

**CITY OF PFLUGERVILLE  
SHORT FORM CONTRACT**  
(Construction and Non-Professional Services)

This contract, dated the 19th of August, 2024, is between the City of Pflugerville ("City") and Austin Professional Cleaning Services, LLC ("Contractor") (the "Contract").

**I. TERMS**

In consideration of \$72,240 (Seventy two thousand and two hundred and forty dollars), the Contractor shall provide the services described in Attachment A, which is incorporated by reference, according to all its provisions. The terms and conditions of this Contract will control to the extent of a conflict with any terms and conditions contained therein.

**II. DURATION**

Contractor shall complete all required work on a monthly and annual basis, as identified in Attachment A. The initial term will begin on the effective date of this Contract, identified above, and terminate on August 19, 2025. This Contract may be renewed for a twelve month (12) term beginning August 19, 2025 and terminating on August 19, 2026 and may be renewed thereafter on an annual basis. Any renewal will be by written agreement of the Parties.

**III. PAYMENT**

Payment shall be made under the terms and conditions of Attachment B, which is incorporated by reference, according to all its provisions. Payments under the Contract, including the time of payment and the payment of interest on overdue amounts, shall be subject to Chapter 2251, Texas Government Code. The City reserves the right to modify any amount due to Contractor presented by invoice to the City if necessary, to conform the amount to the terms of the Contract.

Should this agreement extend beyond the current budgeted fiscal year, the Contractor and City hereby agree that the City's obligation to make payment on this Contract shall terminate should City Council fail to provide such funding after September 30<sup>th</sup> of the required year.

**IV. ASSIGNMENT**

Contractor may not assign any interest under this Contract without the City's prior written consent. Such consent to be at the City's sole discretion.

**V. STATUS OF CONTRACTOR**

The Contractor is an Independent Contractor. Contractor and Contractor's employees are not the agents, servants or employees of the City.

**VI. AMENDMENT OR MODIFICATION**

This Contract, including any attachments, constitutes the parties' entire agreement. This Contract may not

be modified or replaced except by another signed written Contract.

## **VII. INDEMNITY**

**The Contractor must indemnify, hold harmless and defend the City, its officers, agents and employees, from and against liability for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, including court costs and attorneys' fees and other reasonable costs arising out of or resulting from the Contractor's work and/or activities conducted in connection with or incidental to this Contract and from any liability arising out of or resulting from the intentional acts or negligence, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of Contractor, including but not limited to its officers, agents, employees, subcontractors, licensees, invitees, and other persons.**

**Contractor must at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, agents, employees, subcontractors, licensees, invitees and other persons, as well as their property, while in the vicinity where the work is being done. It is expressly understood and agreed that the City shall not be liable or responsible for the negligence of the Contractor, including but not limited to its officers, agent, employees, subcontractors, licensees, invitees, and other persons.**

**Further, the City assumes no responsibility or liability for harm, injury, or any damaging events which are directly or indirectly attributable to premises defects which may now exist or which may hereafter arise upon the premises, responsibility for any and all such defects being expressly assumed by the Contractor.**

**BOTH CITY AND CONTRACTOR EXPRESSLY INTEND THAT THE INDEMNITY PROVIDED FOR IN THIS CONTRACT IS INDEMNITY BY CONTRACTOR TO INDEMNIFY AND PROTECT THE CITY FROM THE CONSEQUENCES OF THE CITY'S OWN NEGLIGENCE WHILE CITY IS PARTICIPATING IN THIS CONTRACT WHERE THAT NEGLIGENCE IS A CONCURRING CAUSE OF THE INJURY, DEATH, OR DAMAGE. FURTHERMORE, THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL HAVE NO APPLICATION TO ANY CLAIM, LOSS, DAMAGE, CAUSE OF ACTION, SUIT, AND LIABILITY WHERE THE INJURY, DEATH, OR DAMAGE RESULTS FROM THE SOLE NEGLIGENCE OF THE CITY, UNMIXED WITH THE FAULT OF ANY OTHER PERSON OR ENTITY.**

## **VIII. INSURANCE AND BONDS**

### **A. GENERAL REQUIREMENTS**

The Contractor must maintain the type and amounts of insurance required in this Contract throughout the term of the Contract. Contractor must provide a Certificate of Insurance evidencing the required coverage types and amounts before the Contract is signed. All policies are subject to examination and approval by the City for their adequacy. The City may terminate this Contract if the Contractor fails to comply with all insurance requirements.

Insurance naming the City as additional insured must be primary insurance and not contributing with any other insurance available to the City, under any third-party liability policy.

B. ADDITIONAL REQUIREMENTS

The required liability insurances and their certificates must:

1. Name the City as an additional insured for operations under this Contract.
2. Provide for 30 days advance written notice of cancellation or material change.

C. TYPES AND AMOUNTS OF INSURANCE

The following insurance is required under this contract:

	<u>Type</u>	<u>Amount</u>
1.	Workers' Compensation Employer's Liability OR Occupational Injury/Accidental Injury Protection	Statutory Limits \$1,000,000 each accident
2.	Commercial (Public) Liability including but not limited to: . Premises/Operations . Independent Contractors . Products/Completed Operations . Contractual Liability . Personal Injury (Insuring above indemnity)	\$1,000,000 per occurrence \$2,000,000 general aggregate OR \$2,000,000 combined single coverage limit
3.	Business Automobile Liability to include coverage for: . Owned/Leased Autos . Non-Owned Autos . Hired Cars	\$1,000,000 combined single limit

D. STATUTORY BOND REQUIREMENTS

When applicable, the Contractor shall procure such bonds as shall be required under Texas Government Code Chapter 2253. All bonds are subject to examination and approval by the City for their adequacy. The City may terminate this contract if the Contractor fails to

comply with any bond requirements.

## **IX. TERMINATION**

### **Termination for Convenience**

This Contract may be terminated by either party with thirty (30) days written notice. If the City terminates this Contract under this paragraph, the City will pay the Contractor for all services rendered in accordance with this Contract to the date of termination.

### **Termination for Default.**

Subject to any other provisions for termination herein, either party to this Contract may terminate this contract as provided in this paragraph if the other party fails to comply with its terms. The party alleging the default will give the other party notice of the default in writing citing the terms of the Contract that have been breached and what action the defaulting party must take to cure the default. If the party in default fails to cure the default as specified in the notice the party giving notice of default may terminate this Contract by written notice to the other party, specifying the date of termination. Acting on behalf of the City, the City Manager may terminate this Contract for the breach as provided in this paragraph. Termination of this Contract as allowed by law, including any damages or costs suffered by either party.

## **X. GOVERNING LAW/VENUE**

Texas law governs this Contract and any lawsuit must be filed in a court that has jurisdiction in Travis County, Texas.

## **XI. VERIFICATION OF EMPLOYMENT ELIGIBILITY**

Contractor must comply with the Immigration Reform and Control Act (IRCA) and may not knowingly obtain labor or services of an unauthorized alien. Contractor -- not City -- must verify eligibility for employment as required by IRCA.

## **XII. INDEBTEDNESS TO CITY**

Contractor agrees that no payments owed by him, of any nature whatsoever, to the City, including payment in advance for service charges or any sums of any character whatsoever, shall become delinquent or in arrears.

The City will not award contracts for goods or services to any bidder in arrears to the City for any debt, claim, demand, or account whatsoever, including taxes, penalty and interest. Contractor is responsible for ensuring that no indebtedness exists.

The City may offset payments due under this Contract against any debt, claim, demand or account owed to the City by Contractor.

### **XIII. SALES TAX**

The City qualifies as an exempt agency under the Texas Limited Sales, Excise and Use Tax Act (the “Tax Act”) and is not subject to any State or City sales taxes on materials incorporated into the project. Labor used in the performance of this contract is also not subject to State or City sales taxes. The City will provide an exemption certificate to the Contractor. The Contractor must have a sales tax permit issued by the Comptroller of Public Accounts and shall issue a resale certificate complying with the Tax Act, as amended, when purchasing said materials. The Contractor is responsible for any sales taxes applicable to equipment purchases, rentals, leases, consumable supplies which are not incorporated into the services to be provided under this Contract, tangible personal property purchased for use in the performance of this Contract and not completely consumed, or other taxable services used to perform this Contract, or other taxes required by law in connection with this Contract.

### **XIV. COMPLIANCE WITH LAWS, CHARTER, ORDINANCES**

Contractor, its agents, employees and subcontractors must comply with all applicable federal and state laws, the charter and ordinances of the City of Pflugerville, and with all applicable rules and regulations promulgated by local, state and national boards, bureaus and agencies. Contractor must obtain all necessary permits, bonds and licenses that are required in completing the work contracted for in this agreement.

### **XV. DISCLOSURES, CONFLICTS AND DISPUTE RESOLUTION**

Contractor represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code, Conflicts of Interest Questionnaire, Chapter 2252, Texas Government Code, and Form 1295, Certificate of Interested Parties, online filing with the Texas Ethics Commission.

This Contract will be governed by the provisions of Subchapter I, Chapter 271, Tex. Local Gov’t Code, regarding the obligations of the parties for any disputes arising hereunder.

### **XVI. MANDATORY CONDITIONS FOR GOVERNMENT CONTRACTS**

When applicable, the City may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it; (i) does not boycott Israel; (ii) will not boycott Israel during the term of the contract; (iii) does not boycott energy companies; (iv) will not boycott energy companies during the term of the contract; (v) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and (vi) will not discriminate during the term of the contract against a firearm entity or firearm trade association (Texas Government Code, Chapter 2271.002; 2274.002).

Contractor hereby verifies that it does not boycott Israel, and agrees that, during the term of this agreement, will not boycott Israel as this term is defined in the Texas Government Code, Section 808.001, as amended. Contractor hereby verifies that it does not boycott energy companies, and agrees that, during the term of this agreement, will not boycott energy companies as this term is defined in Texas Government Code, Section 809.001, as amended. Contractor hereby verifies that it does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and agrees that, during the term of this agreement, will not discriminate against a firearm entity or firearm trade association as those terms are defined in Texas Government Code, Section 2274.001, as amended.

Further, Contractor hereby certifies that it is not a company identified under Texas Government Code, Section 2252.152 as a company engaged in business with Iran, Sudan, or Foreign Terrorist Organizations.

IN WITNESS HEREOF, the parties hereto have executed this contract:

CITY OF PFLUGERVILLE

CONTRACTOR

By: \_\_\_\_\_

By: Maria Jimenez

Maria Jimenez (printed name)

APPROVED AS TO FORM:

Title: Director of Finance

By: Megan R. Santee  
City Attorney

Federal Tax I.D. #

Denton Navarro Rodriguez Bernal  
Santee & Zech, A Professional Corporation

Corporate Secy's Attestation if applicable:

\_\_\_\_\_

Corporate Seal if applicable:

**ATTACHMENT A**  
**SCOPE OF WORK**

## **JANITORIAL CLEANING SERVICES INCLUDE THE FOLLOWING SERVICES:**

### **Entrance/Common Area/Corridors/Gym**

1. Detail Dust – High and Low Areas
2. Dust All Horizontal Surfaces
3. Damp Wipe Horizontal Surfaces – Use Appropriate Cleaner
4. Spot Clean All Walls, Light Switches and Doors
5. Detail Vacuum – Corners and Edges
6. Vacuum All Hard Surface Floors
7. Damp Mop Hard Surface Floors-Use Appropriate Cleaner / PH Neutral
8. Clean Both Sides of Glass Door and Wipe Frames
9. Spot Clean Entrance Glass
10. Damp mop stairs and wipe down railings
11. Damp mop elevators and clean/polish all high touch areas, including tracks, railings and buttons
12. Polish Water Fountains
13. Empty and Remove Trash. Replace Liners
14. Wipe down gym equipment
15. Spot clean mirrors

### **Office/Conference Area**

1. Detail Dust – High and Low Areas
2. Dust All Horizontal Surfaces
3. Damp Wipe Horizontal Surfaces – Use Appropriate Cleaner
4. Spot Clean All Walls, Light Switches and Doors
5. Clean Windowsills and Blinds when needed
6. Arrange Furniture
7. Detail Vacuum – Corners and Edges
8. Vacuum all Hard Surface Floors
9. Damp Mop Hard Surface Floors-Use Appropriate Cleaner / PH Neutral
10. Empty All Recycling Bins
11. Empty and Remove Trash. Replace Liners

### **Kitchen/Break Room**

1. Detail Dust – High and Low Areas
2. Spot Clean Vending Machines, Walls and Light Switches
3. Arrange Furniture
4. Vacuum All Hard Surface Floors
5. Damp Mop Hard Surface Floors- Use Appropriate Cleaner



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6. Clean Coffee Machine/ Station
  7. Damp Wipe Counter Tops Using Appropriate Cleaner
  8. Damp Wipe Eating Area Chairs
  9. Clean Sinks Using Appropriate Cleaner
  10. Damp Clean Interior and Exterior of Microwave
  11. Damp Clean Exterior of Refrigerator
  12. Empty and Remove Trash. Replace Liners
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### **Restrooms**

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1. Spot Clean all Walls, Light Switches and Doors
  2. Clean and Disinfect Restroom Fixture, Toilets, Urinals, Sinks
  3. Clean and Disinfect Showers
  4. Clean and Disinfect Mirrors
  5. Clean and Disinfect Counters
  6. Clean and Disinfect Partitions and Chrome
  7. Sweep and Mop Floor Using Appropriate Cleaner / PH Neutral
  8. Empty and Remove Trash. Replace Liners
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### **Other Building Requirements**

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1. Site Supervisions
  2. Gather supplies and equipment for shift
  3. Clean and arrange janitor closet
  4. Prepare for next cleaning
  5. Shut and Lock Doors, Set Alarms – Per Instructions
  6. Turn off lights – per instructions
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### **Tasks to be completed by Pflugerville staff during daytime**

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1. Glass Cleaning
  2. Restocking of Dispensers
  3. Dusting of Common Areas
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<b>Services</b>	<b>Specifications</b>	<b>Price</b>
<b><u>Library</u> Janitorial Cleaning Services</b>	Square Feet: Frequency: Three (3) Days Weekly Time of Cleaning: Evening	<b>\$1,475.00/Month + Tax</b>
<b><u>Rec Center</u> Janitorial Cleaning Services</b>	Square Feet: Frequency: Five (5) Days Weekly (M-F) Time of Cleaning: Evening	<b>\$3,295.00/Month + Tax</b>
<b><u>City Hall</u> Janitorial Cleaning Services</b>	Square Feet: Frequency: Two (2) Days Weekly for Five (5) Hours per Day Time of Cleaning: Evening	<b>\$1,250.00/Month + Tax</b>
<b>TOTAL</b>		<b>\$6,020.00/Month + Tax</b>

### **Change of Services**

Client may request a change in Services by providing ten (10) days prior written notice.

### **Cleaning Schedule**

APCS creates a cleaning program that helps prevent the build-up of dust particles and manages the “attention to detail” procedures that other companies overlook. Our cleaning schedule consists of the following:

- The first day of cleaning, the crew focuses on many details to bring the cleanliness standard of Client’s facility up to our standards. This cleaning usually takes longer than the usual time for the Services.
- After the first day of cleaning, the crew will start with the thirty-day rotating schedule.
- Client will be able to schedule a deep cleaning when needed at a discounted price.

**ATTACHMENT B**  
**PAYMENT**

Payment will be made after all work is completed, inspected and as invoiced monthly in compliance with the Texas Prompt Payment Act, Tex. Gov't Code Chapter 2251. Final payment will occur after acceptance of the work by the City.

When applicable, before payment will be made, the Contractor must execute and provide to the City an affidavit that all bills for labor, materials and incidentals incurred by subcontractors, materialmen, mechanics, and suppliers under the contract have been paid in full, and there are no claims pending of which Contractor has been notified.

## ATTACHMENT C:

### STATE MANDATED WORKERS' COMPENSATION INSURANCE LANGUAGE

#### THIS ATTACHMENT IS ONLY APPLICABLE IF WORKERS' COMPENSATION COVERAGE IS PROVIDED

a. Definitions

**Certificate of coverage ("certificate")** - a copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (DWC-81, DWC-82, DWC-83, or DWC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

**Duration of the project** - includes the time from the beginning of the work on the project until the contractors's/person's work on the project has been completed and accepted by the City.

**Persons providing services on the project ("subcontractors" in 406.096)** - includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitations, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

b. The Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

c. The Contractor must provide a certificate of coverage to the City prior to being awarded the contract.

d. If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the City showing that coverage has been extended.

e. Contractor shall obtain from each person providing services on a project and provide to City:

(1) a certificate of coverage, prior to that person beginning work on the project, so the City will have on file certificates of coverage showing coverage for all persons providing services on the project; and

(2) no later than seven (7) days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

f. The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.

g. The Contractor shall notify the City in writing by certified mail or personal delivery, within ten (10) days after the Contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

h. The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are

required to be covered, and stating how a person may verify coverage and report lack of coverage.

- i. The Contractor shall contractually require each person with whom it contracts to provide services on a project to:
  - (1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;
  - (2) provide to the Contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing service on the project, for the duration of the project;
  - (3) provide the Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
  - (4) obtain from each other person with whom it contracts, and provide to the Contractor:
    - (a) a certificate of coverage, prior to the other person beginning work on the project; and
    - (b) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
  - (5) retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter;
  - (6) notify the City in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing service on the project;
  - (7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) - (7), with the certificates of coverage to be provided to the person for whom they are providing services.
- j. By signing this contract or providing or causing to be provided a certificate of coverage, the Contractor is representing to the City that all employees of the Contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
- k. The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor which entitles the City to declare the contract void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the City.