

Request for Quotes (RFQ) Janitorial Service

Wednesday February 1, 2023

About Us

The Tarrant County Workforce Development Board aka Workforce Solutions for Tarrant County and hereinafter referred to as “The Board” is a governmental organization that administers and acts as fiscal agent for programs consolidated at the local level and is responsible and accountable for the management of all workforce development funds made available to the local workforce development area. The Board administers contracts and activities with a budget of approximately \$120M annually. The Board is a tax-exempt organization. Please see our website <https://workforcesolutions.net/> to learn more about workforce programs, our governance and Board of Directors, and other pertinent information.

Purpose of RFQ

The Board is seeking to enter into a contractual agreement for an initial term of one year beginning March 1, 2023, and ending February 28, 2024, with one or more organizations that can provide janitorial services for some of our locations throughout Tarrant County. This contract may be renewed annually two additional years, not to exceed three total years, subject to successful performance by selected organizations.

This RFQ solicitation is conducted to comply with federal competitive procurement procedures. It contains the necessary background, requirements, instructions, and information for responding to this RFQ.

Scope of Service

Organization is to provide Janitorial services at Workforce Solutions for Tarrant County facilities as determined by an authorized representative of the Board.

Organizations will be entities authorized to provide these services in the State of Texas.

Organization will provide three verifiable references for Janitorial service.

Organizations interested shall provide a proposal for services by location. Proposals should have a thorough description of services and cost.

Location Specific Services

Board Office 1320 S University Dr. Suite 600 Fort Worth, TX 76107

Quarterly cleaning of corridor carpets in the Board Administration offices. Facility square footage approximately 21,252 square feet.

Central Location: 1515 Sylvania Ave. Fort Worth, TX 76111

Daily afterhours cleaning of facility. Midday cleaning of restrooms at facility. Square footage approximately 17,700. Quarterly cleaning of carpeted area approximately 960 square feet

Alliance Location: 2421 Westport Parkway Suite 200 Fort Worth, TX 76177

Daily afterhours cleaning of facility. Facility square footage approximately 6,600 square feet.

Bidders' Conference:

There will be no bidders' conference for this RFQ. Organizations that would like to visit the sites prior to submission can contact Byron Nelson, Procurement Manager, Workforce Solutions for Tarrant County at byron.nelson@workforcesolutions.net to schedule visits.

Questions:

Questions related to this RFQ can be directed to Byron Nelson, Procurement Manager, Workforce Solutions for Tarrant County via email at byron.nelson@workforcesolutions.net All questions must be received at no later than **12:00 p.m. CDT on February 9, 2023** All responses will be posted on **February 10, 2023 by 5:00 p.m. CDT.**

Submission:

Please submit quotes for service to the Board via email at byron.nelson@workforcesolutions.net. Submissions must be received before 4:00pm CDT on February 21, 2023