



REQUEST FOR PROPOSAL

CONTRACT CLEANING SERVICES

REVISION 1
10-26-2023

Contents

Overview	4
Purpose	4
Background and Description	4
Conflict of Interest	4
Insurance and Liability	5
Insurance.....	5
Damage	6
Request for Proposal (RFP)	6
RFP Posting.....	6
Enquiries	6
RFP Timetable	6
Respondent Expenses	6
Confidentiality of Information	7
Modification of Terms.....	7
Proposal Submissions	7
Ownership of proposals.....	8
Acceptance of proposals.....	8
Proposal Review.....	8
Proposal Review Committee.....	8
Review and Selection	9
Contract Agreement	9
Negotiations.....	9
Contract Period	10
Contract Extension	10
Evaluation of Service.....	10
Termination of Services	11
Qualifications	11
Mandatory Company Criteria	11

Background Screening	11
Drug Screening	13
Training	13
Uniform, Equipment, and Appearance	14
Miscellaneous Responsibilities	14
Contractor Employee Identifications	15
Records	15
Port Freeport Rights.....	16
Contract Personnel	16
Minimum contract employee Qualifications	16
Contract Employee Daily Duties at Administration Building, Operations Office, US Customs Office, Warehouse Restrooms, Dock 7 Restrooms	18
Contract Employee Weekly Duties at Administration Building, Operations Office, US Customs Office, Warehouse Restrooms, Dock 7 Restrooms	18
Contract Employee Weekly Duties at Administration Building, Operations Office, US Customs Office, Warehouse Restrooms, Dock 7 Restrooms	19
Contract Employee Weekly Duties at Emergency Operations Center (EOC) Building.....	19
Contract Employee Weekly Duties at Emergency Operations Center (EOC) Building.....	20
Contract Employee Weekly Duties at Emergency Operations Center (EOC) Building.....	20
Contract Employee Weekly Duties at Maintenance Shop, Dock 7 Double Wide Trailer, Dock 7 Office Container, and Dock 7 RV Trailer	20
Contract Employee Daily Duties at Transit Shed #3 Restrooms	21
Contract Employee Quarterly Duties at Gate 8, Gate 4, and Truck Scale Building.....	22
Service Addresses:	22
Port Holidays	23
Attachment 1: Deviations	24
Attachment 2: Evaluation Form.....	25
Attachment 3: Proposal Summary Form	27
Attachment 4: Insurance Review	28

OVERVIEW

Purpose

Port Freeport is seeking a contractor to provide professional level contract cleaning services for one of the fastest growing ports in America. The primary focus of this mission is to provide contract cleaning/janitorial services with the experience, qualifications, and capabilities to provide a detail-oriented service for Port Freeport. These services include, but are not limited to:

- Daily Duties
- Weekly Duties
- Monthly Duties
- Quarterly Duties
- Annual Duties

Currently, this contract service includes 5 days per week depending on the locations spelled out in the RFP and the new contract would commence on February 1, 2024.

Background and Description

Port Freeport was founded more than 100 years ago when the first jetty system was built in Freeport, Texas. Since that time, the Port has become one of the fastest growing ports in the nation and is currently one of the top ranked ports in the United States in terms of foreign tonnage.

With our high paced growth, we are looking for a contractor to compliment the Port as we grow. The contractor must be able to implement changes if requested.

CONFLICT OF INTEREST

All Respondents shall acknowledge that the Port is a governmental authority and, as such, the Port is firmly committed to making any business decisions based solely on evaluation of offers that the Port believes will provide the Port the best bid. Basic business integrity dictates that the Port's business decisions be objective, be in the best interest of the Port, and be in no way connected to or influenced by any other relationship. By submitting a proposal, the Respondent warrants and certifies on behalf of the Proposing Entity that:

- a) Proposing Entity has not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or any other thing of value or benefit (including employment, contracts or subcontracts relating to Proposing Entity's business) to any Commissioner, official or employee of the Port,

- b) no Commissioner, official or employee of the Port has (directly or indirectly) solicited any such payment or contribution, and
- c) Proposing Entity does not have any Relationship (as that term is hereinafter defined) with any Commissioner, official or employee of the Port. For the purposes of this Contract, a Relationship is defined as:
 - 1) A Commissioner, official or employee of the Port or an affiliate of a Commissioner, official or employee of the Port owns ten percent (10%) of the ownership of the Proposing Entity or ownership in the Proposing Entity with a fair market value of \$15,000 or more; or
 - 2) A Commissioner, official or employee of the Port or an affiliate of a Commissioner, official or employee of the Port has an employment or other business relationship with the Proposing Entity that results in taxable income or receipt of something of value by a Commissioner, official or employee of the Port or an affiliate of a Commissioner, official or employee of the Port; or
 - 3) A Commissioner, official or employee of the Port or an affiliate of a Commissioner, official, or employee of the Port receives one or more gifts from the Proposing Entity that have a total value of more than \$100 in one 12-month period.

An “affiliate” of a person is:

- a) A family member of the person, related within the first degree by consanguinity or affinity, as defined by Subchapter B, Chapter 573 of the Texas Government Code, or
- b) An entity owned in whole or in part by the person or by a family member of the person related within the first degree by consanguinity or affinity.

If awarded a contract with Port Freeport, the representations, warranties, and certifications made in this section are ongoing and will remain in effect for the term of the contract.

INSURANCE AND LIABILITY

Insurance

The contractor shall maintain the minimum level of insurance as required by the Port Freeport Tariff, which can be accessed on the Port Freeport web site (<http://www.portfreeport.com/business-with-the-port/tariffs>).

The Policy or Policies shall be endorsed to provide that thirty (30) days prior written notice shall be given to Port Freeport in the event of cancellation or material changes in the policy.

Certificate(s) of insurance shall be submitted as evidence to verify that the listed coverages are current.

Port Freeport reserves the right to change established minimum coverage limits for special situations.

Damage

The contractor shall be responsible for any damage caused by their employees and subcontractors.

REQUEST FOR PROPOSAL (RFP)

RFP Posting

A notice of the RFP shall be posted in the local newspaper, The Facts (www.thefacts.com). Additionally, the RFP will be posted in the Public Notices section of the Port Freeport website, which can be accessed at <http://www.portfreeport.com/freeport-community/contractor-bids>. A copy of the RFP can also be physically picked up at the Port Freeport's Administration Building located at 1100 Cherry Street, Freeport, Texas 77541.

Enquiries

All enquiries related to this RFP are to be sent via email to Jesse Hibbetts Operations Manager at hibbetts@portfreeport.com.

Information obtained from any other source is not official and shall not be considered.

If there are any deviations to the requirements specified within this RFP, Respondents shall document the deviations in Attachment 1. Proposals failing to document these deviations may be rejected without further consideration.

RFP Timetable

The anticipated schedule for this RFP and contract approval is as follows:

RFP Issued	November 11, 2023
RFP Closed/Proposal Opening	December 1, at 3:00PM
Evaluation & Approval	December 1, 2023, to December 14, 2023
Projected Contract Start Date	February 1, 2024

Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with Port Freeport, if any. Port Freeport shall not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

Confidentiality of Information

Information pertaining to Port Freeport obtained by the Respondent as a result of participation in this RFP is confidential and shall not be disclosed without prior written authorization from Port Freeport senior management.

Modification of Terms

Port Freeport reserves the right to modify the terms of this RFP at any time at Port Freeport's sole discretion. If the RFP is modified, a notice of the new revision shall be posted in the local newspaper, The Facts (www.thefacts.com). Additionally, the new revision will be posted in the Public Notices section of the Port Freeport website (<http://www.portfreeport.com/freeport-community/contractor-bids>) and available to be physically picked up at the Port Freeport Administration Building located at 1100 Cherry Street, Freeport, Texas.

This includes the right to cancel this RFP at any time.

Proposal Submissions

The Respondent may submit their sealed proposal in person or by a recognized mail/delivery service to:

- Port Freeport
- Attn: Jesse Hibbetts, Sealed Bid, Janitorial Contract
- 1100 Cherry Street
- Freeport, Texas 77541

Any response received after the deadline on the RFP closing date shall not be considered. The responsibility for submitting proposals before the stated time and date is solely the responsibility of the Respondent. Port Freeport shall not be responsible for delays caused by mail, courier service, or any other occurrence.

At minimum, all submissions shall include one (1) written proposal. Additionally, each proposal shall include:

- 1) Your firm's proposal
- 2) Attachment 1, Deviations/Additions
- 3) Attachment 2, Evaluation Form
- 4) A copy of your insurance

The Respondent shall not change the wording of its proposal after submission unless requested by Port Freeport for the purposes of clarification.

If your firm offers a Janitorial management solution, please feel free to describe the solution(s) within Attachment A, Deviations/Additions, along with the associated annual cost.

All proposals shall be opened at the Port Freeport Administration Building located at 1100 Cherry Street, Freeport, Texas 77541. The opening of the proposals is open to the public.

Ownership of proposals

All documents and associated materials submitted to Port Freeport as part of this RFP become the property of Port Freeport. These items shall be received and held in confidence by Port Freeport, subject to the provisions of the Public Information Act located in chapter 552 of the Texas Government Code and the Maritime Security Directives issued by the U.S. Coast Guard under 33 CFR Part 101.405.

Acceptance of proposals

This RFP is not an agreement to purchase goods or services. Port Freeport is not bound to enter into a Contract with any respondent. Proposals shall be assessed by utilizing the qualifications within this document. Port Freeport shall be under no obligation to receive further information, whether written or oral, from any Respondent.

The proposal shall be in English.

Delivery of the proposal shall be in accordance with the requirements specified within this document.

PROPOSAL REVIEW

Proposal Review Committee

Review of Respondents' proposals shall be conducted by the Qualifications Review Committee (QRC) formed by Port Freeport and may include users, employees, Commissioners, and/or contractors of Port Freeport. Cleaning Contract service providers may NOT participate on the QRC.

To facilitate the review process, all Respondents shall complete the evaluation form in Attachment 2, which shall be included with their proposal.

Review and Selection

The QRC shall check Respondents' proposals against the specified criteria. Proposals not meeting all criteria established within this document may be rejected without further consideration.

Each qualified proposal shall be evaluated using a quantitative method for the following topics:

- 20% - Cost of Service: The total cost of annual services from the proposal.
- 20% - Background Check: The firm's years of experience providing Contract Cleaning/Janitorial service to entities regulated by USCG and United States Customs & Border Protection.
- 20% - Safety Rating: The safety rating will be calculated using the OSHA Incident Rate calculation. The actual calculation for the entire firm shall be documented in the proposal (Total number of reportable injuries & illnesses x 200,000 / number of hours worked by all employees).
- 15% - References: The number of negative feedbacks from current and past customers. Proposals shall include at least three (3) references. Port Freeport may also reach out to other ports, partners, and companies that have experience with a particular bidder.
- 10% - Distance to Upper Management: The distance from the manager's brick and mortar office to Port Freeport. The manager shall be the person who would have direct management authority and responsibility for the Port Freeport contract if awarded.
- 10% - Years in Business: The number of years your business has been providing contracted cleaning services.
- 5% - 2022 Turnover Rate: The turnover rate for the entire firm for 2022.

Port Freeport reserves the right to request additional information from a Respondent.

Regardless of the factors set forth herein, the Port reserves the right to select the best bid pursuant to Section 60.408(b) of the Texas Water Code.

CONTRACT AGREEMENT

Negotiations

Port Freeport may award a contract on the basis of initial offers received, without discussion, or may require Respondents to give oral presentations based on their responses.

Port Freeport reserves the right to enter into negotiations with the selected Respondent, and if Port Freeport and the selected Respondent cannot negotiate a mutually acceptable contract, Port Freeport

may terminate the negotiations and begin negotiations with the next selected Respondent. This process may continue until a contract has been executed or all responses have been rejected.

No Respondent shall have any rights in the subject project or property or against the Port arising from such negotiations.

A comprehensive evaluation shall take place on the potential service provider prior to awarding the contract. This comprehensive evaluation may include, but not limited to, financial stability, reputation, legal issues, and overall risk.

Contract Period

This contract shall commence on February 1, 2024, and remain in effect for a period of three (3) years with an optional two (2) year renewal. Port Freeport has the option to renew the contract at its sole discretion for an additional two (2) year period on a year-to-year basis. Renewal of the contract is a Port Freeport prerogative, not a right of the Respondent. Such option shall be exercised, if at all, only when it is in the best interest of Port Freeport.

In the event Port Freeport exercises its option to renew beyond the initial three (3) year contract, the contract prices, and any other terms the Port may choose to negotiate, shall be reconsidered for adjustment prior to renewal due to increases or decreases in labor costs; but in no event shall the prices be increased or decreased by a percentage greater than the percentage change reflected in the Consumer Price Index – All Urban Areas (CPI-U) as published by the U.S. Department of Labor. Port Freeport reserves the right to accept the renewal adjustment or to allow the contract to terminate and re-advertise for bids, whichever is in the best interest of the Port

Contract Extension

In the event that the contract is held over beyond the term herein provided it shall only be from a month-to-month basis only and shall not constitute an implied renewal of the contract. Said month-to-month extension shall be upon the same terms of the contract and at the compensation and payment provided within said contract and shall not exceed six (6) months.

Evaluation of Service

A contract review shall be conducted prior to October 1 starting in 2024 annually between the Contractor and Port Freeport to review the Contractor's performance.

The annual review shall also evaluate the contract bill rate. Unless justification is given by the Contractor for a different rate, accepted by Port Freeport, and approved by the Port Freeport Commission, the bill rate shall increase as specified later within this document.

Port Freeport reserves the right to schedule additional contract reviews at their discretion on an as needed basis.

Termination of Services

Port Freeport reserves the right to terminate services at any time without cause. In the event services are terminated, Port Freeport shall only be financially responsible for services provided up to the point of termination.

QUALIFICATIONS

Mandatory Company Criteria

The following are mandatory requirements for the firm:

- 10-years of experience providing janitorial/cleaning services to MTSA customers
- The Owner/Manager that will directly oversee the Port Freeport account shall be within 100-miles of Port Freeport
- On average, the manager shall be capable of physically being on site at least once per week. The manager shall physically visit each site during the week at least once a quarter for quality control.
- The firm shall have an established and documented safety program.
- The firm must employ individuals that can pass a background check since they will be inside MTSA/US Customs areas.

Responses not clearly demonstrating that they meet the above requirements may receive no further consideration.

Background Screening

The Contractor shall be responsible for conducting a thorough screening of all potential employees, which shall be conducted prior to being assigned to the Port Freeport contract.

Potential employees shall have an extensive background check completed prior to assignment at Port Freeport. The local background check shall include Brazoria, Harris, Galveston, and Matagorda counties.

The background check shall go back at least 7-years.

As defined by Texas law, any of the following shall disqualify an employee for being assigned to the Port Freeport contract:

- **Criminal History**
 - No Class A or Felony conviction or court-ordered supervision or probation.
 - No Class B conviction or court-ordered supervision or probation within the past 7 years.
 - Former military personnel must not have been convicted of any court-martial higher than a summary.
 - Cannot be on the sex offender list.
- **Military Service**
 - A dishonorable or other discharge based on misconduct which bars future military service, including 1) Under less than honorable conditions; 2) Under other than honorable conditions; 3) Bad conduct; or 4) Dishonorable.
 - A general under honorable conditions discharge from any military service requires applicant to meet at least one of the following requirements, 1) At least 48 semester hours of credit, in any area of study, from an accredited college or university with at least a 2.0 grade point average; or 2) At least three years of full-time employment as a security officer licensed by the Texas Department of Public Safety or an equivalent licensing entity in another state; or 3) At least 36 months of full-time employment, in any field, in the last 48 months.
- **Driving record**
 - Driving record should reflect prudence and maturity.
 - License must not be in danger of being suspended.
- **Tattoos and Body Art**
 - There shall be no visible, disrespectful tattoos or body art located on the hands or face, while representing Port Freeport. However, tattoos or body art located on the hands or face shall be reviewed on a case-by-case basis by contract site security management with Port Freeport approval. Tattoos on the arm are allowed but shall be covered while representing Port Freeport.



All company employees shall have a valid Texas driver's license and proof of liability insurance for any vehicle driven on Port property.

All background screening shall be at the Contractor's expense.

Port Freeport reserves the right to review the results and associate records of the background screening of any employee or district/regional manager assigned to the Port Freeport contract.

Drug Screening

All employees shall successfully pass a drug screen test prior to being assigned to the Port Freeport contract.

The Contractor shall conduct drug and alcohol testing on any employee involved in an accident when performing janitorial cleaning duties for Port Freeport.

All drug and alcohol screening shall be at the Contractor's expense and not on billable time.

Port Freeport reserves the right to review the results and associate records of the drug screening of any contractor or district/regional manager assigned to the Port Freeport contract.

Training

The Contractor shall be responsible for assuring the following level of training is completed and remains up to date during the term of the contract:

1. All employees assigned to the Port Freeport contract shall successfully complete and maintain the following training prior to being assigned to the Port Freeport contract:
 - a. Bloodborne Pathogen
 - b. Proper handling of Cleaning Chemicals
 - c. COVID Training/Cleaning

To assure each employee is properly trained for their assigned site, each site assignment shall have a documented on-the-job training (OJT) program and employer acknowledgement. At minimum, the following post assignments shall have a documented OJT program:

All employee training shall be at the Contractor's expense and not on billable time unless approved by Port Freeport.

The Contractor may conduct the training required within this document at a Port Freeport facility at no charge, pending the availability of the facility.

All formal training shall include signed acknowledgements from the employee that successfully completed the training.

Port Freeport reserves the right to review the training records applicable to the Port Freeport contract.

Uniform, Equipment, and Appearance

The Contractor shall be responsible for providing employees with the proper uniforms and equipment. This equipment shall include, but not be limited to:

1. ANSI 107:2020 Class 2 or ANSI 207:2011 safety vest
2. ANSI/ISEA Z87.1-2020 Safety Glasses

The safety vests must be worn while walking through warehouse or outside on the docks. All employees assigned to Port Freeport shall be well groomed and neatly uniformed. The Contractor shall have written procedures on appearance and hygiene.

Miscellaneous Responsibilities

The Contractor shall also be responsible for providing the following services:

1. Conduct, at minimum, 4 quality control checks of employee operations per month at different sites
 - a. At minimum, quality control checks shall include professional appearance, State ID, TWIC, work area cleanliness, understanding of job duties, work performance, and any operational updates as needed.
2. Conduct quarterly training audits on 10% of the contract employees,

The Contractor shall be responsible for advertising and recruiting for new employees, preparing paychecks, payroll taxes, social security and withholding taxes, preparing W-2's, unemployment and workmen's compensation claims, liability insurance and all other employer responsibilities for contract employees.

The Contractor shall be responsible for assuring their employees and contractors comply with all federal, state, and local laws along with the requirements within the Port Freeport Tariff. Additionally, the Contractor shall be responsible for all actions of their employees and contractors.

If the award recipient changes ownership during the life of the contract, there will be a penalty assessed of 10% the total contracted amount of the first three years.

Contract may not subcontract to another firm without the approval of Port Freeport.

The obligation of Port Freeport shall be solely to compensate the Contractor for the work that has been completed. The Contractor shall make sure that all contract employees assigned to Port Freeport understand that they are employed by the Contractor and “not” Port Freeport.

Contractor Employee Identifications

The Contractor shall assure that each contractor employee has a valid driver’s license when operating a vehicle on Port Freeport property.

The Contractor shall assure that all contract employee personnel maintain a valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration at the sole cost of the Contractor. Each contract employee shall have their TWIC identification card in their possession while performing work for Port Freeport.

The Contractor shall assure that each employee must have their Port Freeport assigned identification badge in their possession and viewable while performing work for Port Freeport.

Records

The Contractor shall submit all invoices to Port Freeport containing an itemized monthly site cleanings for the time period identified on the invoice.

All correspondence, records, vouchers, and books of account related to a signed contract between the Contractor and Port Freeport, shall be open to inspection by an authorized Port Freeport representative during the course of the contract and for a period of two (2) years after expiration of the contract.

The Contractor shall maintain accurate and complete records for all contract personnel affiliated with a signed contract between the Contractor and Port Freeport. The Contractor shall keep on file a separate hardcopy or digital personnel file(s) for each employee employed under the Port Freeport contract. At minimum, this file shall include:

- Personal information of the employee (ex. legal name, address, contact information, emergency contact, etc.)
- Documents associated with the selection and termination of contract personnel

- Copies of Texas Driver's license for employees
- Proof of successful background check and drug screen
- Copies or notification of all discipline actions taken by the Contractor, including but not limited to verbal or written documentation of warnings or discipline.
- Detailed training records associated with the MTSA regulations and site-specific training.

Contractor shall be required to provide any/all records in its possession which contain information concerning hours worked and payment received based on the invoices to Port Freeport.

All required documentation and personnel files shall be readily available for inspection by any authorized Port Freeport representative, during initial research and during the course of a formal contract. Failure to have the required documentation shall be deemed as non-compliance to the contract.

PORT FREEPORT RIGHTS

Port Freeport reserves the right to protect its personnel, property, customers, tenants, and assets. This may include contractual arrangements with other contract services for the purpose of obtaining additional resources in the event that the Contractor cannot perform. If such arrangements are deemed necessary, then the Contractor may, at the sole discretion of Port Freeport, be terminated, and any cost incurred by Port Freeport may be withheld from funds owed to the Contractor.

Port Freeport reserves the right to have a contract employee removed from an assigned service and/or bar them from further service at Port Freeport at any time.

Port Freeport reserves the right to perform audit investigations of the Contractor's payroll and related records of employees assigned to Port Freeport. Such audits shall be at the discretion of and at the option of Port Freeport.

CONTRACT PERSONNEL

Minimum contract employee Qualifications

The minimum qualifications for all contract personnel provided to Port Freeport are as follows:

- Ability to speak and write in English (multilingual desirable, especially Spanish)
- Ability to communicate and provide information on circumstances of their assigned site.

- Ability to respond to and take commands during an emergency situation.
- Ability to climb multiple flights of stairs.
- Work in adverse weather conditions
- At least 18 years age

Contract Employee Daily Duties at Administration Building, Operations Office, US Customs Office, Warehouse Restrooms, Dock 7 Restrooms

The **Daily duties** of a contract employee shall include but not be limited to **5 days per week M-F**:

- Empty all trash can receptacles and take trash out to dumpster.
- Vacuum all carpet and entryway matting.
- Spot clean carpet for accidental spillage.
- Dusting of lobby, workstation areas, desktops, and items on desk.
- Clean and disinfect telephones.
- Clean all entry glass at entrances.
- Clean counters, sinks and microwaves in kitchen and break areas.
- Use dishwasher if needed or wash and dry and put away dishes and coffee pots.
- Clean tables and chairs in the kitchen and break areas.
- Sweep and mop floors.
- Refill soap and paper supplies as needed.
- Wipe paper towel dispensers and refill
- Clean and polish mirrors
- Toilets and urinals to be cleaned with disinfectant cleaner inside and out.
- Polish chrome and stainless-steel areas.
- Clean and disinfect counters, wall partitions and basins.
- Remove splash marks from walls and around basins and towel dispensers.
- Wet mop and rinse restroom floors with disinfectant for proper sanitation
- Respond to alarms, suspicious activities, fires, injuries, security incidents or any other emergency situation as directed by Port staff and Security.
- Perform any other duties or functions not specifically outlined or set forth above but which are identified as falling within the scope and realm of a contract employee's responsibilities.

Contract Employee Weekly Duties at Administration Building, Operations Office, US Customs Office, Warehouse Restrooms, Dock 7 Restrooms

The **Weekly duties** of a contract employee shall include but not be limited to:

- Dust all surfaces thoroughly: pictures, files cabinets, tables, chair legs, shelves, mini blinds and window seals.
- Clean refrigerator inside and out
- Damp mop all desk chair mats.
- Perform any other duties or functions not specifically outlined or set forth above but which are identified as falling within the scope and realm of a contract employee's responsibilities.

Contract Employee Weekly Duties at Administration Building, Operations Office, US Customs Office, Warehouse Restrooms, Dock 7 Restrooms

The **Monthly duties** shall include but not be limited to:

- Clean all ledges, baseboards and walls, spot clean as needed.
- Clean A/C return vents.
- Vacuum office chairs.
- Clean glass doors.
- Floors scrub, wax and buff as needed to maintain a nice shine.
- Perform any other duties or functions not specifically outlined or set forth above but which are identified as falling within the scope and realm of a contract employee's responsibilities.

Contract Employee Weekly Duties at Emergency Operations Center (EOC) Building

The **Daily duties** of contract employee shall include but not be limited to **3 days per week Mon, Wed, Fri**

- Empty all trash can receptacles and take trash out to dumpster.
- Vacuum all carpet and entryway matting.
- Spot clean carpet for accidental spillage.
- Dusting of lobby, workstation areas, desktops, and items on desk.
- Clean and disinfect telephones.
- Clean all entry glass at entrances.
- Clean counters, sinks and microwaves in kitchen and break areas.
- Use dishwasher if needed or wash and dry and put away dishes and coffee pots.
- Clean tables and chairs in the kitchen and break areas.
- Sweep and mop floors.
- Refill soap and paper supplies as needed.
- Wipe paper towel dispensers and refill
- Clean and polish mirrors
- Toilets and urinals to be cleaned with disinfectant cleaner inside and out.
- Polish chrome and stainless-steel areas.
- Clean and disinfect counters, wall partitions and basins.
- Remove splash marks from walls and around basins and towel dispensers.
- Wet mop and rinse restroom floors with disinfectant for proper sanitation
- Respond to alarms, suspicious activities, fires, injuries, security incidents or any other emergency situation as directed by Port staff and Security.
- Perform any other duties or functions not specifically outlined or set forth above but which are identified as falling within the scope and realm of a contract employee's responsibilities.

Contract Employee Weekly Duties at Emergency Operations Center (EOC) Building

The **Weekly duties** of contract employee shall include but not be limited to:

- Dust all surfaces thoroughly: pictures, files cabinets, tables, chair legs, shelves, mini blinds and window seals.
- Clean refrigerator inside and out
- Damp mop all desk chair mats.
- Perform any other duties or functions not specifically outlined or set forth above but which are identified as falling within the scope and realm of a contract employee's responsibilities.

Contract Employee Weekly Duties at Emergency Operations Center (EOC) Building

The **Monthly duties** shall include but not be limited to:

- Clean all ledges, baseboards and walls, spot clean as needed.
- Clean A/C return vents.
- Vacuum office chairs.
- Clean glass doors.
- Floors scrub, wax and buff as needed to maintain a nice shine.
- Perform any other duties or functions not specifically outlined or set forth above but which are identified as falling within the scope and realm of a contract employee's responsibilities.

Contract Employee Weekly Duties at Maintenance Shop, Dock 7 Double Wide Trailer, Dock 7 Office Container, and Dock 7 RV Trailer

The **Daily duties** shall include but not be limited to 1 Day per week:

- Empty all trash can receptacles and take trash out to dumpster.
- Vacuum all carpet and entryway matting.
- Spot clean carpet for accidental spillage.
- Dusting of lobby, workstation areas, desktops, and items on desk.
- Clean and disinfect telephones.
- Clean all entry glass at entrances.
- Clean counters, sinks and microwaves in kitchen and break areas.
- Use dishwasher if needed or wash and dry and put away dishes and coffee pots.
- Clean tables and chairs in the kitchen and break areas.
- Sweep and mop floors.

- Refill soap and paper supplies as needed.
- Wipe paper towel dispensers and refill
- Clean and polish mirrors
- Toilets and urinals to be cleaned with disinfectant cleaner inside and out.
- Polish chrome and stainless-steel areas.
- Clean and disinfect counters, wall partitions and basins.
- Remove splash marks from walls and around basins and towel dispensers.
- Wet mop and rinse restroom floors with disinfectant for proper sanitation
- Respond to alarms, suspicious activities, fires, injuries, security incidents or any other emergency situation as directed by Port staff and Security.
- Perform any other duties or functions not specifically outlined or set forth above but which are identified as falling within the scope and realm of a contract employee's responsibilities.

Contract Employee Daily Duties at Transit Shed #3 Restrooms

The **Daily duties** shall include but not be limited to 1 Day per Month:

- Empty all trash can receptacles and take trash out to dumpster.
- Vacuum all carpet and entryway matting.
- Spot clean carpet for accidental spillage.
- Dusting of lobby, workstation areas, desktops, and items on desk.
- Clean and disinfect telephones.
- Clean all entry glass at entrances.
- Clean counters, sinks and microwaves in kitchen and break areas.
- Use dishwasher if needed or wash and dry and put away dishes and coffee pots.
- Clean tables and chairs in the kitchen and break areas.
- Sweep and mop floors.
- Refill soap and paper supplies as needed.
- Wipe paper towel dispensers and refill
- Clean and polish mirrors
- Toilets and urinals to be cleaned with disinfectant cleaner inside and out.
- Polish chrome and stainless-steel areas.
- Clean and disinfect counters, wall partitions and basins.
- Remove splash marks from walls and around basins and towel dispensers.
- Wet mop and rinse restroom floors with disinfectant for proper sanitation
- Respond to alarms, suspicious activities, fires, injuries, security incidents or any other emergency situation as directed by Port staff and Security.
- Perform any other duties or functions not specifically outlined or set forth above but which are identified as falling within the scope and realm of a contract employee's responsibilities.

Contract Employee Quarterly Duties at Gate 8, Gate 4, and Truck Scale Building

The Quarterly Duties shall include but not limited to

- Floor maintenance quarterly and once a year strip finish and re coat and polish floors.

Port Freeport will supply all paper products, trash bags, and soap for dispensers

Contractor will supply all cleaning products (chemicals), vacuums, duster, mop & bucket, and any other equipment or tools needed for the contract.

Service Addresses:

Administration Building 1100 Cherry Street, Freeport ,TX 77541

Operations Building 575 Pete Schaff Blvd. Freeport, TX 77541

Emergency Operations Center (EOC) 801 Navigation Blvd., Freeport, TX 77541

Security Gate 8 (Main Gate) 1001 Navigation Blvd., Freeport, TX 77541

Security Gate 4 1341 A Pine Street, Freeport, TX 77541

Dock 7 Marine Bldg., Office Container, RV, & Double Wide Trailer (Inside the Port)

Maintenance Shop (Backside of Warehouse 51) 350 Pete Schaff Blvd., Freeport, TX 77541

Transit Shed #3 (Dock 3) Inside the Port

Port Holidays

The following holidays Port Freeport recognizes:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving – 2 days
- Christmas – 2 days

ATTACHMENT 1: DEVIATIONS

DESCRIPTION OF DEVIATION	REASON/RECOMMENDED REPLACEMENT

PRINT NAME

DATE

SIGNATURE

ATTACHMENT 2: EVALUATION FORM

Please complete the following questions and submit the form with your proposal.

1. How much experience does the firm have in providing janitorial/cleaning services to an MTSA facility?
 - a. Experience (years): _____
2. How many years of experience do you have managing janitorial/cleaning service contracts?
 - a. Experience (years): _____
3. What is the distance from the regional manager's office to Port Freeport? The regional manager is the person that the Port Freeport site manager would directly report to.
 - a. Distance (miles): _____
4. How many contracts per week does the regional manager directly oversees?
 - a. Total Contracts: _____
5. Does your firm have an established safety program?
 - a. Yes
 - b. No
6. What was the firm's turnover rates for 2021 and 2022?
 - a. 2021 Turnover (percentage): _____
 - b. 2022 Turnover (percentage): _____
7. What is the firm's 2022 OSHA Incident Rate?
 - a. Corporate OSHA Incident Rate: _____
 - b. Regional OSHA Incident Rate (if known): _____

8. Reference 1

- a. Customer Firm Name: _____
- b. Contact Name: _____
- c. Contact Email: _____
- d. Contact Phone: _____
- e. Length of Time as a Customer: _____

9. Reference 2

- a. Customer Firm Name: _____
- b. Contact Name: _____
- c. Contact Email: _____
- d. Contact Phone: _____
- e. Length of Time as a Customer: _____

10. Reference 3

- a. Customer Firm Name: _____
- b. Contact Name: _____
- c. Contact Email: _____
- d. Contact Phone: _____
- e. Length of Time as a Customer: _____

ATTACHMENT 3: PROPOSAL SUMMARY FORM**GENERAL INFORMATION**

Company Name _____

Company Address _____

Contact Full Name _____

Contact Email _____

Contact Phone Number _____

KEY CRITERIA

Greater than 10 years MTSA experience	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Greater than 10 years manager	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Regional manager is within 100 miles of Port Freeport	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Capable of weekly visits to Port Freeport	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Company has an established safety program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Included 2020, 2021, & 2022 OSHA logs with proposal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2022 OSHA recordable is less than 5.0	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROPOSAL RATES

	Option A	Option B
Annual proposed rate	\$ _____	\$ _____
Additional cost (if applicable)	\$ _____	\$ _____
Additional cost explanation	_____	

ATTACHMENT 4: INSURANCE REVIEW

(C) All others (contractors, subcontractors, suppliers, and services, etc.) working for Port Freeport shall have and keep in effect. The coverage designated by an asterisk (*) must name Port Freeport as an additional Insured and must contain a subrogation waiver in favor of Port Freeport.

*1. General Liability insurance covering claims for personal injury, death and property damage and its operations to be carried out upon or in connection with the public facilities of Port Freeport. The limits of general liability shall not be less than a combined single limit of \$1,000,000 per occurrence, subject to a \$2,000,000 general aggregate limit, and providing a deductible not to exceed \$25,000.

☐ Yes ☐ No

*2. Automobile liability, including coverage for all owned, non-owned and hired vehicles, with a minimum combined bodily injury and property damage limits of \$1,000,000.

☐ Yes ☐ No

3. Workers' Compensation Coverage (with U.S. Long-shoremen and Harbor Workers Act coverage if workers are working aboard a vessel and/or performing Longshore duties) at statutory limits. Employer's liability insurance with limits of no less than \$1,000,000.

☐ Yes ☐ No

