

	CITY OF HOUSTON, TEXAS BEST VALUE BID (BVB) SOLICITATION NO.: S46-L24597	EXHIBIT X
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This sample bid submission is being provided as a guide to help improve Offeror's completeness of their offers and to guide them as to the best practices observed by the Strategic Purchasing Division. It is not the only way to submit or present a bid, but following this format will help ensure that all documents are include.

The sample uses the fictitious company named "Alexander's Janitorial Services, LLC" or "AJS", and offers the most common answers observed by the Strategic Purchasing Division. This only a model to guide you. The Offeror should substitute its own responses based on its own unique circumstances and facts.

Should Offerors have any questions regarding this sample or any other part of the Solicitation, please contact Mr. Eric Alexander at eric.alexander@houstontx.gov or (832) 393-8704. Email is preferred.

SOLICITATION DUE DATE/TIME:	August 15, 2013 at 10:30 A.M., CST
DESCRIPTION:	JANITORIAL CLEANING AND ASSOCIATED SERVICES FOR VARIOUS DEPARTMENTS
VENDOR NAME:	ALEXANDER'S JANITORIAL SERVICES, LLC

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SECTION 1: Signed Official Signature Page

Note: This form should be signed, notarized and returned with your Best Value Bid response.

OFFICIAL BID FORM FOR JANITORIAL CLEANING AND ASSOCIATED SERVICES

OFFICIAL SIGNATURE PAGE

The respondent warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the City shall have the right to annul this agreement without liability or, at its discretion, to deduct from the contract prices or consideration, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Bid, Clarification Letters, and General Terms & Conditions, all of which are made a part of this offer.

All pages of the City of Houston's bid document including but not limited to the General Terms & Conditions and page 3 three of this invitation are incorporated by reference into for all purposes.

The undersigned, as bidder, certifies that the only person or parties interested in this proposal as principals are those named herein; that the bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

THIS BIDDER IS AND REPRESENTS THAT IT IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE BIDDER, WHICH MUST BE THE ACTUAL LEGAL ENTITY THAT WILL PERFORM THE CONTRACT IF AWARDED.

SUBMIT YOUR BID IN DUPLICATE
BID MUST BE MANUALLY SIGNED IN INK
(BLUE INK PREFERRED)

Respectfully Submitted:

Bidder: Alexander's Janitorial Services, LLC
(Print or type name of Bidder - Full Company Name)

Supplier Number: 123456

Federal Identification Number: 29-99077

By: [Signature]
(Signature of Authorized Officer or Agent)

Name: Eric Alexander

Title: President

Date: 5/16/13

123 Keep Clean St.
Address (Street or P.O. Box)

Houston, TX. 77777
City-State-Zip Code

Telephone Number: (832) 111-2000

Email Address: eric.alexander@houston.gov

FAX Number: (832) 111-2001



Supplier: _____ Buyer: eric.alexander@houston.gov Bid Number: L24595

SECTION 2: Hardcopy of Electronic Bid Form

Note: The following is a sample of a Bid Form. Your actual Bid Form must be completed per the instructions and returned with your bid package

Bid Form

Please return this Bid Form along with any required documentation (see below) to the Office of the City Secretary by the bid's due date and time.

Bid General Information

Bid Number	L24597
Bid Description	Janitorial Cleaning and Associated Services
Bid Abstract	This project requires the awardee(s) to provide all labor, materials, equipment, tools, permits, supervision and transportation necessary to provide Janitorial Cleaning and Associated Services in accordance with the scope of services/work, terms and conditions specified in the solicitation.
Buyer Email	eric.alexander@houstontx.gov
Post Date/Time	7/26/2013 8:00:00 AM
Close Date/Time	8/15/2013 10:30:00 AM

Bid Items

Year 1 - Janitorial Cleaning and Associated Services (HAS)

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		IAH Fleet Facility	Months	12	10.00		\$120.00
2		IAH/Public Safety & Technology	Months	12	20.00		\$240.00
3		IAH/Physical Plant Maintenance	Months	12	30.00		\$360.00
4		IAH/Airfield & Grounds	Months	12	10.00		\$120.00
5		Existing * IAH/Taxi Lounge and adjacent trailer	Months	12	20.00		\$240.00
6		* Modified Facility - Taxi Modular Lounge & Adjacent Restroom Trailer, additional 3,980 sq ft (opens February - March 2013)	Months	12	30.00		\$360.00
7		IAH/Operations (OPS) and adjacent trailer	Months	12	10.00		\$120.00
8		IAH/Supply Chain Management Division (2 Story)	Months	12	20.00		\$240.00
9		IAH/Fitness Facility	Months	12	30.00		\$360.00
10		IAH/Cargo Facility Federal Inspection Station (FIS)	Months	12	10.00		\$120.00
11		EFD/B510 Admin Building	Months	12	20.00		\$240.00
12		EFD/Airfield & Grounds	Months	12	30.00		\$360.00
13		EFD/T Hangar A Four Restrooms	Months	12	10.00		\$120.00
14		EFD/T Hangar B Four Restrooms	Months	12	30.00		\$360.00
15		EFD/T Hangar D Two Restrooms	Months	12	10.00		\$120.00

Group Total: **\$3,480.00**

Year 2 - Janitorial Cleaning and Associated Services (HAS)

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		IAH Fleet Facility	Months	12	10.00		\$120.00
2		IAH/Public Safety & Technology	Months	12	20.00		\$240.00
3		IAH/Physical Plant Maintenance	Months	12	30.00		\$360.00
4		IAH/Airfield & Grounds	Months	12	10.00		\$120.00
5		Existing * IAH/Taxi Lounge and adjacent trailer	Months	12	20.00		\$240.00
6		* Modified Facility - Taxi Modular Lounge & Adjacent Restroom Trailer, additional 3,980 sq ft (opens February - March 2013)	Months	12	30.00		\$360.00
7		IAH/Operations (OPS) and adjacent trailer	Months	12	10.00		\$120.00
8		IAH/Supply Chain Management Division (2 Story)	Months	12	20.00		\$240.00
9		IAH/Fitness Facility	Months	12	30.00		\$360.00
10		IAH/Cargo Facility Federal Inspection Station (FIS)	Months	12	10.00		\$120.00
11		EFD/B510 Admin Building	Months	12	20.00		\$240.00

	(opens February - March 2013)					
7	IAH/Operations (OPS) and adjacent trailer	Months	12	20.00		\$240.00
8	IAH/Supply Chain Management Division (2 Story)	Months	12	30.00		\$360.00
9	IAH/Fitness Facility	Months	12	20.00		\$240.00
10	IAH/Cargo Facility Federal Inspection Station (FIS)	Months	12	30.00		\$360.00
11	EFD/B510 Admin Building	Months	12	10.00		\$120.00
12	EFD/Airfield & Grounds	Months	12	30.00		\$360.00
13	EFD/T Hangar A Four Restrooms	Months	12	20.00		\$240.00
14	EFD/T Hangar B Four Restrooms	Months	12	10.00		\$120.00
15	EFD/T Hangar D Two Restrooms	Months	12	10.00		\$120.00

Group Total: **\$3,840.00**

Year 1 Labor - Other Service Request (OSR) Straight, Overtime and Emergency for HAS

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		Straight Time OSR	Hours	10	10.00		\$100.00
2		Overtime OSR	Hours	5	20.00		\$100.00
3		Emergency OSR	Hours	3	15.00		\$45.00

Group Total: **\$245.00**

Year 2 Labor - Other Service Request (OSR) Straight, Overtime and Emergency for HAS

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		Straight Time OSR	Hours	10	10.00		\$100.00
2		Overtime OSR	Hours	5	20.00		\$100.00
3		Emergency OSR	Hours	3	15.00		\$45.00

Group Total: **\$245.00**

Year 3 Labor - Other Service Request (OSR) Straight, Overtime and Emergency for HAS

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		Straight Time OSR	Hours	10	10.00		\$100.00
2		Overtime OSR	Hours	5	20.00		\$100.00
3		Emergency OSR	Hours	3	15.00		\$45.00

Group Total: **\$245.00**

Year 4 Labor - Other Service Request (OSR) Straight, Overtime and Emergency for HAS

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		Straight Time OSR	Hours	10	10.00		\$100.00
2		Overtime OSR	Hours	5	20.00		\$100.00
3		Emergency OSR	Hours	3	15.00		\$45.00

Group Total: **\$245.00**

Year 5 Labor - Other Service Request (OSR) Straight, Overtime and Emergency for HAS

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		Straight Time OSR	Hours	10	10.00		\$100.00
2		Overtime OSR	Hours	5	20.00		\$100.00
3		Emergency OSR	Hours	3	15.00		\$45.00

Group Total: **\$245.00**

Year 1 - Recycling Services (HAS)

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		IAH/ Public Safety & Technology	Each	48	3.00		\$144.00
2		IAH/Physical Plant Maintenance	Each	48	4.00		\$192.00
3		IAH/Airfield & Grounds	Each	48	4.00		\$192.00
4		IAH/Operations (OPS) and adjacent trailer	Each	48	3.00		\$144.00
5		IAH/Supply Chain Management Division (2 Story)	Each	12	2.00		\$24.00
6		IAH/Cargo Facility Federal Inspection Station (FIS)	Each	48	4.00		\$192.00

Group Total: **\$888.00**

Year 2 - Recycling Services (HAS)

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		IAH/ Public Safety & Technology	Each	48	3.00		\$144.00
2		IAH/Physical Plant Maintenance	Each	48	4.00		\$192.00
3		IAH/Airfield & Grounds	Each	48	4.00		\$192.00
4		IAH/Operations (OPS) and adjacent trailer	Each	48	3.00		\$144.00
5		IAH/Supply Chain Management Division (2 Story)	Each	12	4.00		\$48.00
6		IAH/Cargo Facility Federal Inspection Station (FIS)	Each	48	3.00		\$144.00

Group Total: **\$864.00**

Year 3 - Recycling Services (HAS)

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		IAH/ Public Safety & Technology	Each	48	3.00		\$144.00
2		IAH/Physical Plant Maintenance	Each	48	4.00		\$192.00
3		IAH/Airfield & Grounds	Each	48	3.00		\$144.00
4		IAH/Operations (OPS) and adjacent trailer	Each	48	4.00		\$192.00
5		IAH/Supply Chain Management Division (2 Story)	Each	12	2.00		\$24.00
6		IAH/Cargo Facility Federal Inspection Station (FIS)	Each	48	4.00		\$192.00

Group Total: **\$888.00**

Year 4 - Recycling Services (HAS)

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		IAH/ Public Safety & Technology	Each	48	3.00		\$144.00
2		IAH/Physical Plant Maintenance	Each	48	2.00		\$96.00
3		IAH/Airfield & Grounds	Each	48	3.00		\$144.00
4		IAH/Operations (OPS) and adjacent trailer	Each	48	3.00		\$144.00
5		IAH/Supply Chain Management Division (2 Story)	Each	12	4.00		\$48.00
6		IAH/Cargo Facility Federal Inspection Station (FIS)	Each	48	3.00		\$144.00

Group Total: **\$720.00**

Year 5 - Recycling Services (HAS)

Item #	Material Description	Description	Unit of Measure	Quantity	Unit Price	Months	Total Cost / Period
1		IAH/ Public Safety & Technology	Each	48	4.00		\$192.00
2		IAH/Physical Plant Maintenance	Each	48	2.00		\$96.00
3		IAH/Airfield & Grounds	Each	48	4.00		\$192.00
4		IAH/Operations (OPS) and adjacent trailer	Each	48	2.00		\$96.00
5		IAH/Supply Chain Management Division (2 Story)	Each	12	4.00		\$48.00
6		IAH/Cargo Facility Federal Inspection Station (FIS)	Each	48	3.00		\$144.00

Group Total: **\$768.00**

TOTAL BID: \$23,833.00

Additional Required Forms to be Included:

In addition to the electronic Bid Form and the Official Signature Page, the Forms listed in Table 1 **must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due:**

Table 1
<u>Affidavit of Ownership</u>
<u>Fair Campaign Ordinance</u>
<u>Statement of Residency</u>
<u>Conflict of Interest Questionnaire</u>
<u>PoP1a Acknowledgment Form</u>
<u>PoP2 Certificate of Agreement</u>

Table 2 may list other documents and/or forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will specify which documents and/or forms be completed and submitted to the City by the successful bidder:

Table 2
<u>Drug Forms</u>
<u>MWBE</u>
<u>Certificate of Insurance</u>
<u>Formal Instructions for Bid Terms</u>
<u>EEOC</u>
<u>PoP1 Requirements</u>
<u>PoP3 List of Participating Contractors</u>
<u>PoP4 Contractor Subcontractor Waiver Request</u>
<u>PoP5 Contractor Subcontractor Reporting Form</u>
<u>PoP6 Quarterly Update</u>
<u>PoP7 Employee Health Benefits Update</u>
<u>PoP8 Employee Waiver Request</u>

If you elect not to participate in the aforementioned project, please submit the No Bid Sheet to the Buyer by the due date for the receipt of the solicitation.

SECTION 3: Affidavit of Ownership

City Council requires knowledge of the identities of the owners of entities seeking to Contract with the City in order to review their indebtedness to the City prior to entering Contracts. Therefore, all respondents to this Invitation to Bid must comply with Houston Code of Ordinances Chapter 15, as amended (Sections 15-122 through 15-126) relating to the disclosure of owners of entities bidding on, proposing for or receiving City contracts. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

Contracting entity means a sole proprietorship, corporation, non-profit corporation, partnership, joint venture, limited liability company, or other entity that seeks to enter into a contract requiring approval by the Council but excluding governmental entities.

A contracting entity must submit at the time of its Bid or Proposal, an affidavit listing the full names and the business and residence addresses of all persons owning five percent or more of a contracting entity or, where a contracting entity is a non-profit corporation, the full names and the business and residence addresses of all officers of the non-profit corporation.

Completion of the "**Affidavit of Ownership or Control**," included herein, and submitted with the Official Bid or Proposal Form will satisfy this requirement. Failure to provide this information may be just cause for rejection of your Bid or Proposal.

ORIG. DEPT.: _____

FILE/I.D. NO.: _____

INSTRUCTION: ENTITIES USING AN ASSUMED NAME SHOULD DISCLOSE SUCH FACT TO AVOID REJECTION OF THE AFFIDAVIT. THE FOLLOWING FORMAT IS RECOMMENDED: CORPORATE/LEGAL NAME DBA ASSUMED NAME.

STATE OF Texas §

§

AFFIDAVIT OF OWNERSHIP OR CONTROL

COUNTY OF Harris §

§

BEFORE ME, the undersigned authority, on this day personally appeared

Eric S. Alexander [FULL NAME] (hereafter "Affiant"),

Chief Executive Officer [STATE TITLE/CAPACITY WITH CONTRACTING ENTITY] of

Alexander's Janitorial Services, LLC [CONTRACTING ENTITY'S CORPORATE/LEGAL NAME]

("Contracting Entity"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.

2. Contracting Entity seeks to do business with the City in connection with S46-L24597 – Janitorial Cleaning and Associated Services for Houston Airport System (HAS) _____ [DESCRIBE PROJECT OR MATTER] which is expected to be in an amount that exceeds \$50,000.

3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above described project or matter.

4. Contracting Entity is organized as a business entity as noted below (check box as applicable).

FOR PROFIT ENTITY:

NON-PROFIT ENTITY:

- SOLE PROPRIETORSHIP
- CORPORATION
- PARTNERSHIP
- LIMITED PARTNERSHIP
- JOINT VENTURE
- LIMITED LIABILITY COMPANY
- OTHER (Specify type in space below)

- NON-PROFIT CORPORATION
- UNINCORPORATED ASSOCIATION

5. The information shown below is true and correct for the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer, i.e., president, vice-president, secretary, treasurer, etc. [NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]

Contracting Entity

Name: Alexander's Janitorial Services, LLC

Business Address [NO./STREET] 123 Keep Clean St.

[CITY/STATE/ZIP CODE] Houston, Texas 77777

Telephone Number (832) 111-2000

Email Address [OPTIONAL] _____

Residence Address [NO./STREET] _____

[CITY/STATE/ZIP CODE] _____

Telephone Number (_____) _____

Email Address [OPTIONAL] _____

5% Owner(s) or More (IF NONE, STATE "NONE.")

Name: Eric Alexander

Business Address [NO./STREET] 123 Keep Clean St

[CITY/STATE/ZIP CODE] Houston, Texas 77777

Telephone Number (832) 111-2000

Email Address [OPTIONAL] ajs@sample.com

Residence Address [NO./STREET] 12 Main Street

[CITY/STATE/ZIP CODE] Houston, Texas 77777

Telephone Number (832) 000-1111

Email Address [OPTIONAL] _____

6. *Optional Information*

Contracting Entity and/or _____ [NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ [CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER] as follows:

Name of Debtor: _____
Tax Account Nos. _____
Case or File Nos. _____
Attorney/Agent Name _____
Attorney/Agent Phone No. (_____) _____
Tax Years _____

Status of Appeal [DESCRIBE] _____

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.



Affiant

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20_____.

(Seal)





Notary Public

NOTE:

This affidavit constitutes a government record as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

SECTION 4: Fair Campaign Ordinance

CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

The City of Houston Fair Campaign Ordinance makes it unlawful for a Contractor to offer any contribution to a candidate for City elective office (including elected officers-elect) during a certain period of time prior to and following the award of the Contract by the City Council. The term "Contractor" includes proprietors of proprietorships, partners or joint venture's having an equity interest of 10 percent or more for the partnership or Joint venture, and officers, directors and holders of 10 percent or more of the outstanding shares of corporations. A statement disclosing the names and business addresses of each of those persons will be required to be submitted with each Bid or Proposal for a City Contract. See Chapter 18 of the Code of Ordinances, Houston, Texas, for further information.

This list is submitted under the Provisions of Section 18-36(b) of the Code of Ordinances, Houston, Texas, in connection with the attached Proposal, submission or bid of:

Firm or Company Name: Alexander's Janitorial Services, LLC

Firm or Company Address: 123 Keep Clean St., Houston, Tx. 77777

The firm/company is organized as a (Check one as applicable) and attach additional pages if needed to supply the required names and addresses:

SOLE PROPRIETORSHIP

Name _____
Proprietor Address _____

A PARTNERSHIP

List each partner having equity interest of 10% or more of partnership (if none state "none"):

Name _____
Partner Address _____

Name _____
Partner Address _____

A CORPORATION

List all directors of the corporation (if none state "none"):

Name NONE _____
Director Address _____

Name _____
Director Address _____

Name _____
Director Address _____

List all officers of the corporation (if none state none):

Name Eric Alexander
Officer President

12 Main St.
Address Houston TX 77777

Name Eric Alexander
Officer Treasurer

(same)
Address

Name _____
Officer

Address _____

List all individuals owning 10% or more of outstanding shares of stock of the corporation (if none state "none"):

Name ~~Eric Alexander~~

Address _____

Name Eric Alexander

12 Main St.
Address Houston TX 77777

Name _____

Address _____

I certify that I am duly authorized to submit this list on behalf of the firm, that I am associated with the firm in the capacity noted below and that I have personal knowledge of the accuracy of the information provided herein.

Eric Alexander 
Preparer

Eric Alexander
Printed Name

Chief Executive Officer
Title

Note: This list constitutes a government record as defined by § 37.01 of the Texas Penal Code.

8/23/01

SECTION 5: Statement of Residency

STATEMENT OF RESIDENCY
(Please submit in duplicate with your Bid Form)

The following information is required by the **City of Houston** in order to comply with provisions of state law, **TEX.GOV'T. CODE § 2252.001 et. seq.** (State or Political Subdivision Contracts for Construction, Supplies, Services; Bids by Nonresident).

Every bidder must affirmatively state its principal place of business in its response to a bid invitation. Failure to provide the required information may constitute a basis for rejection of your bid. Bidders' cooperation in this regard will avoid costly time delays in the award of bids by the **City of Houston**.

For this reason, each bidder is encouraged to complete and return in duplicate, with its bid, the **Statement of Residency Form**, but in any event the low bidder will be required to submit this information within five (5) calendar days after the date of receipt of notification of apparent low bidder status from the **Purchasing Section of the Finance and Administration Department**. Failure to provide all required information within this designated period may result in the apparent low bidder being considered non-responsive and non-responsible, and the second low bidder being considered for award.

TEX. GOV'T CODE, §2252.001, §(4) defines a "**Resident bidder**" as a bidder whose principal place of business* is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

TEX. GOV'T CODE, §2252.001§ (3) defines a "**Nonresident bidder**" as a bidder who is not a resident in this state.

Bidder's complete company name:

Alexander's Janitorial Services, LLC

State your business address in the space provided below if you are a **Texas Resident bidder**:

23 Keep Clean St., Houston, Tx. 77777

State your business address in the space provided below if you are a **Nonresident bidder**:

*The **State Purchasing and General Services Commission** defines *Principal Place of Business* as follows:

Principal Place of Business in Texas means, for any type of business entity recognized in the **State of Texas**, that the business entity:

- has at least one permanent office located within the **State of Texas**, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted, and
- has at least one employee who works in the Texas office

Form prepared by: Eric Alexander

CEO

(
(Name)

(Title)

Date: May 9, 2013

SECTION 6: Conflict of Interest Questionnaire

Note: If there is no conflict of interest, this form must be executed and included in your bid package. The City recommends including "N/A" or "not applicable" to indicate that no conflict exists.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 30th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

NO CONFLICTS - NOT APPLICABLE

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4 Sample
Signature of person doing business with the governmental entity

5/16/13
Date

Adopted 08/23/2007

SECTION 7: Pay of Play Program Acknowledgement Form



City of Houston
Pay or Play Program
Acknowledgement Form



It has been determined that the project currently open for bidding meets the criteria of the City of Houston Pay or Play program. This form acknowledges your awareness of the Pay or Play program which is authorized by Ordinance 2007-534. Your signature below affirms that you will comply with the requirements of the program if you are the successful bidder/proposer, and ensure the same on behalf of subcontracts subject to the Pay or Play Program.

I declare under penalty of perjury under the laws of the State of Texas that if awarded this contract which meets the criteria for the City of Houston's Pay or Play Program, I will comply with all requirements of the Pay or Play Program in accordance with Executive Order 1-7.

***Fill out all information below and submit this form with your bid/proposal packet.**

546-224595
Solicitation Number

Eric Alexander
Signature

5/16/2013
Date

ERIC Alexander
Print Name

XXXX
City Vendor ID

Alex ANDER'S JANITORIAL SERVICES LLC
Company Name

713-XXXXXX
Phone Number

Email Address

Note: For more information contact your POP Liaison or the POP Contract Administrator. All contact information can be found on www.houstontx.gov →Departments→Office of Business Opportunity→Pay or Play.

SECTION 8: Contractor Questionnaire

In order to receive bid award consideration, the bidder must be able to demonstrate that they are currently providing or have had at least one contract, as a prime contractor, for the required Services that is similar in size and scope to this BVB requirements. Bidder must have references documenting that it has performed the required BVB services. The reference(s) should be included in the space provided below. Please attach another piece of paper if necessary. Bidder's capability and experience shall be evaluated and a factor in determining the Contractor's responsibility.

LIST OF PREVIOUS CUSTOMERS

1. Name: City of Canada Phone No.: 731-222-2222
Address: 123 Canada, Smith, OH, 76542
Contract Award Date: 12/1/10 Contract Completion Date: 11/30/12
Contract Name/Title: Joe Smith - City Manager
Project Description: Janitorial and Recycling Services for SWD Department

2. Name: Northwest Airport Phone No.: 371-222-2222
Address: 123 JFK Blvd., Tualo, OR 97799
Contract Award Date: 3/10/08 Contract Completion Date: present
Contract Name/Title: P. Bear - Director, General Services
Project Description: Janitorial and recycling services

3. Name: ~~City of Paris~~ City of Paris Phone No.: 222-713-2222
Address: 123 First St., Paris, TX 75460
Contract Award Date: 10/17/12 Contract Completion Date: present
Contract Name/Title: Brie Monet
Project Description: Janitorial services for police dept.

SECTION 9: List of Subcontracts

The following is a list of Subcontractors we propose to engage on the following items of Work. Any item of Work which does not designate a Subcontractor will be done by the firm submitting the Proposal.

SEGREGATED PART OF WORK

SUBCONTRACTOR/SUPPLIER

Janitorial and

Jackson Smart Janitorial Services.....

Recycling _____

Redo, Inc. _____

The following is a list of Subcontractors we propose to engage on the following items of Work. Any item of Work which does not designate a Subcontractor will be done by the firm submitting the Proposal.

SEGREGATED PART OF WORK

SUBCONTRACTOR/SUPPLIER

Janitorial and

Jackson Smart Janitorial Services.....

Recycling_____

Redo, Inc._____

Section 10: MWBE Attachments A & B Forms

EXHIBIT II – ATTACHMENT “A” SCHEDULE OF M/WBE PARTICIPATION

DATE OF REPORT: _____

BID NO.: S46-L24597

FORMAL BID TITLE: Janitorial Cleaning and Associated Services for Houston Airport System

NAME OF MINORITY/WOMEN SUBCONTRACTOR	OFFICE OF BUSINESS OPPORTUNITY CERTIFICATION NO.	STREET ADDRESS AND CITY, STATE, ZIP CODE	TELEPHONE NO.	SCOPE OF WORK	AGREE PRICE
Jackson Smart Janitorial Services	XXXXX	2 Park Place, Houston, Texas, 77777	832 -111-1111	Janitorial and Recycling	\$2,000,000.00
TOTAL.....					<u>\$ 2,000,000.00</u>
M/WBE PARTICIPATION AMOUNT.....					<u>\$ 20 %</u>
TOTAL BID AMOUNT.....					<u>\$ 10,000,000.00</u>

EXHIBIT II – ATTACHMENT “A” (CONTINUED): SCHEDULE OF M/WBE PARTICIPATION

IF YOU HAVE USED YOUR BEST EFFORTS TO CARRY OUT THE CITY'S M/WBE POLICY BY SEEKING SUBCONTRACTS AND SUPPLY AGREEMENTS WITH MINORITY AND WOMEN BUSINESS ENTERPRISES, YET FAILED TO MEET THE STATED PERCENTAGE GOAL OF THIS BID DOCUMENT, LIST BELOW YOUR GOOD FAITH EFFORTS FOR COMPLIANCE (DEFINITION OF REQUIREMENTS CAN BE OBTAINED THROUGH OFFICE OF BUSINESS OPPORTUNITY AT (713) 837-9000).

THE UNDERSIGNED WILL ENTER INTO A FORMAL AGREEMENT WITH THE MINORITY AND/OR WOMEN SUBCONTRACTORS AND SUPPLIERS LISTED IN THIS SCHEDULE CONDITIONED UPON AWARD OF A CONTRACT FROM THE CITY.

NOTE:
ALL FIRMS LISTED ABOVE MUST BE CERTIFIED (OR ELIGIBLE FOR CERTIFICATION) BY THE OFFICE OF BUSINESS OPPORTUNITY. THIS SCHEDULE OF M/WBE PARTICIPATION SHOULD BE RETURNED, IN DUPLICATE, WITH THE BID FORM.

EXHIBIT II – ATTACHMENT “B”: M/WBE LETTER OF INTENT

THIS AGREEMENT IS SUBJECT TO BINDING ARBITRATION ACCORDING TO THE TEXAS GENERAL ARBITRATION ACT.

TO: **City of Houston**
City Purchasing Agent

MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) AND SUPPLIER

LETTER OF INTENT

Contract Bid Number: S46-L24597

Bid Title: Janitorial Cleaning and Associated Services for Houston Airport System

Bid Amount: \$10,000,000.00

M/WBE Participation Amount: \$ 2,000,000.00 **M/WBE GOAL** 20%

1. Jackson Smart Janitorial Services agrees to perform work/supply goods and/or **(Name of Minority/Women Business Enterprise)** Services in connection with the above-named contract and Alexander’s Janitorial Services, LLC as: **Name of Prime Contractor**
 - (a) _____ An Individual
 - (b) _____ A Partnership
 - (c) X _____ A Corporation
 - (d) _____ A Joint Venture

2. Jackson Smart Janitorial Services status is confirmed by M/WBE Directory made **(Name of Minority/Women Business Enterprise)** available through the City of Houston Office of Business Opportunity. Certificate No.: XXXX.

3. Alexander’s Janitorial Services, LLC and Jackson Smart Janitorial Services **(Name of Prime Contractor)** **(Minority/Women Business Enterprise)** intend to work on the above-named contract in accordance with the M/WBE Participation Section of the City of Houston Contract Bid Provision.

The Terms & Conditions of Attachment “C” attached hereto are incorporated into this Letter of Intent for all purposes.

(Signed -- Prime Contractor)

(Signed -- Minority/Women Business Enterprise)

(Title)

(Title)

(Date)

(Date)

Section 11: Expertise/Experience/Reliability Statements

Alexander's Janitorial Services, LLC ("AJS") has been providing services to major cities throughout Texas since 1990. AJS clients include large cities with over 1,000,000 square feet of space and smaller cities with only 50,000 square feet. AJS has a staff of over 120 cleaning personnel and 18 managers.

Alexander's Janitorial Services, LLC is a full service janitorial office building maintenance company located in Houston Texas – Harris County. We are ready to serve you and your facility with the best commercial cleaning service available at the lowest prices.

Alexander's Janitorial Services, LLC is owned and operated by Eric Alexander along with operational oversight and management by Conley Jackson. Teaming together to work in the commercial janitorial service field, our firm utilize and demonstrate professional knowledge, talent, and expertise in the janitorial service and office building cleaning maintenance industry.

SECTION 12: Certification/License (if applicable) Resumes of
Key Personnel

AJS' key personnel include the following:

- Eric Alexander, President
- Alex James, Vice President

All of AJS' managers are trained and are available 24-7 through AJS' hot line.

SECTION 13: Financial Statement

Submit your company's audited annual financial statements, in accordance with and as defined in the Financial Accounting Standards Board (FASB) regulation(s) for the past two years. In addition, include your and Dunn & Bradstreet Report or Federal Tax Forms Filed to the Internal Revenue Service (IRS) for the past two years.

For the financial analysis – your response must include the following:

- Balance Sheet Statement
- Income Statement
- Cash Flow Statement

Alexander's Janitorial Services, LLC
Balance Sheet
December 31, 2011

ASSETS		LIABILITIES	
Current Assets		Current Liabilities	
Cash	\$ 2,100	Notes Payable	\$ 5,000
Petty Cash	100	Accounts Payable	35,900
Temporary Investments	10,000	Wages Payable	8,500
Accounts Receivable - net	40,500	Interest Payable	2,900
Inventory	31,000	Taxes Payable	6,100
Supplies	3,800	Warranty Liability	1,100
Prepaid Insurance	<u>1,500</u>	Unearned Revenues	<u>1,500</u>
Total Current Assets	<u>89,000</u>	Total Current Liabilities	<u>61,000</u>
Investments	<u>36,000</u>	Long-term Liabilities	
		Notes Payable	20,000
Property, Plant & Equipment		Bonds Payable	<u>400,000</u>
Land	5,500	Total Long-term Liabilities	<u>420,000</u>
Land Improvements	6,500		
Buildings	180,000	Total Liabilities	<u>481,000</u>
Equipment	201,000		
Less: Accum Depreciation	<u>(56,000)</u>		
Prop, Plant & Equip - net	<u>337,000</u>		
Intangible Assets		STOCKHOLDERS' EQUITY	
Goodwill	105,000	Common Stock	110,000
Trade Names	<u>200,000</u>	Retained Earnings	229,000
Total Intangible Assets	<u>305,000</u>	Less: Treasury Stock	<u>(50,000)</u>
		Total Stockholders' Equity	<u>289,000</u>
Other Assets	<u>3,000</u>		
Total Assets	\$770,000	Total Liab. & Stockholders' Equity	\$770,000

SAMPLE

**Alexander Janitorial Services, LLC
Income Statement
For the month ended Dec31, 2011**

Sales		\$400,000.00
Less		
Expenses		
	Wages Expense	\$50,000.00
	Supplies Expense	\$4,000.00
	Rent Expense	\$10,000.00
	Miscellaneous Expense	\$3,000.00
	Electricity Expense	\$6,500.00
	Telephone Expense	\$750.00
	Depreciation Expense	\$2,500.00
	Interest Expense	\$2,000.00
	Total Expenses	-\$78,750.00
Net Income		\$321,250.00

SAMPLE

**Cash flow statement for Alexander Janitorial Services, LLC for the year
ended 31st of December 2011**

CASH FLOW FROM OPERATING ACTIVITIES	
Cash receipts from customers	\$ 83,000.00
Cash paid to suppliers and employees	\$ <u>(56,000.00)</u>
Cash generated from operation	\$ 27,000.00
CASH FLOW FROM INVESTING ACTIVITIES	
Additions to equipments	\$ (2,500.00)
Replacement of Equipment	\$ (7,000.00)
Proceeds from sale of equipment	\$ <u>1,000.00</u>
Net cash flow from investing activities	\$ (8,500.00)
CASH FLOW FROM FINANCING ACTIVITIES	
Proceeds from capital contributed	\$ 150.00
Proceeds from loan	\$ 10,000.00
Payment of loan	\$ <u>(1,500.00)</u>
Net cash flow from financing activities	\$ 8,650.00
NET INCREASE/DECREASE IN CASH	
Cash at the beginning of the period	\$ 4,000.00
Cash at the end of the period	\$ <u>31,150.00</u>

SAMPLE

SECTION 14: Labor Relations Plan

Attached checklist is required to be completed and signed by vendor.

LABOR RELATIONS PLAN FORM

This form must be completed, signed and included in the bid package. Failure to do so can result in the bid being considered incomplete and as a result, rejected.

Business Name: _____

Address: _____

City, State and Zip: _____

1. Does your business have an existing collective bargaining agreement with a union that would be applicable to employees who would be working on the City's facilities should a contract be awarded?

YES Please attach a complete copy of the agreement(s) and skip to item No. 3.

NO Please respond to item No. 2.

2. Please describe in detail how your business will maintain labor peace. **Attach additional sheets or copies of existing policies or procedures if necessary.**

A. What would your business' response be to any union organizing drive?

B. Describe what policies or procedures your business would utilize in order to enable employees to address any complaint they may have with management regarding wages, hours or other terms and conditions of employment.

3. Has your business ever had an unfair labor practice charge filed against it with the National Labor Relations Board (NLRB) in the past ten years?

YES Please attach a complete copy of each charge and a detailed description of its resolution.

NO

Name of Person
Completing Form:

Sign (SAMPLE)

Signature

Title

Date