

Bid Fit Brief

TCC27003 - Janitorial Services

RECOMMENDATION: FAST-QUALIFY BEFORE BIDDING

The opportunity is local and pricing carries the largest evaluation weight. However, conflicting square footage, an illustrative scope, and unclear contract language make a walkthrough and written buyer answers essential before a contractor commits to a price.

QUESTIONS DUE	PROPOSAL DUE	START DATE
Aug 11, 2026 5:00 PM CT	Aug 17, 2026 10:00 AM CT	Sep 1, 2026 anticipated

Top pricing risks

- The McLain building is listed as both 41,692 and 43,011 sq ft.
- The task list is marked as example-only and frequency can vary.
- The weighted evaluation table appears to contain language copied from a communications procurement.
- The initial term and the two-year renewal structure are not fully aligned.

Prepared August 3, 2026 from the official ESD posting and issuer RFP. Verify all addenda before use.

1. Opportunity snapshot

Issuer	Texoma Community Center
Locations	315 W. McLain Drive and 902 E. Cottonwood Drive, Sherman, Texas
Stated area	41,692 sq ft + 10,890 sq ft = 52,582 sq ft
Submission	Email to Contracts@texomacc.org with subject RFP # TCC27003, or hand delivery
Term	Initial 12-month pricing requested; a two-year renewal option is also referenced
Published value	Not provided

Fit gates

- Staff at least three visits per week across both Sherman facilities.
- Provide three references for similar work, preferably local.
- Meet general liability of USD 2M per claim / USD 3M aggregate, plus required auto, workers' compensation, and employer liability coverage.
- Run required background screening and retain I-9 work-eligibility records.
- Supply all labor, equipment, supplies, and operational support.
- Manage a possible Business Associate Agreement for a behavioral-health organization.

Evaluation weights

Pricing	40%
Experience, creativity, quality	25%
Implementation plan	15%
Team qualifications	15%
References	5%

Commercial implication: price matters most, but 60% of the score still depends on credibility, execution, team, and references.

2. Compliance checklist

	Cover letter with RFP number, company/contact details, history, vendor-hold disclosure, and ownership/transaction disclosure.
	Signed signature page from an authorized representative.
	At least three references with contact details and service descriptions.
	Facility-specific staffing and implementation plan.
	Total pricing for the initial 12 months, including every indirect cost.
	Completed W-9.
	Conflict of Interest Questionnaire with the required signature in Box 7.
	Signed assurances document.
	Signed lobbying certification.
	Proof of all required insurance coverage.
	Texas Certificate of Account Status showing good standing or exemption.
	HUB and/or M/W/DBE certificate, if applicable.
	Acknowledgment of every addendum issued before submission.

COMMON DISQUALIFICATION RISK

A City of Sherman 2023 janitorial evaluation notes that multiple bids were deemed non-responsive after failing to include addendum-location pricing. The lesson is operational: addendum tracking and a final compliance review are not optional.

3. Material ambiguities

Conflicting square footage

The locations section states 41,692 sq ft for McLain. Attachment G labels the same facility as 43,011 sq ft. The total scope is therefore either 52,582 or 53,901 sq ft - a 1,319 sq ft difference.

Illustrative scope

The task list is expressly described as example-only. Frequency can vary, with three visits per week stated as a minimum. That is not enough detail for a safe fixed annual price.

Evaluation template error

The 15% weighted criterion refers to implementing communication projects. The buyer should confirm that a janitorial implementation plan is intended.

Term ambiguity

The RFP requests 12-month pricing while also referring to a two-year renewal option. Renewal count, duration, and escalation treatment should be confirmed.

Healthcare obligations

The selected vendor may have to execute a Business Associate Agreement. Staff screening, information exposure, and access controls may affect cost and supervision.

DECISION RULE

Do not submit a firm price until the square footage, frequency matrix, consumables responsibility, periodic services, and renewal structure are answered in writing or incorporated into an addendum.

4. Questions for the buyer

- 1 Which McLain square footage controls for pricing: 41,692 or 43,011 sq ft?
- 2 Please provide the final task-and-frequency matrix for each facility. Is three times per week the expected base schedule?
- 3 How many restrooms, kitchens/break areas, meeting rooms, and routinely accessible offices are in each facility?
- 4 Are liners, paper products, soap, and other consumables supplied by the contractor or the Center?
- 5 Is a site tour required or recommended, and what tour slots remain available?
- 6 Please confirm the initial term and exact renewal structure, including whether renewal pricing may escalate.
- 7 Should the 15% evaluation category be a janitorial implementation plan rather than a plan for communication projects?
- 8 Will the contractor execute a Business Associate Agreement, and what training or access controls apply to cleaning personnel?
- 9 Are carpet extraction, stripping/waxing, high dusting, and exterior glass included? If so, at what frequency?
- 10 Has an incumbent served these sites, and may the Center disclose prior annual spend or historical staffing hours?

5. Suggested response strategy

- Schedule a walkthrough before pricing.
- Lead with local coverage and similar medical/government facility references.
- Include a facility-specific staffing table, inspection cadence, issue-escalation path, and backup coverage.
- Separate recurring base service from clearly priced periodic tasks if the buyer permits.
- Make every assumption explicit and tie it to written buyer answers and addenda.
- Assign one owner to every required document and run a final compliance check before submission.

Primary sources

Official ESBD detail: <https://www.txsmartbuy.gov/esbd/TCC27003>

Issuer contracting page: <https://texomacc.org/tcc-contract/>

Official RFP: [Texoma Community Center TCC27003 PDF](#)

Sherman 2023 evaluation: [City of Sherman public evaluation and tabulation](#)

IMPORTANT

This brief provides research and administrative support, not legal advice or a guarantee of award. The issuing agency's current solicitation, written answers, and addenda control. Verify the live posting immediately before acting.