



Request for Proposal Janitorial Paper, Chemicals & Supplies

1. RFP No. 2019-001	2. Award/Effective Date July 16, 2019	3. Solicitation Issue Date May 29, 2019	
4. Issued by Robert R. Hernandez, Jr.	5. Telephone 210-736-6670	6. Email Robert.Hernandez@TRDI.org	
7. Offer Due Date June 18, 2019	8. Local Time 12:00 PM CST		9. Offer Must be Valid For 120 Days
10. Contractor Name: Attention: Address: City/St/Zip: Email: Phone: Mobile:		11. Submit electronically or via Mail To: Ruben Elizondo Training, Rehabilitation & Development Institute, Inc. Address: 425 Soledad St., Suite 800 City/St/Zip: San Antonio, TX 78205 Ruben.Elizondo@TRDI.org	
12. Prime Contract #			
13. Cage Code	14. NAICS	15. Business Type: Choose an item.	
16. Accounting Data SEE SCHEDULE		17. Total Amount (if applicable)	
18a. Signature of Authorized Offer/Contractor		19a. Training, Rehabilitation & Development Institute, Inc. (Authorized Signature)	
18b. Name and Title of Signer	18c. Date Signed	19b. Name & Title of Signer	19c. Date Signed



Request for Proposal Janitorial Paper, Chemicals & Supplies

Training, Rehabilitation & Development Institute, Inc. (TRDI) is seeking out qualified firms to provide Janitorial and Custodial Materials and Supplies.

Dates and Times: All due dates and times are listed in the Event Calendar listed below. Please review carefully as any questions and bids received after the due dates will not be accepted.

Pre-proposal Conference: A voluntary pre-proposal conference will be held VIA WebEx to cover the RFP requirements and answer general questions. R.S.V.P. to Ruben Elizondo at: ruben.elizondo@trdi.org.

Evaluation Committee Voting Members:

Deyanira Serna – Vice President
Robert Hernandez – Director of Finance
William Perry – Director of Operations
Ruben Elizondo – Accounts Payable Clerk

Respondents must submit all questions concerning this RFP to ruben.elizondo@trdi.org. Submit all question via email.

The cover page must be filled out by qualified firms and returned with the proposal. In compliance with this Request for Proposal and to all the terms and conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and/or items in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

The proposal is due electronically and four written hard copies should be sent to TRDI, 425 Soledad, Suite 800, San Antonio, TX 78205 to arrive on the scheduled due date and time.

Event Calendar

Event:	Date:	Time:
Issue Date:	May 29, 2019	8:00 A.M. CST
RSVP for Pre-Proposal Conf.	June 3, 2019	3:00 P.M. CST
Pre-Proposal Conf.	June 5, 2019	10:00 A.M.CST
Final Questions Due:	June 11, 2019	3:00 P.M. CST
Proposals Due:	June 18, 2019	3:00 P.M. CST
Award Date:	July 16, 2019	3:00 P.M. CST
Project Start Date:	September 2, 2019	5:00 P.M. CST



1 Purpose:

Training, Rehabilitation & Development Institute, Inc. (TRDI) is seeking from qualified suppliers to provide Materials & Supplies to the various Janitorial/Custodial contracts. TRDI is seeking to establish a contract for materials and supplies.

2 Background:

TRDI is a 501 (c) 3 Texas nonprofit corporation providing employment opportunities to individuals with significant disabilities in Texas, New Mexico, Georgia, Kansas, Kentucky, Florida, Mississippi, and Utah. TRDI is a service contractor providing services to Federal, State, and Local governments. TRDI is currently spending about \$575,000.00 in products annually.

3 Scope of Work

3.1 Janitorial/Custodial Materials & Supplies

- a. Provide Janitorial/Custodial Materials and Supplies of like or similar nature to the items listed on the attached Schedule A. Any alternate must meet or exceed the specifications of the products listed in Schedule A. TRDI will be the sole determiner of whether any products proposed are equal in construction quality and aesthetic. TRDI shall have the rights to accept or decline alternates in any order or combination. All substitutes must be clearly identified as such within submission documents including at a minimum of the follow for thorough evaluation:
 - Manufacturers specifications
 - Applicable product brochures
 - Model number
 - Warranties
 - Safety Data Sheets (SDS)
 - Dilution Ratio
- b. The supply line should carry major brands such as Spartan, Johnson, and Betco.
- c. Provide any special containers and/or dispensers for chemicals. Fill systems will be capable of providing correctly diluted basic cleaning products such as all-purpose cleaner, disinfectant, glass cleaner, etc. Calibration of the dispensing equipment must be performed on a quarterly schedule.
- d. Provide all labels for chemical bottles and Safety Data Sheets for all products.
- e. Provide competitive pricing for materials and supplies good for one year.
- f. Supplies should conform to the new Green Standards to the extent available being green/environmentally friendly indicating Green Seal, Eco Logo, or DFE Certified. (see Schedule C for more details).
- g. Indicate which site(s) you are capable of servicing from the list of addresses provided in Schedule B.
- h. Provide an online website for each project manager (PM) to order pre-approved Materials and Supplies. PM purchase requests must be forwarded to TRDI's procurement officer for review and approval by issuance of a purchase order. Invoices without an authorized purchase order number will not be processed for payment.
- i. Electronic invoicing capability including purchase history reports by job site, product, or category for the last 3 years.



- j. Provide training program on the proper use of the various chemicals purchased as requested by TRDI.
- k. Provide training program on the proper use of any cleaning equipment purchased as requested by TRDI.
- l. Provide list of equipment and maintenance programs for equipment offered if available.
- m. Provide vendor managed inventory program offered if available.
- n. All material supplied under this bid shall be new and of first quality.
- o. Vendor(s) shall provide samples of the proposed product(s) upon request from TRDI or their designee.

4 Technical Proposal Format

4.1 Agents and Address

- a. List the address, email address, telephone and fax numbers of the office from which the services are to be provided. Designate the person to serve as point of contact and list the name or names of the persons in your firm authorized to negotiate the proposed contract associated with this RFP.

4.2 Methods and Procedures

- a. Describe the approach, means, methods and procedures to be employed to implement the purchasing process.
- b. Include an estimated turnaround time from the initial order to the final delivery.

4.3 Schedule

- a. Provide a timeline indicating tasks required and the start/completion dates for each milestone. (example: Time to set up each project ordering platform. Time to set up each projects pre-approved order list with the competitive pricing included)

4.4 Past Performance/Project Experience

- a. All proposals should include three (3) existing customers that you are providing these materials and service. Include customer name, point of contact (POC), POC addresses, POC telephone number, and POC email.

5 Cost Proposal

A cost proposal shall be submitted with the competitive pricing on the materials purchased. Provide the data on the Excel spreadsheet provided (see Schedule A). Pricing must be effective for one year.

6 Award Criteria

Proposals will be evaluated utilizing the following criteria to meet the performance of the services requested.

- a. Proposal completeness and compliance with specific requirements outlined in the RFP.
- b. Demonstrating an understanding of the scope of services and conveying that in the technical proposal.
- c. Competitive Cost Proposal.
- d. Discounts for prompt payment.
- e. Past performance.
- f. Schedule and time frame for setup, training and to begin ordering supplies.
- g. Provide proof of insurance.



- h. Willingness to sign non-disclosure agreement.
- i. NOTE: Preference is given to small, disadvantaged, veteran owned, disabled veteran owned, woman owned, Hub Zone, or 8(a) businesses.

More than one vendor may be awarded this contract depending on the vendors ability to service a specific location in a timely manner.

7 Submission

Proposals must be submitted on the date listed on the Event Calendar. The final selection will be made and all firms submitting proposals will be notified immediately as to the selection results. No proposal will be considered that is not received at or prior to the above time and date.

8 Additional Questions

Questions regarding this proposal will be accepted via email through date listed in the Event Calendar at Ruben.Elizondo@trdi.org

Attachments:

TRDI Schedule A – Purchase Summary

TRDI Schedule B – Delivery Addresses

TRDI Schedule C – GSA Green Purchasing Program

TRDI Schedule A

PROD GROUP	PROD LINE	ITEM	Quantity Purchased	Units	Proposed Pricing	Is the offered product Green?
Chemical	DISPENSING SYSTEM/C.O.G.	SP-4716 - #1 COG NABC CONCENTRATE 4/2LTR	94 CS			
Chemical	FLOOR FINISHES	SP-4055-5 - iSHINE FLOOR FINISH 5GL/PL	216 PL			
Chemical	FLOOR STRIPPER	SP-0084 - SHINELINE EMULSIFIER PLUS 4GL/CS	60 CS			
Chemical	DISINFECTANT/SANITIZER/LIQUID	SP-1021 - TB-CIDE QUAT DISINFECTANT CLEANER 32OZ. SPRAY 12/CS	1062 CS			
Chemical	DISPENSING SYSTEM/C.O.G.	SP-4736 - #8 COG DAMP MOP DETERGENT 4/2LTR	82 CS			
Chemical	DISPENSING SYSTEM/C.O.G.	SP-4835 - #18 COG BIORENEWABLES GLASS CLEANER 4/2LTR	45 CS			
Chemical	CARPET SHAMPOO & CLEANERS	SP-3096-4 - CONTEMPO XTRACTION II CARPET CLEANER 4GL/CS	32 GL			
Chemical	CARPET SHAMPOO & CLEANERS	SP-3035 SSE CARPET PRESPRAY AND SPOTTER 32OZ. SPRAY 12/CS	50 CS			
Chemical	DISPENSING SYSTEM/C.O.G.	SP-3515 - #105 GREEN SOLUTIONS INDUSTRIAL CLEANER 4/2LTR	209 CS			
Chemical	DISPENSING SYSTEM/C.O.G.	SP-4820 - #15 COG CLEAN BY PEROXY ALL PURPOSE CLEANER 4/2LTR	6 CS			
Chemical	CARPET SHAMPOO & CLEANERS	SP-3514 - #104 GREEN SOLUTIONS CARPET CLEANER 4/2LTR	47 CS			
Chemical	DISPENSING SYSTEM/C.O.G.	SP-4803 - #24 XCELENTE MULTI-PURPOSE CLEANER 4/2LTR	4 CS			
Liners	LINERS/ ECOMAX	RV-PC10XHN REVOLUTION BAG ECOMAX LINER - 23X31 0.45 MIL, 11.4 MIC, NAT.	1214 CS			
Liners	LINERS/ ECOMAX	RV-PC58150BK REVOLUTION BAG HERCULES LINER - 38X58, 1.35 MIL, 34.3 MIC	631 CS			
Liners	LINERS/ ECOMAX	RV-PC46XHN REVOLUTION BAG ECOMAX LINER - 40X46, 0.70 MIL, 17.8 MIC, NAT.	948 CS			
Paper Products	TOWELS/ROLL/ADVANCED	SC-RB800 - ROLL TOWEL TORK ADVANCED WHITE 7.87"X800'/RL 6RL/CS	337 CS			
Paper Products	TOWELS/ROLL/UNIVERSAL	SC-RK800E - ROLL TOWEL TORK UNIVERSAL NATURAL 7.87"X800'/RL 6RL/CS	2394 CS			
Paper Products	TOILET TISSUE/JUMBO	SC-TJ0922 - 2PLY JUMBO TOILET TISSUE TORK UNIVERSAL 1000'/RL 12RL/CS	1616 CS			
Paper Products	TOILET TISSUE/STANDARD	SC-TM1616S - 2PLY TOILET TISSUE TORK UNIVERSAL 500SHT/RL 96RL/CS	1497 CS			
Paper Products	TOWELS/MULTIFOLD	SC-MK530A - M-FOLD HAND TOWEL TORK UNIVERSAL NATURAL 4000/CS	3085 CS			
Paper Products	TOWELS/SINGLEFOLD	SC-SK1850A - S-FOLD HAND TOWEL TORK UNIVERSAL NATURAL 4000/CS	441 CS			
Janitorial Supplies	MICROFIBER TOWELS	STANDARD MICROFIBER TOWEL - 16X16, GREEN, BLUE, YELLOW, RED	370 DZ			

Schedule B
Training, Rehabilitation & Development Institute, Inc.
Delivery Addresses

- 1.- Camp Bullis-Custodial (JS 043)
Damian Delgadillo
4505 Camp Bullis Rd.
Bldg. 6209
San Antonio, TX. 78257
PO-PL

- 2.- Department of Homeland Security-Custodial (JS 048)
David Mata
451 West Nolana, Ste 7
Pharr, TX 78577
PO-PL

- 3.- Holloman AFB-Custodial (JS 064)
Eileen Flint
1219 Forty Niner Ave.
Bldg. 838
Holloman AFB, NM 88330
PO-PL

- 4.- El Paso-GSA-Custodial (JS 065)
Jason Perry
11450 Rojas Dr., Ste. D12
El Paso, TX. 79936
PO-PL

- 5.- CC NAS/Kingsville-Custodial (JS 129)
Glenn Hesseltine
1466 Old Patrol Rd.
Behind DRMO 1748
Corpus Christi, TX. 78419
PO-PL

- 6.- Columbus AFB-Custodial (JS 156)
108 Simler Boulevard
Columbus AFB, MS 39710
PO-PL

Schedule C

C.1.0.13 GSA Green Purchasing Program (GPP)

The GPP which includes the Green Purchasing Plan specifies requirements to promote the purchase of environmentally sustainable products and services

C.3 Green Cleaning

The Contractor is required to conduct custodial and related services in a manner as to utilize industry best practices and guiding principles to minimize the Government's Environmental Footprint. This requires annual reporting of non-bio-based, bio-based, sustainable, and green products and materials.

The policy of GSA is to bring most, but not all, of its owned buildings into conformity with the most current and Government-accepted version of LEED for Existing Buildings (LEED-EB) current rating system by the U.S. Green Building Council (www.usgbc.org). Only in those instances where GSA is pursuing LEED-EB certification will additional LEED-EB scope requirements be added to this specification as specified in Section H.8 'LEED-EB.'

C.4. GREEN PURCHASING PLAN

C.4.0 Sustainable Products The Contractor shall use green cleaning products, processes and equipment, and shall demonstrate such [20] capability by submitting a green cleaning plan, in accordance with Section C.18 'Contractor Submittals/Deliverables Chart', to the CO or their designee that describes methods, materials, and equipment used under the contract. Green cleaning is a planned and organized approach to cleaning that is designed to protect the occupants and workers' health and reduce the impact on human health and the environment.

The Contractor shall use safe and environmentally friendly products as referenced throughout this specification. Green cleaning products and processes include, but are not limited to bio-based products, products containing recycled content, environmentally preferable products and services, and otherwise environmentally friendly products and services that minimize the use of energy, water, and other resources. Chemical concentrates that require dilutions are preferable compared to ready-to-use products and should be used whenever possible. Dilution control equipment should be employed to ensure correct dilutions of concentrates and to protect workers from exposure to concentrated chemicals. Green cleaning products and processes shall be compliant with the Guiding Principles for Sustainable Existing Buildings.

For categories of items that are EPA-designated (e.g. Comprehensive Procurement Guidelines [CPG]) and USDA designated in the BioPreferred Program (visit <http://www.biopreferred.gov/>), and all other factors (such as price, performance, and availability) being equal, the Contractor shall selected the CPG item. For other purchases, unless the Contractor receives an exemption from the Contracting Officer, the Contractor shall select USDA designated products over products with other sustainable attributes. Products designated under Federal sustainable product programs – USDA BioPreferred, EPA CPG, EPA Design for the Environment, and Department of Energy's EnergyStar and FEMP - can be found on www.sftool.gov. Sustainable products designated under third-party programs include but are not limited to Green Seal, EcoLogo, and Environmental Choice. Examples of green cleaning products that are available with environmental designations are found in Section J, Exhibit 9. This list is not all inclusive. For those categories of product not recognized by one of the aforementioned standard's,

preference shall be given to products meeting the California Code of Regulations maximum allowable Volatile Organic Compounds (VOC) levels for the appropriate cleaning product category(California Air Resource Board/California Code of Regulations (CCR), Title 17 CCR Section 94509 – (Topic cited; Standards for consumer products at www.calregs.com).

The Contractor shall also follow all applicable standard industry practices including, but not limited to those published by the National Institute of Building Sciences (NIBS), American Society of Testing Materials (ASTM), Carpet and Rug Institute (CRI), and applicable standards of the Environmental Protection Agency (EPA).

C.4.1 Exemptions

If cleaning products that meet the criteria above are (1) not reasonably available within a reasonable period of time; (2) fail to meet the performance standards set forth in the specification or fail to meet the reasonable performance standards of GSA; or (3) are available only at an unreasonable price, only then can the custodial Contractor use other types of products. In these cases the Contractor shall continue to use, to the extent possible, the safest and most environmentally friendly products. Exemptions can be granted to the Contractor only by the CO or their designee.

C.4.2 Proof of Compliance

The Contractor must, at all times during the performance of this contract, maintain a cut sheet or other documentation of compliance with product purchasing activities as stated within this specification to include Section J, Exhibits 6,7, and 9. The Contractor shall provide copies of such documentation to the CO or their designee upon request.

C.11.2 Green Purchase Reports

The Contractor shall submit information on green purchasing practices specific to the performance of this contract. Records showing the monthly cost of green cleaning products and materials purchased shall be provided by the contractors to facilitate reporting in compliance with the Resource Conservation and Recovery Act (RCRA), USDA, and EO 13514. Reportable information, guidance and formats are provided in Section J, Exhibits 6 and 7 for the following:

-Bio-based: The Contractor shall provide a list of USDA-designated bio-based products purchased October 1-September 30, during the previous fiscal year. Information will include the types and dollars spent on these products. The Contractor shall submit the report in accordance with Federal Acquisition Regulation (FAR) Clause 52.223-2 no later than October 31 of each year during contract performance and at the end of contract performance. The reports shall be submitted to the <https://www.sam.gov/>.

-Non bio-based: The Contractor shall submit a report of all non-bio-based products to include: Green Seal, DfE, CPG, and Environmental Choice (low VOC, Non-Ozone Depleting), as well as non-green (Hazardous/Toxic) products to the CO or their designee no later than October 31 of each year during contract performance and at the end of contract performance. Report shall include the cost of cleaning products and materials purchased under this contract. The reports shall be submitted to the CO or designee.

For additional information on the Green Purchasing Plan, refer to the GSA publication listed below:

https://www.gsa.gov/cdnstatic/GSA_Green_Purchasing_Plan_-_FY13_Update_-_508_compliant.pdf