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REQUEST FOR PROPOSAL

RFP# 26/27-001

Hill College – Janitorial Services

Property Location: 112 Lamar Drive, Hillsboro, Texas 76645

Issued: August 6, 2026

Deadline for Questions: Monday, August 24, 2026, 2:00 PM CT

Due: Friday, September 4, 2026, 2:00 PM CT

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Representative's Name: _____

Phone #: _____ Fax #: _____

E-Mail: _____

Non-Collusion Statement:

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this offer as to prices, terms or conditions of this said contract have not been communicated by the undersigned nor by any employee or agent to any other persons engaged in this type of business prior to the official opening of this proposal."

Notice of No Submission:

Our company does not wish to submit a bid for the requested products/services at this time.

Having carefully examined the specifications and conditions prepared by Administrative Services, Hill College and agreeing to conform to conditions set out in the contract, we, the undersigned, propose to furnish all supplies as awarded.

Signature of Company Official: _____

Printed Name of Company Official: _____

Official Position: _____

KEY DATES SCHEDULE

PROJECT NAME:	<u>Hill College – Janitorial Services</u>
SCOPE OF WORK:	Hill College is seeking qualified janitorial service providers to maintain clean, safe, and sanitary facilities that support the College's mission and reflect its commitment to excellence. Services are required for the Hillsboro Campus, Johnson County Campus, and the Technical Center to ensure a professional environment for students, staff, and visitors.
ISSUANCE OF RFP:	August 6, 2026
DEADLINE FOR QUESTIONS:	Monday, August 24, 2026 at 2:00 PM
SUBMITTAL DEADLINE:	Friday, September 4, 2026 at 2:00 PM
DELIVERY LOCATION:	Hill College Administrative Services Attn: Katrina Mangum 112 Lamar Drive Hillsboro, Texas 76645 Or online through email: kmangum@hillcollege.edu
BOARD OF TRUSTEES AWARD:	A final determination is anticipated to be made by the Hill College Board of Regents on September 15, 2026. Hill College reserves the right to reject any and all proposals, waive informalities, and accept the proposal determined to be in the best interest of the College.
TERM OF SERVICE/PROJECT:	Initial contract term is anticipated to begin October 1, 2026 for a period of 3 years as defined in the Janitorial Services agreement.

NOTICE: ALL QUESTIONS RELATED TO THIS RFP ARE TO BE DIRECTED TO KATRINA MANGUM VIA E-MAIL TO kmangum@hillcollege.edu.

NO PHONE CALLS WILL BE ACCEPTED.

REQUEST FOR PROPOSAL

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SECTION 1

INTRODUCTION

1.1 Description of Hill College

Hill College ("HC") is a public community college district established in 1923 and formerly known as Hillsboro Junior College. In 1985, the institution adopted the name Hill College. Today, Hill College operates multiple locations serving students throughout North Central Texas including the Hillsboro Campus, the Johnson County Campus, the Cleburne Technical Center, and the Burleson Higher Education Center.

Hill College offers workforce training, technical programs, intercollegiate athletic programs, and academic pathways designed to prepare students for employment or transfer to four-year institutions. The College is committed to supporting student success through accessible, high-quality educational opportunities, athletic excellence, and community engagement.

The Hillsboro Campus, Johnson County Campus, and Technical Center are included in the Request for Proposal (RFP) for Janitorial Services. The Technical Center houses technical and vocational programs, including HVAC, Industrial Maintenance and Welding.

Additional information about Hill College may be found at: <https://www.hillcollege.edu/>

- 1.2 **Procurement Method.** Hill College will use the **Request for Proposals (RFP)** method to procure in accordance with **Texas Education Code §51.003** and applicable public procurement best practices for higher education institutions. Proposals will be evaluated on a competitive, best-value basis considering pricing, services, compliance, and overall benefit to the College.

1.3 Objective of this Request for Proposal

The objective of this RFP is to identify and contract with a qualified and experienced janitorial services provider capable of delivering comprehensive cleaning services for designated Hill College facilities. Hill College seeks a service partner that will maintain clean, safe, sanitary, and welcoming environments that support the College's mission and reflect its commitment to excellence. Services shall support academic instruction, workforce training, student services, athletic programs, special events, and overall appearance and functionality of the Hillsboro Campus, Johnson County Campus and Technical Center.

1.4 Public Information

Hill College strictly adheres to all applicable statutes, court decisions, and Attorney General opinions, and requirements regarding disclosure of public information. In accordance with the **Texas Public Information Act** (Texas Government Code, Chapter 552), all materials submitted in response to this RFP may be subject to public disclosure.

Proposers are advised that the College cannot guarantee the confidentiality of any information submitted in response to this solicitation. Any information claimed to be proprietary or confidential should be clearly identified by the Proposer; however, the College shall not be responsible for determining whether such information is exempt from disclosure under applicable law.

Hill College will make reasonable efforts to protect proprietary or confidential information submitted by Proposers prior to execution of a final agreement. Upon execution of the agreement, proposal materials will generally be considered public information unless an

exception to disclosure applies.

If Hill College receives a public information request for proposal materials, the affected Proposer may be notified and be afforded an opportunity to submit arguments to the Office of the Texas Attorney General regarding the release of requested information.

1.5 Contract and Service Agreement

The Contractor selected through this Request for Proposal (RFP) will be required to enter into a Janitorial Services Agreement with Hill College. The Agreement will establish terms, conditions, responsibilities, performance standards, pricing, insurance requirements, and other obligations necessary to provide janitorial services to the College.

The agreement shall incorporate and be governed by the following documents:

- This Request for Proposal (RFP), Including all exhibits and attachments;
- Any addenda issued by Hill College
- Any negotiated modifications mutually agreed upon by the parties;
- The Contractor's proposal response, including pricing, staffing, and service commitments;
- The final executed Agreement; and
- All applicable federal, state, and local laws, regulations, and ordinances.

The awarded Contractor shall provide all labor, supervision, equipment, cleaning supplies, materials, transportation, and other resources necessary to perform the services described in this RFP.

The initial contract term shall be three (3) years, commencing October 1, 2026, and ending September 30, 2029, unless earlier terminated in accordance with terms of the Agreement.

Hill College reserves the right to negotiate final contract terms, request clarifications, and make adjustments necessary to serve the best interests of the College. No contractual relationship shall exist until a written agreement is approved and executed by authorized representatives of both parties.

The Contractor shall perform all services in a manner that supports the College's educational mission and reflects its commitment to providing clean, safe, sanitary, and welcoming facilities for students, faculty, staff, student-athletes, and visitors.

1.6 Clarifications and Interpretations

Proposers are responsible for reviewing all RFP documents and familiarizing themselves with the requirements of this solicitation. Requests for clarification must be submitted in writing to the designated Hill College contact by the deadline stated in the Schedule of Events.

Only written responses issued by Hill College through formal Addenda shall be binding. All Addenda issued prior to the proposal submission deadline are incorporated into this RFP.

Oral statements, explanations, interpretations, or instructions provided by Hill College employees, representatives, consultants, or agents shall not be binding upon Hill College.

and shall not be relied upon by Proposers.

1.7 Proposal Evaluation Process

The College will evaluate all responsive proposals using a best-value evaluation process consistent with applicable Texas law and College policy. The objective of the evaluation is to select the proposal that provides the best overall value to the College, considering pricing, service capabilities, qualifications, experience, compliance, and operational reliability.

1.7.1 Evaluation Committee

Proposals will be evaluated by a committee composed of Hill College personnel responsible for facilities management, operations, procurement, administrative services, and other departments as deemed appropriate. Hill College may utilize additional internal or external subject matter experts to assist in the evaluation process.

1.7.2 Initial Review of Responsiveness

Proposals will be reviewed for responsiveness to RFP requirements. Non-responsive proposals may be rejected without further evaluation. Responsiveness includes, but is not limited to:

- 1.7.2.1 Timely submission
- 1.7.2.2 Completion of required forms and certifications
- 1.7.2.3 Submission of Pricing Proposal (Exhibit F)
- 1.7.2.4 Submission of required references
- 1.7.2.5 Acknowledgement of all addenda
- 1.7.2.6 Attendance at the mandatory site visit (if required)
- 1.7.2.7 Compliance with the minimum qualifications and requirements of this RFP

1.7.3 Evaluation Criteria

Hill College will evaluate responsive proposals and determine the proposal that provides the best value to the College. Evaluation may include, but is not limited to, the following factors:

- 1.7.3.1 Cost and overall value
- 1.7.3.2 Ability to meet the requirements of the RFP
- 1.7.3.3 Staffing and supervision plan
- 1.7.3.4 Experience and qualifications
- 1.7.3.5 References and past performance
- 1.7.3.6 Safety program and training
- 1.7.3.7 Quality assurance program
- 1.7.3.8 Responsiveness to the RFP requirements

The College reserves the right to consider any other factor deemed to be in the best interest of the College

1.7.4 Clarifications and Presentations

Hill College reserves the right to request clarifications, conduct interviews, request presentations, perform reference checks, or request Best and Final Offers (BAFOs) from one or more proposers as part of the evaluation process. Such actions shall be conducted at the sole discretion of the College and shall not create any obligation on the part of the College to award a contract.

1.7.5 Ranking and Recommendation

Following evaluation, proposals may be ranked by the evaluation committee. The committee will make recommendations for award based on proposals determined to be in the best interest of the College.

Any recommendation for award shall be subject to approval by the Hill College Board of Regents.

1.7.6 Board Approval

Any recommendation for award resulting from this RFP is subject to final approval by the Hill College Board of Regents. The evaluation committee's recommendation does not constitute a contract award. Hill College reserves the right to reject any or all proposals, cancel this solicitation, or take no action following receipt of proposals if such action is determined to be in the best interest of the college.

1.8 Hill College's Reservation of Rights

HC reserves the right, in its sole discretion and to the extent permitted by law, to:

- Reject any or all proposals received
- Waive minor irregularities, informalities, or technical defects in proposals
- Request clarification, additional information, or documentation from any Proposer
- Request Best and Final Offers (BAFOs)
- Conduct discussions, interviews, site visits, reference checks, or negotiations with one or more Proposers;
- Cancel, withdraw, or reissue this RFP, in whole or in part, at any time;
- Award a contract to the Proposer determined to provide the best value to the College; and
- Make no award if it is determined to be in the best interest of Hill College.

No action by HC shall constitute an obligation to award a contract, and no Proposer shall have any claim against HC based solely on the issuance of the RFP or the evaluation, ranking, or rejection of any proposal.

1.9 Eligible Respondents

Responses will be accepted from firms, corporations, partnerships, sole proprietorships, or other legal entities that are properly licensed, authorized, and qualified to provide commercial janitorial services in the State of Texas. Respondents should demonstrate experience providing similar services to educational institutions, governmental entities, or commercial facilities of comparable size and complexity.

1.10 Proposal Validity Period

Proposals submitted in response to this RFP shall remain valid and irrevocable for a period of one hundred twenty (120) days following the proposal due date. Hill College reserves the right to request an extension of the proposal validity period if necessary to complete the evaluation and award process.

1.11 Equal Opportunity Employer

HC is an equal opportunity employer and does not discriminate in awarding contracts or employment based on race, sex, age, religion, national origin, veteran status, disability or

any other characteristic protected by law. HC requires companies with which it conducts business to be equal opportunity employers and comply with all applicable federal, state and municipal laws and regulations regarding contracting and employment practices.

1.12 House Bill 1295

The Texas Legislature adopted House Bill 1295, which was added to Section 2252.908 of the Government Code. The law states that a governmental entity agency or state agency may not enter into certain contracts with a business entity unless the business submits a disclosure of interested parties (Form 1295). This disclosure requirement applies to a contract entered into on or after January 1, 2016.

If awarded a contract, the vendor may be required to complete and submit this form. HC will be unable to execute, and services cannot be performed until the process is complete.

<https://www.ethics.state.tx.us/filinginfo/1295/>

1.13 Background Checks

Contractor employees assigned to Hill College facilities may be required to successfully complete criminal background screening prior to receiving access to College facilities. Hill College reserves the right to require removal of any Contractor employee whose presence is determined to be contrary to the safety, security, or best interests of the College.

SECTION 2

NOTICE TO PROPOSER

2.1 Schedule of Events

Hill College ("HC") anticipates the following schedule for this RFP. HC reserves the right to modify this schedule at any time by written Addendum.

Event	Date	Time
RFP Issued	August 6, 2026	
Site Visits Begin	August 17, 2026	
Site Visits End	August 21, 2026	
Deadline for Questions	August 24, 2026	2:00 PM CT
Proposal Due Date	September 4, 2026	2:00 PM CT
Board of Regents Consideration	September 15, 2026	
Anticipated Contract Start Date	October 1, 2026	

Proposers are solely responsible for monitoring this RFP for addenda and schedule changes. Only written Addenda issued by HC shall modify the Schedule of Events.

2.2 Purpose of Notice

This Notice to Proposers provides general information, instructions, and conditions applicable to this Request for Proposal (RFP). Proposers are responsible for fully understanding and complying with all requirements contained in this RFP.

Issuance of this RFP does not constitute an agreement or commitment by Hill College ("HC") to enter a contract, to pay any costs incurred in the preparation of a proposal, or to procure any services.

2.3 Submission of Proposals

Proposals must be submitted in accordance with the instructions, format, and deadlines specified in this RFP and the Schedule of Events. Proposals received after the stated deadline will be deemed non-responsive and will not be considered.

The Request for Proposal (RFP) including all addenda, is available on the Hill College website at: <https://www.hillcollege.edu/About/Bid-Request.html>. Proposers are responsible for monitoring the website for any updates or addenda.

Proposers are solely responsible for ensuring timely receipt of proposals by HC at the designated location.

Proposals received after the stated deadline will be deemed non-responsive, will not be accepted, and will not be considered.

2.4 Communication Restrictions

All communications regarding this RFP must be directed solely to the HC contact identified in the Schedule of Events. Except as expressly authorized, Proposers are prohibited from

making unsolicited contact with other HC employees, officers, or members of the Board of Regents regarding this procurement.

Failure to comply with this provision may result in disqualification.

2.5 Addenda

HC reserves the right to revise, amend, or supplement this RFP through the issuance of written Addenda. Addenda will be issued by HC and made available in the manner specified in this RFP.

Only written Addenda issued by HC shall be binding. Proposers are responsible for monitoring, acknowledging, and incorporating all issued Addenda into their proposals.

2.6 Proposal Preparation and Responsiveness

Proposals shall be prepared in a clear, concise manner and shall address all requirements of this RFP. Proposers are encouraged to limit responses to information relevant to demonstrating their qualifications and ability to provide the proposed Janitorial Services.

HC reserves the right to reject proposals that contain excessive, irrelevant, or unrequested material.

2.7 Errors, Omissions, and Clarifications

Proposers are responsible for the accuracy and completeness of their proposals. HC reserves the right to request clarifications or additional information from one or more Proposers but is under no obligation to do so.

Proposers submitting ambiguous, incomplete, or inaccurate proposals do so at their own risk.

2.8 Confidentiality and Public Information

Proposers are advised that proposals are subject to the Texas Public Information Act, as described in Section 1 of this RFP. HC will handle proposal materials in accordance with applicable law.

2.9 Acceptance of RFP Conditions

Submission of a proposal constitutes the Proposer's acknowledgment that it has read, understands, and agrees to be bound by the terms, conditions, and requirements set forth in this RFP.

SECTION 3

SUBMISSION OF PROPOSAL

3.1 Number of Copies

Proposer shall submit **one (1) complete proposal** with original signatures by an authorized officer of Proposer.

3.2 Submission

Proposals must be received by HC on or before the **Submittal Deadline** identified in the Schedule of Events.

Physical delivery or Common Carrier (FedEx, UPS, Etc.):

Hill College

Attn: **Katrina Mangum, Director of Procurement**

112 Lamar Drive

Hillsboro, Texas 76645

Electronic Submission:

kmangum@hillcollege.edu

Proposer is responsible for ensuring timely delivery of the proposal in one or more of the submission methods identified above. Proposals received after the deadline will not be accepted.

3.3 Submittal Checklist

Proposer must complete, sign, and submit the following documents as a part of its proposal. **Failure to submit any required item may result in rejection of the proposal.**

3.3.1 Signed and Completed **Execution of Offer** (refer to Appendix One)

3.3.2 Signed and Completed **Fee/Pricing Proposal** (refer to **Exhibit F** of this RFP)

3.3.3 Responses to **Proposer's General Questionnaire** (refer to Appendix One)

3.3.4 Signed and Completed **Addenda Acknowledgment** (refer to Appendix One)

It is the Proposer's responsibility to ensure receipt of all issued addenda. Addenda, if any, can be obtained by emailing kmangum@hillcollege.edu.

3.3.5 Signed and Completed **Felony Conviction Notification Form** (refer to Appendix One)

3.3.6 Signed and Completed Disclosure of Interested Parties (Form 1295), if applicable, in accordance with the Texas Government Code §2252.908.

SECTION 4

CONTRACTUAL TERMS AND CONDITIONS

4.1 Janitorial Services Agreement

The contractual relationship between Hill College ("HC") and the selected Proposer shall be governed by a Janitorial Services Agreement approved by the Hill College Board of Regents and executed by authorized representatives of the parties.

Except as expressly stated otherwise in this RFP, the rights, duties, obligations, and terms applicable to the provision of Janitorial Services shall be set forth in the Janitorial Services Agreement. This RFP, and any addenda issued by HC, the successful Proposer's response, and any mutually agreed-upon modifications may be incorporated by reference into the final agreement.

HC reserves the right to negotiate final contract terms consistent with applicable Texas law, Board policy, and the requirements of the College. Failure to reach mutually acceptable contract terms may result in HC discontinuing negotiations and entering into discussions with the next highest-ranked Proposer or taking no action.

No contractual relationship shall exist, and no contract shall be binding upon HC, until the agreement has been approved by the Hill College Board of Regents, if required, and fully executed by authorized representatives of both parties.

The initial contract term shall be three (3) years, commencing October 1, 2026, and ending September 30, 2029, unless earlier terminated in accordance with the terms of the agreement.

4.2 Termination

Hill College reserves the right to terminate the Agreement, with or without cause, upon ninety (90) calendar days written notice to the Contractor. HC may terminate the Agreement immediately for default, non-performance, loss of required insurance, safety violations, violation of law, or other material breach of the Agreement.

4.3 Independent Contractor

The Contractor shall perform all services as an independent contractor and not as an employee, agent, partner, or joint venturer of HC.

4.4 Compliance with Laws

The Contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, safety requirements, and Hill College policies applicable to the performance of services under the agreement.

4.5 Background Checks

Contractor employees assigned to Hill College facilities may be required to successfully complete criminal background screening prior to being granted access to College facilities. HC reserves the right to require removal of any Contractor employee whose presence is determined to be contrary to the safety, security, or best interests of the College.

ii.6 Insurance Requirements

The Contractor shall maintain insurance coverage throughout the term of the Agreement in accordance with the requirements set forth in Exhibit H. Failure to maintain the required insurance coverage may constitute a material breach of the Agreement.

4.7 Assignment and Subcontracting

The Contractor shall not assign, transfer, delegate, or subcontract any portion of the Agreement without the prior written approval of Hill College. The Contractor shall remain fully responsible for the performance of all services provided under the Agreement.

4.8 Keys, Access Cards, and Security

The Contractor shall be responsible for the proper use and safeguarding of all keys, access cards, access codes, and other security devices provided by Hill College. The Contractor shall immediately report lost or stolen keys, access cards, or security devices. Costs associated with rekeying facilities or replacing security devices resulting from the Contractor's negligence may be assessed to the Contractor.

SECTION 5

SPECIFICATIONS AND SCOPE OF WORK

5.1 General Overview

Hill College ("HC") is seeking proposals from qualified firms to provide comprehensive Janitorial Services for designated College facilities located in Hillsboro and Cleburne, Texas. The selected Contractor shall provide all labor, supervision, equipment, cleaning supplies, materials, transportation, and other resources necessary to maintain College facilities in a clean, safe, sanitary, and professional condition.

The Contractor shall perform services in a manner that supports the College's educational mission and reflects its commitment to excellence for students, faculty, staff, student-athletes, and visitors.

5.2 Facilities Included

Janitorial Services shall be provided at the following facilities:

- Hillsboro Campus
- Johnson County Campus
- Technical Center
- All Athletic Facilities

Building inventories, square footage, and facility information are provided in:

- Exhibit A – Hillsboro Campus Building Inventory
- Exhibit B – Johnson County Campus and Technical Center Building Inventory

5.3 Operating Hours and Campus Closures

The College operating hours are identified in:

- **Exhibit C – Hill College Operating Hours**
- **Exhibit D – Hill College Holiday Schedule**

The Contractor shall coordinate services to minimize disruption to instructional activities, student services, administrative operations, athletic programs, and special events.

5.4 Cleaning Requirements

The Contractor shall provide routine and periodic janitorial services necessary to maintain College facilities in a clean and sanitary condition.

Minimum cleaning frequencies and service requirements are identified in:

- **Exhibit E – Cleaning Frequencies by Space type**

These requirements include, but are not limited to:

- Classrooms
- Offices
- Restrooms
- Student Common Areas
- Hallways and corridors
- Athletic facilities
- Technical and vocational instructional areas
- Floor care
- Carpet Care
- Interior / Exterior Glass Cleaning
- Periodic deep cleaning
- Concessions
- Cafeteria

5.5 Staffing Requirements

The Contractor shall provide sufficient staffing, supervision, and quality control measures necessary to perform the required services.

Janitorial Services may be performed during daytime and/or evening hours necessary to meet the cleaning requirements of the College. The Contractor shall provide adequate staffing levels at all times to ensure compliance with the cleaning standards established in this RFP. The Contractor shall develop and implement a staffing schedule that minimizes disruption to academic instruction, workforce training programs, student services, athletic activities, special events, and administrative operations.

Certain services may be required during normal operating hours to maintain cleanliness in high traffic areas, restrooms, student common areas, athletic facilities, and other designated locations. Other routine cleaning activities may be performed during evening or nighttime hours, as appropriate.

The Contractor shall submit a proposed staffing plan, supervision plan, work schedules, and quality assurance procedures as part of its proposal

5.6 Equipment and Supplies

The Contractor shall furnish all equipment, cleaning supplies, chemicals, consumables, tools, and materials necessary to perform the services required under this Agreement.

All products shall be used in accordance with manufacturer recommendations and applicable safety requirements.

Safety Data Sheets (SDS) for cleaning chemicals shall be made available to Hill College upon request.

5.7 Performance Standards

The Contractor shall maintain all facilities in a condition free from excessive dirt, dust, debris, litter, stains, offensive odors, and unsanitary conditions.

Hill College reserves the right to conduct inspections and monitor Contractor performance throughout the contract term.

Failure to maintain acceptable performance standards may result in corrective action, contract remedies, or termination in accordance with the Agreement.

5.8 Special Services

The Contractor shall provide pricing for additional services identified in Exhibit F, including but not limited to:

- Carpet cleaning
- Floor refinishing
- Window Cleaning
- Event support services
- Post construction cleaning
- Emergency response cleaning
- Deep cleaning during holiday and semester breaks

5.9 Compliance with College Policies

The Contractor shall comply with all applicable Hill College policies, safety procedures, security requirements, and facility access procedures while performing services under the Agreement.

5.10 Facility Security

The Contractor shall comply with all Hill College facility access procedures and security requirements. Contractor personnel shall secure all buildings, offices, classrooms, and facilities upon completion of work and immediately report any security concerns, suspicious activity, property damage or safety hazards to the designated College representative.

SECTION 6

PRICING PROPOSAL

6.1 Pricing Proposal Requirements

Proposers shall complete and submit the Pricing Proposal Form included in **Exhibit F**.

Pricing shall include all costs associated with providing the services described in this RFP, including but not limited to:

- Labor
- Supervision
- Equipment
- Cleaning supplies
- Chemicals
- Consumables
- Transportation
- Administrative Expenses
- Overhead and Profit
- Any other costs necessary to perform the required services

Pricing shall remain firm for the period specified in the Proposal Validity Period.

6.2 Required Pricing

Proposers shall provide separate pricing for:

- Hillsboro Campus
- Johnson County Campus
- Technical Center

Proposers shall also provide:

- Annual pricing
- Three-year contract pricing
- Optional service pricing as identified in Exhibit F

6.3 Pricing Evaluation

Pricing shall be evaluated as part of the College's best-value determination and will not be the sole factor considered in awarding a contract.

APPENDIX ONE

REQUIRED FORMS AND CERTIFICATIONS

SECTION 1: GENERAL INFORMATION AND INSTRUCTIONS

SECTION 2: EXECUTION OF OFFER

SECTION 3: PROPOSER'S GENERAL QUESTIONNAIRE

SECTION 4: ADDENDA ACKNOWLEDGMENT

SECTION 5: FELONY CONVICTION NOTIFICATION FORM

SECTION 6: DISCLOSURE OF INTERESTED PARTIES (HB 1295)

SECTION 7: PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL FORM

SECTION 8: PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ENERGY FORM

SECTION 9: PROHIBITION ON CONTRACTS WITH COMPANIES THAT DISCRIMINATE AGAINST FIREARMS ENTITY OR TRADE ASSOCIATION FORM

SECTION 10: PROHIBITION ON CONTRACTS WITH COMPANIES ON NATIONAL DEFENSE AND FOREIGN ADVERSARIES' LISTS FORM

Proposers shall complete, sign, and submit all forms contained in this Appendix as part of their proposal. Failure to submit required forms may result in the proposal being considered non-responsive.

GENERAL INFORMATION AND INSTRUCTIONS

1.1 Purpose

Hill College ("HC") is soliciting competitive sealed proposals from qualified firms to provide Janitorial Services for designated College facilities. This Appendix establishes the required forms, certifications, representations, and proposal documentation necessary to ensure compliance with applicable federal and state laws, regulations, and Hill College policies.

By submitting a proposal, the Proposer certifies that it:

- Has reviewed and understands the requirements of this Request for Proposal (RFP);
- Possesses the qualifications, experience, resources, and financial capacity necessary to perform the required services;
- Will comply with all applicable federal, state, and local laws, regulations, and ordinances;
- Agrees to comply with all terms, conditions, and requirements set forth in this RFP; and
- Will provide truthful, complete, and accurate information in its proposal submission.

1.2 Proposal Instructions

Proposer shall:

- Submit a complete and fully responsive proposal;
- Clearly identify any exceptions, deviations, or proposed modifications to the requirements of this RFP;
- Include all required forms, certifications, supporting documentation, and pricing information;
- Provide all information requested in sufficient detail to permit a thorough evaluation of the proposal; and
- Ensure that all proposal materials are signed by an individual authorized to bind the Proposer to the terms of the proposal.

HC reserves the right to reject proposals that are incomplete, non-responsive, contains material omissions, or otherwise fails to comply with the requirements of this RFP.

EXECUTION OF OFFER

RFP# 26/27-001 Janitorial Services

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED PROPOSAL OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS WHICH MAY RESULT FROM THE SUBMISSION OF THE PROPOSER'S RESPONSE. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

The undersigned certifies and represents that:

1. Proposer agrees to provide Janitorial Services in accordance with the terms, conditions, specifications, and requirements of this RFP and any resulting agreement.
2. Proposer certifies that this proposal has been prepared independently and without collusion, fraud, or other improper conduct.
3. Proposer certifies that:
 - It is authorized to conduct business in the State of Texas
 - It possesses the experience, personnel, equipment, and resources necessary to perform the services described in this RFP; and
 - It maintains licenses, registrations, and authorizations required by law.
4. Proposer certifies that all information submitted in response to this RFP is true, complete, and accurate to the best of its knowledge.
5. Proposer certifies that it will comply with all federal, state, and local laws, regulations, ordinances, and Hill College requirements applicable to the services provided under this RFP.
6. Proposer acknowledges that award of any resulting contract is subject to approval by the Hill College Board of Regents.
7. Proposer certifies that the individual signing this document is authorized to bind the Proposer to the terms of this proposal and any resulting agreement.

Legal Name of Proposer: _____

Authorized Signature: _____

Name / Title: _____

Date: _____

APPENDIX ONE, SECTION 3

PROPOSER'S GENERAL QUESTIONNAIRE

Proposer shall provide responses to the following:

- **Company Profile**
 - Corporate Name
 - Corporate address
 - Telephone
 - Number of employees
 - Website
- **Company Background**
 - How many years has your company been providing commercial janitorial services?
- **Experience**
 - Describe your experience providing janitorial services to educational institutions, governmental entities, or facilities of similar size.
- **References**
 - Provide three (3) clients for whom similar services have been performed within the last five (5) years.
- **Staffing**
 - Describe your proposed staffing approach for Hill College, including supervision and quality control measures.
- **Safety Program**
 - Describe your employee safety and training program.
- **Litigation**
 - Is your company currently involved in any litigation or administrative proceedings that could materially affect its ability to perform the services described in this RFP?

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

APPENDIX ONE. SECTION 4

ADDENDA ACKNOWLEDGEMENT

Proposal of: _____
(Proposer Company Name)

To: HILL COLLEGE

Ref.: Janitorial Services

RFP No.: 26/27-001

Ladies and Gentlemen:

The undersigned Proposer hereby acknowledges receipt of the following Addenda to the captioned RFP (initial if applicable). It is the Proposer's responsibility to make sure they have obtained all addenda. Addenda, if any, may be obtained by emailing kmangum@hillcollege.edu. Failure to acknowledge addenda may result in rejection.

ADDENDUM NO.	DATE

Respectfully submitted,

Proposer: _____

By: _____

Name: _____
(Authorized Signature)

Title: _____

Date: _____

APPENDIX ONE. SECTION 5

FELONY CONVICTION NOTIFICATION FORM

HILL COLLEGE
REQUEST FOR PROPOSAL
NO. 26/27-001 Janitorial Services

Texas Education Code Section 44.034 Notification of Criminal History, Subsection (a), states a person or business entity that enters into a contract with a College must give advance notice to the College if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(I), (We) the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Please print or type:

REQUIRED INFORMATION	REQUIRED RESPONSE
Company Official's Name (printed):	
My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.	
My firm is not owned nor operated by anyone who has been convicted of a felony.	
My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:	
Name of felon(s):	
Detail of conviction:	
Signature of company official:	
Signature (printed):	
Title:	
Date:	

APPENDIX ONE – SECTION 6

DISCLOSURE OF INTERESTED PARTIES (HB 1295)

**Proposer acknowledges requirement to file form 1295 if awarded.
<https://www.ethics.stat.tx.us/filinginfo/1295/>**

APPENDIX ONE. SECTION 7

**PROHIBITION ON CONTRACTS WITH COMPANIES
BOYCOTTING ISREAL FORM – HOUSE BILL 89**

HILL COLLEGE
REQUEST FOR PROPOSAL
NO. 26/27-001 Janitorial
Services

The undersigned affirms that he/she is duly authorized to provide this information by the person(s) or business entity making the proposal and the information provided below concerning companies that boycott Israel thoroughly reviewed and verified and is, therefore, current, true and accurate to the best of my knowledge.

Pursuant to the provisions of Subtitle F, Title 10, Texas Government Code, section 2270.001:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes, and

(2) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

___ Does not boycott Israel currently, and

___ Will not boycott Israel during the term of the contract with Hill College.

Name of Business Entity: _____

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

APPENDIX ONE. SECTION 8

**PROHIBITION ON CONTRACTS WITH COMPANIES
BOYCOTTING ENERGY COMPANIES**

HILL COLLEGE
REQUEST FOR PROPOSAL
NO. 26/27-001 Janitorial Services

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ENERGY COMPANIES

If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the certification is not required.

“Boycott energy company” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:

- (ii) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by Paragraph (A).”

I, _____, the _____
(Name of Certifying Official) (Title or Position of Certifying Official)

of _____, (Name of Company)

does hereby verify on behalf of said company to Hill College that said company:

_____ Does not Boycott energy companies

_____ Will not Boycott energy companies (as that term is defined in Texas Government Code Section 809.001) during the term of this contract;

Signature of Certifying Official Title

Date of Certification

APPENDIX ONE. SECTION 9

**PROHIBITION ON CONTRACTS WITH COMPANIES
THAT DISCRIMINATE AGAINST FIREARMS ENTITY
OR TRADE ASSOCIATION**

HILL COLLEGE
REQUEST FOR PROPOSAL
NO. 26/27-001 Janitorial Services

If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required.

“Discriminate against a firearm entity or firearm trade association”: (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; and (B) does not include: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity ’s or association ’s status as a firearm entity or firearm trade association.”

I, _____, the _____
(Name of Certifying Official) _____ (Title or Position of Certifying Official)
of _____, (Name of Company)

does hereby verify on behalf of said company to Hill College that said company: (check one)

_____ Does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association
_____ will not discriminate during the term of the contract against a firearm entity or firearm trade association;

Signature of Certifying Official Title

Date of Certification

APPENDIX ONE. SECTION 10

**PROHIBITION ON CONTRACTS WITH COMPANIES
ON NATIONAL DEFENSE AND FOREIGN
ADVERSARIES LIST – EXECUTIVE ORDER GA-48**

HILL COLLEGE
REQUEST FOR PROPOSAL
NO. 26/27-001 Janitorial
Services

Pursuant to **Executive Order GA-48**, issued by Governor Greg Abbott on **November 19, 2024**, the Supplier certifies that neither the company, nor any of its **holding companies, subsidiaries, or affiliates**, is:

- A. Listed in [Section 889](#) of the **2019 National Defense Authorization Act (NDAA)**; or
- B. Listed in [Section 1260H](#) of the **2021 National Defense Authorization Act (NDAA)**; or
- C. **Owned by** the government of a country on the **U.S. Department of Commerce's foreign adversaries list** under [15 C.F.R. § 791.4](#); or
- D. **Controlled by** any governing or regulatory body located in a country on the **U.S. Department of Commerce's foreign adversaries list** under [15 C.F.R. § 791.4](#).

The Supplier further certifies that it does not engage in any **contractual, business, or operational** activities that would otherwise **grant access, control, or influence** to an entity meeting any of the above-listed criteria.

If at any time during the term of the contract, the Supplier becomes aware of any such affiliation or activity, it shall immediately notify **Hill College**. The contract may be subject to termination, and the Supplier may face legal action as deemed necessary by the College.

By signing below, the Supplier **acknowledges and certifies compliance** with this requirement:

Company Name

Signature of Authorized Official

Printed Name & Title of Authorized Official

Date

EXHIBIT A

Hill College - Hill County Campus

Hillsboro, Texas

GENERAL CAMPUS PRICING WORKSHEET

Building Name	FLRS	Gross Square Footage	% factor to determine cleanable SqFt.	Cleanable Square Footage	Cost Per Square Footage	Total Bldg. Cost
Maintenance						
H66 Vehicle Maintenance/Bus Barn	1	6203				
H68 Museum Storage						
H88 No longer in use						
H140 Information Technology	1	3180				
HDS Drama Storage						
HSS Softball Storage						
Student Services						
H77 Cafeteria	1	22224				
H100 Welcome Center	1	3289				
H112 Administration	1	17610				
H114 Advising & Success Center	1	5200				
H124 Learning Assistance & Testing Center	1	11018				
H134 Wellness Center (back of Student Center)	1	4050				
H134 Student Center (under construction)front of building	1					
H147 Baptist Student Center	Private Owned Facility					
H138 Athletic Center for Excellence (ACE)	1	6500				
Instruction						
H54 Faculty Offices & Classrooms (36)	1	9828				
H57 Library	2	14667				
H64 Science & Labs	1	9075				
H70 Instruction	1	8874				
H76 Police & Fire Academy	1	7200				
H80 Texas Heritage Museum (trash, restrooms, and windows only; all other on request	1	16704				
H84 Vara Martin Daniel Perfroming Arts Center (PAC)	1					
H144 Maintenance/Housekeeping/Soccer	1	15800				
H150 Fine Arts - Demolished no longer in use						
H197 Welding	1	15200				
H1800 Nursing & Cosmetology	1	12257				
Sports Facilities						
H78 Sand Valleyball Court						
H86 SoftBall Field						
Dug out and Press Box		872				
H106 Tennis/Pickleball/Basketball						
H108 Baseball /Softball Clubhouse	1	3500				
H116 Baseball Field						
Dugout and Press Box	1	561				
H127 Soccer Practice Field						
H148 Bob Bullock Sports Center	1	13174				
H200 Rodeo Complex	1	66786				
HSTR Walking Trails						
HSDGC Disc Golf Course						
NEW Soccer Field/Stadium/Concessions						
Residence Halls						
H50 Frazier	2	14040				
H60 Dudley	2	14040				
H107 Bailey Hall (Laundry Room Only)	2					

**New Soccer Field Facilities

EXHIBIT B

Hill College - Johnson County Campus

Cleburne, Texas

GENERAL CAMPUS PRICING WORKSHEET

Building Name	FLRS	Gross Square Footage	% factor to determine cleanable SqFt.	Cleanable Square Footage	Cost Per Square Footage	Total Bldg. Cost
Johnson County Campus						
J2112 Mayfield Administration Building	1	17344				
J2108 Library	1	9786				
J2014 Instruction	1	21453				
J2106 Student/Wellness Center	1	13619				
J2110 Wheat Health Science	1	13780				
J2117 Technology Building	1	12252				
JM Maintenance						
JS Shed						
JSG Gazebo						
Cleburne Technical Center						
C206 Dudley Snap-On Automotive Center	2	1823				
C319 HVAC / Welding						
Recreation						
JST Walking Trails						
JSDGC Disc Golf Course						

EXHIBIT C
HILL COLLEGE OPERATING HOURS

Regular Hours

Monday – Thursday 8:00 a.m. to 4:30p.m.

Friday 8:00 a.m. to 4:00 p.m.

Summer Hours

Monday – Thursday 7:30 a.m. to 5:00p.m.

Closed Fridays

EXHIBIT D
HILL COLLEGE HOLIDAY CALENDAR
26-27

Labor Day	September 7, 2026
Thanksgiving	November 23-27, 2026
Christmas Break	December 17, 2026-January 6, 2027
Martin Luther King Jr. Day	January 18, 2027
Spring Break	March 15-19, 2027
Good Friday	March 26, 2027
Memorial Day	May 31, 2027
Juneteenth National Independence Day	June 17, 2027
Independence Day	July 5, 2027

Administrative Offices Closed During All Holidays
Administrative Offices are closed every Friday during Summer Hours

EXHIBIT E - CLEANING FREQUENCIES BY SPACE TYPE						
		Daily	Weekly	Monthly	Quarterly	As Needed
CLASSROOMS						
Building H76 - Criminal Justice	Restrooms, Dust, Mop, Sweep, Vacuum	x				
Building H64 - Science & Labs	Restrooms, Dust, Mop, Trash, Vacuum, Sweep, Windows	x				
Building H70 - Instruction	Restrooms, Dust, Mop, Trash, Vacuum, Sweep, Windows	x				
Building H1800 - Nursing & Cosmetology	Trash, Restrooms, Breakroom, Mop, Sweep or Dust Mop Windows	x				
Building H54 - Faculty Offices and Classrooms	Trash, Restrooms, Breakroom, Mop, Sweep or Dust Mop Windows	x				
Building J2014 - Instruction	Trash, Restrooms, Breakroom, Mop, Sweep or Dust Mop Windows	x				
Building J2110 - Wheat Health Science	Trash, Restrooms, Breakroom, Mop, Sweep or Dust Mop Windows	x				
Building J2117 - Technology	Trash, Restrooms, Breakroom, Mop, Sweep or Dust Mop Windows	x				
DORMS - Hillsboro only						
Building H50 - Frazier Hall	Mop Hallways, Clean Foyers, Clean Windows, Trash, Dust, Mop, Clean Laundry room (Washer & Dryer)	x				
Building H60 - Dudley Hall	Mop Hallways, Clean Foyers, Clean Windows, Trash, Dust, Mop, Clean Laundry room (Washer & Dryer)	x				
Bailey Dorm	Laundry Room, Trash, Clean Washer & Dryer	x				
OFFICES						
Building H140 - Information Technology	Vaccum, Restrooms, Trash	x				
Building H124 - Learning Assistance & Testing	Restrooms, Dust, Mop, Trash, Vacuum, Sweep, Windows	x				
Building H112 - Administration	Vaccum, Restrooms, Mop, Windows, Dust, Dust mop, Sweep	x				
Building H114 - Academic Advising & Success Center	Restroom, Trash, Dust, Mop, Vacuum, Windows	x				
Building J2112 - Mayfield Administration	Restroom, Trash, Dust, Mop, Vacuum, Windows	x				
RESTROOMS	All locations	x				
STUDENT COMMON AREAS						
Building H100 - Welcome Center	Trash, Windows, Restrooms, Dust, Vacuum, Sweep, Mop	x				

Building H57 - Library (upper and lower level)	Trash, Windows, Restrooms, Dust, Vaccum, Sweep, Mop	x					
Building J2108 - Library	Restroom, Trash, Dust, Mop, Vaccum, Windows	x					
Building J2106 - Student Center/Wellness Center	Restroom, Trash, Dust, Mop, Vaccum, Windows	x					
ATHLETIC FACILITIES - Hillsboro only							
Building H148 - Bob Bullock Sports Center	Trash, Bleachers, Sweep, Mob, Windows, Restrooms, Gym Floor	x					
Building H138 - Athletic Training	Restrooms, Dust, Mop, Trash, Vaccum	x					
Building H134 - Wellness Center	Trash, Sweep, Mop, Windows, Restrooms, Dust	x					
Building H108 - Baseball/Softball Clubhouse	Restrooms, Trash, Coaches Office trash	x					
VEHICLE MAINTENANCE - H66	Trash, Restrooms	x					
CTC - Cleburne							
Building C206 Snap On Automotive	Dust mop, Trash, Restrooms	x					
INTERIOR/EXTERIOR GLASS CLEANING	All windows, All locations						
PERIODIC DEEP CLEANING	As requested						x
CONCESSIONS - Hillsboro Only	Trash, Dust, Mop, Sweep, Windows						x
Bob Bullock Gym, Softball, Baseball, Student Center							
CAFETERIA	Restrooms, Dust, Sweep, Mop, Windows	x					
***Texas Heritage Museum - H68	Restrooms, Trash, Windows	x					x

Specifics will be addressed in each building walk through

EXHIBIT F - PRICING PROPOSAL FORM

RFP #26/27-001 - Janitorial Services

Proposer Name: _____

Address: _____

Contact Person: _____

Hillsboro Campus

Contract Year	Annual Price
Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____

Three-Year Total: \$ _____

Johnson County Campus

Contract Year	Annual Price
Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____

Three-Year Total: \$ _____

Technical Center

Contract Year	Annual Price
Year 1	\$ _____
Year 2	\$ _____
Year 3	\$ _____

Three-Year Total: \$ _____

Total Contract Pricing

Total Year 1	\$ _____
Total Year 2	\$ _____
Total Year 3	\$ _____
Total Three-Year Contract Value	\$ _____

Optional Services Pricing

Service	Unit Cost
Carpet Cleaning / Extraction	\$ _____
Floor Stripping & Refinishing	\$ _____
Interior Window Cleaning	\$ _____
Exterior Window Cleaning	\$ _____
Emergency Response Cleaning	\$ _____
Event Support Services	\$ _____

Additional Janitorial Labor	\$ _____
Day Porter Services	\$ _____

Pricing Certification

The undersigned certifies that the pricing submitted herein includes all costs necessary to perform the services described in the RFP.

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

IMPORTANT: Proposers must complete and submit all required pricing information contained in this Exhibit. Failure to submit a completed Pricing Proposal Form, failure to provide required pricing information, or submission of pricing that is incomplete, conditional, ambiguous, or otherwise non-responsive to the requirements of this RFP may result in the proposal being rejected and deemed non-responsive.