



**WORKFORCESolutions**  
SOUTH PLAINS  
AmericanJobCenter

**REQUEST FOR PROPOSALS  
FOR**

**CLEANING SERVICES  
FOR THE**

**WORKFORCE SOLUTIONS SOUTH PLAINS  
CAREER CENTER SYSTEM**

**ISSUED August 20, 2020 BY**

**WORKFORCE SOLUTIONS SOUTH PLAINS  
South Plains Regional Workforce Development Board  
1301 Broadway, Ste. 201  
Lubbock, Texas 79401  
(806) 744-1987**

**Proposals due: 7:00 p.m. September 10, 2020**



## Background

The South Plains Regional Workforce Development Board dba Workforce Solutions South Plains (hereinafter, “the Board” or “Workforce Solutions”) is a 501(c)(3) Non-profit Corporation that administers Workforce development services funded by the Texas Workforce Commission (TWC) for the 15-county South Plains Regional Workforce Development Area (SPRWDA) which consists of Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry and Yoakum Counties.

The Board’s Workforce services contractors operate six full-service Workforce Solutions Career Centers to provide employment and training services to residents of the South Plains. The facilities located in Brownfield, Lubbock, Levelland, Littlefield, Muleshoe and Plainview are leased facilities and are open to the public from 8 a.m. to 5 p.m. five (5) days a week Monday through Friday. Some of the facilities have extended hours.

## Purpose of RFP

The Board is seeking bids for all necessary labor, supervision, materials, equipment, and supplies to satisfactorily perform janitorial services at five facilities and provide janitorial supplies only at 2 of the 5 facilities. A contract will be awarded for a period of one year, beginning November 1, 2020 and ending October 31, 2021, with options to renew for an additional two years based on contractor performance.

The facilities to be considered in this proposal and the frequency of services are listed in the table below:

|    | <b>Center Location</b>                               | <b>Frequency<br/>(Visits per Week)</b> | <b>Square<br/>Footage</b> |
|----|--|--|---------------------------|
| 1. | Lubbock<br>2002 W. Loop 289<br>Lubbock, Texas        | 5                                      | 30,400                    |
| 2. | Levelland<br>1102 Austin Street<br>Levelland, Texas  | 3                                      | 4,500                     |
| 3. | Muleshoe<br>203 Main Street<br>Muleshoe, Texas       | 3                                      | 2,000                     |
| 4. | Plainview<br>400 South Garland<br>Plainview, Texas   | <b>(Supplies Only)</b>                 | 5,948                     |
| 5. | Brownfield<br>1321 B Tahoka Rd.<br>Brownfield, Texas | <b>(Supplies Only)</b>                 | 1,916                     |

Although Workforce Solutions prefers to make a single contract award for all listed facilities, you may **submit a bid for individual facilities or for all facilities**. However, you must submit a bid by facility and not as a lump sum price for all facilities (see quote worksheet, Attachment C).

Prospective bidders may perform an on-site inspection of facilities prior to submitting a proposal. Please email [erin.rea@spworkforce.org](mailto:erin.rea@spworkforce.org) to schedule a walk-thru inspection.

## Procurement Timeline

|                             |                                   |
|-----------------------------|-----------------------------------|
| Proposal Due Date           | 5:00 p.m., September 10, 2020     |
| Proposal Review             | September 11 - September 18, 2020 |
| Contract Negotiations Begin | September 21, 2020                |
| Contract Award              | October 30, 2020                  |
| Contract Start Date         | November 1, 2020                  |

Questions will be accepted only in writing until 5:00 p.m. September 1, 2020. All questions will be answered as expeditiously as possible and responses posted on the Board website at <http://workforcesouthplains.org/doing-business-with-us/current-open-procurements/>. All questions should be addressed to [erin.rea@spworkforce.org](mailto:erin.rea@spworkforce.org).

## Scope of Work

### A. Services and Frequency of Services

The following information is provided to assist you in understanding the scope of services needed by Workforce Solutions for all facilities. Workforce Solutions takes pride in providing an exceptionally clean and safe environment at all times for its customers and employees and expects the janitorial service contractor to demonstrate this same pride in their work.

- a. Day Porter services are required at the Lubbock Center. At approximately noon each day, the Day Porter will clean restrooms, replenish supplies, clean the breakroom area, and otherwise support the night cleaning crew.
- b. Cleaning services are not required on the ten (10) holidays identified in Appendix 1 or on days on which Career Centers are closed due to an emergency situation.
- c. The Contractor will furnish all supplies, materials, and equipment necessary for the proper performance of the janitorial service. The Contractor will also supply all consumable supplies for restrooms.
- d. Daily cleaning services performed during each visit should include:
  1. Empty all wastebaskets
  2. Clear all entryways and patios (exterior) of debris to within six feet outside of entryways.
  3. Spot clean glass doors and interior partitions.
  4. Clean restrooms.
  5. Clean door tracks.
  6. Dust mop and damp mop tile entrances, entryways and lobbies (interior).
  7. Clean all community areas (no dishes).
  8. Clean spills from carpeted areas. (Steam cleaning of extensive spotting will be completed)
  9. upon request only; do not include steam cleaning in monthly bid.)
  10. Dust work areas and exposed flat surfaces
  11. Spot clean carpeted floors, vacuum as needed.
- e. Two-times weekly cleaning should include:
  1. Dust all furniture.
  2. Remove all finger marks from furniture, fixtures, ledges and sills.

3. Sweep exterior stairs and loading platforms.
  4. Wet mop, as needed.
- f. Weekly cleaning should include:
1. Remove all finger marks and smudges from doors, door jambs, and light switches.
  2. Damp mop and spray buff all tile floors.
- g. Monthly cleaning should include:
1. Clean and sanitize all restroom partitions.
  2. Clean all desktops that have had personal items removed.
  3. Dust or vacuum all high (over 6 feet) furniture, fixtures, ledges and sills.
  4. Dust and vacuum door casings, fire alarm bells, partitions and wood paneling.
  5. Polish all stainless steel, chrome and brass fixtures.
  6. Dust venetian blinds.
  7. Pre-spot and shampoo soiled carpeting.
  8. Clean exterior windows.
  9. Spray buff all vestibules, lobbies, corridors and conference rooms.
  10. Soiled floors are to be scrubbed with buffing machine and neutral cleaner.
  11. Wash baseboards.
- h. Quarterly cleaning should include:
1. Dust all paneled wall surfaces.
  2. Clean and sanitize all trash containers.
- i. Semi-Annual cleaning should include:
1. Clean and sanitize all restroom walls from floor to ceiling.
- j. Annual cleaning should include:
1. Strip and refinish all tile floors.
  2. Shampoo carpeted areas.
- k. Prospective bidders may also include deep-cleaning and disinfection services in the event of COVID-19 exposure at any of the facilities.

**Please include the following in your proposal:**

**Service Delivery**

- A. Provide a description of your business or organization. Discuss available staff resources, strategy and timeline for startup of services, and service call response times.
- B. Provide a resume presenting a brief resume for the individual who will serve as general manager, outlining his or her experience and skills.
- C. List key individuals who will work on the project along with a short description of the nature of their effort or contribution.
- D. If applicable, describe the relationship between this project and other work planned, anticipated, or underway that is funded by State or Federal funds, if any.

**Budget:** To be considered, proposals must include a Budget which includes a completed Budget Worksheet included as Attachment C.

**Financial and Organizational Stability**

- A. If an audit has been conducted, attach to your proposal a copy of the audit report for your agency for the latest two full years. Also attach a financial statement covering the most recent unaudited period. If your organization has not been audited, provide last two years of income tax returns filed.

- B. Provide a certificate of General Liability Insurance, or evidence that your firm is insurable, in an amount no less than \$200,000. Actual proof of insurance is not required until such time as a contract is awarded.
- C. Provide proof of fidelity bonding against loss in the amount no less than \$25,000 or evidence that your firm is bondable. Actual proof of bonding is not required until such time as a contract is awarded.
- D. Sign and date the certifications included as Attachment D and include in your proposal.

**Demonstrated Performance**

Provide a narrative evidencing effective and successful prior experience. Describe your success in meeting and exceeding contractual obligations in other projects or contracts, including specifics regarding the project size and scope and any additional information you think will be relevant in evaluating your prior performance. Address your ability to successfully manage and implement projects similar in nature and scope.

**References**

Identify a minimum of three contacts from three organizations for which you have provided similar services in the past three years who can attest to your satisfactory performance. Include the telephone number, mailing address and e-mail address for the individual. If you do not have three references, please provide an explanation.

**Proposal Evaluation**

Proposals will be scored based on the criteria and weights listed below. The criteria are a guideline for proposers and reviewers; however, the final decision for contract award rests solely with the Board. The Board is not required to contract with the entity receiving the highest score as a result of the proposal review process. Proposals that do not meet minimum standards will be considered non-responsive.

Minimum Standards:

- 1. The proposal must be received by 7:00 pm, September 10, 2020 by email.
- 2. The proposal and all certifications and forms requiring signatures must be signed by the proposer’s authorized signatory authority.

Criteria to be used for Contractor Selection:

| <b>Criteria</b>  | <b>Points</b> |
|--|---------------|
| <b>1. Experience, skills and qualifications of the provider. The selected provider must have adequate satisfactory record of past performance in same or related activities as evidenced by at least three professional recommendations from reliable sources.</b> | <b>40</b>     |
| <b>2. Preference will be given for the use of products and services that conserve natural resources and protect the environment and are energy efficient.</b>  | <b>3</b>      |
| <b>3. Preference will be given to small and minority-owned businesses that provide verification of current status as Historically Underutilized Businesses (HUB).</b>  | <b>4</b>      |
| <b>4. Preference will be given for the use of products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA) (40 CFR parts 247-254) if such purchases are identified in the proposal.</b>                  | <b>3</b>      |
| <b>5. The selected provider must have adequate financial resources to achieve contract performance requirements as evidenced by documentation of current financial status, insurance and bonds held.</b>   | <b>20</b>     |
| <b>6. The costs for services must be reasonable and in line with our history of costs for this type service.</b>   | <b>30</b>     |
|  | <b>100</b>    |

## **Proposal Deadline**

All proposals must be received and recorded by the Board no later than 7:00 p.m. (CDST) on September 10, 2020. A delivery receipt will be issued upon request.

Proposals and questions should be emailed to [erin.rea@spworkforce.org](mailto:erin.rea@spworkforce.org).

***Proposals received after the due date and time will not be accepted or considered under this procurement. No exceptions will be made to this requirement for any reason. The timely delivery of proposals is the sole responsibility of the bidder.***

Any modifications or amendments to a proposal must also comply with the above requirements and response deadline. A bidder may withdraw a proposal at any time during the procurement process by submitting a written request to [erin.rea@spworkforce.org](mailto:erin.rea@spworkforce.org).

**Appendix 1**  
**Workforce Solutions Holidays**

The following information is provided for planning purposes only and is subject to change.

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Friday following Thanksgiving Day
10. Christmas Day
11. December 26

## **General Conditions/Limitations**

- A. The only purpose of this Request for Proposal (RFP) is to ensure uniform information in the solicitation of proposals and procurement of services. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the Board to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by Board.
- B. The Board reserves the right to accept or reject any information received, to cancel or reissue this RFP in part or its entirety.
- C. The Board reserves the right to negotiate the final terms of any and all contracts or agreements that may be initiated from this RFP.
- D. Misrepresentation of the submitter's ability to perform as stated in the information provided may result in cancellation of any contract or agreement awarded.
- E. Submitters shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- F. No employee, officer, member or agent of the Board shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, would be involved.
- G. Submitters shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a submitter's information to be rejected. This does not preclude joint ventures or subcontracts.
- H. Any submitter may withdraw his information either in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of bids.
- I. No contract may be awarded until the submitter has complied with Executive Order 12549, 29CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the submitter, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a procurement by any Federal department or agency.
- J. The Board's Chief Operations Officer is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. No protest shall be accepted by the State until all administrative remedies at the Board level have been exhausted.
- K. Submitters not selected by this process may appeal the Board decision by submitting in writing a formal letter of appeal addressed Chief Operations Officer, Workforce Solutions South Plains, 1301 Broadway, Ste 201, Lubbock, Texas, 79401. This appeal must be sent by registered mail and identified on the envelope as an appeal with the grounds of the appeal clearly stated in the letter, within fourteen calendar days of decision notification (the date on the notification letter). The Chief Operations Officer shall review the appeal and review applicable laws, and request determination if appeal is valid and shall make decisions. If persons are not satisfied with the decision they may pursue all other avenues of appeal provided by law.
- L. Proposals must be manually signed by a person having the authority to bind the organization in a contract.
- M. Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the Board to the extent allowable in the Public Information Act.



- O. Funding for goods or services requested in this RFP is contingent upon the Board's actual receipt and availability of funds from the Texas Workforce Commission.
- P. Workforce Solutions South Plains is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I- financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; ADA and ADA Amendment and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

**Attachment A  
Cover Sheet**

|   |   |
|---|---|
| <b>Name of Proposing Organization<br/>(Include legal name of parent company, if applicable)</b> |   |
| <b>Name of Parent Company CEO</b>   |   |
| <b>Mailing Address and Physical Address (if different)</b>                                      |   |
| <b>Telephone Number</b>   |   |
| <b>Fax Number</b>   |   |
| <b>E-mail of Proposal Liaison</b>   |   |
| <b>Phone Number of Proposal Liaison</b>   |   |
| <b>Name &amp; Title of Proposal Liaison</b>   |   |
| <b>Name &amp; Title of Signatory Authority</b>  |   |
| <b>Legal/Tax Status of Proposing Organization (check all that apply)</b>                        | <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Private</b> <input type="checkbox"/> <b>for Profit</b><br><input type="checkbox"/> <b>Not for Profit</b> <input type="checkbox"/> <b>Corporation</b><br><input type="checkbox"/> <b>Partnership</b> <input type="checkbox"/> <b>Sole Ownership</b> <input type="checkbox"/> <b>Other</b><br><b>(Specify)</b> _____ |
| <b>State Comptroller ID Number</b>  |   |
| <b>Federal Tax ID Number</b>  |   |
| <b>Historically Underutilized Business? (If "Yes", attach certification)</b>                    | <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  |
| <b>Total Amount Proposed</b>  |   |

**Attachment B**  
**Budget Worksheet Form**

|    | Center Location                              | Frequency<br>(Visits per Week) | Monthly Cost |
|----|--|--------------------------------|--------------|
| 1. | Lubbock Workforce Solutions Career Center    | 5                              |              |
| 2. | Levelland Workforce Solutions Career Center  | 3                              |              |
| 3. | Muleshoe Workforce Solutions Career Center   | 3                              |              |
| 4. | Plainview Workforce Solutions Career Center  | <b>(Supplies Only)</b>         |              |
| 5. | Brownfield Workforce Solutions Career Center | <b>(Supplies Only)</b>         |              |
|    | Total  |                                |              |
|    | Notes:                                       |                                |              |

**Attachment C  
Certifications**

**CERTIFICATION OF OFFEROR**

The Workforce Solutions South Plains Board (hereinafter, “the Board”) contracts for the operation of the Board’s regional workforce system using resources from the federal Workforce Innovation and Opportunity Act of 2013, portions of the public welfare programs under the Social Security Act, Child Care and Development Block Grant Act of 1990, and section 5082 of the Omnibus Budget Reconciliation Act of 1990, P.L. 101-508, as amended, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. Funds originating with the United States Departments of Labor, Health and Human Services, and Agriculture are passed through the Texas Workforce Commission to the Board according to requirements of federal law. When submitting a proposal, organizations are required to assure and certify the following:

**Non-discrimination and equal opportunity.** As a condition to the award of financial assistance from the Board, the applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and Opportunity Act of 2013 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I & financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The applicant also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the applicant makes to carry out the WIOA Title I-financially assisted programs or activities. The applicant understands that the United States has the right to seek judicial enforcement of this assurance.

**Environmental compliance.** Applicant assures and certifies that to the extent required by law, it will comply with applicable provisions of the Clean Air Act (42 USC §7401 *et. seq.*) the Federal Water Pollution Control Act, as amended (233 USC §1251 *et. seq.*), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the Environmental Protection Agency regulations at 40 CFR Part 5.

**Labor Standards.** Applicant agrees and certifies that it will comply with applicable provisions of the Davis-Bacon Act (40 U.S.C. 276a- 276a-7), the Copeland Act (40 U.S.C. 276c), and the Contract Work Hours and safety Standards Act (40 U.S.C. 327-332), as set forth in Department of Labor Regulations at 20 CFR 5.5a.

**Texas Family Code.** Applicant certifies that the individual or organization submitting the proposal is not ineligible, pursuant to Texas Family Code §231.006, to receive the specified payment and acknowledges that if the certification is inaccurate, no contract will be made with Applicant.

**Unfair business practices.** Applicant certifies and assures that it has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The Applicant further certifies and assures that no officer of the Applicant has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year.

**Criminal Convictions.** Applicant certifies that it will disclose to the Board and any applicable federal or state agencies the name of any person who has an ownership or control interest in or is an agent or managing employee of the Applicant who has been convicted of a criminal offense related to the person's involvement in any program under Title XVIII, SIX, or SS of the Social Security Act since the inception of these programs.

**Identity Change.** Applicant certifies that it will notify the Board immediately in the event of any significant change affecting the Applicant and Applicant's identity, such as ownership or control, name change, governing board membership and vendor identification number.

**Immigration Reform and Control Act.** Applicant certifies that it will comply with the requirements of the Immigration Reform and Control Act of 1986 regarding employment verification and retention of verification forms for any individuals hired on or after November 1, 1986, who will perform any services under the proposed contract.

I hereby certify that the information contained in this proposal and all attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the Workforce Solutions South Plains Board has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the Request for Proposal Sections **I.F. State and Federal Governing Authority and II.I. Contract Terms and Related Contract Provisions** and that this organization will comply with all pertinent regulations, board policies, and other applicable local, state and federal regulations and directives in the implementation of these programs in the event of an award.

Any exceptions taken to the assurances and certifications as set forth in this document must be identified in detail and accompany your organization proposal response. Any exception not identified and accompanying your proposal response will not be considered if later presented. Workforce Solutions South Plains will not be bound by any oral statement or representation contrary to the RFP except for changes or addenda that are issued in writing as part of the RFP or resulting contract.

**This proposal is a firm offer for a minimum of 90 days.**

I, \_\_\_\_\_ (typed name), certify that I am the \_\_\_\_\_ (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as an Offeror and Respondent herein and that I am

legally authorized to sign this proposal and submit it to the Workforce Solutions South Plains on behalf of said organization by authority of its governing body.

|   |  |
|---|--|
| Typed name of person authorized to sign for the organization: |  |
| Title:  |  |
| Signature:  |  |
| Typed name of authorizing Board Member:                       |  |
| Title:  |  |
| Signature:  |  |

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2018 in \_\_\_\_\_, (county), \_\_\_\_\_ (state).

Notary Public in and for \_\_\_\_\_ County, State of \_\_\_\_\_  
\_\_\_\_\_. Commission expires: \_\_\_\_\_ SEAL

**CERTIFICATION OF LEGAL AND SIGNATORY AUTHORITY**

I, \_\_\_\_\_ (typed or printed name) certify that I am the \_\_\_\_\_ (typed or printed title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as Respondent and respondent herein, and that I am legally authorized to sign and submit this proposal to the South Plains Regional Workforce Development Board on behalf of said organization by authority of its governing body.

I certify that \_\_ (typed or printed name) who signed the Cover sheet of this proposal has the legal authority to enter into and execute a contract with the South Plains Regional Workforce Development Board to provide their services and activities authorized and detailed in this proposal. I agree to submit upon request by the South Plains Regional Workforce Development Board such information and documentation as may be necessary to verify the certification contained herein.

I further certify that the information contained in this proposal and all attachments is true and correct. I certify that no officer, employee, board member, or authorized agent of the South Plains Regional Workforce Development Board has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of this Request for Proposal and that this organization will comply with all applicable federal, state and local laws, rules, regulations, policies and directives in the implementation of this proposal. I certify that I have read and understand the governing provisions and limitations and administrative requirements of this Request for Proposal and will comply with all terms and conditions.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature of Authorized Representative      Date

\_\_\_\_\_  
Typed/Printed Name and Title of Authorized Representative

## ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

The undersigned acknowledges that he/she has read the Assurances and Certification included with this RFP and agrees to manage and operate the proposed program and services as detailed in the proposal response and in compliance with applicable federal, state and local laws, rules, regulations, policies and plans relating to the programs funding this RFP.

By signing below, your organization agrees to provide the services described and agrees to abide by all terms and conditions as specified in this RFP and in any contract resulting from an award based on the RFP. Any exceptions taken to the assurances and certifications as set forth in this document must be identified in detail and accompany your organization's proposal responses. Any exceptions not identified and accompanying your proposal response will not be considered if later presented.

Workforce Solutions Plains Board will not be bound by any oral statement or representation contrary to the RFP except for changes or addenda that are issued in writing as part of the RFP or resulting contract.

---

Name of Organization

---

Typed/Printed Name and Title of Authorized Representative

---

Signature of Authorized Representative      Date



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS**

*This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).*

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

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification form.

---

Name of Organization/Firm

---

Signature of Authorized Representative/Date

---

Print Name and Title of Authorized Representative

## **CERTIFICATION REGARDING LOBBYING**

This certification is required by the Federal Regulations Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

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

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee or a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub- awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

---

Name of Organization

---

Signature of Authorized Representative Date

---

Print Name and Title of Authorized Representative

## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

Applicant/Contractor certifies that it will provide a drug free work place by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's work place and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug free awareness program to inform employees about:
  - 1. The dangers of drug abuse in the work place;
  - 2. The contractor's policy of maintaining a drug free work place;
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph A;
- D. Notifying the employee in the statement required by paragraph A that, as a condition of employment under the contract, the employee will:
  - 1. Abide by the terms of the statement, and
  - 2. Notify the employer of any criminal drug statutes conviction for a violation occurring in the work place no later than five working days after such conviction.
- E. Notifying the South Plains Workforce Board within 5 days of receipt of notice from employee, under subparagraph D.2.
- F. Taking one of the following actions, within 30 days of receipt of notice under subparagraph D.2. with respect to any employee who is so convicted:
  - 1. Taking appropriate personnel action against such an employee, up to and including termination; or
  - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by Federal, State, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug free work place through implementation of paragraphs A, B, C, D, E, and F.
  - 1. Certification is a precondition of receiving a new contract after July 1, 1990.
  - 2. This policy does not require drug testing.

3. Costs incurred to comply with the requirements of this policy are allowable costs under the contract.
4. Contractors are not required to pay for rehabilitation programs for employees.
5. The requirements of this policy must be in place and certification must be made to the Capital Area Workforce Board at the time that the contract is executed.
6. Alcohol is not covered by this policy.

Contractor will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the contractor's premises or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with the policy.

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Signature Date

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Typed Name and Title

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Organization

**CERTIFICATION REGARDING CONFLICT OF INTEREST**

By signature of this proposal, Proposer covenants and affirms that:

No manager, employee or paid consultant of the proposer is a member of the Workforce Solutions South Plains Board;

No manager or paid consultant of the proposer is a spouse to a member of the policy board, the chairman or a manager of the South Plains Workforce Development Board;

No member of the policy board, the president or an employee of the South Plains Workforce Development Board owns or controls more than 10 percent in the proposer;

No spouse of a member of the policy board, president or employee of the Workforce South Plains Workforce Development Board is a manager or paid consultant of the proposer;

No member of the policy board, president or employee of the South Plains Workforce Development Board receives compensation from proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;

Proposer has disclosed within the proposal any interest, fact or circumstance which does or may present a potential conflict of interest;

Should proposer fail to abide by the forgoing covenants and affirmations regarding conflict of interest, proposer shall not be entitled to recovery of any costs or expenses incurred in relation to any contract with the South Plains Workforce Development Board and shall immediately refund to the South Plains Workforce Development Board any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by the South Plains Workforce Development Board relating to that contract.

Name of Organization Submitting Proposal: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for-profit corporations that are delinquent in making state franchise tax payments. The following certification that the entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontracting entity.

The undersigned authorized representative of the entity subcontracting herein certifies that the following indicated statement is true and correct and that the undersigned understands that making a false statement is a material breach of subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting entity:

- The subcontracting entity is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.
  
- The subcontracting entity is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name of Business: \_\_\_\_\_

Type of Business (if not corporation): Sole proprietor \_\_\_\_\_; Partnership \_\_\_\_\_; Other \_\_\_\_\_

IRS Tax Number: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE WITH TEXAS FAMILY CODE 231.006 REGARDING  
PAYMENT OF CHILD SUPPORT**

Pursuant to 231.006, Texas Family Code, a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to receive payments from state funds under a contract to provide property, materials or services.

The undersigned authorized representative of the respondent hereby certifies that the individual or business entity named in the proposal is not ineligible to receive payments based on Texas Family Code 231.006 and acknowledges that a contract may be terminated and payment may be withheld if this certification is not true and accurate.

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Typed Name and Title of Authorized Signatory

\_\_\_\_\_  
Organization

**STATE ASSESSMENT CERTIFICATION**

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Offerors must certify that they are current in all Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas. Proposers must also certify that they have not outstanding Unemployment Insurance overpayment balances due to the State of Texas.

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The undersigned authorized representative of the proposer certifies that the following statements are true and correct and that the undersigned understands that making a false statement will prevent Workforce Solutions South Plains from contracting with the organization.

The corporation certifies, by checking the boxes below, that:

It is current in Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

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Authorized Signatory

Name of Offeror's Organization

Typed Name & Title

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Date

AT }

Authorized Signatory

Name of Offeror's Organization

Typed Name & Title

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Date