean furniture and fixtures, including desks, chairs, tables, lamps, etc.
4) Sanitize telephones.
5) Wash door frames and both sides of entry doors.
6) Clean all windows, glass partitions and window ledges.
7) Spot clean and vacuum upholstered seating.
8) Remove fingerprints from doors, frames, light switches, kick plates, and handles.
9) Clean and sanitize interior and exterior ADA door opener buttons/switches.
10) Test ADA door operations daily and immediately report any problem.
11) Dust horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, air vents, etc.
12) Dust and clean all light fixtures, air registers and vents.
13) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
14) Clean carpet to remove all stains, spills and soiled spots.
15) Fully vacuum all carpets from wall to wall.
16) Dust mop all hard surface floors with treated dust mop.
17) Damp mop all hard surface floors with disinfectant.
18) Spray buff hard surface floors daily.
19) Strip hard surface floor and re-coat with two coats of floor polish as required.
20) Clean baseboards.

m. Nursing, Dental, Veterinary Health Sciences; Lactation spaces
1) Empty waste and recycling receptacles and replace liners. Wash and sanitize as required.
2) Dust furniture and fixtures, including desks, chairs, tables, lamps, etc.
3) Clean and sanitize counter tops, sinks, exterior of cabinets, outside of all appliances and equipment.
4) Clean desktops.
5) Clean all windows, glass partitions and window ledges.
6) Remove fingerprints from doors, frames, light switches, kick plates, and handles.
7) Clean and sanitize interior and exterior ADA door opener buttons switches.
8) Test ADA door operations daily and immediately report any problem.
9) Dust horizontal surfaces, including shelves, ceilings, moldings, pipes, ducts, air outlets, etc.
10) Remove dust and cobwebs from ceiling areas.
11) Sanitize telephones.
12) Dust and clean all light fixtures, air registers and vents.
13) Dust blinds and remove dust and cobwebs from walls and ceiling areas.
14) Clean carpet to remove all stains, spills and soiled spots.
15) Fully vacuum all carpets from wall to wall.
16) Dust mop all hard surface floors with treated dust mop.
17) Damp mop all hard surface floors with disinfectant.
18) Spray buff hard surface floors daily.
19) Strip hard surface floor and re-coat with two coats of floor polish as required.
20) Clean baseboards.

n. Provide all Floor and Carpet Care
1) Fully vacuum all carpets from wall to wall.
2) Dust mop all hard surface floors with treated dust mop.
3) Sweep floors and wet mop.
4) Spray buff hard surface floors daily.
5) Strip hard surface floor and re-coat with two coats of floor polish as required.
6) Clean baseboards.

o. Housekeeping / Storage Closets
1) Clean and arrange all equipment in custodial closet each night; empty vacuum cleaner bags, check belts, clean sinks and turn off water; sweep and mop floor.
2) Provide and maintain proper labels and posted SDS sheets for all supplies.
3) Only cleaning equipment shall be stored in closets.

NOTE: Custodial Service Areas will NOT include any HVAC mechanical rooms, electrical rooms, MDF/IDF rooms, telephone switch rooms, computer server rooms, or equipment rooms under this Service Agreement.
14. Contractor shall meet, or exceed, the minimum cleaning frequencies by APPA Levels and Service Area, to maintain the contracted APPA Appearance Level and Cleanliness Standards, as defined in the *APPA Operational Guidelines for Educational Facilities: Custodial*, 3rd Edition, 2011, (Association of Physical Plant Administrators). The APPA Appearance Level and Cleanliness Standards will be referred to as the “APPA Performance Level”.

a. Level 1 – Orderly Spotlessness
   1) Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
   2) All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights, all work and fixtures are clean.
   3) Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
   4) Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

b. Level 2 – Ordinary Tidiness
   1) Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days’ worth of dust, dirt, stains, or streaks.
   2) All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights, all work and fixtures are clean.
   3) Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
   4) Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

c. Level 3 – Casual Inattention
   1) Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
   2) There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
   3) All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
   4) Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

d. Level 4 – Moderate Dinginess
   1) Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is an obvious buildup of dirt and/or floor finish in corners and along walls.
   2) There is a dull path and/or obviously matted carpet in the walking lanes. Base molding is dull and dingy with streaks or splashes.
   3) All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks.
   4) Lamp fixtures are dirty, and some (up to 5 percent) lamps are burned out.
   5) Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked.
   6) Trash containers smell sour.

15. The Alamo Colleges anticipates that the Contractor will provide:
   a. APPA Level 3 for the majority of all Custodial Service Areas within each building.
   b. APPA Level 1 for all Childcare buildings, Lactation spaces and Health Clinics (student serving healthcare or dental).
   c. APPA Level 1 for all Natatorium/Pool and Gym, Exercise, Weight room area showers and restrooms.
   d. APPA Level 1 for all Public facing administrative spaces (e.g. College President’s area, District Chancellor’s office area, College and District Board rooms, etc.).
16. The Alamo Colleges reserves the right to modify the APPA Performance Level for any Custodial Service Area within a building, or within a Campus, or within a Group during the Term of the Agreement. Therefore, Contractor’s proposal response must include alternate pricing for APPA Level 1. The contractor’s proposal response must also include unit pricing by Custodial Service Areas Pricing Schedule, in Appendix C. Should Alamo Colleges' desire to modify the APPA Level for any Service Area, Building, Campus, or Group during the Term of the Agreement, the Alamo Colleges' Director of Facilities Operations will provide reasonable written notice to Contractor.

17. Contractor shall align Custodial Service for each building’s academic, faculty, and staff schedules to meet, or exceed, the contracted APPA Level in all Service Areas. Individual buildings and/or Service Areas within each building may experience daily, weekly, or monthly peak utilization periods. Contractors shall adjust frequency schedules, staffing, and/or supplement porters as required to maintain or exceed the contracted APPA Level(s) in all Service Areas. Such adjustments to schedules, staffing, or porters shall not be a basis for additional fees or charges. During peak periods Contractor must increase services to ensure all restrooms are properly cleaned and stocked, trash cans are emptied, and spills, trash, and debris in public areas are cleaned in a timely manner.

18. Occasionally it may be necessary to alter cleaning schedules in some buildings or Service Areas to accommodate special events at a Campus. Alamo Colleges’ Site Facilities Superintendent, or their designated representative, will notify contractor with specific event details and times that may impact custodial services. When special events or activities do interfere with the Custodial Services’ normal cleaning schedule, the Contractor shall adjust such schedules, so the work is performed before and/or after the activity. Such adjustments of the schedule shall not be a basis for additional fees or charges.

19. All Service Areas in all Buildings must meet the contracted APPA Performance Level by 7 AM.

20. All Service Areas must be maintained at the contracted APPA Performance Level throughout the entire business day.

21. Contractor shall provide employees proper and adequate industry-specific training that includes but is not limited to; proper Custodial Services cleaning and disinfecting methods and practices, CDC and NIH guidelines, Right-To-Know, Safety Data Sheets (SDS), asbestos awareness, and safe proper cleaning of blood-borne pathogens and bodily fluid spills. Contractors shall not dispose of excess chemicals on campus.
   a. Contractor shall provide Site Facilities Superintendent, or their designated representative, documentation of employee completion of required training before individual is allowed to perform any work or service at Alamo Colleges.

22. Contractor shall submit to the Site Facilities Superintendent all proposed Custodial Services’ plans, methods, and details including, but not limited to; organizational chart(s), schedules, shifts, staffing, porters, service plans, maintenance plan, supplies, materials, tools, equipment, transportation methods and itemized employee training list at least thirty (30) days before contract work begins.
   a. Prior to implementing any Custodial Services plan at any Alamo College Campus Contractor must receive approval from the Site Facilities Superintendent.
   b. All subsequent proposed changes or revisions shall be reviewed and approved by the Site Facilities Superintendent prior to implementation.

23. Contractor shall coordinate and schedule any major cleaning events or special cleaning tasks with the Site Facilities Superintendent, or their designated representative. Custodial Service contractors may be required to move furniture and equipment from time to time to accomplish major or special cleaning tasks.
24. Alamo Colleges will provide one or more central waste and recycle compactors/dumpsters at each Campus. Alamo Colleges will be responsible for the emptying of these compactors/dumpsters.
   a. Contractors will transport and empty all trash into compactors/dumpsters daily before 7:00 AM or a time period approved by the Site Facilities Superintendent.

25. Alamo Colleges will provide minimal janitorial closet space to Custodial Services Contractor for the storage of cleaning supplies, chemicals, equipment, tools, paper products, etc. Contractors may have to store supplies or equipment off campus in order to properly service the Alamo Colleges.

26. No Alamo Colleges campus/location has a loading dock or designated shipping location to receive materials for the Custodial Services Contractor. The Alamo Colleges will not receive, move or store any shipments, materials or equipment for Contractor.
   a. Campus based receiving may not be available in all locations. Coordinate with Site Superintendent to review options/locations for Contractor to receive their own shipments.

27. Contractor shall provide on-site management at each campus during all hours of campus operations and during every scheduled work shift.
   a. The on-site management must be able to make independent and critical decisions, call-in and/or redirect staffing to meet required APPA Level and/or address any emergency issues as reported by the Site Facilities Superintendent, or their designated representative.
   b. Contractor’s on-site management personnel must be available via cell phone or pager at all times during their assigned shift.
   c. Primary Account / Operations Manager:
      1) Is available 24/7 if appropriate.
      2) Is a full-time employee that is exclusive to the Alamo Colleges contract.
      3) Responds to emergencies within two (2) hours.
      4) Has ultimate overall responsibility for all activities within the Alamo Colleges account.
      5) Functions as the primary contact with the Alamo Colleges’ Director of Facilities and other key personnel as identified.
      6) Institutes escalation procedures necessary to meet the service and quality requirements outside the standard terms of the contract.
      7) Visits Alamo Colleges buildings as appropriate.
      8) Coordinates the Alamo Colleges requirements within the Contractor’s organization consistent with Alamo Colleges needs and quality expectations.
      9) Updates Alamo Colleges’ Director of Facilities with requested changes in products, services and enhancements to the current program.
     10) Provides Alamo Colleges information on resources, educational opportunities and industry trends.
     11) Works with Director of Facilities and site Superintendents to execute Quality Control / Quality Assurance, Continuous Quality Improvement and other programs as directed.
   d. On-site Custodial Manager/Project Manager (required on day shift)
      1) Minimum of one (1) Manager per shift at each Campus or Campus Group
      2) Coordinates and acknowledges all activities.
      3) Manager meets daily with Alamo Colleges designee(s).
      4) Coordinates and tracks all activities ensuring compliance with schedules, requirements and quality expectations.
      5) Coordinates all corrective activity.
      6) Responds to calls and emergencies within 10 minutes.
7) Ensures each crewmember understands his or her daily assignment, placing special emphasis on the cleaning specification, complaints and special project assignments.
8) Must meet or exceed the minimum job requirements as specified for the Alamo Colleges Housekeeping General Foreman, or equivalent combination of education and experience as determined by the Site Facilities Superintendent.

e. On-site Custodial Supervisor
1) Minimum of one (1) Supervisor per shift at each Campus (day and night shifts)
2) Coordinates and acknowledges activities.
3) Acts as a key interface with Alamo Colleges designee(s).
4) Coordinates and tracks activities ensuring compliance to schedules, requirements and quality expectations.
5) Responds to calls within 10 minutes.
6) Ensures each crewmember understands his or her daily assignment, placing special emphasis on the cleaning specification, complaints and special project assignments
7) Must meet or exceed the minimum job requirements as specified for the Alamo Colleges Housekeeping Shift Foreman, or equivalent combination of education and experience as determined by the Site Facilities Superintendent.

28. The contractor shall provide an on-site contact list for all housekeeping and porter personnel including their name, title, shift/time covered and contact number(s) to Site Facilities Superintendent, or their designated representative. The contractor shall keep on-site point of contact list current and notify the Site Facilities Superintendent, or designated representative immediately of any changes.

29. Contractors may be required to provide after-hours personnel (nights, weekend, and/or holidays) to support emergencies at the campuses. Contractors shall provide an emergency contact list with at least four (4) qualified employees (with keys and access to required equipment) that are available to respond to an emergency call within 2 hours.

30. Contractor shall submit Custodial Service shift reports (“Shift Reports”) daily for every scheduled shift to the Site Facilities Superintendent, or designated representative. Shift Reports for weekend shifts shall be submitted on Monday morning or the first workday of the week. These Shift Reports will summarize Contractor activities, adjustments, and note any issues during that shift.
   a. At a minimum, each Shift Report shall include the following, but not limited to; areas serviced/maintained, tasks/operations performed, Quality Assurance/Quality Control (QA/QC) inspections, total staff hours scheduled, actual staff hours worked, staff absence(s), recovery plan/reassignments to maintain APPA Level requirements, emergency responses, and any building issues (water leak, lavatory fixture clogged or slow draining, light bulb/lamp failures, damaged wall, system failure, broken furniture/countertops/cabinets, broken glass, broken door hardware/lock, chipped/broken/stained tile, etc.) encountered during shift.

31. Brief Weekly Custodial Services performance reviews (“Weekly Reviews”) with the Contractor, Site Facilities Superintendent and/or their designated representative summarizing the past week’s performance, Full Time Equivalent (“FTE” based on 8 hour/day and 40 hour/week) manpower planned versus FTE manpower actuals, corrective measures taken, corrective measures planned, building problems, plus next week’s plans and/or required schedule adjustments.

32. Contractors shall participate in frequent building QA/QC inspections (“Inspections”) per week as requested by the Site Facilities Superintendent or designated representative.
33. Monthly Custodial performance review meeting ("Monthly Meetings") will be held by Campus or by Group, with the Custodial Service Contractor management, Director of Facilities, Site Facilities Superintendent and their designated representative(s).
   a. Contractor to provide a “Monthly Report” covering, at a minimum, the following: total FTE manpower scheduled, actual monthly FTE manpower worked, monthly efficiency (Sq Ft/actual FTE), Event Services, Recycling Services, cleanups/emergencies, reported building items in need of repair, and employee training.
   b. Time sheets will be requested periodically by Alamo Colleges to confirm manpower FTE.
   c. Any Contractor proposed revisions, changes, or additions to previously approved service plans and schedules shall be provided to Site Facilities Superintendent for review and approval.

34. The contractor shall adhere to all District rules related to access control cards and building keys. Building access control cards and building keys will be referred to as “keys”.
   a. Contractor shall lock interior doors when leaving an office or classroom during completion of Custodial Services.
   b. Contractor shall verify that all exterior doors are closed, sealed and locked when leaving a building after the completion of Custodial Services (even if other personnel are still in the building).
   c. Due to security concerns no exterior door may be propped/wedged open at any time.
   d. Facilities damaged by vandalism due to negligence of the Contractor to secure any entryway will be repaired or replaced at the Contractor’s expense.
   e. District will provide Contractor access to college building keys solely to complete the Custodial Services.

35. The contractor will limit the use and exposure of College or District building keys and provide a written plan for College’s approval describing how the keys will be utilized daily. The contractor will issue keys only to responsible staff, and only as specifically required for completion of services. Contractors will inventory and inspect keys at the beginning and end of each service shift. Each key inventory will be reviewed and signed by Contractors management personnel. Contractor will maintain key log on site that includes inventory inspections. The contractor’s key log must be available to the College for audit purposes at any time. Contractor will immediately report any missing keys to the College representative. The college’s access policies are subject to change at any time during the term of the agreement.
   a. The contractor must pay the full cost of re-keying all impacted doors if their assigned key(s) are lost, stolen or not returned when requested.

36. A few areas on campus are control access points. It is the Contractor’s responsibility to coordinate with the Site Facilities Superintendent or their designated representative to determine the access procedure and cleaning times for these areas. Examples of these controlled access areas include Human Resources, Legal, Computer Labs, Personnel Records Room, Registrar’s Records Vault, Cashiers’ Office Vault, DPS offices, Chemical and Medical Storage, etc.

37. Some buildings and rooms have ID access control locks. Alamo Colleges ID badges shall be issued to all Contractor employees. Contractor shall identify which employees need access to which buildings and which rooms and coordinate with the Site Facilities Superintendent. In the event a contractor’s employee leaves employment, is terminated or is reassigned to another Alamo Colleges facility, these changes must be reported to the Site Facilities Superintendent immediately. If the employee is no longer actively employed, then Contractor shall immediately surrender the Alamo Colleges ID badge to the Site Facilities Superintendent. No Contractor employee shall use and/or borrow another employee’s ID badge.

38. The contractor will provide and maintain commercial quality walk-off mats at all building entrances.
a. The walk-off mats must be ADA compliant and a minimum size of 5'X7' (or other size as approved by Site Facilities Superintendent).
b. Contractors must replace mats when visually marred or stained, the edges are frayed or deteriorating, or the carpet fiber is not cleanable, worn or unsafe.

39. Contractor shall supply micro-fiber cloths and approved cleaning solution to wipe down all white boards, Walltalker Boards, and SMART Boards.
a. Contractors are responsible for laundering their micro-fiber cloths. Contractors shall regularly inspect and replace cloths that are worn, fraying, or deteriorating.
b. Contractor shall NOT use Alamo Colleges micro-fiber cloths provided in each room for the College faculty.
c. All laundering practices must meet acceptable industry standards and all applicable infection control guidelines as defined by the CDC, OSHA and others.
d. Contractors may not do laundry on any Alamo Colleges campus. The Alamo Colleges does not provide space or utilities for Contractor to use/install on-site washers or dryers.

40. Custodial Service Contractor is responsible for cleaning and provide floor services in the dining areas and adjacent spaces (areas outside the server line and kitchen) after the Food Service hours of operation.
a. Cafeteria and Café Food Service Contractor is responsible for busing and cleaning tables, sweeping, mopping, clearing all trash, debris, spills and dumping the trash and recycling containers in the dining areas during their operating hours. The Food Service Contractor is also responsible for cleaning the Cafeteria and Café kitchens, preparation areas, server lines, pantries, walk-in refrigerators/freezers, etc.

41. Contractors shall maintain all trash and recycle containers, totes, brutes, bins, and cans ("receptacles") ensuring clean, safe, and sanitary conditions throughout all Service Hours.

42. Contractor to immediately spot clean and/or remove all foreign matter e.g., chewing gum, tar, skid marks, etc., from concrete, tile, carpeted areas, countertops, furniture, walls, etc.

43. Damage to any Alamo College’s property (all building, structure, wall, flooring, furniture, cabinet, surface, component, material, fixture, sidewalk, parking lot, pavement, landscaping, etc.) due to the Contractor’s operations must be replaced or repaired at Contractor’s expense.

44. The contractor shall not remove any material, equipment, supplies, office machines, books, papers or furniture from any location, unless directed by the Site Facilities Superintendent, through written directive or Maximo work order.

45. Floor care services shall include all sweeping, dusting, mopping, stripping, buffing and/or waxing of indoor and outdoor tile, VCT, LVT, polished concrete or any other surface flooring. Coordinate with Site Superintendent to review all manufacturer guidelines and requirements for specialty floors, surfaces, etc. Contractor shall repair/replace any damages caused by Contractor’s failure to follow manufacturer directions and guidelines.
a. Sweep/dust mop all hard surface floors with treated dust mop daily.
b. Damp mop all hard surface floors daily.
c. Spray buff hard surface floors daily.
d. High-speed burnisher is defined as (1500 to 2500 RPM). Upon completion, dust mop the floor and wipe baseboards and low wall areas to remove dust which may have been dislodged during burnishing.
e. Strip and wax floors as required or per designated schedule. Floor finish coverage (coats) must be equal to 100 percent solids content; 20% solids to a minimum of (5) five coats of wax. Move furniture and/or equipment as required.
f. Clear cover base of any stripper solution without damaging cover-base.
g. Stripping process: floors should look pale, dull and wax-free. Contractor shall remove all scuff marks, gum, rust spots and stains.
h. Waxing process: floors should be glossy, free of mop streaks, dry spots, droplets and or debris under wax.
i. High-speed burnisher is defined as (1500 to 2500 RPM). Upon completion, dust mop the floor and wipe baseboards and low wall areas to remove dust which may have been dislodged during burnishing.
j. Include all chemical supplies, material, equipment, labor, moving of furniture and or equipment in the designated cleaning areas.

46. Carpet care services includes pre-spot and shampoo. Coordinate with Site Superintendent to review all manufacturer guidelines and requirements for specialty floors, surfaces, etc. Contractor shall repair/replace any damages caused by Contractor's failure to follow manufacturer directions and guidelines.
   a. Remove stains and chewing gum, extract all carpet, and clean all baseboards. Move furniture and/or equipment as required.
   b. Carpets should smell clean, look raked and not contain excessive amounts of water.
   c. Contractor is to use only hot water; steam cleaning carpet extraction machines are authorized for the carpet extraction process.
   d. Contractor shall not use the carpet bonnet cleaning technique. This method will often void carpet manufacturer warranties.
   e. Include all chemical supplies, material, equipment, labor, moving of furniture or equipment in the designated areas.

47. Window cleaning services:
   a. Clean all interior windows, glass, frames, sills, glass doors, reflective glass or similar surfaces, canopies, arches and interior entrances, as applicable (no height limit).
   b. Clean all interior and exterior windows, glass, frames, sills, glass doors, reflective glass or similar surfaces, canopies, arches, interior/exterior entrances, etc. of building terraces, porches, patios, breezeways, etc. (no height limit).
   c. Clean all exterior windows, glass, frames, sills, glass doors, reflective glass surfaces, canopies, arches and exterior entrances, as applicable, within 15 feet of an entrance or exterior door.
   d. Windows and glass shall be washed clean and free of streaks or smears. Foreign debris shall be removed without damaging the cleaned surface. Frames and windowsills shall be scrubbed to remove all dirt, dust, insects, debris, cobwebs, hard water spots, and any other material to be considered clean by the Superintendent or their representative.
   e. If any items are moved away from windows they shall be returned to the original location. All water and cleaning solution drippings shall be thoroughly removed and wiped dry before returning items to their original locations.
   f. Contractor shall not stand on furniture or windowsills. Protection shall be provided by Contractor for any furniture, equipment, walls, flooring, landscaping, grounds or any other surfaces that could be affected by cleaning methods employed.
   g. Cleaning solutions shall not damage or degrade installed caulking, glazing or seals of windows and frames.
   h. All work shall be done in a non-disruptive manner, so as not to disrupt students, facility, or staff. All work shall be done in coordination with the Superintendent.
   i. Proper signage is required, and areas shall be closed to pedestrian traffic when working over entrances, walkways, or any area where people might cross below workers.
   j. All equipment, apparatus, and hoses on the ground shall be marked off with cones and signs warning pedestrian traffic. The contractor shall provide all safety cones and signs.
   k. Contractor shall notify the Superintendent of any existing glass damage or deterioration in windowsills or frames.
I. Contractors shall not use Alamo Colleges’ restrooms or breakrooms for washing tools and equipment or disposing of any debris or residue into sinks, commodes, or trash containers.

48. Recycle Services includes all handling, transporting and associated supplies, equipment, vehicles/carts/trailers, and materials required to collect and remove recycle waste from all areas and deposit in the Campus central recycle compactor/dumpsters.
   a. The contractor will empty all recycle waste totes, brutes, bins, and cans (“receptacles”) and replace liners as required. Recycle containers are located throughout the buildings in offices, corridors, breakrooms, public areas, etc.
   b. Alamo Colleges will provide one or more central recycle waste compactors/dumpsters at each Campus. Alamo Colleges’ will be responsible for the emptying of these compactors/dumpsters.

49. Event Services will be combined, evaluated, and contracted with the Custodial Services. However, Alamo Colleges will fund event setup/teardown separately by Campus or Group.
   a. Event Services is the setup, teardown, move, relocate and rearrangement of tables, chairs, furniture, and tabletop equipment for special events is referred to as “Event Services”. Contractor shall perform the Event Services at the same Campuses and/or Group(s) Contractor is providing Custodial Services.
   b. Contractors must provide unit pricing for Event Services in Appendix C for each Campus they are proposing Custodial Services for.
   c. Contractor shall supply all labor, equipment, PPE, employee training and related services necessary to safely perform Event Setup Services in accordance with the terms and services specified herein.
   d. Contractor will receive setup details via a Maximo Workorder.
   e. The work order will include the scope of the Event, room layout, setup and teardown dates, event time, locations and Event point-of-contact.
   f. The Site Facilities Superintendent, or their designated representative, will request the Custodial Contractor provide a cost estimate based on contract pricing for Event Services setup and teardown. Requests will reference Maximo work order numbers and include scope of Event Services to setup and/or teardown including dates, time, locations and point-of-contact. Contractor shall provide the Site Facilities Superintendent with the cost estimation for review and approval.
   g. If approved, the Contractor must complete Event setup and teardown in a timely manner as directed by Workorder.
   h. The contractor shall enter the required details and complete the Maximo Workorder when the work is finished.
   i. The contractor shall provide a “Daily Report” to the Site Facilities Superintendent, or their designated representative, detailing all Event Services scheduled and/or completed that day or over the weekend. The report shall include any issues or problems encountered plus a listing of all upcoming/approved Events.
   j. Event Service weekly reviews (“Weekly Reviews”) to be combined with the Custodial Weekly Review. The Event Weekly Review will include past weeks activities, problems or issues and next week’s scheduled Events.
   k. Event Services monthly performance review meeting (“Monthly Meetings”) to be combined with the Custodial Monthly Meetings. The Event Monthly Meetings will include past months total Events scheduled, actual Events worked, and any issues or problems.
   l. Exterior window washing and power-washing of exterior surfaces (greater than 15 feet from an entrance) are excluded in this CSP
# BUILDINGS REQUIRING CUSTODIAL SERVICES BY GROUP BY CAMPUS

## Group 1. NLC, CTTC

**Northeast Lakeview College (NLC) 1201 Kitty Hawk Rd, Universal City**

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<thead>
<tr>
<th>Building</th>
<th>Bld#</th>
<th>SqFt</th>
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<tbody>
<tr>
<td>Blanco Hall Fine Arts</td>
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<td>Bosque Science Center</td>
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<tr>
<td>Brazos Student Union</td>
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<td>Llano Wellness Center (Gym)</td>
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<tr>
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<td><strong>Total</strong></td>
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**Central Texas Technology Center (CTTC) 2189 FM 758, New Braunfels**

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## Group 2. NVC, WETC

**Northwest Vista College (NVC) 3535 N. Ellison Dr.**

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<td>Desert Willow / Welcome Center</td>
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<td><strong>Group 3. PAC, SETC</strong></td>
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**Southside Ed and Training Center (SETC)**

<table>
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**Group 4. SAC, FRA**

**San Antonio College (SAC) 1819 N. Main Ave.**

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<tr>
<th>Building</th>
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<tr>
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<td>Visual Arts &amp; Technology Center</td>
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**Group 5. SPC, SWC, BETC, EETC**

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**St. Phillip’s College Southwest Campus (SWC) 800 Quintana Rd. / 203 Norton St.**

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<th>Building</th>
<th>Bld#</th>
<th>SqFt</th>
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CSP-2024-0046
### D. GROUNDS SERVICES SCOPE OF WORK

1. The minimum requirements and the specifications for Grounds Services are set forth herein. Not every element of the Grounds Services is listed in this CSP. Contractors must be knowledgeable and experienced in good turf management, lawn care and landscape maintenance practices and procedures. The work to be performed includes, but is not limited to, general grounds keeping, horticultural maintenance, cleanup of landscape areas, cleanup/repairs to vandalism, irrigation systems and replacement of plant materials. Alamo Colleges may award a single Grounds Services Contract for all Campuses/Groups.

2. Contractors must have the industry knowledge, expertise and responsibility to trim, remove and plant trees and shrubs as approved by Alamo Colleges.
   a. The contractor will provide a licensed Arborist with the knowledge and resources to accurately diagnose and treat any type of parasitic infection or disease. When required, the treatment shall be performed by a qualified technician.
3. The contractor shall provide all necessary Grounds equipment, including tractors, shredders, mowers, edgers, trimmers, power washers, chippers, etc. as needed for the performance of the work specified. Such equipment shall be of the size and type customarily used in commercial and higher education facilities.

4. Contractors shall perform all Grounds Services to the highest industry standards and in compliance with all applicable national, federal, state, municipal, local, ordinances, laws, regulations and codes.

5. The contractor must use a Texas Department of Agriculture (TDA) licensed applicator and comply with all Texas Department of Agricultural Rules & Regulations for herbicide and pesticide control measures.

6. The contractor shall treat for ants in all areas. Mounds and noticeable ant trails on pavement should be addressed immediately. In the event of a major infestation, it is the Contractor’s responsibility to regain control of the ant population immediately.

7. Notify Site Superintendent immediately of any damage, disease, or insect infestation so corrective action can be taken.

8. The contractor shall immediately spot clean and/or remove all foreign matter e.g., chewing gum, tar, skid marks, etc., from grounds, walkways, entryways, sidewalks, parking lots, patios, parking garages, etc.

9. Trash and Recycle Services includes the handling, transporting and associated supplies, equipment, vehicles/carts/trailers, and materials as required to collect and remove the Trash and Recycle waste from all external spaces and parking garages. This scope includes any/all external receptacles (i.e., all receptacles not located inside a Custodial building).
   a. The contractor will empty all Trash and Recycle waste totes, brutes, bins, and cans (“receptacles”) and replace liners as required. These receptacles are located throughout the campus and include, but are not limited to; inside parking garages and at the elevator and/or stair landings, surface parking lots, sidewalks, student spaces, bus stops, outdoor sitting, eating and break areas, sports fields/recreation areas, and all other outdoor campus/public areas, etc.
   b. Alamo Colleges will provide one or more central Trash and Recycle waste compactors/dumpsters at each Campus. Alamo Colleges will be responsible for the emptying of these compactors/dumpsters.

10. Contractor shall maintain, clean and sanitize all trash and recycle containers, totes, brutes, bins, and cans (“receptacles”) ensuring clean, safe, and sanitary conditions throughout all Service Hours. Use dark liners for trash and clear liners for recycling.

11. The contractor must have adequate equipment and staff on each Campus to handle emergencies like storm damage, floods/water intrusion, wind/tree damage, winter ice storms, etc. as they occur. All equipment and staffing must be in place and able to support the campus within two (2) hours.

12. Event Set-Up - The setup, teardown, moving, relocation and rearrangement of tables, chairs, furniture, and tabletop equipment for special events is referred to as “Event Services”. Contractor shall perform all standard outdoor Event Services as part of this contract,
   a. Contractor shall supply all labor, equipment, PPE, employee training and related services necessary to safely perform Event Setup Services in accordance with the terms and services specified herein.
b. Contractors will receive setup details via a Maximo Workorder typically 2 to 3 days in advance. The workorder will include the scope of the Event, site layout, setup and teardown dates, time, locations and Event point-of-contact. The contractor shall complete and close out the Maximo Workorder when all work is finished.

c. The contractor must complete Event setup and teardown in a timely manner as directed by Workorder.

d. Provide Event details in the “Daily Report” provided to the Site Facilities Superintendent, or their designated representative. Include all Event Services scheduled and completed that day or over the weekend. The report shall also include any issues or problems encountered and the Events scheduled for the following day.

e. Event Service weekly reviews (“Weekly Reviews”) to be combined with the Custodial Weekly Review. The Event Weekly Review will include past weeks activities, problems or issues and next week’s scheduled Events.

f. Event Services monthly performance review meeting (“Monthly Meetings”) to be combined with the Custodial Monthly Meetings. The Event Monthly Meetings will include past months total Events scheduled, actual Events worked, and any issues or problems.


14. Lawn Maintenance Service includes, but is not limited to:

a. Mowing, edging (curbs, sidewalks, patios), trimming (along planter beds, edging, trees, poles, signs, fences, ponds, etc.). Contractors shall use the proper equipment designed for each task.

b. All hard edges shall be mechanically edged with a blade to produce a clean, well-defined cut.

c. Sidewalks, walkways, parking lots, etc. shall be cleaned immediately following each mowing.

d. The contractor shall remove all debris, cuttings, leaves, trash, etc. from the lawn areas. Site Facilities Superintendent may provide area for stockpile of organic materials or clippings within the Campus.

e. Clippings and debris shall not be blown into the street, planter beds, storm drains, etc.

f. Care must be taken not to leave ruts or spinouts in the turf area during wet periods. Any mud tracked onto sidewalks, parking lots, etc. must be removed and cleaned with brush and water prior to leaving the location.

g. Contractor to ensure no turf or native grass shall ever exceed 5 inches in height.

h. Remove grass and weeds along the perimeter of buildings, structures and along all fence lines.

i. Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil surfaces shall be left smooth to maintain a neat appearance.

j. Grass and weeds shall be aggressively maintained. Contractors shall implement professional turf management processes including, but not limited to, pre-& post-emergent, over seeding and the applications of a well-balanced fertilizer in order to maintain a healthy, green lawn.

k. Contractor shall apply approved chemical agents as required for the control of weeds, turf disease and all outdoor insects, ants, etc.

1) A minimum of two (2) pre-emergent and two (2) post-emergent applications (with crabgrass prevention and broadleaf weed control) per year are required.

2) Additional applications may be necessary to maintain a weed-free turf.

l. Fertilize all turf areas at least three (3) times per year to maintain green, healthy grass. The three (3) applications shall have a slow release or “organic” form of nitrogen (slow release 2-3 lb. N/1000 sq.ft.). More than 70% of the total nitrogen content shall be derived from either S.C.U., I.B.D.U. or an approved substitute.

1) Reduced for trees, shrubs and shaded areas.

2) Iron, micro-meteorites and 25-50% sulfur as needed for high alkalinity.

m. turf areas must be treated with appropriate fungicides as needed to maintain appearance.

n. Chemicals such as liquid or granular iron shall be applied two (2) times annually to shrubs.
1) Fungicide applied to shrubs as needed.
2) Summer/Winter dormant oil applied to plants in Fall and late Spring as needed to control scale, mealy mugs, etc.

o. All trees should be appropriately fertilized at least once a year using Polyon (resin coated) 42-4-8 plus micronutrients or an approved equal.
p. Methods for removal of weeds, turf encroachment and detailing of planter beds shall incorporate manual, mechanical and/or chemical means of eradication as approved by the Facilities Superintendent.
q. Soil shall be aerated/cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil surfaces shall be left smooth to maintain a neat appearance.

15. Grounds Maintenance Service includes, but is not limited to:
   a. Pick up trash and debris in all outdoor areas, inside parking garages, etc. Empty all outdoor and parking garage trash and recycle receptacles (all receptacles not inside a Custodial building) and replace receptacle liners.
   b. Clean, sweep, blow and/or power wash all hardscape surfaces as required. Immediately remove gum, spills (including oil and grease), graffiti, etc. from all surfaces. Service areas include but are not limited to.
      1) Outdoor furniture, benches, seating areas, etc.
      2) Building entryways, parking lots, driveways, sidewalks, walkways, courtyards, patios, porches, etc.
      3) Parking garage(s) includes all elevators, elevator and stairwell landings, stairwells, corners, car stops, parking spaces, driveways, light fixtures, exit signs, etc.).
   c. Elevators (Parking Garage and/or any external unit not covered by Custodial scope)
      1) Remove gum, spills, graffiti from all surfaces.
      2) Clean and sanitize both sides of door; remove prints, smudges, dirt and dust.
      3) Clean walls removing all marks.
      4) Clean and sanitize phone and call buttons and panel inside and outside of cab.
      5) Dust and clean ceiling, ceiling light covers and vents.
      6) Clean and vacuum door and cab threshold tracks
      7) Clean and vacuum carpet to remove all stains, spills and soiled spots.
      8) Dust mop hard surface floor with treated dust mop.
      9) Damp mop all hard surface floors.
     10) Spray buff hard surface floor daily.
     11) Strip hard surface floor and re-coat with two coats of floor polish as required.
     12) Clean baseboards.
     13) Clean and polish bright work with approved products.
   d. Water control/management.
      1) Clean and keep clear all buildings, grounds and street curb storm drain inlets, channels, boxes and grates and all other water control/management systems.
   e. Curbs, sidewalks, parking lots, etc.
      1) Clean with mechanical blowers and/or brooms to maintain a neat appearance. Heavy accumulations of sand, gravel, leaves, etc., are to be removed with a shovel and brooms if blowers provide unsatisfactory results.
   f. Weed control on hardscape (cracks, joints, steps, etc.).
      1) Contractor shall eradicate all weeds growing through sidewalks, concrete flatwork, brick paver walkways, curbs, decks, and/or asphalt/concrete pavement with proper herbicide.
g. Irrigation system operations, maintenance, and repair. Contractor shall operate, monitor and maintain irrigation control system; adjust watering schedule, run times, start times and other seasonal adjustments as required.
   1) All irrigation maintenance, repairs, service, installation, adjustment, and/or reporting shall be made by a TCEQ licensed irrigator (LI).
   2) Provide a monthly inspection report (or more often as required) by a licensed irrigator.
   3) Maintain and repair existing irrigation systems to support functional operations and ensure plant life receives sufficient levels of watering for healthy appearance.
   4) Contractor is responsible for all irrigation repairs after the system branches off from the main/primary water line(s). This includes any/all components, equipment, controller wiring, time clocks, digital controllers, etc.
   5) All irrigation system component repairs and replacements shall be made with the same original equipment manufacturer (OEM) components and parts.
   6) All irrigation sprinkler heads, spray nozzle, drip emitters, etc. shall be replaced with the same manufacture and model as originally installed.
   7) Report deficiencies and repairs made to Site Superintendent.
   8) Contractor shall provide all required SAWS, local, municipal, state and/or federal reports, surveys, etc. as required for grounds and/or irrigation management and reporting. These reports must be completed and delivered timely to the Site Facilities Superintendent or their designated representative.

h. Tree maintenance and pruning.
   1) Maintain trees to achieve a ten (10) foot minimum clearance for all branches overhanging walkways/fence lines and fourteen (14) foot clearance for branches overhanging beyond curb line into the paved section of parking lots, roadways, etc.
   2) Prune trees where and as necessary to maintain access, safe vehicular and pedestrian visibility and clearance, and to prevent or eliminate hazardous situations.
   3) Trim trees to keep them from touching any building.
   4) Maintain and replace tree stakes and guy wires with equal material until tree can stand vertical with the ability to resist changes in weather patterns. Plant ties shall be checked frequently.

i. Cold weather conditions. Broadcast rock salt or sand before/during potential icing conditions. Clean and wash all areas after weather events have passed to minimize chemical damage.

16. Planter Bed Maintenance Service includes, but is limited to;
   a. Pruning shrubs/plants. Prune hedges and shrubs where necessary to maintain access, safe vehicular and pedestrian visibility and clearance, and to prevent or eliminate hazardous situations and promotion of pests and insects in all areas especially those adjacent to building perimeters. Trim shrubs and plants to keep them from touching any building.
   b. Deep cut selective pruning and hard cutbacks will be performed on plant material during winter months, for corrective and restorative purposes. The Site Superintendent shall be informed before any drastic cutbacks are performed.
   c. Weed control, raking, cleaning, removal of old vegetation. Keep basins and areas between plants free of weeds, use herbicides per manufacturer's recommendations, cultivate as necessary for aeration, weed ground cover areas, cracks, crevices and all mulch beds, weed perimeter of buildings and any fence lines and structures.
   d. Methods for removal of weeds, turf encroachment and detailing of planter beds shall incorporate manual, mechanical and/or chemical means of eradication as approved by Site Superintendent. The open ground between plants shall be kept weed free.
   e. Hand pull weeds as required to maintain a manicured appearance. Use proper post-emergent and pre-emergent herbicides to maintain weed-free beds.
   f. Use appropriate insecticides and fungicides as needed to control pests and to maintain disease control.
g. Deadhead and prune flowers as needed to ensure blooming. Spent or dead blooms, including stems, declining foliage and plant debris shall be removed to encourage continued blooming and maintain a neat appearance.

h. Plants shall be fertilized with either a balanced liquid or bloom-inducing fertilizer to promote lushness and colorful displays.

i. Contractor is responsible for monitoring the water needs of all seasonal color beds and coordinating the appropriate irrigation settings. It is the responsibility of the Contractor to arrange for and oversee watering of the planters and un-irrigated beds.

j. Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly.

k. All mulch shall be supplied by the Contractor and applied at least two (2) times per year in all beds, parking lot medians, tree surrounds, etc. as required.
   1) Hardwood Mulch (approved by Site Superintendent) shall be applied 2” – 3” deep (never less than 2 inches).
   2) Pine bark mulch or any other type of mulch will not be accepted.

l. Pre-season Mulch Application: Mulching shall include spacecut, bed edge, application of double ground hardwood mulch in a volume sufficient to maintain a 2”-3” mulch layer, application of pre-emergent herbicide (applied per manufactures instructions). Pre-emergent herbicide shall not be used in beds containing plants that may be harmed by such application, or in beds where reseeding is desired.
   1) This work shall be complete no later than April 1st.

m. Post-season Bed Maintenance: In November, all beds shall be cleaned of any annual vegetation and top-dressed with double ground hardwood mulch to maintain an aesthetically pleasing landscape throughout the winter.
   1) Barring weather anomalies, this work shall be completed by mid-November.

17. Soil/Lawn Treatment Maintenance Service includes, but is not limited to;
   a. Monthly, quarterly, seasonal soil treatments and amendments of compost, fertilizer, grass seed, herbicides, and pesticide to promote healthy growing conditions for turf, trees, shrubs, perennials, and plants.
   b. Application of chemical agents as required for control of weeds, turf disease and insects/ants, etc.
   c. Application of pre-emergent, overseeding and a well-balanced fertilizer shall be used to maintain a healthy green color and shall be applied based upon Contractor's knowledge and needs of the area.
   d. All lawn areas shall be treated with crabgrass prevention and broadleaf weed control products as necessary.
   e. Methods for removal of weeds, turf encroachment and detailing of planter beds shall incorporate manual, mechanical and/or chemical means of eradication as directed by Superintendent.
   f. Fertilize shrubs and ground cover areas. Trees shall be fertilized per standard perforation method dependent upon certified Arborist recommendations.
   g. Soil shall be cultivated periodically to promote adequate aeration and to counteract the effects of soil compaction. Soil surfaces shall be left smooth to maintain a neat appearance.

18. Special Grounds Maintenance Service includes Labor and tools only;
   a. Special outdoor events and preparations, setups, teardowns, and event cleanup.
   b. Planter bed rework, planter bed clearing, mulch addition, container planting.
   c. Planting trees, shrubs, etc.
   d. Irrigation modifications

19. Site Facilities Superintendent may provide an area for stockpile of organic materials or clippings within the Campus.
20. Grounds Service appearance and cleanliness is categorized in three quality levels referred to as “Grounds Levels”. The Grounds Levels are defined as follows:
   a. “Grounds Level 1” Lawns, grounds, and planter beds are flourishing and meticulously maintained in the improved campus core with no accumulations of trash or debris or unsightly weeds or grass leaders observed in the improved campus core. In the unimproved campus areas grasses are neatly mowed and trimmed 3-5 feet past the wooded tree lines.
   b. “Grounds Level 2” Lawns, grounds, and planter beds are thriving and neat and tidy in the improved campus core with minimal amounts of trash, debris, and weeds observed occasionally in the improved campus core. In the unimproved campus areas grasses are maintained and mowed and trimmed up to the tree lines.

21. Contractor shall meet, or exceed, the contracted quality Grounds Level as defined above.

22. Alamo Colleges anticipates that the Contractor will provide Grounds Level 2 for all Grounds Maintenance Services at all Campuses. However, Alamo Colleges reserves the right to modify the Grounds Level for any Grounds Maintenance Service within a Campus, or within a Group during the Term of the Agreement. Therefore, the proposal response must also include alternate pricing for the Grounds Level 1 and Grounds Level 2 by individual Maintenance Service Pricing Schedule, in Appendix D, for each Campus. Should Alamo Colleges’ desire to modify the Grounds Level Maintenance Service(s) within a Campus or Group during the Term of the Agreement, the Alamo Colleges' Representative will provide reasonable written notice to Contractor.

23. Alamo Colleges anticipates that the Grounds Service Contractor will provide all Maintenance Services. Alamo Colleges reserves the right to add or remove any Maintenance Service within a Campus or within a Group during the Term of the Agreement. Therefore, the proposal response shall include pricing breakdown for each individual Maintenance Service by Campus in Appendix D. Should Alamo Colleges desire to add or remove any of the Maintenance Services by Campus or Group during the Term of the Agreement, the Alamo Colleges' Representative will provide reasonable written notice to the Contractor.

24. Contractors' Grounds Services proposal response must include all management, labor, material, equipment and associated overhead and fees for each individual Maintenance service as standalone Service by individual Campus. Contractors may offer deductive pricing for combination of individual Maintenance services, Campuses, Group(s), and/or other Facilities Services.

25. Contractor shall supply all labor, equipment (including but not limited to tractors, mowers, trimmers, edgers, leaf blowers, trimmers, clippers, chain saws, power washers, etc.), fuel, supplies, tools, materials, instruments, transportation, trucks, trailers, vehicles/carts, PPE, employee training and related services as necessary in accordance with the terms and services specified herein including all related management, supervisory and administrative services.

26. Alamo Colleges may provide a small storage area at some of the campuses. Contractors may supply a UL listed or FM approved flammable storage cabinet, provided at their cost, to set in an outdoor location approved by the Site Facilities Superintendent to store small quantities of fuel in proper containers.

27. Contractors shall align Grounds Service with each Alamo Campus’ academic, faculty, and staff calendars and usage. Individual Campuses and specific areas within each campus may experience daily, weekly, or monthly peak utilization periods. Contractor Grounds Maintenance Service shall schedule staff within each individual Campus’ to ensure sufficient coverage to meet or exceed the contracted Grounds Level quality throughout normal business hours Monday through Friday. At peak periods Contractor to ensure all public areas meet or exceed the
contracted Grounds Level quality and trash receptacles emptied, as required. Such adjustments to schedules, staffing, or frequencies shall not be a basis for additional fees or charges.

28. Contractor’s Lawn Maintenance Services, Planter Bed Maintenance Service, and/or Soil/Lawn/Bed Treatment Maintenance tasks may need to be altered from normal schedules due to rain events or excessive ground moisture at a Campus. Contractor will notify the Site Facilities Superintendent, or their designated representative, with makeup schedules and specific task details if these fall outside the normal plan. Such adjustments of the schedule shall not be a basis for additional fees or charges.

29. Occasionally it may be necessary to alter Grounds Service schedules in some areas or zones to accommodate construction or special events at a Campus. Alamo Colleges’ Site Facilities Superintendent, or their designated representative, will notify the contractor with specific details and times that may impact Grounds Services. When special event or activities do interfere with the Grounds Services normal schedule, the Contractor shall adjust such schedules, so the work is performed before and/or after the activity. Such adjustments of the schedule shall not be a basis for additional fees or charges.

30. Contractor shall provide employees proper and adequate industry-specific training that includes, but not limited to; proper Grounds Services methods and practices, Right-To-Know, Safety Data Sheets (SDS), and certifications for herbicide and pesticide applicators. Contractor shall provide the Site Facilities Superintendent, or their designated representative, documentation of employee completion of required training and/or certification before individual is allowed to perform any work or service at Alamo Colleges. Contractors shall not dispose of excess chemicals on campus. Contractors shall assume sole responsibility for their work, including safety of all persons and property.

31. Contractor shall submit to the Site Facilities Superintendent all proposed Grounds Services’ plans, methods, and details including, but not limited to; organizational chart(s), schedules, shifts, staffing, maintenance service plan, supplies, materials, tools, equipment, transportation methods and itemize employee training list no less than thirty (30) days before the start of work.
   a) Prior to implementing Grounds Services plan at any Alamo College Campus or Group, Contractor must receive approval from the Site Facilities Superintendent.
   b) All subsequent proposed changes or revisions shall also be reviewed and approved by the Site Facilities Superintendent prior to implementation.

32. The contractor shall coordinate and schedule any major or special Grounds Services maintenance task or special cleaning tasks with the Site Facilities Superintendent, or their designated representative. Grounds Service contractors may be required to move outdoor furniture or other items from time to time to accomplish major or special cleaning tasks.

33. Alamo Colleges will provide one or more central waste and recycle compactors/dumpsters at each College. Alamo Colleges will be responsible for the emptying of these compactors/dumpsters. Contractors will transport and empty all trash or recycle waste daily into the compactors/dumpsters before 7:30 AM or a time period approved by the Site Facilities Superintendent.

E. The contractor shall provide on-site management, on each campus, during all hours of campus operation and during every scheduled work shift.
   a. The on-site management must be able to make independent and critical decisions, call-in and/or redirect staffing to meet required APPA Level and/or address any emergency issues as reported by the Site Facilities Superintendent, or their designated representative.
   b. Contractor’s on-site management personnel must be available via cell phone or pager at all times during their assigned shift.
   c. Primary Account/Operations Manager:
• Is available 24/7 as appropriate.
• Is a full-time employee that is exclusive to the Alamo Colleges contract.
• Responds to emergencies within one (1) hour.
• Has ultimate overall responsibility for all activities within the Alamo Colleges account
• Functions as the primary contact with the Alamo Colleges Director of Facilities and other key personnel as identified.
• Institutes escalation procedures necessary to meet the service and quality requirements outside the standard terms of the contract
• Visits Alamo Colleges buildings as appropriate
• Coordinates the Alamo Colleges requirements within the Contractor’s organization consistent with Alamo Colleges needs and quality expectations
• Updates Alamo Colleges Director of Facilities with requested changes in products, services and enhancements to the current program
• Provides Alamo Colleges information on resources, educational opportunities and industry trends
• Works with Director of Facilities to execute Quality Control / Quality Assurance, Continuous Quality Improvement and other programs as directed

d. On-site Custodial Manager/Project Manager (required on day shift)
• Minimum of one (1) Manager per shift for each Campus
• Coordinates and acknowledges all activities
• Acts as a key interface with Alamo Colleges designee(s)
• Coordinates and tracks all activities ensuring compliance to schedules, requirements and quality expectations
• Coordinates all corrective activity
• Responds to calls and emergencies within 10 minutes
• Ensures each crewmember understands his or her daily assignment, placing special emphasis on the cleaning specification, complaints and special project assignments
• Must meet or exceed the minimum job requirements as specified for the Alamo Colleges Grounds General Foreman, or equivalent combination of education and experience as determined by the Site Facilities Superintendent.

34. The contractor shall provide on-site-point-of-contacts names, title, shift/time covered and contact number(s) for all employees to the Site Facilities Superintendent, or their designated representative. Contractor shall keep on-site-point-of-contact list current and notify the Site Facilities Superintendent, or designated representative immediately of any changes.

35. The contractor shall designate primary and secondary night, weekend, and holiday emergency contacts and provide names and phone numbers to the Site Facilities Superintendent. Contractor shall keep emergency contact list current and notify the Site Facilities Superintendent, or designated representative immediately of any changes.

36. Contractors may be required to provide after-hours personnel (night, weekend, and/or holidays) to support emergencies at the campuses. Contractors shall provide an emergency contact list with at least four (4) qualified employees (with keys and access to required equipment) that are available to respond to an emergency call within 2 hours.

37. Contractors shall submit Grounds Service shift reports (“Shift Reports”) daily for every scheduled shift to the Site Facilities Superintendent, or designated representative. Shift Reports for weekend shifts shall be submitted on Monday morning or the first workday of the week. These Shift Reports will summarize Contractor’s activities, adjustments, and note any issues during that shift. At a minimum, each Shift Report shall include the following, but not limited to; areas serviced/maintained, tasks/operations performed, Quality Assurance/Quality Control (QA/QC) inspections, total staff hours scheduled, actual staff hours worked, staff absence(s), recovery
plan/reassignments to maintain requirements, emergency responses, and any site or building issues (water leaks, drainage/ponding issues, irrigations problems zones, exterior fixture light bulb/lamp failures, plants damaged or diseased, broken outdoor furniture, broken windows or glass, cracked/chipped/broken/stained pavers or walkways, etc.) encountered during shift.

38. Brief Weekly Grounds Services performance reviews ("Weekly Reviews") with the Contractor, Site Facilities Superintendent and/or their designated representative summarizing the past week’s performance, Full Time Equivalent ("FTE" based on 8 hour/day and 40 hour/week) planned versus FTE actuals, schedule adjustments implemented, corrective measures, building problems, plus next week’s plans and/or required schedule adjustments.

39. Contractor shall participate, as requested by the Site Facilities Superintendent, or designated representative, in weekly grounds and site QA/QC inspections ("Inspections").

40. Monthly Grounds Service performance review ("Monthly Inspections") will be held by Campus or by Group. Contractor shall provide a “Monthly Report” including the following: total FTE manpower scheduled, actual monthly FTE manpower worked, rain days, monthly efficiency (Acreage/actual FTE), Special Grounds Maintenance Services summary, emergencies, irrigation repairs, irrigation outstanding issues, reported issues or items in need of repair, and employee training. Time sheets will be requested periodically by Alamo Colleges to confirm manpower FTE. Any Contractor proposed revisions, changes, or additions to previously approved service plans and schedules shall be provided to the Site Facilities Superintendent for review and approval.

41. Contractor shall operate, monitor and maintain irrigation control system; adjust watering schedule, run times, start times and other seasonal adjustments as required.
   a. Provide a monthly inspection report (or more often as required) by a licensed irrigator (license must be provided).
   b. Maintain and repair existing irrigation systems to support functional operations and ensure plant life receives sufficient levels of watering for healthy appearance.
   c. Report deficiencies and repairs made to Site Superintendent.

42. Hand water to supplement natural rainfall as required to meet the contracted Grounds Level quality for lawns, trees, and planter beds. The contractor shall conserve water and assure that all local, city and/or county watering rules and regulations are followed.

43. Contractor shall provide all required SAWS, local, municipal, state and/or federal reports, surveys, etc. as required for grounds and/or irrigation management and reporting. These reports must be completed and delivered timely to the Site Facilities Superintendent or their designated representative.

44. Contractor is responsible for all irrigation repairs after the system branches off from the main/primary water line(s). This includes any/all components, equipment, controller wiring, time clocks, digital controllers, etc. All irrigation system component repairs and replacements shall be made with the same original equipment manufacturer (OEM) components and parts. All irrigation sprinkler heads, spray nozzle, drip emitters, etc. shall be replaced with the same manufacture and model as originally installed.

45. All irrigation maintenance, repairs, service, installation, adjustment, and/or reporting shall be made by a omission owned and Environmental Texas Commission on Environmental Quality (TCEQ) licensed irrigator (LI).

46. Contractor to ensure no turf or native grass shall ever exceed 5 inches in height.

47. For Unimproved or Vacant Acres Campus acreage Contractor shall mow and trim all open areas up to tree line (Grounds Level 2), wooded areas to remain natural. For Grounds Level 1,
Contractor shall trim three to five feet into the wooded tree line, additional wooded areas remain natural.

48. Contractors shall eradicate all weeds growing through sidewalks, concrete flatwork, brick paver walkways, curbs, decks, or asphalt/concrete pavement with proper herbicide.

49. Damage to any Alamo College's property (any and all building, structure, wall, tree, plant, material, fixture, sidewalk, parking lot, pavement, irrigation heads, piping, and controls, etc.) caused by the Contractor (or Contractor's failure to perform) will be replaced or repaired at Contractor's expense.

50. Contractor shall coordinate and schedule any major service task, special cleaning, fertilizing, or herbicide/pesticide application, etc. with the Site Facilities Superintendent, or their designated representative. Grounds Service contractors may be required to move outdoor furniture and equipment from time to time to accomplish major or special cleaning tasks.
### CAMPUSES TO PROVIDE GROUNDS SERVICES

#### Group 1. NLC, CTTC

<table>
<thead>
<tr>
<th>Institution</th>
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<tr>
<td>Northeast Lakeview College (NLC) 1201 Kitty Hawk Rd, Universal City</td>
<td></td>
<td>115</td>
<td>152</td>
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<td>Central Texas Technology Center (CTTC) 2189 FM 758, New Braunfels</td>
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<td>117</td>
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<tr>
<td>Prickly Pear Parking Garage</td>
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<td></td>
<td></td>
<td>747 spaces</td>
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<tr>
<td>Texas Ash Parking Garage</td>
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<td>453 spaces</td>
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<tr>
<td>Westside Education Technology Center (WETC) 563 SW 40th St.</td>
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<td>4</td>
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<td>Northwest Ed. Training Center (NWETC) 29587 W. IH10, Boerne</td>
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#### Group 3. PAC, SETC

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<td>Palo Alto College (PAC) 1400 W. Villaret Blvd.</td>
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#### Group 4. SAC, FRA

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<tr>
<td>Parking Garage 1</td>
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<td></td>
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<tr>
<td>Parking Garage 2</td>
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<tr>
<td>Parking Garage 3</td>
<td>919 spaces</td>
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**SAC "Urban Farm" 217 Garcia Street, San Antonio, TX 78203**

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**First Responders Academy (FRA) 15775 IH 35 S., Atascosa**

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**Group 5. SPC, SWC, BETC, EETC**

**St. Phillips College (SPC) 1801 Martin Luther King Dr.**

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**St. Philip’s College Southwest Campus (SWC) 800 Quintana Rd. / 203 Norton St.**

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**Brackenridge Education & Training Center (BETC) 532 N. Center**

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<tbody>
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**Eastside Educational Training Center (EETC) 551 Dietrich Rd.**

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**Group 6. Alamo Colleges Center of Student Success (ACCESS) 2222 N. Alamo. St.**

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<th>IMPROVED</th>
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Parking Garage 221 SPACES
SECTION 2
TERMS AND CONDITIONS OF THE CSP AND SUBMISSION OF PROPOSAL

A. Terms and Conditions of the CSP:

1. Award of Contract

Award will be made to the Contractor which provides the best value to the Alamo Colleges on the basis of the published evaluation criteria, and not solely based on the purchase price. Alamo Colleges reserves the right to accept or reject any and/or all proposals, and to waive any and/or all formalities and irregularities in the proposals received and re-solicit, as deemed necessary. Facilities Custodial and Grounds Services may be awarded separately. Alamo Colleges may award multiple contracts to provide services for each Facilities, Custodial Services and Grounds Services.

The selection and award may be made on the basis of the proposals initially submitted, without discussion, clarification or modification. Respondent(s) who submit a proposal may be required to make an oral presentation(s) of their proposal to Alamo Colleges.

2. Evaluation Criteria

Only those proposals meeting the minimum qualifications will be evaluated. Responses to the following items will be evaluated in accordance with the criteria in the Evaluation Table.

a. The proposal must contain the following information, which will serve as the basis for the evaluation. Please be complete and concise in all responses to all required items. Respond to each item separately, beginning each response with the question asked.

1) Alamo Colleges will consider the following criteria in evaluation of the proposals:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>CSP Reference</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Purchase Price</td>
<td>Section 3</td>
<td>30</td>
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<tr>
<td>Experience, Qualifications and Ability to Perform</td>
<td>Section 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b.2.a – b.2.e</td>
<td>25</td>
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<tr>
<td>Reputation, References and Personnel structure</td>
<td>Section 2</td>
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<td>b.3.a – b.4.d</td>
<td>25</td>
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<td>Training, Safety and Technical capabilities: Training, Safety</td>
<td>Section 2</td>
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<td></td>
<td>b.4.a – b.4.d</td>
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<tr>
<td>SMWVBE</td>
<td>Section 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b.5</td>
<td>10</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
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2. Alamo Colleges shall evaluate the information provided in the proposals received. Information and/or factors gathered during interviews, and any reference checks, will be utilized in the evaluation criteria, rankings, and award decision. References may or may not be reviewed at the discretion of the Alamo Colleges. Alamo Colleges also reserves the right to contact references other than or in additional to those furnished by a respondent.

3. Alamo Colleges may use various price analysis techniques and procedures to evaluate price. Normally, reasonableness of price is established through adequate price
competition, but may also be separately assessed through the price analysis techniques including, but not limited – we reserve the right to choose the best method.

b. In response to this CSP, please provide information regarding the following matters:

1) Purchase Price:
   In reference to Section 3 of the CSP, the Contractor must provide a detailed explanation of how the proposed fees were derived for the service items listed.
   a) Contractors must provide proposed FTE staffing levels required to perform services at each Campus.

2) Experience, Qualifications and Ability to Perform:
   a) The contractor must have a minimum of 5 years professional commercial services experience that matches the requirements set forth in this CSP. Provide a brief profile outlining the history, philosophy, and target market of the company.
   b) Provide an in-depth list of your company’s capabilities.
   c) Outline your company’s background, experience, and capability to provide the requested goods and services for the Alamo Colleges. Describe how your company will meet/exceed each of the requirements outlined in Attachment A and B.
   d) Describe how your company differentiates itself from your competitors.
   e) List policies and procedures your company follows to ensure your employees meet/exceed client expectations and deliver service excellence.

3) Reputation, References and Personnel structure:
   a) List any litigation against your company which has been adjudicated within the past five years. Provide a brief description of the cause of action and the final outcome.
   b) Provide an organizational chart, which includes key personnel and indicate the level of professional and service staff assigned to deliver services to Alamo Colleges.
      1) Geographic locations of the company headquarters or offices
      2) Adequacy and capabilities of key personnel, specifically the Operations Manager/Account Manager, Project Manager and field supervisors
      3) Evaluation of existing workload (current contracts/projects) and ability of Contractor to add the Alamo Colleges contract to your workload
      4) Proposed staffing levels (cite specific proposed staffing levels for the various seasons)
   c) Contractor must provide a list of names, address, contact person with email and phone numbers of a minimum of three (3), but not more than five (5), client references for which equipment and services of a comparable nature, scope and complexity have been provided by your company.
      1) References must be for services performed in the name of the company submitting the Proposal. Work performed by employees, subcontractors or representatives while engaged by another company does not qualify as an acceptable reference.
      2) Projects for client references should have occurred within the last five (5) years. References (including school districts, higher education institutions, or other political subdivisions) shall be of comparable size to Alamo Colleges.
   d) List the clients that the company has lost over the past three years and indicate the reason.

4) Training, Safety and Technical capabilities:
   a) Training and Safety – Provide a complete copy of your current Training Manual and Safety Manual. Provide these documents as separate attachment(s) from your proposal.
   b) Provide information on how many lost-time accidents have occurred in the past two years and how it was addressed to correct future accidents.
c) Software/Technical abilities – All Contractor site management employees must be experienced with email/computer operations, Work Order programs and Inspection programs/apps or equivalent.
   1) This includes the ability to submit Service Request, conduct inspections with handheld devices, complete Work Orders by entering the labor hours, start/stop time, materials used, etc.
   2) Provide software experience and list of key employees with Maximo or equivalent systems including their level of experience and abilities with the software.

5) SMWVBE – Contractors are encouraged to work with Subcontractors and Suppliers that are certified as a Small, Minority, Women and Veteran Owned Business Entity (SMWVBE). All Contractors will refer to Appendix B for maximum consideration in using SMWVBE firms on proposed projects.

3. Acknowledgment of Addenda. Any clarifications or interpretations will be issued in written addendum form, and such addenda will be included as part of the Proposal Documents. The offeror shall acknowledge receipt of addenda in the spaces provided in the Proposal form. Only written interpretations or corrections officially issued by an addendum shall be binding.

4. Release of Information. The Alamo Colleges District is a governmental entity in the State of Texas. Documents submitted pursuant to this procurement solicitation become a government record. Access by the public to government records is governed by the Texas Public Information Act ("PIA"). Proprietary information, such as trade secrets and confidential commercial and financial information submitted in response to this procurement solicitation which Bidder (or any Offeror responding to this procurement solicitation) believes should be exempted from disclosure shall be specifically identified and marked as such. Blanket-type identification by designating a whole document or pages or sections as containing proprietary information, trade secrets or confidential commercial and financial information will not ensure confidentiality, especially if information is contained in the designated areas that clearly is not of a confidential nature. In the event a request is made for information designated as proprietary, Alamo Colleges District may determine in its sole discretion whether sufficient legal justification exists for withholding the information and whether an opinion should be requested from the Texas Attorney General. If an opinion is requested from the Texas Attorney General, Alamo Colleges District will notify Offeror (or the particular Offeror affected) and Offeror has the responsibility, in accordance with PIA, to assert any arguments it may have in opposition to release of the information. In the event Offeror requests judicial intervention, the party so requesting shall indemnify Alamo Colleges District for its costs (including attorney's fees) associated with the judicial action. Under no circumstances will Alamo Colleges District be liable for any costs, damages, or claims of any nature, related to release or disclosure of any information contained in documents submitted pursuant to this procurement solicitation.

5. Insurance. The insurance requirement is enumerated in Section 8.

6. Errors/omissions made in the proposal responses will be interpreted in favor of the Alamo Colleges District. In the event of mathematical error(s), the unit cost shall prevail, and the Offeror(s) total offer may be corrected accordingly.

7. Written questions must be received at least seven (7) calendar days prior to the deadline for proposals. Alamo Colleges District is not responsible for misdirected or undelivered submissions.

8. Offerors certify as a condition of award that they have not engaged in collusion with any firm or person in relation to the preparation, submittal or award of this proposal. Additionally, it is
understood that a firm's or individual's giving practices will be of no advantage in consideration of the award of this proposal.

9. The Offeror affirms that he/she has not given, offered to give, and does not intend to give at any time hereafter any economic opportunity, contribution, future employment, gift, loan, gratuity, special discount, trip, favor, free meal or service to a public servant or elected official in connection with this proposal.

10. Proposals must be valid for one hundred twenty (120) days after the closing date for evaluation purposes.

11. Offeror must state on the proposal form whether they owe State of Texas margin taxes (formerly franchise tax).

12. The Alamo Colleges District qualifies for exemption of the Texas Limited Sales, Excise and Use Tax; sales tax will not be charged on these purchases. A tax-exemption certificate will be provided to the awarded firm.

13. Alamo Colleges District will not reimburse Offerors responding to this CSP for any expenses incurred in preparing or presenting proposals. Alamo Colleges District reserves the right to retain all proposals and to use any ideas submitted in a proposal regardless of whether the proposal is selected.

14. Offerors shall indicate any exceptions to any paragraph; otherwise, acceptance of all conditions contained in the CSP is assumed. Exceptions stated by the Offeror to any of the paragraphs herein may be cause for rejection of the proposal, other than variances deemed minor by Alamo Colleges District. The Offeror must certify whether all specifications have been met and state any exceptions on a separate sheet.

15. Notification of Criminal History of Contractor. A person or business entity that enters into a contract with Alamo Colleges District must give advance notice to the Alamo Colleges 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. Alamo Colleges District may terminate a contract with a person or business entity if the Alamo Colleges District determines that the person or business entity failed to give notice as required by the previous paragraph or misrepresented the conduct resulting in the conviction. The Alamo Colleges District must compensate the person or business entity for services performed before the termination of the contract. The criminal history notification requirement does not apply to a publicly held corporation.

16. Family Code. Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in the contract, proposal or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that the contract may be terminated, and payment may be withheld if this certification is inaccurate.

17. Texas Resident Information. Under Chapter 2252, Subchapter A, of the Texas Government code establishes certain requirements applicable to proposers who are not Texas residents. Under the statute, a “resident” Offeror is one whose principal place of business is in Texas, including one whose ultimate parent company or majority owner has its principal place of business in Texas. Section 44.031 (b) of the Texas Education Code establishes certain criteria that a community college in the State of Texas must consider when determining to whom to award an Agreement. Among the criteria for certain Agreements is whether the vendor or the
vendor’s ultimate parent or majority owner (i) has its principal place of business in Texas; or (ii) employs at least 500 people in Texas.

18. Disclosure of Interest. All Offerors must disclose the name(s) of any of its employees, officers, directors, subcontractors, or agents who may also be a member of the Board of Trustees, or an employee or agent of the District. Further, all Offerors must disclose the name of any District employee, or Board of Trustees member, who has directly or indirectly, any financial interests in Offerors firm or any of its branches, submit this information on an attachment to the proposal which is to be titled “Disclosure of Interest” and included the person’s name, position, and the extent of financial or other interest the person(s) has in Offeror’s business affairs.

19. District policy C.1.5.1 states that from the date the project is approved for publication until a contract is executed, no College District Board member or employee other than authorized Purchasing and Contract Administration Department personnel shall communicate with potential contractors, consultants, or other vendors (referred to collectively as potential proposers) who are interested in, or in the view of a reasonable person situated similarly to the potential proposer, might reasonably become interest in, any competitive procurement opportunity, other than for a legitimate purpose unrelated to the pending procurement. If, from the date the project is approved for publication until a contract is executed, a potential proposer contacts any Board member or College District employee other than authorized Purchasing and Contract Administration Department personnel, the Board member or College District employee shall inform the potential proposer that such communication is prohibited by policy, direct them to Purchasing and Contract Administration, and immediately report the contact to the designated representative in Purchasing and Contract Administration.

Offerors who violate this policy may be subject to a range of sanctions including disqualification from competition for the procurement opportunity and/or other future procurement opportunities after Board of Trustees review. Employees who violate this policy may be subject to disciplinary action, including termination after review by the Chancellor.

20. The Alamo Colleges District make environmental considerations with performance, availability, and costs of buying environmentally preferable goods and services. All products and services must meet or exceed the standards set by independent accredited organization in order to be deemed environmentally preferable.

21. When the scope of work on project is estimated to be greater than or equal to $1,000,000 in value:

Student Internship Program - The Alamo Colleges District are engaged in a three-way partnership between employers, the community and educators to implement the Alamo Compact for Economic Performance (A-CEP). Each offeror shall provide a discussion in their proposal response which demonstrates their ability and commitment to develop and provide paid student internship opportunities in related fields of study, if any. Provide at least three (3) examples of past successful participation in programs of this type. Additional information and requirements concerning the A-CEP Internship Program is shown in Attachment “C” to the specifications.

When the scope of work on project is estimated to be less than $1,000,000 in value:

Student Internship Program - The Alamo Colleges District are engaged in a three-way partnership between employers, the community and educators to implement the Alamo Compact for Economic Performance A-CEP). Bidders/Offerors are encouraged to participate in this program, which offers real life learning experiences for students in a workplace setting.
22. Continuous Improvements. Offeror is to propose a plan for improving service delivery during the contract period.

The Services provided under this Agreement shall enhance the quality of life on the campus. The contractor shall perform in such a way as to contribute to the prestige of the Alamo Colleges District by providing a solid business operation. Service delivery must gradually evolve (and not remain static) in order to continue to be successful. As a result, receptivity to new ideas should be demonstrated by the contractor’s staff and proposed to Alamo Colleges District. Contractors shall be alert to changing service trends, new market forms, and changing patterns that evolve throughout the service industry. With input from the Alamo Colleges District, methods of service delivery in all operations should be continually reviewed to increase usage, improve service, and maximize value to the Alamo Colleges District.

The Contractor will be required to propose suggestions for improving service delivery. Proposed suggestions should include brief illustrations, descriptions, a breakdown of estimated cost, and a suggested schedule of when work should be started and completed.

23. In accordance with HB 1295, Texas Government code 2252.908, the awarded contractor will be required to submit an electronic Disclosure of Interested Parties to Alamo Colleges District for any contract over $1,000,000 or any contract that requires a vote by the Alamo Colleges District Board of Trustee, at the time of contract execution. The 1295 Certificate of Interested Parties Electronic Filing application website is https://www.ethics.state.tx.us/filinginfo/1295/.

24. Mission, Vision, and Values: We believe that economically, it makes good business sense and contributes to student success to be engaged in partnership between contractors, employees, educators, and the community to implement the Alamo Colleges District Mission, Vision, and Values. The Alamo Colleges District promotes collaboration by achieving consensus on the measures of student success and by stressing that student success is everyone’s business. 

In 2014, the Alamo Colleges District adopted policy that includes our Vision, Mission, and Values: Alamo Way

In support of our policy, the purpose of this segment is to enhance recognition by contractors for our efforts. As a valued member in our procurement process, we ask that your company demonstrate their commitment to serving students by becoming actively engaged in recognizing the Alamo Colleges District Mission, Vision, and Values.

25. Business to Business (B2B) Integration: Offerors’ order placement process should allow for Business-to-Business integration with the Alamo Colleges District eProcurement system. Participation in the Alamo Colleges District eProcurement system is at no cost to participants and will enable Alamo Colleges District end-users to easily source and purchase goods and services, electronically, through our online marketplace. Participating vendors will receive orders (via fax or email), invoice and track payment status, electronically, through an online portal. Further details regarding participating in the Alamo Colleges District eProcurement system will be provided, upon award of contract.

26. Civil Rights Act: Alamo Colleges District, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner’s race, color, national origin, sex, age, disability, income-level, or Limited English Proficiency in consideration for an award.

B. Preparation of Proposals:
1. Offerors are expected to examine the complete Request for Competitive Sealed Proposal documents and all attachments. Failure to do so will be at the Offeror’s risk.

2. Each Offeror shall furnish the information required by this Request for Competitive Sealed Proposal.

C. Submission of Proposal:

1. Signed and sealed proposals shall be submitted prior to 2:00 pm. Central Time (CT) on December 19, 2023. Offeror must provide one (1) original, One (1) bound copies and one (1) electronic copy USB 2 or 3 (electronic copy must be in MS Word or Adobe PDF format). Offeror may upload proposal to Alamo Colleges District e-Bidding portal; or delivered to:

   Alamo Colleges District
   Purchasing and Contract Administration
   Re: Purchase of Facilities Custodial and Grounds Support Services
   CSP # 2023-0042
   Reception Desk
   2222 N. Alamo St.
   San Antonio, TX 78215

Proposals received will be publicly acknowledged in the Staff Conference Room #100, 1st floor, West Wing, which is directly behind the Reception Desk. Any proposals received after the due date and time will be rejected and returned unopened. No proposal may be changed, amended, or modified by telegram or otherwise, after the same has been submitted or filed in response to this notice. A proposal may be withdrawn, however, and resubmitted any time prior to the time set for receipt of proposals. E-mailed or faxed proposals will not be accepted.

2. Proposals should be submitted in narrative form comprehensively covering all points in Scope of Work and CSP Requirements in the order listed.

3. Proposals shall not exceed fifty (50) single sided 8-1/2 x 11 sheets. The following items are not counted in the page limit: front and back cover pages; cover letter (not to exceed two pages); sheet/chapter dividers; resumes, CSP pages requiring execution; and certificate of non-collusion.

4. Each Offeror shall determine whether their current business relationship with the District or an elected official of the District is subject to the requirements of Local Government Code section 176.001 and 176.006. Should the Offeror meet the stated requirements of the referenced legal sections, form CIQ (Section 8) shall be completed and submitted to the Alamo Colleges District in accordance with section 176.006.

5. Upon submission of a response, you agree to the following:

   The Purchasing & Contract Administration recommendation and summary analysis will be uploaded to the applicable Alamo Colleges District Board of Trustees Committee agenda and will be viewable by the public on the Friday prior to the Tuesday Committee meeting where the contract award will be considered. Alamo Colleges District will use best efforts to notify you by email shortly before the availability date for their proposals.

   Alamo Colleges District’ competitive proposal procedures are largely mandated by statute and do not permit the renegotiation of proposals after the submission deadline has passed. However, should you believe that Alamo Colleges District has made a calculation error regarding your proposal after reviewing the limited web-available summary analysis; its Purchasing & Contract Administration offers an opportunity for proposers not recommended for
contract award to submit comments or engage in discussion concerning the proposed contract award promptly after the contract award recommendation is made public. Written comments may be submitted, or a meeting can be scheduled at your request. Consent to Alamo Colleges District’ recording of any verbal interview, at its discretion, is a condition of any interview. This opportunity will be subject to any additional requirements that may appear in any notice that you may receive from the Purchasing and Contract Administration in order to be considered. Efforts to contact individual Trustees or Alamo Colleges District’ employees other than those in the Purchasing & Contract Administration regarding such matters are prohibited.
SECTION 3
PROPOSAL PRICING SCHEDULE

Proposal Pricing of: ________________________________

Offeror Name

Please provide pricing based on the request below. For evaluation purposes, the proposed prices will be used to calculate the annual cost for Facilities Custodial and Grounds services. The amounts shown are Alamo Colleges District best estimates for a one-year period. There is no guaranteed amount of purchase. The actual amount paid will depend on the services purchased.

If the price is “$0.00” or the menu item is “not offered,” it must be stated as such in the corresponding space below. A “blank” or anything other than the format requested in the space below, will be considered a “no response.” “$0.00”. This information will be used in evaluating the Offeror’s proposal.

Alamo Colleges reserves the right to make multiple awards as a result of this solicitation.
SEE APPENDIX C: CUSTODIAL SERVICES PRICE SCHEDULE
SEE APPENDIX D: GROUNDS SERVICES PRICE SCHEDULE
SECTION 4
OFFEROR’S CHECKLIST

A. Have all specifications and features been met?  Yes _____ No _____
   If no, please explain: ________________________________________________

B. Has the Offeror provided a list of names, address, contact person, and phone numbers of a
   minimum of three (3) but not more than five (5) client references (including school districts, higher
   education institutions, or other political subdivisions) for which equipment and/or services of a
   comparable nature, scope and complexity have been provided by your firm?  Yes ___ No ___

C. Has the certificate of non-collusion been signed?  Yes _____ No _____
   If no, please explain: ________________________________________________

D. Does Offeror owe any State of Texas Margin taxes?  Yes ___ No ___
   If yes, please explain: ________________________________________________

E. Is the person submitting this proposal currently more than thirty (30) days delinquent in child
   support payments?  Yes ____ No ___
   If yes, please explain: ________________________________________________

F. Location of Principal Place of Business (City/State):  ____________________________

G. If neither bidding company nor the ultimate parent company or majority owner has its principal
   place of business in Texas, does offeror, ultimate parent company, or majority owner employ at
   least 500 people in Texas?  Yes ___ No ___

H. Does the Offeror have any information to disclose about past or current relationships that may
   impact the Offeror’s service?  Yes ___ No ___

I. Does the Offeror agree to “hold harmless”, defend at its own expense and indemnify Alamo
   Colleges District against any and all liability arising out of acts or failures to act by the firm or its
   officers, agents or employees?  Yes _____ No _____

J. Has one (1) unbound original, one (_1_) bound copies, and one (1) electronic version on
   flash/thumb drive of the proposal been submitted with Offeror's response?  Yes ___ No ___

K. Does the Offeror meet all specific requirements imposed by federal, state or local laws or rules
   and regulations?  Yes ___ No ___

L. Offeror agrees to comply with all the stated requirements in this request for proposal.  Any
   exceptions must be stated in the proposal response.  Yes ____ No ____
   Exceptions: (Use additional pages, if necessary)

M. Has all requested information in the CSP been addressed?  Yes _____ No _____

N. Has information been provided to substantiate minimum qualifications?  Yes ___ No ___

O. How did Offeror learn about this project?
   _________________________________________________________________
SECTION 5
CERTIFICATION OF NON-COLLUSION

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Offeror, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal."

FILL IN APPLICATION INFORMATION:

A CORPORATION, chartered in the State of ________________________, authorized to do business in the State of TEXAS.

A Partnership, composed of: ____________________________________________________

An Individual, operating under the name of:  ________________________________________

Respectfully Submitted,

(SEAL: If Proposal is by a Corporation)

By: ____________________________________

Signature

_____________________________________

Name (Print or Type)

_____________________________________

Position with Company

_____________________________________

Offeror Name

_____________________________________

Street Address

______________________________________ _____________________________________

Date    City,                                                    State         Zip

______________________________________ _____________________________________

Phone No.      Fax No.

E-mail Address
SECTION 6
PROPOSAL CERTIFICATION

I certify that I, the undersigned, am duly authorized to execute this certification. I have carefully reviewed the CSP documents and any attachments and agree to abide by all terms and conditions contained therein.

Further, I certify that all statements and documents submitted by my firm/company are true and accurate and may be verified by Alamo Colleges District. It is recognized that all parts of the proposal response become the property of Alamo Colleges District and will not be returned.

__________________________________   _________________________________
Signature       Email Address

__________________________________   _________________________________
Printed Name       Telephone Number

__________________________________   _________________________________
Title        Fax Number

__________________________________
Firm / Offeror Name
CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

SECTION 7

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 176.00(1-a) with a local governmental entity and the vendor meet 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.
   (This law requires that you file an update 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 in this section is being disclosed.

   Name of Officer

   This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

   A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

      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 named in this section AND the taxable income is not received from the local governmental entity?

      Yes  ■  No  ■

   C. Is the filer of this questionnaire employed by 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?

      Yes  ■  No  ■

   D. Describe each employment or business and family relationship with the local government officer named in this section.

4. ______________________  ______________________
   Signature of vendor doing business with the governmental entity  Date

Adopted 8/7/2015
This Agreement is entered into by and between Alamo Community College District, a political subdivision of the State of Texas (“Alamo Colleges District”) and _ (“Contractor”), collectively sometimes referred to herein as “the Parties.”

WHEREAS Alamo Colleges District is a public junior college district comprised of district services offices and five colleges, San Antonio College, St. Philip’s College, Palo Alto College, Northwest Vista College, and Northeast Lakeview College; and

WHEREAS, Alamo Colleges District Colleges published a competitive procurement solicitation (“Request”), designated __ to obtain __ services for (College/District Office); and

WHEREAS Contractor responded to such Request and desires to provide such services to Alamo Colleges District according to the terms of such Request as herein augmented and/or modified.

NOW THEREFORE, in consideration of the mutual covenants set forth herein below, and for other good and valuable consideration, the receipt of which is hereby acknowledged, Alamo Colleges District and Contractor hereby agree as follows:

1. DEFINED TERMS.

1.1 “Project” has the meaning defined in Exhibit A hereto. The Contractor hereby agrees to furnish the services specified in Exhibit A

1.2 “Project Coordinator” means the employee of Alamo Colleges District designated in Exhibit A hereto who will manage the relationship between Alamo Colleges District and Contractor. The designated employee will be knowledgeable of the Project and be experienced in managing projects similar to the one established herein.

2. PROJECT OBJECTIVE(S) AND SCOPE.

The Project objective and scope are defined in Exhibit A. The Contractor hereby agrees to furnish the services specified on Exhibit A.

3. PROJECT DELIVERABLES.

Contractor’s Project deliverables are set forth in Exhibit A. If Contractor employs or acts as booking agent for a particular person who is to perform the services (“Performer”), the name of the person providing the services must be specified at Exhibit A. Completion of Exhibit B: Verification of Independent Contractor Status is mandatory if the Contractor is an individual.

4. SUPPLEMENTAL DELIVERABLES OR RATE CHANGES. Additional services resulting from
project modifications or changes will be performed at Contractor’s discretion with Alamo Colleges District’s written approval and will be invoiced at the then-current Contractor service rates.

5. **ACCESS.** The Parties agree to grant one another, their employees and agents assigned to the Project reasonable access to appropriate portions of one another’s facilities to the extent reasonably necessary to perform their obligations under this Agreement.

6. **COMMUNICATION.** The Parties agree to communicate in furtherance of the Project, including but not limited to setting mutually agreed upon hours in which Alamo Colleges District and Contractor will perform the Project Deliverables and notifying one another of any and all changes in personnel, operations, or policies that may affect the Project.

7. **POLICIES.** The Parties agree to advise one another, and their respective employee(s) assigned to the Project, of their responsibility for complying with one another’s existing rules and regulations, and of the content of same.

8. **COMPLIANCE.**

8.1 **Applicable Law; FERPA.** CONTRACTOR agrees to comply with all applicable law, including, without limitation, to ensure that its activities hereunder do not cause ALAMO COLLEGES DISTRICT to fail to comply with all applicable federal statutes and regulations, including, without limitation, the Family Educational Rights and Privacy Act, 20 United States Code 1232g, 34 CFR Part 99 (“FERPA”). Any exchange by the parties of student record information protected by FERPA (which includes information generated by Contractor for inclusion in a student record) shall commit the receiving party to limit the use of such information to the purposes for which the disclosure was made, to refrain from any re-disclosure except in compliance with 34 CFR 99.3 and either with the specific written permission of Alamo Colleges District, or in strict compliance with any explicit permission granted to Contractor in the Agreement or separately by the eligible student, and to require the return or certified secure destruction by Contractor of all such information, including any copies that may reside in system backups, temporary files, or other storage media, as soon as the intended purpose for such disclosure ends. Contractor agrees to immediately report any and all Alamo Colleges District student record data security breaches via electronic mail directly to the appropriate Alamo Colleges District personnel.

8.2 **Non-Discrimination.** Parties agree to have in place and abide by a policy prohibiting discrimination, harassment, and retaliation on the basis of any legally protected criteria, including, without limitation, race, color, gender/sex, sexual preference, religion, age, disability, genetic information, national origin, veteran status, income level, limited English proficiency or political affiliation. The Parties agree not to deny or discriminate on the basis of any legally protected criteria in the provision of any service or benefit, including, without limitation, access to any educational program or use of any facility.

8.3 **Licenses, Permits, Taxes and Fees.** Contractor warrants that it will obtain, maintain in effect, and pay the cost for all licenses, permits, or certifications that may be necessary for Contractor’s performance of this Agreement. Contractor will be responsible for the payment of all taxes, excises, fees, payroll deductions, employee benefits (if any), fines, penalties or other payments required by federal, state, or local law or regulation in connection with Contractor’s performance of this Agreement.

8.4 **Covenants Pertaining to Any Contractor Employees Working at Alamo Colleges District Premises.** The contractor agrees to the following regarding any employees assigned to work at Alamo Colleges District’s premises on a regular basis. The contractor agrees to comply with the record-keeping and all other requirements of applicable laws, including, without limitation, the Fair
Labor Standards Act ("FLSA") and the Immigration Reform and Control Act of 1986. The contractor agrees to properly classify its workers for the purposes of the FLSA and the Internal Revenue Code and timely pay wages and compensation for their services rendered. Contractor agrees to perform criminal background checks and to implement and enforce a written policy for a drug-free workplace providing for drug and alcohol testing for reasonable cause during employment, complying with all applicable requirements, including obtaining the worker’s authorization. The contractor represents and warrants that any worker it assigns to the Project shall have passed the criminal background check and any drug testing conducted. Contractor agrees to certify in writing at the request of Alamo Colleges District its compliance with any of its obligations in this Agreement.

8.5 Data Security and Notification.

8.5.1 Personally Identifiable Information. Contractor’s performance under this Agreement may include access to and review of confidential, personally identifying information about Alamo Colleges District’s employees, students, and/or vendors. Contractor agrees to use best practices to maintain data security to prevent identity theft, and to promptly report in writing any red flags to the Program Administrator, the Vice Chancellor for Finance and Administration, or the Project Coordinator for this Agreement. Contractor agrees, in the event of a data security breach, to clearly state what personally identifiable information has been improperly accessed, to explain the measures taken to prevent future breaches, and to pay for the reasonable costs of appropriate notification and credit monitoring.

8.5.2 Payment Card Industry Data Security Standards. Contractor represents and warrants that should the Payment Card Industry Data Security Standards ("PCI-DSS") apply to any goods or services provided pursuant to this Agreement, Contractor shall maintain payment card information and process payment card transactions in compliance with the standards of the PCI Security Standards Council (https://www.pcisecuritystandards.org/index.shtml). If applicable, Contractor shall provide Alamo Colleges District a current certificate of PCI compliance upon award and annually thereafter for the duration of this Agreement. Contractor agrees to indemnify and hold harmless Alamo Colleges District, its Board of Trustees, officers, employees, agents, contractors and assigns (collectively, “Protected Parties”) from and against any and all complaints, claims, causes of action, liabilities, suits, damages, judgments, penalties, fines, assessments, settlements, losses and expenses (including legal fees, expert witness fees and other legal expenses and court costs) imposed upon, incurred by, or asserted against Protected Parties resulting from or related to any loss of Alamo Colleges District customer credit card or identity information managed, retained or maintained by Contractor, including, without limitation, fraudulent or unapproved use of such card or identity information. Contractor agrees to notify Alamo Colleges District of any security breach involving the aforementioned data within one business day after discovery.

8.5.3 If Contractor Is Authorized to Access, Transmit, Use, or Store District Data. The following provisions apply if Contractor is authorized to access, transmit, use, or store data for Alamo Colleges District.

8.5.3.1 If Contractor’s services under the Agreement include cloud-based computing (as defined by Texas Government Code Section 2054.0593, presently by reference to Special Publication 800-145 issued by the United States Department of Commerce National Institute of Standards and Technology in effect as of January 1, 2015), the effectiveness of the Agreement is conditioned upon Contractor delivering evidence of its certification by the Texas Department of Information Resources pertaining to information security standards for cloud-based computing under what is termed the Texas Risk and Authorization Management Program (TX-RAMP) as addressed by Title 1, Chapter 202, Subchapter B of the Texas Administrative Code, including, without limitation, Section 202.27 (see also https://dir.texas.gov/texas-risk-and-authorization-management-program-tx-ramp), and agrees to maintain such certification, and conduct its services and processes to continually qualify to maintain such certification, for so long as that may be required.

8.5.3.2 If Contractor’s services are not restricted to cloud-based computing, Contractor agrees to meet the security controls stated at
8.5.3.3 If this Agreement gives Contractor access to or control of a system to protect a computer, computer network, computer system, or other technology infrastructure against unauthorized use or access, Contractor represents that it is not owned or controlled within the meaning of Texas Government Code Sections 2274.0101-0103 by the citizens or governments of China, Iran, North Korea, Russia, or another country designated by the Governor pursuant to that Section 2272.0103 as in effect for the duration of this Agreement, and agrees to notify Alamo Colleges District promptly should that representation no longer be accurate, in which case Alamo Colleges District may terminate this Agreement without any liability.

8.6 Records. Contractor agrees to retain its records for a minimum of four (4) years following termination of this Agreement, unless there is an ongoing dispute under the Agreement, in which case such retention period shall extend until final resolution of the dispute. Contractor’s “Records” include any and all information, materials and data of every kind and character generated as a result of the work under this Agreement. Examples of Records include, without limitation, billings, books, general ledger, cost ledgers, invoices, production sheets, documents, correspondence, meeting notes, subscriptions, agreements, purchase orders, leases, contracts, commitments, arrangements, notes, daily diaries, reports, drawings, receipts, vouchers, memoranda, time sheets, payroll records, policies, procedures, federal and state tax filings for issue in question, and any and all other agreements, sources of information and matters that may in Alamo Colleges District’s judgment have any reasonably pertain to any matters, rights, duties or obligations under the Agreement.

8.7 Right to Audit. Contractor grants Alamo Colleges District, any applicable grantor, or their designees the right to audit, examine or inspect (“Audit”), at Alamo Colleges District’s election, all of Contractor’s records relating to the performance of this Agreement during its term and subsequent retention period. Alamo Colleges District agrees that it will exercise this right only during regular business hours. Contractor agrees to allow access to all of Contractor’s Records, its facilities, and its current or former employees, deemed reasonably necessary by the auditor, to perform such Audit. Contractor also agrees to provide adequate and appropriate workspace necessary to conduct Audits.

8.8 Release of Information. Alamo Colleges District is a governmental entity in the State of Texas. Documents submitted pursuant to this Agreement become a government record. Access by the public to government records is governed by the Texas Public Information Act (“PIA”). In the event a request is made for information designated as proprietary, Alamo Colleges District may determine in its sole discretion whether sufficient legal justification exists for withholding the information and whether an opinion should be requested from the Texas Attorney General. If an opinion is requested from the Texas Attorney General, Alamo Colleges District will notify Contractor, in accordance with PIA, to assert any arguments Contractor may have in opposition to release of the information. In the event Contractor requests judicial intervention, the party so requesting shall indemnify Alamo Colleges District for its costs (including attorney's fees) associated with the judicial action. Under no circumstances will Alamo Colleges District be liable for any costs, damages, or claims of any nature, related to release or disclosure of any information contained in documents submitted pursuant to this Agreement.

8.9 Prohibition Against Boycotting the State of Israel. If the Agreement is valued at $100,000 or more and Contractor has at least 10 employees, then Contractor hereby certifies, represents and warrants that neither Contractor nor any of its affiliates presently does, and during
the term of this Agreement will any of them, boycott the State of Israel, by, without limitation, 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 with the State of Israel, or with a person or entity doing business within the State of Israel or in any territory controlled by the State of Israel, but this requirement shall not be enforced for so long as it may be enjoined by a court of competent jurisdiction.

8.10 **Prohibition Against Boycotting Energy Companies.** If the Agreement is valued at $100,000 or more and Contractor has at least 10 employees, then Contractor hereby verifies that it does not presently, nor during the term of this Agreement will it, any of them, boycott energy companies, as those terms are defined in Texas Government Code Chapter 2274.

8.11 **Prohibition Against Discriminating Against Firearm Entities or Firearm Trade Associations.** If the value of non-sole-source procurement(s) under this agreement equals or exceeds $100,000, Contractor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of the Agreement against a firearm entity or firearm trade association, as those terms are defined in Texas Government Code Chapter 2274.

8.12 **Debarment.** Contractor hereby certifies that it is not a company identified on the Texas Comptroller’s list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State (the “Foreign Organization List”). Contractor by its signature certifies that Contractor is not debarred from participation in grants or contracts by the U.S. government or the State of Texas, is not indebted to the State of Texas or Alamo Colleges District. In the event that Contractor is added to the Foreign Organization List or becomes debarred from participation in grants or contracts by the U.S. government or the State of Texas at any time during the term of this Agreement, Contractor shall promptly provide notice to Alamo Colleges District. Alamo Colleges District may, at its discretion, terminate the Agreement immediately upon receipt and verification of information, by any means, of such status.

8.13 **Policies.** The contractor agrees to abide by all applicable Alamo Colleges District’s policies, including, without limitation, those relating to financial ethics, accountability and parking.

9. **INTELLECTUAL PROPERTY RIGHTS, CONSENTS, LICENSES & ASSIGNMENTS.** If Contractor’s services involve creating images of persons, including, without limitation, serving as a photographer or videographer, Contractor shall obtain, deliver to Alamo Colleges District during the Term of this Agreement and maintain for a period of 5 years thereafter all legally required consents of such persons to the creation and unrestricted use of their images, including, without limitation, by Alamo Colleges District (“Consents”). If Contractor services hereunder include developing materials customized for use by Alamo Colleges District, Contractor warrants its full title and right to grant any intellectual property licensed or materials delivered to Alamo Colleges District under this Agreement free and clear of any claim of any third party. The contractor consents to Alamo Colleges District making a recording, by whatever means and upon whatever media, of any verbal, audio or video report or presentation made in the performance of the Services (“Recording”). Unless Contractor’s services hereunder are limited to those of a speaker or performer, such Recordings may be used for all purposes. If Contractor’s services hereunder are limited to those of a speaker or performer, the Recording may be used by Alamo Colleges District only internally and for no more than 120 days. Unless Contractor’s services hereunder are limited to those of a speaker or performer, Contractor grants to Alamo Colleges District a perpetual non-exclusive license to use all (i) Recordings and (ii) materials delivered hereunder in which Contractor or any Employees own or may claim any intellectual property rights, including the right to create derivative works, fully paid by the compensation payable to Contractor hereunder. Notwithstanding the foregoing, Speakers and Performers may further limit the use of Recordings or prohibit recording entirely by limitation added to Exhibit A.
Notwithstanding the foregoing, Alamo Colleges District may acquire exclusive intellectual property rights by specification at to **Exhibit A**.

10. **LIABILITY, RISK AND INSURANCE.**

10.1 **Partial Release of Liability of Alamo Colleges District.** CONTRACTOR HEREBY RELEASES ALAMO COLLEGES DISTRICT FROM ALL LIABILITY ARISING UNDER THIS AGREEMENT OR RELATING TO USE OF ANY ALAMO COLLEGES DISTRICT PROPERTIES, INCLUDING, BUT NOT LIMITED TO, LIABILITY RESULTING FROM ALAMO COLLEGES DISTRICT’S NEGLIGENCE, WHETHER CONTRIBUTORY, SOLE, OR JOINT, ARISING OUT OF OR RELATED TO THIS AGREEMENT, with the sole exception of direct but not consequential contractual damages resulting from breach of this Agreement.

10.2 **Indemnification of Alamo Colleges District and Affiliates and Release of Affiliates.** CONTRACTOR AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS Alamo Colleges District, its Board of Trustees, officers, employees, agents, contractors and assigns (“Protected Parties”) from and against, and to pay to Protected Parties on demand the amount of, any and all costs resulting from any complaints, claims, liabilities, suits, damages, judgments, penalties, fines, settlements, losses and expenses (including legal fees, expert witness fees and other legal expenses and court costs), of whatsoever kind and nature, imposed upon, incurred by, or asserted against Protected Parties in any way related to or resulting from the execution, enforcement, or performance of this Agreement, or from Contractor’s use of Alamo Colleges District’s facilities (“Claims”). Contractor’s duty to indemnify, defend, and hold harmless Protected Parties includes, but is not limited to, Claims resulting from bodily injury or death of persons, or from damage to property and the resulting loss of its use, regardless of the ownership of such property and the identity of such persons, EVEN IF CAUSED IN PART BY THE NEGLIGENCE OF THE PROTECTED PARTY CLAIMING INDEMNITY, EXCEPT TO THE EXTENT CAUSED BY THE GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT OF THAT PROTECTED PARTY. Without limiting the generality of the foregoing, Contractor warrants its full title and right to grant any license granted or materials delivered to Alamo Colleges District under this Agreement free and clear of any claim of any third party and does hereby indemnify Alamo Colleges District from and against any liability to third parties claiming intellectual property rights in any material so licensed or otherwise infringed and from any associated costs of any kind whatsoever.

CONTRACTOR HEREBY RELEASES Protected Parties other than Alamo Colleges District from any and all Claims arising under this Agreement, EVEN IF CAUSED, IN WHOLE OR IN PART, BY ANY ACT OR OMISSION, INCLUDING, WITHOUT LIMITATION, THE NEGLIGENCE, GROSS NEGLIGENCE OR STRICT LIABILITY, OF ANY PROTECTED PARTY, with the sole exception of direct but not consequential contractual damages resulting from breach of this Agreement.

Alamo Colleges District is a state governmental unit that is prohibited by law from indemnifying other parties pursuant to applicable Texas Attorney-General opinions. Notwithstanding anything appearing elsewhere to the contrary, there shall be no special assumption of liability, and no indemnification or “holding harmless” of Contractor, or any other party, by Alamo Colleges District, regardless of how characterized.

10.3 **Insurance.**

10.3.1 Alamo Colleges District maintains insurance coverage for claims or causes of action brought for which immunity has been waived under the provisions of the Texas Tort Claims Act.

10.3.2 Contractor shall obtain at its own cost insurance with coverage of its activities pursuant to this Agreement at the following minimum levels of coverage:

<table>
<thead>
<tr>
<th>WORKERS’ COMPENSATION</th>
<th>STATUTORY</th>
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</table>
Must include coverage for alternate employers and borrowed servants.

**EMPLOYER’S LIABILITY**
- Each Accident (bodily injury) $1,000,000
- Policy Limit (bodily injury by disease) $1,000,000
- Each Employee (bodily injury by disease) $1,000,000

**GENERAL COMMERCIAL LIABILITY**
- General Aggregate $2,000,000
- Each Occurrence (bodily injury/property damage) $1,000,000
- Each Occurrence (personal injury/advertising injury) $1,000,000
- Each Occurrence (Damage to Premises Rented to You) $1,000,000

All coverage must be primary and non-contributory.

**BUSINESS AUTOMOBILE LIABILITY**
(if service vehicle operated on property owned or controlled by ACD)
- Combined Single Limit (bodily injury/property damage) $1,000,000

Must include all owned, non-owned and hired vehicles.

**UMBRELLA/EXCESS LIABILITY**
- Each Occurrence $1,000,000

**POLLUTION ON-SITE LIABILITY** (if services present risk)
- Each Occurrence $1,000,000

**PROFESSIONAL LIABILITY** (Errors & Omissions) (if services present risk)
- Each Occurrence $1,000,000

Contractor shall, at the time of execution of this agreement, provide Alamo Colleges District with a copy of a certificate of insurance evidencing all applicable required policies which must list “Alamo Community College District” as a NAMED ADDITIONAL INSURED and beneficiary of contractual indemnification coverage and waiver of subrogation.

11. **PAYMENT.** The entire Project cost shall not exceed the amount set forth in Exhibit A.

11.1 Alamo Colleges District will pay approved invoices, which must include the purchase order number, date of service, name of college, and a description of service, within forty-five (45) days of receipt at the address set forth in Exhibit A.

11.2 Within ten (10) days after termination of this Agreement, Contractor will submit a final invoice (“Final Invoice”) which will set forth all amounts due and remaining unpaid to Contractor and upon approval of the Final Invoice by Alamo Colleges District, Alamo Colleges District will pay (“Final Payment”) to Contractor the amount due under the Final Invoice under the terms established by Texas law. Notwithstanding the foregoing, under Section 231.006, Family Code, the vendor or applicant (Contractor) certifies that the individual or business entity named in this contract, proposal or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate. If Contractor is an entity and becomes delinquent in the payment of any Texas Margin Tax due, then any payments due to Contractor may be withheld until such delinquency is remedied.

11.3 Notwithstanding any provision to the contrary, Alamo Colleges District will not be obligated to make any payment to Contractor if Contractor is in breach or default under this Agreement.

12. **TERM AND TERMINATION.** The Term of this Agreement is set forth at Exhibit A hereto. The Term may be extended thereafter by written agreement signed by both parties.

12.1 **Termination without Cause.** Alamo Colleges District may terminate this Agreement for convenience without any liability therefore by delivering written notice to Contractor no later than
Competitive Procurement Services Agreement

12.2 **Material Breach; Insolvency.** This Agreement may be terminated by Alamo Colleges District for breach of any material terms or conditions of this Agreement by Contractor, which breach is not corrected by Contractor within ten (10) calendar days after written notice thereof is given to Contractor, or immediately should Contractor become insolvent.

12.3 **Current Revenues Only.** Alamo Colleges District commits only its current revenues hereunder, as required by Texas law. The Alamo Colleges District Board retains the continuing right to terminate the Agreement without liability for said termination at the expiration of each budget period during its initial and renewal terms. The Alamo Colleges District Board will make best efforts to obtain and appropriate funds to meet Alamo Colleges District’s obligations under the Agreement, consistent with the maintenance of reasonable reserves.

13. **GENERAL TERMS.**

13.1 **Independent Contractors.** Contractor and Alamo Colleges District understand and agree that each performs tasks, the details of which the other does not have legal right to control and no such control is assumed by this Agreement. This Agreement does not create an employment relationship, partnership, or joint venture between Contractor, its employees, and Alamo Colleges District. Neither party nor its employees shall be deemed employees of the other for any purpose whatsoever, and neither shall be eligible to participate in any benefit program provided by the other. Nothing in this Agreement shall be construed to create any borrowed servant, joint employment or leased employee status. The contractor represents and warrants that it is not a professional employer organization under the Texas Labor Code.

13.2 **Notices.** All notices given pursuant to this Agreement shall be in writing, with delivery receipted, effective on receipt. Notice mailed through the US Postal Service shall be by first class mail, postage prepaid, registered or certified with return receipt requested. Notice may also be delivered in person to the intended addressee with receipt or sent by receipted email or receipted overnight delivery service. Email notice shall always be a permitted option and shall be mandatory during the pendency of any epidemic or pandemic affecting the city or county of the notice address of either party, or during any period during which either party has implemented limited office staffing or a temporary work-from-home program by reason of an emergency declared by authorities with jurisdiction over that area. All email notices given pursuant to this Agreement shall be effective upon receipt, rebuttably presumed received with evidence of sending, and irrebuttably presumed received with evidence of email confirmation of receipt. The notice addresses of the Parties are stated in Exhibit A and maybe changed by giving 5 business days of notice.

13.3 **Choice of Law.** This Agreement is made and is to be performed in Bexar County, Texas, and will be interpreted and governed by the Constitution and the internal laws of the State of Texas. The venue of any court action brought directly or indirectly by reason of this agreement shall be in Bexar County, Texas.

13.4 **Successors and Assigns.** This Agreement shall be binding on and shall inure to the benefit of the Parties, and their respective heirs, legal representatives, successors and assigns. No right or interest in this Agreement shall be assigned or delegation of any obligation made by Contractor without the prior written permission of Alamo Colleges District, which shall be given or withheld in the reasonable discretion of Alamo Colleges District. Any unconsented attempted assignment or delegation by Contractor shall be wholly void and totally ineffective for all purposes. Unless otherwise specified in Exhibit A, the Contractor is not required to perform the Project with the services of any particular employee.
13.5 **Entire Agreement.** This Agreement represents the entire agreement between the Parties with respect to the subject matter herein. No representations, warranties, promises, guarantees, undertakings, or agreements, oral or written, express or implied, have been made by Alamo Colleges District with respect to the subject matter herein except as expressly stated herein. Notwithstanding the foregoing, this Agreement also hereby incorporates by reference the provisions of Alamo Colleges District’s Request to the extent not rejected by Contractor in its response to such Request (“Response”), as well as the provisions of that Response, to the extent that such provisions are not inconsistent with specific provisions of this Agreement.

13.6 **Amendments.** Amendments or modifications may be made to this Agreement only by setting the same forth in a written document duly executed by the Parties.

13.7 **Force Majeure.** Any party shall be temporarily excused from performance otherwise due hereunder only to the extent that, and for so long as, such performance is rendered impossible by reason of factors beyond that party’s control and not occasioned by the negligence of the party or its affiliates, including, without limitation, epidemic. Any party experiencing or anticipating a force majeure event shall promptly notify the other party in writing thereof.

13.8 **Severability.** This Agreement is to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of this Agreement or the application thereof to any party or circumstance shall, for any reason and to any extent, be invalid or unenforceable, the extent of such invalidity or unenforceability does not destroy the basis of the bargain among the Parties as expressed herein, and the remainder of this Agreement and the application of such provision to other parties or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

13.9 **Gender and Number.** Whenever required by the context, as used in this Agreement, the singular number shall include the plural and the neuter shall include the masculine or feminine gender, and vice versa.

13.10 **Captions.** The Section headings appearing in this Agreement are for convenience of reference only and are not intended, to any extent or for any purpose, to limit or define the text of any Section.

13.11 **Exhibits.** Any and each Exhibit to this Agreement is incorporated herein for all purposes.

13.12 **Drafters.** Each party to this transaction has been afforded the opportunity to negotiate the terms of this Agreement, and to consult legal counsel regarding same; therefore, the Parties waive and disclaim the application of any principle of contract interpretation that would construe any ambiguity herein against either party as drafter hereof.

13.13 **No Third-Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon any person, firm or corporation other than the parties hereto and their respective successors or assigns, any remedy or claim under or by reason of this Agreement or any term, covenant or condition hereof, as third party beneficiaries or otherwise, and all of the terms, covenants and conditions hereof shall be for the sole and exclusive benefit of the parties hereto and their successors and permitted assigns.

13.14 **Dispute Resolution.** In the event of any dispute, claim, question, or disagreement arising out of or relating to this Agreement, the parties agree to do all of the following before commencing legal action. First, the parties shall use their best good-faith efforts to settle such disputes, claims, questions, or disagreement. To this effect they shall first consult and negotiate with each other in good faith, recognizing their mutual interests, and attempt to reach a just and equitable solution satisfactory to both parties. If such consultation and negotiation does not fully resolve the issue,
the parties agree to promptly engage in non-binding mediation in Bexar County, Texas. If such mediation does not fully resolve the issue, then either party may thereafter seek legal recourse in equity and/or at law. Notwithstanding the foregoing, either party may commence litigation for injunctive relief without having complied fully with these dispute resolution procedures, but only to require the other party to mediate, to preserve the status quo pending resolution of an issue, or to protect a vital interest of that party or of an affiliate.

Authorized signatures below constitute acceptance of the terms and conditions set forth in this Agreement.

**ALAMO COMMUNITY COLLEGE DISTRICT:**

By: ________________________________

Date

Print Name: __________________________

Title: ________________________________

**CONTRACTOR:**

By: ________________________________

Date

Print Name: __________________________

Title: ________________________________

**EXHIBITS:** Exhibit A - Project Details
EXHIBIT A TO AGREEMENT TO PROVIDE SERVICES TO ALAMO COLLEGES DISTRICT

1. Exact Legal Name of Contractor:

2. Term of Agreement:

3. Project Description:

4. Alamo Colleges District Representative and College/DSO:

5. Maximum Amount Payable to Contractor:

6. Project Interim Payment Milestones:
   (description of milestone)   - $
   (description of milestone)   - $
   (description of milestone)   - $

   Total:   $

7. Detailed Contractor Deliverables: Contractor agrees to:

8. Notice Addresses:
   Notices to Alamo Colleges District:
   Attention: (College or DSO)
   Email: @alamo.edu
   Attention: (College or DSO)
   Email: @alamo.edu

9. Notices to Contractor:
   Tel:
   Email:

10. Contractor shall submit all invoices to Alamo Colleges District at the following address:
   Email:

11. Any location requirements for the Project:

12. Content for Contractor authorized to access, transmit, use, or store data for Alamo Colleges District, if applicable 12.1 Contractor TX-RAMP certification requirement & verification of certification attachment as per 8.5.3.1: yes/no

12.2 Any information technology security level applicable as per section 8.5.3.2 (Security control requirements are posted at https://www.alamo.edu/link/933c81083ff9406bbce395b87047e0e2.aspx):

13. Other Requests/Requirements/Conditions/Exclusions:
Guidelines on Utilization of
Small Minority Women and/or Veteran Business
Enterprise (SMWVBE)
Alamo Colleges District

SMWVBE Program
Guidelines on Utilization of Small Minority Women and/or Veteran Business Enterprise (SMWVBEs)

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- Alamo Colleges District SMWVBE Program Mission Statement page 3
- Alamo Colleges District Small Minority Women and/or Veteran Owned Business Enterprise Clause page 4-6
- SMWVBE Letter of Acknowledgement page 7
- SMWVBE Subcontracting Plan page 8-10
- Minority and Trade Organizations Contact Information page 11
Mission Statement

It is the policy of Alamo Colleges District to encourage the use of Small, Minority, Women and/or Veteran-Owned Business Enterprises (SMWVBE) and Historically Underutilized Businesses (HUBs) as herein below defined to assist the College and District departments in the implementation of this policy through race, ethnicity, and gender-neutral means. The purpose of this program is to ensure that SMWVBE’s are provided the maximum practicable opportunity to participate in all supplier and contracting opportunities.
Alamo Colleges District, its contractors, their subcontractors and suppliers, as well as all suppliers of all goods and services, shall not discriminate on the basis of race, color, religion, national origin, disability, gender or sexual orientation in the award and/or performance of contracts. All individuals and entities doing business, or anticipating doing business, with Alamo Colleges District are encouraged to support and implement a program designed to achieve the goal of establishing equal opportunity for all. SMWVBE groups include:

Black Americans - which includes persons having origins in any of the Black racial groups of Africa; Hispanic Americans - which includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race; Asian Pacific Americans - which includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific and the Northern Marianas; Native American - which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians; Women - which includes all women of any ethnicity; and Small Business Enterprise.

Alamo Colleges District Purchasing and Contract Administration Department maintains an active program for the identification and placement of SMWVBE’s on solicitation mailing lists, and to provide information and other assistance to facilitate the use of such firms as contractors to the maximum extent practical. SMWVBE’s seeking contracting opportunities should file a “Vendor Registration” with the Alamo Colleges District Purchasing and Contract Administration Department, 2222 N. Alamo, San Antonio, Texas 78215; telephone 210-485-0100 or at http://www.alamo.diversitycompliance.com

Firms seeking contracting opportunities will be encouraged to use their best efforts to carry out this practice through subcontracting of small and/or minority business enterprises to the fullest extent consistent with efficient performance.

Projects with subcontracting opportunities will be tracked monthly through B2GNow whether there is a targeted SMWVBE goal or not to track Alamo Colleges’ progress in working with SMWVBE certified firms.
DEFINITIONS

1. TYPES OF ENTERPRISES

A. Minority Business Enterprise:

   Means a business enterprise that is owned/controlled and operated by one or more minority person(s). Minority persons include Blacks, Mexican-Americans and other persons of Hispanic origin, American Indians, Alaskan Natives, and Asians and Pacific Islanders. Minority person(s) shall collectively own, operate, and share in payments from such an enterprise in the manner hereinafter set forth.

B. Small Business Enterprise:

   Means a corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is independently owned and operated, which includes small businesses as defined by certification agency.

C. Women Owned Business Enterprise:

   Means a sole proprietorship that is owned and controlled by a woman, a partnership at least 51.0% of whose assets or partnership interests are owned by one or more women, or a corporation, limited liability Company, or other form of entity, at least 51.0% of whose assets or ownership interests are owned by one or more women.

D. Veteran Business Enterprise:

   Means a business structure that is at least 51% owned, operated and controlled by an individual who served in the United States Armed Forces, and who was discharged or released under conditions other than dishonorable.

   NOTE: This certification type should not be confused with the Service Disabled Veteran designation available through the Small Business Administration.

2. OWNERSHIP AND CONTROL

A. Owned:

   1. For a sole proprietorship to be deemed minority business enterprise, it must be owned by a minority person.

   2. For an enterprise doing business as a partnership, it is necessary that at least 51.0% of its assets or interests in the partnership property be owned by one or more minority person(s).

   3. For an enterprise doing business as a corporation, limited liability Company, or other form of entity, it is necessary that at least 51.0% of its assets or ownership interests be owned by one or more minority person(s).
B. Controlled/Operated:

That the primary power to manage a business enterprise shall rest with minority person(s).

C. Share in Payments:

Minority partners, proprietor, members, stockholders or other owners of the enterprise, as the case may be, shall be entitled to receive 51.0% or more of the total profits, bonuses, dividends, interest payments, commissions, consulting fees, rents, procurement, and subcontractor payments, and any other monetary distribution paid by the business enterprise.
Dear Mr. O’Bar:

In accordance with the statement outlined, I have read and understand the Alamo Colleges District guidelines for the utilization of Small Minority Women and/or Veteran Owned Business Enterprise (SMWVBE).

This (SMWVBE) subcontracting plan will include subcontracting opportunities representing an estimated cumulative percentage of _____%.

I acknowledge that if I am selected as the construction Manager at Risk for a project, I will be required to provide the attached subcontracting plan inclusive of all (SMWVBE) subcontractors and their certification document by an approved certifying agency. By completion of Section “6” of the (SMWVBE) subcontracting plan, I affirm my intent to utilize the subcontractors selected to perform the scope of work to be subcontracted.

Should we discover additional subcontractors claiming (SMWVBE) status during the course of this contract we will notify you of the same. In addition, if for some reason a (SMWVBE) is unable to fulfill its contract with us, we will notify you immediately in order to take the appropriate steps to amend this contractual obligation.

Sincerely,

(Project Executive)
ALAMO COLLEGES DISTRICT SMWVBE SUBCONTRACTING PLAN

- - Special Instructions/Additional Requirements - -

- Respondents shall submit a completed SMWVBE Subcontracting Plan to be considered responsive (pages 8, 9, and 10). Failure to submit a completed Subcontracting Plan shall result in point(s) reduction in the evaluation process for the bid and/or proposal.
- Respondents who intend to Self-Perform all of their work shall submit a Subcontracting Plan for Self-Performance (Section 7).
- Payments for the Construction Manager at Risk or Prime Contractor will be tracked along with their selected subcontractors (SMWVBE and Non-SMWVBE) monthly online thru B2GNow.

SECTION 1 - RESPONDENT AND SOLICITATION INFORMATION

a. Respondent (Company) Name: ________________________________
   Point of Contact: ____________________________________________ Phone #: __________________

b. Is your company a certified SMWVBE?  ❑ - Yes  ❑ - No

c. CSP #: ________________________________

SECTION 2 - SUBCONTRACTING INTENTIONS

❑ - Yes, I will be subcontracting portion(s) of the contract.
   (If yes, in the spaces provided below, list the portions of work you will be subcontracting, and go to page 9.)

❑ - No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources.

<table>
<thead>
<tr>
<th>Line Item # - Subcontracting Opportunity Description</th>
<th>Line Item # - Subcontracting Opportunity Description</th>
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</tbody>
</table>
IMPORTANT: You must complete a copy of this page for each of the subcontracting opportunities you listed in SECTION 2. You may photocopy this page.

SECTION 3 - SUBCONTRACTING OPPORTUNITY
Enter the line item number and description of the subcontracting opportunity you listed in SECTION 2.

Line Item # Description:

SECTION 4 - NOTIFICATION OF SUBCONTRACTING OPPORTUNITY
Complying with a, b and c of this section constitutes Good Faith Effort towards the portion of work listed in SECTION 3. After performing the requirements of this section, complete SECTION 5, 6 and 8.

a. Provide written notification of the subcontracting opportunity listed in SECTION 3 to three (3) or more SMWVBEs. You can use the State of Texas’ Centralized Master Bidders List (CMBL), found at http://www.window.state.tx.us/procurement/cmbl/cmbhub.html, and its HUB Directory, found at http://www.window.state.tx.us/procurement/cmbl/hubonly.html. Also, the South Texas Regional Certification Agency’s (STRCA) database at http://sctrca.org/ to identify available SMWVBEs. Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.

b. Provide written notification of the subcontracting opportunity listed in SECTION 3 to a minority or women trade organization or development center to assist in identifying potential SMWVBEs by disseminating the subcontracting opportunity to their members/participants. Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.

c. Written notifications should include the scope of the work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. Unless the contracting agency has specified a different time period, you must allow the SMWVBEs no less than five (5) working days from their receipt of notice to respond, and provide notice of your subcontracting opportunity to a minority or women trade organization or development center no less than five (5) working days prior to the submission of your response to the contracting agency.

SECTION 5 - SMWVBE FIRMS CONTACTED FOR SUBCONTRACTING OPPORTUNITY
List three (3) certified SMWVBEs you notified regarding the portion of work (subcontracting opportunity) listed in SECTION 3. Specify the vendor ID number, date you provided notice, and if you received a response. Note: Attach supporting documentation (letters, phone logs, fax transmittals, electronic mail, etc.) demonstrating evidence of the good faith effort performed.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>VID #</th>
<th>Notice Date (mm/dd/yyyy)</th>
<th>Was Response Received?</th>
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<td>Yes</td>
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SECTION 6 - SUBCONTRACTOR SELECTION
List all the subcontractor(s), both SMWVBE and non-SMWVBE, you selected to perform the portion of work (subcontracting opportunity) listed in SECTION 3. Also, specify the expected percentage of work to be subcontracted, the approximate dollar value of the work to be subcontracted, and indicate if the company is a SMWVBE.

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<tr>
<th>Company Name</th>
<th>VID #</th>
<th>Expected % of Contract</th>
<th>Approximate Dollar Amount</th>
<th>Certified SMWVBE?</th>
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*If the subcontractor(s) you selected is not a SMWVBE, provide written justification of your selection process below:
SECTION 7 - SELF PERFORMANCE JUSTIFICATION
(If you responded “No” to SECTION 2, you must complete SECTION 7 and 8.)

Does your response/proposal contain an explanation demonstrating how your company will fulfill the entire contract with its own resources?

☐ - Yes  If Yes, in the space provided below, list the specific page/section of your proposal which identifies how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.

☐ - No  If No, in the space provided below, explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

SECTION 8 - AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the SMWVE Subcontracting Plan are true and correct. Respondent understands and agrees that, if awarded any portion of the solicitation:

• The respondent must submit monthly compliance reports (Payment Request Forms) to Alamo Colleges District, verifying their compliance with the SMWVE Subcontracting Plan, including the use/expenditures they have made to subcontractors.

• The respondent must seek approval from Alamo Colleges District prior to making any modifications to their SMWVE Subcontracting Plan.

• The respondent must, upon request, allow Alamo Colleges District to perform on-site reviews of the company’s headquarters and/or work-site where services are to be performed and must provide documents regarding staff and other resources.

____________________________________ _________________________________ ___________________ ___________________
Signature  Printed Name  Title  Date
SMWVBE Helpful Resource Contacts

Alamo Colleges District Purchasing and Contracting Department
Maria Velma Bates, Assistant Director, mbates28@alamo.edu 210/485-0122
Torence Henderson, SMWVBE Contracting Coordinator, twhite85@alamo.edu 210/485-0127
2222 N. Alamo St
San Antonio, TX 78215

Websites – the following websites will assist in the ability to search or identify HUB and SMWVBE firms:

The South Texas Regional Certification Agency:
http://sctrca.org/

Texas Procurement and Support Services Division
http://www.window.state.tx.us/procurement/cmbl/cmblhub.html
APPENDIX A
INTERNERSHIP PROGRAM PARAMETERS

The general responsibility for the success of internship programs lies with the Alamo Colleges District, participating employers, and interns. The Alamo Colleges District are primarily responsible for administration and instructional components of the program. Participating employers are responsible for providing interns with a work environment that provides an opportunity to learn or apply occupational skills in a significant way. Specific responsibilities of the employer and Alamo Colleges District include the following:

A. **Role of the Employer**

1. To list internship opportunities and job descriptions with the Alamo Colleges District (Internship Clearinghouse).
2. To select internship students using their own interviewing and selection process. If an employer desires, an Alamo College representative will advertise the position, collect student credentials, screen applicants, and arrange for interviews with the employer.
3. To compensate interns on a fair and consistent basis.
4. To identify and maintain for the student a schedule which meets the minimum hour requirements of the internship.
5. To enter into a Memorandum of Agreement with the Alamo Colleges District that includes internship: learning objectives, term, schedule, compensation, and course evaluation process, using approved Alamo Colleges District format/forms.
6. To assist interns to meet learning objectives during the internship period.

B. **Role of the Alamo Colleges District**

1. The Alamo Colleges District will provide the participating employers with the name of the student(s) eligible to participate in the internship program.
2. To work with students, advisors, and employers in developing internships.
3. To provide students with referrals to internship sites.
4. To formulate job-oriented and educational learning objectives.
5. To develop and approve Memorandum of Agreements between the student, employer, and Alamo Colleges District.
6. To monitor the student’s progress towards attaining stated objectives. This may include visits to job site and with the student’s immediate supervisor. At a minimum, the faculty or Alamo Colleges District representative should be in contact with the supervisor via written or telephone communications.
7. Evaluate student’s performance including written materials. Awards credit if earned.

C. **Key Internship Features** - It is the goal of the Alamo Colleges District Internship program to provide students with opportunities to learn skills for their chosen career. The program is designed to meet the diverse needs of the student body in the Alamo Colleges District. Internships can be set up for the summer, spring, or fall semesters. Full and part-time programs are possible.

1. **Intern Duties/Responsibilities** – The employer and college representative determine duties and responsibilities. Work assignments will vary depending upon the level of experience, knowledge and sophistication of the intern.
2. **Compensation for Interns** – A normal salary that the company would pay to a beginning individual if they meet company requirements, but not less than a minimum wage.
3. **Memorandum of Agreement** – The agreement is between the employer, Alamo Colleges District, and the intern. All sign the document as an indication of commitment to making the internship a rewarding experience for all parties.
1. Industrial Technology Center (ITC), Building 1
   - Section A - Air Conditioning Program, Bookstore, Electrical Program, Plumbing Program, Manufacturing Technology Program, Life Space Center
   - Section B - Construction, Student Services (Advising, Financial Aid, and Bursar-Business Office)
   - Section C - Centers of Excellence for Math and Science, Division of Workforce Development and Continuing Education, Learning Resource Center (Library), Phoenix Middle College Program, Health Center
   - Section D - Campus Police, Tiger Bistro, Student Activity Center

2. Aircraft Technology Center (ATC), Building 2
   - Aircraft Classrooms and Lab

3. Multi-Disciplinary Instructional Center (MDIC), Building 3
   - College Services, IT Open Computer Lab, Information and Communications Technology, Multi-Modal Transportation Technology, Office for Dean of Applied Science and Technology, Office for Vice President of Southwest Campus

4. Building 4

5. Diesel Technology Center (DTC), Building 6
   - Diesel Classrooms

6. Diesel Technology Lab (DTL), Building 7
   - Diesel Technology Lab

7. Workforce Center for Excellence, Building 8
   - Alamo Academies, UPS Store

12. Welding Autobody Collision Center (WAC), Building 12
    - Welding Program, Auto Collision Repair Program
Campus Map

Buildings:
- WLNS - Llano Wellness Center
- SCIN - Bosque Science Center
- NFAC - Physical Plant - Facilities
- STCM - Brazos Student Union
- ARTS - Blanco Hall | Fine Arts
- NPAC - Lampasas Performing Arts Center
- NLIB - Comal Learning Resource Center
- ACA1 - Salado Hall | Academic
- CATE - Medina CTE Center
- PLXY - Paluxy Hall
- JECA - Judson Early College Academy
- Veterans Center - Future Building

Services:
- DPS Office
- UPS Store
- Welcome Center
- Bookstore

Outdoor Spaces:
- Amphitheater
- Castilla Circle
- Campus Green
- Metrocom Circle
- Kruse Circle

Food & Drink:
- Cyber Café
- Vending Machine
- Coffee Bar
- Cafeteria