

# REQUEST FOR PROPOSAL



## JANITORIAL SERVICES

655 Airport Rd., Bldg. A  
*Sulphur Springs, TX 75482*

## LAKES REGIONAL COMMUNITY CENTER

400 AIRPORT RD  
TERRELL, TX 75160  
***Mailing Address:***  
P.O. BOX 747  
TERRELL, TX 75160

*Prepared By: Becky Lewis, Accounting/Purchasing Administrator*

[beckyl@lakesregional.org](mailto:beckyl@lakesregional.org)

972-388-2000, ext. 1189

# **REQUEST FOR PROPOSAL**

## **AGENCY JANITORIAL SERVICES**

### **TIMELINE AND EVENTS:**

<b>PROPOSAL POSTING DATE:</b>	Monday, September 18, 2023
<b>MANDATORY SITE VISITS DATE:</b>	Thursday, September 21, 2023
<b>DEADLINE FOR QUESTIONS:</b>	Tuesday, September 26, 2023
<b>DEADLINE FOR QUESTIONS RESPONSE:</b>	Friday, September 29, 2023
<b>PROPOSAL SUBMISSION DEADLINE:</b>	Wednesday, October 18, 2023
<b>ANTICIPATED AWARD DATE:</b>	Friday, October, 27, 2023

### **INTRODUCTION:**

Lakes Regional Community Center invites and welcomes proposals for Janitorial Services for select agency locations. Please take the time to read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the “*Proposal Submission Deadline.*”

**It is the Contractors’ sole responsibility to review the Lakes Regional Community Website at <https://www.lakesregional.org/> under the Procurement Portal tab to retrieve all related documents prior to the RFP due date.**

### **Background and Objectives:**

Lakes Regional Community Center invites interested and qualified companies herein after referred to as “Contractors” to submit Proposals for: Janitorial Services in response to this solicitation.

Lakes Regional Community Center operates from approximately fifty-four facilities over a service delivery area that spans over fifteen counties to provide services in the following areas:

- Mental Health
- Intellectual & developmental disabilities
- Criminal Justice system support
- Substance Abuse Services
- Early Childhood Intervention

**Janitorial RFP**  
**Mandatory Site Visit Schedule**

***Thursday, September 21, 2023***

- 10 a.m.                      Lakes Regional Community Center  
655 Airport Rd., Bldg. A  
Sulphur Springs, TX 75482

## General Instructions:

- **Contractor Submitted Questions & Site Visits**

**Mandatory site visits with Contractors:** Thursday, September 21, 2023 at 655 Airport Rd., Bldg. A Sulphur Springs, TX 75482, at 10 a.m., following the site visit schedule.

**Deadline for Questions from Contractors:** Tuesday, September 26, 2023

**Deadline for Response to Questions:** Friday, September 29, 2023

All questions concerning the RFP specifications must be submitted in writing via email

*Becky Lewis*

Accounting/Purchasing Administrator

Email: [beckyl@lakesregional.org](mailto:beckyl@lakesregional.org)

972-388-2000, ext. 1189

CC:

*Erwin Hancock, CFO*

[erwinh@lakesregional.org](mailto:erwinh@lakesregional.org)

*Richard Wilson, Building Facility Manager*

[richardw@lakesregional.org](mailto:richardw@lakesregional.org)

- **Submittal Procedure**

The request for Proposal (RFP), subject to all conditions and specifications attached hereto, must be signed by a person or officer of the company submitting the RFP that is authorized to enter into contractual agreements on behalf of the company. *RFP's received unsigned will be deemed non-responsive and therefore will not be accepted.*

Deadline to submit *Final Proposal* is Wednesday, October 18, 2023 by 5 p.m. The original RFP should be submitted in a sealed envelope via mail or hand delivered to the attention of:

Lakes Regional Community Center

*Attn: Becky Lewis, Accounting*

*Physical Address: 400 Airport Rd. Terrell, TX 75160*

*Mailing address: P.O. Box 747 Terrell, TX 75160*

***“RFP for Janitorial Services- Do Not Open Until Monday,  
September 18, 2023”***

***No response to this RFP will be accepted after the stated deadline.***

Lakes Regional will not be responsible for any proposal(s) that is (are) lost in the mail or not delivered to the Accounting Department by the stated deadline for any reason. Responses shall include all documentation as requested in this Request for Proposal.

- **Non- Discrimination Policy Statement**

Lakes Regional Community Center does not discriminate against any individual or Contractor with respect to his/her compensation, terms, conditions, or award of contract because of race, color, religion, sex, national origin, age, disability, political affiliation, or limit segregate, or classify candidates for award of contract in any way which would deprive or ten to deprive any individual or company of business opportunities or otherwise adversely affect status as a vendor because of race, color, religion, sex, national origin, age, disability or political affiliation.

- **Immigration Reform and Control Act**

The successful Contractor shall prove appropriate identification and employment eligibility documents and complete a W-9 form to meet requirements of the Immigration Reform and Control Act of 1986.

- **References & Experience**

All interested parties are required to submit with their proposal three (3) client references where interested party has provided services that pertain to the size and scope of this project (within the last two years). **References shall include company name, address, telephone number, fax number, email address, contact person and a summary of the scope of the completed project.** The interested parties must agree to authorize clients to furnish any information required by Lakes Regional Community Center to verify references provided, and for determining the quality and timeliness of previous work performed.

- **RFP Guarantee/ Award Procedure**

It is anticipated that a recommendation for award will be made no more than ninety (90) days after the **RFP due date**. All interested Contractors are required to guarantee their RFP response as an irrevocable offer valid for One Hundred Twenty (120) days after the RFP due date. Lakes Regional Community Center in its sole and absolute discretion shall have the right to award for any or all items/services listed in each RFP, shall have the right to reject any and all RFP's as it deems to be in the best interests, to waive formalities and reasonable irregularities in submitted documents, shall not be bound to accept the lowest RFP and shall be allowed to accept the total RFP of any one vendor.

- **Permits**

Any and all permits as required by authorities having jurisdiction, local, state, county, and/or federal, are the total responsibility of the interested parties/Contractors and must be obtained prior to commencement of any work or service. Any and all expense/cost related to obtaining required permits is the sole responsibility of the Contractor.

- **Financial Information**

Contractor must submit a copy of their last Audited financial statement. A letter from your CPA is an acceptable alternative for Non- Public companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year.

- **Payments**

Contractor is to submit properly completed invoice(s) to the address specified in the contract. To ensure prompt payment, each invoice should indicate, description of service provided, location, and total price, any discount terms and include Contractor's name and return remittance address. For direct deposit payments, an ACH authorization form must be will need to be completed upon contract award.

- **Price Adjustments**

Contractor will be required to honor their proposal prices for the term of the contract period.

- **Historically Under-Utilized Business (HUB)**

This agency shall make a good faith effort to utilize Historically Underutilized Businesses (HUB's) in contracts for constructions, services (including professional and consulting services), and commodities. Please submit proof of Historically Underutilized Business (HUB) state certificate. *If your firm is not certified, please submit, please submit **Attachment A**, if you intend to subcontract services. If not, write "none" on **Attachment A** and submit it.*

- **Direct or Indirect Assignment**

The successful Contractor will not be permitted to directly or indirectly assign its rights and duties under the contract without express approval by Lakes Regional Community Center.

- **Form W-9**

Contractors are to complete a W-9 form and submit with their proposal documents. (**Attachment E**)

## **PROPOSAL STIPULATIONS AND REQUIREMENTS**

- **Modifications or Withdrawal of Proposals**

Any RFP may be modified or withdrawn prior to the deadline, provided such modification or withdrawal is submitted prior to the deadline. Any modification received after the deadline shall be deemed late and will not be considered.

- **Offer and Acceptance Period**

All RFP's must be an irrevocable offer valid for one hundred twenty (120) days after the RFP opening date.

- **Late Request for Proposal**

Any RFP received after the stated deadline shall be deemed late and will not be considered. All times listed in the RFP are Central Standard time. (CST)

- **Irregularities in Request for Proposal**

Except as otherwise stated in the Request for Proposal, evaluation of all responses will be based solely upon information contained in the Contractor's response to this RFP. Lakes Regional Community Center shall not be held responsible for errors, omissions or oversights in any Contractor's response to this RFP. Lakes Regional Community Center may waive technical irregularities, which do not alter the price of quality of the services.

Lakes Regional Community Center shall have the right to reject RFP's, containing a statement, representation, warranty or certification which is determined by Lakes Regional Community Center and its counsel to be materially, false, incorrect, misleading or incomplete. Additionally, any errors, omissions, or oversights of a material nature may constitute grounds for rejection of any RFP.

The inability of a Contractor to provide one or more of the required components or specified features or capabilities required by this RFP does not, in and of itself, preclude acceptance by Lakes Regional Community Center of the RFP. All responses will be evaluated as a whole in the best interests of Lakes Regional Community Center.

- **Amendments to the RFP**

If it becomes necessary to revise any part of this RFP package or if any additional information is necessary to clarify any provision, the revision and/or additional information will be provided to each Contractor via email.

- **Availability of the Proposal**

After opening, each RFP, except those portions for those portions which a Contractor has included a written request for confidentiality (e.g., proprietary information), shall be open to public inspection.

- **Retention of Proposals**

All RFP's considered by Lakes Regional Community Center shall become the property of Lakes Regional Community Center and shall not be returned.

- **Notice "Not to Participate" Form**

We ask that the prospective contractor(s) who respond to this RFP invitation whether they can or cannot provide products, supplies and/or services outlined in the RFP, complete the “***Not to Participate***” form. Contractors who respond to this RFP invitation will remain on our mailing list. Contractor(s) making no response may be removed from our mailing list for future projects. **See Attachment C**

- **Incurred Expenses**

Lakes Regional shall not responsible for expenses incurred by a Contractor in the preparation and submission of an RFP.

- **Deviation Form**

Each proposal shall contain a Deviation Form, which also contains a Contractor commitment to operate within the provisions of this *Request for Proposal*. The purpose of the Deviation Form is to allow a prospective Contractor to note any concerns relative to the form or substance of the RFP. Please note that the final contract has provisions that are **not** subject to negotiation. Those provisions are Indemnification, Jurisdiction, Venue and Damage limitations. Note further, all RFP submittals must include an *Evidence of Insurance Certificate*. A Certificate of Insurance will be requested at the time of final contracting if your RFP is selected. State all deviations in a clear and concise manner. Thereafter, sign the commitment statement notwithstanding any deviations that you submit. The Commitment Statement must be signed by a duly authorized Agent. **(See Attachment D)**

- **Subcontractors**

All provisions and/or stipulations within this RFP also apply to any authorized subcontractors.

- **Term of Contract**

The contract shall commence with a tentative award date for two (2) years base period with three(3) one-year renewal options at the sole discretion of Lakes Regional Community Center based upon satisfactory performance, which will be reviewed on an annual basis.

- **Pricing**

Each Contractor shall provide responses to “RFP Reply” page with their costs detailed as requested.

- **Licensure**

The Contractors shall submit, with their RFP, a copy of any license(s), certification(s), registration(s), etc. as required by authorities having jurisdiction; local, state, county, and/or federal for the Contractors to operate.

- **Service Requirements**

Work shall be completed in a coordinated manner that will be the least disruptive to Lakes Regional Community Center’s ongoing operation.

- **Safety**

Within its submission, the Contractor must document its current policies, procedures and practices regarding discharge of the safety function. This may include citing

existing procedure manuals, training programs and their frequency, historical information regarding safety performance, etc.

If information, such as manuals, is too bulky to include in the submission, the Contractor should provide a copy of the front cover and table of contents and cite the availability of such information to be viewed.

If training programs are included in a current program, please identify the current provider of the service, class duration, instructor certifications and other related information.

- **Conflict of Interest Provision**

The conflict-of-interest provision is applicable, in that contractors who develop or draft specification requirements, statements of work and/or RFP for proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

- **Texas Public Information Act**

All information contained in proposal packet is subject to the Texas Public Information Act, located in the Texas Government Code, Chapter 552. Any members of the public, including media and competitors, may submit an open records request for the information contained in the proposal packet. Subject to the Act, Contractors may protect trade secret and confidential information from public release. All information the contractor believes to be confidential, a trade secret or proprietary information must clearly mark such information in boldface type and include the word “CONFIDENTIAL”, “PROPRIETARY” or “TRADE SECRET” at the top of every applicable page. Contractors should consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets, proprietary information or other confidential documents.

Offerors are cautioned that once a response to a solicitation is opened, all information contained therein will be available to the public unless the information is excepted from the requirements of Government Code Section 552 pertaining to open records.

Lakes Regional Community Center cannot guarantee that it will not be compelled to disclose all or part of any proposal/RFP, since the information deemed to be confidential by the proposer may not be considered confidential under Texas Law or pursuant to a court order. In the event Lakes Regional Community Center receives a request for portions or all of an RFP packet marked “confidential”, “trade secret” or “proprietary” then Lakes Regional Community Center will forward the request to the office of the Texas Attorney General. Lakes Regional Community Center will notify the proposer whose proposal is subject to the request. Lakes Regional Community Center will assume no obligation for asserting legal arguments on behalf of the Proposer.

Proposers are solely responsible for submitting a brief and the documents in use to the Texas Attorney General. At all times, Lakes Regional Community Center will comply with the provisions of the Texas Public Information Act as required by State Law. Lakes Regional Community Center must comply with the decision of the Attorney General, including to release information marked, “CONFIDENTIAL”, “TRADE SECRET”, or “PROPRIETARY”.

**PROPOSAL EVALUATION PROCESS**

Not all evaluation factors are equal in importance and each factor is weighted in accordance with its importance to Lakes Regional Center. Each item has been assessed a percentage upon which the final score will be determined. A total of 100 percentage points for the following items will be considered a perfect score.

The following will be significant factors in evaluating proposals, but the evaluation will not be limited to these items when making a final recommendation.

Overall Program Concept	25%	Well-Defined concept/program structure
Understanding	20%	Understands needs/requirements
Financial Condition	15%	Provided latest annual report/ financial stability
History and Description	10%	History/firm size/ Area of specialty
Credentials of Staff	10%	Expertise with non-profits
References	10%	Provide detailed references with appropriate information
Cost	10%	Provide costs/rates

## **Scope of Work:**

Lakes Regional Community Center has included Janitorial Specification sheets to include but not limited to the following performance requirements for each location to be included in this Request for Proposal.

# Janitorial Specifications Sheet

**655 Airport Rd., Bldg. A Sulphur Springs, TX 75482**

**Note:** Frequency to be determined by customer and building needs including budgetary constraints.

Item	AVERAGE WEEKLY PERFORMANCE REQUIREMENTS	WEEKLY STANDARD	SQ. FEET OR # OF ITEMS	S	M	T	W	T	F	S	N/A
<b>1. Office Spaces:</b>											
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5			X	X	X	X	X		
	Dust, wipe and polish window ledges and other horizontal surfaces within reach (such as artwork)	EVERY OTHER WEEK	BI-MONTHLY						X		
	Dust, wipe and polish <b>sanitize</b> accessible surfaces of desks, chairs, tables and other office furniture	2	UNLESS ADDITIONAL TIMES ARE NEEDED			X			X		
	Dust and wipe office equipment	1	UNLESS ADDITIONAL TIMES ARE NEEDED						X		
	Spot clean marks next to light switches, doors and door frames	1							X		
	Brush or vacuum upholstered seating	EVER OTHER WEEK	BI-MONTHLY								
	Damp wipe and sanitize telephones	2				X			X		
	Vacuum carpeted areas	3			X		X		X		
	Spot clean minor carpet stains		AS NEEDED								
<b>2. Common Areas/Reception Areas:</b>											
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5			X	X	X	X	X		
	Dust off horizontal surfaces (not requiring ladder)	5			X	X	X	X	X		

	Dust wipe and <b>sanitize</b> chairs, desks, tables, counters, <b>pictures</b> , etc.	5			X	X	X	X	X		
	Dust and clean director( <b>white boards</b> ) board, glass and any mirrors	5			X	X	X	X	X		
	Clean <b>all</b> entry door glass, <b>handles and thresholds</b>	5			X	X	X	X	X		
	Spot clean marks next to light switches ( <b>sanitize</b> ), door <b>handles</b> , door frames, glass and <b>sanitize</b> bright work( <b>what is this?</b> )	3			x		x		x		
	Sanitize and <b>polish clean</b> drinking fountains	5			X	X	X	X	X		
	Spot clean windows between the kennel( <b>reception area</b> ) and office	5			X	X	X	X	X		
	Police immediate exterior of entries for debris	5			X	X	X	X	X		
	Maintain office furniture and arrange table and counters in a neat and orderly fashion	5			X	X	X	X	X		
	<b>Sweep, damp mop and disinfect floors</b>	5			x	x	x	x	x		
	Vacuum carpeted areas	5			X	X	X	X	X		
<b>3.</b>	<b>Elevator/Stairway/Stockroom or Janitor Room Maintenance:</b>										
	Dust floor, and damp mop floor with disinfectant		<b>monthly</b>								
	Spot clean and polish interior/exterior panels										NA
<b>Item</b>	<b>AVERAGE WEEKLY PERFORMANCE REQUIREMENTS</b>	<b>WEEKLY STANDARD</b>	<b>SQ. FEET OR # OF ITEMS</b>	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>N/A</b>
	Dust floor, and damp mop floor with disinfectant <b>wash and sanitize sink in janitor room,</b>		<b>monthly</b>								
	Clean and disinfect railings										NA
<b>4.</b>	<b>Lunchroom/Kitchen Maintenance:</b>										
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5			X	X	X	X	X		
	Clean tops of garbage cans	5			X	X	X	X	X		
	Clean lunchroom countertops, tabletops, sinks and hardware	5			X	X	X	X	X		
	Stock paper towels, <b>foam soap and dishwashing soap</b> if needed	5			X	X	X	X	X		

	Clean and sanitize front of cabinets and major appliances & microwave	2	As needed			x		x			
	Wipe clean tables and chairs	5			X	X	X	X	X		
	Dust and wipe horizontal surfaces	2				x		x			
	Dust and damp mop with disinfectant all vinyl floor areas	5			x	x	x	x	x		
	Vacuum all carpeted areas										NA
<b>6.</b>	<b>Restroom Cleaning:</b>										
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5			X	X	X	X	X		
	Clean and disinfect all toilet bowls, toilet seats and urinals	5			X	X	X	X	X		
	Clean and disinfect counters, wash basins(dust fixtures underneath sinks) and soap dispensers	5			X	X	X	X	X		
	Clean and polish mirrors and dispensers	5			X	X	X	X	X		
	Clean and sanitize chrome fixtures	5			X	X	X	X	X		
	Sweep, damp mop and disinfect all restroom floors	5			X	X	X	X	X		
	Remove gum, hair and other foreign substances from floor surfaces	5			X	X	X	X	X		
	Dust and wipe horizontal surfaces within reach including vent		monthly								
	Fill all toilet paper, paper towel, seat covers and soap dispensers	5			X	X	X	X	X		
	Clean shower stalls with a disinfectant cleaner										NA
<b>9</b>	<b>Carpets</b>										
	Spot Cleaning										

The property manager will coordinate with the vendor when the following work duties are needed;

<b>Strip, seal, and wax all tiled floors:</b> Sweep, damp mop and disinfect all floors	
Lunchroom/coffee/kitchen	DAILY

Restroom	DAILY
Stairway, elevator, stock room	NA
Fire alarm room	NA
<b>Shampoo carpet/rubber mats and runners</b>	YEARLY
<b>Wash and disinfect toilet partition walls</b>	AS NEEDED/6 MTHS
<b>Clean restroom partitions with disinfectant cleaner</b>	AS NEEDED/6 MTHS

Item	AVERAGE WEEKLY PERFORMANCE REQUIREMENTS	WEEKLY STANDARD	SQ. FEET OR # OF ITEMS	S	M	T	W	T	F	S	N/A
Dust all blinds											EVERY 6 MONTHS
Wash all blinds											YEARLY
Wash all light fixtures											AS NEEDED/6 MTHS
Vacuum and wash all ceiling vents											AS NEEDED/6 MTHS
Wash interior and exterior sides of windows											YEARLY
Clean and disinfect inside and outside of all waste receptacles											QUARTER
Vacuum/clean cloth/vinyl partitions											6MTHS

**ADDITIONAL SERVICES REQUESTED: (Please List)**

1. ALL OUTSIDE TRASH CANS SHOULD BE EMPTIED ON A WEEKLY BASIS(INCLUDING THE ONES DETACHED FROM BUILDING eg: PICNIC AREAS.
2. ALL ENTRY AREAS CLEANED AND MAINTAINED AS NEEDED FROM DEBRIS, DROPPINGS, & NESTS
3. COBWEBS TO BE ADDRESSED, AS NEEDED
4. EMPTY & REPLACE VACUUM BAGS AS NEEDED
5. WASH AND DRY MOP HEADS AND CLEANING RAGS AS NEEDED(FACILITY HAS WASHER AND DRYER)

## **RFP CONTENTS**

- **Title Page**
  - Name of Vendor, local Address, Telephone Number, Fax number, email address and contact name.

### **Table of Contents**

#### **All Proposals must include the following information :**

- Clear Identification of information by section and page.
- A list of three (3) references where your firm has provided services that pertain to the size and scope of this project (within the last 2 years) including summary of the scope of the completed project.
- A current “Certificate of Insurance” must accompany all Proposals.

#### **Proposal:**

- Contractor must provide a brief history of company, including but not limited to ownership, business start date, mission statement, etc.
- Must bear the original signature of a principal or authorized office of the interested party.
- Must be typed.
- Must make provision to meet and comply with all applicable laws and regulatory criteria.
- Interested Contractors are encouraged to submit along with their response any additional descriptive information about their services which they believe might be helpful.
- All responses to this RFP must be submitted with one original and mailed or hand delivered in a sealed envelope to Lakes Regional at the specified address in this RFP.

#### **Additional documents to be submitted:**

- Contractor must submit a copy of their latest audited financial statement. A letter from your CPA is an acceptable alternative for Non-Public companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year.
- A copy of applicable license(s), certification(s), registration(s), etc. as required by authorities having jurisdiction; local, state, county and/or federal for the Contractor’s to operate.
- Submit proof of “HUB” State Certificate. (Attachment A)

- If your firm is not certified, provide a statement to the effect if you intend to subcontract or affiliate with a certified firm and what percentage of work will be given to them.
- Deviation form (Attachment B)
- Notice Not to Participate (Attachment C)
- Signature Page (Attachment D)
- Complete Form W-9, <http://www.irs.gov/pub/irs-pdf/fw9.pdf> (Attachment E)

**\*\*PLEASE INCLUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE,  
WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING  
PROCESS\*\***

**SIGNATURE PAGE (Attachment D)**

**LAKES REGIONAL COMMUNITY CENTER IN ITS SOLE AND ABSOLUTE DISCRETION SHALL HAVE THE RIGHT TO AWARD CONTRACTS FOR ANY OR ALL MATERIALS LISTED IN EACH RFP/ PROPOSAL, SHALL HAVE THE RIGHT TO REJECT ANY AND ALL PROPOSALS, AND SHALL NOT BE BOUND TO ACCEPT THE LOWEST RFP/PROPOSAL AND SHALL BE ALLOWED TO ACCEPT THE TOTAL RFP/PROPOSAL OF ANY ONE CONTRACTOR.**

**THIS SUBMISSION IS GUARANTEED AS AN IRREVOCABLE OFFER VALID FOR ONE HUNDRED TWENTY (120) DAYS AFTER THE RFP/PROPOSAL OPENING DATE.**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Contractor's Name**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Fax Number**

\_\_\_\_\_  
**Email Address**

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**RFP's WILL NOT BE ACCEPTED IF THIS PAGE IS NOT SIGNED BY AN AUTHORIZED REPRESENTATIVE.**

**Attachment A**

**HUB SUBCONTRACTING PLAN  
“HISTORICALLY UNDERUTILIZED BUSINESS**

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(HUB-LOI IS USED BY POTENTIAL CONTRACTOR(S) TO IDENTIFY  
SUBCONTRACTORS SELECTED FOR WORK ON THE CONTRACT)

Contractor \_\_\_\_\_ Vendor Id# \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Proposal# \_\_\_\_\_ Contract Amount \_\_\_\_\_

Description of Commodities/specifications: \_\_\_\_\_

Duration of Contract: \_\_\_\_\_

Name of Subcontractor/Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Is subcontractor a certified HUB? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, enter the GSC Certification VID number: \_\_\_\_\_

Dollar amount of contract with subcontractor/supplier: \$ \_\_\_\_\_

Percentage amount of contract with subcontractor/supplier: % \_\_\_\_\_

Description of materials/services performed under agreement with the subcontractor  
for amount indicated above:

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**PLEASE SUBMIT A SEPARATE FORM FOR EACH SUBCONTRACTOR/SUPPLIER**

**Attachment C**

**DEVIATION FORM**

**Commitment Statement**

As a prospective Contractor and representative Agent of \_\_\_\_\_  
(Company Name) I hereby state my commitment to comply with all the Contract terms,  
conditions or specifications contained in the RFP and proposed Contract.  
(Attachment C)

***This Commitment Statement must be signed by the prospective Contractor  
whether there are Deviations list or not, and submitted with this response.***

**Deviation:**

---

**SPEC #  
Section#  
Or Page#**

---

Company Name

---

Authorized Signature

---

Date

**Attachment D**

**NOTICE “NOT TO PARTICIPATE” FORM**

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled Date and Time:

- Our company cannot provide the products, supplies and/or services listed in this request. Please **move** our name and address to the following category(ies) so that we may propose at a later date:  
Category(ies)\_\_\_\_\_
  
- We have chosen **NOT** to submit a Proposal at this time but would like to remain on your list for this Proposal category. We did **not** submit a Proposal because:  
Reason(s):\_\_\_\_\_  
\_\_\_\_\_
  
- Please **Remove** our name from all Lakes Regional Community Center lists until further notice.  
Reason(s):\_\_\_\_\_  
\_\_\_\_\_

Company Name:\_\_\_\_\_

Representative:\_\_\_\_\_  
(Please Print)

Address:\_\_\_\_\_ Phone:\_\_\_\_\_

E-mail:\_\_\_\_\_ Fax:\_\_\_\_\_

Please return this form only to (Prior to Deadline):

**Lakes Regional Community Center**  
*Attn: Becky Lewis, Accounting/Purchasing Administrator*  
*Notice “Not to Participate”- Agency Janitorial Services RFP*  
P.O. BOX 747 Terrell, TX 75160

Authorized Signature:\_\_\_\_\_

Title:\_\_\_\_\_ Date:\_\_\_\_\_

**Attachment E**

**Form W-9, REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

**CONTRACTORS ARE TO COMPLETE THIS FORM AND SUBMIT WITH THEIR PROPOSAL DOCUMENTS. GO TO THE ATTACHED LINK FOR W-9, IF SOLICITATION WAS EMAILED.**

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>