



City of Round Rock, Texas
Purchasing Division
221 East Main Street
Round Rock, Texas 78664-5299
www.roundrocktexas.gov

INVITATION FOR BID (IFB)

CARPET CLEANING SERVICES

SOLICITATION NUMBER 15-018

APRIL 2015

**CITY OF ROUND ROCK
INVITATION FOR BID
CARPET CLEANING SERVICES**

**PART I
GENERAL**

1. **PURPOSE:** The City of Round Rock, herein after “the City” seeks an agreement with a qualified Individual Firm, or Corporation herein after referred to as “Respondent”, to provide all labor, equipment and materials for commercial carpet cleaning services on an as needed basis.
2. **BACKGROUND:** The City has approximately 700,000 square feet of maintained property and occupies approximately 46 facilities. The buildings consist of both commercial and residential type structures. Approximately 110,000 square feet of carpeting to be cleaned on an as needed basis.
3. **ATTACHMENTS:** Attachment A through B is herein made part of this invitation for bid:
 - 3.1 **Attachment A:** Bid Sheet
 - 3.2 **Attachment B:** Reference Sheet
 - 3.3 **Attachment C:** Addendum Acknowledgment Form
 - 3.4 **Attachment D:** Exhibit 1 – Carpet Specification Sheet
 - 3.5 **Attachment E:** Exhibit 2 – Mohawk Carpet Care Instructions
4. **CLARIFICATION:** For questions or clarification of specifications, you may contact:

Deborah Knutson, CPPB
Purchaser
Purchasing Department
City of Round Rock
Phone: 512-218-5456
E-mail: dknutson@roundrocktexas.gov

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.
5. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
 - 5.1 Be firms, corporations, individuals or partnerships normally engaged in providing carpet cleaning services as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;
 - 5.2 Provide all labor, supplies and materials required to satisfactorily perform the services as specified herein and own or acquire at no cost to the City all construction aids, appliances, and equipment Respondent deems necessary and maintain sole responsibility for the maintenance and repair of Respondent’s vehicles, equipment, tools and all associated costs. The City shall not be responsible for any Respondent’s tools, equipment or materials lost or damaged during the performance of the services specified herein;

- 5.3** Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process.
- 6. SUBCONTRACTORS:** Respondent shall not subcontract or otherwise engage subcontractors to perform required services. The City seeks to do business directly with a company experienced in commercial carpet cleaning.
- 7. DAMAGE:** The Respondent shall be responsible for damage to the City's equipment and/or property, the workplace and its contents by its work, negligence in work, its personnel and equipment usage.
- 8. SAFETY:** The City reserves the right to remove any employee from City property for violation of federal, state and local health, safety and environmental laws, ordinances, rules and regulations. The Respondent shall:
- 8.1.** Ensure that all employees comply with all Occupational Safety and Health Administration (OSHA), State and City safety and occupational health standards and other applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services;
 - 8.2.** Be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site. In case of conflict, the most stringent safety requirement shall govern;
 - 8.3.** Indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Successful Respondent's obligations under this paragraph;
 - 8.4.** Furnish all signs, cones, barricades, tape or other barriers as necessary at the work site to protect anyone from harm or injury. Warning signs must be displayed in all areas while carpets are being cleaned and up until they are dry.
- 9. PRICING:** The Respondent shall determine and submit a fixed price per square foot for the carpet cleaning services and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, and costs associated with obtaining permits, insurance, bonds and risk management. No separate line item charges shall be permitted for either response or invoice purposes.
- 10. PRICE INCREASE:** Contract prices for carpet cleaning services shall remain firm throughout the initial twelve (12) month term of the contract. A price increase to the agreement may be considered at renewal time each year and shall be equal to the consumer price index for that year, but at no time can the increase be greater than 25% of the contract price.
- 10.1. Consumer Price Index (CPI):** Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six month average (January through June OR July through December); and each (January through June OR July through December six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. The Consumer Price Index (CPI) is found at the Bureau of Labor Statistics, Consumer Price Index website: <http://www.bls.gov/cpi/>.

10.2. Procedure to Request Increase:

10.2.1. Mail the written price increase request with the rate detail comparison and comprehensive calculation to the designated City Contract Specialist a minimum of 45 days prior to each renewal period. The detailed written calculation will be verified and confirmed. All written requests for increases must include the City of Round Rock contract number, solicitation reference information and contact information for the authorized representative requesting the increase. Price increase requests shall be sent by mail to:

**City of Round Rock
Purchasing Department
Attn: Contract Specialist
221 East Main Street
Round Rock, TX 79664-5299**

10.2.2. Upon receipt of the request, the City reserves the right to either; accept the escalation and make change to the purchase order within 30 days of the request, negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.

11. AGREEMENT TERM: The terms of the awarded agreement shall include but not be limited to the following:

11.1. The term of the initial Agreement shall begin from date of award and shall remain in full force for thirty six (36) months.

11.2. The agreement may be renewed for two (2) additional twelve (12) month periods, provided both parties agree in writing prior to the expiration of the current term.

11.3. The City reserves the right to review the awarded respondents' performance anytime during the contract term.

11.4. If the awarded respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice the respondent of the deficiencies and the respondent shall have thirty (30) days to correct such deficiencies. If the respondent fails to correct the deficiencies within the thirty (30) days, the City may terminate the agreement by giving the respondent written notice of termination and the reason for the termination.

12. ACCEPTANCE/INSPECTION: Acceptance inspection should not take more than five (5) working days. The awarded respondent will be notified within this time frame if the services delivered are not in full compliance with the specifications. In the event the carpet cleaning is not performed to the satisfaction of the City, the site shall be re-cleaned at no additional cost to the City. The City designated representative shall determine if the entire site is to be re-cleaned, or portions thereof. If any agreement or purchase order is cancelled for non-acceptance, the needed services may be purchased elsewhere and the vendor may be charged liquidated damages.

PART II
SPECIFICATIONS

1. **SCOPE:** The Successful Respondent shall provide on-site services including all labor, materials, tools, equipment, supervision, transportation and all expertise necessary to perform carpet cleaning services for various City owned or occupied locations on an as needed basis. Carpet cleaning shall include pre-treatment of carpet and additional spot treatment whenever necessary. For stationary furniture items, Respondent shall ensure that the legs and/or bases of furniture are kept dry and free of contaminants generated by cleaning operations. Furniture shall not be moved unless specified by the City's designated representative. Respondent shall take steps to prevent water from leeching wood stains and dirt into the carpet. Visible cleaner/water splash and drip marks onto furniture, surrounding flooring, baseboards and walls will be avoided if at all possible, and if not possible, removed from all adjacent surfaces immediately to avoid staining. Respondent shall not leave excessive water, streaking, excess residue or cause discoloring to the carpet as a result of the cleaning. Cleaning chemicals must not cause damage to furniture, carpet, surrounding flooring, baseboards, walls, or any other surrounding materials and/or structures. A Material Safety Data Sheet (MSDS) must be provided to the City for any chemical used prior to contract award and the City reserves the right to reject the use of any given product. Respondent shall not use chemicals that leave a strong odor. Carpet cleaning shall be performed by the methods described in Attachment E: Exhibit # 2 – Mohawk Carpet Care Instructions.

Warning signs must be displayed in all areas while carpets are being cleaned and up until they are dry.

Normal business hours are Monday – Friday between the hours of 8:00 am and 8:00 pm. Carpet cleanings shall be conducted after normal business hours and the City's designated representative will determine the scheduling. All services performed shall require prior authorization from the City's designated representative and a City approved Purchase Order before work commences.

2. **CITY FACILITIES:** Additional facilities may be added and the pricing shall be the price per square foot as submitted by the Successful Respondent. The following facility locations in the City of Round Rock, Texas are examples of the facilities that may require carpet cleaning and the square footage of the carpeted areas:

Facility	Location	Carpet area/ (sq. ft.)
City Hall	221 East Main Street, 78664	19,200
Business Center	231 East Main Street, 78664	12,950
Library	216 East Main Street, 78664	33,600
McConico Building	301 West Bagdad Street, 78664	15,829
Allen R. Baca Center	301 West Bagdad Street, 78664	8,530
Round Rock Sports Center	2400 Chisholm Trail Drive, 78681	2,000
Clay Madsen Recreation Center	1600 Gattis School Road, 78665	1,200
Water Treatment Plant (Phase 3)	5400 North IH-35, 78681	150 – 200
Water Treatment Plant (Phase 5)	5400 North IH-35, 78681	1,800
Public Works	2008 Enterprise Drive, 78664	10,430
General Services	212 Commerce Cove, 78664	4,500
Kintingham House	1000 South Creek Drive, 78665	950

3. POINT OF CONTACT / DESIGNATED REPRESENTATIVE:

3.1. Respondent's point of contact: In order to maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.

3.2. The City's designated representative: The City's designated representative shall be:

Pam Keltgen
Custodian Supervisor
General Services
Phone: 512-341-3353
E-mail: pkeltgen@roundrocktexas.gov

4. SECURITY: Access to City facilities will be as directed and prescribed by the City's designated representative. Only authorized Respondent's employees are allowed on the premises of City facilities for carpet cleaning purposes. Respondent's employees are not to be accompanied in their work area by acquaintances, family members, assistants or any other person; unless that person is an employee of the Respondent, assigned to perform work under the resultant agreement. Some of the City's facilities have high security. The details on access to these facilities will be discussed during the City's post-award meeting. Employees to perform the carpet cleaning for the high security facilities shall have a criminal history background check performed by the Respondent, at the Respondent's expense and said background check shall be provided to the City's designated representative two (2) weeks prior to commencement of work. The City will provide the Successful Respondent, the designated contact person, and any employees required for work, access to the sites where services are required upon approval by the City's designated representative.

5. WORKFORCE: Successful Respondent shall:

5.1. Ensure Respondent's employees perform the services in a timely, professional and efficient manner;

5.2. Ensure Respondent's employees, while working on City property, wear a company uniform that clearly identifies them as the Respondent's employee;

5.3. Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.

6. ORDER QUANTITY: The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the services needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.

PART III

SCHEDULE AND RESPONSE INSTRUCTIONS

1. **SCHEDULE OF EVENTS:** It is the City's intention to comply with the following solicitation timeline:

EVENT	DATE
Solicitation released	April 4, 2015
Mandatory Pre-Bid meeting	April 14, 2015 @ 2:30 PM, CST
Deadline for submission of questions	April 17, 2015 @ 5:00 PM, CST
City responses to questions or addendums	April 21, 2015 @ 5:00 PM, CST
Deadline for submission of responses	April 24, 2015 @ 3:30 PM, CST

All questions regarding the solicitation shall be submitted in writing by 5:00 PM, CST on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on the City's webpage in the form of an addendum at <http://www.roundrocktexas.gov/bids>.

Questions shall be submitted to the City contact named herein. The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
3. **MANDATORY PRE-SOLICITATION MEETING:** A pre-solicitation meeting will be conducted to fully acquaint Respondents with the facilities, difficulties and/or restrictions inherent in the services specified and to view samples of the carpets to be cleaned. The pre-solicitation meeting will be conducted on the date specified in the schedule of events (Part III, Section 1).
- 3.1 Attendance at the pre-solicitation meeting is mandatory. Respondents shall sign-in at the pre-solicitation meeting to document their attendance. The City reserves the right to determine a response "not available for award" if the Respondent fails to attend the mandatory pre-solicitation meeting which shall be held at:
- City of Round Rock,
 City Hall Council Chambers
 221 East Main Street
 Round Rock, Texas 78664**
- 3.2 Respondents are strongly encouraged to bring a copy of the solicitation document with them to the pre-solicitation meeting.
- 3.3 It is the responsibility of the Respondent to determine quantity amounts, supply/material requirements, equipment requirements, labor requirements and other solicitation related details during said meeting.

4. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 3:00 PM, on the due date noted in Part III, Section 1. Mail or hand deliver sealed responses to:

**City of Round Rock
Attn: Deborah Knutson, CPPB
Purchasing Department
221 E. Main Street
Round Rock, Texas 78664-5299**

- 4.1 Responses received after this time and date shall not be considered. Late responses will be returned to Respondent unopened if return address is provided.
- 4.2 Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "DO NOT OPEN".
- 4.3 Facsimile or electronically transmitted responses are not acceptable.
- 4.4 Responses cannot be altered or amended after opening.
- 4.5 No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 4.6 The City will not be bound by any oral statement or offer made contrary to the written specifications.
- 4.7 Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.
5. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:
- 5.1 Purchase price;
- 5.2 Reputation of Respondent and of Respondent's goods and services;
- 5.3 Quality of the Respondent's goods and services;
- 5.4 The extent to which the goods and services meet the City's needs;
- 5.5 Respondent's past performance with the City;
- 5.6 The total long-term cost to the City to acquire the Respondent's goods or services;
- 5.7 Any relevant criteria specifically listed in the solicitation.

Respondents may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include an oral presentation and/or the request for additional material/information to clarify.

6. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at <http://www.roundrocktexas.gov/bids>.

7. **POST AWARD MEETING**: The City and Successful Respondent(s) may have a post award meeting to discuss, but not be limited to the following:
 - 7.1 The method to provide a smooth and orderly transition of services performed from the current contractor;
 - 7.2 Provide City contact(s) information for implementation of agreement;
 - 7.3 Identify specific milestones, goals and strategies to meet objectives;
 - 7.4 Discuss security measures and site access.

8. **NON-APPROPRIATION**: The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

9. **INTERLOCAL COOPERATIVE CONTRACTING (PIGGYBACK)**: Other governmental entities may be extended the opportunity to purchase off of the City's agreements, with the consent and agreement of the awarded Vendor(s) and the City. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in a Respondent's submittal. However, all parties indicate their understanding and hereby expressly agree that the City is not an agent of, partner to, or representative of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.

PART IV

RESPONSE REQUIREMENTS

The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondents shall submit one (1) evident signed "Original" and three (3) copies of the response requirements including any required attachments. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future RFP/RFQ/IFB.

For your bid to be responsive, all required items identified below shall be submitted with your proposal:

Attachment A: Responses shall be submitted on itemized, signed Bid Sheet provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's Solicitation Document may result in disqualification of the response.

Attachment B: Provide the name, address, telephone number and **E-MAIL** of at least three (3) Municipal, Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

Attachment C: Provide signed copy of this Addendum Acknowledgment Form or a signed copy of each issued addendum with bid upon submission.

Additional Information Requested:

Contract Information: Respondent shall provide information of any current established contract with a local City, County, Municipality, Cooperative Agreement, Comptroller of Public Accounts (CPA) Texas Smart Buy Contract, Texas Multiple Award Schedule (TXMAS), General Services Administration (GSA), Inter-local Agreement, or any other contractual resource.

The following items shall be made available upon request by the City prior to award and the approval of any contract:

Proof of insurance for General Liability, Worker's Compensation and standard automobile liability coverage as set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>.

PART V

CONFIDENTIALITY OF CONTENT

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
 - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

PART VI

GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS

1. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>.
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website <http://www.roundrocktexas.gov/bids>.

3. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
- 3.1 There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
 - 3.2 The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
 - 3.3 There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
 - 3.4 The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

City of Round Rock
 CARPET CLEANING SERVICES
 IFB No. 15-018
 Class/Item: 910-09
 APRIL 2015

ATTACHMENT A: BID SHEET
 PURCHASING DEPARTMENT
 221 E. Main Street • Round Rock, Texas 78664-5299

SOLICITATION INFORMATION	Solicitation Number: # 15-018	RESPONDENT INFORMATION	Tax ID Number: _____
	Solicitation Name: Carpet Cleaning Services		Business Name: _____
	Opening Date: April 24, 2015		Address: _____
	Opening Time: On or Before 3:30 PM CST		Address: _____
	Opening Location: City of Round Rock City Hall 221 E. Main Street Round Rock, TX 78664		Contact: _____
			Telephone: _____
			E-mail: _____
			Website: _____

HOW DID YOU HEAR ABOUT THIS SOLICITATION?	<input type="checkbox"/> Newspaper	<input type="checkbox"/> City's Website	<input type="checkbox"/> E-mail Announcement	<input type="checkbox"/> ESBD	<input type="checkbox"/> Other
1st TIME RESPONDING TO THE CITY?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ARE YOU REGISTERED WITH VENDOR CENTRAL?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			Register at: roundrocktexas.gov/vendorcentral		

Item #	Description	Unit Cost	Unit of Measure
1	Carpet Cleaning Services	\$	Sq. Ft.

ACKNOWLEDGEMENTS	<p>By the signature hereon affixed, the Respondent hereby certifies that neither the respondent nor the entity represented by the respondent, or anyone acting for such entity has violated the antitrust laws of this State, codified in Section 15.01 et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly, the response made to any competitor or any other person engaged in such line of business. Further, by signing and submitting this response the Respondent acknowledges:</p> <ul style="list-style-type: none"> • That they have read and fully understand the solicitation and accept all terms and conditions set forth herein. • The respondent is not currently delinquent in the payment of any debt owed to the City. <p>Sealed response envelope shall be clearly marked with solicitation name, solicitation number and name of responding entity.</p> <p>The agreement or purchase order resulting from this solicitation may qualify for Inter-local or Cooperative Contracting (Piggybacking) per the terms outlined in <u>Part III, Section 9</u> of this solicitation. If applicable, do you agree to "piggyback" purchasing from other governmental agencies?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Response shall include one (1) signed original and three (3) copy of response.</p> <p>_____ Printed Name</p> <p>_____ Authorized Signature</p> <p>_____ Date</p> <p>Failure to sign response will disqualify response.</p>	
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**ATTACHMENT B:
RESPONDENT'S REFERENCE SHEET**

PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: _____

RESPONDENT'S NAME: _____ **DATE:** _____

Provide the name, address, telephone number and e-mail of at least three (3) Municipal and/or Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

1. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number (#####) ##### Fax Number: (#####) #####

2. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number (#####) ##### Fax Number: (#####) #####

3. Company's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number (#####) ##### Fax Number: (#####) #####

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

City of Round Rock
CARPET CLEANING SERVICES
IFB No. 15-018
Class/Item: 910-09
APRIL 2015

**ATTACHMENT C:
ADDENDUM ACKNOWLEDGMENT FORM**

NOTE: If multiple addendums have been issued, respondents may complete and return this attachment with their proposal in place of the individual addendums to be submitted. Failure to provide either this form or the individual addendums with signatures may result in disqualification of the proposal.

Addenda Acknowledgment: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Respondent (Company): _____

Signature (in ink): _____

Name (Typed/printed): _____

Title: _____ **Date:** _____

**ATTACHMENT D:
 EXHIBIT # 1 - CARPET SPECIFICATION SHEET**



L8513 FirstStep Tile

Collection / Brand	Tuff Stuff / Lees
Product Type	Tile-Walk Off
Minimum Sq. Yd.	No minimum
Construction	Tufted
Surface Texture	Performance Loop Pile
Gauge / Density	5/32 (25.2 rows per 10 cm) / 5494
Weight Density	208,772
Stitches Per Inch	8.5 per inch (33.46/10 cm)
Finished Pile Thickness	.249" avg. (6.3 mm)
Dye Method	Yarn Dyed
Backing Material	EcoFlex ICT
Fiber Type	Fortis™ Nylon
Fiber Technology	Sentry Soil Protection
Face Weight	38.0 oz. per sq. yd. (1288 g/m2)
Pattern Repeat	Not Applicable
Size/Width	24" x 24" (60.9 cm x 60.9 cm)
GSA Stain Release Rating	Pass
Installation Method	Quarter Turn Only
Indoor Air Quality	Green Label Plus 1098 (CRI Green Label Plus Certified)
Foot Traffic Recommendation TARR	Severe
NSF 140	Gold
Static	Less than 2.5 kv when tested under the Standard Shuffle Test 70 degrees Fahrenheit (21 degrees Celsius) - 20% R.H.
Flammability	Passes DOC-FF-1-70 Pill Test
Flooring Radiant Panel Test	Meets NFPA Class 1 and Class II when tested under ASTM E-648 glue down
Smoke Density	NBS Smoke Chamber NFPA-258 - Less than 450 Flaming Mode
Warranties	Lifetime Limited Tile Warranty / Lifetime Static

**ATTACHMENT E:
EXHIBIT # 2 - Mohawk Carpet Care Instructions**

MOHAWKGROUP.COM



CARPET CARE 101

PREVENTIVE MAINTENANCE

SEC. 1.0

VACUUMING

SEC. 2.0

SPILL AND SPOT CLEANING

SEC. 3.0

INTERIM CLEANING

SEC. 4.0

DEEP CLEANING

SEC. 5.0

TYPES OF SPOTS & HOW TO REMOVE

■ CATEGORY “A” SPOTS

Water based spots such as catsup, fruit juice, etc.

STEP 1: Blot or extract to remove substance. Rinse thoroughly with clear water. Apply a mild carpet spotter cleaning solution sparingly and gently agitate the discolored area. Blot or extract to remove substance. Rinse thoroughly with clear water to remove residue. Blot or extract to remove remaining excess moisture.

STEP 2: Repeat if necessary.

■ CATEGORY “B” SPOTS

Petroleum based spots such as grease, oil, shoe polish, etc.

STEP 1: Blot or extract to remove substance. Try implementing cleaning procedure for Category “A” spots using a mild carpet spotter.

STEP 2: Blot or extract to remove substance. Apply only enough cleaning fluid to dampen the discolored area. Gently agitate. Blot or extract to remove substance. Rinse thoroughly with clear water. Repeat as long as the spot continues to transfer from the carpet to the towel. Rinse thoroughly with clear water. Blot or extract to remove remaining excess moisture.

STEP 3: Apply a specific POG (Paint, Oil and Grease) Dry Solvent Cleaner sparingly to a clean white towel or paper towel and apply to the discolored area. Gently agitate. Blot or extract to remove substance. Rinse thoroughly with clear water. Blot or extract to remove remaining excess moisture.

■ CATEGORY “C” SPOTS

Coffee and tea based spots.

STEP 1: Blot or extract to remove substance. Rinse thoroughly with clear water. Apply coffee stain remover according to manufacturer’s recommendations. Rinse thoroughly with clear water to remove residue. Blot or extract to remove remaining excess moisture.

■ CATEGORY “D” SPOTS

Biological spots such as blood, urine, vomit, etc.

STEP 1: If solids are present, first remove these with a Bone Spatula.

STEP 2: Blot or extract to remove substance. Rinse thoroughly with clear water. Apply an alkaline disinfectant type cleaner (below 10 pH) according to manufacturer’s recommendations. Rinse thoroughly with clear water to remove residue. Blot or extract to remove remaining excess moisture.

DEEP CLEANING

Deep Cleaning is restoring the carpet's appearance by extracting soil and substances that can damage your carpet. The Mohawk Group recommends hot water extraction as the most effective method to give restorative deep cleaning results. Soil is abrasive and will cause premature wear of the fibers if it is not properly removed and hot water extraction is the only method that can remove the soil and residue from deep down in the fibers.

HOT WATER EXTRACTION CLEANING METHOD

Hot Water extraction, performed with truck-mount, portable, or self-contained equipment, uses the high-pressure force of water injected into the carpet followed by powerful vacuum suction to remove suspended soil. The process happens almost instantaneously and does not allow cleaning agents to have adequate dwell time. Therefore, the only cleaning agent you should use in the machine's tank is an acidic rinse agent to help return the pH to neutral, or a de-foamier to cut down on the accumulation of detergent foam in the machine. Instead, use your cleaning agent as a pre-spray, agitate, and then rinse with your extractor using plain water.

HOT WATER EXTRACTION PROCESS

1. Vacuum thoroughly to remove as much dry soil as possible
2. Pre-spray with cleaning agent
3. Agitate with a counter rotating brush or carpet rake to work the pre-spray throughout the carpet pile and suspend the soil
4. Rinse with plain water

NOTE: During extraction, it is essential to extract as much moisture as possible with dry passes (3 to 4 dry passes per each wet pass). Enhance the drying time by using air movers allowing three to four hours drying time after the last extraction before traffic is allowed on the carpet.

EXCEPTIONAL FLOORING FOR DEMANDING SPACES

Regardless of the space, the demand for maximum flooring performance remains critical. The Mohawk Group specializes in fitting the right high performance and the longest possible life cycle. With proper routine maintenance, such as vacuuming and following simple cleaning instructions, carpet from the Mohawk Group will maintain its beauty for years. In fact, carpet will allow your custodial crew to clean more space in the same eight-hour shift than spaces with hard surfaces. Let us show you the value of our carpet and how easy it is to protect your investment.

OUR ENVIRONMENTAL COMMITMENT

The Mohawk Group, a subsidiary of Mohawk Industries Inc., is committed to manufacturing processes that have the least impact on our environment. We practice energy conservation and reduce landfill waste by recycling manufacturing by-products. We encourage you to join us in our environmental commitment by properly maintaining your carpet. A planned maintenance program will keep your carpet looking good longer so it stays out of the landfill. Properly maintained carpet can also help improve the air in your workplace by acting as a filter. The end result is much better performance, higher employee morale and a healthier work environment.

TO LEARN MORE ABOUT THE MOHAWK GROUP AND
THE PRODUCTS WE OFFER, CONTACT YOUR LOCAL
SALES REPRESENTATIVE OR VISIT OUR WEBSITE AT:
MOHAWKGROUP.COM

WARNING!

Do not use these cleaning products on any Mohawk carpet:

- Chlorinated cleaning solutions
- Quarternary solutions
- Oil-based de-foamers
- Petroleum distillates
- Toxic or flammable solvent-based cleaners

Cleaning products should have a pH level below 10 for nylon carpet.
Water temperature should never exceed 160 degrees.

MOHAWK GROUP MAINTENANCE HOTLINE: **800.833.6954**

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