



INVITATION TO BID

BID #2009-05 MOP & LAUNDRY SERVICES

The City of Edinburg, Texas is soliciting sealed separate bids for the above referenced as requested by the Building Maintenance Department. The bid shall be received no later than **3:00 p.m., Monday, September 29, 2008**. Any bid received after the time set for opening will be returned to bidder unopened. Bidder(s) must provide an original and shall be addressed to:

CITY OF EDINBURG
C/O CITY SECRETARY
415 W. UNIVERSITY DRIVE
P.O. BOX 1079
EDINBURG, TEXAS 78540-1079

Bids must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the bid envelope with corresponding bid number and title. All bids will be opened and publicly read aloud at the above designated time at the City of Edinburg (New City Hall) Conference Room, 1st Floor, located at 415 W. University Drive, Edinburg, Texas. Bids sent via facsimile shall not be accepted.

The City of Edinburg reserves the right to accept or reject bids submitted, waive formalities in bidding, accept the bid deemed most advantageous to the City of Edinburg, and to hold the bids for a period of ninety (90) days without taking action thereon. If you have any questions or require additional information regarding this bid, please contact Mr. Nick Hernandez, Building Maintenance Superintendent, at (956) 605-9311.

If you choose not to submit a bid and would like to remain on the City of Edinburg bidder's list for future bids, you must respond in writing.

Sincerely,

Pedro Garza III, Purchasing Agent



210 W. McIntyre • P.O. Box 1079 • Edinburg, Texas 78540
Phone (956) 383-5661 • Fax (956) 383-7111



INVITATION TO BID

ASSIGNED BID NO.: 2009-05

BID TITLE: Mop & Laundry Services

CLOSED DATE & TIME: September 29, 2008 @ 3:00 PM SPECIFICATIONS ATTACHED XX

DELIVER SEALED BID TO: CITY OF EDINBURG ADDENDUM ONLY _____
C/O CITY SECRETARY
415 W. UNIVERSITY DRIVE
P.O. BOX 1079
EDINBURG, TEXAS 78540

Quotations are requested for furnishing materials or services described below in accordance with terms set forth herein.

ITEM	QUANTITY	DESCRIPTION OF GOODS OR SERVICES	UNIT PRICE PER ITEM
1		Shop Towels	\$ _____
2		24" Dust Mops	\$ _____
3		36" Dust Mops	\$ _____
4		Dust Wipers	\$ _____
5		Mats (3' x 4')	\$ _____
6		Mats (3' x 5')	\$ _____
7		Mats (4' x 6')	\$ _____
8		Shop Towel Replacement	\$ _____
9		Water/Wastewater Fee	\$ _____
<p>Note: The City reserves the right to accept or reject bids submitted, waive formalities in bidding, consider each item submitted as a separate bid, award all or individually, whichever may be more advantageous to the City, and to hold the bids for a period of ninety (90) days without taking action thereon.</p>			

GENERAL CONDITIONS & INSTRUCTIONS – READ CAREFULLY

1. The bids must be submitted on this form only.
2. The City reserves the right to accept or reject any or all bids, waive formalities, and accept the bid deemed most advantageous to the City.
3. The City reserves the right to award the bid to the lowest responsible bidder.
4. Prices must be itemized.
5. All quotations must be F.O.B. Edinburg and include all costs for delivery and packaging.

Delivery time shall be specified by the bidder. Failure to state a firm delivery date will make an incomplete bid. Delivery time will be one of the determining factors in selecting the best bid. However, if the delivery time is not met when stated, upon notification of the same, the City may allow a ten-day grace period for delivery. If delivery is not met after the ten-day grace period allowed, the City of Edinburg reserves the right to completely cancel order and to revoke and render void the purchase order previously issued for same.

6. In cases of discrepancy between the unit price and the extension, the unit price will be taken.
7. All bids must be signed by an authorized representative.
8. Envelope containing this bid **must** be marked with **Bid No. and Bid Title** from Page 1 and sealed with tape.
9. Bid guarantee (if applicable) must be submitted with bid.
10. Any bid received after the time set for opening will be returned to bidder unopened.
11. This bid tabulation shall constitute a binding contract subject to acceptance by the City.
12. Special reference is made to bid specifications (if attached) for other conditions and instructions.
13. Failure to adhere or comply with the above general conditions and instructions will cause the bid to be rejected.

In compliance with the invitation for bid, and subject to all conditions thereof, the undersigned offers, and agrees, if this bid be accepted within 90 days from **time of closing**, to furnish any or all of the items or render such services upon which prices are quoted in accordance with the bid specifications applying, and at the price set opposite each item.

For bid inquiries, please call the Purchasing Agent at (956) 383-5661, Extension 380.

DATE: _____

BID PRICE: _____

DELIVERY DATE: _____

BIDDER NAME: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

MAILING ADDRESS: _____

TELEPHONE NO.: _____

E-MAIL ADDRESS: _____

FEDERAL ID #: _____

**SPECIFICATIONS
MOP & LAUNDRY SERVICES
CONTRACT PERIOD: 10/01/08 – 09/30/10**

GENERAL CONDITIONS

1. The City of Edinburg is seeking to enter into a two (2) year service contract for the rental of mop and laundry services, beginning October 1, 2008 through September 30, 2010.
2. Prices must be itemized.
3. Wastewater Fees must be included in Bid.
4. Vendor must meet the City of Edinburg's minimum insurance requirements. The City of Edinburg must be included as an additional insured.
5. Any applicable fuel surcharge must be included in your quotation.

SCHEDULE

1. The Vendor shall pick up, and deliver all cleaning materials to City Buildings as per Building list.
2. Shop towels, dust mops, and dust wipers shall be serviced on a weekly basis.
3. Floor mats shall be serviced once every other week.

REQUISITE SUPPLIES

Attached please find a list of City Buildings and the amount of supplies located in each building.

MOP & LAUNDRY SERVICE CITY OF EDINBURG FACILITIES

	Building	Shop Towels	24" Dust Mops	36" Dust Mops	Dust Wipers	Mats 3' x 4'	Mats 3' x 5'	Mats 4' x 6'
1	Water Plant 500 E. Mahl	75	2				1	
2	Wastewater Treatment Plant 1202 N. "M" Road	100	2		2		2	
3	Systems & Meter Shop 1201 N. Doolittle Road	100	2				4	
4	Sanitation Garage 1201 N. Doolittle Road	100	1				2	1
5	Street Garage 1201 N. Doolittle Road	100						
6	Los Lagos Golf Club 1720 S. Raul Longoria	50						1
7	Fire Station #1 212 W. McIntyre		3					
8	Fire Station #2 602 W. Canton		2				1	
9	Fire Station #3 1221 E. University		2				2	
10	Fire Station #4 315 Matthew		2				4	
11	Activity Center 123 E. Palm Drive		4		4			2
12	City Hall 415 W. University Drive		10		10	3		7
13	Fountain Center 1210 E. Kuhn		2					2
14	Police Department 100 E. Freddy Gonzalez		8		4	2		7
15	Edinburg Public Library 401 W. Cano				5			2
16	Edinburg Airport 1300 E. FM 490		2		2	1		2
17	Recreation Center 315 E. Palm Drive		5	5	5			2
18	World Birding Center 714 S. Raul Longoria		2		2			2
19	Service Center 1201 N. Doolittle Road		2		2			2
20	Jaycee Annex Building 420 S. 19th Street		2		2			1
21	Landfill 900 E. Encinitos						2	
TOTAL		525	53	5	38	6	18	31

BOND AND INSURANCE REQUIREMENTS

(A) If the contract amount is over \$25,000 for construction or facility improvements, the successful bidder shall provide a bid guarantee, give a good and sufficient bond in the amount of the contract price for the faithful performance of such contract, executed by a surety company authorized to do business in the state, in accordance with state statutes, as amended. A payment bond in the full amount of the contract price to assure payment is required by law of all persons supplying labor and material in execution of work provided for in the contract.

(1) A bid guarantee equivalent to 5% of the bid price is required from each bidder. The bid guarantee shall consist of a firm commitment such as a bid bond, certified check or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his or her bid, execute such contractual documents as may be required within the specified time.

(2) A performance bond on the part of the contractor for 100% of the contract price is required. A "performance bond" is one executed in connection with the contract to secure fulfillment of all the contractor's obligations under such contract. It is solely for the protection of the City awarding the contract; in the amount of the contract; and is conditioned on the faithful performance of the work, in accordance with the plans, specifications, and contract documents, including warranties. The performance bond shall remain in effect during the warranty period of the contract or for one year, whichever is longer.

(3) A payment bond on the part of the contract for 100% of the contract price is required. A "payment bond" is one executed in connection with a contract to assure payment, as required by law, of all persons supplying labor and material in execution of the work provided for in the contract. The payment bond is solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the prime contractor or a sub-contractor to supply labor or material and is in the amount of the contract.

(4) Failure of a contractor to comply with this section authorizes the City Manager to terminate the contract and retain any applicable security.

(B) A bid guarantee, performance and payment bond will not be required for contracts zero to \$25,000. The City will specify in the contract that no money will be paid to the contractor until the project has been completed and final acceptance has been made by the City.

(C) Staff may waive insurance requirements for contracts \$0 - \$4,999.99, including but not limited to contracts for food, materials, supplies, and construction. Workers' Compensation in amounts which satisfy statutory coverage shall be required for construction projects.

(D) The following insurance requirements will be included in all City contracts of \$5,000.00 - \$14,999.99. In contracts not involving building and construction projects, as that activity is defined in TEX. LABOR CODE §406.096, contractors may obtain alternative form of worker accident insurance with minimum limits of liability of \$100,000 per claim.

Minimum Insurance Requirements	
Type of Coverage	Limits of Liability
Worker's Compensation	Statutory Coverage
Comprehensive General Liability (City named as additional insured) Bodily Injury	\$250,000 each person/\$500,000 each occurrence
Property Damage	\$100,000 each occurrence/\$100,000 aggregate or \$500,000 combined single limits

(E) The following insurance requirements will be included in all City contracts of \$15,000 or more.

(1) The successful bidder will be required to carry the following insurance coverage and limits of coverage, as well as list the City as an additional insured to liability coverage as requested by the City. In addition, the successful bidder shall provide the City with evidence of coverage and furnish acceptable proof of payment of insurance premiums.

(2) The successful bidder will be required to secure and/or have insurance coverage in force with an admitted property and casualty insurance company licensed by the State of Texas to conduct business in the State of Texas.

(3) In contracts not involving building and construction projects, as that activity is defined in TEX. LABOR CODE §406.096, contractors may obtain alternative form of worker accident insurance with minimum limits of liability of \$100,000 per claim.

Minimum Insurance Requirements

Type of Coverage	Limits of Liability
Worker's Compensation	Statutory Coverage
Employer's Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$100,000 each employee/\$500,000 policy limit
Comprehensive General Liability Bodily Injury Property Damage	\$250,000 each person/\$500,000 each occurrence \$100,000 each occurrence/\$100,000 aggregate or \$500,000 combined single limits
Comprehensive Auto Liability Bodily Injury Property Damage	\$100,000 each person/\$500,000 each occurrence \$100,000 each occurrence/\$100,000 aggregate or \$500,000 combined single limits
City's Protective Liability Bodily Injury Property Damage	\$250,000 each person/\$500,000 each occurrence \$100,000 each occurrence/\$100,000 aggregate or \$500,000 combined single limits