



**REQUEST FOR PROPOSAL (RFP)**  
**LIFEPATH SYSTEMS ALL CAMPUSES – JANITORIAL SERVICES**  
**RFP # 0146**

**ISSUED: 06/18/2025**

**RESPONSES DUE: 07/25/2025**

**LIFEPATH SYSTEMS**  
**1515 HERITAGE DR.**  
**MCKINNEY, TX 75069**

**For RFP Questions:**

Angela James

Director of Contracts

[Procurement\\_inquiries@lifepathsystems.org](mailto:Procurement_inquiries@lifepathsystems.org)



## INVITATION

### Background Information

Collin County Mental Health Mental Retardation Center d/b/a LifePath Systems (the "Center") was founded in 1986. It is a community center created under Texas Health & Safety Code Chapter 534 and as such is:

- 1) an agency of the state, a governmental unit, and a unit of local government, as defined by Chapters 101 and 102 of the Texas Civil and Practice Remedies Code;
- 2) a local government, as defined by Section 791.003 of the Texas Government Code;
- 3) a local government for the purposes of Chapter 2259 of the Texas Government Code; and
- 4) a political subdivision for the purposes of Chapter 172 of the Texas Local Government Code.

The Center the Local Behavioral Health Authority (LBHA) and the Local Intellectual and Developmental Disabilities Authority (LIDDA) for Collin County, Texas as authorized by the Texas Health and Human Services Commission (HHSC). In addition to its role as Authority, the Center is a provider of behavioral health services and a provider of services for individuals with intellectual or developmental disabilities.

Throughout this RFP, reference to "Center" is assumed to define and include LifePath Systems. Reference to the "vendor" is assumed to include the vendor and any other vendors and/or personnel with which the vendor has elected to partner for purposes of this RFP.

The Center is seeking qualified vendors for daytime and nighttime janitorial services for all of LifePath Systems campuses located throughout Collin County. Vendors wishing to submit proposals can submit a letter of intent identifying the name, address, phone, fax number and email address of the person who will serve as the key contact for all correspondence regarding this RFP. It is the Vendors' responsibility to monitor the Center's website to view answers to submitted questions and for any addenda issued for the RFP. A copy of the Request for Proposal (RFP) may be obtained from the Center's website at <https://www.lifepathsystems.org/connect-with-us/contracting-opportunities/> or by contacting Angela James, Director of Contracts, [procurement\\_inquiries@lifepathsystems.org](mailto:procurement_inquiries@lifepathsystems.org).

**The Center is subject to and complies with the Texas Public Information Act, Chapter 552 of the Texas Government Code therefore following Contract award, the contents of all proposals may be made available upon written request. Therefore, any information contained in the proposal that is deemed to be proprietary in nature must clearly be so designated in the proposal. Such information may still be subject to disclosure under the Public Information Act depending on opinions from the Attorney General's office.**

**APPEALS and/or PROTEST.** Any Vendors wishing to protest or appeal the selection process must do so within 7 days of the proposal award. Protest or appeals must clearly state with specificity the grounds upon which the award selection is being challenged. Send via certified mail to:

LifePath Systems  
Attn: Angela M James  
1515 Heritage Drive  
McKinney, TX 75069

Angela James  
Director of Contracts  
[procurement\\_inquiries@lifepathsystems.org](mailto:procurement_inquiries@lifepathsystems.org)

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## SCOPE OF SERVICES

### Scope of Services

The Center is seeking a qualified vendor for janitorial services as outlined in the sections below.

1.01 LifePath Systems operates ten (10) buildings at eight (8) campuses spread around Collin County. The Campuses are listed below:

- |   |   |
|---|---|
| a) 7300 Alma Drive, Plano, TX. 75025        | (1 -buildings, 10,551 sq. ft.)                              |
| b) 7304 Alma Drive, Plano, TX. 75025        | (1 -buildings, 10,339 sq. ft.)                              |
| c) 7308 Alma Drive, Plano, TX. 75025        | (1 -buildings, 10,965 sq. ft.)                              |
| d) 1515 Heritage Drive, McKinney, TX. 75069 | (1 -buildings, 38,669 sq. ft.)                              |
| e) 1416 N. Church St., McKinney, TX. 75069  | (1 -buildings, 5,257 ( <u>potentially 13,057</u> ) sq. ft.) |
| f) 209 N. Benge Street, McKinney, TX. 75069 | (1 -buildings, 1,700 sq. ft.)                               |
| g) 105 N. Cedar Dr., Allen, TX. 75002       | (1 -buildings, 2,484 sq. ft.)                               |
| h) 1313 Mullins Dr., Plano, TX. 75025       | (1 -buildings, 2,303 sq. ft.)                               |
| i) 3019 Cross Bend Road, Plano, TX. 75023   | (1 - buildings, 2,465 sq. ft.)                              |
| j) 2295 Bloomdale Rd., McKinney, TX. 75071  | (1 - buildings, 105,000 sq. ft.)                            |

NOTE: The square footage listed are close approximates.

1.02 LifePath Systems is seeking a qualified vendor to perform Janitorial Services to be completed:

- a) During LifePath Systems normal operating hours (DAY TIME')
  - a. 9:00 AM to 3:00 PM (Day Porters / Light Cleaning)
    - i. 7300 – 7308 Alma Drive, Plano TX. 75025
    - ii. 1515 Heritage Dr., McKinney, TX. 75069
    - iii. 2295 Bloomdale Rd., McKinney, TX. 75071
- b) After LifePath Systems normal operating hours (NIGHT TIME')
  - a. 6:00 PM to completion of services (Deep Cleaning)

NOTE: Not all locations will require both DAY and NIGHT cleaning. However, please proceed with the bid as if every site requires both. Details will be finalized after the winning vendor is selected.

1.03 The services to be performed provided here are subject to the requirements of the Contract Documents including, but not limited to, the Organizational Approach, Specifications, Requirements, and Instructions for Bidders.

1.04 The Contract shall be governed by all applicable city, county, state, and federal laws, ordinances, rules, and regulations, and the laws, ordinances, rules, and regulations of any other governing bodies, regulatory agencies, authorities, government departments, and any other entities having jurisdiction over the place where the Work is performed.

1.05 Vendors must outline a specific plan to meet the cleaning requirements of the RFP and complete the following objectives:

#### A. ORGANIZATIONAL APPROACH

- i. Vendors must provide their supervision plan and quality control program for both DAY TIME and NIGHTTIME hours throughout the term of the contract.
- ii. Vendors must identify major pieces of equipment to be utilized; provide a detailed list and the approximate cost. Evaluate existing equipment owned by LifePath Systems and make recommendations for upgrade or replacement as necessary, with respective estimated costs.

- iii. Vendors must provide a description of their training programs and plan for how these programs will be implemented during the term of the contract.
- iv. Vendors are required to design a housekeeping and customer service training program tailored specifically to LifePath Systems' facilities. The successful Respondent must be prepared to implement and manage the plan within sixty (60) days of a contract being fully executed.
- v. Describe any incentive programs you will use to reward and motivate part-time and full-time employees if applicable.

## **B. HOUSEKEEPING SPECIFICATIONS**

**The following specifications, divided into DAY TIME and NIGHTTIME duties, are to be used as a measure of LifePath Systems cleanliness standard and to maintain quality assurance of Respondent's work:**

- i. DAY TIME
    - a) General Cleaning
      - 1. Hard Surface Floors – are to be mopped and vacuumed.
      - 2. Carpeted Surfaces – are to be swept and vacuumed.
      - 3. Spot clean to remove stains on horizontal and vertical surfaces such as light switches, doorknobs, glass doors, glass partitions, walls and related items, within reach (up to 6 ft).
      - 4. Trash Containers
        - a. Receptacles emptied; liners replaced as needed; trash removed to collection point.
        - b. Empty boxes and other rubbish not in a designated trash container will be removed only if such items are clearly marked "TRASH."
        - c. Items sitting inside or on top of a trash container will be discarded as trash.
      - 5. Drinking Fountains – cleaned and disinfected.
      - 6. Spilled Liquids – wiped up or spot mopped.
      - 7. Entrance Areas, Glass, Mats and Door Handles
        - a. Cleaned, wiped down
        - b. Mats vacuumed
        - c. Exterior trash containers emptied and cleaned
        - d. Pick up trash / debris on ground and in parking lots
      - 8. Building Exterior
        - a. Parking Lot – trash and debris removed.
        - b. Planters – policed to remove trash and debris.
      - 9. Break Areas
        - a. Table tops and chair seats – disinfected and wiped clean.
        - b. Appliance exteriors and sinks – cleaned and wiped dry.
        - c. Refrigerators – wiped down outside only. Interior – Clean inside 1X Month
        - d. Counter tops, cabinet doors and fronts – cleaned to remove prints and smudges.
      - 10. Fire Stairs – policed to remove trash; spills spot mopped
      - 11. Janitorial Closets and Storage Areas
        - a. Storage shelves cleaned and products stored in a neat and orderly fashion.
        - b. Mops cleaned and stored.
        - c. Sinks cleaned and drained free of mop strings and debris.
        - d. Floors swept and mopped.
        - e. Equipment and tools cleaned and stored in a neat and orderly manner.
        - f. Lights turned off and doors secured, closed and locked.
- \*Dishwashing is NOT included.

b) Restroom Sanitation

1. Floors – mopped and rinsed with disinfecting mopping solution.
2. Toilets, Urinals, and Wash Basins – cleaned and disinfected.
3. Walls, Partitions, and Doors – spot cleaned.
4. Mirrors and Bright Metal – cleaned and polished.
5. Sanitary Napkin Receptacles – emptied, cleaned, restocked, and disinfected.
6. Restroom Supplies (towels, tissue, hand soap, etc.) – replenished in dispensers.

c) Special Cleaning

1. Blinds, Low Ledges, Windowsills, Bookcases, File Cabinets, Pictures and Partition Tops – dusted weekly.
2. Gum, tar, and other sticky/viscous substances – hosed (outdoors), mopped (indoors), or scraped.
3. Lobby Glass Doors – washed, both sides, weekly.

ii. NIGHTTIME

Nighttime crew is to complete ALL the above listed DAY TIME janitorial duties, IN ADDITION TO the following:

a) General Cleaning

1. Carpeted Floors – vacuumed and spot cleaned.
2. Desks, Workstations, and Furniture Tops – dusted without moving paper and files.
3. Interior Glass Doors and Side Panels – spot washed.
4. Lobby chairs – wiped down and cleaned.

b) Floor Maintenance

Buffing, scrubbing, stripping and/or refinishing of hard surface floors will be done for proper maintenance and best appearance in accordance with the following frequencies:

1. Public Lobby Tile Floors – dust mopped nightly; damp mopped nightly; scrubbed and recoated quarterly.
2. Break Area Tile Floors – scrubbed and re-coated quarterly.
3. Office Area Tile Floors – scrubbed and refinished quarterly, if needed.
4. Carpeted Floors – shampoo common areas quarterly; shampoo private areas annually.
5. Restroom Floors – damp mopped nightly, scrubbed and rinsed quarterly.
6. Parquet and/or other Wood Floors – dust mopped, and spills wiped up only. Reconditioning will be done on request only, at an additional charge to be negotiated at the time.

c) Special Cleaning

1. Doors, Woodwork, and Wall Areas around Switch Plates – spot cleaned to remove smudges and prints weekly.
2. Restroom Partitions and Stall Doors – spot cleaned weekly.
3. Fire Stairs – handrails dusted; landings and steps swept; exposed pipes and valves dusted two times per month.
4. Carpet Under Desks, Edges, Corners, etc. – detail vacuumed weekly.
5. Door Handles, Push Bars, Push Plates, and Kick Plates – cleaned weekly.
6. Desk, Workstation, and Furniture Tops – wiped clean weekly when clear of papers and files.
7. Tenant Suite Signs – dusted and spot cleaned to remove smudges and handprints weekly.

8. High Ledges, Tops of Doors, and Window Frames – dusted weekly.
9. Coffee Bar and Break Room Tables and Chairs – legs and bases cleaned weekly.
10. Ceiling Corners – cleaned to remove cobwebs weekly.
11. Fire Extinguisher Cabinets – dusted inside and out; glass cleaned weekly, if unlocked.
12. Baseboards – dusted and/or edges vacuumed monthly.
13. Ceiling Vents and Grills – dusted or vacuumed monthly.
14. Window Blinds – dusted monthly.
15. Exit Signs – dusted or damp wiped monthly.

d) Glass / Window Washing and Cleaning

1. All Other Glass/Window Cleaning to be negotiated separately.

**C. MATERIAL SPECIFICATIONS**

- i. Vendors are expected to provide all the materials necessary to complete the aforementioned scope of work. In addition, Vendors are expected to be able to provide LifePath Systems and its employees with detailed information regarding all materials and machinery used including, but not limited to, Material Safety Data Sheets (MSDS).

**D. OTHER SPECIFICATIONS**

- i. Invoicing – Consolidated monthly invoice to include the following:
  - a) Detailed cost by site which will include:
  - b) Daytime cleaning cost
  - c) Nighttime cleaning cost (if applicable)
  - d) Consumables qty and cost by item
  - e) Additional consumables qty and cost by item (if applicable)- Prior approval is needed by LifePath Systems Director of Facilities and limited to once per month
- ii. Monthly Inspections  
Monthly inspections are to be carried out for each service location which will include in detail any areas needing special attention that are outside the scope for day and nighttime cleaning. Reports must be sent to the LifePath Systems Director of Facilities for prior approval for any additional cleaning. In addition, LifePath Systems will perform internal inspections to identify any deficiencies.

**E. ON-SITE REQUIREMENTS:**

- i. All DAY WORK is to be completed DURING normal business hours.
- ii. All NIGHT WORK is to be completed AFTER normal business hours. Weekend work may be required to meet LifePath Systems cleanliness standard or to complete any SPECIAL CLEANING.
- iii. Workers will be required to sign in before each shift.
- iv. Uniforms showing the name of the company represented are preferred.
- v. Workers must carry government issued ID at all times.
- vi. Workers must NOT leave any tools, equipment, or products unattended for any amount of time anywhere on site.
- vii. Workers must keep designated product storage and work area organized, clean, and clutter-free upon completion of work each day.
- viii. Any weapon-like tools necessary to perform the job at hand must be kept in the designated work area and not carried on the workers' person.
- ix. All workers, both employees and subcontractors, who will be on LifePath Systems property are to be drug and background checked. Proof of drug and background checks may be required prior to the start of work, upon request.
- x. Workers are NOT to buy, sell, give, or trade ANY item to, from, or with any employee or patient of LifePath Systems.
- xi. A binder will be required at each building and must contain Two 24/7 points of contact that must be



available to LifePath Systems via phone during the duration of the contract. This binder will also contain day and nighttime cleaning responsibilities.

- xii. NIGHT WORK crews are to be always supervised while on LifePath Systems property.

**F. INSURANCE REQUIREMENTS**

- i. Vendors must carry \$3,000,000 general aggregate and \$1,000,000 product aggregate insurance.
- ii. Proof of insurance documentation must be provided within the sealed bid. Failure to include required proof of insurance may result in the immediate bid disqualification.

**G. REFERENCES REQUIRED**

- i. Vendors wishing to respond to this RFP that have not worked with LifePath Systems previously MUST provide three (3) references from businesses in which Vendor has performed similar projects of similar size.
- ii. At least one (1) of these references must be from like-Healthcare Organizations.

**H. PRODUCTS AND SERVICES REQUESTED**

- i. All items must be commercial grade and be new, unused, and not refurbished. Gray market items are NOT acceptable.



## TERM

As you evaluate your approach to providing services, you are encouraged to recommend contract options and address the relative advantages and disadvantages of your recommendations. Contract duration must allow early termination without penalties to the Center in the event the Texas Health and Human Services Commission terminates revenue contracts to the Center. The contract can also be terminated for cause.

## SUBMITTAL SCHEDULE

Task	Date
RFP Issued	06/18/2025
Deadline for Questions	06/23/2025
Questions answered via addenda	06/27/2025
RFP Submittal Deadline	07/25/2025
Proposal Review	08/01/2025
Evaluation Team - FINAL RECOMMENDATION to Programs and Communications Committee	08/08/2025
Tentative Services Start Date	08/25/2025



## PROPOSAL DEADLINE

Request for proposal packets may be obtained on the Center's website, <https://www.lifepathsystems.org/connect-with-us/contracting-opportunities/>. Responses to the Request for Proposal (RFP) must be received by the Center by 5:00 pm CDT 07/25/2025. If you are submitting an electronic copy via email, your attachment must include the RFP number, your company name, and the date it was sent. If you mail your proposal, it must be postmarked prior to the submission deadline.

## PROPOSAL INSTRUCTIONS AND FORMAT

Vendors should pay particular attention to all **INSTRUCTIONS, REQUIREMENTS, ATTACHMENTS and DEADLINES** indicated in the attached Proposal and should govern themselves accordingly. All required documentation must be submitted with the proposal. The Vendor is cautioned to read the entire RFP to determine all requirements.

The Center reserves the right to reject any and all proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action, which it deems to be in the best interest of the Center and is not obligated to accept the lowest Proposal. This RFP does not obligate the Center to pay for any costs incurred by Vendors in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the Center to accept or contract for any expressed or implied services. Contract funding and length are contingent on HHSC funding.

The Center will only release the names of the Vendors that have responded to this solicitation after the Center's Evaluation Team has evaluated the Proposals and an award has been made and approved by the Center's Board of Trustees.

**The Center appreciates your time and effort in preparing this proposal. All proposals must be received at the specified location identified in RFP #0146 before the opening date and time. The official time shall be determined by the time/date stamp when received at location. Proposals received after the above date and time shall be returned unopened.**

LifePath Systems RESERVES THE RIGHT TO REJECT A PROPOSAL WHICH DOES NOT CONTAIN ALL INFORMATION REQUIRED BY THE RFP.

1. All Proposals must be submitted in accordance with the following no later than 07/25/2025, at 5:00p.m.

<b>Mail</b>		<b>Email:</b> <a href="mailto:Procurement_inquiries@lifepathsystems.org">Procurement inquiries@lifepathsystems.org</a>
<b>LifePath Systems</b>		<b>LifePath Systems</b>
<b>Attn: Angela James</b>		<b>Attn: Angela James</b>
<b>REQUEST FOR PROPOSAL RFP #0146</b>		<b>REQUEST FOR PROPOSAL RFP #0146</b>
<b>LIFEPATH SYSTEMS ALL CAMPUSES -</b>	<b>OR</b>	<b>LIFEPATH SYSTEMS ALL CAMPUSES -</b>
<b>JANITORIAL SERVICES</b>		<b>JANITORIAL SERVICES</b>
<b>1515 Heritage Drive</b>		<b>1515 Heritage Drive</b>
<b>McKinney, TX 75069</b>		<b>McKinney, TX 75069</b>
<b>DO NOT OPEN IN MAILROOM</b>		

**Proposals will not be opened until after the deadline.**

2. Late Proposal or modifications - Proposal and modifications received after the time set for submission will not be considered.
3. **If submitting via Mail:** Number of Copies - To achieve a uniform review process and to obtain a maximum degree of comparability, LifePath Systems requires that Proposals be submitted with one (1) master (marked original).

4. The Proposal Submittal should include:

- a. Fully completed signature Page executed by a duly authorized signing officer of the Vendor.
- b. Title Page - Title page must show the RFP subject; the Vendor's name; the name address, and telephone number of a contact person; and the date of the proposal.
- c. Transmittal Letter - Submit a signed letter briefly addressing the Vendor's understanding of the work to be done, the commitment to do the work detailed within this RFP and a statement explaining why the Vendor believes itself to be best qualified to do the required work.
  - i. Vendor Representative - Include the name of the designated individual(s), along with respective telephone number(s), email address(es), who will be responsible for answering technical and contractual questions with respect to the proposal.
- d. Vendor Application - must be filled out in its entirety.  
Response format as follows: State the question or item exactly as appears; then provide your detailed response.
- e. Questions fall under the following sections:
  - I. Business Demographics
  - II. Services
  - III. Cost Proposal
  - IV. Implementation Plan
  - V. Client Reference
- f. All proposal application response attachments must be labeled to reference the appropriate section and letter (i.e., "VI. a.")

5. A STATEMENT CONFIRMING THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE GENERAL AFFIRMATIONS LOCATED AT:  
<https://www.lifepathsystems.org/wp-content/uploads/2021/05/General-Affirmations.pdf>

The selected vendor will be required to adhere to all Texas contract and confidentiality requirements.

Your response may also contain any narrative, charts, tables, diagrams, or other materials in addition to those called herein; to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each page the paragraph in the RFP to which they pertain. The Center will not be liable for any errors in your proposals.

No modifications to your proposal will be accepted except during negotiations initiated by the Center.

Any verbal communication will be considered unofficial and non-binding regarding this RFP and subsequent award.

Each respondent submitting a Proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the Center and all presentation, related costs, and travel expenses are the Vendors' sole expense as the Center shall not, under any circumstances, be responsible for any cost or expense by the respondent.

The Center shall be allowed to keep all materials submitted by the Vendors regarding this RFP. Each respondent agrees to hold the Center harmless against any expenses, damages, and claims arising from or connected with your proposal, including patent, trademarks, copyright, or other intellectual property infringement or misappropriation.



Any media request of the respondents shall be concurrently directed to the Center during the receipt, analysis, selection, and subsequent contract negotiation until the said contract is signed and delivered by the Center.

The Center reserves the right to issue addenda to this RFP at any time due to the need for clarification, change in schedule, or other reasons the parties so decide. The Center reserves the right to accept or reject any individual sub-consultants that the successful respondent proposes to use.

**Your proposal constitutes an offer that remains open and irrevocable for a period of no less than 90 days unless your proposal states otherwise. Proposals after the award are public documents.**



## APPLICATION

### I. Business Demographic

Organization Name: \_\_\_\_\_

Organization dba Name (if applicable): \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

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

Contact/Title: \_\_\_\_\_

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

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

Phone/Fax: \_\_\_\_\_

Executive Director – Owner/Title: \_\_\_\_\_

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

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

Phone/Fax: \_\_\_\_\_

Billing Contact/Title: \_\_\_\_\_

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

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

Phone/Fax: \_\_\_\_\_

Other Owners/Partners – Name/% Ownership/If corporate, list organization:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Type of Organization (i.e., Non-Profit Corporation, Limited Liability, General Partnership, etc.): \_\_\_\_\_

Years in operation: \_\_\_\_\_

Hours of operations: \_\_\_\_\_

Certification Number if a Historically Underutilized Business (HUB): \_\_\_\_\_

Qualifications if HUB eligible, but not certified: \_\_\_\_\_

List all licenses, credentials, certifications, and/or accreditations currently held by organization: (provide copies if applicable)

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### II. Services

a. Describe Respondent's company history, evidencing its strengths and stability, including number of years in business, licensing information (if applicable), number of years providing the type of proposed service, existing customer satisfaction data, number of customers in Texas and areas covered in Texas.

b. Describe Respondent's experience relevant to the Scope of Services requested by this RFP.

i. List and describe relevant projects of similar size and scope performed over the past four years.



- c. Describe Respondent's specific experience with clients, especially large organizations with multiple locations.
  - i. If Respondent has provided services for the Center in the past, identify the name of the contract and service provided.
- d. List other resources that will be made available to the Center.
- e. Please feel free to include any additional skills, experiences, qualifications, and/or other relevant information about the Respondent's qualifications.
- f. List all licenses, credentials, certifications, and/or accreditations the Respondent currently holds.

### III. Cost Proposal

- a. Describe your proposal fee structure.
- b. Comprehensive breakdown of costs involved janitorial services and any additional services.

### IV. Design and Implementation Plan

- a. Provide a description of Vendor's understanding of the project and scope of services.
  - i. Discuss methodologies used and/or approaches taken to providing the services as outlined. Indicate features, skills, and/or services which distinguish the Vendor and make it the better choice for the Center.
  - ii. Indicate how the Vendor's resources will be allocated for this project (e.g., number and type of personnel allocated by hours).
    - 1. Describe the number of proposed staff for Day and Nighttime Crews
    - 2. Describe the staff cleaning schedule and frequency
    - 3. Describe method of staff identifying task (example: task checklist – daily, weekly, monthly)
- b. Describe Vendor's experience in janitorial services.
- c. Describe Vendor's Issue resolution process
- d. Describe the Vendors process for monitoring staff qualifications and training program
- e. Describe the Vendor's Supervision and quality control measures
- f. Describe the Vendor's process for staff background checks and hiring practices
- g. Describe the Vendor's use of technology (Time tracking, inspection tools)
- h. Describe the Vendor's process for monitoring quality and condition of cleaning equipment
- i. Describe the Vendor's risk management protocols such as safety protocols, licensure and insurance coverage, and incident handling
- j. Describe Vendor's proposed fabrication and installation methods.
- k. Describe the Vendor's Disaster Recovery Plan.
- l. Provide a breakdown of any additional costs that may be incurred.
- m. Describe Vendor's customer and technical support. Is this support available 24 hours per day, 365 days per year. If not, please provide hours of support services availability.
  - i. What is the response time for support services?

### V. Client References

Provide a minimum of three client references. For each client listed, include the following:

- a. Agency name and address;
- b. Name or Point of Contact (POC);
- c. POC email address and telephone number;
- d. Dates of services provided to client;
- e. Type of services provided to client.

## EVALUATION CRITERIA

The selection and approval of the Vendor will be made in accordance with the Center's competitive bidding and selection process. An evaluation committee will evaluate proposals based on the guidelines set forth in this RFP and will present its findings to the Center's Management. LifePath Systems reserves the right to request additional information and clarification of any information submitted, including any omission from the original proposal. All proposals will be treated equally regarding this item.

LifePath Systems intends to solicit, evaluate, and negotiate proposed terms from qualified Vendors to determine which proposal will serve the best interests of the organization by providing the best value<sup>1</sup>. The evaluation team may select all, some, or none of the Vendors for interviews. If LifePath Systems elects to conduct interviews, Vendors may be interviewed and re-scored based upon the same criteria, or other criteria to be determined by the evaluation team. LifePath Systems may also request additional information from Vendors at any time prior to final approval of a selected Respondent. Once it is determined that a proposal meets the requirements, the LifePath Systems evaluation team will score each proposal. In determining the best value for the organization, LifePath Systems will consider:

1. Cost Proposal.
2. The reputation of the Vendor and of the Vendor's services.
3. The quality of the Vendor's services.
4. The extent to which the services meet the Center's needs.
5. The total long-term cost to the Center to acquire the Vendor's services; and any relevant criteria specifically listed in the request for proposals.

## RATING CRITERIA

The proposal will be evaluated and scored based upon the following rating criteria:

Evaluation Criteria	SCORING
<b>Cost Proposal</b> <ol style="list-style-type: none"> <li>a. Comprehensive breakdown of costs involved janitorial services and any additional services.</li> <li>b. Competitiveness and cost effectiveness of the proposed pricing in relation to other proposals received.</li> <li>c. Clarity of payment terms and conditions</li> <li>d. Flexibility in billing and contract terms</li> </ol>	<b>45%</b>
<b>Technical Approach</b> <ol style="list-style-type: none"> <li>a. Completeness and organization of the proposal and compliance with submission instructions.</li> <li>b. Single point of contact or account manager availability</li> <li>c. Issue resolution process</li> <li>d. Number of staff proposed for the site</li> <li>e. Staff qualifications and training program</li> <li>f. Supervision and quality control measures</li> <li>g. Background checks and hiring practices</li> <li>h. Cleaning schedule and frequency</li> <li>i. Task checklist (daily, weekly, monthly)</li> <li>j. Use of technology (Time tracking, inspection tools)</li> <li>k. Flexibility and customization of services</li> <li>l. Quality and condition of cleaning equipment.</li> <li>m. Whether supplies are included in price.</li> <li>n. Risk management: safety protocols, licensure and insurance coverage, and incident handling</li> </ol>	<b>45%</b>

<sup>1</sup> Texas Local Government Code §252.043(a)(b) Award of Contract

<b>Reputation of Vendor</b> <ul style="list-style-type: none"> <li>a. Years in business and experience with similar facilities</li> <li>b. References from similar businesses</li> <li>c. Positive overall ratings from previous customers</li> <li>d. Length of time in industry</li> </ul>	<b>10%</b>
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## **ASSURANCES, CERTIFICATIONS, EXHIBITS, AND ATTACHMENTS**

Vendor must submit the Assurance and Certifications, and all Attachments requested, to include:

1. Vendor will submit a copy of their standard contract, along with the proposal. Label this (Attachment A)
2. Signature Page (Attachment B)
3. Resident/Non-Resident Certification (Attachment C)
4. Assurances Document (Attachment D)
5. Conflict of Interest Questionnaire (Attachment E)
6. Form W-9 (Attachment F)
7. Lobbying Certification (Attachment G)
8. Deviation Form (Attachment H)
9. Questions or Inquires: All questions must be submitted electronically no later than 5:00 pm CDT on 06/27/2025.

LifePath Systems

Angela James

Email: [procurement\\_inquiries@lifepathsystems.org](mailto:procurement_inquiries@lifepathsystems.org)

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## ATTACHMENT B

### SIGNATURE PAGE

The attached proposal application is being submitted in response to the LIFE PATH SYSTEMS ALL CAMPUSES – JANITORIAL SERVICES # 0146. The proposal is a firm offer and shall remain an open offer, valid ninety (90) days from the date of this document.

LifePath Systems in its sole and absolute discretion shall have the right to award contracts for any or all materials listed in each proposal, shall have the right to reject all proposals and shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one vendor. I understand that this proposal will be reviewed and evaluated according to the procedures indicated in this RFP.

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

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

\_\_\_\_\_  
Typed or Printed Name

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Email

**ATTACHMENT C**  
**RESIDENT/NON- RESIDENT CERTIFICATION**

Contractor must answer the following questions in accordance with the **Texas Government Code §2252.002**, as amended:

1. Is the Contractor that is making and submitting this bid a “resident Applicant” or a “non-resident Applicant”?

Answer: \_\_\_\_\_ Resident Applicant      \_\_\_\_\_ Non-resident Applicant

\*A Texas Resident Contractor is a Contractor whose principal place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.\*

2. If the Contractor is a “Non-resident Contractor”, does the state in which the Nonresident Contractor’s principal place of business is located have a law requiring a Nonresident Contractor of that state to bid a certain amount or percentage under the bid of a Resident Contractor of that state in order for the nonresident Contractor of that state to be awarded a contract on his bid in such state?

Answer: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Which state? \_\_\_\_

3. If the answer to Question B is “yes,” then what amount, or percentage must a Texas Resident Contractor bid under the bid price of a Resident Contractor of that state to be awarded a contract on such bid in said state?

Answer: \_\_\_\_\_

## **ATTACHMENT D ASSURANCES DOCUMENT**

The Vendor assures the following:

1. All addenda and attachments to the RFP as distributed by the Local Authority and designated by the checklist have been received.
2. No attempt has been or will be made by the Vendor to induce any person or Vendor to submit or not to submit a Proposal, unless so described in its Proposal.
3. The Vendor does not discriminate in its services or employment practices based on race, color, genetic information, religion, sex, national origin, disability, veteran status, or age.
4. All cost and pricing information is reflected in the RFP response documents or attachments.
5. The Vendor accepts the terms, conditions, criteria, and requirements set forth in the RFP.
6. The Vendor accepts the Center's right to cancel the RFP at any time prior to Contract award.
7. The Vendor accepts the Local Authority's right to alter the timetables for procurement that are set forth in the RFP.
8. The Proposal submitted by the Vendor has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.
9. Unless otherwise required by law, the information in the Proposal submitted by the Vendor has not been knowingly disclosed by the Vendor to any other Vendor prior to the notice of intent to award.
10. No claim will be made for payment to cover costs incurred in the preparation of the submission of the Proposal or any other associated costs.
11. Local Authority has the right to complete background checks and verify information.
12. The individual(s) signing this document, and any Contract awarded to Vendor is authorized to legally bind the Vendor.
13. No employee of the Local Authority and no member of the Local Authority's Board will directly or indirectly receive any pecuniary interest from an award of the proposed Contract to Vendor. If the Vendor is unable to make the affirmation, then the Vendor must disclose any knowledge of such interests.
14. The Vendor is not currently held in abeyance or barred from the award of a federal or state contract.
15. The Vendor is not currently delinquent in its payments of any franchise tax or state tax owed to the state of Texas, pursuant to Texas Business Corporation Act, Texas Civil Statutes) Article 2.45.
16. The Vendor shall disclose whether any of the directors or personnel of Vendor has either been an employee or a trustee of the Local Authority within the past two (2) years preceding the date of submission of the Proposal. If such employment has existed, or at term of office served, the Proposal shall state in an attached writing the nature and time of the affiliations as defined.



- 17. The Vendor shall identify in the attached writing any trustee or employee of Local Authority who has a financial interest in the Vendor or who is related within the second degree by consanguinity or affinity to a person having such financial interest. Such a disclosure shall include a complete statement of the nature of such financial interest and the relationship, if applicable.
  
- 18. No former employee or officer of the Local Authority directly or indirectly aided or attempted to aid in procurement of Vendor's service.
  
- 19. The Vendor shall disclose in an attached writing the name of every Local Authority employee and/or member of Local Authority's board with whom the Vendor is doing business or has done business during the 365-day period immediately prior to the date on which the Proposal is due. Failure to include such a disclosure will be a binding representation by Vendor that the natural person executing the Proposal has no knowledge of any key persons with whom the Vendor is doing business or has done business during the 365-day period prior to the immediate date on which the Proposal is due.
  
- 20. Under Section 231.006, Family Code, the Vendor, or applicant certifies that the individual or business entity named in this contract, bid, or proposal application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate. For purposes of the foregoing sentence, "Vendor or applicant" shall mean Vendor; contract, bid or proposal application shall mean the Proposal; and "this contract" shall mean any Contract awarded to the Successful Vendor(s).

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

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

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

## ATTACHMENT E CONFLICT OF INTEREST QUESTIONNAIRE

Please retrieve CIQ Form from the following website:

<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

(Attach completed CIQ Form as part of your proposal)

***A signature is required in Box 7 regardless of any other entry on the form.***

For the purposes of this Attachment E, the term “Local government officer” means a member of LifePath Systems’ Board of Trustees, Chief Executive Officers, and/or an agent of LifePath Systems who exercises discretion in the planning, recommending, selecting, or contracting.

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## ATTACHMENT F FORM W-9

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Vendors are to complete a W-9 Form and submit with Proposal Documents.

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



## ATTACHMENT G

### LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

**This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

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

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

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Email



## ATTACHMENT H DEVIATION FORM

All deviations to this RFP must be noted on this sheet. In the absence of any entry on this Deviation Form, the prospective Vendor assures LifePath Systems of their full agreement and compliance with the Specifications and Terms and Conditions.

Each response to this RFP shall contain a Deviation Form, which states the prospective Vendor's commitment to the provisions of the RFP. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Proposal must be expressly stated in the Deviation Form. Use an additional copy or page if needed.

**THIS DEVIATION FORM MUST BE SIGNED AND SUBMITTED WITH THE RFP BY EACH PROSPECTIVE VENDOR/CONTRACTOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT. IF NO DEVIATIONS, NOTE: NONE**

Reference Specifications, Terms and Conditions and Page Number	Deviation

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

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

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Email





**NOTICE “NOT TO PARTICIPATE” FORM**

Dear Vendor:

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled due date and time on the Proposal.

- ☐ Our Company cannot provide the products, supplies and/or services listed in this request. Please MOVE our name and address to the following services so that we may submit bids/proposal at a later date:

**Services:**

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- ☐ Our Company has chosen NOT to submit a Proposal at this time but would like to remain on your list for this Proposal category. We did not submit a Proposal because:

**Reason:**

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- ☐ Please REMOVE our Company name from all LifePath Systems lists until further notice.

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

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

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

Email: \_\_\_\_\_ Other: \_\_\_\_\_

.....

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

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

**VENDORS WHO RESPOND TO THIS INVITATION WITH A COMPLETED PROPOSAL FORM WILL REMAIN ON OUR MAILING LIST. VENDORS MAKING NO RESPONSE MAY BE REMOVED FROM THE MAILING LIST.**

**PLEASE RETURN THIS FORM ONLY TO:**

LifePath Systems  
Attn: Angela James  
1515 Heritage Drive  
McKinney, TX 75069

**Notice “Not to Participate” RFP #0146 LIFEPATH SYSTEMS ALL CAMPUSES – JANITORIAL SERVICES**