

REQUEST FOR PROPOSALS

JANITORIAL SERVICES FOR VARIOUS BUILDINGS-SET 1A

FOR THE CITY OF HOBBS, NEW MEXICO

PROPOSAL NO. 553-25

The City of Hobbs, New Mexico is requesting proposals from qualified proposers interested in furnishing **JANITORIAL SERVICES FOR VARIOUS BUILDINGS: CITY HALL, LIBRARY, UTILITES, GARAGE, TEEN CENTER, MUNICIPAL COURT, STREET & TRAFFIC AND BUILDING MAINTENANCE-SET 1A**. Written proposals will be received by the City of Hobbs, New Mexico, at the office of the Finance Director in City Hall, 200 E Broadway St., Hobbs, New Mexico 88240,

DEADLINE: 2:00 P.M. NOVEMBER 12, 2024.

Submitted proposals shall not be publicly opened. Any proposals received after that time will be returned unopened. The fact that a proposal was dispatched will not be considered.

Copies of the specifications may be obtained without charge from the office of the Finance Director. Questions concerning this proposal should be directed to Brandy Hukins 575-397-9244.

In case of ambiguity or lack of clearness in stating proposal prices, the City of Hobbs, New Mexico, reserves the right to adopt the most advantageous thereof or to reject any or all proposals and waive irregularities.

CITY OF HOBBS, NEW MEXICO

Manny Gomez
City Manager

Publication Date: October 20, 2024

The City of Hobbs is requesting proposals to furnish **JANITORIAL SERVICES FOR VARIOUS BUILDINGS-SET 1A**

We request that your proposal be made in conformance with the guidelines contained herein on the proposal form. The contract will be awarded to the company with the proposal determined to be the most advantageous to the City of Hobbs and based on the evaluation criteria specified.

EVALUATION OF PROPOSAL:

Proposal will be evaluated on the following basis (all topics are as presented in the text of this proposal):

1.	Yearly cost of each location	35 pts
2.	Reference check of past/present customers this will be evaluated for quality of work as reported by references	30 pts
3.	A MINIMUM OF 2 Years of experience in janitorial services, similar facilities and services provided	20 pts
4.	Proposed staffing, their experience and outline of work	15 pts
5.	New Mexico Resident /Veterans Bidders Preference	10 pts
6.	Additional points offered for all 8 building proposed	<u>10 pts</u>
	Max possible points (per building)	120 pts

SECTION I - Instructions To Offerors

1. Sealed proposals will be received by the Finance Department, Hobbs, New Mexico, in accordance with the Proposal Advertisement. Offerors shall use the proposal form included with the specifications. Proposal forms must bear the signature of the offeror to be considered. Pursuant to NMSA 1978, § 13-1-191.1 (2006), offerors shall complete the attached Campaign Contribution Disclosure form. Failure of offerors to complete proposal documents in accordance with all instructions provided is cause for the City of Hobbs to reject proposals.
2. Proposals must be submitted in a sealed envelope with the outside clearly marked: **PROPOSAL NO. 553-25 JANITORIAL SERVICES FOR VARIOUS BUILDINGS-SET 1A.**
3. All proposals are subject to all applicable taxes. Any contracts that include labor or services require that the full amount be subject to the City of Hobbs Gross Receipts Tax. Do not include the taxes in the total bid price. Taxes will be added and paid at time of billing.
4. RFP Amendments Should any amendment to this Request for Proposals be deemed necessary between issuance of the Request for Proposals and the proposal submission deadline, it will be distributed in writing to all recipients of the original RFP. If an amendment requires a time extension, the proposal submission date will be changed as part of the written amendment.

Contractors, who receive notification of this solicitation by means other than through a City of Hobbs mailing, shall contact the person designated as the point of contact herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any amendment and/or information that may be issued prior to the solicitation submittal date. It is the Contractors sole responsibility to ensure they receive all amendments for this RFP by informing the City of their mailing information.

5. Proposals received after the Deadline, are non-responsive. Proposals will be reviewed for completeness and compliance with mandatory requirements. If any proposal submitted is deemed non-responsive, the offeror will be notified in writing of such determination.
6. Proposer may submit prices for any or all building(s) that they choose. NOTE: Additional 10 points offered if proposer offers proposal on all 8 buildings. Proposals will be reviewed for completeness and compliance with mandatory requirements. If any proposal submitted is deemed non-responsive, the offeror will be notified in writing of such determination.
7. Proposal Evaluation The Selection Committee will review each proposal. Points will be

allocated as outlined in the evaluation criteria of this RFP to determine the best responsible proposal. Negotiations may be conducted with responsible offerors who submit proposals found to be reasonably likely to be selected for award. The City of Hobbs will forward recommendations to the City Commission which will make the final award(s). The City reserves the right to accept proposals in their entirety, or portions thereof, and to reject any or all proposals and to waive informalities.

7. It is agreed that proposals accepted by the City shall be valid for a period of sixty (60) days following the date of proposal opening.

SECTION II - Award of Contract

1. The City Commission of the City of Hobbs, New Mexico, reserves the right to waive irregularities in proposals, to reject any or all proposals or portions thereof. The City Commission may accept any proposal(s) that in its opinion is in the best interest of the City of Hobbs.
2. The City does not guarantee a minimum or maximum dollar value for any agreement resulting from this solicitation.
3. The City reserves the right to interview selected Contractor before a contract is awarded. The cost of attending any interview are the Contractors responsibility.
4. The City has the option to award a portion or portions of this contract to multiple successful Contractors at the sole discretion of and benefit to the City.

SECTION III - Term of Contract

The term of this contract shall be for one (1) year from the date of written notification of award of proposal, with an option to extend the contract an additional three (3) years, one year at a time, if mutually agreeable with the City of Hobbs and the vendor, in accordance with the Attorney General ruling.

The agreement shall contain a clause that provides that the City reserves the right to cancel the agreement, or any extension of the agreement, without cause, with a thirty day (30) written notice or immediately with cause.

SECTION IV Payment

Payment will be made within fifteen (15) days after certification from General Services that all term of the contract have been met.

SECTION V References

It will be the responsibility of the offeror to furnish the names, addresses, and phone numbers of at least three (3) commercial type businesses they are presently servicing and

have serviced for at least two years.

SECTION VI INSURANCE

The successful offeror shall obtain, and provide proof thereof, to the City the following insurance coverage:

General Liability as follows: Premises, operations, explosions and collapse hazard, underground hazard, contractual insurance, products with completed operations, broad form property damage, independent contractors and personal injury. The limits of liability shall be no less than \$1,000,000 combined single limits for bodily injury and property damage.

Automobile Liability as follows: Owned, hired and non-owned vehicles. The limits of liability shall be no less than \$1,000,000 combined single limit bodily injury and property damage.

The City of Hobbs shall be named as an additional insured.

Workers' Compensation is required along with State statutory employer's liability limits regardless of number of employees.

SECTION VII SITE VISIT

All vendors interested in submitting a proposal are encouraged to visit the location where the janitorial services will be performed. Site visits will be scheduled upon request by contacting Jana White at 575-397-9318 or jwhite@hobbsnm.org.

BUILDING SQUARE FOOTAGES

BUILDING	SQ. FT.
Annex 1st, 2nd foyer, 3rd	11,426
Skyway	768
City Hall	49,029
Library	40,565
Municipal Court	5,580
Teen Center, gym floor	13,909
Streets/Traffic	2,387
Building Maintenance	1,176
Utilities, Water Maintenance	8,230
Garage	2,866

PROPOSAL NO. 553-25

JANITORIAL SERVICES FOR CITY HALL, LIBRARY, UTILITIES, GARAGE, TEEN CENTER, MUNICIPAL COURT, STREET & TRAFFIC, BUILDING MAINTENANCE-SET 1A

EACH OFFEROR MUST COMPLETE THE FOLLOWING STATEMENT:

Proposal of _____ proposes to furnish the following.

ITEM NO.	DESCRIPTION	TOTAL PRICE
1	CITY HALL	

Special services: Per hour rate of \$ _____ (estimated 20 hours)

INDICATE THE NUMBER OF HOURS THAT IS WILL TAKE FOR THE ABOVE EMPLOYEES TO COMPLETE THE JANITORIAL SERVICES.

LOCATION:	NUMBER OF DAYS/WEEK	NUMBER OF EMPLOYEES	HOUR(S) PER DAY PER EMPLOYEE
CITY HALL	5		

DETAILED SPECIFICATIONS FOR CITY HALL – 200 E BROADWAY ST.

1. The Contractor agrees to supply all labor, equipment and other materials necessary to perform janitorial, and related services. This includes, but is not limited to, waxes or wax like protective coatings, cleaning agents, vacuum cleaners, scrubbing machines, buffers, dust mops, wet mops, brooms, and other chemicals. The cleaning of carpeted areas will be completed with a commercial truck mount steam extraction system. The system shall be complete with an RX-20 cleaning head OR EQUAL. Tile floors will be stripped to the tile, sealed and waxed once a year and then scrubbed and waxed as needed.
2. The City agrees to supply all paper goods such as paper towels and toilet tissue. The contractor will stock/replace these items as needed, daily.
3. The successful Contractor will be required to directly supervise the work of their employees on the job site and be held responsible for seeing the services are performed correctly and immediate action is taken to correct situations that are brought to his or her attention by representatives of the City.
4. The Contractor Supervisor and employees must successfully pass an extensive background check. The background check must be completed and successfully passed BEFORE the contractors employee can begin working in the building.
5. The Contractor shall be responsible for instructing his employees in appropriate safety measures, and shall make certain that his/her employees are performing their work in a safe manner, and are provided proper protective equipment.
6. In case of damage and/or theft to the premises, equipment or supplies of the City by the Contractor or his employees, the Contractor agrees to repair the damage and/or replace equipment or supplies. The Contractor is solely responsible for the cost of these corrective actions. If the Contractor fails to take prompt, proper corrective action, he will be strictly liable to the City for any sums the City expends to have the matter corrected.
7. The janitorial services are to be performed daily, Monday through Sunday, hours to be determined by mutual agreement.
8. The City of Hobbs is not responsible for damage by fire, theft, accident, or otherwise to the Contractor's supplies, equipment, and to the personal belongings of the Contractor's employees. The Contractor hereby waives any and all claims against the City, whether direct or indirect and releases said City from any and all liability for damages or injuries or both, which may result directly or indirectly in connection with the performance of the services herein contracted whether within the premises of the City or outside of such premises.

9. Contractor and his employees will not admit any unauthorized person in to the premises. Contractor and his employees will not smoke inside the building. Children under the age of 12 years and children who are not on the premises to assist with janitorial duties will not be permitted in the building. Lights, except night lights, shall be turned off, all windows and doors locked, and premises left in a safe and secure condition. Tight security measures shall be followed at all times. The Code Enforcement Department will insure that all doors are locked at 5 pm Monday through Friday.
10. The use of all office equipment by Contractor and his employees is strictly prohibited.
11. Contractor may store his equipment and supplies on the premises in authorized storage areas only. These storage areas will be maintained in an orderly and safe condition.
12. Inspection of the Contractor's work will be made by a designated representative of City of Hobbs staff. The Department's designated representative shall have the authority to direct the Contractor to take action to correct unsatisfactory or incomplete work performance. The judgment of the City is expressly agreed to be final concerning any disputed sums due the Contractor. Failure to correct unsatisfactory work may also result in the contract being canceled.
13. Special or emergency call-out services will be billed on a separate itemized invoice at a set hourly rate.
14. For the purpose of this contract, janitorial service includes the following:
 - a. Sweeping: Includes brush or mechanical brush vacuum sweeping without damage or disfigurement of furniture, doors, or base trim.
 - b. Damp Mopping: Includes cleaning floor surfaces, using cotton yarn or sponge mops, appropriate stain removal agents, unheated water and detergent, using a minimum amount of water.
 - c. Buffing: Includes buffing with high speed buffing pads and periodic buffing with nylon or hog bristle pads. Buffing must be followed by sweeping, vacuuming, or dust mopping to remove any residue.
 - d. Floor Scrubbing: Includes cleaning floors with floor scrubbing pads, cylindrical or disk-type machines using a minimum amount of water.
 - e. Floor Dry-Cleaning: Includes cleaning to remove marks, imbedded dirt and debris by buffing with nylon pad, disk, or drum on machine having vacuum soil pick up, or dust mop, sweep or vacuum in lieu of vacuum soil pick-up machine.

- f. Wax Removal: Includes removal of all wax down to the flooring material from
 - i. the entire waxable floor surface, including under desks, along baseboards, and in corners, using a compound specially prepared for this purpose with brush or nylon stripping pad or water with neutralizer followed by a rinse to remove all wax, solution, dirt and film.
 - g. Primary Waxing: Includes application of one heavy coat of sealer equal to "Johnson Over and Under Sealer" followed by three (3) coats of liquid floor finish consisting of no less than 12/16th percent solids to the entire floor surface after wax removal.
 - h. Touch-up Waxing: Includes application of wax in heavy traffic areas between primary waxing. This includes thorough cleaning of area before application of wax.
 - i. Dusting: Includes removing dust from book shelves, walls, ceilings, office equipment, fixtures, and other structural components of the building.
 - j. Glass Cleaning: Includes cleaning of all glass surfaces with plain water or properly prepared glass cleaning solution.
 - i. NOTE: If glass cleaning is subcontracted, it shall be noted as an exception to this proposal. Bidder must show the name of the subcontractor.
 - k. Trash Collection: Includes collection of all waste papers, sweepings, and other trash material which is to be deposited in trash bins located on the premises.
 - l. Carpet Cleaning: Includes vacuuming of all carpets, removing all spots and stains, and cleaning all carpets using a commercial truck mount hot water extraction system complete with an RX-20 cleaning head, or equal, and utilizing the proper equipment and agents to remove all stains and/or spots that are removable without damaging the fabric.
 - i. NOTE: If carpet cleaning is subcontracted.
 - m. Furniture Cleaning: Includes cleaning tables, chairs, and other furniture tops.
15. The janitorial services described will be performed as follows:
- a. All window glass, interior and exterior, will be cleaned in the first thirty (30) days of the contract term and every four months thereafter. This will include removal of all dirt and residue from window frames and door frames. City Hall/Annex has high glass that is included in this contract. Sub-contracting this work is acceptable provided all insurance requirements are met.

NOTE: If glass cleaning is subcontracted, it shall be noted as an exception to this proposal. Bidder must show the name of the subcontractor.

- b. Wax will be removed from all waxable floors once a year to be followed by primary waxing. The first time will be within forty-five (45) days of contract.
- c. Touch-up waxing will be performed as needed, but not less than once a month.
- d. All draperies and valances will be vacuumed within the first ninety (90) days of the contract period; all venetian blinds will be dusted within the first thirty (30) days of the contract term and thereafter as needed, and not less than every thirty (30) days.
- e. All walls and ceilings will be dusted within the first ninety (90) days of the contract period. And once a year.
- f. All light fixtures will be dusted within the first ninety (90) days of the contract period. This will include washing of the shading device. Thereafter, they will be dusted and/or washed as needed.
- g. All restroom walls and partitions will be washed within the first thirty (30) days of the contract period and thereafter as needed, but not less than once every thirty (30) days.
- h. All wastebaskets and trash containers will be emptied and cleaned on a daily basis and washed as needed, but not less than once a week if trash bags are not used and/or the bags have leaked inside the trash receptacle.
- i. All interior floor surfaces, including stairways and landings, will be swept and/or dust mopped on a daily basis. This includes removal of scuff marks as necessary. Scuff mark removal and cleaning of chrome kickplates on the doors and the door bottom facings will also be cleaned within the first thirty (30) days of the contract period and thereafter on an as-needed basis, but no less than once every 2 weeks.
- j. All restrooms will be cleaned on a daily basis. This includes sanitizing all restroom fixtures and toilet seats, cleaning and refilling all restroom dispensers, cleaning all restroom shelves, mirrors, metallic fixtures, and lavatories, and sweeping and damp mopping of all restroom floors. A non-abrasive cleaner will be used for water closets and urinals. Sanitary block will be replaced as needed.
- k. Areas that shall be vacuumed daily, include walk-off mats, public areas such as; break rooms and city clerk's office. All other areas shall be vacuumed a minimum

of once per week. Carpets will be cleaned with hot water extraction once a month for break-rooms and public areas. Areas such as multi-use offices (Personnel, Engineering) all corridors and meeting rooms shall be cleaned once a quarter. All other areas private office structures shall be cleaned once a year. All carpet will be spot cleaned and stains removed on a daily basis. All carpets shall be cleaned within the first sixty (60) days of the contract period, using a commercial truck mount hot water extraction system complete with a RX-20 cleaning head or equal. And repeated two times per year.

NOTE: If the carpet cleaning is subcontracted, it shall be noted as an exception to this proposal. Bidder must show the name of the subcontractor.

- l. All water basins, sinks, and drinking fountains will be cleaned on a daily basis-material and stains cleaned with product that does not harm or discolor.
- m. All exterior sidewalks and entrance areas will have all trash, litter, and debris picked up on a daily basis. All exterior sidewalks and entrances will be swept as needed.
- n. All chair rungs, furniture legs, and chair pads will be dusted as needed, but not less than once a month. All fabric chairs will be cleaned and vacuumed and stains removed on an as-needed basis. But no less than once a month
- o. All office furniture, fixtures, and equipment will be dusted on a weekly basis.
- p. All fingerprints and dirt will be removed from doors, door frames, walls, and woodwork as needed, but not less than once a week.
- q. All high partition ledges, baseboards, air diffusers, vents, grills, vertical and horizontal surfaces, and wood paneling will be dusted as needed, but not less than once a month.
- r. All restroom walls and partitions will be spot cleaned as needed, but not less than once a week.
- s. All composition desk and counter tops will be washed as needed, but not less than once a week.
- t. All floor drains will be flushed with clean water as needed, but not less than once a week. All drains and shower stalls will be cleaned, including tile and the drain covers on an as-needed basis, but not less than once every two weeks.
- u. All storage and unoccupied areas will be swept or vacuumed as needed, but not less than once a month.

- v. Second floor patio floor to be cleaned bimonthly.
- w. Janitorial services shall be provided for the areas as listed.

Main Building:

Basement
1st floor
2nd floor

Additional Areas:

Main Building 2nd floor Patio
2nd floor Connecting Walkway

Annex Building:

1st floor All areas
2nd floor Public Lobby & Rear Stairway only
3rd floor All areas

PROPOSAL NO. 553-25

JANITORIAL SERVICES FOR CITY HALL, LIBRARY, UTILITIES, GARAGE, TEEN CENTER, MUNICIPAL COURT, STREET & TRAFFIC, BUILDING MAINTENANCE-SET 1A

EACH OFFEROR MUST COMPLETE THE FOLLOWING STATEMENT:

Proposal of _____ proposes to furnish the following.

ITEM NO.	DESCRIPTION	TOTAL PRICE
2	LIBRARY	

Special services: Per hour rate of \$ _____ (estimated 20 hours)

INDICATE THE NUMBER OF HOURS THAT IS WILL TAKE FOR THE ABOVE EMPLOYEES TO COMPLETE THE JANITORIAL SERVICES.

LOCATION:	NUMBER OF DAYS/WEEK	NUMBER OF EMPLOYEES	HOUR(S) PER DAY PER EMPLOYEE
LIBRARY	6		

DETAILED SPECIFICATIONS FOR THE LIBRARY- 509 N SHIPP ST.

1. The Contractor agrees to supply all labor, equipment and other materials necessary to perform janitorial and related services. This includes, but is not limited to, protective coatings, cleaning agents, vacuum cleaners, scrubbing machines, buffers, dust mops, wet mops, brooms, and other chemicals. The cleaning of carpeted areas will be completed with a commercial truck mount steam extraction system. The system shall be complete with an RX-20 cleaning head or APPROVED equal.
2. The City agrees to supply all paper towels, trash can liners and toilet tissue.
3. The successful Contractor will be required to directly supervise the work of his employees on the job site and be held responsible for seeing the services are performed correctly and immediate action is taken to correct situations that are brought to his or her attention by representatives of the City.
4. The Contractor shall be responsible for instructing employees in appropriate safety measures, and shall make certain that employees are performing their work in a safe manner.
5. In case of damage and/or theft to the premises, equipment or supplies of the City by the Contractor or his employees, the Contractor agrees to repair the damage and/or replace equipment or supplies. The Contractor is solely responsible for the cost of these corrective actions. If the Contractor fails to take prompt, proper corrective action, he will be strictly liable to the City for any sums the City expends to have the matter corrected.
6. The janitorial services are to be performed daily, Monday through Saturday, hours to be determined by mutual agreement. Building must be cleaned after the library closes at 8:00 PM Monday, 6:00 PM Tuesday and Wednesday, 5:00 PM Thursday and Friday, and 3:00 PM on Saturday.
7. The City of Hobbs is not responsible for damage by fire, theft, accident, or otherwise to the contractor's supplies, equipment, and to the personal belongings of the Contractor's employees. The Contractor hereby waives any and all claims against the City, whether direct or indirect and releases said City from any and all liability for damages or injuries or both, which may result directly or indirectly in connection with the performance of the services herein contracted whether within the premises of the City or outside of such premises.

8. Contractor and his employees will not admit any unauthorized person in to the premises. Contractor and his employees will not smoke inside the building. Children under the age of 12 years and children who are not on the premises to assist with janitorial duties will not be permitted in the building. Lights, except night lights, shall be turned off, all windows and doors locked, and premises left in a safe and secure condition. Tight security measures shall be followed at all times.
9. The use of all office equipment by Contractor and his employees is strictly prohibited.
10. Contractor may store his equipment and supplies on the premises in authorized storage areas only. These storage areas will be maintained in an orderly and safe condition.
11. Inspection of the Contractor's work will be made by a designated representative of the Library staff. The Department's designated representative shall have the authority to direct the Contractor to take action to correct unsatisfactory or incomplete work performance. The judgment of the City is expressly agreed to be final concerning any disputed sums due the Contractor. Failure to correct unsatisfactory work may also result in the contract being canceled.
12. For the purpose of this contract, janitorial service includes the following:
 - a. Sweeping: Includes brush or mechanical brush vacuum sweeping without damage or disfigurement of furniture, doors, or base trim.
 - b. Damp Mopping: Includes cleaning floor surfaces, using cotton yarn or sponge mops, appropriate stain removal agents, unheated water and detergent, using a minimum amount of water.
 - c. Buffing: Includes buffing with high speed buffing pads and periodic buffing with nylon or hog bristle pads. Buffing must be followed by sweeping, vacuuming, or dust mopping to remove any residue.
 - d. Floor Scrubbing: Includes cleaning floors with floor scrubbing pads, cylindrical or disk-type machines using a minimum amount of water.
 - e. Floor Dry-Cleaning: Includes cleaning to remove marks, imbedded dirt and debris by buffing with nylon pad, disk, or drum on machine having vacuum soil pick up, or dust mop, sweep or vacuum in lieu of vacuum soil pick-up machine.

- f. Dusting: Includes removing dust from book shelves, walls, ceilings, office equipment, fixtures, and other structural components of the building.
 - g. Glass Cleaning: Includes cleaning of all glass surfaces with plain water or properly prepared glass cleaning solution.
 - h. Trash Collection: Includes collection of all waste papers, sweepings, and other trash material which is to be deposited in trash bins located on the premises. Include exterior trash cans at front door, rear door and basement patio area.
 - i. Carpet Cleaning: Includes vacuuming of all carpets, removing all spots and stains, and cleaning all carpets using a commercial truck mount steam extraction system complete with an RX-20 cleaning head, or APPROVED equal, and utilizing the proper equipment and agents to remove all stains and/or spots that are removable without damaging the fabric.
 - j. Furniture Cleaning: Includes cleaning tables, chairs, and other furniture tops.
13. The janitorial services described will be performed as follows:
- a. All window glass, interior and exterior, will be cleaned in the first thirty (30) days of the contract term and every three months thereafter. This will include removal of all dirt and residue from window frames and door frames.
 - b. All draperies and valances will be vacuumed within the first ninety (90) days of the contract period; all venetian blinds will be dusted within the first thirty (30) days of the contract term and thereafter as needed, and not less than every thirty (30) days.
 - c. All walls and ceilings will be dusted within the first ninety (90) days of the contract period.
 - d. All light fixtures will be dusted within the first ninety (90) days of the contract period. This will include washing of the shading device. Thereafter, they will be dusted and/or washed as needed.
 - e. All restroom walls and partitions will be washed within the first thirty (30) days of the contract period and thereafter as needed, but not less than once every thirty (30) days.

- f. All wastebaskets and trash containers will be emptied on a daily basis and washed as needed, but not less than once a week if trash bags are not used and/or the bags have leaked inside the trash receptacle.
- g. All interior floor surfaces, including stairways and landings, will be swept and/or dust mopped on a daily basis. This includes removal of scuff marks as necessary. Scuff mark removal and cleaning of metal kickplates on the doors and the door bottom facings will also be cleaned within the first thirty (30) days of the contract period and thereafter on an as-needed basis.
- h. All restrooms will be cleaned on a daily basis. This includes sanitizing all restroom fixtures and toilet seats, cleaning and refilling all restroom dispensers, cleaning all restroom shelves, mirrors, metallic fixtures, and lavatories, and sweeping and damp mopping of all restroom floors. A non-abrasive cleaner will be used for commodes and urinals.
- i. All carpeted areas shall be vacuumed as needed, but not less than once per week. Carpets will be spot cleaned and stains removed on a daily basis. All carpets shall be cleaned within the first sixty (60) days of the contract period, using a commercial truck mount steam extraction system complete with a RX-20 cleaning head or APPROVED equal. In addition, the carpet in the hallways, elevator and heavy traffic areas will be cleaned on an as-required basis, but not less frequently than once every one hundred and eighty days (180) days.

NOTE: If the carpet cleaning is subcontracted, it shall be noted as an exception to this proposal. Bidder must show the name of the subcontractor.
- j. All water basins, sinks, and drinking fountains will be cleaned on a daily basis.
- k. All chair rungs, furniture legs, and chair pads will be dusted as needed, but not less than once a month. All fabric chairs will be cleaned and vacuumed and stains removed on an as-needed basis.
- l. All office furniture, fixtures, and equipment will be dusted on a weekly basis.
- m. All fingerprints and dirt will be removed from doors, door frames, walls, and woodwork as needed, but not less than once a week.

- n. All high partition ledges, baseboards, air diffusers, vents, grills, vertical and horizontal surfaces, and wood paneling will be dusted as needed, but not less than once a month.
- o. All restroom walls and partitions will be spot cleaned as needed, but not less than once a week.
- p. All composition desk and counter tops will be washed as needed, but not less than once a week.
- q. All floor drains will be flushed with clean water as needed, but not less than once a week. All drains will be cleaned, including tile and the drain covers on an as-needed basis, but not less than once every two weeks.
- r. All storage and unoccupied areas will be swept or vacuumed as needed, but not less than once a month.
- s. Sweep sidewalks at all entrances daily. Include areas up to twenty feet from building. Sweep and remove trash daily from the entire Patio area.
- t. Include up twenty hours per year for call outs for emergency cleaning.

SPECIAL SERVICES

Special services are identified as items not specified in the above detailed specifications. These items will only be performed with the consent of the City of Hobbs.

PROPOSAL NO. 553-25

JANITORIAL SERVICES FOR CITY HALL, LIBRARY, UTILITIES, GARAGE, TEEN CENTER, MUNICIPAL COURT, STREET & TRAFFIC, BUILDING MAINTENANCE-SET 1A

EACH OFFEROR MUST COMPLETE THE FOLLOWING STATEMENT:

Proposal of _____ proposes to furnish the following.

ITEM NO.	DESCRIPTION	TOTAL PRICE
3	UTILITIES	

Special services: Per hour rate of \$ _____ (estimated 20 hours)

INDICATE THE NUMBER OF HOURS THAT IS WILL TAKE FOR THE ABOVE EMPLOYEES TO COMPLETE THE JANITORIAL SERVICES.

LOCATION:	NUMBER OF DAYS/WEEK	NUMBER OF EMPLOYEES	HOUR(S) PER DAY PER EMPLOYEE
UTILITIES	3		

DETAILED SPECIFICATIONS FOR UTILITIES-1200 S. 5TH ST.

1. The Contractor agrees to supply all labor, equipment and other materials necessary to perform janitorial and related services to clean the Utilities Department Buildings. This includes, but is not limited to, waxes or wax like protective coatings, vacuum cleaners, scrubbing machines, buffers, dust mops, wet mops, brooms, cleaning agents, polishing agents, urinal sanitary blocks, and other chemicals and disinfectants as required. The cleaning of carpeted areas will be completed with a commercial truck mount steam extraction system. The system shall be complete with an RX-20 cleaning head or equal. Tile floors will be stripped to the tile, sealed and waxed once a year and then scrubbed and waxed as needed.
2. Utilities Department Buildings consist of the entire Administration Building and the Maintenance Building's office, laundry room, restroom, break room and locker room areas.
3. Cleaning of the Laboratory consists of sweeping and mopping the floor and mats, cleaning the office furniture, cleaning the windows inside and out, and cleaning the window ledges and frames inside and out. Lab floors will be stripped to the tile, sealed and waxed once a year and then scrubbed and waxed as needed. Cleaning of the lab counter tops will be the responsibility of Lab personnel.
4. The City agrees to supply soap, paper towels, toilet tissue and trash bags.
5. The successful Contractor will be required to directly supervise the work of all employees on the job site and be held responsible for seeing the services are performed correctly and immediate action is taken to correct situations that are brought to his or her attention by representatives of the City.
6. The Contractor shall be responsible for instructing all employees in appropriate safety measures and shall make certain that all employees are performing their work in a safe manner.
7. In case of damage and/or theft to the premises, equipment or supplies of the City by the Contractor or his employees, the Contractor agrees to repair the damage and/or replace equipment or supplies. The Contractor is solely responsible for the cost of these corrective actions. If the Contractor fails to take prompt, proper corrective action, Contractor will be solely liable to the City for any sums the City expends to correct the matter.

8. The janitorial services are to be performed THREE DAYS PER WEEK, Monday, Wednesday, and Friday. Hours will be determined by mutual agreement.
9. The City of Hobbs is not responsible for damage by fire, theft, accident, or otherwise to the contractor's supplies, equipment and/or to the personal belongings of the Contractor's employees. The Contractor hereby waives any and all claims against the City, whether direct or indirect, and releases said City from any and all liability for damages or injuries or both, which may result directly or indirectly in connection with the performance of the services herein contracted whether within or outside of such premises.
10. Contractor and his employees will not admit any unauthorized person on to the premises. Persons that are not employees of the Contractor and children under the age of 16 years of age are not permitted in the buildings or on the premises of the Utilities Department. Lights, except night lights, shall be turned off, all windows and doors locked, the security system shall be activated and the premises left in a safe and secure condition. Tight security measures shall be followed at all times.
11. Contractor and his employees will not smoke inside any of the Utilities Department Buildings. Contractor and his employees will not possess any alcoholic beverages while on the premises or allow any other individual to possess any alcoholic beverages on the premises. Contractor and his employees will not allow any individual who has consumed alcohol or alcoholic beverages on the premises. The use of all office equipment or supplies by Contractor and his employees is strictly prohibited.
12. Contractor may store equipment and supplies on the premises in authorized storage areas only. These storage areas will be maintained in an orderly, clean and safe condition.
13. Inspection of the contractor's work will be made by a representative of the Utilities Department. The Department's representative shall have the authority to direct the contractor to take action to correct unsatisfactory or incomplete work performance. The judgment of the City is expressly agreed to be final concerning any disputed sums due the Contractor. Failure to correct unsatisfactory work may result in the contract being canceled.
14. For the purpose of this contract, janitorial services includes the following:
 - a. Sweeping: Includes brush or mechanical brush, vacuum sweeping without damage or disfigurement of furniture, doors or base trim.

- b. Damp Mopping: Includes cleaning floor surfaces, using cotton sponge yarn mops, appropriate stain removal agents, unheated water and detergent, using a minimum amount of water.
- c. Buffing: Includes buffing with high speed buffing pads and periodic buffing with nylon or hog bristle pads. Buffing must be followed by sweeping, vacuuming or dust mopping to remove any residue.
- d. Floor scrubbing: Includes cleaning floors with floor scrubbing pads, cylindrical or disk-type machines using a minimum amount of water.
- e. Floor-Dry-Cleaning: Includes cleaning to remove marks, imbedded dirt and debris by buffing with nylon pad, disk or drum on machine having vacuum soil pick-up or dust mop, sweep or vacuum in lieu of vacuum soil pick-up machine.
- f. Wax Removal: Includes removal of all wax down to the flooring material from the entire floor surface, including under desks, along baseboards, and in corners, using a compound specially prepared for this purpose with brush or nylon stripping pad or water with neutralizer followed by a rinse to remove all wax, solution, dirt and film.
- g. Primary Waxing: Includes application of one heavy coat of sealer equal to “Johnson Over and Under Sealer” followed by three (3) coats of liquid floor finish consisting of no less than 12/16th percent solids to the entire floor surface after wax removal.
- h. Touch-up Waxing: Includes application of wax in heavy traffic areas between primary waxing. This includes thorough cleaning of area before application of wax.
- i. Dusting; Includes removing dust from book shelves, walls, ceilings, office equipment, fixtures, and other structural components of the building.
- j. Glass Cleaning: Includes cleaning of all glass surfaces inside and out with a properly prepared glass cleaning solution.
- k. Trash Collection: Includes collection of all waste, sweepings and other trash material which is to be deposited in trash bins located on the premises.
- l. Carpet Cleaning: Includes vacuuming of all carpets, removing all spots and stains, and cleaning all carpets using a commercial truck mount steam extraction system complete with an RX-20

cleaning head, or equal, and utilizing the proper equipment and agents to remove all stains and/or spots that are removable without damaging the fabric.

- m. Furniture Cleaning: Includes cleaning desks, tables, chairs, book shelves and other furniture tops with an approved furniture polish.

15. The janitorial services described will be performed as follows:

- a. All window glass, interior and exterior, will be cleaned in the first thirty (30) days of the contract term and every three months thereafter - December, March, June and September. This will include removal of all dirt and residue from window frames and door frames.
- b. Wax will be removed from all floors once a year and be followed with primary waxing. All Wax will be removed within forty-five (45) days of the beginning of this contract.
- c. Touch-up waxing will be performed as needed, but not less than once a month.
- d. All walls and ceilings will be dusted within the first ninety (90) days of the contract period.
- e. All light fixtures will be dusted within the first ninety (90) days of the contract period. This will include washing of the shading device. Thereafter, they will be dusted and/or washed as needed, but not less than once every 120 days.
- f. All restroom walls and partitions will be washed within the first thirty (30) days of the contract period and thereafter as needed, but not less than once every thirty (30) days.
- g. All interior floor surfaces, including stairways and landings, will be swept and/or dust mopped on each work day. This includes removal of scuff marks as necessary. Scuff mark removal and cleaning of chrome kick plates on the doors and the door bottom facings will also be cleaned within the first thirty (30) days of the contract period and thereafter on an as-needed basis. Stairways and landings are to be waxed as specified in paragraph b and c.
- h. All restrooms, kitchens, laundry rooms, locker rooms and employee shower areas will be cleaned on a daily basis. This includes sanitizing all tile, fixtures and toilets, cleaning and refilling all dispensers, cleaning the surface areas of lockers, benches, shelves, mirrors, metallic fixtures and lavatories, and sweeping and damp mopping/sanitizing of all floors. A non-abrasive cleaner will be used to clean and sanitize all water closets and urinals. Sanitary block will be used and replaced as needed.

- i. All carpeted areas shall be vacuumed as needed, but not less than once per week. Carpets will be spot cleaned and stains removed on a daily basis. All carpets shall be cleaned within the first sixty (60) days of the contract period and again in the month of April, using a commercial truck mount steam extraction system complete with an RX-20 cleaning head.

NOTE: If the carpet cleaning is subcontracted, it shall be noted as an exception to this proposal. Contractor must show the name of the subcontractor and his equipment must meet the above requirements.

- j. All water basins, sinks and drinking fountains will be cleaned and polished on a daily basis. This includes removing mineral build-up on all water fountains and water faucets/fixtures.
- k. All chair rungs, chair legs, furniture legs and chair pads will be dusted as needed, but not less than once a month. All fabric chairs will be cleaned and vacuumed and stains removed on an as needed basis.
- l. All office furniture, fixtures and equipment will be dusted on a bi-weekly basis.
- m. All fingerprints and dirt will be removed from doors, door frames, walls, cabinets and woodwork as needed, but not less than once a week.
- n. All high partition ledges, baseboards, air diffusers, vents, grills, vertical and horizontal surfaces and wood paneling will be dusted as needed, but not less than once a month.
- o. All kitchen appliances, fixtures, refrigerators, stoves, ovens, microwaves, etc. will be cleaned on a bi-weekly basis.

PROPOSAL NO. 553-25

JANITORIAL SERVICES FOR CITY HALL, LIBRARY, UTILITIES, GARAGE, TEEN CENTER, MUNICIPAL COURT, STREET & TRAFFIC, BUILDING MAINTENANCE-SET 1A

EACH OFFEROR MUST COMPLETE THE FOLLOWING STATEMENT:

Proposal of _____ proposes to furnish the following.

ITEM NO.	DESCRIPTION	TOTAL PRICE
4	GARAGE	

Special services: Per hour rate of \$ _____ (estimated 20 hours)

INDICATE THE NUMBER OF HOURS THAT IS WILL TAKE FOR THE ABOVE EMPLOYEES TO COMPLETE THE JANITORIAL SERVICES.

LOCATION:	NUMBER OF DAYS/WEEK	NUMBER OF EMPLOYEES	HOUR(S) PER DAY PER EMPLOYEE
GARAGE	1		

DETAILED SPECIFICATIONS FOR GARAGE-1200 E STANOLIND RD.

1. The Contractor agrees to supply all labor, equipment and other materials necessary to perform janitorial and related services. This includes, but is not limited to, waxes or wax like protective coatings, cleaning agents, vacuum cleaners, scrubbing machines, buffers, dust mops, wet mops, brooms, and other chemicals. The floors will be stripped to the tile, sealed and waxed once a year and then scrubbed and waxed as needed.
1. Garage buildings consists of a reception area, three (3) office areas, two (2) restrooms and lounge/break area and hallways.
3. The City agrees to supply all paper goods such as paper towels and toilet tissue.
4. The successful Contractor will be required to directly supervise the work of his employees on the job site and be held responsible for seeing the services are performed correctly and immediate action is taken to correct situations that are brought to his or her attention by representatives of the City.
5. The Contractor shall be responsible for instructing his employees in appropriate safety measures, and shall make certain that his employees are performing their work in a safe manner.
6. In case of damage and/or theft to the premises, equipment or supplies of the City by the Contractor or his employees, the Contractor agrees to repair the damage and/or replace equipment or supplies. The Contractor is solely responsible for the cost of these corrective actions. If the Contractor fails to take prompt, proper corrective action, he will be strictly liable to the City for any sums the City expends to have the matter corrected.
7. The janitorial services are to be performed once per week, to be determined by mutual agreement.
8. The City of Hobbs is not responsible for damage by fire, theft, accident, or otherwise to the contractor's supplies, equipment, and to the personal belongings of the Contractor's employees. The Contractor hereby waives any and all claims against the City, whether direct or indirect and releases said City from any and all liability for damages or injuries or both, which may result directly or indirectly in connection with the performance of the services herein contracted whether within the premises of the City or outside of such premises.
9. Contractor and his employees will not admit any unauthorized person in to the premises. Contractor and his employees will not smoke inside the building. Children under the age of 12 years and children who are not on the premises to assist with janitorial duties will not be permitted in the building. Lights, except night lights, shall be turned off, all windows

and doors locked, and premises left in a safe and secure condition. Tight security measures shall be followed at all times.

- Sweeping and mopping of all tile floors
- Buff tile floors (twice per year)
- Cleaning of restrooms
- Restock restrooms
- Cleaning of kitchen area
- Dust furniture, vacuum carpet
- Clean glass entrance doors
- Clean interior windows once monthly
- Empty trash

PROPOSAL NO. 553-25

JANITORIAL SERVICES FOR CITY HALL, LIBRARY, UTILITIES, GARAGE, TEEN CENTER, MUNICIPAL COURT, STREET & TRAFFIC, BUILDING MAINTENANCE-SET 1A

EACH OFFEROR MUST COMPLETE THE FOLLOWING STATEMENT:

Proposal of _____ proposes to furnish the following.

ITEM NO.	DESCRIPTION	TOTAL PRICE
5	TEEN CENTER	

Special services: Per hour rate of \$ _____ (estimated 20 hours)

INDICATE THE NUMBER OF HOURS THAT IS WILL TAKE FOR THE ABOVE EMPLOYEES TO COMPLETE THE JANITORIAL SERVICES.

LOCATION:	NUMBER OF DAYS/WEEK	NUMBER OF EMPLOYEES	HOUR(S) PER DAY PER EMPLOYEE
TEEN CENTER	1		

DETAILED SPECIFICATIONS FOR TEEN CENTER AND GYM-620 W ALTO

1. The Contractor agrees to supply all labor, equipment and other materials necessary to perform janitorial and related services. This includes, but is not limited to, waxes or wax like protective coatings, cleaning agents, vacuum cleaners, scrubbing machines, buffers, dust mops, wet mops, brooms, and other chemicals.
2. The successful Contractor will be required to directly supervise the work of his employees on the job site and be held responsible for seeing the services are performed correctly and immediate action is taken to correct situations that are brought to his or her attention by representatives of the City.
3. The Contractor shall be responsible for instructing his employees in appropriate safety measures, and shall make certain that his employees are performing their work in a safe manner.
4. In case of damage and/or theft to the premises, equipment or supplies of the City by the Contractor or his employees, the Contractor agrees to repair the damage and/or replace equipment or supplies. The Contractor is solely responsible for the cost of these corrective actions. If the Contractor fails to take prompt, proper corrective action, he will be strictly liable to the City for any sums the City expends to have the matter corrected.
5. The janitorial services are to be performed one time per week, day to be determined by mutual agreement.
6. The City of Hobbs is not responsible for damage by fire, theft, accident, or otherwise to the contractor's supplies, equipment, and to the personal belongings of the Contractor's employees. The Contractor hereby waives any and all claims against the City, whether direct or indirect and releases said City from any and all liability for damages or injuries or both, which may result directly or indirectly in connection with the performance of the services herein contracted whether within the premises of the City or outside of such premises.
7. Contractor and his employees will not admit any unauthorized person in to the premises. Contractor and his employees will not smoke inside the building. Children under the age of 12 years and children who are not on the premises to assist with janitorial duties will not be permitted in the building. Lights, except night lights, shall be turned off, all windows and doors locked, and premises left in a safe and secure condition. Tight security measures shall be followed at all times.
8. The use of all office equipment by Contractor and his employees is strictly prohibited.

9. TERMINATION: This Contract may be terminated by and at the will of either party for any reason upon thirty (30) days prior written notice delivered or mailed by certified mail, return receipt requested, to the other party. Additionally, city may give notice at any time for cause, including, but not limited to, unsatisfactory performance of duties or for any other good cause shown.
10. CONFIDENTIALITY AGREEMENT: The contractor shall agree to hold confidential any records of the City of Hobbs or any of its departments that may come into their possession during the time that they are working for the City of Hobbs.
11. ETHICAL CONSIDERATION: The Contractor shall abide by Contractor's Code of Professional Responsibilities and/or applicable Canons of Ethics as prescribed by the profession and shall not engage in any unlawful act. Failure to abide by such provisions shall immediately render this agreement voidable at the sole discretion of the City, and, if declared void by the City, all obligations of the City to perform under this agreement, hereunder, shall be nullified.
12. GENERAL PROVISIONS:
 - a. This Contract shall not be deemed to give rise to a partnership, and neither party shall have authority to obligate the other without express written consent of the other.
 - b. Neither party shall in any way be responsible for the debts of, or liabilities for, accidents or damages causes by the other party.
 - c. Amendments and alterations to this Contract may be made in writing from time to time as the parties so desire.
 - d. If any part or portion of this Contract shall be in violation of the laws or Constitution of New Mexico, only such part or portion thereof shall be thereby invalidated, and all other portions hereto shall remain valid and enforceable.
13. For the purpose of this contract, janitorial service includes the following for the Teen Center.
 - a. General cleaning of bathrooms, sweeping, mopping and buffing of main hallways.
 - b. Glass cleaning will consist of the front entrance doors and windows and windows in supervisor's office.
 - c. Weekly service of bathroom floor shall consist of light scrubbing, mopping, and buffing.

- d. Weekly service of all common area floors (to include kitchen and gym) shall consist of sweeping, detail mopping, and buffing.
- e. Monthly service of all common area floors (to include kitchen and gym) shall consist of auto scrubbing and burnishing with diamond embedded pads for concrete polishing.
- f. Deep clean tile and grout in restroom floors twice per year (one in December and once in June).
- g. Carpet cleaning: includes vacuuming of all carpets, removing all spots and stains, and cleaning all carpets using a commercial truck mount hot water extraction system complete with RX-20 cleaning head, or equal, and utilizing the proper equipment and agents to remove all stains and/or spots that are removable without damage to the fabric, two times per year.
- h. High dusting of gym HVAC ductwork. Shall be completed once per year before June.

PROPOSAL NO. 553-25

JANITORIAL SERVICES CITY HALL, LIBRARY, UTILITIES, GARAGE, TEEN CENTER, MUNICIPAL COURT, STREET & TRAFFIC, BUILDING MAINTENANCE-SET 1A

EACH OFFEROR MUST COMPLETE THE FOLLOWING STATEMENT:

Proposal of _____ proposes to furnish the following.

ITEM NO.	DESCRIPTION	TOTAL PRICE
6	MUNICIPAL COURT	

Special services: Per hour rate of \$ _____ (estimated 20 hours)

INDICATE THE NUMBER OF HOURS THAT IS WILL TAKE FOR THE ABOVE EMPLOYEES TO COMPLETE THE JANITORIAL SERVICES.

LOCATION:	NUMBER OF DAYS/WEEK	NUMBER OF EMPLOYEES	HOUR(S) PER DAY PER EMPLOYEE
MUNICIPAL COURT	5		

DETAILED SPECIFICATIONS FOR MUNICIPAL COURT-301 N TURNER

1. The Contractor agrees to supply all labor, equipment and other materials necessary to perform janitorial and related services. This includes, but is not limited to, waxes or wax like protective coatings, cleaning agents, vacuum cleaners, scrubbing machines, buffers, dust mops, wet mops, brooms, and other chemicals. The cleaning of carpeted areas will be completed with a commercial truck mount steam extraction system. The system shall be complete with an RX-20 cleaning head or equal. Tile floors will be stripped to the tile, sealed and waxed once a year and then scrubbed and waxed as needed.

2. The City agrees to supply all paper goods such as paper towels and toilet tissue.

The successful Contractor will be required to directly supervise the work of his employees on the job site and be held responsible for seeing the services are performed correctly and immediate action is taken to correct situations that are brought to his or her attention by representatives of the City.

3. The Contractor shall be responsible for instructing his employees in appropriate safety measures, and shall make certain that his employees are performing their work in a safe manner.

In case of damage and/or theft to the premises, equipment or supplies of the City by the Contractor or his employees, the Contractor agrees to repair the damage and/or replace equipment or supplies. The Contractor is solely responsible for the cost of these corrective actions. If the Contractor fails to take prompt, proper corrective action, he will be strictly liable to the City for any sums the City expends to have the matter corrected.

4. The janitorial services are to be performed Monday through Friday, hours to be determined by mutual agreement.

5. The City of Hobbs is not responsible for damage by fire, theft, accident, or otherwise to the contractor's supplies, equipment, and to the personal belongings of the Contractor's employees. The Contractor hereby waives any and all claims against the City, whether direct or indirect and releases said City from any and all liability for damages or injuries or both, which may result directly or indirectly in connection with the performance of the services herein contracted whether within the premises of the City or outside of such premises.

6. Contractor and his employees will not admit any unauthorized person in to the premises. Contractor and his employees will not smoke inside the building. Children under the age of 12 years and children who are not on the premises to assist with janitorial duties will not be permitted in the building. Lights, except night lights, shall be turned off, all windows and doors locked, and premises left in a safe and secure condition. Tight security measures shall be followed at all times.
7. The use of all office equipment by Contractor and his employees is strictly prohibited.
8. Contractor may store his/her equipment and supplies on the premises in authorized storage areas only. These storage areas will be maintained in an orderly and safe condition.
9. Inspection of the contractor's work will be made by a designated representative of the Court staff for the Municipal Court Building. The Department's designated representative shall have the authority to direct the contractor to take action to correct unsatisfactory or incomplete work performance. The judgment of the city is expressly agreed to be final concerning any disputed sums due the Contractor. Failure to correct unsatisfactory work may also result in the contract being canceled.
10. For the purpose of this contract, janitorial services includes the following:
 - a. Sweeping: Includes brush or mechanical brush, vacuum sweeping without damage or disfigurement of furniture, doors or base trim.
 - b. Damp Mopping: Includes cleaning floor surfaces, using cotton sponge yarn mops, appropriate stain removal agents, unheated water and detergent, using a minimum amount of water.
 - c. Buffing: Includes buffing with high speed buffing pads and periodic buffing with nylon or hog bristle pads. Buffing must be followed by sweeping, vacuuming or dust mopping to remove any residue.
 - d. Floor scrubbing: Includes cleaning floors with floor scrubbing pads, cylindrical or disk-type machines using a minimum amount of water.

- e. Floor-Dry-Cleaning: Includes cleaning to remove marks, imbedded dirt and debris by buffing with nylon pad, disk or drum on machine having vacuum soil pick -up or dust mop, sweep or vacuum in lieu of vacuum soil pick-up machine.
- f. Wax Removal: Includes removal of all wax down to the flooring material from the entire waxable floor surface, including under desks, along baseboards, and in corners, using a compound specially prepared for this purpose with brush or nylon stripping pad or water with neutralizer followed by a rinse to remove all wax, solution, dirt and film.
- g. Primary Waxing: includes application of one heavy coat of sealer equal to "Johnson Over and Under Sealer" followed by three (3) coats of liquid floor finish consisting of no less than 12/16th percent solids to the entire floor surface after wax removal.
- h. Touch-up Waxing: Includes application of wax in heavy traffic areas between primary waxing. This includes thorough cleaning of area before application of wax.
- i. Dusting: Includes removing dust from book shelves, walls, ceilings, office equipment, fixtures, and other structural components of the building.
- j. Glass Cleaning: Includes cleaning of all glass surfaces inside and out with plain water or properly prepared glass cleaning solution.
- k. Trash Collection: includes collection of all waste papers, sweepings, and other trash material which is to be deposited in trash bins located on the premises.
- l. Carpet Cleaning: Includes vacuuming of all carpets, removing all spots and stains, and cleaning all carpets using a commercial truck mount steam extraction system complete with an RX-20 cleaning head, or equal, and utilizing the proper equipment and agents to remove all stains and/or spots that are removable without damaging the fabric.
- m. Furniture Cleaning: Includes cleaning tables, chairs and other furniture tops.

11. The janitorial services described will be performed as follows:
 - a. All window glass, interior and exterior, will be cleaned in the first thirty (30) days of the contract term and every three months thereafter. This will include removal of all dirt and residue from window frames and door frames.
 - b. Wax will be removed from all waxable floors once a year to be followed by primary waxing. The first time will be within forty-five (45) days of contract.
 - c. Touch-up waxing will be performed as needed, but not less than once a month.
 - d. All draperies and valances will be vacuumed within the first ninety (90) days of the contract period; all venetian blinds will be dusted within the first thirty (30) days of the contract term and thereafter as needed, and not less than every thirty (30) days.
 - e. All walls and ceilings will be dusted within the first ninety (90) days of the contract period.
 - f. All light fixtures will be dusted within the first ninety (90) days of the contract period. This will include washing of the shading device. Thereafter, they will be dusted and/or washed as needed.
 - g. All restroom walls and partitions will be washed within the first thirty (30) days of the contract period and thereafter as needed, but not less than once every thirty (30) days.
 - h. All wastebaskets and trash containers will be emptied and cleaned on a daily basis and washed as needed, but not less than once a week if trash bags are not used and/or the bags have leaked inside the trash receptacle.
 - i. All interior floor surfaces, including stairways and landings, will be swept and/or dust mopped on a daily basis. This includes removal of scuff marks as necessary. Scuff mark removal and cleaning of chrome kickplates on the doors and the door bottom facings will also be cleaned

within the first thirty (30) days of the contract period and thereafter on an as needed basis.

- j. All restrooms will be cleaned on a daily basis. This includes sanitizing all restroom fixtures and toilet seats, cleaning and refilling all restroom dispensers, cleaning all restroom shelves, mirrors, metallic fixtures, and lavatories, and sweeping and damp mopping of all restroom floors. A non-abrasive cleaner will be used for water closets and urinals. Sanitary block will be replaced as needed.
- k. All carpeted areas shall be vacuumed as needed, but not less than once per week. Carpets will be spot cleaned and stains removed on a daily basis. All carpets shall be cleaned within the first sixty (60) days of the contract period, using a commercial truck mount steam extraction system complete with a RX-20 cleaning head. In addition, the carpet in the hallways, elevator and heavy traffic areas will be cleaned on an as-required basis, but not less frequently than once every seventy-three (73) days NOTE: If the carpet cleaning is subcontracted, it shall be noted as an exception to this proposal. Contractor must show the name of the subcontractor and his equipment must meet the above requirements.
- l. All water basins, sinks, and drinking fountains will be cleaned on a daily basis.
- m. All exterior sidewalks and entrance areas will have all trash, litter, and debris picked up on a daily basis. All exterior sidewalks and entrances will be swept as needed.
- n. All burned out light bulbs will be replaced on a daily basis.
- o. All chair rungs, furniture legs, and chair pads will be dusted as needed, but not less than once a month. All fabric chairs will be cleaned and vacuumed and stains removed on an as needed basis.
- p. All office furniture, fixtures and equipment will be dusted on a weekly basis.
- q. All fingerprints and dirt will be removed from doors, door frames, walls, and woodwork as needed, but not less than once a week.

- r. All high partition ledges, baseboards, air diffusers, vents, grills, vertical and horizontal surfaces, and wood paneling will be dusted as needed, but not less than once a month.
- s. All restroom walls and partitions will be spot cleaned as needed, but not less than once a week.
- t. All composition desk and counter tops will be washed as needed, but not less than once a week.
- u. All floor drains will be flushed with clean water as needed, but not less than once a week. All drains and shower stalls will be cleaned, including tile and the drain covers on an as needed basis, but not less than once every two weeks.
- v. All storage and unoccupied areas will be swept or vacuumed as needed, but not less than once a month.

PROPOSAL NO. 553-25

JANITORIAL SERVICES FOR CITY HALL, LIBRARY, UTILITIES, GARAGE, TEEN CENTER, MUNICIPAL COURT, STREET & TRAFFIC, BUILDING MAINTENANCE-SET 1A

EACH OFFEROR MUST COMPLETE THE FOLLOWING STATEMENT:

Proposal of _____ proposes to furnish the following.

ITEM NO.	DESCRIPTION	TOTAL PRICE
7	STREET/TRAFFIC	

Special services: Per hour rate of \$ _____ (estimated 20 hours)

INDICATE THE NUMBER OF HOURS THAT IS WILL TAKE FOR THE ABOVE EMPLOYEES TO COMPLETE THE JANITORIAL SERVICES.

LOCATION:	NUMBER OF DAYS/WEEK	NUMBER OF EMPLOYEES	HOUR(S) PER DAY PER EMPLOYEE
STREET/TRAFFIC	1		

**DETAILED SPECIFICATIONS FOR STREETS & TRAFFIC
DEPARTMENTS-1200 S 4TH ST.**

1. The Contractor agrees to supply all labor, equipment and other materials necessary to perform janitorial and related services. This includes, but is not limited to, waxes or wax like protective coatings, cleaning agents, vacuum cleaners, scrubbing machines, buffers, dust mops, wet mops, brooms, and other chemicals.
2. Provide janitorial service to Streets & traffic department office located at 1200 S 4th. Services to include but not limited to: sweep & mop floors, empty trash, clean restrooms, supply restrooms with needed toilet paper, towels, soap etc., dust furniture when requested and wash windows. The paper goods and liners to be provided by the city.
3. The City agrees to supply all paper goods such as paper towels and toilet tissue.
4. The successful Contractor will be required to directly supervise the work of his employees on the job site and be held responsible for seeing the services are performed correctly and immediate action is taken to correct situations that are brought to his or her attention by representatives of the City.
5. The Contractor shall be responsible for instructing his employees in appropriate safety measures, and shall make certain that his employees are performing their work in a safe manner.

In case of damage and/or theft to the premises, equipment or supplies of the City by the Contractor or his employees, the Contractor agrees to repair the damage and/or replace equipment or supplies. The Contractor is solely responsible for the cost of these corrective actions. If the Contractor fails to take prompt, proper corrective action, he will be strictly liable to the City for any sums the City expends to have the matter corrected.

6. The janitorial services are to be performed once per week, to be agreed upon between the contractor and the City of Hobbs.
7. The City of Hobbs is not responsible for damage by fire, theft, accident, or otherwise to the contractor's supplies, equipment, and to the personal belongings of the Contractor's employees. The Contractor hereby waives any and all claims against the City, whether direct or indirect and releases said City from any and all liability for damages or injuries or both, which may result directly or indirectly in connection with the performance of the services herein contracted whether within the premises of the City or outside of such premises.

8. Contractor and his employees will not admit any unauthorized person in to the premises. Contractor and his employees will not smoke inside the building. Children under the age of 12 years and children who are not on the premises to assist with janitorial duties will not be permitted in the building. Lights, except night lights, shall be turned off, all windows and doors locked, and premises left in a safe and secure condition. Tight security measures shall be followed at all times.
- Sweeping and mopping of all tile floors
 - Buff tile floors (twice per year)
 - Cleaning of restrooms
 - Restock restrooms
 - Cleaning of kitchen area
 - Dust furniture, vacuum carpet
 - Clean glass entrance doors
 - Clean interior windows once monthly
 - Empty trash

PROPOSAL NO. 553-25

JANITORIAL SERVICES FOR CITY HALL, LIBRARY, UTILITIES, GARAGE, TEEN CENTER, MUNICIPAL COURT, STREET & TRAFFIC, BUILDING MAINTENANCE-SET 1A

EACH OFFEROR MUST COMPLETE THE FOLLOWING STATEMENT:

Proposal of _____ proposes to furnish the following.

ITEM NO.	DESCRIPTION	TOTAL PRICE
8	BUILDING MAINTENANCE	

Special services: Per hour rate of \$ _____ (estimated 20 hours)

INDICATE THE NUMBER OF HOURS THAT IS WILL TAKE FOR THE ABOVE EMPLOYEES TO COMPLETE THE JANITORIAL SERVICES.

LOCATION:	NUMBER OF DAYS/WEEK	NUMBER OF EMPLOYEES	HOUR(S) PER DAY PER EMPLOYEE
BUILDING MAINTENANCE	1		

DETAILED SPECIFICATIONS FOR BUILDING MAINTENANCE-1200 S 4TH ST

1. The Contractor agrees to supply all labor, equipment and other materials necessary to perform janitorial and related services. This includes, but is not limited to, waxes or wax like protective coatings, cleaning agents, vacuum cleaners, scrubbing machines, buffers, dust mops, wet mops, brooms, and other chemicals.
2. Provide janitorial service to Building Maintenance department office located at 1200 S 4th.
To be done once a week. Services to include but not limited to: sweep & mop floors, empty trash, clean restrooms, supply restrooms with needed toilet paper, towels, soap etc., dust furniture when requested and wash windows. The paper goods and liners to be provided by the city.
3. The City agrees to supply all paper goods such as paper towels and toilet tissue.
4. The successful Contractor will be required to directly supervise the work of his employees on the job site and be held responsible for seeing the services are performed correctly and immediate action is taken to correct situations that are brought to his or her attention by representatives of the City.
5. The Contractor shall be responsible for instructing his employees in appropriate safety measures, and shall make certain that his employees are performing their work in a safe manner.

In case of damage and/or theft to the premises, equipment or supplies of the City by the Contractor or his employees, the Contractor agrees to repair the damage and/or replace equipment or supplies. The Contractor is solely responsible for the cost of these corrective actions. If the Contractor fails to take prompt, proper corrective action, he will be strictly liable to the City for any sums the City expends to have the matter corrected.

6. The janitorial services are to be performed once per week, to be agreed upon between the contractor and the City of Hobbs.
7. The City of Hobbs is not responsible for damage by fire, theft, accident, or otherwise to the contractor's supplies, equipment, and to the personal belongings of the Contractor's employees. The Contractor hereby waives any and all claims against the City, whether direct or indirect and releases said City from any and all liability for damages or injuries or both, which may result directly or indirectly in connection with the performance of the services herein contracted whether within the premises of the City or outside of such

premises.

8. Contractor and his employees will not admit any unauthorized person in to the premises. Contractor and his employees will not smoke inside the building. Children under the age of 12 years and children who are not on the premises to assist with janitorial duties will not be permitted in the building. Lights, except night lights, shall be turned off, all windows and doors locked, and premises left in a safe and secure condition. Tight security measures shall be followed at all times
- Sweeping and mopping of all tile floors
 - Buff tile floors (twice per year)
 - Cleaning of restrooms
 - Restock restrooms
 - Cleaning of kitchen area
 - Dust furniture, vacuum carpet
 - Clean glass entrance doors
 - Clean interior windows once monthly
 - Empty trash

VENDOR REFERENCES AND EXPERIENCE

Please list below in the space provided three references and a detailed list of experience. If additional space is required or you wish to provide additional information on a topic please use a separate sheet of paper.

REFERENCES MINIMUM OF 3 PAST/PRESENT CUSTOMERS

NAME	ADDRESS	PHONE NUMBER

LIST BELOW IN DETAIL: EXPERIENCE IN JANITORIAL SERVICES ALSO INCLUDE NUMBER OF YEARS EXPERIENCE.

LIST FACILITIES THAT YOUR COMPANY HAS PROVIDED JANITORIAL SERVICES THAT ARE SIMILAR TO THE TYPE OF SERVICES THAT YOU WILL BE PROVIDING THE CITY OF HOBBS.

FACILITY	ADDRESS	NUMBER OF YRS CONTRACT

LIST ALL THE EMPLOYEES THAT WILL BE INVOLVED IN THIS CONTRACT

EMPLOYEE NAME	TITLE	NUMBER OF YRS EXPERIENCE

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INDICATE THE NUMBER OF HOURS THAT IS WILL TAKE FOR THE ABOVE EMPLOYEES TO COMPLETE THE JANITORIAL SERVICES.

LOCATION:	NUMBER OF DAYS/WEEK	NUMBER OF EMPLOYEES	HOUR(S) PER DAY PER EMPLOYEE
CITY HALL	5		
LIBRARY	6		
UTILITIES	3		
GARAGE	1		
TEEN CENTER	1		
MUNICIPAL COURT	5		
STREETS/TRAFFIC	1		
BUILDING MAINTENANCE	1		

JANITORIAL SERVICES FOR VARIOUS BUILDINGS-SET 1A

TO: The City of Hobbs, New Mexico

_____, 2024

Proposal of _____:

- A) A Corporation under the laws of the State of _____; or
- B) A partnership consisting of _____; or
- C) An individual trading as _____.

The undersigned bidder, pursuant to the foregoing "Notice to Bidders", has carefully examined the instructions to Bidders, this bid form and the Detailed Specifications.

Resident/Veterans Preference Number

Company Name

BY: _____

Type or Print Name

Address

Telephone Number

City State Zip

NOTE: To be valid, bid must be signed. The signature of a corporation is its president, or an authorized vice president, attested by the secretary. A signature of a partnership must be a valid partner.

Do Not Return Invitation to Bid Form in Case of a "NO BID"

If applicable - bidder acknowledges receipt of the following AMENDMENT(S):

Amendment No: _____ Dated: _____ Amendment No.: _____ Date:

Amendment No: _____ Dated: _____ Amendment No.: _____ Date:

PROPOSAL NO. 553-25

JANITORIAL SERVICES FOR VARIOUS BUILDINGS-SET 1A

EACH OFFEROR MUST COMPLETE THE FOLLOWING STATEMENT:

Proposal of _____ proposes to furnish the following.

ITEM NO.	DESCRIPTION	TOTAL PRICE
1	CITY HALL	
2	LIBRARY	
3	UTILITIES	
4	GARAGE	
5	TEEN CENTER	
6	MUNICIPAL COURT	
7	STREETS & TRAFFIC DEPARTMENTS	
8	BUILDING MAINTENANCE	

TOTAL \$ _____

*****8 TOTAL ITEMS(S)*****

Special services per hour rate of \$ _____ (estimated 20 hours)

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, §§ 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

““Applicable public official”” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

““Campaign Contribution”” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or

local office. ““Campaign Contribution”” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

““Family member”” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

““Pendency of the procurement process”” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

““Person”” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

““Prospective contractor”” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

““Representative of a prospective contractor”” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature Date _____

Title (position)

--OR---

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature Date _____

Title (Position)

Resident Veterans Preference Certification

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the

business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.



**City of Hobbs
Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion**

The Bidder/Proposer certifies, by submission of this bid/proposal, neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this submission of bid/proposal by any Federal, State or Local government. It further agrees by submitting this bid/proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the bidder/proposer or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this bid/proposal submission

Failure to acknowledge the above conditions would render the Bid/Proposal non-responsive.

I acknowledge:

Company Name: _____

Signature _____

Print Name _____

NON-COLLUSION AFFIDAVIT

STATE OF _____)

City OF _____)

_____ (name) being first duly sworn, deposes and says that he/she is (title) _____ of (organization) _____

who submits herewith to the City of Hobbs, a bid/proposal:

That all statements of fact in such bid/proposal are true:

That said proposal/bid was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said proposer/bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Hobbs, or of any proposer/bidder of anyone else interested in the proposed contract; and further, That prior to the public opening and reading of bid/proposal, said bidder/proposer;

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his/her proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual group of individuals, except that City of Hobbs, or to any person or persons who have a partnership or other financial interests with said proposer/bidder in his/her business.

By: _____

Title: _____

SUBSCRIBED and sworn to before me this _____ day of _____, 20 _____

Notary Public: _____

My Commission Expires:

RELATED PARTY DISCLOSURE FORM

(Bidders and Proposers only)

1. Are you indebted to or have a receivable from any member of the City of Hobbs Commissioners, administration officials, department heads, and key management supervisors with the City of Hobbs?

YES ___ NO ___

2. Are you, or any officer of your company related to any member of the City of Hobbs Commissioners, administration officials, department heads, key management supervisors of the City of Hobbs and have you had any of the following transactions since January 1, 2017 to which City of Hobbs was, is to be, a party?

Sales, Purchase or leasing of property? YES ___ NO ___

Receiving, furnishing of goods, services or facilities? YES ___ NO ___

Commissions or royalty payments? YES ___ NO ___

3. Does any member of the City Commission; administration officials, department heads, key management supervisors with the City of Hobbs, have any financial interest in your company whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with the City of Hobbs?

YES ___ NO ___

4. At any time from January 1, 2017 through the present, did you, your company, or any officer of your company have an interest in or signature authority over a bank account for the benefit of a member of the City Commission administration officials, department heads, key management supervisors with the City of Hobbs?

YES ___ NO ___

5. Are you negotiating to employ or do you currently employ any employee, officer, or family member of an employee or officer for the City of Hobbs?

6. Are you an employee of the City of Hobbs or a member of your family an employee of the City of Hobbs?

YES ___ NO ___

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Signature of Owner or Company President _____ **Date** _____

(Print Name and Title): _____