

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: International Bridges

AGENDA DATE: July 26, 2016

CONTACT PERSON/PHONE: Bruce D. Collins – Purchasing & Strategic Sourcing, Director (915) 212-1181
Mathew S. McElroy – International Bridges Department, Director (915) 533-7428

DISTRICT(S) AFFECTED: 6 and 8

STRATEGIC GOAL NO. 1: Create an Environment Conducive to Strong, Sustainable Economic Development

SUBJECT:

Resolution authorizing the City Manager to sign a Contract for Janitorial Services, by and between the City of El Paso and TIBH Industries, Inc. and Goodwill Services for janitorial services at the International Bridges Department. The term of the Contract will be from September 1st, 2016 to August 31, 2017. The total compensation for the term of the Contract shall not exceed \$120,060.00

BACKGROUND / DISCUSSION:

TIBH and Goodwill Services will provide janitorial services all International Bridges property, to include but not limited to the bridge infrastructure, buildings, and public areas in order to supplement existing City Services. This contract is exempt from competitive with Chapter 122 of the Texas Human resource Code. Goodwill Services is certified by TIBH as providing employment for the blind and/or disabled.

SELECTION SUMMARY:

N/A

COMPENSATION ANALYSIS

- Employee Hourly Rate: \$ 7.60 (all three Bridges)
- Bill rate: \$ 12.50 (all three Bridges)
- Bill Rate, if increased to \$10/hr: \$ 14.90 (all three Bridges))
- Annual Increase: \$ 22,220.80

PROTEST

☒ There was no protest received for this requirement.

PRIOR COUNCIL ACTION:

May 31, 2016, Solicitation 2016-589; Council awarded contract to ACE Government Services, LLC but terminated for default due to contractor's failure to provide required performance bond. Effective July 26, 2016.

February 25, 2014, Solicitation 2011-184; Council approved and authorized to exercise its option to extend two (2) year contract with CCBS building Services; total estimated dollar amount of \$138,541.20 for two (2) years.

AMOUNT AND SOURCE OF FUNDING:

Department: International Bridges
Amount: \$120,060.00; one (1) year
Fund Source: International Bridges Operations
Account: 522120-564-3300-64830-P6408

BOARD / COMMISSION ACTION: N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD:


Mathew McElroy, International Bridges Department, Director

RESOLUTION

CITY CLERK DEPT.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

2016 JUL 20 AM 7:38

That the City Manager be authorized to sign a Janitorial Services Contract ("Contract") entered into by and between the CITY OF EL PASO ("City") and TIBH INDUSTRIES, INC. and GOODWILL SERVICES the performing party, to provide janitorial services for the International Bridges department facilities for a one-year term beginning on September 1, 2016 and continuing through August 31, 2017 for a cost not to exceed \$120,060.00.

ADOPTED this _____ day of _____, 2016.

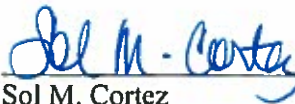
CITY OF EL PASO:

Oscar Lesser
Mayor

ATTEST:

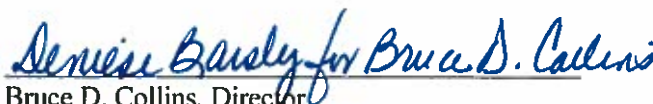
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Sol M. Cortez
Assistant City Attorney

APPROVED AS TO CONTENT:



Bruce D. Collins, Director
Purchasing & Strategic Sourcing Department

APPROVED AS TO CONTENT:

Mathew McElroy, Director
International Bridges Department

COUNCIL PROJECT FORM

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **CONSENT** agenda (under **RESOLUTIONS**) for the Council Meeting of **JULY 26, 2016**.

STRATEGIC GOAL: NO. 1 Create an Environment Conducive to Strong Sustainable Economic Development

That the City Manager be authorized to sign a Janitorial Services Contract ("Contract") entered into by and between the City of El Paso ("City") and TIBH Industries, Inc. and Goodwill Services the performing party, to provide janitorial services for the International Bridges department facilities, for a one-year term beginning on September 1, 2016 and continuing through August 31, 2017 for a cost not to exceed \$120,060.00.

Department: International Bridges

District(s): 6 and 8

*******ADDITIONAL INFO BELOW*******

STATE OF TEXAS

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§

JANITORIAL SERVICES CONTRACT

COUNTY OF EL PASO

This Janitorial Services Contract ("Contract") is entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation (hereinafter referred to as the "City"), and both **TIBH INDUSTRIES, INC. ("TIBH")**, a private non-profit corporation and the certifying party, and **GOODWILL SERVICES ("GOODWILL")**, the performing party, and collectively referred to as the "Contractors", to provide janitorial services for the International Bridges department facilities.

WITNESSETH:

WHEREAS, the City of El Paso is in need of janitorial services for the International Bridges department; and

WHEREAS, TIBH is a private non-profit corporation responsible for coordinating programs and employment opportunities for the visually impaired and the disabled; and

WHEREAS, the Goodwill is certified by TIBH as providing employment for individuals with severe disabilities and/or blindness; and

WHEREAS, Goodwill is able to provide the needed services for the mutual benefit of its workers and the City; and

WHEREAS, the City has determined that it is in the best interest of the citizens of El Paso to employ disabled and/or blind citizens to perform the services outlined in this Contract; and

WHEREAS, the competitive bidding requirements of the Texas Local Government Code Section 252.021 do not apply to this Contract, pursuant to and in compliance with Section 252.022(a)(13) of the Texas Local Government Code.

NOW, THEREFORE, it is hereby agreed by the parties as follows:

1. **Scope of Services.** Contractors shall provide janitorial services (the "Services") for the City as set forth in Exhibit A, Scope of Services, attached hereto and incorporated herein by reference.
2. **Term.** This Contract is for a term of twelve (12) months. This Contract shall become effective on **September 1, 2016**, and shall terminate on **August 31, 2017**.
3. **Consideration.** For the services set forth herein, the City shall pay TIBH an amount not to exceed **\$120,060.00** broken down as set forth in Exhibit B, Pricing, attached hereto and incorporated herein by reference.

On or about the 1st of the month, Goodwill shall issue a draft of its monthly invoice to the City for review and approval. Upon verification and approval of such draft invoice, the City will notify Goodwill and Goodwill will submit the invoice, with necessary changes/corrections, if any, to TIBH. TIBH will then submit a final invoice to the City for payment and the payment will be processed and sent to TIBH, which shall send the appropriate amount, within a reasonable time, to Goodwill as may be determined by TIBH and Goodwill. In its monthly invoice to the City, Goodwill will provide a log of the hours of services performed per location. The invoice will include a detailed list of all transactions. The total monthly cost will be billed to and paid by the City of El Paso.

4. **Termination.** Either party may terminate this Contract if the other party has breached the Contract and fails to correct such breach for a period of thirty (30) days after receipt of written notice to correct the same. In addition, either party may terminate this Contract without cause upon thirty (30) days' written notice to the other party of the intention to terminate this Contract. In addition, this Contract may be terminated at any time by mutual written agreement of the Parties. In addition, this Contract shall automatically terminate if the City Council of the City of El Paso fails to appropriate or budget money for the payment of the Services under this Contract. All payments by the City under this Contract are payable only out of current City revenues.

Upon termination of this Contract for any reason, Contractors shall return any and all equipment and materials provided by the City in good usable order, allowing for ordinary wear and tear.

5. **Independent Contractor.** Contractors shall instruct all of their employees as to work procedures and thoroughly acquaint each employee with their duties. City shall notify Contractors if any of Contractors' employees do not perform their duties as necessary to carry out Contractors' duties under this Contract. Nothing contained herein shall be construed as creating the relationship of employer and employee between the City and the Contractors or between the City and the Contractors' employees. Contractors shall be deemed at all times to be independent contractors. In carrying out the terms of this Contract, Contractors shall select their own employees and such employees shall be and act under the exclusive and complete supervision and control of Contractors.

6. **Insurance.** Contractors will provide and keep in full force and effect during the term of this Contract, at Contractors' own cost and expense, the following insurance policies for the joint benefit of Contractors and the City of El Paso, with an insurer reasonably acceptable to the City of El Paso:

- a. Commercial general liability insurance of at least Two Million Dollars (\$1,000,000.00); at least One Million Dollars (\$1,000,000.00) premises and operations limit; and at least one Million Dollars (\$1,000,000.00) each occurrence limit;
- b. Workers' Compensation coverage as required by law, together with employer liability coverage with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence.
- c. Comprehensive automobile liability insurance covering owned, leased, hired and non-owned

vehicles with at least One Million Dollars (\$1,000,000.00) combined single limit.

These amounts are not a limitation upon the Contractors' agreement to indemnify and hold harmless the City. In the case of a loss caused by Contractors, Contractors shall pay the cost for reproduction of the records.

Contractors will deliver to the City of El Paso true and correct copies of its insurance policies required above, and certificates of such insurance within seven (7) days of the execution of an agreement. Each such policy will name the City of El Paso as additional insured.

The policies shall be carried by an insurance company authorized to do business in the State of Texas. The policies shall be in a form acceptable to the City and shall be for the protection of the City as well as Contractors.

City agrees that Contractors may self-insure against the risks described herein to the extent permitted by law, provided that Contractors provide evidence of such compliance with the insurance requirements and applicable state laws set forth herein. Contractors hereby waive their right of recovery against the City and its officers, employees or agents of any amounts paid by Contractors or on Contractors' behalf to satisfy applicable state insurance and worker's compensation laws.

A copy of the policies and/or certificates of insurance and/or proof of self-insurance shall be filed with the City Clerk. The policies shall provide, by endorsement, that it cannot be canceled or the amount of coverage reduced without thirty (30) days written notice to the City.

7. **INDEMNITY.** IT IS AN EXPRESS CONDITION OF THIS CONTRACT THAT CITY, ITS ELECTED OFFICIALS AND ITS OFFICERS, AGENTS, AND EMPLOYEES SHALL BE FREE FROM ANY AND ALL CLAIMS, DEBTS, DEMANDS LIABILITIES OR CAUSES OF ACTION OF EVERY KIND OR CHARACTER, WHETHER IN LAW OR EQUITY, BY REASON OF ANY DEATH, INJURY OR DAMAGE TO ANY PERSON OR PERSONS OR DAMAGE OR DESTRUCTION OF PROPERTY OR LOSS OF USE THEREOF, WHETHER IT BE THE PERSON OR PROPERTY OF THE CONTRACTORS, THEIR AGENTS OR EMPLOYEES, OR OF ANY THIRD PERSONS, CAUSED BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CONTRACTORS, THEIR OFFICERS, AGENTS, OR EMPLOYEES, IN THE CONDUCT OF THE CONTRACTORS' OPERATIONS AUTHORIZED HEREIN. THE CONTRACTORS HEREBY COVENANT AND AGREE TO INDEMNIFY AND TO SAVE AND HOLD HARMLESS THE CITY, ITS ELECTED OFFICIALS AND ITS OFFICERS, AGENTS AND EMPLOYEES AGAINST AND FROM ANY AND ALL SUCH CLAIMS, DEMANDS, DEBTS, LIABILITIES AND CAUSES OF ACTION (INCLUDING REASONABLE ATTORNEY'S FEES AND COSTS).

8. **Workmanship.** All work shall be done in a good and workmanlike manner.

9. **Compliance with Laws and Ordinances.** Contractors shall at all times observe and comply with all federal, state and local laws, ordinances and regulations which in any manner affect the Contract or the work and to the extent allowed by law, shall indemnify and save and hold harmless the City against all claims arising from the violation of any such laws, ordinances and regulations whether by the Contractors or their employees or clients.

10. **Venue and Law.** For the purposes of determining the place of the Contract and the law governing the same, this Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue for all purposes shall be in the courts of El Paso County, Texas.

11. **Severability.** Every provision of this Contract is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

12. **Entire Agreement.** This Contract constitutes and expresses the entire agreement between the parties regarding the scope of services specified. This Contract shall not be amended or modified except by a written instrument signed by all parties.

13. **Assignment.** This Contract shall not be assigned without the prior written consent of all of the parties.

14. **Binding Agreement.** The individuals signing this Contract acknowledge that they are authorized to do so, and said individuals further warrant that they are authorized to commit and bind Contractors to the terms and conditions of this Contract.

15. **Notices.** All notices provided for herein shall be sufficient if sent by certified or registered mail, return receipt requested, postage fully prepaid, addressed to the proper party at the following addresses:

City: City of El Paso
ATTN: City Manager
300 N. Campbell
El Paso, Texas 79901

with copy to: City of El Paso
ATTN: Director
International Bridges Department
218 N. Campbell
El Paso, Texas 79901

TIBH: TIBH Industries, Inc.
ATTN: Henry Hernandez, Marketing Manager
5503 Grissom Road, Suite 103
San Antonio, Texas 78238

Goodwill Services:

Goodwill Services

ATTN: _____

or to such other persons/addresses as the parties may designate to each other in writing from time to time.

16. **Texas Tort Claims Act.** Contractors expressly agree that, in all things relating to this Contract, the City is performing a governmental function, as defined by the Texas Tort Claims Act. Contractors further expressly agree that every act or omission of the City that pertains to or arises out of this Contract falls within the definition of a governmental function.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

IN WITNESS WHEREOF, the parties have executed this Contract on the _____ day of _____, 2016.

CITY OF EL PASO

Tomás González
City Manager

APPROVED AS TO FORM:

Sol M. Cortez
Assistant City Attorney

APPROVED AS TO CONTENT:

Mathew McElroy, Director
International Bridges Department

TIBH INDUSTRIES, INC.

Henry Hernandez
Marketing Manager

GOODWILL SERVICES

EXHIBIT A

SCOPE OF SERVICES

GENERAL PROVISIONS AND SPECIFICATIONS

REMOVAL OF EMPLOYEE

1. Building Supervisor may require the Contractor to remove from the work site any employee(s) deemed careless, incompetent, or otherwise objectionable, whose continued employment on the job is considered to be contrary to the best interest of the City of El Paso.
2. Janitors will also be temporarily removed in the event a sexual harassment complaint is filed against them. If allegations are determined to be unfounded following a complete investigation by the Contractor and the City, the janitor removed may return to work on a City contract. However, if the allegations are determined to be founded, the janitor will be considered permanently barred from work on any City contract.
3. Additional information
 - a. Keys: Keys supplied to the Contractor shall not be duplicated, except by a City approved locksmith. Lost keys shall be reported immediately to the Building Manager.
 - b. All keys are the property of the City and shall be returned upon completion of the contract. If the Contractor fails to return the keys immediately upon completion or termination of the contract, the Contractor shall pay the City for the cost of re-keying locks. Such costs may be retained from the final payment.
 - c. All housekeeping personnel, including all supervisors conducting inspections, must sign in and out on the daily log form. The City has no obligation to pay for services if the log is not properly completed.
 - d. Emergency Calls. A supervisor or manager shall respond to emergency telephone calls within fifteen [15] minutes of the call be placed. All actions required to resolve shall be complete within four [4] hours.
 - e. Non-Emergency Calls. A supervisor or manager shall respond to non-emergency telephone calls, fax messages, or e-mails within one [1] hour. All actions required to resolve shall be complete by the next business day unless otherwise directed by the Building Supervisor.

DAILY CLEANING SCOPE OF SERVICE

CLEANING BUILDINGS AND OUTSIDE AREA HOURS: Monday thru Sunday from 4:00 AM to 2:00 AM. Custodian will swing areas during the day between inside and outside of the building. See Service Location Address & Information for more detail.

GENERAL PROVISIONS AND SPECIFICATION FOR ALL INTERNATIONAL BRIDGES FACILITIES

1. HOLIDAYS: City recognized holidays will be observed with the exception of those departments to be serviced seven days a week.
2. SEMI-ANNUAL CLEANING: are extra man hours of the contract and are not to infringe on daily man hours. These specifications require extra cleaning supplies and extra man hours.
3. UNAUTHORIZED PERSONNEL: Housekeeping employees are not to bring any children or any unauthorized personnel to work with them when working at city facilities. The rule shall be strictly adhered to for security purposes and for the protection of the children.
4. UNIFORMS - All contractor employees will wear a standard, distinctive uniform of same color and design with company logo that is visible and recognizable from 15 feet: Employees must wear a City issued ID (identification) which must be visible at all times while providing service at a City facility. Uniform will be maintained properly and kept clean and pressed. Closed shoes shall be worn that conform to meet safety standards. Street clogs, open toe sandals, or shoes with heels that exceed two inches in height are not permitted.
5. SUPPLIES & EQUIPMENT: Contractor will be responsible for maintaining cleaning supplies and proper equipment at all times. A list of cleaning chemicals will be given to the Maintenance Supervisor together with Material Safety Data Sheets (MSDS) which must be posted in each housekeeping closets located on each floor at all times. Environmental issues (training, information to employees) are the responsibility of the contractor.
6. HAZARD COMMUNICATION ACT (ARTICLE 5182B): Contractor must comply with the Hazard Communication Act (Article 5182B) that was enacted by the 69th Texas Legislature in 1985 and became effective on January 1, 1986.
 - Have a prepared written list of all hazardous chemicals that will be present at each location.
 - Hazardous chemical list must be kept updated.
 - Material Safety Data Sheets must be kept at each location for all hazardous chemicals.
 - Hazardous chemical list must be cross-referenced so that identifiers on the list refer to the MSDS's and warning labels.
 - All hazardous materials must be properly labeled.
 - Employees must be informed of the hazards associated with performing non-routine task.
 - Have a hazardous communication program in writing and available upon request

7. **CRIMINAL BACKGROUND CHECKS:** The contractor is subject to a criminal background check on all of the Contractor's employees providing service at any City facilities under this contract. The successful Contractor shall furnish a list of those employees within five business days of the City's request, complete with the name, social security number, and date of birth. The cost of background checks for employees will be deducted from the successful Contractor's invoice. The City reserves the right to require a background check on subject employees annually and/or prior to any contract renewal.

Upon successful clearance of the background check, each employee will be issued a City Contractor ID badge, which must be displayed whenever the employee is on City property. The City reserves the right to refuse a Contractor's employee to work on the City's site if there is an unsatisfactory result on the Criminal Background Check of that employee.

After the employees have been approved by the City to work at the City's sites by the designated City Contact, the Contractor shall be responsible for ensuring approved employees obtain and maintain City of El Paso Contractor Identification Badges. The Contractor's employees shall wear their badges in a conspicuous place on their persons at all times when on City property. Successful Contractor will be responsible for all fees associated with obtaining the background checks and badges.

The Contractor's employees shall wear uniforms that bear the company name/logo. The Contractor also shall be responsible for obtaining new Records Checks and City of El Paso Vendor Identification Badges for any new employees who will be working at the City's sites, and shall collect badges from employees who are no longer working at City sites. The Contractor shall obtain badges through the City's designated contact as referenced herein.

8. **SUPERVISOR'S INFORMATION:** Contractor must submit a list of supervisor's home phone number and beeper number. A list of all porters that are assigned to the Zaragoza International Bridge must be submitted to the Toll Collection Supervisor.
9. **BUILDING INSPECTIONS (CONTRACTOR):** Contractor will assume the responsibility to inspect the building once a week under the housekeeping contract. Contractor needs to assure that all employees are complying with all rules and contract specifications. Inspection sheets will be used by the Contractor on a weekly basis to document the inspection of each building under contract to assure compliance with cleaning specifications. This inspection sheet shall be kept together with the sign in and out sheets at the location specified by the building manager.
10. **COMMUNICATION:** Contractor shall maintain communications and mutual understanding with the Toll Collection Supervisor.
11. **COMPLAINTS:** All complaints will be addressed by the Building Manager in writing to the Contractor.
12. **RESPONDING TO COMPLAINTS:** Complaints will be responded to as soon as possible and taken care of within two (2) working days. If complaints are not resolved during this time

period, the contractor will not be paid for that day. Inspections will be performed by the Toll Collection Supervisor to assure that the Contractor has taken care of complaint.

13. **CONTRACTOR PERFORMANCE:** If contractor fails to abide by contract or perform duties as specified, contract may be terminated.
14. **BUILDING INSPECTIONS (TOLL COLLECTION SUPERVISOR):** Facilities will be inspected by the Toll Collection Supervisor on a monthly basis or as needed. Contractor will be notified of any deficiencies noted during inspections. Contractor will be given 5 working days to rectify and bring building up to standards.
15. **SIGN IN & OUT OF FACILITY:** All housekeeping personnel must sign in and out on the CITY'S daily log form and counter signed by city personnel.
16. **LOST ITEMS:** Lost and found items should be taken to the office.
17. **HOUSEKEEPING CLOSET:** The housekeeping closet can be used to store supplies and custodial equipment. Material Safety Data Sheets (MSDS) must be posted in each housekeeping closet.
18. **SUPPLIES FURNISHED BY INTERNATIONAL BRIDGES & CONTRACTOR:** International Bridges will furnish toilet tissue paper, hand towels, and hand soap which will be stocked by the porters. Supervisor will notify the building manager when paper goods and hand soap are getting low. Contractor will be required to furnish additional housekeeping supplies and equipment to do cleaning that will meet with specifications of the contract.
19. **INTERNATIONAL BRIDGES EQUIPMENT:** Contractor will be required to furnish the appropriate equipment for each type of cleaning operation at the Santa Fe, Stanton AND Zaragosa Bridges. Housekeeping staff will not use the Santa Fe, Stanton AND Zaragosa Bridge's equipment and/or supplies without authorization from building manager, with the exception of the paper supplies, supplied by International Bridges. (Paper Supplies consist of: Toilet Paper, Hand Towels and Soap.)
20. **EQUIPMENT STANDARDS:** All equipment will be new or fairly new and must meet the approval of the Electronic Technician (employed by the CITY). Equipment will be inspected and approved prior to the start of the contract. Equipment must be maintained throughout the duration of the contract period and will be inspected at any time without prior notification.
21. **TRAINING:** Contractor shall provide & document at least one hour training sessions per month for all employees working in City facilities throughout the contract period. It shall include a review of all topics listed below in the training program. It shall provide training for the purpose of updating and for correcting deficiencies in individual performance found as a result of the Contractor's quality control program, the City's inspections or supervisors review. Record of all employees training and an outline of the training plan, including topic with a statement of content and method of training, shall be submitted once a month to the City's Custodial Services Coordinator. (a copy of the training form to be provided in the contract)

TOPICS TO BE COVERED IN TRAINING SESSIONS

- a) Duties of each employee, & techniques for measuring quality of work performance
- b) Inform employee's of Contractor's Chain-of-Command
- c) Infection Control
- d) Cleaning Techniques & Procedures
- e) Technique & Procedures for proper chemical usage
- f) Role of housekeeping in the City facilities and its effect on the well being of City employees & visitors
- g) Proper care & preventive maintenance of Contractor's equipment
- h) Safety Procedures
- i) Security Procedures
- j) Adherence to all work schedules
- k) Proper attitude toward visitors & staff
- l) Employee personal hygiene

The trainings will then be documented and submitted to the Building Manager upon request

DAILY CLEANING SPECIFICATIONS

- 22. PARKING LOTS/SIDEWALKS CURBS, PERIMETER OF BUILDING: Pick-up paper, cans, bottles, cigarette butts and other debris & dispose in heavy-duty trash liners. Remove trash from trash cans, clean out ash tray, replace sand as needed & replace trash liner remove grass & weeds
- 23. LANDSCAPING/FLOWER BEDS/TREE AREAS: Pick-up paper, cans, bottles, cigarette butts and other debris & dispose in heavy duty trash liners. Remove trash from trashcans; replace trash liner & cut grass. Mop up spills from sidewalks
- 24. ENTRANCES: Clean & wipe frames, clean glass doors & windows inside & out. Remove cobwebs, mud & dirt from immediate vicinity of entrances, canopies and entrance lights
- 25. GRAFFITI & HAND PRINTS: Damp wipe & spot clean. The City will be responsible for removing all excessive graffiti that cannot be removed by the process of spot removal
- 26. MISCELLANEOUS CLEANING: Direction signs, fire hose cabinets & bulletin boards - dust, damp clean & dry
- 27. DRINKING FOUNTAINS & SINKS: Clean with DISINFECTANT DETERGENT & keep free of calcium deposits
- 28. VENDING MACHINES: Dust, damp clean & dry
- 29. INTERIOR GLASS PANELS & LEDGES: Clean & remove all spots, dust & wipe clean

30. TELEPHONES: Clean with DISINFECTANT DETERGENT & dry
31. DOORS & DOOR FRAMES: Damp wipe & clean. Hardware (KICK PLATES, PUSH & PULL PLATES) - Clean & keep free of wax, stripper & dirt built up
32. OFFICES: Dust & polish desk, chair, file cabinets, shelving & other furnishing. Vacuum, spot clean carpet & walls. Remove trash & replace with high density liner
33. KITCHEN: Clean appliances, tables, counters, sinks, walls with DISINFECTANT DETERGENT, dust mop & wet mop floors DISINFECTANT DETERGENT
34. WET FLOOR SIGNS: Must be posted at start & at end of area that is being mopped
35. TRASH: Collect all trash from floors and take out to dumpster. Wipe trash receptacles clean with DISINFECTANT DETERGENT & replace with high-density liners
36. FURNITURE: Dust & polish desks, workstations, chairs, file cabinets, shelving & other furnishing. Vacuum & spot clean
37. WALLS: Spot clean; remove scuffmarks, handprints, graffiti, etc.
38. COMPUTER MONITORS, KEYBOARDS, COUNTER TOPS: Wipe down, clean and keep dust and dirt free
39. HOUSEKEEPING CLOSET: - Clean & keep tidy. Clean sink with DISINFECTANT DETERGENT CLEAN & STORE EQUIPMENT. MSD SHEETS MUST BE POSTED & KEPT UP TO DATE
40. TOLL BOOTHS: Clean countertops. Remove all spots from glass doors and panes inside and out. Sweep, mop & clean mats. Sweep area between booth and concrete skirt. Keep free of debris
41. ROCK LANDSCAPE: Remove all debris from perimeter of building; DCL Lane from Boundary to end of bridge
42. PEDESTRIAN SIDEWALKS & CURBS: Remove all paper, bottles, cans, cigarette butts and all other debris
43. ENTRY TO MEXICO (Santa Fe): From 6th. Street to US marker remove all paper, cans, bottles, cigarette butts and all other debris
44. ENTRY FROM MEXICO (Santa Fe): From US marker to end of bridge north remove all paper, cans, bottles, cigarette butts and all other debris
45. ENTRY TO MEXICO (Stanton): From 8th. Street to US marker remove all paper, cans, bottles, cigarette butts and all other debris

46. EAST SIDEWALK (Stanton): From US marker to end of bridge north remove all paper, cans, bottles, cigarette butts and all other debris
47. LOOP 375 SOUTH TO THE TOP OF PASSENGER BRIDGE: Remove all paper, cans, bottles, cigarette butts and all other debris. Loop 375 South to the top of the commercial bridge, to include all drainage holes
48. CHAIN LINK FENCE: Remove all paper, bottles, cans, grass, and all other debris
49. PARKING LOTS AND OUTSIDE GROUNDS: Remove all paper, bottles, cans, and all other debris
50. PORTER: Porter must respond within 10 minutes to clean up spills (or any other liquids) when on duty
52. FLOORS:
 - a. TILE - Remove gum, tar, scuff marks and other adhesive material. Dust mop with treated mop and wet mop
 - b. CONCRETE FLOOR - Remove gum, dust mop and wet mop
 - c. CARPET - Remove gum, spots and vacuum
 - d. PARKING LOT -Pick up all debris
 - e. PATIOS - Clean tables, chairs, pick up debris & gum, Mop up any spills

DAILY CLEANING SPECIFICATIONS PUBLIC & PRIVATE RESTROOMS

53. COMMODES, URINALS, SINKS, & SHOWERS: Scrub & disinfect with DISINFECTANT DETERGENT and keep free of calcium deposits
54. PARTITIONS: Damp clean using DISINFECTANT DETERGENT
55. WALLS: Spot clean with DISINFECTANT DETERGENT
56. WINDOW SILLS & LEDGES: Dust & clean throughout building
57. VENETIAN BLINDS: Wipe both sides of blinds to keep dust free
58. PATIO FURNITURE: Clean benches, tables and chairs
59. TRASH & SANITARY NAPKIN RECEPTACLE: Empty & clean with DISINFECTANT DETERGENT as needed. Replace with high-density liners
60. SOAP, PAPER TOWELS & TOILET TISSUE DISPENSERS: Clean & dry. Report Dispensers that are not in working order to Building Manager. Replenish hand soap, hand towels & toilet tissue

61. MIRRORS, METAL FIXTURES, SHELVES & PLUMBING: Clean & disinfect using DISINFECTANT DETERGENT, wipe and dry after cleaning. Keep free of calcium deposits
62. DOORS & DOORS FRAMES: Remove scuffmarks, clean & dry after cleaning. Hardware (KICK PLATE, PUSH & PULL PLATE) - Clean & keep free of wax, stripper & dirt built up
63. FLOORS:
 - a. TILE - Remove gum, tar, scuff marks and other adhesive material. Dust mop with treated mop and wet mop
 - b. CONCRETE FLOOR - Remove gum, dust mop and wet mop
 - c. CARPET - Remove gum, spots and vacuum
 - d. PARKING LOT -Pick up all debris
 - e. PATIOS - Clean tables, chairs, pick up debris & gum, Mop up any spills
64. DRAINS: Run water in all drains

****Note:** Disinfectant detergent must be registered as a germicidal, fungicidal and viricidal by the environmental protection agency. It can be either a quat or phenolic based disinfectant detergent.

WEEKLY CLEANING SPECIFICATIONS

65. WINDOW & GLASS PANES: Clean thoroughly inside & out throughout inside of building with glass cleaner
66. EXTERIOR WINDOWS: First floor, clean with glass cleaner
67. BASEBOARDS: Damp wipe, remove black marks & keep free of wax & dirt built up
68. FURNITURE LEGS & RAILING: Dust & clean
69. UPHOLSTERED FURNITURE: Spot clean
70. CHAIR MATS: Damp clean & dry
71. DISPLAY CABINETS: Clean thoroughly & remove all spots
72. THRESHOLDS: Clean, damp wipe & dry

MONTHLY CLEANING SPECIFICATIONS

73. EXTERIOR WINDOWS: Clean thoroughly using glass cleaner
74. WROUGHT IRON: Clean thoroughly removing cob webs and dirt
75. ALL HIGH LEDGES, TOPS OF DOORS & WINDOW FRAMES: Dust & damp wipe. Clean vents & grills. Keep free of dirt, dust, & lent.

- 76. RESTROOM WALLS: Wash completely with DISINFECTANT DETERGENT
- 77. UPHOLSTERED FURNITURE: Vacuum & remove all dust in crevices
- 78. PARTITIONS: Dust, damp clean & wipe dry
- 79. CARPET: Clean thoroughly the entire surface using the bonnet system OR vacuum and shampoo with extractor as required.
- 80. TOLL BOOTHS: Wash down exterior walls to remove all dust and dirt. With DISINFECTANT DETERGENT

SEMI-ANNUAL SPECIFICATIONS

- 81. REFRIGERATOR: Defrost, clean inside & outside
- 82. UPHOLSTERED FURNITURE: Shampoo & remove stains
- 83. TILE FLOORS: Old wax shall be stripped. There shall be no evidence of gum, caked on soil, rust, burns or scuffmarks. Wax built up shall be removed from corners, crevices & baseboards. Rinse floors thoroughly & apply 3 coats of non-skid new wax
- 84. CONCRETE: Scrub, wet vac & rinse using DISINFECTANT DETERGENT

EXHIBIT B

SERVICE LOCATION ADDRESS & GENERAL DESCRIPTIONS AND COMPENSATION

Location 1: General Specifications For Paso Del Norte International Bridge (item #1)

1.1) **LOCATION INFORMATION**

Paso Del Norte International Bridge (Location #1) 1001 South Santa Fe Street El Paso, TX 79901	
Cleaning area: 41,830 sq/ft.	
Hours of Operation:	<i>Administration</i> Building and Toll Booths: Monday - Sunday, Open 24 hours
Building Manager:	Eddie Romero, (915) 533-7428
Personnel required:	2 porters
Daily hours:	8 hours per day 4:00 a.m. to 8:00 a.m. (4 hrs.) & 4:00 p.m. to 6:00 p.m. and 10:00 p.m. to 2:00 a.m. (4 hrs.)
Weekly hours:	56 mandatory porter weekly hours
Floors:	Asphalt, concrete, tile, and carpet.
Walls:	CMU and Sheetrock
Entrance Area:	Sidewalks, ramps, and windows
Office and additional toll booths:	Desks, chairs, file cabinets, table, chairs, monitors, storage cabinets, safes, shelves, tables, sink, counters and cabinets, microwave, refrigerator, bottled water dispenser and vending machines, floors and outside toll booth
Restrooms:	Women's: 1 commode, 1 sink, 1 mirror; Men's: 1 commode, 1 sink, 1 mirror
Office/toll booths:	Exterior: latex paint, CMU walls, windows, doors, overhead door; Interior: counter tops, chairs, computer monitors, keyboards; Heating/AC registers, light fixtures and window sills and blinds.
Outside ground area:	Trash cans, pedestrians lanes, passenger lanes, sidewalks, curbs, Boundary Markers; Plaza area: including planters, tree wells, sitting areas and parking lot, and water fountains
Bridge:	Entry to Mexico: From 6th Street, South to US Boundary Marker; Entry to US: From US East Boundary Marker, North to End of Bridge
NOTES:	Trash bags collection must be transported to Stanton International Bridge for Disposal

1.2) Formula To Calculate Monthly Amount For Paso Del Norte International Bridge

\$ 12.50 Hourly Rate X **56** hours/week X 4.35 weeks/month = \$ 3045.00 month

Location 2: General Specifications For Stanton International Bridge (Location #2)

2.1) LOCATION INFORMATION

Stanton International Bridge (Location #2) 1001 South Stanton Street El Paso, TX 79901 Cleaning area: 34,106 sq/ft.	
Hours of Operation:	Administration Building and Toll Booths: Monday - Sunday, Open 24 hours.
Building Manager:	Eddie Romero, (915) 533-7428
Personnel required:	2 porters
Daily hours:	12 hours per day 4:00 a.m. to 8:00 a.m. (4 hrs.); 10:00 a.m. to 2:00 p.m. (4 hrs.) 10:00 p.m. to 2:00 a.m. (4 hrs)
Weekly hours:	72 mandatory porter weekly hours
Floors:	Asphalt, Concrete, tile, carpet and Metal
Walls:	CMU, Sheetrock and Metal
Office and additional toll booths:	Desks, chairs, file cabinets, tables, chairs, monitors, storage cabinets, safes, shelves, tables, sink, counters and cabinets, microwaves, refrigerators, bottled water dispensers and vending machines, and floors Including outdoor furniture: 1 st floor: Patio Bench 2 nd floor: Patio furniture (balcony)
Restrooms:	Women's: 4 commodes, 2 sinks, 2 mirrors, 1 shower and lockers; Men's: 2 commodes, 2 urinals, 2 sinks, 2 mirrors, 1 shower and lockers
Office/toll booths:	Exterior: CMU walls, windows, doors, overhead door, painted metal walls; Interior: counter tops, chairs, computer monitors, keyboards; Heating/AC registers, light fixtures and windows sills and blinds.
Outside grounds area:	Trash cans, pedestrians lanes, passenger lanes, sidewalks, curbs, Boundary Markers and Designated Commuter Lane (DCL); Plaza area: including planters, tree wells, sitting areas, cigarette receptacles, water fountains and parking areas surrounding the building
Bridge:	Entry to Mexico: From Olivas Y. Aoy Street, south to US Boundary Marker

	Entry to US: From US East Boundary Marker, North to end of side walk
NOTES:	Schedule from 10:00 a.m. to 2:00 p.m. will only be from Monday to Thursday, one (1) porter.

Formula To Calculate Monthly Amount For Stanton International Bridge

\$ 12.50 Hourly Rate X 72 hours/week X 4.35 weeks/month = \$ 3915 month

Location 3: General Specifications For Zaragoza International Bridge (Location #3)

3.1) LOCATION INFORMATION

Zaragoza International Bridge (Location #3) 791 South Zaragoza Road El Paso, TX 79907 Cleaning Area: 4,064 sq/ft	
Hours of Operation:	Administration Building and Toll Booths: Monday - Sunday, Open 24 hours
Building Manager:	Anna G. Aguirre, (915) 858-4673
Personnel required:	1 porter
Daily hours:	8 hours per day 4:00 a.m. to 8:00 a.m. (4 hrs) 10:00 pm to 2:00 a.m. (4 hrs)
Weekly hours:	56 mandatory porter weekly hours
Floors:	Asphalt, concrete, tile, carpet and Metal
Walls:	CMU, brick and Metal
Entrance Area:	Side walk, ramps and windows
Office and additional toll booths:	Desks, chairs, file cabinets, table, chairs, monitors, storage cabinets, safes, shelves, tables, sink, counters and cabinets, microwaves, refrigerator, bottled water dispenser and vending machines, and floors
Restrooms:	Women's: 3 commodes, 3 sinks, 3 mirrors, 1 shower, lockers and 1 bench; Men's: 2 commodes, 2 urinals, 3 sinks, 3 mirrors, 1 shower, lockers and bench;
Office/toll booths:	Exterior: CMU walls, brick, metal, windows, and doors; Interior: counter tops, chairs, computer monitors, keyboards; Heating/AC registers, light fixtures and window sills and blinds
Outside grounds area:	Pedestrian sidewalks and curbs, area along chain link fence, commercial lanes, and passenger lanes to loop 375, toll booths, Designated Commuter

	Lane (DCL), parking lot, flower beds, tree wells, picnic area, landscaping, and storage areas
Bridge:	Passenger and pedestrian; Entry to Mexico: From Loop 375 to south US Boundary Marker; Entry to US: From US East Boundary Marker, North to GSA property line; Commercial: Entry to Mexico: From GSA north property line to loading Dock property line; From south inbound property to US Boundary Marker; Entry to US: From US Boundary Market to GSA north property line
NOTES:	No additional notes.

Formula To Calculate Monthly Amount For Zaragosa International Bridge

\$12.50 Hourly Rate X **56** hours/week X 4.35 weeks/month = \$ 3045.00 month