



**ENNIS CITY COMMISSION AGENDA
TUESDAY, SEPTEMBER 15, 2026
6:00 PM**

CITY OF ENNIS CITY HALL
COMMISSION CHAMBERS
107 N. SHERMAN
ENNIS, TEXAS 75119
(972) 875-1234

As authorized by Texas Government Code Section 551.071 - this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

The City of Ennis reserves the right to re-align, recess, or reconvene the Regular Session or called Executive Session or order of business at any time prior to adjournment.

As authorized by Texas Government Code Section 551.007 - the governing body shall allow any member of the public who wishes to speak on an agenda item at an open meeting to address the body regarding that item before or during the consideration of the item.

**CITY COMMISSION MEETINGS ARE NOW LIVESTREAMED AT:
www.ennistx.gov/citycommissionlivestream**

A. CALL TO ORDER

- Roll Call
- Invocation
- Pledge of Allegiance

B. PRESENTATIONS

- B.1. Czech Heritage Month Proclamation
- B.2. City of Ennis Employee of the Month
 - Tommy Miller, Senior Facilities Technician
- B.3. City of Ennis New Employee Recognition
- B.4. Finance Department Recognition - Achievement of Excellence in Procurement Award
- B.5. Monthly Update - Streets

C. CITIZENS PUBLIC COMMENT PERIOD

The City Commission invites citizens to address the Commission on any topic not already scheduled for a Public Hearing. Citizens wishing to speak should complete a "Citizen Comment Period" form and present it to the City Secretary prior to the meeting. Speakers are limited to 3 minutes. In accordance with the Texas Open Meetings Act, the City Commission cannot take action on items not listed on the agenda. However, your concerns may be addressed by City Staff, placed on a future agenda, or responded to by some other course.

D. COMMISSIONER UPDATES

Pursuant to Texas Government Code Section 551.0415 the Mayor and Commission may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Commission events; (5) information about community events; (6) announcements involving imminent threat to public health and safety.

E. CONSENT ITEMS

- E.1. Approval of the August 12, 2026, Ennis City Commission Special Meeting Minutes.
[CC Special Meeting Minutes - 08-12-2026](#)
- E.2. Approval of the August 18, 2026, Ennis City Commission Regular Meeting Minutes.
[CC Regular Meeting Minutes - 08-18-2026](#)
- E.3. Approval of the September 8, 2026, Ennis City Commission Special Meeting Minutes.
[CC Special Meeting Minutes - 09-08-2026](#)
- E.4. Approval of a Resolution authorizing settlement between the Atmos Cities Steering Committee and Atmos and Atmos Energy Corp., Mid-Tex Division regarding the Company's 2026 Rate Review Mechanism Filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; finding the rates to be just and reasonable and in the public interest; establishing a benchmark for pensions and retiree medical benefits; requiring the company to reimburse ACSC's reasonable ratemaking expenses; and requiring delivery of this Resolution to the Company and the ACSC's legal counsel.
[Atmos RRM Filing](#)
- E.5. Approval of a Resolution of the City Commission of the City of Ennis, Texas, approving a Joint Contract for Election Services with Ellis County for the November 3, 2026 Special Election; authorizing an estimated cost to the City of Ennis of \$18,550; authorizing the City Manager to execute the agreement and any necessary documents in connection therewith.
[Ellis County Elections Contract November 3, 2026 Special Election](#)
- E.6. Approval of a Resolution of the City Commission of the City of Ennis, Texas, awarding 27-316-01 "Miscellaneous Street Department Materials FY 26-27" to recommended bidders, and authorizing the City Manager and/or Director of Public Works to purchase from recommended bidders during FY27.
[Miscellaneous Street Department Materials](#)
- E.7. Approval of a Resolution of the City Commission of the City of Ennis, Texas, awarding 27-417-02 "Miscellaneous Utility Department Materials FY 26-27" to recommended bidders, and authorizing the City Manager and/or Utility Operations Director to purchase from recommended bidders during FY 27.
[Miscellaneous Utility Department Materials](#)
- E.8. Approval of a Resolution of the City Commission of the City of Ennis, Texas, awarding 26-111-12 Citywide Cleaning services, to CTJ Maintenance Inc. in an annual amount not to exceed \$190,000 and authorizing the City Manager to execute the agreement.
[Citywide Cleaning Services - CTJ Maintenance](#)
- E.9. Approval of a Resolution of the City Commission of the City of Ennis, Texas, ratifying the purchase of real property for municipal purposes (Public Works Facility) in the amount of \$1,074,900.00 and associated closing costs of approximately \$9,111.00; ratifying City Manager's execution of purchase agreements, assignment agreements and related documents; and providing for related matters.
[PW Land Purchase Ratification](#)
- E.10. Approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the Mayor to execute an Interlocal Agreement with Ellis County for the provision of Public Works services, including maintenance, repair, and construction of

streets, roads, alleys, bridges, parking areas, waterways, and ditches, and authorizing the County to provide goods and/or services to the City of Ennis.

[Ellis County ILA](#)

- E.11. Approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the Mayor to execute a professional services agreement with Innovative Transportation Solutions(ITS) to provide consulting services for all Transportation funding and programming issues related to the Texas Department of Transportation in a total annual amount not to exceed \$90,000; and authorizing the City Manager or designee to execute any documents in connection therewith.

[ITS Professional Services Agreement](#)

- E.12. Approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the purchase of Human Resource Information Systems (HRIS) Software Solutions, UKG Ready, from Ultimate Kronos Group (UKG) to provide Core HR, Payroll, Recruiting, Benefits Administration, Leave Management, Timekeeping, and Advanced Scheduling services for Human Resources staff, through the OMNIA National Cooperative Purchasing Contract No.24-6833, for a 5-year term at an annual fee of \$58,812, plus a one-time fee of \$11,500, for a total contract amount not to exceed \$305,560; authorizing the Mayor to execute the contract; authorizing the City Manager or designee to execute any ancillary documents necessary to implement the contract.

[UKG Contract for HRIS Software](#)

F. ITEMS FOR DISCUSSION AND INDIVIDUAL CONSIDERATION

- F.1. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, casting the official ballot for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election for places 1 through 4, each for a six-year term.

[TMLIRP Board of Trustees Ballot](#)

- F.2. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing Task Order One with Gresham Smith for City of Ennis Operations Center Engineering Services in a sum not to exceed One Million Three Hundred Sixty-Five Thousand One Hundred Ninety-Nine Dollars and Zero Cents (\$1,365,199.00) and authorizing the City Manager or designee to execute any documents in connection therewith.

[City of Ennis Operations Center Engineering Services](#)

- F.3. Discuss and consider an Ordinance of the City Commission of the City of Ennis, Texas, amending Section 2-1 "Municipal Fee and Use Schedule" in Article I "In General" of Chapter 2 "Administration" of the Code of Ordinances by codifying and adopting a revised comprehensive Schedule of Fees to be charged for municipal services; and providing an effective date.

[FY 2027 Schedule of Fees](#)

G. EXECUTIVE SESSION

The City Commission will recess into closed Executive Session pursuant to Texas Government Code:

- G.1. Section 551.071(1) and (2) - Seek the advice of the Attorney regarding pending or contemplated litigation or a settlement offer and to consult with the City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas

Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act:

- *City of Ennis vs. District Partners Ltd., and the real property located at 112 W. Brown Street (a/k/a 114 W. Brown Street, 116 W. Brown Street, 118 W. Brown Street, and 110 S. Dallas Street, Ennis, Texas 75119 (in rem), Cause No. 116742, pending in in the 40th Judicial District Court, Ellis County*
- *Rooftop Lights*

G.2. Section 551.071 and 551.072 - Consultation with Attorney and deliberation regarding the purchase, exchange, lease, or value of real property:

- *Ennis Regional Medical Center*

G.3. Section 551.087 – Deliberation regarding Economic Development Negotiations – Discuss or deliberate regarding commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay, or expand in or near the territory of the city and with which the city is conducting Economic Development negotiations; and/or to deliberate the offer of a financial or other incentive to the business prospect:

- *Project Ennis Gateway*

H. ACTION NECESSARY AS A RESULT OF THE EXECUTIVE SESSION

I. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Ennis City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at www.ennistx.gov and said Notice was posted prior to the following date and time: **Wednesday, September 9, 2026 at 8:00 P.M.**, and will remain posted for at least two hours after said meeting was convened.



Bethany Prewitt, TRMC
City Secretary

City of Ennis City Commission meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (972) 875-1234 or write to: PO Box 220, Ennis, TX 75120, at least 48 hours in advance of the meeting.

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission
Subject: Approval of the August 12, 2026, Ennis City Commission Special Meeting Minutes.
Meeting: ENNIS CITY COMMISSION - 15 Sep 2026
Department: City Secretary
Staff Contact: Bethany Prewitt, City Secretary

BACKGROUND INFORMATION:

The minutes for the August 12, 2026, Ennis City Commission Special Meeting are submitted for the City Commission's review and approval. The minutes are intended to serve as the official record of actions taken during the meeting.

Per the City Commission Rules and Procedures, Section D.5(d), any questions regarding the minutes should be directed to the City Secretary prior to the Commission meeting to allow adequate time for review and consideration. Upon approval by the City Commission, the minutes will become part of the City's permanent official records.

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

[CC Special Meeting Minutes - 08-12-2026](#)

ENNIS CITY COMMISSION SPECIAL MEETING MINUTES
WEDNESDAY, AUGUST 12, 2026

A. CALL TO ORDER

Mayor Isbell called a Special Meeting of the Ennis City Commission to order on Wednesday, August 12, 2026, at 5:01 P.M. in the Ennis City Hall Commission Chambers, 107 N Sherman St., Ennis, Texas 75119.

City Secretary Bethany Prewitt called roll and verified a quorum:

Mayor Isbell	Present	Commissioner Hejny	Present
Mayor Pro Tem Espedal	Absent	Commissioner Polk	Present
Commissioner Falkenbach	Present	Commissioner Pierce	Present
Commissioner Jones	Present		

The invocation was given by Police Chief Dustin Munn.
The Pledge of Allegiance was led by Mayor Isbell.

B. ITEMS FOR DISCUSSION AND INDIVIDUAL CONSIDERATION

B.1. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, proposing a property tax rate for Fiscal Year 2027; declaring the date, time, and place of the public hearing and adoption of the property tax rate; directing the publication of notice as required by law; and providing an effective date.

Mayor Isbell read the item. Purchasing Manager Katrinia Roberson addressed the Commission and presented the proposed Fiscal Year 2027 property tax rate of \$0.668238 per \$100 valuation, which represents the Voter-Approval Tax Rate. A public hearing on the proposed tax rate will be held on September 8, 2026, after which the City Commission will consider adoption of the Fiscal Year 2027 property tax rate. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to approve a Resolution proposing a tax rate of \$0.668238 per \$100 valuation.

A vote was cast, 6 in favor, 0 against. Motion passed.

C. ADJOURNMENT

With no other business before the Commission, Mayor Isbell declared the meeting adjourned at 5:17 P.M.

ATTEST:

APPROVED:

CITY SECRETARY

MAYOR

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission
Subject: Approval of the August 18, 2026, Ennis City Commission Regular Meeting Minutes.
Meeting: ENNIS CITY COMMISSION - 15 Sep 2026
Department: City Secretary
Staff Contact: Bethany Prewitt, City Secretary

BACKGROUND INFORMATION:

The minutes for the August 18, 2026, Ennis City Commission Regular Meeting are submitted for the City Commission's review and approval. The minutes are intended to serve as the official record of actions taken during the meeting.

Per the City Commission Rules and Procedures, Section D.5(d), any questions regarding the minutes should be directed to the City Secretary prior to the Commission meeting to allow adequate time for review and consideration. Upon approval by the City Commission, the minutes will become part of the City's permanent official records.

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

[CC Regular Meeting Minutes - 08-18-2026](#)

ENNIS CITY COMMISSION REGULAR MEETING MINUTES
TUESDAY, AUGUST 18, 2026

A. CALL TO ORDER

Mayor Isbell called a Regular Meeting of the Ennis City Commission to order on Tuesday, August 18, 2026, at 6:01 P.M. in the Ennis City Hall Commission Chambers, 107 N Sherman St., Ennis, Texas 75119.

City Secretary Bethany Prewitt called roll and verified a quorum:

Mayor Isbell	Present	Commissioner Hejny	Present
Mayor Pro Tem Espedal	Present	Commissioner Polk	Present
Commissioner Falkenbach	Present	Commissioner Pierce	Absent
Commissioner Jones	Present		

The invocation was given by Fire Chief Bill Evans.
 The Pledge of Allegiance was led by Mayor Isbell.

B. PRESENTATIONS

B.1. City Marshal Joseph C.R. Bullard Proclamation

Mayor Isbell read a proclamation and proclaimed August 19, 2026, as Ennis City Marshal C.R. Bullard Remembrance Day in the City of Ennis. The proclamation was presented to Police Chief Dustin Munn.

B.2. Emergency Preparedness Week Proclamation

Mayor Isbell read a proclamation and proclaimed September 20 through September 26, 2026, as Emergency Preparedness Week in the City of Ennis. The proclamation was presented to Police Chief Munn and Fire Chief Bill Evans.

B.3. Hispanic Heritage Month Proclamation

Commissioner Falkenbach read a proclamation and proclaimed September 15 through October 15, 2026, as Hispanic Heritage Month in the City of Ennis.

B.4. City of Ennis Employee of the Month

City Manager Andrea Weckmueller-Behringer announced the City of Ennis Employee of the Month Mary Brodie, Parks & Recreation Administrative Assistant. Mayor Isbell presented Ms. Brodie with a certificate.

B.5. City of Ennis Employee Promotion Recognition

City Manager Weckmueller-Behringer recognized Guillermo Lage on his promotion to Equipment Services Superintendent.

B.6. City of Ennis New Employee Recognition

City Manager Weckmueller-Behringer introduced City of Ennis new employees Haley Alsabrook-Taylor, Assistant to the City Manager and Rocky Santos, Utilities Crewleader.

B.7. Presentation of the Fiscal Year 2026 3rd Quarter Investment Report

Finance Director Stanley Muli presented the FY 2026 3rd Quarter Investment Report.

C. CITIZENS PUBLIC COMMENT PERIOD

Mary Gilmore, 906 Woodcrest Dr, spoke regarding drainage.

Salvador Guzman Trejo, 3991 E Hwy 34, spoke regarding late hours permits.

Amelia Valdez, 102 W Ennis Ave, spoke on behalf Gabriel and William Huerta, regarding late hours permits.

Darrell Nelson, 1709 N Preston St, spoke on behalf of Ennis Golden Circle regarding the Buc-ee's community outreach donation.

Joe Muirhead, 1101 Country Club Rd, spoke regarding statues in Ennis.

D. COMMISSIONER UPDATES

Mayor Isbell invited the citizens to the August 25th State of the City event.

E. CONSENT ITEMS

E.1. Approval of the August 4, 2026, Ennis City Commission Special Meeting Minutes.

E.2. Approval of the July 21, 2026, Ennis City Commission Regular Meeting Minutes.

E.3. Approval of a Resolution authorizing the City Manager, or designee, to execute a Service Agreement with On Duty Health, PLLC, for firefighter occupational health, fitness, and medical screenings in an amount not to exceed \$29,154.00.

E.4. Approval of a Resolution authorizing the Mayor to enter into a contract with Forvis Mazars, LLP to conduct the FY 2026 Audit for the City of Ennis, Crime Control and Prevention District, and the Economic Development Corporation in an amount not to exceed \$95,500, with the option to renew for up to four additional one-year terms.

E.5. Approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing Task Order Three (GS-TO-3) with Gresham Smith for a Building Condition Assessment of the Ennis City Hall building located at 107 N. Sherman Street in a sum not to exceed Twenty-One Thousand Six Hundred Dollars and Zero Cents (\$21,600.00), and authorizing the City Manager or designee to execute any documents in connection therewith.

Mayor Isbell read the consent agenda. Commissioner Hejny made a motion, seconded by Commissioner Polk, to approve the items on the consent agenda.

A vote was cast, 6 in favor, 0 against. Motion passed.

F. PUBLIC HEARING

F.1. Conduct a Public Hearing regarding an application for a Zoning Change from Agricultural (A) and Single-Family Residential District – 10 (R-10) to Planned Development (PD) for an approximately 124.289-acre tract of land situated in the William Garrett Survey, Abstract No. 382, John Holt Survey, Abstract No. 452, John F. Reagor Survey, Abstract No. 931 and B.F. Reagor Survey, Abstract No. 943, City of Ennis, Ellis County, Texas. Located at 2200 Country Club Road. Ellis CAD ID 183729. This request includes a concept plan containing approximately 86 single-family residential lots and 1.27 acres of common area open space. Tranquility Subdivision.

Mayor Isbell read the item. Community Health and Development Director Kevin Howard presented the zoning change request. Mayor Isbell opened a public hearing at 7:00 P.M.

Bill Kinzie, 1125 Mockingbird Cir, spoke against the zoning change.

Barbara Webb, 1500 Phillips Dr, spoke against the zoning change.

Amy Callahan, 601 N Dallas St, spoke against the zoning change.

Chad Adams, 1360 Trophy Court West, Midlothian, spoke in favor of the zoning change, provided an overview of the proposed development, and responded to questions from the Commission.

Mayor Pro Tem Espedal made a motion, seconded by Commissioner Falkenbach, to continue the public hearing to the October 20th City Commission meeting at 6:00 P.M.

A vote was cast, 6 in favor, 0 against. Motion passed.

G. ITEMS FOR DISCUSSION AND INDIVIDUAL CONSIDERATION

G.1. Discuss and consider an Ordinance amending the Zoning and Zoning Map of the City of Ennis, Texas from Agricultural (A) and Single-Family Residential District – 10 (R-10) to Planned Development (PD) for an approximately 124.289-acre tract of land situated in the William Garrett Survey, Abstract No. 382, John Holt Survey, Abstract No. 452, John F. Reagor Survey, Abstract No. 931 and B.F. Reagor Survey, Abstract No. 943, City of Ennis, Ellis County, Texas. Located at 2200 Country Club Road. Ellis CAD ID 183729. This request includes a concept plan containing approximately 86 single-family residential lots and 1.27 acres of common area open space. Tranquility Subdivision.

No action.

G.2. Receive a report, hold a discussion and take action on amending a July 21st, 2026 Ordinance authorizing the issuance, sale and delivery of \$190,000 “City of Ennis, Texas Combination Tax and Surplus Revenue Certificates of Obligation, Series 2026A” authorizing an amended issuance of said Certificates; reducing the principal amount from \$190,000 to \$60,000 approving and reauthorizing instruments and procedures relating to said Certificates; and enacting other provisions relating to the subject.

Mayor Isbell read the item. Finance Director Stanley Muli presented the item to the Commission, explaining the proposed amendment to reduce the principal amount of the City of Ennis, Texas Combination Tax and Surplus Revenue Certificates of Obligation, Series 2026A, from \$190,000 to \$60,000. Commissioner Hejny made a motion, seconded by Mayor Pro Tem Espedal, to approve the ordinance amendment.

A vote was cast, 6 in favor, 0 against. Motion passed.

G.3. Receive a report, hold a discussion and take action on a resolution approving the execution and delivery of a Principal Forgiveness Agreement with the Texas Water Development Board for water system improvements for lead service line replacement; and resolving other matters relating to the subject.”

Mayor Isbell read the item. Finance Director Muli addresses the Commission, providing information regarding the Principal Forgiveness Agreement with the Texas Water Development Board for water system improvements related to lead service line replacement. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to approve the item.

A vote was cast, 6 in favor, 0 against. Motion passed.

G.4. Receive a report, hold a discussion and take action on an ordinance considering all matters incident and related to the issuance, sale and delivery of “City of Ennis, Texas Combination Tax and Surplus Revenue Certificates of Obligation, Series 2026C” authorizing the issuance of said Certificates; approving and authorizing instruments and procedures relating to said Certificates; and enacting other provisions relating to the subject.

Mayor Isbell read the item. Finance Director Muli presented the ordinance considering all matters incident and related to the issuance, sale and delivery of City of Ennis, Texas Combination Tax and Surplus Revenue Certificates of Obligation, Series 2026C. Commissioner Hejny made a motion, seconded by Commissioner Jones, to approve the ordinance.

A vote was cast, 6 in favor, 0 against. Motion passed.

G.5. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing a one-year extension of the Christmas Tree Lights and Decor Agreement with Klahn Designs LLC dba Outdoor Lighting Perspectives of East Dallas in an amount not to

exceed Seventy Seven Thousand Eight Hundred Forty Dollars (\$77,840.00); and authorizing the City Manager or Designee to execute any documents in connection therewith.

Mayor Isbell read the item. EDC Director Miriam Castillo presented the item to the Commission and provided two options for consideration regarding the Christmas Tree Lights and Décor Agreement. Discussion ensued regarding the options presented. Commissioner Hejny made a motion, seconded by Commissioner Falkenbach, to approve Option 1 in the amount of \$53,180. A vote was cast, 6 in favor, 0 against. Motion passed.

G.6. Discuss and consider directing staff regarding the annual Community Outreach Donation pursuant to Section 2.4 of the Economic Development Agreement between the City, Tax Reinvestment Zone Number Two, and Buc-ee's Ennis, LLC.

Mayor Isbell read the item. City Manager Weckmueller-Behringer presented the item to the Commission regarding the annual Community Outreach Donation. Wade Hull addressed the Commission regarding the donation. Jenny Vidrine, representing Ennis Golden Circle, and Lexi Rendon, representing Cara Caters, also addressed the Commission regarding their respective organizations. Discussion ensued amongst the Commission. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to allocate the \$25,000 Community Outreach Donation equally between Cara Caters and Ennis Golden Circle, with each organization receiving \$12,500. A vote was cast, 4 in favor, 1 against (Espedal), 1 no vote (Polk). Motion passed.

G.7. Discuss and consider proposed governance amendments to the Ennis Economic Development Corporation Bylaws, including Board composition, and authorize the City Manager to prepare any necessary amendments to the governing documents for future consideration.

Mayor Isbell read the item. City Manager Andrea Weckmueller-Behringer and EDC Director Miriam Castillo addressed the Commission and requested guidance from the City Commission regarding proposed amendments to the Ennis Economic Development Corporation Bylaws, specifically the designation of the Mayor of the City of Ennis as a member of the EDC Board. Following discussion, the Commission expressed support for the proposed amendment. The amended bylaws will be presented to the EDC Board for consideration and approval prior to being presented to the City Commission for final approval.

G.8. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing the Mayor to execute Change Order 3 for Project Water Treatment Plant Bypass by Circle H Contractors, LP for decreasing the current contract amount of \$1,945,014.00 by \$63,707.00 amending the contract amount to \$1,881,307.00 and to pay the final invoice in a sum not to exceed Ninety-Four Thousand Seven Hundred Sixty-Eight Dollars and Thirty-Five Cents (\$94,768.35), and authorizing the City Manager or designee to execute any documents in connection therewith.

Mayor Isbell read the item. Public Works Director Doug Taylor presented the item, providing an overview of Change Order No. 2 for the Water Treatment Plant Bypass Project. The change order decreases the contract amount by \$63,707, resulting in a final contract amount of \$1,881,307, and authorizes payment of the final invoice in an amount not to exceed \$94,768.35. Commissioner Hejny made a motion, seconded by Commissioner Jones, to approve Change Order No. 3. A vote was cast, 6 in favor, 0 against. Motion passed.

G.9. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing Task 12: Liska Road Bridge Feasibility Study with Freese and Nichols, Inc. (FNI-

TO-12) under the existing Master Professional Services Agreement in an amount not to exceed Thirty-Six Thousand Six Hundred Thirty-Nine Dollars and Zero Cents (\$36,639.00), and authorizing the City Manager or designee to execute any documents in connection therewith.

Mayor Isbell read the item. Public Works Director Taylor presented the item, providing an overview of the proposed Liska Road Bridge Feasibility Study to be performed by Freese and Nichols, Inc. under the existing Master Professional Services Agreement in an amount not to exceed \$36,639. Director Taylor stated that staff need guidance, and he believes that this study will provide that guidance. Mayor Pro Tem Espedal made a motion, seconded by Commissioner Hejny, to approve and authorize Task 12: Liska Road Bridge Feasibility Study with Freese and Nichols, Inc.

A vote was cast, 6 in favor, 0 against. Motion passed.

G.10. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing the purchase of one (1) insulated aerial bucket truck from Infrastructure Equipment Group, LLC through the Interlocal Purchasing System (TIPS) cooperative purchasing contract number 251001 in a sum not to exceed Two Hundred Thousand Two Hundred Thirty Dollars and Sixty-Eight Cents (\$200,230.68), and authorizing the City Manager or designee to execute any documents in connection therewith.

Mayor Isbell read the item. Director Taylor presented the item, providing an overview of the proposed purchase of one insulated aerial bucket truck from Infrastructure Equipment Group, LLC through the TIPS cooperative purchasing program in an amount not to exceed \$200,230.68. Mayor Pro Tem Espedal made a motion, seconded by Commissioner Falkenbach, to approve the purchase of one insulated aerial bucket truck from Infrastructure Equipment Group, LLC.

A vote was cast, 4 in favor, 1 against (Jones), 1 no vote (Polk).

G.11. Discuss and consider appointments to the Arts Commission to fill vacant positions with terms expiring January 31, 2027, and January 31, 2028.

Mayor Isbell read the item. Commissioner Falkenbach made a motion, seconded by Mayor Pro Tem Espedal, to appoint Toni Black to the Arts Commission for a term expiring January 31, 2028, and Kieran Williams to the Arts Commission for a term expiring January 31, 2027.

A vote was cast, 6 in favor, 0 against. Motion passed.

G.12. Discuss and consider appointments and reappointments to the Historic Landmark Commission for terms expiring July 31, 2028.

Mayor Isbell read the item. Commissioner Falkenbach made a motion, seconded by Mayor Pro Tem Espedal, to appoint Kimberly Juarez to the Historic Landmark Commission for a term expiring January 31, 2028.

A vote was cast, 6 in favor, 0 against. Motion passed.

G.13. Discuss and consider appointments and reappointments to the Parks and Recreation Board for terms expiring July 31, 2028.

Mayor Isbell read the item. Mayor Pro Tem Espedal made a motion, seconded by Commissioner Jones, to reappoint Matthew Stubbs and Patrick Snodgrass to the Parks and Recreation Board.

A vote was cast, 6 in favor, 0 against. Motion passed.

Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to appoint Daniel Godinez and Jessica Daniels to the Parks and Recreation Board.

A vote was cast, 6 in favor, 0 against. Motion passed.

G.14. Discuss and consider appointments and reappointments to the Planning and Zoning Commission for terms expiring July 31, 2028.

Mayor Isbell read the item. Commissioner Falkenbach made a motion, seconded by Mayor Pro Tem Espedal, to appoint Mark Medina and reappoint Jeremiah McCauley, David Sacha, and Patrick Snodgrass, to the Planning and Zoning Commission for terms expiring July 31, 2028.

A vote was cast, 6 in favor, 0 against. Motion passed.

G.15. Discuss and consider appointments and reappointments to the Railroad and Cultural Heritage Museum Board for terms expiring July 31, 2028.

Mayor Isbell read the item. Mayor Pro Tem Espedal made a motion, seconded by Commissioner Hejny, to reappoint Neal Blackstone, Bruce Fowler, Jim Grant, and Dwain Culpepper to the Railroad and Cultural Heritage Museum Board for terms expiring July 31, 2028.

A vote was cast, 6 in favor, 0 against. Motion passed.

G.16. Discuss and consider appointments and reappointments to the Zoning Board of Adjustment for terms expiring July 31, 2028.

Mayor Isbell read the item. Mayor Pro Tem Espedal made a motion, seconded by Commissioner Falkenbach, to reappoint Drew Anderson, Mary Gilmore, and Pete Setian to the Zoning Board of Adjustment for terms expiring July 31, 2028. Discussion ensued. Commissioner Falkenbach made a motion, seconded by Commissioner Jones, to amend the motion to remove Drew Anderson from consideration for reappointment.

A vote was cast, 5 in favor, 1 against (Hejny). Motion passed.

Mayor Pro Tem Espedal made a motion, seconded by Commissioner Falkenbach, to reappoint Pete Setian and Mary Gilmore to the Zoning Board of Adjustment.

A vote was cast, 5 in favor, 1 against (Hejny). Motion passed.

[Mayor Isbell read the Executive Session agenda and recessed the Commission into Closed Session at 9:17 P.M.]

H. EXECUTIVE SESSION

H.1. Section 551.071(1) and (2) - Seek the advice of the Attorney regarding pending or contemplated litigation or a settlement offer and to consult with the City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act:

- ***QIPP Program***

H.2. Section 551.072 - Deliberation regarding the purchase, exchange, lease, or value of real property:

- ***301 N. W. Main Street***

[Mayor Isbell reconvened the Commission into Open Session at 10:25 P.M.]

H. ACTION NECESSARY AS A RESULT OF THE EXECUTIVE SESSION

No action.

I. ADJOURNMENT

With no other business before the Commission, Mayor Isbell declared the meeting adjourned at 10:25 P.M.

ATTEST:

APPROVED:

CITY SECRETARY

MAYOR

DRAFT

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission
Subject: Approval of the September 8, 2026, Ennis City Commission Special Meeting Minutes.
Meeting: ENNIS CITY COMMISSION - 15 Sep 2026
Department: City Secretary
Staff Contact: Bethany Prewitt, City Secretary

BACKGROUND INFORMATION:

The minutes for the September 8, 2026, Ennis City Commission Special Meeting are submitted for the City Commission's review and approval. The minutes are intended to serve as the official record of actions taken during the meeting.

Per the City Commission Rules and Procedures, Section D.5(d), any questions regarding the minutes should be directed to the City Secretary prior to the Commission meeting to allow adequate time for review and consideration. Upon approval by the City Commission, the minutes will become part of the City's permanent official records.

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

[CC Special Meeting Minutes - 09-08-2026](#)

ENNIS CITY COMMISSION SPECIAL MEETING MINUTES
TUESDAY, SEPTEMBER 8, 2026

A. CALL TO ORDER

Mayor Pro Tem Espedal called a Special Meeting of the Ennis City Commission to order on Tuesday, September 8, 2026, at 6:02 P.M. in the Ennis City Hall Commission Chambers, 107 N Sherman St., Ennis, Texas 75119.

City Secretary Bethany Prewitt called roll and verified a quorum:

Mayor Isbell	Absent	Commissioner Hejny	Present
Mayor Pro Tem Espedal	Present	Commissioner Polk	Present
Commissioner Falkenbach	Present	Commissioner Pierce	Absent
Commissioner Jones	Present		

Mayor Pro Tem Espedal stated that Mayor Isbell was absent.
 The invocation was given by Commissioner Falkenbach.
 The Pledge of Allegiance was led by Mayor Pro Tem Espedal.

B. PUBLIC HEARING

B.1. Conduct a Public Hearing and hold discussion regarding the City of Ennis Fiscal Year 2027 Proposed Budget.

Mayor Pro Tem Espedal read the item and opened the public hearing at 6:04 P.M. No one spoke and the public hearing was closed at 6:04 P.M.

B.2. Conduct a Public Hearing on the Fiscal Year 2027 Proposed Property Tax Rate.

Mayor Pro Tem Espedal read the item and opened the public hearing at 6:04 P.M. No one spoke and the public hearing was closed at 6:04 P.M.

C. ITEMS FOR DISCUSSION AND INDIVIDUAL CONSIDERATION

C.1. Discuss and consider an Ordinance of the City Commission of the City of Ennis, Texas, approving and adopting a Budget for the Fiscal Year beginning on October 1, 2026, and ending September 30, 2027.

Mayor Pro Tem Espedal read the item. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to approve the Ordinance adopting the Fiscal Year 2027 Budget as presented.

City Secretary Bethany Prewitt conducted a roll call vote, with the following results:

Mayor Isbell	Absent	Commissioner Hejny	Aye
Mayor Pro Tem Espedal	Aye	Commissioner Polk	Aye
Commissioner Falkenbach	Aye	Commissioner Pierce	Aye
Commissioner Jones	Aye		

6 in favor, 0 against, 1 absent (Mayor Isbell). Motion passed.

C.2. Discuss and consider an Ordinance of the City Commission of the City of Ennis, Texas, adopting and levying a property tax rate on taxable property within the city limits of the City of Ennis for Fiscal Year 2027; providing for collection dates and penalties; providing an

effective date.

Mayor Pro Tem Espedal read the item. Commissioner Hejny made a motion, seconded by Commissioner Pierce, to approve the Ordinance adopting a property tax rate of \$0.668238 per \$100 valuation for Tax Year 2026, consisting of a Maintenance and Operations rate of \$0.427243 and an Interest and Sinking rate of \$0.240995.

City Secretary Bethany Prewitt conducted a roll call vote, with the following results:

Mayor Isbell	Absent	Commissioner Hejny	Aye
Mayor Pro Tem Espedal	Aye	Commissioner Polk	Aye
Commissioner Falkenbach	Aye	Commissioner Pierce	Aye
Commissioner Jones	Aye		

6 in favor, 0 against, 1 absent (Mayor Isbell). Motion passed.

C.3. Discuss and consider an Ordinance of the City Commission of the City of Ennis, Texas, ratifying the property tax revenue increase in the Fiscal Year 2027 Adopted Budget; and providing an effective date.

Mayor Pro Tem Espedal read the item. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to approve the Ordinance ratifying the increase in property tax revenue reflected in the Fiscal Year 2027 Adopted Budget.

City Secretary Bethany Prewitt conducted a roll call vote, with the following results:

Mayor Isbell	Absent	Commissioner Hejny	Aye
Mayor Pro Tem Espedal	Aye	Commissioner Polk	Aye
Commissioner Falkenbach	Aye	Commissioner Pierce	Aye
Commissioner Jones	Aye		

6 in favor, 0 against, 1 absent (Mayor Isbell). Motion passed.

D. ADJOURNMENT

With no other business before the Commission, Mayor Pro Tem Espedal declared the meeting adjourned at 6:08 P.M.

ATTEST:

APPROVED:

CITY SECRETARY

MAYOR

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Approval of a Resolution authorizing settlement between the Atmos Cities Steering Committee and Atmos and Atmos Energy Corp., Mid-Tex Division regarding the Company's 2026 Rate Review Mechanism Filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; finding the rates to be just and reasonable and in the public interest; establishing a benchmark for pensions and retiree medical benefits; requiring the company to reimburse ACSC's reasonable ratemaking expenses; and requiring delivery of this Resolution to the Company and the ACSC's legal counsel.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: City Secretary

Staff Contact: Bethany Prewitt, City Secretary

BACKGROUND INFORMATION:

The Legislature's Gas Reliability Infrastructure Program (GRIP) allows gas utilities to receive annual rate increases associated with capital investments. In April of 2026 Atmos Energy Corporation filed a rate request pursuant to the Rate Review Mechanism (RRM) Tariff adopted by Atmos Cities Steering Committee (ACSC) members in 2018. The company claimed that its cost-of-service in a test year ending December 31, 2025, entitled it to additional system-wide revenues of \$291.1 million. Application of the standards set forth in ACSC 's RRM Tariff reduced the Company's request to \$273.6 million.

Following several months of meetings, ACSC consultants have reached a settlement with Atmos at \$260.5 million. This represents a \$30 million decrease from the Company's original filing and includes a payment of ACSC's expenses. The ACSC Executive Committee, consisting of city employees of 18 ACSC members, urges all ACSC members to pass the Resolution before October 1, 2026. New rates will become effective October 1, 2026.

FINANCIAL IMPACT:

The impact of this settlement on average residential rates is an increase of \$13.37 on a monthly basis, or 14.15%. The increase for the average commercial usage will be \$44.82 or, 9.90%.

RECOMMENDATION:

Staff recommends approval

ATTACHMENTS:

[Atmos Mid-Tex 2026 RRM Model Staff Report](#)
[CY25 MTX RRM - Average Bill](#)

E.4.

[RESOLUTION NO.-Atmos 2026 Rate Review Mechanism Filing - Pdf](#)

July 24, 2026

MODEL STAFF REPORT FOR RESOLUTION OR ORDINANCE

BACKGROUND AND SUMMARY

The City, along with 181 other Mid-Texas cities served by Atmos Energy Corporation, Mid-Tex Division (“Atmos Mid-Tex” or “Company”), is a member of the Atmos Cities Steering Committee (“ACSC”). In 2007, ACSC and Atmos Mid-Tex settled a rate application filed by the Company pursuant to Section 104.301 of the Texas Utilities Code for an interim rate adjustment commonly referred to as a GRIP filing (arising out of the Gas Reliability Infrastructure Program legislation). That settlement created a substitute rate review process, referred to as Rate Review Mechanism (“RRM”), as a substitute for future filings under the GRIP statute.

Since 2007, there have been several modifications to the original RRM Tariff. The most recent iteration of an RRM Tariff was reflected in an ordinance adopted by ACSC members in 2018. On or about April 1, 2026, the Company filed a rate request pursuant to the RRM Tariff adopted by ACSC members. The Company claimed that its cost-of-service in a test year ending December 31, 2025, entitled it to additional system-wide revenues of \$291.1 million.

Application of the standards set forth in ACSC’s RRM Tariff reduces the Company’s request to \$273.6 million. After reviewing the filing and conducting discovery, ACSC’s consultants concluded that the system-wide deficiency under the RRM regime should be \$253.4 million instead of the claimed \$291.1 million.

After several settlement meetings, the parties have agreed to settle the case for \$260.5 million. This is a reduction of over \$30 million to the Company’s initial request. This includes payment of ACSC’s expenses. The Effective Date for new rates is October 1, 2026. ACSC members should take action approving the Resolution/Ordinance before October 1, 2026.

RATE TARIFFS

Atmos generated rate tariffs attached to the Resolution/Ordinance that will generate \$260.5 million in additional revenues. Atmos also prepared a Proof of Revenues supporting the settlement figures. ACSC consultants have agreed that Atmos' Proof of Revenues is accurate.

BILL IMPACT

The impact of the settlement on average residential rates is an increase of \$13.37 on a monthly basis, or 14.15%. The increase for average commercial usage will be \$44.82 or 9.90%. Atmos provided bill impact comparisons containing these figures.

SUMMARY OF ACSC'S OBJECTION TO THE UTILITIES CODE SECTION 104.301 GRIP PROCESS

ACSC strongly opposed the GRIP process because it constitutes piecemeal ratemaking by ignoring declining expenses and increasing revenues while rewarding the Company for increasing capital investment on an annual basis. The GRIP process does not allow any review of the reasonableness of capital investment and does not allow cities to participate in the Railroad Commission's review of annual GRIP filings or allow recovery of Cities' rate case expenses. The Railroad Commission undertakes a mere administrative review of GRIP filings (instead of a full hearing) and rate increases go into effect without any material adjustments. In ACSC's view, the GRIP process unfairly raises customers' rates without any regulatory oversight. In contrast, the RRM process has allowed for a more comprehensive rate review and annual evaluation of expenses and revenues, as well as capital investment.

RRM SAVINGS OVER GRIP

While residents outside municipal limits must pay rates governed by GRIP, there are some cities served by Atmos Mid-Tex that chose to remain under GRIP rather than adopt RRM. Additionally, the City of Dallas adopted a variation of RRM which is referred to as DARR. When

new rates become effective on October 1, 2026, ACSC residents will maintain an economic monthly advantage over GRIP and will be comparable to DARR rates.

Comparison to Other Mid-Tex Rates (Residential)

	<u>Average Bill</u>	<u>Compared to RRM Cities</u>
RRM Cities:	\$66.18	-
DARR:	\$66.07	\$0.11
ATM Cities:	\$67.02	(\$0.84)
Environs:	\$66.07	\$0.11

Note: ATM Cities and Environs rates are as-filed. Also note that DARR uses a test year ending in September rather than December.

EXPLANATION OF “BE IT RESOLVED” PARAGRAPHS:

1. This section approves all findings in the Resolution/Ordinance.
2. This section adopts the RRM rate tariffs and finds the adoption of the new rates to be just, reasonable, and in the public interest.
3. This section makes it clear that Cities may challenge future costs associated with gas leaks.
4. This section finds that existing rates are unreasonable. Such finding is a necessary predicate to establishment of new rates. The new tariffs will permit Atmos Mid-Tex to recover an additional \$260.5 million on a system-wide basis.
5. This section approves an exhibit that establishes a benchmark for pensions and retiree medical benefits to be used in future rate cases or RRM filings.
6. This section requires the Company to reimburse the City for expenses associated with review of the RRM filing, settlement discussions, and adoption of the Resolution/Ordinance approving new rate tariffs.
7. This section repeals any resolution or ordinance that is inconsistent with the Resolution/Ordinance.

8. This section finds that the meeting was conducted in compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.
9. This section is a savings clause, which provides that if any section is later found to be unconstitutional or invalid, that finding shall not affect, impair, or invalidate the remaining provisions of this Resolution/Ordinance. This section further directs that the remaining provisions of the Resolution/Ordinance are to be interpreted as if the offending section or clause never existed.
10. This section provides for an effective date upon passage.
11. This section directs that a copy of the signed Resolution/Ordinance be sent to a representative of the Company and legal counsel for ACSC.

CONCLUSION

The Legislature's GRIP process allowed gas utilities to receive annual rate increases associated with capital investments. The RRM process has proven to result in a more efficient and less costly (both from a consumer rate impact perspective and from a ratemaking perspective) than the GRIP process. Given Atmos Mid-Tex's claim that its historic cost of service should entitle it to recover \$291.1 million in additional system-wide revenues, the RRM settlement at \$260.5 million for ACSC members reflects substantial savings to ACSC cities. Settlement at \$260.5 million is fair and reasonable. The ACSC Executive Committee consisting of city employees of 18 ACSC members urges all ACSC members to pass the Resolution/Ordinance before October 1, 2026. New rates become effective October 1, 2026.

ATMOS ENERGY CORP., MID-TEX DIVISION
MID-TEX RATE REVIEW MECHANISM
AVERAGE BILL COMPARISON - BASE RATES
TEST YEAR ENDING DECEMBER 31, 2025

Line No.	Description	Average Volumes	Current Rates	Proposed Rates	Current Average Bill	Proposed Average Bill	Amount Change	Percent Change
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1	<u>Rate R @ 40.7 Ccf</u>							
2	Base Rates:							
3	Customer Charge		\$ 23.65	\$ 24.35	\$ 23.65	\$ 24.35	\$ 0.70	
4	Consumption Charge (Ccf)	40.7	\$ 0.74748	\$ 1.03839	30.44	42.29	11.85	
5	Total Base Rates				<u>\$ 54.09</u>	<u>\$ 66.64</u>	<u>\$ 12.55</u>	23.20%
6								
7	Gas Cost:							
8	Rider GCR Part A (Ccf)	40.7	\$ 0.26375	\$ 0.26375	\$ 10.74	\$ 10.74	\$ -	
9	Rider GCR Part B (Ccf)	40.7	\$ 0.58642	\$ 0.58642	23.88	23.88	-	
10	Total Gas Cost				<u>\$ 34.62</u>	<u>\$ 34.62</u>	<u>\$ -</u>	0.00%
11								
12	Total Base with Gas Cost				\$ 88.71	\$ 101.26	\$ 12.55	
13	Rider FF & Rider TAX		0.06509	0.06509	5.77	6.59	0.82	14.15%
14								
15	Total Residential Average Bill				<u>\$ 94.48</u>	<u>\$ 107.85</u>	<u>\$ 13.37</u>	<u>14.15%</u>
16								
17	<u>Rate C @ 372.6 Ccf</u>							
18	Base Rates:							
19	Customer Charge		\$ 94.00	\$ 115.50	\$ 94.00	\$ 115.50	\$ 21.50	
20	Consumption Charge (Ccf)	372.6	\$ 0.22261	\$ 0.27784	82.95	103.53	20.58	
21	Total Base Rates				<u>\$ 176.95</u>	<u>\$ 219.03</u>	<u>\$ 42.08</u>	23.78%
22								
23	Gas Cost:							
24	Rider GCR Part A	372.6	\$ 0.26375	\$ 0.26375	\$ 98.28	\$ 98.28	\$ -	
25	Rider GCR Part B	372.6	\$ 0.40258	\$ 0.40258	150.02	150.02	-	
26	Total Gas Cost				<u>\$ 248.30</u>	<u>\$ 248.30</u>	<u>\$ -</u>	0.00%
27								
28	Total Base with Gas Cost				\$ 425.25	\$ 467.33	\$ 42.08	
29	Rider FF & Rider TAX		0.06509	0.06509	27.68	30.42	2.74	9.90%
30								
31	Total Commercial Average Bill				<u>\$ 452.93</u>	<u>\$ 497.75</u>	<u>\$ 44.82</u>	<u>9.90%</u>
32								

ATMOS ENERGY CORP., MID-TEX DIVISION
MID-TEX RATE REVIEW MECHANISM
AVERAGE BILL COMPARISON - BASE RATES
TEST YEAR ENDING DECEMBER 31, 2025

Line No.	Description	Average Volumes	Current Rates	Proposed Rates	Current Average Bill	Proposed Average Bill	Amount Change	Percent Change
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
33	<u>Rate I at 1263 MMBTU</u>							
34	Base Rates:							
35	Customer Charge		\$ 1,848.75	\$ 2,304.50	\$ 1,848.75	\$ 2,304.50	\$ 455.75	
36	Block 1 - Consumption Charge (MMBtu)	1,263	\$ 0.7678	\$ 0.9582	969.87	1,210.38	240.51	
37	Block 2 - Consumption Charge (MMBtu)	-	\$ 0.5623	\$ 0.7018	-	-	-	
38	Block 3 - Consumption Charge (MMBtu)	-	\$ 0.1206	\$ 0.1505	-	-	-	
39	Total Base Rates	<u>1,263</u>			<u>\$ 2,818.62</u>	<u>\$ 3,514.88</u>	<u>\$ 696.26</u>	24.70%
40								
41	Gas Cost:							
42	Rider GCR Part A (MMBtu)	1,263	\$ 2.63750	\$ 2.63750	\$ 3,331.65	\$ 3,331.65	\$ -	
43	Rider GCR Part B (MMBtu)	1,263	\$ 0.90813	\$ 0.90813	1,147.13	1,147.13	-	
44	Total Gas Cost				<u>\$ 4,478.78</u>	<u>\$ 4,478.78</u>	<u>\$ -</u>	0.00%
45								
46	Total Base with Gas Cost				\$ 7,297.41	\$ 7,993.67	\$ 696.26	
47	Rider FF and Rider TAX		0.06509	0.06509	475.01	520.33	45.32	9.54%
48								
49	Total Industrial Average Bill				<u>\$ 7,772.42</u>	<u>\$ 8,514.00</u>	<u>\$ 741.58</u>	<u>9.54%</u>
50								
51	<u>Rate T at 4935 MMBTU</u>							
52	Base Rates:							
53	Customer Charge		\$ 1,848.75	\$ 2,304.50	\$ 1,848.75	\$ 2,304.50	\$ 455.75	
54	Block 1 - Consumption Charge (MMBtu)	1,500	\$ 0.7678	\$ 0.9582	1,151.70	1,437.30	285.60	
55	Block 2 - Consumption Charge (MMBtu)	3,435	\$ 0.5623	\$ 0.7018	1,931.41	2,410.57	479.16	
56	Block 3 - Consumption Charge (MMBtu)	-	\$ 0.1206	\$ 0.1505	-	-	-	
57	Total Base Rates	<u>4,935</u>			<u>\$ 4,931.86</u>	<u>\$ 6,152.37</u>	<u>\$ 1,220.51</u>	24.75%
58								
59	Gas Cost:							
60	Rider GCR Part B (MMBtu)	4,935	\$ 0.90813	\$ 0.90813	\$ 4,481.46	\$ 4,481.46	\$ -	
61	Total Gas Cost				<u>\$ 4,481.46</u>	<u>\$ 4,481.46</u>	<u>\$ -</u>	0.00%
62								
63	Total Base with Gas Cost				\$ 9,413.33	\$ 10,633.84	\$ 1,220.51	
64	Rider FF and Rider TAX		0.06509	0.06509	612.74	692.19	79.45	12.97%
65								
66	Total Transportation Average Bill				<u>\$ 10,026.07</u>	<u>\$ 11,326.02</u>	<u>\$ 1,299.96</u>	<u>12.97%</u>



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, APPROVING A NEGOTIATED SETTLEMENT BETWEEN THE ATMOS CITIES STEERING COMMITTEE (“ACSC”) AND ATMOS ENERGY CORP., MID-TEX DIVISION REGARDING THE COMPANY’S 2026 RATE REVIEW MECHANISM FILING; DECLARING EXISTING RATES TO BE UNREASONABLE; ADOPTING TARIFFS THAT REFLECT RATE ADJUSTMENTS CONSISTENT WITH THE NEGOTIATED SETTLEMENT; FINDING THE RATES TO BE SET BY THE ATTACHED SETTLEMENT TARIFFS TO BE JUST AND REASONABLE AND IN THE PUBLIC INTEREST; APPROVING AN ATTACHMENT ESTABLISHING A BENCHMARK FOR PENSIONS AND RETIREE MEDICAL BENEFITS; REQUIRING THE COMPANY TO REIMBURSE ACSC’S REASONABLE RATEMAKING EXPENSES; DETERMINING THAT THIS RESOLUTION WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; ADOPTING A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND THE ACSC’S LEGAL COUNSEL.

WHEREAS, the City of Ennis, Texas (“City”) is a gas utility customer of Atmos Energy Corp., Mid-Tex Division (“Atmos Mid-Tex” or “Company”), and a regulatory authority with an interest in the rates, charges, and services of Atmos Mid-Tex; and

WHEREAS, the City is a member of the Atmos Cities Steering Committee (“ACSC”), a coalition of similarly-situated cities served by Atmos Mid-Tex (“ACSC Cities”) that have joined together to facilitate the review of, and response to, natural gas issues affecting rates charged in the Atmos Mid-Tex service area; and

WHEREAS, ACSC and the Company worked collaboratively to develop a Rate Review Mechanism (“RRM”) tariff that allows for an expedited rate review process by ACSC Cities as a substitute to the Gas Reliability Infrastructure Program (“GRIP”) process instituted by the Legislature, and that will establish rates for the ACSC Cities based on the system-wide cost of serving the Atmos Mid-Tex Division; and

WHEREAS, the current RRM tariff was adopted by the City in a rate ordinance in 2018; and

WHEREAS, on about April 1, 2026, Atmos Mid-Tex filed its 2026 RRM rate request with ACSC Cities based on a test year ending December 31, 2026; and

WHEREAS, ACSC coordinated its review of the Atmos Mid-Tex 2026 RRM filing through its Executive Committee, assisted by ACSC's attorneys and consultants, to resolve issues identified in the Company's RRM filing; and

WHEREAS, the Executive Committee, as well as ACSC's counsel and consultants, recommend that ACSC Cities approve an increase in base rates for Atmos Mid-Tex of \$260.5 million on a system-wide basis with an Effective Date of October 1, 2026; and

WHEREAS, ACSC agrees that Atmos' plant-in-service is reasonable; and

WHEREAS, with the exception of approved plant-in-service, ACSC is not foreclosed from future

WHEREAS, the attached tariffs (Attachment 1) implementing new rates are consistent with the recommendation of the ACSC Executive Committee, are agreed to by the Company, and are just, reasonable, and in the public interest; and

WHEREAS, the settlement agreement sets a new benchmark for pensions and retiree medical benefits (Attachment 2); and

WHEREAS, the RRM Tariff contemplates reimbursement of ACSC's reasonable expenses associated with RRM applications.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1: That the findings set forth in this Resolution are hereby in all things approved.

SECTION 2: That, without prejudice to future litigation of any issue identified by ACSC, the City Council finds that the settled amount of an increase in revenues of \$260.5 million on a system-wide basis represents a comprehensive settlement of gas utility rate issues affecting the rates, operations, and services offered by Atmos Mid-Tex within the municipal limits arising from Atmos Mid-Tex's 2026 RRM filing, is in the public interest, and is consistent with the City's authority under Section 103.001 of the Texas Utilities Code

SECTION 3: That despite finding Atmos Mid-Tex's plant-in-service to be reasonable, ACSC is not foreclosed in future cases from evaluating the reasonableness of costs associated with incidents involving leaks of natural gas

SECTION 4: That the existing rates for natural gas service provided by Atmos Mid-Tex are unreasonable. The new tariffs attached hereto and incorporated herein as Attachment 1, are just and reasonable, and are designed to allow Atmos Mid-Tex to recover annually an additional \$260.5 million on a system-wide basis, over the amount allowed under currently approved rates. Such tariffs are hereby adopted.

SECTION 5: That the ratemaking treatment for pensions and retiree medical benefits in Atmos Mid-Tex's next RRM filing shall be as set forth on Attachment 2, attached hereto and incorporated herein.

SECTION 6: That Atmos Mid-Tex shall reimburse the reasonable ratemaking expenses of the ACSC in processing the Company's 2026 RRM filing.

SECTION 7: That to the extent any resolution or ordinance previously adopted by the Council is inconsistent with this Resolution, it is hereby repealed.

SECTION 8: That the meeting at which this Resolution was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

SECTION 9: That if any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, and the remaining provisions of the Resolution shall be interpreted as if the offending section or clause never existed.

SECTION 10: That consistent with the City Ordinance that established the RRM process, this Resolution shall become effective from and after its passage with rates authorized by attached tariffs to be effective for bills rendered on or after October 1, 2026.

SECTION 11: That a copy of this Resolution shall be sent to Atmos Mid-Tex, care of Chris Felan, Vice President of Rates and Regulatory Affairs Mid-Tex Division, Atmos Energy Corporation, 5420 LBJ Freeway, Suite 1862, Dallas, Texas 75240, and to Thomas Brocato, General Counsel to ACSC, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15th day of September, 2026.

LYNDA ISBELL, Mayor

ATTEST:

BETHANY PREWITT, City Secretary

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	R – RESIDENTIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2026	

Application

Applicable to Residential Customers for all natural gas provided at one Point of Delivery and measured through one meter.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 24.35 per month
Rider CEE Surcharge	\$ 0.05 per month ¹
Total Customer Charge	\$ 24.40 per month
Commodity Charge – All <u>Ccf</u>	\$ 1.03839 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

¹Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 19196. Surcharge billing effective July 1, 2026.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	C – COMMERCIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2026	

Application

Applicable to Commercial Customers for all natural gas provided at one Point of Delivery and measured through one meter and to Industrial Customers with an average annual usage of less than 30,000 Ccf.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 115.50 per month
Rider CEE Surcharge	\$ 0.00 per month ¹
Total Customer Charge	\$ 115.50 per month
Commodity Charge – All Ccf	\$ 0.27784 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

Presumption of Plant Protection Level

For service under this Rate Schedule, plant protection volumes are presumed to be 10% of normal, regular, historical usage as reasonably calculated by the Company in its sole discretion. If a customer believes it needs to be modeled at an alternative plant protection volume, it should contact the company at mdtx-div-plantprotection@atmosenergy.com.

¹ Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 19196. Surcharge billing effective July 1, 2026.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	I – INDUSTRIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2026	

Application

Applicable to Industrial Customers with a maximum daily usage (MDU) of less than 200 MMBtu per day for all natural gas provided at one Point of Delivery and measured through one meter. Service for Industrial Customers with an MDU equal to or greater than 200 MMBtu per day will be provided at Company's sole option and will require special contract arrangements between Company and Customer.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and MMBtu charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Meter	\$ 2,304.50 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.9582 per MMBtu
Next 3,500 MMBtu	\$ 0.7018 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.1505 per MMBtu

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Curtailment Overpull Fee

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

Replacement Index

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	I – INDUSTRIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2026	

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

Special Conditions

In order to receive service under Rate I, Customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

Presumption of Plant Protection Level

For service under this Rate Schedule, plant protection volumes are presumed to be 10% of normal, regular, historical usage as reasonably calculated by the Company in its sole discretion. If a customer believes it needs to be modeled at an alternative plant protection volume, it should contact the company at mdtx-div-plantprotection@atmosenergy.com.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	T – TRANSPORTATION	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2026	

Application

Applicable, in the event that Company has entered into a Transportation Agreement, to a customer directly connected to the Atmos Energy Corp., Mid-Tex Division Distribution System (Customer) for the transportation of all natural gas supplied by Customer or Customer's agent at one Point of Delivery for use in Customer's facility.

This tariff is not available to customers with a maximum daily demand of 1,000 MMBtu or greater and a daily/annual load factor of 10% or less. Load factor is calculated as follows: annual usage / (maximum daily connected demand X 365). Load factors will be recalculated once each year to determine appropriate eligibility for Rate T.

Type of Service

Company's receipt and delivery of all gas quantities under the applicable Transportation Agreement will be on a wholly interruptible basis subject to the Terms and Conditions incorporated in the Transportation Agreement. If Customer is an Industrial Customer, then Customer may elect, at the reasonable discretion of Company, to contract for Plant Protection transportation quantities defined as the minimum natural gas required to prevent physical harm and/or protect critical safety to the plant facilities, plant personnel, or the public when such protection cannot be achieved through the use of an alternate fuel. Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's bill will be calculated by adding the following Customer and MMBtu charges to the amounts and quantities due under the riders listed below:

Charge	Amount
Customer Charge per Meter	\$ 2,304.50 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.9582 per MMBtu
Next 3,500 MMBtu	\$ 0.7018 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.1505 per MMBtu

Upstream Transportation Cost Recovery: Plus an amount for upstream transportation costs in accordance with Part (b) of Rider GCR.

Retention Adjustment: Plus a quantity of gas as calculated in accordance with Rider RA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RATE SCHEDULE:	T – TRANSPORTATION	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2026	

Imbalance Fees

All fees charged to Customer under this Rate Schedule will be charged based on the quantities determined under the applicable Transportation Agreement and quantities will not be aggregated for any Customer with multiple Transportation Agreements for the purposes of such fees.

Monthly Imbalance Fees

Customer shall pay Company the greater of (i) \$0.10 per MMBtu, or (ii) 150% of the difference per MMBtu between the highest and lowest “midpoint” price for the Katy point listed in *Platts Gas Daily* in the table entitled “Daily Price Survey” during such month, for the MMBtu of Customer’s monthly Cumulative Imbalance, as defined in the applicable Transportation Agreement, at the end of each month that exceeds 10% of Customer’s receipt quantities for the month.

Overpull Fee

Upon notification by Company of an event of interruption of Customer’s deliveries, Customer will, for each MMBtu delivered in excess of the stated level of interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled “Daily Price Survey.”

Replacement Index

In the event the “midpoint” or “common” price for the Katy point listed in *Platts Gas Daily* in the table entitled “Daily Price Survey” is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

Agreement

A transportation agreement is required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company’s Tariff for Gas Service.

Special Conditions

In order to receive service under Rate T, customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	SUR – SURCHARGES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2026	

Application

This Rider is applicable to customer classes in the incorporated areas under the RRM tariff as authorized by the state or any governmental entity, a municipality, or a regulatory authority pursuant to any statute, ordinance, order, rule, contract, or agreement.

Monthly Calculation

Surcharges will be calculated in accordance with the applicable statute, ordinance, order, rule, contract, or agreement.

FASB ASC 740-10 (Fin48) Refund

Applicable to Customers taking service under Rate Schedules R – Residential, C – Commercial, I – Industrial and T – Transportation.

To ensure that gas utility customers receive the benefit associated with the changes in the Company's Uncertain Tax Positions ("UTPs") arising from recognition of Texas Margin Tax returns.

The decrease shall be calculated as follows:

Beginning with implementation of rates from the negotiated RRM Tariff, and annually thereafter, the portion of UTP liabilities identified in Schedule FIN48-1.1 for the prior fiscal year shall be allocated based on the final class allocations of GUD No. 10170 as per the RRM Tariff, divided by the annual bill count to derive rates to be refunded through Rider SUR in the subsequent fiscal year. Each year's calculation will include a true-up (+ or -) due to account for over/under collections. Amounts identified in Schedule FIN48-1 shall be adjusted to reflect any audit adjustments received from the Texas Comptroller of Public Accounts.

No action on the part of the Regulatory Authority is required to give effect to the amount to be refunded to customers. However, any amount refunded to customers shall be fully subject to review for reasonableness and accuracy in the gas utility's next statement of intent proceeding with the Railroad Commission of Texas, and if applicable, the gas utility shall be required to reconcile any discrepancies.

The following refund as authorized in the most recent negotiated RRM Tariff shall be refunded to each Rate Schedules R – Residential, C – Commercial, I – Industrial and T – Transportation customer's monthly bill in each month for a 12-month period. The refund amount by month by Rate Schedule is shown in the table below:

Rate Schedules	Rate
Rate R – Residential Sales	\$ (0.14)
Rate C – Commercial Sales	\$ (0.49)
Rate I – Industrial Sales	\$ (10.47)
Rate T – Transportation	\$ (10.47)

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	SUR – SURCHARGES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2026	

Unprotected Excess Deferred Income Tax Amortization

The allocated RRM Cities balance of the Unprotected portion of the Excess Deferred Income Taxes (“EDIT”) remaining after implementation of rates at October 1, 2026 shall be applied to each Rate Schedules R – Residential, C – Commercial, I – Industrial and T – Transportation customer’s monthly bill for a one-month period. The refund amount by Rate Schedule is shown in the table below:

Rate Schedules	Rate
Rate R – Residential Sales	\$ (4.45)
Rate C – Commercial Sales	\$ (14.80)
Rate I – Industrial Sales	\$ (319.02)
Rate T – Transportation	\$ (319.02)

Maximum Allowable Operating Pressure (“MAOP”) Hydrostatic Testing Cost Recovery

The allocated RRM Cities balance of the MAOP Hydrostatic Testing Cost as of December 31, 2025 is to be recovered through a monthly rate. This monthly rate shall be applied to each Rate Schedules R – Residential, C – Commercial, I – Industrial and T – Transportation customer’s monthly bill for approximately twelve (12) months or until all approved costs are recovered from the applicable customer classes. The monthly recovery rate by Rate Schedule is shown in the table below:

Rate Schedules	Rate
Rate R – Residential Sales	\$ 0.30
Rate C – Commercial Sales	\$ 0.98
Rate I – Industrial Sales	\$ 21.17
Rate T – Transportation	\$ 21.17

MID-TEX DIVISION
ATMOS ENERGY CORPORATION

RIDER:	WNA – WEATHER NORMALIZATION ADJUSTMENT	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2026	

Provisions for Adjustment

The Commodity Charge per Ccf (100 cubic feet) for gas service set forth in any Rate Schedules utilized by the cities of the Mid-Tex Division service area for determining normalized winter period revenues shall be adjusted by an amount hereinafter described, which amount is referred to as the "Weather Normalization Adjustment." The Weather Normalization Adjustment shall apply to all temperature sensitive residential and commercial bills based on meters read during the revenue months of November through April. The five regional weather stations are Abilene, Austin, Dallas, Waco, and Wichita Falls.

Computation of Weather Normalization Adjustment

The Weather Normalization Adjustment Factor shall be computed to the nearest one-hundredth cent per Ccf by the following formula:

$$WNAF_i = R_i \frac{(HSF_i \times (NDD-ADD))}{(BL_i + (HSF_i \times ADD))}$$

- Where
- i = any particular Rate Schedule or billing classification within any such particular Rate Schedule that contains more than one billing classification
 - $WNAF_i$ = Weather Normalization Adjustment Factor for the i^{th} rate schedule or classification expressed in cents per Ccf
 - R_i = Commodity Charge rate of temperature sensitive sales for the i^{th} schedule or classification.
 - HSF_i = heat sensitive factor for the i^{th} schedule or classification divided by the average bill count in that class
 - NDD = billing cycle normal heating degree days calculated as the simple ten-year average of actual heating degree days.
 - ADD = billing cycle actual heating degree days.
 - BL_i = base load sales for the i^{th} schedule or classification divided by the average bill count in that class

The Weather Normalization Adjustment for the j th customer in i th rate schedule is computed as:

$$WNA_i = WNAF_i \times q_{ij}$$

Where q_{ij} is the relevant sales quantity for the j th customer in i th rate schedule.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	WNA – WEATHER NORMALIZATION ADJUSTMENT	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF	
EFFECTIVE DATE:	Bills Rendered on or after 10/01/2026	

Base Use/Heat Use Factors

<u>Weather Station</u>	<u>Residential</u>		<u>Commercial</u>	
	<u>Base use Ccf</u>	<u>Heat use Ccf/HDD</u>	<u>Base use Ccf</u>	<u>Heat use Ccf/HDD</u>
Abilene	9.78	0.1448	91.89	0.8018
Austin	9.07	0.1318	213.26	0.9418
Dallas	12.87	0.1937	192.49	1.1269
Waco	9.39	0.1261	159.17	0.8068
Wichita Falls	10.61	0.1364	133.65	0.6965

Weather Normalization Adjustment (WNA) Report

On or before June 1 of each year, the company posts on its website at www.atmosenergy.com/MTXtariffs, in Excel format, a *Weather Normalization Adjustment (WNA) Report* to show how the company calculated its WNAs factor during the preceding winter season. Additionally, on or before June 1 of each year, the company files one hard copy and an Excel version of the *WNA Report* with the Railroad Commission of Texas' Gas Services Division, addressed to the Director of that Division.

ATMOS ENERGY CORP., MID-TEX DIVISION
MID-TEX RATE REVIEW MECHANISM
PENSIONS AND RETIREE MEDICAL BENEFITS FOR CITIES APPROVAL
TEST YEAR ENDING DECEMBER 31, 2025

Line No.	Description	Shared Services		Mid-Tex Direct			Adjustment Total
		Pension Account Plan	Post-Employment Benefit Plan	Pension Account Plan	Post-Employment Benefit Plan	Supplemental Executive Benefit Plan	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Proposed Benefits Benchmark -						
	Fiscal Year 2026 Willis Towers Watson Report as adjusted (1) (2) (3)	\$ 200,382	\$ (490,197)	\$ 951,536	\$ (3,288,240)	\$ 72,926	
2	Allocation Factor	46.66%	46.66%	87.00%	87.00%	100.00%	
3	Proposed Benefits Benchmark Costs Allocated to Mid-Tex (Ln 1 x Ln 2)	\$ 93,490	\$ (228,707)	\$ 827,882	\$ (2,860,928)	\$ 72,926	
4	O&M and Capital Allocation Factor	100.00%	100.00%	100.00%	100.00%	100.00%	
5	Proposed Benefits Benchmark Costs to Approve (Ln 3 x Ln 4)	\$ 93,490	\$ (228,707)	\$ 827,882	\$ (2,860,928)	\$ 72,926	\$ (2,095,337)
6							
7	O&M Expense Factor (WP_F-2.3, Ln 2)	80.27%	80.27%	36.19%	36.19%	8.73%	
8							
9	Summary of Costs to Approve (1):						
10	Total Pension Account Plan	\$ 75,047		\$ 299,646			\$ 374,693
11	Total Post-Employment Benefit Plan		\$ (183,588)		\$ (1,035,492)		(1,219,080)
12	Total Supplemental Executive Benefit Plan					\$ 6,367	6,367
13	Total (Ln 10 + Ln 11 + Ln 12)	\$ 75,047	\$ (183,588)	\$ 299,646	\$ (1,035,492)	\$ 6,367	\$ (838,020)

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Approval of a Resolution of the City Commission of the City of Ennis, Texas, approving a Joint Contract for Election Services with Ellis County for the November 3, 2026 Special Election; authorizing an estimated cost to the City of Ennis of \$18,550; authorizing the City Manager to execute the agreement and any necessary documents in connection therewith.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: City Secretary

Staff Contact: Bethany Prewitt, City Secretary

BACKGROUND INFORMATION:

On August 4, 2026, the City Commission adopted Ordinance No. 26-0804-B2 ordering a Special Election for November 3, 2026, for the reauthorization of the local sales and use tax dedicated to the maintenance and repair of municipal streets. The ordinance determined that it was in the best interest of the City to contract with the Ellis County Elections Administrator for the administration and conduct of the election and authorized the City Manager to negotiate and execute the necessary Joint Election Agreement and Contract for Election Services.

Ellis County has prepared the Joint Contract for Election Services for the November 3, 2026 Constitutional Amendment and Joint Elections. Under the agreement, the Ellis County Elections Administrator will coordinate and administer election services, including election personnel, voting equipment and supplies, early voting, Election Day vote centers, ballot tabulation, and other services necessary to conduct the election.

Approval of this item will approve the Joint Contract for Election Services and the associated estimated expenditure and reaffirm the City Manager's authority to execute the agreement and any necessary related documents.

FINANCIAL IMPACT:

The City of Ennis' estimated cost for participation in the November 3, 2026 Joint Election is \$18,550. The expenditure will be paid from Account No. 001-100-44110 and is budgeted in the FY 2027 Budget. The contract identifies an initial 80% deposit of \$14,840, with the final amount subject to adjustment based on the actual costs incurred in conducting the election.

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

[RESOLUTION NO.-Ellis County Elections Contract November 3, 2026 - Pdf](#)

E.5.



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, APPROVING A JOINT CONTRACT FOR ELECTION SERVICES WITH ELLIS COUNTY FOR THE NOVEMBER 3, 2026 SPECIAL ELECTION; AUTHORIZING AN ESTIMATED COST TO THE CITY OF ENNIS OF \$18,550.00; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND ANY NECESSARY DOCUMENTS IN CONNECTION THEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on August 4, 2026, the City Commission of the City of Ennis, Texas, adopted Ordinance No. 26-0804-B2 ordering a special election to be held on November 3, 2026, for the purpose of submitting to the qualified voters of the City a proposition regarding the reauthorizing of the local sales and use tax dedicated to the maintenance and repair of municipal streets; and

WHEREAS, Ordinance No. 26-0804-B2 determined that it is in the best interest of the City to contract with the Ellis County Elections Administrator for the administration and conduct of the November 3, 2026 special election and authorized the City Manager to negotiate and execute a Joint Election Agreement and Contract for Election Services with Ellis County; and

WHEREAS, Ellis County and the participating political subdivisions have prepared a Joint Contract for Election Services pursuant to Subchapter D, Chapter 31 of the Texas Election Code for coordination, supervision, and conduct of the November 3, 2026 Constitutional Amendment and Joint Elections; and

WHEREAS, pursuant to the Joint Contract for Election Services, the Ellis County Elections Administrator will provide election-related services including the coordination of election personnel, voting equipment and supplies, early voting, Election Day vote centers, ballot tabulation, and other services necessary for the administration and conduct of the election; and

WHEREAS, the estimated total cost of conducting the November 3, 2026 Joint General and Special Elections is \$524, 241.00, with these costs allocated among Ellis County and the participating political subdivisions in accordance with the Joint Contract for Election Services; and

WHEREAS, the estimated cost allocated to the City of Ennis for participation in the joint election is \$18,550.00, which includes an eighty-percent deposit of \$14,840.00, with final costs subject to adjustment following determination of the actual cost of the election; and

WHEREAS, the City Commission finds that approval of the Joint Contract for Election Services is necessary and in the best interest of the City and its citizens to provide for the efficient administration and conduct of the November 3, 2026 special election.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1: The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings.

SECTION 2: The City Commission hereby approves the Joint Contract for Election Services for the November 3, 2026 Constitutional Amendment and Joint Elections between Ellis County, the City of Ennis, and the other participating political subdivisions, substantially in the form attached hereto as "Exhibit A" and incorporated herein for all purposes.

SECTION 3: The City Commission hereby authorizes an estimated expenditure of \$18,550.00 as the City of Ennis' estimated share of the costs associated with the November 3, 2026 joint election, subject to adjustment based upon the actual and final costs of conducting the election as provided in the Joint Contract for Election Services.

SECTION 4: Consistent with the authority previously granted by Ordinance No. 26-0804-B2, the City Manager is hereby authorized to execute the Joint Contract for Election Services and any other documents necessary to effectuate the purposes of this Resolution and the conduct of the November 3, 2026 special election.

SECTION 5: Should any section, subsection, sentence, clause, or phrase of this Resolution be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect.

SECTION 6: This Resolution shall take effect immediately from and after its passage and approval.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15th day of September, 2026.

LYNDA ISBELL, Mayor

ATTEST:

BETHANY PREWITT, City Secretary

"EXHIBIT A"



November 3, 2026

Constitutional Amendment and Joint Elections

Contract for Joint Election Services



November 3, 2026
Constitutional Amendment and Joint Elections

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II..... Duties and Services of Participating Political Subdivisions
III.....Cost of Election
IV.....General Provisions

Exhibits

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Exhibit B.....Election Day Vote Center Locations
Exhibit C.....Cost of Services
Exhibit D.....List of Political Subdivision Races on Ballot



THE STATE OF TEXAS § JOINT CONTRACT FOR
ELLIS COUNTY § ELECTION SERVICES

BY THE TERMS OF THIS CONTRACT made and entered into by and between the following
AS OF August 27, 2026:

ELLIS COUNTY
CITY OF ENNIS
CITY OF MIDLOTHIAN

ELLIS COUNTY EMERGENCY SERVICES DISTRICT NO. 5
HIGHLAND LAKES MUNICIPAL UTILITY DISTRICT NO. 1C
LAKESONG MUNICIPAL MANAGEMENT DISTRICT NO. 1
LAKESONG MUNICIPAL MANAGEMENT DISTRICT NO. 1-B

hereinafter referred to as "Participating Political Subdivisions" and JANA ONYON, Elections Administrator of Ellis County, Texas, hereinafter referred to as "County Election Officer", pursuant to the authority in Subchapter D, starting with Section 31.091, of Chapter 31, of the Texas Election Code, agree to the following particulars in regard to coordination, supervision and running of the November 3, 2026 Constitutional Amendment and Joint Elections.

THIS AGREEMENT is entered into in consideration of the mutual covenants and promises hereinafter set out. IT IS AGREED AS FOLLOWS:

I. DUTIES AND SERVICES OF COUNTY ELECTION OFFICER. The County Election Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

A. The County Election Officer shall arrange for notification (including writ of election), training and compensation of all presiding judges, alternate judges, clerks for the polling site, central counting station and early voting ballot board personnel.



- a. The County Election Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge, clerks, central counting station and ballot board of his or her appointment by Commissioners' Court and/or the Elections Board by the "List Procedure" requirements according to the appointing authority in the Election code. The presiding election judge of each polling place will use his/her discretion to determine when additional manpower is needed during peak voting hours and notify the County Election Officer. The County Election Officer will help determine the number of clerks to work at the polls. Election judges will be secured by the Party Chairs and early voting personnel shall be secured by the County Election Officer according to the Election Code 32.002, 32.034, and 85.009.

Central Counting Station Manager: Jana Onyon

Tabulation Supervisor: Adrian Rodriguez

Judge of Central Counting Station: Michael Mohon

Alt-Judge of Central Counting Station: Joann Hunt

Ballot Board Judge: Dorinda Sims

Ballot Board Alt-Judge: Lindley Stoker

- b. Election judges, alternate judges, clerks and student clerks shall all attend the County Election Officer's school of instruction. (Date and location to be determined)
- c. Election judges shall be responsible for picking up from and returning election supplies to the County Election Officer. (Date to be determined). Compensation for this pickup and delivery of supplies will be \$25.00.
- d. The County Election Officer shall compensate each election judge and election worker. Compensation will be based on what the county pays and has been approved in Commissioner's Court unless arranged otherwise. Early voting presiding officer shall receive \$14.00 per hour and clerks shall receive \$12.00 per hour for services. Each election day judge shall receive \$14.00 per hour for services rendered; each alternate judge shall receive \$13.00 per hour for services; and clerk shall receive \$12.00 per hour for services. Ballot Board, Central Counting Station Presiding judge and alternate shall receive the same as for election day judge and alternate for services. Each worker that attends training class shall receive hours of pay. Overtime will be paid to each person working over 40 hours per week. All other required and additional expenses by law shall be paid. (ie: FICA, Medicaid, etc.) The rate of pay is subject to change based on current budget set forth by the Commissioners' court.



- B. The County Election Officer shall procure, prepare, and distribute voting machines, election kits and election supplies.
- a. Each Participating Political Subdivisions agrees that voting at the said Election will be by use of Election Systems and Software ExpressVote marking devices, DS200 Precinct Scanner/Tabulators, and the DS450 Absentee Scanner/Tabulator voting system approved by the Secretary of State in accordance with the Texas Election Code. Procedures will be in accordance with the Texas Election Code and decided by the County Election Officer.
 - b. The County Election Officer shall secure election kits which include the legal documentation required to hold an election.
 - c. The County Election Officer shall secure all tables and chairs required to hold an election.
 - d. The County Election Officer shall provide all lists of registered voters for use on Election Day and for the early voting period as mandated by law. Epollbooks (2 or more per site) will be used to qualify voters for the early voting period and on election day at each polling site.
 - e. The County Election Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.
 1. Equipment includes and not limited to the following: DS200 voting machines (1 or more per site), ADA ExpressVote marking devices (4 or more per site), ballot box, voting signs, security cart, curbside carts, curbside alert system, and epollbooks (2 or more per site).
 2. Supplies includes and not limited to the following: election forms, ballots, labels, extension cords, pens, tape, markers, ballot pens, required signage, totem display poles, name tags, tents for curbside as needed and any other required supplies.
- C. The County Election Officer, Jana Onyon, shall be appointed the Early Voting Clerk for this general county election according to the Election Code 83.002.
- a. The County Election Officer shall supervise and conduct Early Voting by mail and in person.



- b. Early Voting by personal appearance for the said Election shall be conducted during the time period and at the locations listed in Exhibit "A", attached and incorporated by reference into this contract. The voting hours are according to the election code requirements for this election.
- c. Any qualified voter for the Joint Election may vote early by personal appearance at any of the Early Voting Vote Center locations within Ellis County. **For this election, Waxahachie ISD Old High School 1000 N. Hwy 77 (Library) Waxahachie, TX 75165 will serve as the Main Early Voting Polling Location.**
- d. Some Participating Political Subdivisions have requested additional Early Voting sites pending their participation, therefore Exhibit "A" is subject to change if any of the Participating Political Subdivisions cancel their election.
- e. If a Runoff Election is needed, the Participating Political Subdivisions will work together to choose the Early Voting Vote Center locations to best serve their voters in their territory according to the Election Code and/or this contract.
- f. All applications for an Early Voting mail ballot shall be received and processed by the Ellis County Elections Administration Office.
 - 1. Application for mail ballots erroneously mailed to the Participating Political Subdivisions shall immediately be faxed to the County Election Officer for timely processing. The original application shall then be forwarded by mail to the County Election Officer for proper retention.
 - 2. Absentee Application (Regular or Federal Postcard) for ballot by mail shall be mailed to:
Early Voting Clerk, 204 E Jefferson Street, Waxahachie, Tx 75165
or faxed to 972-923-5194
or email a scanned copy of signed application to elections@co.ellis.tx.us
(If faxed or emailed, then must receive original application by mail within 4 days)
Application for ballot by mail must be received no later than close of business on Friday, October 23, 2026.
 - 3. All Federal Post Card Applicants (FPCA) and Annual Mail Ballot Applicants will be sent a mail ballot with required notices.



- g. All Early Voting ballots (those cast by mail/absentee) shall be prepared for count by the Early Voting Ballot Board in accordance with Chapter 87 of the Texas Election Code. The presiding judge of this Board shall be appointed in the same manner as presiding election judges (Section 87.002b).
- D. The County Election Officer shall arrange for the use of all Election Day and Early Voting Vote Center locations.
- a. The Participating Political Subdivisions shall assume the responsibility of remitting the shared cost of all employee services required to provide access, provide security or provide custodial services for the polling locations.
 - b. The Early Voting Vote Center polling locations are listed in Exhibit "A", attached and incorporated by reference into this contract.
 - c. The Election Day Vote Center polling locations are listed in Exhibit "B", attached and incorporated by reference into this contract.
 - d. Some Participating Political Subdivisions have requested additional Vote Centers pending their participation, therefore Exhibit "A" and "B" is subject to change if any of the Participating Political Subdivisions cancel their election.
 - e. Any qualified voter for the said Election may vote during Early Voting or Election Day by personal appearance at any of the Vote Center locations within Ellis County.
 - f. If a Runoff Election is needed, the Participating Political Subdivisions will work together to choose the Early Voting and Election Day Vote Center locations to best serve their voters in their territory according to the Election Code and/or this contract.
- E. The County Election Officer shall be responsible for establishing and overseeing the tabulation of the early voting and election day voted ballots by the Central Counting Station Personnel. Ballots shall be tabulated in accordance with Section 127.001 of the Texas Election Code and of this agreement.



- a. The County Election Officer shall have the right to prepare the precinct numbers by consolidating ballot styles that are similar to create unique election precinct numbers. This will maintain the security and integrity of the ballots and the public's right to review records, as well as the voter's constitutional right to a secret ballot.
- b. The County Election Officer shall prepare, test and run the county's tabulation system in accordance with statutory requirements and policies. The tabulation system will be used on Election Night at the Elections Office.
- c. The Public Logic and Accuracy Test (L&A) of the electronic voting system shall be conducted on TBD, 2026 at 8am at the Ellis County Elections Office. Once date is determined, County Election Officer will publish required notice for the L&A Test on the election's website 48 hours prior to testing as required by the election code.
- c. Election night reports will be available to the Participating Political Subdivisions at 7pm on election night on the Ellis County *NEW* website address (www.elliscountytexas.gov/elections). Provisional ballots will be tabulated after election night in accordance with law.
- d. The County Election Officer shall prepare the unofficial canvass report after all precincts have been counted for election day, provisional ballots, cured ballots and any overseas ballots that will be tallied after the final deadline to count ballots. This report will be sent to the Participating Political Subdivisions for their canvass.
- e. The County Election Officer shall be appointed the custodian of the voted ballots and shall retain all election material for a period of 22 months.
 1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.
 2. The Participating Political Subdivisions can obtain the list of registered voters who voted from the Elections Administration Office. Pending no litigation and if the Participating Political Subdivisions does not request any further information, the County Election Officer shall destroy them.



- f. The County Election Officer shall conduct a Hand Count Election Audit as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the Participating Political Subdivisions in a timely manner and posted on the county website. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

- F. The County Election Officer shall post the publication of a "Joint Election Notice" by publishing the notice at least once between the 30th day and the 10th day before the election the proper methods with the proper media in accordance with the Texas Election Code (Sec. 4.003(a)(1)). Newspapers will be agreed upon by the Participating Political Subdivisions based on current publishing customs by each Participating Political Subdivisions. The Participating Political Subdivisions shall send publication of the "Election Notice" to the Contracting Office to place it on the Elections website in accordance to the Texas Election Code (Sec. 4.008)

II. DUTIES AND SERVICES OF THE PARTICIPATING POLITICAL SUBDIVISIONS. The Participating Political Subdivisions shall assume the following responsibilities:

- A. The Participating Political Subdivisions shall prepare the election orders resolutions, notices, justice department submissions (if required), official canvass and other pertinent documents for adoption by the appropriate office or body. The Participating Political Subdivisions shall handle the candidate filing process and packets that are required by law. The Participating Political Subdivisions assume the responsibility of posting required notices and likewise promoting the schedules for Early Voting and Election Day.

- B. The Participating Political Subdivisions shall be the filing authority for Title 15 documents related to campaign finance and complete the requirements to maintain office hours under Section 31.122 of the Code. (Sec. 31.096).

- C. If the Participating Political Subdivisions district boundary line has changed (annexation, de-annexation, ETJ change, etc.), they shall provide the County Election Officer, who is the county voter registrar, with an updated map, shapefiles, and street index of their jurisdiction in an electronic and printed format as soon as possible but **no later than Thursday, August 13, 2026**, if any changes have occurred since the last election the county has held for the entity. Texas Election code section 42.0615



- C. The Participating Political Subdivisions shall procure and provide the County Election Officer with the ballot layout and Spanish interpretation in an electronic format (word.doc preferred).
1. The Participating Political Subdivisions shall deliver to the County Election Officer as soon as possible after the election has been ordered any proposition wording in English and Spanish. Candidate names, position order, and a copy of the candidate applications should be given after the drawing is completed on the recommended date of Monday, August 24, 2026. Elections office should receive all ballot information no later than end of day on Tuesday, August 25, 2026.
 2. Exhibit "D" is provided with a listing of races and/or propositions on the ballot for each Participating Political Subdivisions pending any additions, cancellations, or withdrawals.
 3. The Participating Political Subdivisions shall approve the "blue line" official ballot format prior to printing.
- D. The Participating Political Subdivisions shall post the publication of the "Election Order" and "Election Notice" by the proper methods with the proper media in accordance with the Texas Election Code. Additional publications would be handled by the Political Subdivisions to meet any special posting requirements during special elections. (See Section I part F of this contract)
- E. The Participating Political Subdivisions shall compensate the County Election Officer for any additional verified cost incurred in the process of running this election or for a manual recount this election may require, or for a required runoff election consistent with charges and hourly rates shown on Exhibit "C" for required services.
- F. The Participating Political Subdivisions shall submit this **signed contract by Friday, October 2, 2026** and **pay the Treasurer's Office a deposit of 80% of the estimated cost to run the said election ON OR AFTER October 1, 2026. Please DO NOT send payment prior to October 1, 2026.** The County Election Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code.



The deposit should be delivered within the mandatory time frame to:

**Ellis County Treasurer
Att. Cheryl Chambers
109 S. Jackson Street
Waxahachie, Texas 75165**

Made payable to: "Ellis County Treasurer" with the note "for election services" included with check documentation.

The signed contract should be delivered or mailed to:

**Ellis County Elections
Attn: Jana Onyon
204 E Jefferson Street
Waxahachie, Texas 75165**

- G. The Participating Political Subdivisions shall pay any additional cost and/or remaining final cost of conducting said election or any required runoff elections pursuant to the Texas Election Code, Section 31.100, within 30 days from the date the final billing was received.

III. COST OF SERVICES. See Exhibit "C."

- A. All actual shared cost incurred in the conduct of the election will be divided by Ellis County and the Participating Political Subdivisions contracting with the County Election Officer to hold the said election. If one of the Participating Political Subdivisions cancels their election, the full cost of the election will be the responsibility of the remaining Participating Political Subdivisions and the county.
- B. An addendum of Exhibit "C" to the contract shall be provided to the remaining participating Political Subdivisions no later than five (5) business days after receipt of any Political Subdivisions notification of intent to withdraw in writing by Ellis County.
- C. If a Runoff Election is required, all cost will be billed to the Participating Political Subdivisions. If required, a Runoff Election will be held on Saturday, December 12, 2026, in accordance with the Election Code. In the event of such runoff election, the terms of this Contract shall automatically extend unless the Participating Authority notifies the County Election Officer in writing within 3 business days of the original election.



IV. GENERAL PROVISIONS.

- A. Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the said Election is to be filed or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.
- B. Upon request, the County Election Officer will provide copies of all invoices and other charges received in the process of running said election for the Participating Political Subdivisions.
- C. If a Participating Political Subdivision cancels an election pursuant to the Texas Election Code, they will not be liable for any further costs incurred by the County Election Officer in conducting the said Election. Notice of a cancelled election should be provided to the County Election Officer as soon as the Participating Political Subdivision has approved it in an official meeting of the governing body.
- D. If any provision of this joint election contract and election services agreement is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.
- E. The Elections Administrator of Ellis County, Texas and all of the contracting authorities of all of the participating political subdivisions listed in this joint election contract and election services agreement represent that each has the full right, power and authority to enter and perform this Contract in accordance with all of the terms and conditions, and that the execution and delivery of this Contract has been made by authorized representatives of the parties to validly and legally bind the parties to all terms, performances and provisions set forth in this Contract.
- F. The County Election Officer shall file copies of this contract with the County Auditor and the County Treasurer of Ellis County, Texas (Sec. 31.099).



- G. Neither party shall be deemed to have breached any provision of this contract as a result of any delay, failure in performance, or interruption of service resulting directly or indirectly from acts of God, network failures, acts of civil or military authorities, civil disturbances, wars, energy crises, fires, transportation contingencies, interruptions in third-party telecommunications or Internet equipment or service, other catastrophes, or any other occurrences which are reasonably beyond any party's control. The parties are required to use due caution and preventive measures to protect against the effects of a force majeure event, and the burden of proving that a force majeure event has occurred shall rest on the party seeking relief under this provision. The party seeking relief due to force majeure is required to promptly notify the other parties in writing, citing the details of the force majeure event and relief sought, and shall resume performance immediately after the obstacles to performance caused by a force majeure event have been removed, provided the Contract has not been terminated. Delay or failure of performance, by either party to this Contract, caused solely by a force majeure event, shall be excused for the period of delay caused solely by the force majeure event.
- H. Due to recent concerns, if it is determined by the Ellis County Elections Administrator and the Commissioners Court of Ellis County that the health and safety of the Ellis County employees, poll workers, volunteers, and other people involved in conducting an election would be placed in danger by conducting an election according to the terms of this agreement, then the Ellis County Elections Administrator and Commissioners Court of Ellis County, at their sole discretion, may elect not to conduct an election for the political subdivision. If Ellis County elects to not handle the election of a local subdivision due to health and safety concerns, then Ellis County will provide written notice to the political subdivision with sufficient time for the political subdivision to comply with the Election Code.
- I. All parties agree to comply with Section 2270.002 and Section 2252.152 of the Texas Government Code.

E.5.



COUNTY:

WITNESS BY MY HAND THIS THE _____ DAY OF _____ 2026

County Judge John Wray
Ellis County, Texas

Attest:

County Clerk Krystal Valdez
Ellis County, Texas

Jana Onyon, CERA
Elections Administrator
Ellis County, Texas



PARTICIPATING POLITICAL SUBDIVISIONS:

WITNESS BY MY HAND THIS THE _____ DAY OF _____ 2026

Political Subdivision Name: _____

By: _____

Signature

Printed Name and Title

General and Special Elections *Elecciones General y Especial***November 3, 2026** *03 de noviembre de 2026***Early Voting Vote Centers** *Centros de votación adelantada***Early Voting Location Dates and Times:***Ubicación, fechas, y horarios de la votación anticipada:*

- | | |
|--|-----------------------------|
| 1. <u>Main Early Voting Site</u> - Waxahachie ISD Old High School (Library) | Waxahachie, TX 75165 |
| 1000 N Highway 77 | |
| 2. Ellis Co. Sub-Courthouse Pct 1 - Ennis (Conf. Rm) 207 S Sonoma Trail | Ennis, TX 75119 |
| 3. Midlothian Conf. Ctr (Ballrooms) 1 Community Circle Dr. | Midlothian, TX 76065 |
| 4. Palmer ISD Annex Bldg (Portable Bldg) 303 Bulldog Way | Palmer, TX 75152 |
| 5. Red Oak Municipal Ctr (Room A) 200 Lakeview Pkwy | Red Oak, TX 75154 |

Monday, October 19, 2026 <i>lunes, 19 de octubre de 2026</i>	through <i>hasta</i>	Friday, October 23, 2026 <i>viernes, 23 de octubre de 2026</i>	8:00 AM - 6:00 PM <i>8:00 AM - 6:00 PM</i>
Saturday, October 24, 2026 <i>sábado, 24 de octubre de 2026</i>			7:00 AM - 7:00 PM <i>7:00 AM - 7:00 PM</i>
Sunday, October 25, 2026 <i>domingo, 25 de octubre de 2026</i>			1:00 PM - 7:00 PM <i>1:00 PM - 7:00 PM</i>
Monday, October 26, 2026 <i>lunes, 26 de octubre de 2026</i>	through <i>hasta</i>	Friday, October 30, 2026 <i>viernes, 30 de octubre de 2026</i>	7:00 AM - 7:00 PM <i>7:00 AM - 7:00 PM</i>

Revised (Revisado) 7/16/2026

General and Special Elections Elecciones General y Especial**November 3, 2026 03 de noviembre de 2026****Election Day Vote Centers Centros de votación el día de las elecciones**

Polls open from 7:00 am to 7:00 pm*Horario de votación estarán abiertos de 7:00 am a 7:00 pm*

1	FIRST BAPTIST CHURCH-AVALON (Annex) 206 GILES STREET	AVALON, TX 76623
2	CHURCH OF CHRIST ANNEX-BARDWELL (Main Rm) 3630 Waxahachie Ave.	BARDWELL, TX 75119
3	BRISTOL COMMUNITY CENTER (Auditorium) 100 CHURCH ST	BRISTOL, TX 75119
4	ELLIS CO SUB-COURTHOUSE PCT 1 -ENNIS (Conf Rm) 207 S SONOMA TRAIL	ENNIS, TX 75119
5	ENNIS PUBLIC LIBRARY (Community Rm) 501 W. ENNIS AVE	ENNIS, TX 75119
6	FAITH ASSEMBLY OF GOD CHURCH (Fellowship Hall) 1810 W BALDRIDGE ST.	ENNIS, TX 75119
7	FERRIS PUBLIC LIBRARY (Aubrey Trussell Rm) 301 E 10TH STREET	FERRIS, TX 75125
8	FORRESTON BAPTIST FELLOWSHIP HALL (Foyer) 211 SEVENTH ST.	FORRESTON, TX 76041
9	HARVEST OF PRAISE (Sanctuary) 2603 S HAMPTON RD	GLENN HEIGHTS, 75154
10	ITALY COMMUNITY CENTER (Main Rm) 108 HARPOLD ST.	ITALY, TX 76651
11	BRITTON METHODIST CHURCH (Fellowship Hall) 4200 BRITTON RD	MANSFIELD, TX 76063
12	FIRST BAPTIST CHURCH-MAYPEARL (Fellowship Hall) 5744 FM 66	MAYPEARL, TX 76064
13	THE LIGHTHOUSE CHURCH (The Venue) 1400 N 9TH ST	MIDLOTHIAN, TX 76065
14	MIDLOTHIAN CONFERENCE CTR (Ballrooms) 1 COMMUNITY CIRCLE DR	MIDLOTHIAN, TX 76065
15	MOUNTAIN PEAK COMMUNITY CHURCH (Sanctuary) 751 W. FM 875	MIDLOTHIAN, TX 76065
16	THE SHEPHERD'S HOUSE (Auditorium) 3221 MOCKINGBIRD LN	MIDLOTHIAN, TX 76065
17	MILFORD COMMUNITY CENTER (Main Rm) 109 S MAIN ST	MILFORD, TX 76670
18	OVILLA CITY HALL (Council Chambers Rm) 105 S COCKRELL HILL RD	OVILLA, TX 75154
19	VERTICAL CHURCH OVILLA (Foyer) 3333 OVILLA RD	OVILLA, TX 75154
20	PALMER ISD ANNEX BUILDING (Portable Bldg) 303 BULLDOG WAY	PALMER, TX 75152
21	EASTRIDGE BAPTIST CHURCH (Family Activity Ctr) 732 E OVILLA RD	RED OAK, TX 75154
22	GRACE COVENANT CHURCH (Dining Hall) 212 N MAIN ST	RED OAK, TX 75154
23	RED OAK MUNICIPAL CENTER (Room A) 200 LAKEVIEW PKWY	RED OAK, TX 75154
24	ELLIS CO SUB-COURTHOUSE PCT 2- WAX (Multi. Rm) 2675 W US Hwy 287 Business	WAXAHACHIE, TX 75167
25	ELLIS COUNTY WOMANS BUILDING (Davis Hall) 407 W JEFFERSON ST.	WAXAHACHIE, TX 75165
26	FIRST UNITED METHODIST-WAXAHACHIE (Fidelis Hall) 505 W MARVIN AVE	WAXAHACHIE, TX 75165
27	KNIGHTS OF COLUMBUS (Main Room) 325 BROADHEAD RD.	WAXAHACHIE, TX 75165
28	PARK MEADOWS BAPTIST CHURCH (Youth Rm) 3350 N HWY 77	WAXAHACHIE, TX 75165
29	SALVATION ARMY OF ELLIS CO. (Fellowship Hall in rear) 620 FARLEY ST.	WAXAHACHIE, TX 75165
30	WAXAHACHIE ISD OLD HIGH SCHOOL (Library) 1000 N HIGHWAY 77	WAXAHACHIE, TX 75165

Revised (Revisado) 7/16/2026

Subject to changes (sujeto a cambios)

Estimated Cost for November 3, 2026
Joint General and Special Elections
with 6 Political Subdivisions and the county

Item	Estimated Total Invoiced Cost of Election
Election Day Locations	30
Early voting Locations	10
Election Systems & Software (ES&S) Ballots Cost	\$30,225
Election Systems & Software (ES&S) Ballot Layout Charges	\$3,050
Election Systems & Software (ES&S) Ballot Audio Charges	\$9,800
Election Systems & Software (ES&S) Electronic Voting system programing and media	\$9,550
Election Systems & Software (ES&S) Absentee, Testing and Coding Ballots	\$5,350
Next Election Services for vendor integration with ePollbooks	\$3,000
Newspaper Public Notice of Joint Election	\$4,500
Precinct Kits for Early Voting and Election Day: Labels, paper, envelopes, supplies, pens, seals, tape, location packets, and training packets, signs for posting, rental of security carts, curbside carts, alert systems, tents, tables, and any items of state required information at polling place.	\$10,000
Lease of County voting equipment DS200 Machines	\$16,027
Lease of County voting equipment DS450 Machine for Absentee ballots	\$2,435
Lease of County voting equipment ExpressVote Terminal Marking Device (ADA)	\$75,030
Movers Transportation of Voting Equipment Early Voting and Election Day locations Dropped off and picked up after election	\$8,000
Required Live Streaming Service during Ballot Board and Central Counting Station processes 24/7	\$5,924
Rental of facilities for equipment storage and transportation	\$6,000
Voting Places Rental Charges	\$5,200
Election Day # of Poll workers	312
Election Day: Judges at \$14, Alternate Judges at \$13, Clerks at \$12 Polling Location on Election day poll workers, hours on ED, training class, setup, Judge pickup fees \$25. Hourly pay rate subject to change due to county budget.	\$75,000
Early voting # of Poll workers	275
Early Voting: Head Clerks at \$14, Clerks at \$12 at Early Voting Locations Poll Workers hours, overtime hours, training class, setup, Judge pickup fees \$25, Fica, Medicare. Hourly pay rate subject to change due to county budget.	\$156,000
Absentee Mail Ballots Request	2500
Cost for Early Voting mail Ballots for postage and materials for each for ballot mailed	\$9,450
Early Voting Ballot Board and Cental Counting Station Workers. Hourly pay rate subject to change due to county budget.	\$6,500
WiFi for Early voting and Election Day Laptops	\$2,200
Additional Office Personnel to assist before/during/after the Election and technicians for Early Voting and Election Day, Election employee accrual overtime hours, and Post-Audit Hand count workers. Hourly pay rate subject to change due to county budget.	\$80,000
Mileage for Early Voting and Election Day Support at polling sites and election specific duties.	\$1,000
Estimated Total of Election Expenses	\$524,241
Estimated Cost for County Portion of the Cost	\$461,332
Estimated Cost for Political Subdivisions Portion of Election Expenses	\$62,909
Estimated Cost for Political Subdivisions Election Services Contract 10%	\$6,291
Estimated Total Cost for Political Subdivisions for Joint Election	\$69,200

Political Subdivisions estimated cost of contracting with the Elections Department for November 3, 2026 Joint Election (Estimated Cost After Cancellations)			
ENTITY	8/2026 Reg Voters	Estimated Cost	80% of Deposit
EMERGENCY SERVICE DIST. NO. 5	5,584	\$8,300	\$6,640
ENNIS CITY	12,551	\$18,550	\$14,840
HIGHLAND LAKES MUD NO 1C	1	\$5,650	\$4,520
LAKESONG MMD NO 1	2	\$5,650	\$4,520
LAKESONG MMD NO 1-B	1	\$5,650	\$4,520
MIDLOTHIAN CITY	30,903	\$25,400	\$20,320

As of 8/26/2026 Subject to changes after final cost of election is determined.

The following Political Subdivisions will be having an Election on November 3, 2026. Entities will be contracting with the Election's Department to conduct their Election.

City of Ennis Special Election voting to adopt or reject one proposed proposition
 City of Midlothian Special Bond Election voting to adopt or reject five proposed propositions
 Ellis County Emergency Services District No. 5 Special Election voting to adopt or reject one proposed proposition
 Highland Lakes Municipal Utility District No. 1C of Ellis County, Confirmation and Directors Election, Bond Election, Maintenance Tax Election, and Contract Tax Election
 Lakesong Municipal Management District No. 1 – Bond Elections, Operation and Maintenance Tax Elections, and Special Contract Election
 Lakesong Municipal Management District No. 1-B – Bond Elections, Operation and Maintenance Tax Elections, and Special Contract Election

Las siguientes subdivisiones políticas tendrán elecciones el 3 de Noviembre de 2026. Contratarán con el Departamento de Elecciones para llevar a cabo su Elección.

Ciudad de Ennis elección especial votando para aprobar o rechazar una proposición propuesta
Ciudad de Midlothian elección especial de bonos votando para adoptar o rechazar cinco proposiciones propuesta
Distrito de Servicios de Emergencia No. 5 del Condado de Ellis elección especial votando para aprobar o rechazar una proposición propuesta
Distrito de Servicios Públicos Municipales de Highland Lakes Nro. 1C del Condado de Ellis, Elección de Confirmación y Directores, Elección de Bonos, Elección de Impuesto de Mantenimiento y Elección de Impuesto de Contrato
Distrito de Gestión Municipal de Lakesong Nro. 1 - Elecciones de Bonos, Elecciones de Impuestos de Operación y Mantenimiento y Elección de Contrato Especial
Distrito de Gestión Municipal de Lakesong Nro. 1-B - Elecciones de Bonos, Elecciones de Impuestos de Operación y Mantenimiento y Elección de Contrato Especial

Revised (Revisado) 8/26/2026 Subject to changes (sujeto a cambios)

All races will be vote for one unless noted otherwise. (Todas las carreras votaran por una a menos que se indique lo contrario.)

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Approval of a Resolution of the City Commission of the City of Ennis, Texas, awarding 27-316-01 "Miscellaneous Street Department Materials FY 26-27" to recommended bidders, and authorizing the City Manager and/or Director of Public Works to purchase from recommended bidders during FY27.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: Public Works

Staff Contact: Douglas Taylor, Public Works Director

BACKGROUND INFORMATION:

The Finance and Public Works Departments have initiated a resolution to award the contract for various utility department materials for fiscal year 2027 under ITB No. 27-316-01. Five (5) qualified competitive bids were received for the FY27 Miscellaneous Street Department Materials. After evaluation, four (4) contractors or suppliers were identified as offering the best value to the City for their respective items and were recommended for award by Public Works staff.

FINANCIAL IMPACT:

These items are part of the Public Works budget for FY 2027.
Street Reconstruction 401-316-43070 Street & Roadway Maintenance.

POLICY IMPLICATIONS:

This resolution adheres to the City of Ennis procurement policy, which mandates a competitive bidding process for city supplies and construction. By following this process, the city ensures transparency, fairness, and fiscal responsibility in the use of public funds for departmental materials.

RECOMMENDATION:

It is recommended that the City Commission approves this resolution to proceed with the purchase of utility materials from the recommended bidders for the 2027 fiscal year.

ATTACHMENTS:

[27-316-01 Evaluation Tabulation](#)
[RESOLUTION NO.-27-316-01 Miscellaneous Street Department Materials FY 26-27 - Pdf](#)



City of Ennis
Finance
Stanley Muli, Finance Director
107 N. Sherman St, Ennis, TX 75119

EVALUATION TABULATION
ITB No. 27-316-01
Miscellaneous Street Department Materials FY 26-27
RESPONSE DEADLINE: July 29, 2026 at 1:00 pm
Report Generated: Tuesday, September 1, 2026

1. Estrada Concrete Company, LLC - Hutchins, TX
STREET DEPARTMENT MATERIALS

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
1	Primary	Hot-mix, Cold-laid Asphaltic Concrete Material meeting the requirements of TxDOT Item 334, Type C, SAC-B, AC-0.6, FOB Ennis Yard	1000	Tons	\$115.00
2	Primary	Hot-mix, Cold-laid Asphaltic Concrete Material meeting the requirements of TxDOT Item 334, Type D, SAC-B, AC-0.6, FOB Ennis Yard	1000	Tons	\$118.00
3	Primary	Hot-mix Asphaltic Concrete Material meeting the requirements of TxDOT Item 340, Type C, SAC-B, PG-64-22, FOB Ennis Yard	3000	Tons	\$110.00
4	Primary	Hot-mix Asphaltic Concrete Material meeting the requirements of TxDOT Item 340, Type D, SAC-B, PG-64-22, FOB Ennis Yard	3000	Tons	\$114.00
26	Primary	Concrete meeting the requirements of NCTCOG Section 303-14, Table 303.3.4.2.(a), Class A	400	CY	\$165.00
27	Primary	Concrete meeting the requirements of NCTCOG Section 303-14, Table 303.3.4.2.(a), Class C	400	CY	\$170.00
28	Primary	Concrete meeting the requirements of NCTCOG Section 303-14, Table 303.3.4.2.(a), Class P2	400	CY	\$180.00

EVALUATION TABULATION
ITB No. 27-316-01
Miscellaneous Street Department Materials FY 26-27

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
31	Primary	Concrete Sidewalk Section, including removal and disposal of existing sidewalk	4000	CF	\$45.00
32	Primary	Construction of Concrete Curb and Gutter Sections, including removal and disposal of existing sidewalk, TxDOT Item 529	1000	LF	\$49.50
33	Primary	Concrete Park Trail Section, 16' wide corridor, 10' wide x 5' thick reinforced concrete trail sidewalk	5500	SY	\$81.00
38	Primary	Concrete Street Repair including Removal and Disposal of Existing Street	30000	SF	\$10.00
39	Primary	Concrete Street Repair excluding Removal and Disposal of Existing Street	20000	SF	\$8.00

2. Hunter Excavation - Ennis, TX
STREET DEPARTMENT MATERIALS

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
21	Primary	Cushion Sand	600	CY	\$19.50
22	Primary	Select Fill	1000	CY	\$19.00
24	Primary	Limestone Flex Base meeting the requirements of TxDOT Item 247, Type A or Type D respectively, Grade 1-2, FOB Ennis Yard	4000	Tons	\$35.95
42	Primary	Sandy Loam	300	CY	\$28.75

3. PJM Construction LLC - Garland, TX
STREET DEPARTMENT MATERIALS

EVALUATION TABULATION
ITB No. 27-316-01
Miscellaneous Street Department Materials FY 26-27

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
34	Primary	Concrete Pavement Slab Stabilization, Lifting, and Soil Densification w/ Polyurethane Material	20000	Lbs	\$4.85
35	Primary	Concrete Pavement Slab Stabilization, Lifting, and Soil Densification w/ Polyurethane Material - Mobilization (per purchase order)	10	EA	\$0.00

4. Texas Materials Group, Inc. - Cedar Park, TX
STREET DEPARTMENT MATERIALS

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
5	Primary	Furnish and install 2" thick Hot-mix asphaltic concrete material meeting the requirements of TxDOT Item 340, Type C, SAC-B, PG-64-22	90000	SY	\$19.40
6	Primary	Furnish and install 2" thick Hot-mix asphaltic concrete material meeting the requirements of TxDOT Item 340, Type D, SAC-B, PG-64-22	90000	SY	\$19.40
7	Primary	ASPPM, GRADATION IV, in accordance w/ TxDOT DMS-9202 Asphaltic Concrete Patching Material, FOB Ennis Yard	1500	Tons	\$164.00



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AWARDED 27-316-01 "MISCELLANEOUS STREET DEPARTMENT MATERIALS FY 26-27" TO RECOMMENDED BIDDERS, AND AUTHORIZING THE CITY MANAGER AND/OR DIRECTOR OF PUBLIC WORKS TO PURCHASE FROM RECOMMENDED BIDDERS DURING FY 27.

WHEREAS, the City Commission seeks to maintain the city's streets, alleys, and rights-of-way in accordance with City standards and appropriate engineering practices; and

WHEREAS, the City of Ennis requested sealed bids for miscellaneous Street Department materials, including hot-mix and hot-mix cold-laid asphaltic concrete (Type C and Type D), both FOB Plant and FOB Ennis; concrete patching material (ASPPM Grade IV); NCTCOG concrete; select fill; limestone flex base; and various other materials, repairs, and installations; and

WHEREAS, five (5) qualified contractors or suppliers submitted bids for one or more items contained in the Miscellaneous Street Department materials request for bid proposal and bids for these materials were opened and read aloud on Wednesday, July 29, 2026, at 1:00 PM; and

WHEREAS, funding for these materials will be provided by the FY27 Street Reconstruction budget and/or the Operations Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1: That the foregoing recitals are hereby found to be true and correct legislative findings of the City of Ennis, Texas, and are fully incorporated into the body of this Resolution.

SECTION 2: That bids are awarded for Street Materials to bidders in accordance with the Specifications for Miscellaneous Street Department Materials and as recommended and shown in the bid tabulation sheet and these bids are the lowest and/or best value to the City.

SECTION 3: Authorizes the City Manager and/or the Director of Public Works to purchase miscellaneous Street Department materials from approved bidders during FY27.

SECTION 4: That this Resolution shall become effective from and after its passage.

E.6.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15th day of September, 2026.

LYNDA ISBELL, Mayor

ATTEST:

BETHANY PREWITT, City Secretary

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Approval of a Resolution of the City Commission of the City of Ennis, Texas, awarding 27-417-02 "Miscellaneous Utility Department Materials FY 26-27" to recommended bidders, and authorizing the City Manager and/or Utility Operations Director to purchase from recommended bidders during FY 27.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: Public Works

Staff Contact: Douglas Taylor, Public Works Director

BACKGROUND INFORMATION:

The Finance and Utility Operations Departments have initiated a resolution to award the contract for various utility department materials for fiscal year 2027 under ITB No. 27-417-02. The Finance Department solicited bids for items such as fittings, pipe materials, fire hydrants, meter boxes with lids, sandy loam, pea gravel, flex base, carbon, chlorine, and other chemicals necessary for the Utility Department. The bid process followed city procurement policies, with bids opened publicly on August 12, 2026, and 12 contractors or suppliers participating. Contracts are recommended for award based on the lowest responsive and responsible bids that meet the city's needs and quality requirements.

FINANCIAL IMPACT:

These items are a part of the Utility Operations budget for FY 2027.
Water - 302-419-42080 Chemical, Medical, and Surgical Supplies
Wastewater - 302-420-43080 Chemical, Medical, and Surgical Supplies

POLICY IMPLICATIONS:

This resolution adheres to the City of Ennis procurement policy, which mandates a competitive bidding process for city supplies and construction. By following this process, the city ensures transparency, fairness, and fiscal responsibility in the use of public funds for departmental materials.

RECOMMENDATION:

It is recommended that the City Commission approves this resolution to proceed with the purchase of utility materials from the recommended bidders for the 2027 fiscal year.

ATTACHMENTS:

[27-417-02 Evaluation Tabulation](#)

[RESOLUTION NO.-27-417-02 Miscellaneous Utility Department Materials FY 26-27 - Pdf \(1\)](#)



City of Ennis
Finance
Stanley Muli, Finance Director
107 N. Sherman St, Ennis, TX 75119

EVALUATION TABULATION
ITB No. 27-417-02
Miscellaneous Utility Department Materials FY 26-27
RESPONSE DEADLINE: August 12, 2026 at 1:00 pm
Report Generated: Tuesday, September 1, 2026

1. Acticarb Incorporated - Columbia, MO
CHEMICALS

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
2	Primary	Activated Carbon	120000	LBS	\$1.318

2. Applied systems inc - Piedmont, OK
CHEMICALS

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
10	Primary	Granular Oxygen Bio-stimulant Sludge Digester	500	LBS	\$16.80
14	Primary	Wastewater Specific Bacteria	900	LBS	\$10.28

3. Brenntag Southwest, LLC - Lancaster, TX
CHEMICALS

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
13	Primary	Sodium Hypochlorite 12.5%, by the 270-gallon tote	30	EA	\$866.25

EVALUATION TABULATION

ITB No. 27-417-02

Miscellaneous Utility Department Materials FY 26-27

4. Core and main - Dallas, TX

WATER & WASTEWATER APPURTENANCES

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
8	Primary	4"x12" SS Water Repair Clamps for CI Pipe	20	EA	\$104.70
9	Primary	4"x12" SS Water Repair Clamps for AC Pipe	20	EA	\$104.70
10	Primary	6"x12" SS Water Repair Clamps for CI Pipe	20	EA	\$114.59
11	Primary	6"x12" SS Water Repair Clamps for AC Pipe	20	EA	\$114.59
12	Primary	8"x12" SS Water Repair Clamps for CI Pipe	20	EA	\$119.28
13	Primary	8"x12" SS Water Repair Clamps for AC Pipe	20	EA	\$119.28
14	Primary	8"x20" SS Water Repair Clamps for CI Pipe	20	EA	\$199.60
27	Primary	4"x4"x4" PVC Bell x Bell Sanitary Sewer Wye	10	EA	\$54.20
28	Primary	4" PVC x PVC Sanitary Sewer Rubber Boot	20	EA	\$4.15
29	Primary	6" PVC x PVC Sanitary Sewer Rubber Boot	50	EA	\$9.65
30	Primary	4" PVC x Clay Sanitary Sewer Rubber Boot	20	EA	\$4.15
31	Primary	6" PVC x Clay Sanitary Sewer Rubber Boot	50	EA	\$9.65
32	Primary	3/4" Meter spud	200	EA	\$11.25
33	Primary	3/4" CTS X 3/4" CTS Grip Joint Coupling	100	EA	\$19.55
34	Primary	3/4" CTS X 1" CTS Grip Joint Coupling	100	EA	\$21.55

EVALUATION TABULATION

Invitation For Bid - Miscellaneous Utility Department Materials FY 26-27

Page 2

EVALUATION TABULATION

ITB No. 27-417-02

Miscellaneous Utility Department Materials FY 26-27

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
35	Primary	3/4" X 1" Meter Adapter (part number A34-NL or approved equal)	250	EA	\$21.90
36	Primary	3/4" CTS Grip Joint Angle Stop X Meter Nut	100	EA	\$82.20
38	Primary	3/4" CC Corporation Stop (Grip joint)	100	EA	\$35.00
39	Primary	1" CTS x 1" CTS Grip Joint Coupling	100	EA	\$21.34
42	Primary	1" CC Corporation Stop (Grip joint)	100	EA	\$53.00
43	Primary	2" CTS Grip Joint Angle Stop X Meter Flange	100	EA	\$383.00
44	Primary	2" CTS Grip joint Straight Stop X Meter Flange	100	EA	\$354.00
45	Primary	2" CTS x 2" CTS Grip Joint Coupling	50	EA	\$101.00
46	Primary	2" CTS Grip Joint X MIP coupling	100	EA	\$76.35
47	Primary	2" CTS Grip Joint X FIP coupling	100	EA	\$79.80
48	Primary	6" Mechanical Joint restraint w/gasket and bolts	50	EA	\$47.73
49	Primary	8" Mechanical Joint restraint w/gasket and bolts	50	EA	\$53.19
50	Primary	4" Gate valve with Alpha connections (or approved equal)	10	EA	\$740.00
51	Primary	6" Gate valve with Alpha connections (or approved equal)	10	EA	\$950.00
52	Primary	8" Gate valve with Alpha connections (or approved equal)	10	EA	\$1,440.00
60	Primary	5/8" X 3/4" Meter resetter-7" height (V42-7W-NI or approved equal) QTY: 50	50	EA	\$103.00

EVALUATION TABULATION

Invitation For Bid - Miscellaneous Utility Department Materials FY 26-27

Page 3

EVALUATION TABULATION

ITB No. 27-417-02

Miscellaneous Utility Department Materials FY 26-27

5. Dallas Winwater Co - Royse City, TX

WATER & WASTEWATER APPURTENANCES

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
1	Primary	Mueller Fire Hydrants – 4' bury – NSA threads, improved break-a-way style, Super Centurion Model A423	10	EA	\$2,373.00
2	Primary	Mueller Fire Hydrants – 5' bury – NSA threads, improved break-a-way style, Super Centurion Model A423	10	EA	\$2,483.00
4	Primary	1" C901 PE Water Pipe, Blue	500	FT	\$0.59
5	Primary	2" C901 PE Water Pipe, Blue	500	FT	\$1.85
15	Primary	Gate Valve, 2" American AVK Series 03 Resilient Seated Ductile Iron Gate AWWA C509 (NRS) 250 PSI with square wrench nut	8	EA	\$372.49
16	Primary	Gate Valve, 6" Mueller 2300 Series RWGV, MJxMJ	6	EA	\$723.95
17	Primary	Gate Valve, 8" Mueller 2300 Series RWGV, MJxMJ	8	EA	\$1,165.90
19	Primary	18" x 15" Meter Box lid only, B2O Environmental PGMB PL-18 x 15 or approved equal.	250	EA	\$25.69
20	Primary	24" x 15" Meter Box with lid, B2O Environmental PGMB PL-24 x 15 or approved equal.	30	EA	\$211.12
21	Primary	24" x 15" Meter Box lid only, B2O Environmental PGMB PL-24 x 15 or approved equal.	249	EA	\$59.18
37	Primary	3/4" CTS Grip Joint Straight Stop X Meter Nut	100	EA	\$52.13
41	Primary	1" CTS Grip Joint Straight Stop X Meter Nut	100	EA	\$95.88

EVALUATION TABULATION

Invitation For Bid - Miscellaneous Utility Department Materials FY 26-27

EVALUATION TABULATION
ITB No. 27-417-02
Miscellaneous Utility Department Materials FY 26-27

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
53	Primary	Valve Stack Lids (Marked Water)	50	EA	\$13.18
54	Primary	Valve Stack Short Riser (complete)	25	EA	\$61.75
55	Primary	Valve Stack Tall Riser (complete)	25	EA	\$82.33
56	Primary	6x3/4 in CC Double Strap Saddle	25	EA	\$59.60
57	Primary	6x1 in CC Double Strap Saddle	25	EA	\$59.60
58	Primary	8x3/4 in CC Double Strap Saddle	25	EA	\$69.30
59	Primary	8x1 in CC Double Strap Saddle	25	EA	\$69.30
61	Primary	Below Grade Resetter Sampling Station, 5/8x3/4" Meter, Brass, Plug , Quick Connect (or approved equal)	25	EA	\$514.32

6. Ferguson Enterprises, LLC - Euless, TX
WATER & WASTEWATER APPURTENANCES

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
3	Primary	3/4" C901 PE Water Pipe, Blue, ENDOT ENDOPURE HDPE (or approved equal)	1000	FT	\$0.3669
6	Primary	6" C900 PVC DR-18 Water Pipe, Class 150, Blue	500	FT	\$8.97
7	Primary	8" C900 PVC DR-18 Water Pipe, Class 150, Blue	2000	FT	\$15.40
22	Primary	4" PVC SDR-26 Sanitary Sewer Pipe, Green	600	FT	\$2.80

EVALUATION TABULATION
ITB No. 27-417-02
Miscellaneous Utility Department Materials FY 26-27

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
23	Primary	6" PVC SDR-26 Sanitary Sewer Pipe, Green	1000	FT	\$5.51
24	Primary	8" PVC SDR-26 Sanitary Sewer Pipe, Green	1000	FT	\$10.06
25	Primary	6"x4"x6" PVC, Bell x Bell Sanitary Sewer Tee	10	EA	\$74.52
26	Primary	4"x4"x4" PVC Bell x Bell Sanitary Sewer Tee	10	EA	\$58.56

7. Fortiline, Inc. - Dallas, TX
WATER & WASTEWATER APPURTENANCES

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
18	Primary	18" x 15" Meter Box with lid, B2O Environmental PGMB PL-18 x 15 or approved equal.	250	EA	\$101.55
40	Primary	1" CTS Grip Joint Angle Stop X Meter Nut	100	EA	\$108.43

8. Hawkins Inc. - Roseville, MN
CHEMICALS

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
3	Primary	Blended Phosphate Corrosion Inhibitor	6000	LBS	\$1.05
4	Primary	Water Treatment Coagulant	600000	LBS	\$0.61
12	Primary	Sludge Dewatering Polymer, by the 270-gallon tote	6	EA	\$4,800.00

EVALUATION TABULATION
ITB No. 27-417-02
Miscellaneous Utility Department Materials FY 26-27

9. Hunter Excavation - Ennis, TX
AGGREGATES

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
1	Primary	Sand and Gravel – 1-¼ Washed Rock	1000	Tons	\$45.25
2	Primary	Limestone flex base meeting the requirements of TxDOT Item 247, Type A, Grade 1-2, FOB Ennis	1000	Tons	\$38.50
3	Primary	Crushed Concrete Flex Base, Meeting the requirements of TxDOT Item 247, Type D, Grade 1-2	3000	Tons	\$39.50
4	Primary	Pea Gravel	2000	Tons	\$45.75
5	Primary	Sandy Loam	2000	Tons	\$34.50

10. PVS DX INC - Cleburne, TX
CHEMICALS

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
6	Primary	Liquid Chlorine Gas, by the 1-Ton Cylinders	140	EA	\$2,199.00
8	Primary	Liquid Sulfur Dioxide, by the Cylinder (150 lb)	225	EA	\$319.00

11. RedEye Chems - Hutto, TX
CHEMICALS

EVALUATION TABULATION
ITB No. 27-417-02
Miscellaneous Utility Department Materials FY 26-27

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
9	Primary	Defoaming Agent, by the 270-gallon tote	1	EA	\$6,556.00
11	Primary	Odor Neutralizer (270 gal tote)	44	EA	\$2,420.00

12. Univar Solutions USA LLC - Kent, WA
CHEMICALS

Line Item	Award Type	Description	Quantity	Unit of Measure	Unit Cost
5	Primary	Potassium Permanganate	7500	LBS	\$2.87



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AWARDDING 27-417-02 MISCELLANEOUS UTILITY DEPARTMENT MATERIALS FY 26-27 TO APPROVED BIDDERS FOR FISCAL YEAR 2027.

WHEREAS, the City of Ennis, Texas, through its Finance Department, has solicited bids for the procurement of various materials consisting of fittings, pipe materials, fire hydrants, meter boxes with lids, sandy loam, pea gravel, flex base, carbon, chlorine, and various chemicals used for its Utilities Department; and

WHEREAS, the bids were publicly advertised, and a competitive bidding process was conducted in accordance with city procurement policies; and bids for these materials were opened and read aloud on Wednesday, August 12, 2026, at 1:00 p.m., and twelve (12) contractors or suppliers submitted bids for one or more items contained in the Miscellaneous Utility Department materials request for bid; and

WHEREAS, the Finance Department has completed the evaluation of bids received and has recommended the award of contracts to the lowest responsive and responsible bidders for each line item based on unit price, quality, and ability to meet city requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1: That the City of Ennis City Commission hereby approves awarding the bid to bidders in accordance with the bid tabulation sheet for 27-417-02 Miscellaneous Utility Department Materials FY 26-27.

SECTION 2: That this Resolution shall become effective from and after its passage.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15th day of September, 2026.

LYNDA ISBELL, Mayor

E.7.

ATTEST:

BETHANY PREWITT, City Secretary

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Consider approval of a Resolution awarding 26-111-12 Citywide Cleaning services, to CTJ Maintenance Inc. in an annual amount not to exceed \$190,000 and authorizing the City Manager to execute the agreement.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: Finance

Staff Contact: Stanley Muli, Finance Director

BACKGROUND INFORMATION:

The City issued a competitive solicitation for citywide cleaning services and received a total of twenty-one (21) proposals. The responsive proposals were evaluated using the criteria established in the solicitation, including price and the other factors relevant to determining best value by seven (7) members of city staff over various departments. Based on the evaluation results, City staff determined that CTJ Maintenance Inc. provides the best value to the City.

The proposed agreement is for an annual amount not to exceed \$190,000 and an initial one-year term with up to four additional one-year renewal periods. CTJ Maintenance Inc. will provide scheduled cleaning services, as-needed cleaning services, cleaning supplies, tissue, and paper towels in accordance with the solicitation, its proposal, and the final agreement.

FINANCIAL IMPACT:

001-811-44043
001-811-42070

RECOMMENDATION:

Staff recommends approval of the Resolution awarding Solicitation No. 26-111-12, Citywide Cleaning Services, to CTJ Maintenance Inc. as the proposer providing the best value to the City.

ATTACHMENTS:

[CTJ Contract - RL - 9.8.2026](#)
[Evaluation Scores RFP only](#)
[Evaluation Scores Pricing](#)
[26-111-12 Citywide Cleaning Services Evaluation Tabulation](#)
[RESOLUTION NO.-26-111-12 Citywide Cleaning Services - Pdf](#)



STANDARD CONTRACT

(RFP No. 26-111-12 – Citywide Cleaning Services)

This Contract (herein “Contract”) is by and between the City of Ennis, Texas (“City”) and CTJ Maintenance, Inc., a Texas corporation (“Contractor”). The City and the Contractor are sometimes hereinafter individually referred to as “Party” and hereinafter collectively referred to as the “Parties.” This Contract was signed by the Parties on the dates noted adjacent to each Party’s signature but is dated to be effective September 15, 2026 (the “Effective Date”).

NOW, THEREFORE, in consideration of the promises and mutual covenants and agreements set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Contractor and the City agree as follows:

1. Scope of Work.

The Contractor shall provide the following goods and services to the City as described in Exhibit A, attached hereto and incorporated into this Contract (the “Work”).

It is agreed that delivery of the goods and services will be made on or before the date set forth in Exhibit A to the following location:

the City facilities and service locations identified in Exhibit A. If there is a conflict between the Contract and Exhibit A, this Contract will control.

2. Term.

The initial term of this Contract (the “Initial Term”) begins on the Effective Date and continues for one (1) year, unless earlier terminated in accordance with this Contract. The City may renew this Contract for up to four (4) additional one-year periods upon mutual written agreement of the Parties and subject to the appropriation and availability of funds. The Initial Term and any exercised renewal periods are collectively referred to as the “Term.”

3. Contractor’s Obligations.

- A. All Work under this Contract shall be performed in a skillful and workmanlike manner. The Contractor and its employees shall be professional and courteous at all times. The City may, in writing, require the Contractor to remove any employee from work for reasonable cause, as determined by the City. Further, the City may, from time to time, make inspections of the Work to determine compliance with the Contract. Any inspection by the City does not relieve the Contractor of any responsibility in meeting the terms and

conditions of this Contract.

- B. The goods and services provided by the Contractor shall meet the performance standards in Exhibit A.
- C. The Contractor shall comply with all applicable federal, state and local laws and regulations, and ordinances in the provision of goods and services under this Contract.
- D. By law, the City will not receive any materials, products, or chemicals which may be hazardous to an employee's health unless accompanied by a Material Safety Data Sheet (MSDS) when received. This MSDS will be reviewed by the City, and if approved, the materials, product or chemical can be used. If the MSDS is rejected, the Contractor must identify a substitute that will meet the City's criteria for approval.
- E. All Contractors and subcontractors performing services for the City are required to and shall comply with all Occupational Safety and Health Administration (OSHA), State and County Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all Contractors and subcontractors shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.
- F. It shall be the responsibility of the Contractor to comply with any ordinances by securing any permits required by federal, state, or local laws, regulations, and ordinances.
- G. All items shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. No verbal agreements modify this Contract.
- H. The Contractor shall at all times keep the adjacent areas of the property free from rubbish and the accumulation of any waste materials. The Contractor shall be responsible for the removal of all trash at the end of each day, or more frequently as may be required by the City.
- I. Upon successful completion of the Work, the Contractor shall promptly and unconditionally transfer, assign, and provide access to the City, or its designated representatives, all property and materials acquired and funded by the City, and pertinent to the Work undertaken pursuant to this Contract. In instances where the material covered by this Contract is copyrightable, both the Contractor and the City mutually acknowledge that, for the duration of this Contract, said material shall be classified as a work made for hire and, upon delivery, be deemed the exclusive property of the City. Consequently, the Contractor hereby conveys and relinquishes all copyrights and associated intellectual property rights to the City. The City may use the information for its purposes. The City shall be the copyright owner.

4. Payments and Compensation

In consideration of the services rendered by the Contractor, the City agrees to pay the Contractor in accordance with the pricing set forth in Exhibit A, in an amount not to exceed \$190,000 during the Initial Term. Services designated as as-needed shall be performed only when authorized by the City through a valid purchase order or other written authorization

permitted by City policy.

A purchase order shall be generated by the City to the Contractor. The purchase order number must appear on all itemized invoices. The City will not be held responsible for any goods delivered or services rendered without a valid current purchase order number.

Each invoice shall be numbered and shall show:

- a. name and address of the Contractor,
- b. name and address of receiving department and/or delivery location,
- c. the City Purchase Order Number, and
- d. descriptive information as to the services delivered,

All invoices shall be submitted to:

City of Ennis
Accounts Payable
PO Box 220
Ennis, TX 75120
Or

accountspayable@ennistx.gov

Payment will be made upon receipt and acceptance by the City of the item(s)/services ordered and receipt of a valid invoice. The City's standard payment terms are net 30, i.e. payment is due in thirty (30) days, except where the City has raise an objection to the invoice.

5. Acceptance of goods.

The City shall examine the goods upon receipt and may accept the goods or reject any goods which are damaged or otherwise insufficient. The City shall not pay for damaged or insufficient goods.

6. Warranty.

- A. The Contractor warrants that the goods provided under this Contract are in good working condition and are suitable for the purposes for which they are intended.
- B. THE CONTRACTOR WARRANTS THE MATERIALS USED SHALL BE FREE OF DEFECT OR FAILURE FOR A PERIOD OF AT LEAST ONE (1) YEAR FROM THE DATE OF COMPLETION OF THE SERVICES AND THAT ALL SERVICES PROVIDED BY THE CONTRACTOR SHALL BE PERFORMED IN A GOOD AND WORKMANLIKE MANNER IN ACCORDANCE WITH THE SPECIFICATIONS OF THIS CONTRACT AND IN ACCORDANCE WITH THE DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY COMPETENT CONTRACTORS IN TEXAS APPLICABLE TO THE TYPE OF SERVICES CONTEMPLATED HEREUNDER. IN THE EVENT ANY DEFECT IS DISCOVERED OR DEVELOPS IN MATERIALS PROVIDED BY THE

CONTRACTOR OR WORK PERFORMED BY THE CONTRACTOR WITHIN ONE (1) YEAR AFTER COMPLETION OF THE SERVICES, THE CONTRACTOR WILL REPAIR OR REPLACE ANY SUCH MATERIALS OR WORK SO THAT IT IS NOT DEFECTIVE AND MEETS THE REQUIREMENTS OF THIS CONTRACT.

7. Insurance

The Contractor shall maintain insurance coverage at its own expense, as required by Exhibit A, and shall submit all required documents prior to performance of the Work. The City shall be named as an additional insured on the policies.

8. Indemnification.

THE CONTRACTOR SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY, AND ITS OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF OTHER PARTY OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE CONTRACT AND ANY PURCHASE ORDERS ISSUED UNDER THE CONTRACT. OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY THE CONTRACTOR UNDER THIS CONTRACT AND WILL NOT BE LIMITED BY COMPARATIVE NEGLIGENCE STATUTES. THIS SECTION SHALL SURVIVE THE TERMINATION OF THIS CONTRACT.

THE CONTRACTOR AND CITY AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

9. Deliveries.

- A. **Delivery Schedule:** The Contractor agrees to adhere to the delivery schedule specified in Exhibit A. Time is of the essence, and the Contractor acknowledges the critical importance of timely deliveries in accordance with Texas governmental purchasing laws.
- B. **Notice of Delay:** In the event of a delay or anticipated delay in the delivery of goods or services, the Contractor shall promptly notify the City in writing, providing the reasons for the delay and a proposed revised delivery schedule.

10. Termination.

- A. **Termination for Cause:** This Contract may be terminated by the City prior to its expiration if Contractor, for any reason, fails, refuses or is unable to provide the goods or services in accordance with the terms of this Contract following reasonable notice from the City and

a 10 day opportunity to cure, including, but not limited to failure to perform any maintenance or training services in a timely, safe, and effective manner. The City may procure the goods or services from an alternative source. Any additional costs incurred in obtaining substitute goods or services shall be borne by the defaulting Contractor.

- B. **Termination for Breach:** This Contract may be terminated by either party (the "Terminating Party") prior to its expiration if the other party (the "Breaching Party") breaches any provision of this Contract. In that case, the Terminating Party may pursue all remedies available at law and in equity and may seek and obtain injunctive relief against the breach or threatened breach of the Breaching Party's obligations under this Contractor.
- C. **Lack of Appropriations:** In the event the Term extends beyond one year, the City reserves the right to terminate this Contract if funds are not available in the City's budget for the appropriation of funds for this Contract.
- D. **Payment:** Upon termination of this Contract for any reason, the City shall pay to the Contractor for completed Work.

11. Force Majeure.

The Parties acknowledge that certain events or circumstances beyond the Contractor's control may cause delays due to force majeure. Force majeure includes, but is not limited to, acts of God, natural disasters, strikes, and unforeseen government actions. Within seven (7) days after the occurrence of a force majeure, the affected Party must give notice to the other Party, including a detailed explanation of the force majeure and a description of the action that will be taken to remedy the force majeure and resume full performance at the earliest possible time. In the event of such excusable delays, the cure period shall be extended for a reasonable period of time.

12. Governing Law; Venue.

This Contract shall be governed by and construed in accordance with the laws of the State of Texas, and any legal proceedings shall take place in Ellis County District Court.

13. No Waiver

The City to enforce any provision of this Contract shall not be construed as a waiver of the right to enforce any such provision in the future.

14. Independent Contractor.

The Contractor is an independent contractor. Nothing herein expressed or implied is intended, or shall be construed, to confer upon or give to any person or entity, other than the parties, any right or remedy under or by reason of this Contract.

15. Assignment.

This Contractor may not be assigned by the Contractor. Any assignment shall be void.

16. Entire Agreement.

This Contract and its exhibits contain the entire agreement between the Parties with respect to the subject matter hereof and merge and supersede any and all other discussions, agreements and understandings, either oral or written, between the parties with respect to the subject matter hereof. This Contract may not be amended except by written agreement of the Parties.

17. Notices.

Any notice required under this Contract shall be in writing and shall be deemed duly given if personally delivered or sent by United States mail, registered or certified, return receipt requested, postage prepaid, to the addresses set forth below or to such other address as the other Party hereto may designate in written notice transmitted in accordance with this provision:

To CITY:	City Manager
	City of Ennis
	P.O. Box 220
	Ennis, Texas 75120
To CONTRACTOR:	CTJ Maintenance, Inc.
	[NOTICE CONTACT/TITLE]
	[MAILING ADDRESS]
	[CITY, STATE ZIP]

18. Statutory verifications.

- A. **Verification Regarding Energy Company Boycotts:** To the extent this Contract constitutes a contract for goods or services for which a written verification is required under Section 2276.002, Texas Government Code, as amended, the Contractor hereby verifies that it and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, do not boycott energy companies and, will not boycott energy companies during the Term of this Contract. The foregoing verification is made solely to comply with Section

2276.002, Texas Government Code, as amended, to the extent Section 2276.002, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, "boycott energy companies" shall have the meaning assigned to the term "boycott energy company" in Section 809.001, Texas Government Code. The Contractor understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

- B. **Certifications Regarding Terrorist Organizations and Boycott of Israel:** To the extent this Contract constitutes a contract for goods or services for which a written verification is required under Section 2271.002, Texas Government Code, the Contractor hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, does not boycott Israel and will not boycott Israel during the Term of this Contract. The foregoing verification is made solely to enable compliance with such Section and to the extent such Section does not contravene applicable Federal or Texas law. As used in the foregoing verification, 'boycott Israel,' a term defined in Section 2271.001, Texas Government Code, by reference to Section 808.001(1), Texas Government Code, 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.

- C. **Verification Regarding Discrimination Against Firearm Entity or Trade Association:** To the extent this Contract constitutes a contract for the purchase of goods or services for which a written verification is required under Section 2274.002, Texas Government Code, the Contractor hereby verifies that it and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any,

- A. do not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and
- B. will not discriminate during the Term of this Contract against a firearm entity or firearm trade association.

The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code to the extent Section 2274.002, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, "discriminate against a firearm entity or firearm trade association" shall have the meaning assigned to such term in Section 2274.001(3), Texas Government Code. The Contractor understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

- D. **Iran, Sudan and Foreign Terrorist Organizations:** Section 2252.151 of the Texas Government Code defines a "governmental contract" as a contract awarded by a governmental entity for general construction, an improvement, a service, or a public works project or for a purchase of supplies, materials, or equipment, and provides that the term includes a contract to obtain a professional or consulting service subject to Chapter 2254 of the Texas Government Code. The Contractor represents that, as of the date of this Contract, to the extent this Contract constitutes a governmental contract within the meaning of Section 2252.151 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2252 of the Texas Government Code, and except

to the extent otherwise required by applicable federal law, neither the Contractor nor any wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of the Contractor (if any) is an entity listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code or identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code, and posted on any of the following pages of such officer's internet website:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>,

<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, or

<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

19. Form 1295.

The Parties acknowledge and agree that the Contractor submitted to the City a completed Form 1295 generated by the Texas Ethics Commission's (the "TEC") electronic filing application in accordance with the provisions of Section 2252.908 of the Texas Government Code and the rules promulgated by the TEC (the "Form 1295"). The City hereby confirms timely receipt of the Form 1295 from the Contractor pursuant to Section 2252.908, and the City agrees to acknowledge such form with the TEC through its electronic filing application system not later than the 30th day after the receipt of such form. The City waives all claims related to the validity and enforceability of this Contractor to the extent such claims are based on noncompliance with Section 2252.908, Texas Government Code.

E.8.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract to be duly executed in duplicate originals and effective on the Effective Date.

City of Ennis, Texas

[AUTHORIZED CITY SIGNATORY]

[Title]

[Signature]

[Date]

CTJ Maintenance, Inc.

[AUTHORIZED CONTRACTOR SIGNATORY]

[Title]

[Signature]

[Date]

EXHIBIT A -

Attach the City's complete RFP No. 26-111-12, including all addenda, and CTJ Maintenance, Inc.'s accepted proposal and pricing response. If a negotiated scope, clarification, or best-and-final offer applies, attach it as well and state the order of precedence.



Request for Proposal

Proposal Reference Number: 26-111-12

Project Title: CITYWIDE CLEANING SERVICES

Proposal Closing Date: 1:00 pm, July 1, 2026

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Proposal

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A - Facilities Listing

Advertisement



The City of Ennis (City) will receive proposals for 26-111-12 Citywide Cleaning Services. Specifications can be found at <https://procurement.opengov.com/portal/ennistx>. Proposals will be received until 1:00 pm Wednesday, July 1, 2026. Sealed proposals shall be submitted online at <https://procurement.opengov.com/portal/ennistx>. All questions shall be fielded online at <https://procurement.opengov.com/portal/ennistx>. Bids will be opened at 107 N. Sherman St., Ennis, TX 75119 at 1:00 pm.

City of Ennis
By: Katrinia Roberson
Title: Senior Purchasing Manager

Solicitation Release Date:	May 24, 2026
Pre-Solicitation Meeting (Non-Mandatory):	June 10, 2026, 9:00am 107 N. Sherman St., Ennis, TX 75119
Deadline for Submittal of Questions:	June 19, 2026, 5:00pm
Sealed Submissions Due to the City:	July 1, 2026, 1:00pm
Publication Date 1:	05/24/2026
Publication Date 2:	05/31/2026

Scope

Scope of Services

The City of Ennis seeks proposals from qualified firms to provide comprehensive janitorial services for designated City facilities. The awarded contractor shall furnish all supervision, labor, routine cleaning equipment, transportation, cleaning supplies, consumables unless otherwise specified, and all other resources necessary to maintain facilities in a clean, sanitary, safe, and professional condition.

Services shall include, but are not limited to:

General Cleaning Services

- Empty trash and recycling receptacles and replace liners
- Sweep, vacuum, mop, and maintain floors
- Dust horizontal surfaces, furniture, ledges, trim, and fixtures
- Clean doors, glass, partitions, mirrors, and interior windows as applicable
- Sanitize high-touch surfaces
- Spot clean walls and doors
- Maintain breakrooms and kitchenettes
- Restroom cleaning, disinfecting, deodorizing, and restocking
- Report maintenance issues, damage, leaks, or unsafe conditions immediately

Periodic / Deep Cleaning Services

- Carpet extraction / shampooing
- Floor stripping, waxing, buffing, and burnishing (if applicable)
- High dusting vents and corners
- Interior window cleaning
- Exterior windows of each building 4x a year
- Pressure washing designated exterior restroom areas
- Seasonal or event-related additional cleanings

Standards

All services shall be performed in a manner consistent with commercial best practices and applicable OSHA, EPA, CDC, and local health standards.

FACILITY LISTING & SERVICE FREQUENCIES

The following list is provided for proposal purposes. Quantities may be adjusted during the contract term.

Facility	Approx. Sq Ft	Frequency
City Hall	8,500	Daily / Partial floors 3x weekly
Public Works Admin	5,000	3x weekly
Parks & Rec Building	2,500	3x weekly
Health Department	1,200	3x weekly
Library	13,000	5x weekly
Railroad Museum	2,754	1x weekly

Welcome Center	5,855	3x weekly + event cleanings
EDC / Planning	5,700	3x weekly
Public Safety Center	27,846	Daily + offices 3x weekly
Outdoor Public Restrooms	800	3x weekly minimum

Additional Requirements

The City reserves the right to add or remove facilities, modify service schedules, or adjust square footage during the contract term.

Event Support Locations

Certain facilities, including but not limited to the Welcome Center, Downtown Restrooms, and festival areas, may require additional service during:

- Bluebonnet Trails and Festival (the month of April)
- Cinco de Mayo (first weekend in May)
- Polka Festival (Memorial Day weekend)
- Blues on Main (first weekend in September)
- Ennis Autumn Daze (fourth weekend in October)

Pricing for additional cleanings shall be included in the proposal.

Contractor Furnished Supplies and Consumables

The awarded contractor shall furnish, stock, and replenish all janitorial supplies, restroom consumables, cleaning chemicals, liners, and related materials necessary to fully perform the contract at no additional cost unless specifically approved in writing by the City.

Required items include, but are not limited to:

- Toilet paper
- Paper towels
- Hand soap
- Trash liners
- Sanitary dispenser disposal liners in female restrooms
- Disposable toilet seat covers and plastic dispensers
- Urinal screens/deodorizers
- Toilet seat covers (where dispensers exist)
- Air freshener products (if applicable)
- Sanitizer refills
- Glass cleaner
- Disinfectants
- Floor cleaning chemicals
- Degreasers
- Mop heads and cleaning cloths
- Vacuum bags / filters
- Miscellaneous routine janitorial supplies

Product Quality Standards

All products shall be commercial grade, safe for municipal use, and compatible with existing dispensers and fixtures. The City reserves the right to reject substandard products.

Inventory Requirements

Contractor shall maintain adequate onsite or local stock levels to prevent outages.

No Additional Charges

Routine supply replenishment shall be included in the proposed monthly/annual price.

STAFFING & SECURITY REQUIREMENTS

Contractor shall provide sufficient staffing levels to consistently meet all service standards and frequencies.

Contractor shall designate:

- One Account Manager
- One local supervisor or lead contact
- Emergency after-hours contact

Employee Standards

All personnel assigned shall:

- Be properly trained in janitorial methods and chemical safety
- Wear uniforms or company identification
- Conduct themselves professionally
- Maintain confidentiality regarding City operations

Security Sensitive Facilities

Facilities such as the Public Safety Center, Finance areas, Court functions, IT spaces, and secure administrative offices require heightened controls.

The City may require:

- Criminal background checks
- Identity verification
- Restricted area access protocols
- Escort requirements for certain spaces
- Immediate removal of personnel deemed unsuitable by the City

Criminal Background Checks

The awarded Contractor shall conduct criminal background checks on all employees assigned to work within City facilities prior to the employee performing services onsite.

At a minimum, background screenings shall include:

- Identity verification
- Criminal history review
- Verification that the employee is legally authorized to work in the United States

The City reserves the right to request written certification from the Contractor confirming that background checks have been completed for assigned personnel.

Employees assigned to security-sensitive facilities, including but not limited to the Public Safety Center, Finance offices, Court areas, and designated IT or records areas, may be subject to additional screening requirements at the discretion of the City.

The City reserves the right to prohibit any individual from accessing City facilities if the City determines, in its sole discretion, that the individual presents a safety, security, operational, or confidentiality concern.

Contractor personnel shall not:

- Access restricted areas unless authorized
- Use City computers, phones, or equipment
- Photograph or record inside City facilities without authorization
- Share keys, access cards, alarm codes, or security information

The Contractor shall immediately notify the City of:

- Any arrest of assigned personnel for offenses involving violence, theft, fraud, or controlled substances;
- Any loss of keys, badges, or access credentials; or
- Any suspected security breach involving Contractor personnel.

Failure to comply with these requirements may result in removal of personnel, suspension of facility access, or termination of the contract.

Keys / Access / Alarm Codes

Contractor is responsible for safeguarding keys, fobs, codes, and access credentials. Unauthorized duplication or sharing is prohibited.

Any loss must be reported immediately.

TRANSITION & STARTUP REQUIREMENTS

The awarded Contractor shall coordinate with the City to ensure an orderly and uninterrupted transition of janitorial services.

Startup Meeting

Within five (5) business days of contract award, the Contractor shall participate in a kickoff meeting with designated City representatives to review:

- Facility access procedures
- Cleaning schedules
- Security requirements
- Points of contact
- Reporting procedures
- Consumable inventory expectations
- Special event support requirements

Transition Period

The Contractor shall be fully operational and capable of providing all required services by the Notice to Proceed date established by the City. The City reserves the right to require a transition period between the outgoing contractor and the awarded Contractor.

Staffing Requirements

Prior to the commencement of services, the Contractor shall provide:

- Account Manager contact information
- Supervisor contact information
- Emergency after-hours contact information
- Staffing assignments for each facility upon request by the City

The City reserves the right to require replacement of personnel deemed unsuitable for work within City facilities.

Keys, Access Devices, and Security Credentials

The Contractor shall coordinate with the City regarding issuance of keys, access cards, alarm codes, or other security credentials. Contractor shall be responsible for safeguarding all issued access devices and immediately reporting any lost or compromised credentials.

Initial Inspection

The City and Contractor may conduct a joint walkthrough of facilities prior to the start of services to document existing conditions and confirm service expectations.

Consumables and Equipment

The Contractor shall ensure all required cleaning equipment, supplies, chemicals, and consumables are available and fully stocked prior to the first scheduled service date.

PERFORMANCE STANDARDS & INSPECTIONS

All facilities shall be maintained in a condition reasonably free of dirt, dust, debris, stains, odors, and unsanitary conditions.

Performance Expectations

- Restrooms sanitized and fully stocked
- Floors free of debris and excessive buildup
- Trash removed timely
- No visible dust accumulation
- Glass reasonably clean and streak free
- Supplies replenished

Inspections

The City may conduct announced or unannounced inspections.

Service Deficiencies and Performance Remedies

If the City determines that services are not being performed in accordance with the requirements of this Contract, the City may notify the Contractor of the deficiency either verbally or in writing. The Contractor shall take immediate corrective action upon notification.

The following remedies may apply:

- Failure to complete scheduled cleaning services may require the Contractor to re-perform the service at no additional cost to the City.
- Failure to replenish restroom or janitorial consumables may require correction within four (4) hours of notification during normal business hours.
- Repeated performance deficiencies may require the Contractor to submit a written corrective action plan identifying the cause of the deficiency and the measures that will be implemented to prevent recurrence.
- If deficiencies are not corrected within the timeframe established by the City, the City may:
 - Obtain the services from another source and deduct associated costs from amounts owed to the Contractor;
 - Require a meeting with Contractor management;
 - Issue written warnings;
 - Suspend access to facilities or personnel;
 - Terminate the contract for default in accordance with the Contract terms.

The City reserves the right to document deficiencies through inspections, photographs, written reports, or other reasonable means.

Repeated failures to meet performance standards may be considered a material breach of contract.

Note: Quantities, frequencies, and service levels are estimates only and do not constitute a guarantee of minimum work or compensation.

Key Events Schedule

Solicitation Release Date:	May 24, 2026
Pre-Solicitation Meeting (Non-Mandatory):	June 10, 2026, 9:00am 107 N. Sherman St., Ennis, TX 75119
Deadline for Submittal of Questions:	June 19, 2026, 5:00pm
Sealed Submissions Due to the City:	July 1, 2026, 1:00pm
Publication Date 1:	05/24/2026
Publication Date 2:	05/31/2026

Request for Proposals

Introduction

- A. Project Overview: The City of Ennis is requesting Proposals with the intent of awarding a contract for the purchase of goods and/or services contained in Scope of Services.
- B. Contract parties: The City of Ennis, may herein be referred to as “the City.” The person or company responding to the solicitation may herein be referred to as the “Proposer.”
- C. Questions: Following are contacts for questions as identified.
 - i. RFP Clarifications/Questions/Inquiries: All questions related to requirements or processes of this RFP should be submitted through the Question & Answers section of OpenGov.
 - ii. Replies: Responses to inquiries which directly affect an interpretation or effect a change to this RFP will be issued in writing by addendum posted to City's OpenGov portal. All such addenda issued by City prior to the submittal deadline shall be considered part of the RFP. The City shall not be bound by any reply to an inquiry unless such reply is made by such formal written addendum.
 - iii. Acknowledgment of Addenda: The Proposer shall acknowledge all addenda as part of their Proposal.
- D. Notification of Errors or Omissions: Proposers shall promptly notify the City of any omissions, ambiguity, inconsistency or error that they may discover upon examination of this RFP. The City shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent or obviously erroneous.
- E. Conflict of Interest Questionnaire (Form CIQ): A person or business, and their agents, who seek to contract or enter into an agreement with the City, are required by Texas Local Government Code, Chapter 176, to file a conflict of interest questionnaire (FORM CIQ). The form must be filed with the City no later than seven (7) days after the date the person or business begins contract discussions or negotiations with the City, or submits an application, response to a request for proposals or bids, correspondence, or other writing related to any potential agreement with the City.
- F. Form 1295 Certificate of Interested Parties: In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. Please go to the Texas Ethics Commission web page (www.ethics.state.tx.us) for full instructions and to complete the required steps for creation of Form 1295. Once the form is completed online, printed and notarized please return the form with your proposal submission.

General Information

- A. Tax Exempt Status: City purchases are exempt from State Sales Tax and Federal Excise Tax. Do not include tax in the Proposal. City will furnish Excise Tax Exemption Certificate upon request.
- B. Public Inspection of Proposals: The City strictly adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and all other governing statutes, regulations, and laws regarding the disclosure of RFP information. Proposals are not available for public inspection until after the contract award. If the Proposer has notified the City, in writing, that the Proposal contains trade secrets or confidential information, the City will generally take

reasonable steps to prevent disclosure of such information, in accordance with the Public Information Act. This is a statement of general policy only, and in no event shall the City be liable for disclosure of such information by the City in response to a request, regardless of the City's failure to take any such reasonable steps, even if the City is negligent in failing to do so.

RFP Withdrawals and/or Amendments

- A. RFP Withdrawal: The City reserves the right to withdraw this RFP for any reason.
- B. RFP Amendments: The City reserves the right to amend any aspect of this RFP by formal written Addendum prior to the Proposal submittal deadline and will endeavor to notify all potential Proposers that have registered with the City, but failure to notify shall impose no obligation or liability on the City.

Proposal Submittal Requirements

- A. Submittal Packet : All proposals must be electronically submitted through OpenGov.
- B. Submittal Deadline: The deadline for submittal of Proposals shall be as identified in the timeline for this project. It is the Proposer's responsibility to submit their Proposal before 1:00 pm on Wednesday, July 1, 2026. No extensions will be granted and no late submissions will be accepted.
- C. Proposals Received Late: Proposers are encouraged to submit their proposals as soon as possible. The City is not responsible for late submission regardless of the reason. Late Proposals will not be considered under any circumstances.
- D. Alterations or Withdrawals of Proposal Document: Any submitted Proposal may be withdrawn or a revised proposal substituted prior to the submittal deadline. Proposal Documents cannot be altered, amended or withdrawn by the Proposer after the submittal deadline, unless such alteration, amendment or withdrawal notice is approved in writing by the Purchasing Manager.
- E. Proposal Document Format: All Proposal Documents must be prepared in single-space type, on standard 8-1/2" x 11" vertically oriented pages, numbered at the bottom. The City only accepts electronic submissions. Any other format (including hard copy) will be rejected by the City at its discretion.
- F. Validity Period: Once the submittal deadline has passed, any Proposal Document shall constitute an irrevocable bid to provide the commodities and/or services set forth in the Scope of Services at the price(s) shown in the Proposal Document. Such proposal shall be irrevocable until the earlier of the expiration of ninety (90) days from the submittal deadline, or until a contract has been awarded by the City.

Required Proposal Information

IN ORDER FOR A PROPOSAL TO BE CONSIDERED COMPLETE, AND TO BE EVALUATED FOR A CONTRACT AWARD BY THE CITY, PROPOSER MUST SUBMIT ALL OF THE FOLLOWING INFORMATION.

Proposal Format

Responses must be submitted electronically with each page numbered sequentially and contain the components of the bullet points listed below. The table of contents should include page numbers and be arranged to correspond with the selection criteria of this proposal. Each proposal shall be limited in length to no more than twenty five (25) pages.

- A. Cover Letter (Page Limit: 1)
- B. Table of Contents (Page Limit: 1)
- C. Company Profile & Qualifications
- D. Staffing, Supervision, and Security
- E. Work Plan/Scope Response
- F. Exceptions/Deviations

+Please do not include promotional materials or brochures as part of the submittal package.

Page Format

- A. Minimum line spacing: 1.5
- B. Minimum font size: 11 points (except for documents prepared by others, e.g., Forms).
- C. Minimum margins: 1 inch on all sides.

Submission Content

TAB 1 – COVER LETTER

Provide a signed cover letter on company letterhead including:

- Company name
- Address
- Primary contact person
- Phone number
- Email address
- Statement that proposal is valid for 90 days
- Signature of authorized representative

TAB 2 – COMPANY PROFILE & QUALIFICATIONS

Provide:

- Years in business
- Ownership structure
- Number of employees
- Office location(s)
- Description of company background
- Experience with municipal, government, or multi-site janitorial contracts
- Relevant certifications or licenses
- Service area / local presence

TAB 3 – STAFFING, SUPERVISION & SECURITY

Provide:

- Staffing model for City facilities
- Supervisor/account manager structure
- Absence coverage plan
- Hiring and retention practices
- Training process
- Background check procedures
- Uniform / identification standards
- Key, fob, and alarm access controls
- Experience cleaning secure facilities

TAB 4 – WORK PLAN / SCOPE RESPONSE

Describe how services will be delivered.

Include:

- Daily / weekly / monthly cleaning methodology
- Restroom servicing and replenishment procedures
- Inspection and quality assurance process
- Complaint resolution process
- Emergency response times
- Communication process with City staff
- Transition/startup plan
- Equipment to be used

TAB 5 – EXCEPTIONS / DEVIATIONS

Proposer shall clearly identify and describe any requested exceptions, deviations, assumptions, clarifications, or proposed modifications to the requirements, specifications, scope of work, insurance requirements, or contract terms contained in this RFP.

Exceptions shall be submitted in a clearly organized format referencing the applicable section of the RFP. Failure to identify exceptions in this section may be interpreted by the City as acceptance of the requirements, specifications, and contract terms contained herein.

If no exceptions are requested, Proposer shall state:

“No Exceptions.”

Contract Terms and Conditions

Term of Contract and Option to Extend

Any contract resulting from this Request for Proposal, depending on what compensation arrangement is proposed, shall be effective **for one (1) year with an option to renew up to four (4) additional year(s) from date of award**. The City anticipates that contract may be renewed annually pursuant to the availability of funds and at the discretion of the City.

EXCEPT WHERE PROPOSER MAKES SPECIFIC EXCEPTION IN THE SUBMITTED PROPOSAL, ANY CONTRACT RESULTING FROM THIS RFP WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH PROPOSER HEREBY ACKNOWLEDGES, AND TO WHICH PROPOSER AGREES BY SUBMITTING A PROPOSAL.

Delivery of Products and/or Services

- A. Payment Terms: Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by the City, payment terms for the City are Net 30 days upon receipt of invoice.
- B. Warranty of Products and Services: All products furnished under this contract shall be warranted to be merchantable and good quality and fit for the purposes intended as described in this Proposal, to the satisfaction of City and in accordance with the specifications, terms, and conditions of the Scope of Services, and all services performed shall be warranted to be of a good and workmanlike quality, in addition to, and not in lieu of, any other express written warranties provided.
- C. Late Delivery or Performance: If Proposer fails to deliver acceptable goods or services within the timeframes established in the Project Schedule, the City shall be authorized to purchase the goods or services from another source and assess any increase in costs to the defaulting Proposer, who agrees to pay such costs within ten days of invoice.
- D. Title to Goods and Risk of Loss: For goods to be provided by Proposers hereunder, if any, the title and risk of loss of the goods shall not pass to City until City actually receives, takes possession, and accepts the goods and the installation of such goods, has tested the system, and determined that it is in good and acceptable working order.

Miscellaneous

- A. Independent Contractor: Proposer agrees that Proposer and Proposer’s employees and agents have no employer- employee relationship with City. Proposer agrees that if Proposer is selected and awarded a contract, City shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, Federal or State unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments, nor will City furnish any medical or retirement benefits or any paid vacation or sick leave.
- B. Assignments: The rights and duties awarded the successful Proposer shall not be assigned to another without the written consent of the Purchasing Manager. Such consent shall not relieve the assigner of liability in the event of default by the assignee.
- C. Liens: Proposer shall indemnify and save harmless the City against any and all liens and encumbrances for all labor, goods, and services which may be provided to the City by Proposer or Proposer’s vendor(s), and if the City requests, a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.
- D. Gratuities / Bribes: Proposer certifies that no bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful Proposer, or its agent or representative, to any

City officer, employee or elected representative, with respect to this RFP or any contract with the City, and that if any such bribe is found to have been made this shall be grounds for voiding of the contract

- E. **Financial Participation:** Proposer certifies that it has not received compensation from the City to participate in preparing the specifications or RFP on which the Proposal is based and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
- F. **Required Licenses:** Proposer certifies that he holds all licenses required by the State of Texas for a provider of the goods and/or services described by the Scope of Services herein.
- G. **Authority to Submit Proposal and Enter Contract:** The person signing on behalf of Proposer certifies that the signer has authority to submit the Proposal on behalf of the Proposer and to bind the Proposer to any resulting contract.
- H. **Compliance with Applicable Law:** Proposer agrees that the contract will be subject to, and Proposer will strictly comply with, all applicable federal, state, and local laws, ordinances, rules, and regulations.

Financial Responsibility Provisions

- A. **Insurance:** The Proposer, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as City may require:
 - i. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
 - ii. Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form General Liability Endorsements, for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis;
 - iii. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the Contractor, with coverage for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage.
- B. **Indemnification:** **Proposer agrees to defend, indemnify and hold harmless the City, all of its officers, Commission members, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including reasonable attorneys' fees, court costs and related expenses, arising out of, connected with, or resulting from any acts or omissions of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of this contract without regard to whether such persons are under the direction of City agents or employees.**

Proposal Evaluation and Contract Award

- A. **Proposal Evaluation and Contract Award Process:** An award of a contract to provide the goods or services specified herein will be made using competitive sealed proposals, in accordance with Chapter 252 of the Texas Local Government Code and with the City's purchasing policy. The City will evaluate all proposals to determine which Proposers provide the goods or services at the best value for the municipality. In determining best value, the municipality may weigh and consider the purchase price option, the reputation of the Proposer and of the Proposer's goods or services; the quality and design of the Proposer's goods or service, the extent to which the goods and service meet the municipality's needs; the past relationship with the municipality, the total long-term cost to the municipality to acquire the Proposer's goods or services, and in addition, each additional factor identified in the Scope of Services for this contract, if any. The City may, at

its option, conduct discussions with or accept proposal revisions from any reasonably qualified Proposer. Should the City award this contract, it shall award it to the responsible Proposer whose proposal is determined to be the most advantageous to the municipality considering the relative importance of price and the other evaluation factors included in the request for proposals.

- B. Completeness: If the Proposal is incomplete or otherwise fails to conform to the requirements of the RFP, City alone will determine whether the variance is so significant as to render the Proposal non-responsive, or whether the variance may be cured by the Proposer or waived by the City, such that the Proposal may be considered for award.
- C. Ambiguity: Any ambiguity in the Proposal as a result of omission, error, lack of clarity or non-compliance by the Proposer with specifications, instructions and all conditions shall be construed in the favor of the City. In the event of a conflict between these standard RFP requirements and details provided in the "Scope of Services" or "Proposal" sections of this RFP, the RFP Section shall prevail.
- D. Unit Prices and Extensions: If unit prices and their extensions do not coincide, the City may accept the price most beneficial to the City, and the Proposer will be bound thereby.
- E. Additional Information: City may request any other information necessary to determine Proposer's ability to meet the minimum standards required by this RFP.
- F. Partial Contract Award: City reserves the right to award one contract for some or all the requirements proposed or award multiple contracts for various portions of the requirements to different Proposers based on the unit prices proposed in response to this request, or to reject any and all Proposals and re-solicit for Proposals, as deemed to be in the best interest of City.
- G. Terminate for Cause: The occurrence of any one or more of the following events will justify termination of the contract by the City of Ennis for cause:
 - i. The successful Proposer fails to perform in accordance with the provisions of these specifications; or
 - ii. The successful Proposer violates any of the provisions of these specifications; or
 - iii. The successful Proposer disregards laws or regulations of any public body having jurisdiction; or
 - iv. The successful Proposer transfers, assigns, or conveys any or all of its obligations or duties under the contract to another without written consent of the City.
 - v. If one or more of the events identified in Subparagraphs G. i) through iv) occurs, the City of Ennis may terminate the contract by giving the successful Proposer seven (7) days written notice. In such case, the successful Proposer shall only be entitled to receive payment for goods and services provided before the effective date of termination. The successful Proposer shall not receive any payment on account of loss of anticipated profits or revenue or other economic loss resulting from such termination.
 - vi. When the contract has been so terminated by the City of Ennis, such termination shall not affect any rights or remedies of the City then existing or which may thereafter accrue.
- H. Terminate for Convenience: This contract may be cancelled or terminated at any time by giving the successful Proposer thirty (30) days written notice. The successful Proposer may be entitled to payment for services actually performed; to the extent said services are satisfactory.

Standard Terms & Conditions

Submission of Proposals and Deadline

Proposers shall sign and date pages with signature lines. Incomplete proposals or proposals which are not signed and dated as stated may be rejected. Sealed proposals shall be appropriately signed by a person having the authority to bind the firm into a contract.

Late Proposals

Late Proposals shall not be accepted.

Funding

Funds for payment have been provided through the City budget approved by the Ennis City Commission. Any anticipated orders or other obligations that may arise past the end of the current City fiscal year will be subjected to budget approval.

Altering Proposals

Proposals shall not be altered or amended after the time of opening. Any alterations made before opening occurs must be initialed by the Proposer or his/her authorized agent. No proposal may be withdrawn after opening without approval and based upon the submission of a written and acceptable reason.

Withdrawal of Proposal

A proposal may not be withdrawn or canceled by the Proposer without the permission of the City for a period of ninety (90) days following the date designated for the receipt of proposals, and the Proposer so agrees upon submittal of a proposal. For the purpose of proper proposal evaluation and approval, all prices, costs and conditions shall remain firm and valid for a ninety (90) day period, commencing on the day of the proposal opening. Upon award of the Contract, all prices shall be firm and valid for the duration of the Contract.

Award

The City will review all proposals for responsiveness and compliance with these specifications. Contracts are awarded to the proposer who provides goods or services at the best value for the municipality.

In awarding the RFP, the following criteria will be used:

- a. The purchase price;
- b. The reputation of the Proposer and of the Proposer's goods or services;
- c. The quality and extent to which the goods or services meet the City's needs;
- d. The Proposer's past relationship with the City;
- e. The impact on the ability of the City to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities.
- f. The criteria listed under the other sections of the Terms and Conditions of this RFP packet as well as the Specifications.

In selecting the proposer to whom the Contract will be awarded, the City also reserves the right to consider the location of the Proposer's principal place of business, as provided by Section 271.905 or Section 271.9051 (as applicable) of the Texas Local Government Code. The City may negotiate additional work, as deemed appropriate and consistent with State Law and with the intent and terms of the resulting contract.

The City reserves the right to award a separate contract to separate vendors for each item/group, or to award one contract for an entire RFP. The City also reserves the right to award this Proposal to alternate proposers should the primary vendor become unable or unwilling to complete the contract term. All terms

and conditions of the original proposal will remain in effect.

Contract

This Proposal, when properly accepted by the City, along with the City's standard terms and conditions shall constitute a binding contract between the successful Proposer and the City. The City may delay acceptance of proposals for thirty (30) days from the date of opening. No additional terms will apply or become a part of this Contract except for Change Orders that are approved by the City.

Change Orders

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the Contract. All Change Orders must be approved in writing by the City.

Prices

Proposal prices must be firm for the duration of the contract. The City is exempt by law from payment of Texas Sales Tax and Federal Excise Tax; do not include tax in the Proposal. Unit price should reflect all charges, including transportation or freight costs. Proposer shall bid Unit Price on quantity specified, extend, and show total. In case of errors in extension, UNIT prices shall govern. Proposals subject to unlimited price increases will not be considered. Successful proposers shall be required to provide a W-9 Taxpayer Identification Number and Certification.

Reduced Prices

If during the term of the Contract, the successful Proposer's net prices to other customers for services provided hereunder are reduced below the contracted price, the successful Proposer understands and agrees that the price reduction shall be extended to the City. The City shall not be required to request the price reduction.

Delivery

All delivery charges are to be included in the Proposal Price.

Ethics

The Proposer shall not offer/accept gifts or anything of value, nor enter into any business arrangement with any employee, official, or agent of the City.

Exceptions/Substitutions

Exceptions and substitutions to the specifications shall not be considered.

Addenda

The City reserves the right to revise or amend the specifications prior to the due date set for proposals. Such revisions or amendments, if any, will be announced by addenda or addendum to these specifications via the City's OpenGov Procurement portal at: <https://procurement.opengov.com/portal/ennistx>. Follow the project on OpenGov to receive project updates including addenda notifications released before or after you have submitted a proposal.

Laws

Proposals must comply with all federal, state, and local laws concerning types of products specified.

Materials

The design, strength, and quality of materials must conform to the highest standards of manufacturing

practice.

Minimum Standards for Responsible Proposers

A prospective proposer must affirmatively demonstrate responsibility and must meet the following requirements:

- a. Have adequate financial resources, or the ability to obtain resources required;
- b. Have the ability to comply with the required or proposed delivery schedule;
- c. Have a satisfactory record of performance;
- d. Have a satisfactory record of integrity and ethics; and
- e. Have the eligibility and qualifications to receive an award.

The City may request clarification or other information sufficient to determine proposer's ability to meet these minimum standards listed above. Failure to respond to such requests shall be cause for removal from consideration

Documentation

Proposer shall provide with this proposal response, all documentation required by this Specification. Failure to provide information specifically requested may result in rejection of the proposal. If items being proposed are of a vehicle or equipment nature, the Vendor shall complete all title paperwork and provide a complete set of repair manuals for each different type of vehicle or equipment.

Indemnification

The Contractor agrees to defend and shall indemnify and hold harmless the City, as well as, its officers, agents, employees, and elected officials from and against any and all claims, losses, damages, causes or action, suits, and liability of every kind, including all, but not limited to, any and all claims, actions, or lawsuits for property damage, personal injury, including death, involving patent right infringement or copyrights on goods supplied, expenses of litigation, court costs, and attorney's fees, for injury to or death of any person, or damage to any property, arising out of or in connection with the negligent acts and/or omissions of successful Proposer under this Contract.

Term of Contract

This Contract shall remain in effect until the end of the term of the Contract, until acceptance of performance or services ordered or until terminated by either party with thirty (30) days written notice to the other party. However, the successful Proposer must state the reasons for such termination.

Default

The City reserves the right to enforce the performance of this Contract in any manner prescribed by law or deemed to be in the best interest of the City in the event the successful Proposer defaults on this Contract. Default includes:

1. Inability to meet schedules or requested delivery times;
2. Defaults in the payment of any fees; or
3. Failure to otherwise perform in accordance with these terms, conditions, or specifications of the Contract.

No party shall be in default under the Contract until notice of the alleged failure of the party to perform has been given in writing and until the party has been given a reasonable time to cure the alleged failure (such reasonable time to be determined based on the alleged nature of the alleged failure, but in no event more than 30 days after written notice of the alleged failure has been given). If the successful Proposer fails to cure the alleged failure to perform with the time indicated in the written notice from the City, then the City may terminate the Contract.

Notice

Any notice required by this Contract (or required by law at the address so provided) to be given to any party shall be deemed to have been received when personally delivered or 72 hours after such written notice has been deposited in the mail in Ennis, Texas by Registered or by Certified Mail with sufficient postage affixed thereto, addressed to the party at the address so provided.

Purchase Order

A purchase order shall be generated by the City to the successful Proposer. The purchase order number must appear on all itemized invoices. The City will not be held responsible for any orders placed/delivered without a valid current purchase order number.

Each Invoice

Each Invoice shall be numbered and shall show

- a. name and address of the successful Proposer,
- b. name and address of receiving department and/or delivery location,
- c. the City Purchase Order Number, and
- d. descriptive information as to the services delivered.

Payment

Payment will be made upon receipt and acceptance by the City of the item(s) ordered and receipt of a valid invoice. The City's standard payment terms are net 30, i.e. payment is due in thirty (30) days.

Items

Items, if any, supplied under this Contract shall be subject to the City's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful Proposer at the next service date, at no expense to the City. If the item(s) is not picked up within one (1) week after notification, the item(s) may be removed at the Owner's expense at the discretion of the City.

Services and Supplies

Services and supplies under this Contract shall be subject to the City's approval. Services or supplies found defective or not meeting specifications shall be promptly corrected at no expense to the City.

Supporting Information

The successful Proposer shall warrant that all items/services shall conform to the Specifications. When requested by the City, proposers are required to provide technical brochures or pre-published literature sufficient to verify that your products and/or services meet or exceed these Specifications. Failure to include supporting information specifically requested may be cause for rejection of the Proposal.

- a. **Warranty** – Include warranty information with the Proposal. Warranties may be a consideration of Proposal Evaluation. Only standard pre-published warranties will be considered.
- b. **Technical Literature** – Include pre-published drawings, brochures, or engineering data sufficient to ensure that the product meets or exceeds minimum specifications.

Applicable Law and Venue

This Agreement will be governed and construed according to the Laws of the State of Texas. This Agreement is performable in Ennis, Texas. Venue for actions arising under this Agreement in federal courts shall lie exclusively in the Northern District of Texas, Dallas Division, and for State courts shall lie exclusively in Ellis County, Texas.

Equal Employment Opportunity

The successful Proposer shall comply with all applicable provisions of regulations of the U.S. Department of Commerce (Part A of Subtitle 15 or the Code of Federal Regulations) issued pursuant to the Civil Rights Act of 1964, in regard to nondiscrimination in employment because of race, religion, color, sex, handicap, or national origin. The Proposer shall comply with all applicable Federal, State, and local laws, rules, and regulations concerning equal opportunity employment.

Assignment

The successful Proposer shall not sell, assign, transfer, or convey this Contract, in whole or in part.

Silence of Specification

The apparent silence of specifications, terms, and conditions to any detail, or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. Interpretations of these specifications shall be made on the basis of this Statement.

Proposal Bond

Required when stated in RFP.

Performance Bond

Required when stated in RFP.

Proprietary Information

The responders to any inquiry or proposal request shall state any restrictions on the use of data contained in their responses. Proprietary information will be handled in accordance with applicable state and federal laws, regulations, and policy of this jurisdiction.

Nonresident Proposers

Texas State Law requires that the City give preference to Texas Resident Proposers at an amount that a Texas Resident Proposer would be required to underbid a Nonresident Proposer in order to obtain a comparable contract in the State in which the Nonresident's principal place of business is located. Preferences may or may not apply, but will be enforced as prescribed in Texas Government Code Chapter 2252, Subchapter A. Proposers must certify that they are resident or nonresident in order to meet specifications. Failure to do so on the provided response forms will disqualify that Proposer. Certification is included in the Proposal Affidavit to follow.

Subcontracting

The awarded vendor shall not subcontract without the written approval of the City.

Independent Contractor

The successful Proposer is and shall be deemed an independent contractor of the City. The Contract shall not be deemed as creating a joint venture between the parties.

Inclement Weather

The following is only valid in Requests for Proposals where in-person submittal or hard copies will be considered for this RFP.

In case of inclement weather or any other unforeseen event causing the City to close for business on the date a bid/proposal submission deadline, the bid closing will automatically be postponed until the next business day the City is open. If inclement weather conditions or any other unforeseen event causes

delays in carrier service operations, the City may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the City of their interest in the project if these conditions are impacting their ability to turn in a submission within the stated deadline. The City reserves the right to make the final judgement call to extend the deadline.

Interlocal Agreements and Piggybacking

The City acknowledges the existence of interlocal agreements with other government entities and is committed to fostering collaborative efforts to streamline procurement processes. The City recognizes the benefits of piggybacking on contracts that have been competitively solicited and awarded by other jurisdictions. In accordance with applicable laws and regulations, The City of Ennis hereby provides explicit consent to piggyback on existing contracts with your company, subject to the terms and conditions outlined in the respective interlocal agreements and with the written approval of your organization as the vendor.

Special Conditions

The following special conditions shall prevail over areas of conflict in previous pages:

- NONE

Proposal Evaluation Factors

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Relevant Experience & Qualifications As described in the Submission Criteria.	Points Based	20 <i>(20% of Total)</i>
2.	Staffing Plan, Supervision & Security Controls As described in the Submission Criteria.	Points Based	20 <i>(20% of Total)</i>
3.	Work Plan / Quality Assurance Approach As described in the Submission Criteria.	Points Based	15 <i>(15% of Total)</i>
4.	References / Past Performance	Points Based	10 <i>(10% of Total)</i>
5.	Proposed Cost / Overall Value As described in the Submission Criteria.	Reward Low Cost	35 <i>(35% of Total)</i>

Pricing

Pricing shall reflect the full Scope of Services defined herein, inclusive of all associated cost for delivery, labor, insurance, taxes, overhead, and profit.

Proposer shall quote unit pricing in accordance with the itemized listing of products or contract segments stated in the Scope of Services and using the following format:

WEEKLY CLEANING FEE

Per Facility as Described in the Facilities Listing

Line Item	Description	Unit of Measure	Unit Cost
1	City Hall	Weekly	
2	Public Works Administration Building	Weekly	
3	Parks & Recreation Building	Weekly	
4	Health Department	Weekly	
5	Library	Weekly	
6	Railroad Museum	Weekly	
7	Welcome Center - EDC Area	Weekly	
8	EDC - Planning Area	Weekly	
9	Public Safety Facility	Weekly	
10	Outdoor Public Restrooms	Weekly	

CARPET EXTRACTION/CLEANING PER FACILITY

Line Item	Description	Unit of Measure	Unit Cost
1	City Hall	Per Service	
2	Public Works Administration Building	Per Service	
3	Parks & Recreation Building	Per Service	
4	Health Department	Per Service	
5	Library	Per Service	
6	Railroad Museum	Per Service	
7	Welcome Center - EDC Area	Per Service	

Line Item	Description	Unit of Measure	Unit Cost
8	EDC - Planning Area	Per Service	
9	Public Safety Facility	Per Service	
10	Outdoor Public Restrooms	Per Service	

TILE CLEANING/STEAM CLEANING

Line Item	Description	Unit of Measure	Unit Cost
1	City Hall	Per Service	
2	Public Works Administration Building	Per Service	
3	Parks & Recreation Building	Per Service	
4	Health Department	Per Service	
5	Library	Per Service	
6	Railroad Museum	Per Service	
7	Welcome Center - EDC Area	Per Service	
8	EDC - Planning Area	Per Service	
9	Public Safety Facility	Per Service	
10	Outdoor Public Restrooms	Per Service	

WINDOW CLEANING

Window cleaning is to include all the interior and exterior windows. This service will be upon request.

Line Item	Description	Unit of Measure	Unit Cost	No Bid
1	City Hall	Per Service		
2	Public Works Administration Building	Per Service		
3	Parks & Recreation Building	Per Service		
4	Health Department	Per Service		
5	Library	Per Service		

E.8.

Line Item	Description	Unit of Measure	Unit Cost	No Bid
6	Railroad Museum	Per Service		
7	Welcome Center - EDC Area	Per Service		
8	EDC - Planning Area	Per service		
9	Public Safety Facility	Per Service		
10	Outdoor Public Restrooms	Per Service		

OTHER SERVICES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
1	Pressure Washing	1	Per Service			
1	Additional Day Porter Services	1	Per Hour			
TOTAL						

Proposal

Proposal*

Please Upload your COMPLETE Proposal here formatted in the manner required by this RFP.

*Response required

References*

Proposer shall provide **four (4)** references where Proposer has performed similar to or the same types of services as described within this RFP. Proposer shall include the following with each individual reference:

- Client/Company Name
- Contact Name at Client/Company
- Title of Contact
- Phone Number of Contact
- Email Address of Contact
- Date of Work/Service(s) Provided
- Scope of Work/Service(s) Provided

*Response required

Trade Secrets and/or Confidential Information*

Does your proposal contain trade secrets and/or confidential information?

☐ Yes

☐ No

*Response required

When equals "Yes"

Trade Secrets and/or Confidential Information*

Please upload documentation describing such trade secrets and confidential information, and the basis for your assertion that such material qualifies for legal protection from disclosure.

*Response required

Emergency Business Services Contact Notice*

During a natural disaster, or homeland security event, there may be a need for the City of Ennis to access your business for products or services after normal business hours and/or holidays. The City may request City employee pick up or vendor delivery of product or services.

For this purpose, a primary and secondary emergency contact name and phone number are required. It is critical the Proposer's emergency contact information remains current. City shall be provided in writing with any change to a contact name or phone number of these emergency contacts.

All products or services requested during an emergency event are to be supplied as per the established contract prices, terms and conditions. The Proposer shall provide the fee (pricing) for an after-hours emergency opening of the business, if any. In general, orders will be placed using a City of Ennis procurement card (Master Card) or City issued Purchase Order. The billing is to include the emergency opening fee, if applicable.

The Proposer shall provide the names, phone numbers and fee (pricing), if any, for an after-hours emergency opening of the business listed below:

- Business Name
- Contract#
- Description
- Primary Contact Name

- Primary Contact Phone Numbers
- Primary Contact Email Address
- Secondary Contact Name
- Secondary Contact Phone Numbers
- Secondary Contact Email Address
- After Hours Emergency Opening Fee (if applicable)

*Response required

Insurance*

Please upload a copy of your current insurance.

*Response required

Form CIQ*

Please download the below documents, complete, and upload.

- [Form CIQ.pdf](#)

*Response required

Form 1295 Certification*

Please provide documentation showing that you have submitted Form 1295 with the Texas Ethics Commission.

*Response required

Confidentiality/Non-Disclosure Agreement*

Upload your recommended confidentiality and non-disclosure agreement [here](#). The terms of this agreement will apply to the Proposer and all its agents, employees or representatives whatsoever and shall be written to protect the City from the unauthorized release of information maintained in the city in locations where Proposer may have access. All such proposed agreements shall be subject to approval by the City Attorney.

*Response required

Additional Information (if needed)

For any additional information requested or required by any of your provided answers please upload that additional documentation [here](#).

CERTIFICATIONS REGARDING TERRORIST ORGANIZATIONS AND BOYCOTT OF ISRAEL*

To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Sections 2252.151-.154 Texas Government Code, Consultant hereby certifies that it and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State under federal law.

To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Sections 2271.001-002 Texas Government Code, Consultant and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, further certifies and verifies that it does not boycott Israel, and agrees that it will not boycott Israel during the term of this Contract. For purposes of this Contract, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory. (Tex. Gov't Code §§ 2270.001-.002, 808.001-.006, .051-.057, .101-.102)

The foregoing certification is made solely to comply with Chapter 2271, Texas Government Code, as amended, to the extent the applicable provision in Chapter 2271.001, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, “boycott Israel” shall have the meaning assigned to such term in Section 808.001(1), Texas Government Code. Consultant understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

☐ Please confirm

*Response required

VERIFICATION REGARDING DISCRIMINATION AGAINST FIREARM ENTITY OR TRADE ASSOCIATION*

To the extent this Agreement constitutes a contract for the purchase of goods or services having a value of at least \$100,000 that is paid wholly or partly from public funds for which a written verification is required under Section 2274.002, Texas Government Code, as amended, Consultant hereby verifies that it and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any,

- A. do not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and
- B. will not discriminate during the term of this Agreement against a firearm entity or firearm trade association.

The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, as amended, to the extent Section 2274.002, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, “discriminate against a firearm entity or firearm trade association” shall have the meaning assigned to such term in Section 2274.001(3), Texas Government Code. Consultant understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

☐ Please confirm

*Response required

CERTIFICATION REGARDING CRITICAL INFRASTRUCTURE*

Consultant hereby certifies that it will not be granted direct or remote access to, or control of, critical infrastructure, as defined by Section 2275.0101(2), Texas Government Code, in this State, excluding access specifically allowed by the governmental entity for product warranty and support purposes; and is not owned by or the majority of stocks or other ownership interest of the company is held or controlled by: (i) individuals who are citizens of China, Iran, North Korea, Russia or a designated country; or (ii) a company or other entity, including a government entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia or a designated country; or headquartered in China, Iran, North Korea, Russia or a designated country. Regardless of whether the company’s or its parent company’s securities are publicly traded; or the company or its parent company is listed on the New York Stock Exchange as: a Chinese, Iranian, North Korean or Russian company; or a company of a designated country. “Cybersecurity” means” the measures taken to protect a computer, computer network, computer system, or other technology infrastructure against unauthorized use or access, as defined in Section 2275.010(3).

The foregoing certification is made solely to comply with Chapter 2275, Texas Government Code, as amended.

☐ Please confirm

*Response required

VERIFICATION REGARDING ENERGY COMPANY BOYCOTTS*

To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Section 2274.002, Texas Government Code, as amended, Consultant hereby verifies that it and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, do not boycott energy companies and, will not boycott energy companies during the term of this Contract. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, as amended, to the extent Section 2274.002, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, “boycott energy companies” shall have the meaning assigned to the term “boycott energy company” in Section 809.001, Texas Government Code. Consultant understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

☐ Please confirm

*Response required

Proposer Authorization*

Proposer confirms that the individual submitting this Proposal is duly authorized to execute it in its entirety and, upon award by the City of Ennis, agrees that the Proposal and all incorporated terms and conditions shall constitute a binding contract between the Proposer and the City.

☐ Please confirm

*Response required



City of Ennis

Finance

Stanley Muli, Finance Director

107 N. Sherman St, Ennis, TX 75119

(972) 875-1234

ADDENDA REPORT
RFP No. 26-111-12
Citywide Cleaning Services

RESPONSE DEADLINE: July 1, 2026 at 1:00 pm

Tuesday, September 1, 2026

Addenda Issued:

Addendum #1

Jun 10, 2026 4:56 PM

The City of Ennis hereby issues Addendum No. 1 to the above-referenced solicitation. This Addendum forms a part of the Contract Documents and shall be acknowledged by all proposers.

The purpose of this Addendum is to provide revisions and clarifications resulting from the pre-proposal walkthrough and vendor inquiries.

A. REVISED FACILITIES LISTING

The Facilities Listing has been revised and replaces the previously issued version in its entirety. Proposers shall utilize the revised Facilities Listing when preparing their proposals.

Revisions include, but are not limited to:

- Updates to facility descriptions, specifications, and cleaning requirements.
- Clarification of service frequencies at certain facilities.
- Addition of detailed room and facility information for multiple locations.
- Addition of Parks & Recreation auxiliary buildings.
- Addition of detailed Public Safety Facility cleaning requirements.
- Clarification that the Bluebonnet Event Room is excluded from pricing.
- Addition of a notice regarding potential hazardous conditions that may be encountered in the Outdoor Public Restrooms.
- Miscellaneous corrections and clarifications identified during the facility walkthrough.

B. REVISED PRICING PROPOSAL FORM

The Pricing Proposal Form has been revised to reflect updates contained within the revised Facilities Listing. Proposers shall submit pricing utilizing the updated pricing sheet issued with this Addendum.

Any pricing submitted on a prior version of the pricing form may be deemed non-responsive.

C. PROPOSAL DUE DATE EXTENSION

ADDENDA REPORT
RFP No. 26-111-12
Citywide Cleaning Services

To allow proposers sufficient time to review the revised information and update their proposals accordingly, the proposal due date has been extended by one (1) additional week.

All other solicitation requirements remain unchanged.

Proposers are responsible for reviewing and incorporating all information contained within this Addendum into their proposal submission.

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Attachments:

· [Facilities Listing Updated 0610](#)

Addenda Acknowledgements:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Global Building Maintenance, Inc.	X	Jun 16, 2026 10:48 AM	Ky Kim
Marsden South LLC	X	Jun 16, 2026 2:14 PM	Jason Phipps
D&A Building Services, Inc.	X	Jun 15, 2026 9:46 AM	Antonio Espinel
Blessed3G LLC	X	Jun 29, 2026 2:46 PM	Tiawna Edwards
CTJ Maintenance Inc	X	Jun 24, 2026 8:47 PM	Matthew Rivello
EcoBrite Services, LLC	X	Jun 25, 2026 10:35 AM	Franciele Franciele
Green Clean Dallas LLC	X	Jun 30, 2026 12:28 PM	Nicholas Rejcek
Simply Pure Cleaning LLC	X	Jun 23, 2026 8:33 PM	Omar Rosales
CurryClean	X	Jun 15, 2026 9:56 AM	Kourtney Curry
Global Solutions Worldwide	X	Jun 26, 2026 3:28 PM	Tanya Loya
DPTV Tango LLC	X	Jun 23, 2026 6:34 PM	Natalia Trota
Inversiones Los Cuatro, LLC	X	Jun 17, 2026 12:08 PM	Alejandro Anez
Jonco Enterprises	X	Jun 22, 2026 4:44 PM	Jaheyla Jones
Premier Facilities Services LLC	X	Jun 27, 2026 11:59 AM	Ibrahim Alsoofi
Oriental Building Services, Inc.	X	Jun 17, 2026 11:17 AM	Nixon Shum
Bori Facility Services, Inc.	X	Jun 29, 2026 3:11 PM	Tess Song
Shining Diamond Cleaning Co	X	Jul 1, 2026 9:36 AM	Nelsoun Paul Banga
Her People Co	X	Jun 29, 2026 9:30 AM	Tonisha Carmichael
Members Building Maintenance LLC	X	Jul 1, 2026 12:54 PM	Mike Stevenson



June 26, 2026

Katrinia Roberson, Senior Purchasing Manager
City of Ennis
107 N. Sherman St.
Ennis, TX 75119

RE: Proposal for RFP #26-111-12 - Citywide Cleaning Services

Dear Ms. Roberson:

CTJ Maintenance, Inc. appreciates the opportunity to submit our proposal to provide citywide cleaning services for the City of Ennis. Established in 1996, CTJ is a locally owned and operated janitorial and facilities-maintenance company with 30 years of experience serving government, municipal, transportation, and other public-sector environments.

Our approach combines experienced local leadership, a stable and well-trained workforce, documented quality controls, secure-facility experience, and technology-enabled service management through the Swept platform. These resources support consistent staffing, verifiable task completion, responsive communication, dependable consumable replenishment, and prompt corrective action across the City's facilities.

CTJ confirms that this proposal, including all pricing, terms, and commitments, will remain valid and irrevocable for ninety (90) days from the proposal submission deadline. We welcome the opportunity to partner with the City and deliver safe, clean, fully stocked, and professionally maintained facilities from the first day of service.

Company Name	CTJ Maintenance, Inc.
Primary Contact	Lorena Noguera-Rivello, President and Owner
Phone / Email	214-624-5233 lorena.noguera@ctjmaintenance.com

Sincerely,


Lorena Noguera-Rivello
President and Owner | Authorized Representative
Authorized Signature

Date: 6/26/2026

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Page numbers correspond to the sequential numbering shown at the bottom of each proposal page. Final proposal length: 24 pages.

YEARS OF EXPERIENCE

CTJ Maintenance, Inc. is a Texas corporation established in March 1996 and headquartered in the Dallas-Fort Worth Metroplex. For 30 years, CTJ has provided janitorial, disinfection, floor-care, and facility-support services, with a primary focus on municipal, county, transportation, and other public-sector clients.

Today, CTJ employs more than 450 associates, serves approximately 35 active customers, and cleans and maintains more than 8 million square feet of commercial and government space. CTJ is certified as an SBE, MBE, and HUB vendor, and its seasoned management team provides more than 200 years of combined industry experience.

 30 YEARS IN BUSINESS Established March 1996	 450+ ASSOCIATES Current workforce	 35 ACTIVE CUSTOMERS Commercial and government	 8M+ SQ. FT. SERVICED Daily portfolio
--	--	--	---

EXPERIENCE WITH MUNICIPAL OR SIMILARLY COMPLEX CONTRACTS

Government and municipal facility services are CTJ's core area of expertise. Our current and past clients include Tarrant County, Denton County, the City of Denton, the City of Arlington, the City of Carrollton, the Town of Addison, Dallas Area Rapid Transit, the North Central Texas Council of Governments, and other public agencies. These contracts require reliable staffing, strict access and security controls, specialized cleaning, continuous quality verification, and detailed reporting across diverse operating schedules.



Government-Focused and Locally Managed

CTJ is large enough to provide dependable coverage and specialized resources, yet locally managed so company leadership remains visible, accessible, and directly involved with client operations.

DEMONSTRATED ABILITY TO MANAGE MULTIPLE SITES

CTJ has successfully managed contracts ranging from individual buildings to large municipal portfolios containing dozens of geographically dispersed locations. Our operating structure combines dedicated project management, field supervision, relief staffing, electronic timekeeping, mobile inspections, centralized supply and equipment support, and defined escalation procedures. This allows CTJ to apply consistent standards across all locations while responding to each facility's unique scope, schedule, security, and public-access requirements.

 268 BUILDINGS Documented government portfolio	 20 PUBLIC CLIENTS Portfolio sample	 24/7 SERVICE CAPABILITY Single sites through campuses	 HIGH SECURITY EXPERIENCE Courts, police, transit and more
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REPRESENTATIVE CURRENT GOVERNMENT PORTFOLIO

The following sampling highlights CTJ's experience managing municipal and public-agency portfolios of varying size and complexity. Together, these representative accounts encompass more than 6.3 million square feet.

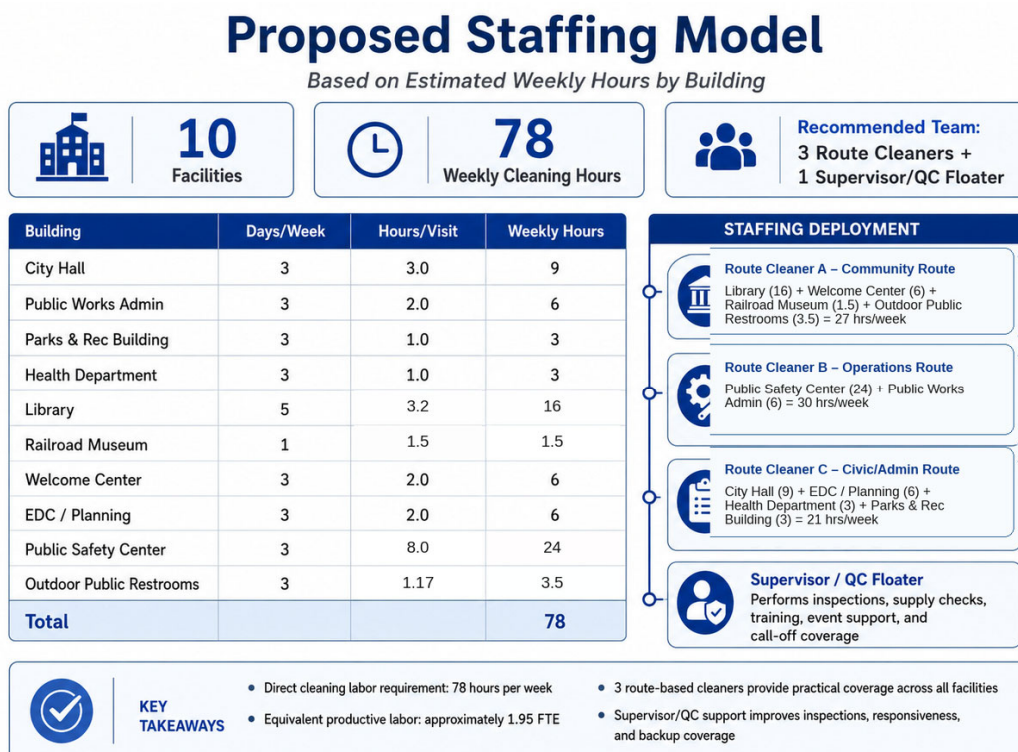
SAMPLING OF <u>CURRENT</u> GOVERNMENT CUSTOMERS TO HIGHLIGHT EXPERIENCE	Includes Bldgs > 50,000 sq ft												SQFT	Original Contract Start Date	Years of Service
	Libraries	Gymnasiums	Rec Centers/Aquatic Centers	Animal Shelters	Wastewater/Water treatment	Health/Hospital Grade	Jails/Law Enforcement	Fleet Facilities	High Security Areas	High Traffic Public Facilities	EVENT SERVICES				
TARRANT COUNTY	X									X	X	2,405,000	10/1/2008	17	
DENTON COUNTY	X						X	X	X	X	X	1,075,000	5/1/2018	7	
City of Denton	X	X	X	X	X	X		X	X	X	X	725,000	10/1/2022	3	
City of Arlington	X	X	X		X	X	X	X	X	X	X	618,000	12/1/2023	2	
Dallas Area Rapid Transit			X					X	X	X	X	356,000	1/1/2015	10	
City of Carrollton	X	X	X	X	X	X		X	X	X	X	355,000	4/1/2013	12	
City of Farmers Branch	X	X	X	X	X			X	X	X	X	255,000	5/1/2024	1	
Town of Addison			X	X	X	X		X	X	X	X	171,000	12/1/2021	4	
City of Fort Worth	X					X				X	X	104,725	10/1/2010	5	
Town of Little Elm		X	X	X	X			X	X	X	X	95,000	2/1/2023	2	
North Central Texas Council of Governments						X				X		80,000	10/1/2019	6	
City of Corinth				X				X	X	X	X	73,000	1/1/2022	3	
Brazos River Authority						X				X		34,500	10/1/2016	9	
Town of Justin		X							X	X	X	19,250	1/1/2024	1	

Multisite Coverage Controls

Dedicated supervision, cross-trained relief personnel, standardized site plans, electronic proof of service, documented inspections, and centralized supply support help CTJ maintain uninterrupted service across dispersed locations.

STAFFING MODEL FOR CITY FACILITIES

We envision three route-based Cleaners to accomplish approximately 78 hours of scheduled work weekly, supported by a Supervisor/QC Floater. Our proposed staffing by facility type is shown below:



Additionally, our specialized flooring team is comprised of full-time, in-house CTJ resources supported by a full-time dedicated Supervisor with over 30 years' experience. We have found this arrangement works best to ensure the delicate work of flooring maintenance is done right the first time.

SUPERVISION STRUCTURE AND COVERAGE

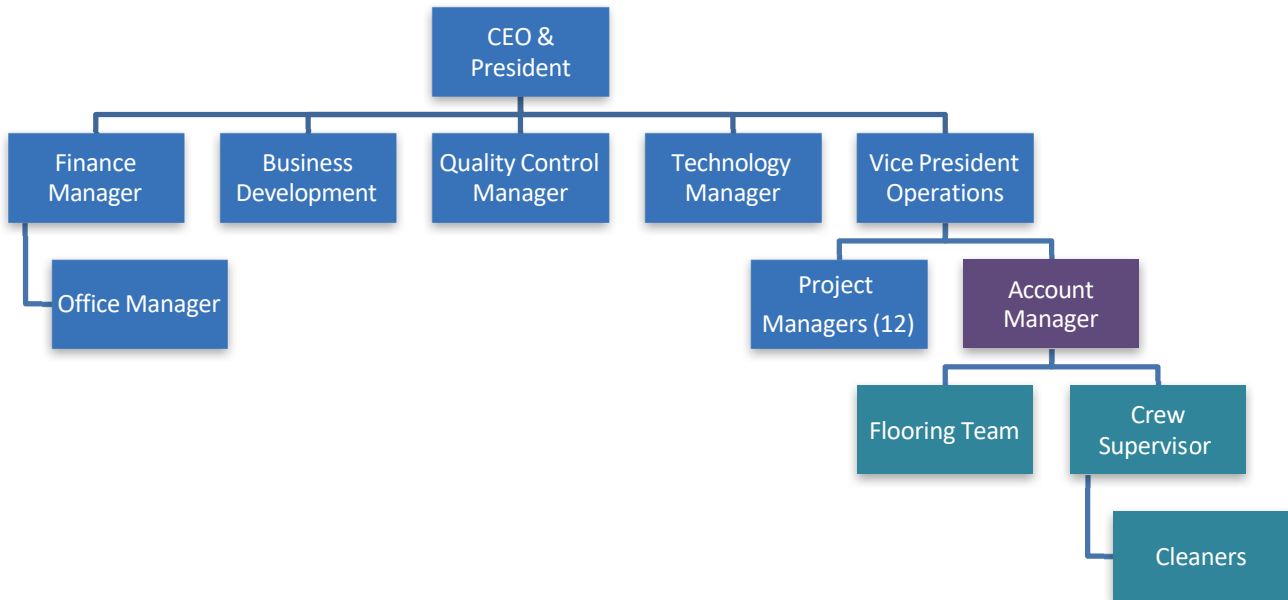
We will maintain an Account Manager who has the overall purview of the scope of work with the City including all standard cleaning tasks and all as needed/requested services. She will be supplemented with a dedicated Supervisor who will run the day to day operation and will be the onsite QC and POC for the City to ensure the scope of work is completed.

BACKUP STAFFING

With over 450 associates in the DFW area our Account Manager can pull staff from benchstrength we have in neighboring municipalities to cover Paid Time Off and Sickness. All buffer staff shall go through the complete background check and processing for the City of Ennis before being deployed.

ORGANIZATION STRUCTURE

Our leadership and staff are all local. Below is a high-level diagram displaying our leadership structure including our proposed Account Manager and staffing organization.



CTJ UNIFORMS

CTJ has a proud heritage symbolized on all of our uniforms in the form of the Statue of Liberty – an enduring beacon of light which leads the way to prosperity of our clients and employees...



RECRUITMENT AND STAFFING

Our HR team has a proven track record of completing successful transitions and start-ups for both large and smaller scale operations, and in difficult labor markets.

By augmenting non-traditional recruiting techniques to those more traditional, we are able to achieve our start-up hiring target which is 20% above the required staffing level, while positioning ourselves to successfully maintain candidates in the recruiting pipeline.

Tool/Platform	Purpose	Notes
 Indeed / ZipRecruiter	Job postings and broad exposure	Targets active job seekers with role-specific keywords.
 Facebook Jobs	Community-based hiring	Helps reach local candidates quickly.
 Company Website	Direct applications + branding	Supports recruiting through careers content and testimonials.
 Employee Referrals	Encourage internal recruitment	Trusted source for quality local candidates.
 Flyers / Posters	Local outreach	Useful at community locations and neighborhood businesses.
 Job Fairs	In-person recruiting	Effective for rapid staffing and immediate interviews.
 Workforce Agencies	Scalable hiring support	Provides contract-to-hire and surge staffing options.

SCREENING AND BACKGROUND CHECK PROCEDURES

CTJ Maintenance requires a current form of identification (Driver's License, Passport, Military ID, etc.), Social Security Cards, I-9 forms, DHS Work Permits, Permanent Residency, etc. to positively identify all employees and to ensure they have clean criminal backgrounds and the right to work the U.S. We conduct the following to ensure a fully compliant employee staff for all current contracts: Reference checks, Drug testing, and Universal background checks. Additionally, CJIS background checks are provided for all employees working in designated high security areas/facilities (i.e. Police, Jails, Juvenile Probation/Adult Probation, County Courthouses, etc).



CTJ Maintenance now uses E-Verify, a service provided by the Department of Homeland Security to ensure all associates are fully authorized to work in the U.S.



CTJ Maintenance now uses IdentoGo to process all fingerprinting and background checks for all associates. Their expansive database ensures that all our associates have clean records at the local, State and Federal levels.

RETENTION

CTJ builds loyalty by valuing employees through competitive pay, dependable schedules, training, recognition, and opportunities for advancement. This investment strengthens retention, preserves site knowledge, and supports consistent service quality. The results show in our key metrics:



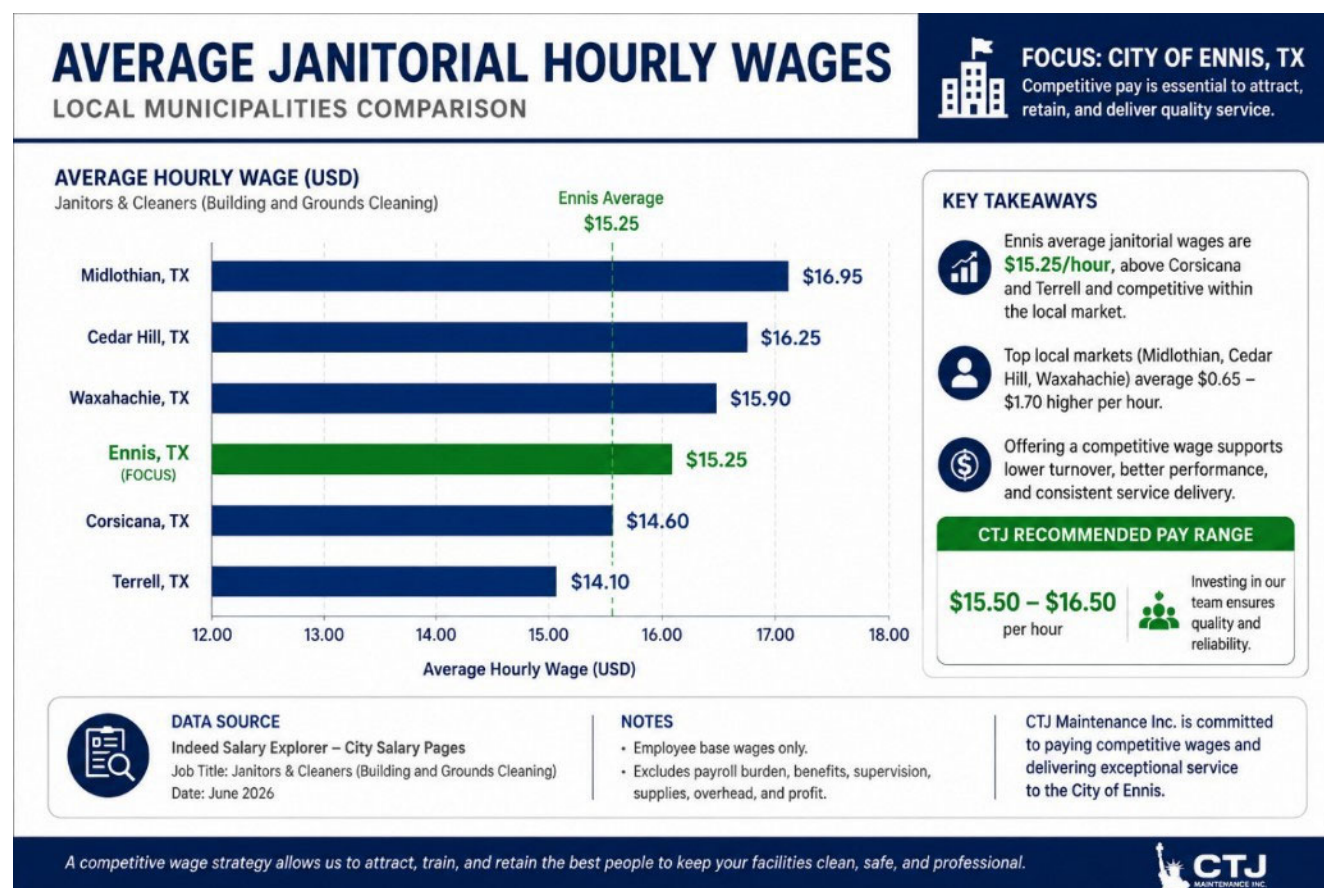
Sources: CTJ internal HR records; U.S. Bureau of Labor Statistics, Employee Tenure in 2024; Texas State Auditor's Office, An Annual Report on Classified Employee Turnover for Fiscal Year 2024.

COMPENSATION FOR STAFF

CTJ's experience serving public-sector clients throughout North Texas—including Tarrant County, Fort Worth, Allen, Addison, and DART—provides a clear understanding of the regional labor market and the compensation required to attract dependable cleaning professionals.

CTJ proposes an average cleaner wage of \$16.00 per hour to support recruitment, reduce turnover, and maintain consistent staffing across City facilities. Competitive compensation strengthens employee retention, reduces vacancies and absenteeism, and preserves the building-specific knowledge developed by experienced personnel.

By investing in a stable and reliable workforce, CTJ provides the City of Ennis with greater service continuity, accountability, and consistent contract performance.

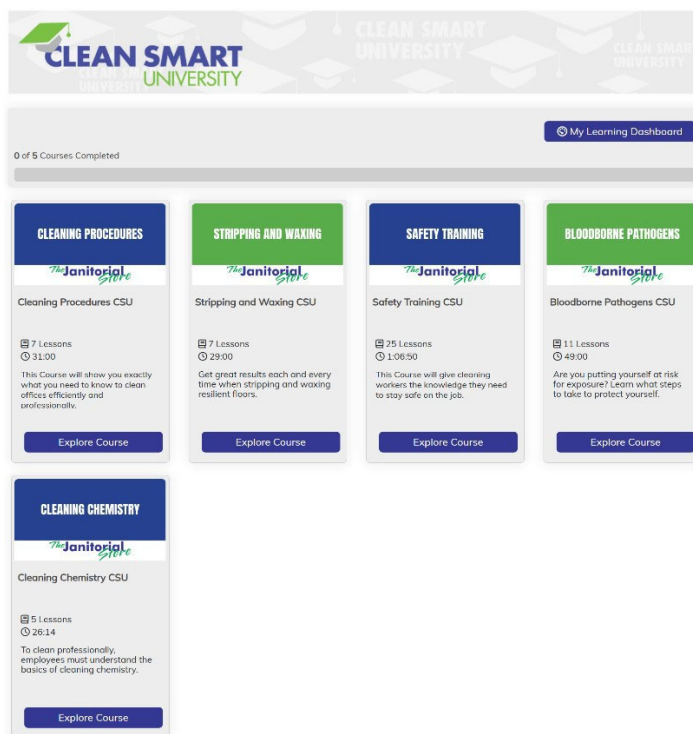


TRAINING PROGRAM OVERVIEW

CTJ employs managers and cleaning staff that are experienced, competent and fully qualified to perform their assigned duties/tasks. We conduct various formats of training including:

- Online courses
- Video coursework
- In person training in classroom
- In person on the job.

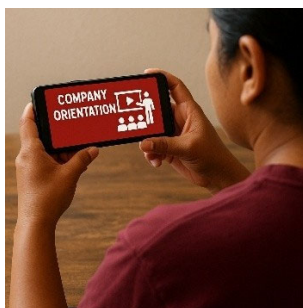
We use the Clean Smart University to provide online and video training resources – these classes were designed and developed by ISSA – the cleaning standards organization.



NEW HIRE ORIENTATION

All newly hired associates go through a foundational course to acquaint themselves with company and workplace standards:

- Company rules, regulations and safety policies, OSHA regulations (including blood borne cleanup)
- Company dress code requirements
- OSHA, EEOC, Wages/Hour rules, guidelines and laws
- Pay, timekeeping, payroll records and related HR items
- Discipline and employee rights



Below is the outline of our standard curriculum for new hires and transfers:

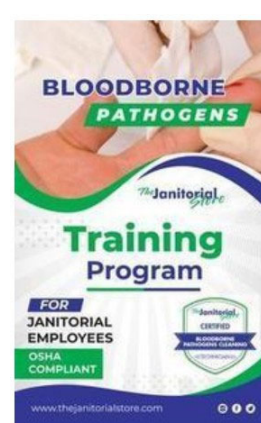
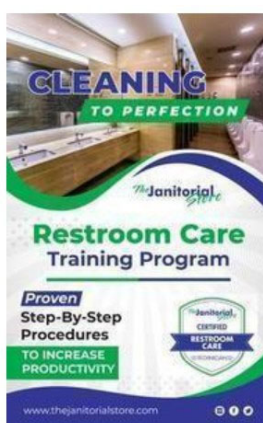
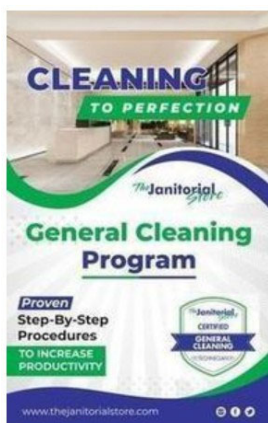
On-the-Job Training: (New Hire and Transfers Orientation)

CTJ employs a qualified Quality Manager that conducts a training program for all employees assigned to the new project. The items covered include, but are not limited to the following:

- General Safety topics including proper lifting
- Hands on demonstration of proper and approved cleaning techniques
- Restroom disinfectant cleaning procedures
- Vacuuming / Spray Buffing / Carpet spot cleaning and other floor maintenance techniques
- MSDS reviews and proper use of cleaning chemicals and supplies
- Task and Space Assignments. "Space Assignment": Each employee is assigned an area of responsibility, tasks required to clean the area satisfactorily and timeframes for completion
- Proper use, procedures, and maintenance of tools and equipment
- Highlighting of common mistakes and avoidance techniques
- Green Cleaning policies including Recycling and Waste diversion responsibilities
- Dress Code (including ID badge, uniform, proper foot wear, proper ID, etc.)
- Proper use of cell phones and other electronic devices/accessories
- Smoking restrictions
- Any location specific training: Safety, Access, and Security

On-Going Training (Recurring):

- Semi-Annual Equipment Maintenance Review
- Annual Safety training and Health & Environmental Protection
- Account and Project managers receive annual training on the OSHA standard 29 CFR 1910.1200 (Occupational Exposure to Bloodborne Pathogens) and the Texas Hazard Communication Act (Texas Health and Safety Code, Chapter 502)



SUPERVISOR TRAINING PROGRAM OVERVIEW

CTJ Maintenance prefers to promote from within to generate excitement in recruits looking to move up, learn more skills and eventually get into leadership. In many cases these individuals are really good at cleaning and other janitorial tasks however lack the skills needed to effectively make the jump to those front line leadership roles. We bridge the gap by allowing high potential employees to attend Supervisory Training.

SUPERVISOR TRAINING CURRICULUM

This training program provides supervisors with essential skills for managing people, resources, and customer expectations in a professional service environment. Participants begin with a self-assessment to understand strengths and areas for improvement, followed by an overview of why supervisors struggle and the traits that define effective leadership—such as communication, accountability, and approachability.

- **Core responsibilities** are covered in detail, including daily job duties, security awareness, supply and equipment control, budgeting, planning, and legal and safety compliance. Emphasis is placed on strong communication with both management and frontline teams.
- **Customer relations** training focuses on understanding client expectations, handling complaints, and applying Total Quality Management (TQM) principles to support consistent service quality. Supervisors learn how to perform quality inspections and address service issues proactively.
- **Leadership development** includes navigating the transition from “buddy to boss,” motivating employees, understanding generational and cultural differences, and fostering loyalty through engagement and trust-building strategies. The program also explores communication styles—written, verbal, and non-verbal—and reinforces the importance of active listening to avoid costly misunderstandings.
- **A 5-step process** provides Supervisors with structured guidance on training employees, managing performance, resolving conflict, and applying fair and effective disciplinary procedures. The curriculum concludes with strategies for introducing workplace changes, involving employees at the right time, and understanding how change impacts individuals and team dynamics.



EVALUATION AND CONTINUOUS IMPROVEMENT

CTJ Maintenance uses a feedback cycle to ensure training and certifications are always aligned with quality and service expectations. The Quality Manager is responsible for this assessment and ensuring compliance with all expectations both internal and external.

Surveys are conducted internally and externally to gauge effectiveness and training materials and curriculum will be updated as appropriate.

TRAINING FEEDBACK LOOP

IMPROVE TRAINING EFFECTIVENESS



ACCESS CONTROLS

CTJ maintains strict controls over all keys, access cards, fobs, badges, and alarm credentials entrusted to our team. Access is limited to authorized, background-screened personnel and documented through assignment logs, acknowledgment forms, and supervisor oversight. Employees are trained never to duplicate, share, photograph, or remove access credentials from approved use. Any lost credential, access concern, or suspected security breach is reported immediately, and all keys, fobs, and codes are returned or deactivated when an employee is reassigned or separated.

EXPERIENCE CLEANING SECURE FACILITIES

CTJ has extensive experience servicing public-sector and security-sensitive facilities where confidentiality, restricted access, and dependable personnel are essential. We currently maintain a workforce of **more than 70 CJIS-certified cleaners**, providing CTJ with a deep pool of qualified personnel who understand the heightened standards required in police, court, transportation, administrative, and other controlled environments. Our teams are experienced with background checks, identity verification, location-specific access procedures, and the careful handling of secure areas. This experience enables CTJ to protect City property and information while maintaining consistent cleaning standards, professional conduct, and full accountability.



DETAILED CLEANING SCHEDULE

CTJ will convert the City's facility schedules and task requirements into a structured cleaning program that clearly defines what is completed during each service visit, each week and each month. Every scheduled service day will prioritize essential conditions—including sanitized and fully stocked restrooms, timely trash and recycling removal, clean floors, maintained breakrooms, disinfected touchpoints and orderly public areas. Weekly and monthly rotations will then address detail work such as dusting, cobweb removal, interior glass, vents, high areas, walls, doors and other tasks that do not require completion during every visit.

CTJ will support this frequency-based cleaning methodology through **SWEPT**, our digital janitorial workforce management platform. Each City facility will be configured with its assigned service schedule and location-specific tasks, helping employees clearly understand what must be completed during each visit and when weekly, monthly, or periodic work is due.

SWEPT will also provide CTJ management with greater visibility into staffing, task completion, communication, and service follow-up. The platform's inspection, documentation, and performance-monitoring capabilities are explained in greater detail within the **Inspection and Quality Assurance Process** section of this proposal.

CITY OF ENNIS

DAILY / WEEKLY / MONTHLY CLEANING METHODOLOGY

Proposed Cleaning Methodology Aligned with the Citywide Cleaning Services RFP

METHOD

- RFP-aligned task frequencies
- Facility-specific scheduling
- Proactive quality control

TASK CATEGORY	4-WEEK SERVICE CYCLE			
	WEEK 1	WEEK 2	WEEK 3	WEEK 4
1. DAILY / SCHEDULED SERVICE DAYS Restrooms disinfected; trash & recycling removed; floors cleaned; breakrooms sanitized; touchpoints wiped; supplies restocked.	PERFORMED EACH SCHEDULED SERVICE DAY			
2. WEEKLY TASKS High/low dusting; cobweb removal; detail wipe doors, partitions & dispensers; spot clean walls & glass; supervisor quality inspection.				
3. MONTHLY TASKS Interior windows & glass partitions; air vents/louvers; deep detail restroom and breakroom cleaning; appliance/cabinet detailing; monthly audit.	—	—	—	MONTHLY
4. PERIODIC RFP SERVICES Carpet extraction; tile/steam cleaning & floor restoration; exterior windows upon request; pressure washing; special event support.	◆	◆	◆	◆
	Scheduled separately per RFP / City authorization			
5. QUALITY ASSURANCE Routine inspections; corrective action follow-up; documentation and communication.				

DAILY

- Restrooms cleaned & disinfected
- Trash & recycling removed
- Floors vacuumed / swept / mopped
- Breakrooms cleaned
- Supplies replenished

WEEKLY

- Dusting & cobweb removal
- Detail cleaning of touch surfaces
- Spot cleaning of glass, walls & doors
- Supervisor inspection

MONTHLY

- Interior windows and partitions
- Vents, louvers and high dusting
- Deep detail cleaning
- Monthly audit and review

RFP-BASED PERIODIC

- Carpet extraction
- Tile / steam cleaning
- Floor restoration & buffing
- Exterior windows / pressure washing

ENNIS FACILITY FREQUENCY SNAPSHOT
Service frequencies vary by building under the RFP, including daily service at the Library, weekly service at the Railroad Museum, three-times-weekly service at several administrative facilities, and higher-frequency attention in sensitive areas such as Public Safety and public restrooms.

RESTROOM SERVICING

CTJ will service each restroom using a consistent, documented process that includes proper safety controls, fixture cleaning and disinfection, waste removal, floor care, and complete replenishment of required consumables. During every scheduled visit, employees will verify stock levels, inspect for leaks, damage, graffiti, or unsafe conditions, and promptly report any deficiencies. This approach ensures City restrooms remain clean, sanitary, fully stocked, safe, and ready for public use.



REPLENISHMENT PROCEDURES

CTJ proactively monitors inventory, maintains local warehouse stock, and coordinates purchasing and delivery through dedicated staff and local suppliers to ensure uninterrupted replenishment and rapid emergency resupply.

Inventory control and rapid resupply aligned with the City's replenishment requirements.



QUALITY ASSURANCE PROCESS

Our quality assurance program structure is designed around the CIMS standards to ensure our team adequately performs all work delivery services. These standards provide an Integrated Management System tied into our cloud-based SWEPT Application for real-time management.



We are currently CIMS Compliant* meaning CTJ Maintenance has demonstrated that it meets the requirements outlined in the specific standard developed by ISSA and is ready for a full audit. Audits to achieve this certification will be scheduled in 2027.

Below are some highlights of our Integrated Management system:



INSPECTION, QUALITY ASSURANCE & COMPLAINT RESOLUTION

Proposed oversight and service follow-up process aligned with the Citywide Cleaning Services RFP

1 INSPECTION & QUALITY ASSURANCE PROCESS

OUR QA PROCESS



INSPECTION FREQUENCY



2 COMPLAINT RESOLUTION PROCESS



This process supports fast response, documented follow-through, and continuous service improvement.



DOCUMENTED INSPECTIONS

All inspections recorded and stored in Swept.



PROMPT CORRECTIVE ACTION

Deficiencies are addressed quickly and tracked to completion.



VERIFIED CLOSURE

Management verifies resolution with notes or photos.



CONTINUOUS IMPROVEMENT

Trends inform coaching, process changes, and better outcomes.

CITYWIDE COORDINATION

Communication is key and CTJ will ensure contact numbers (cell phone) are provided for our Account Manager and Supervisor. We will ensure we are in constant contact, solving problems, flexing labor, etc. The City POC will have full access to leadership through text, email and/or cell phone throughout the life of the contract.

COMMUNICATION PLAN

Proposed communication structure for service oversight, inspections, and corrective action follow-up.

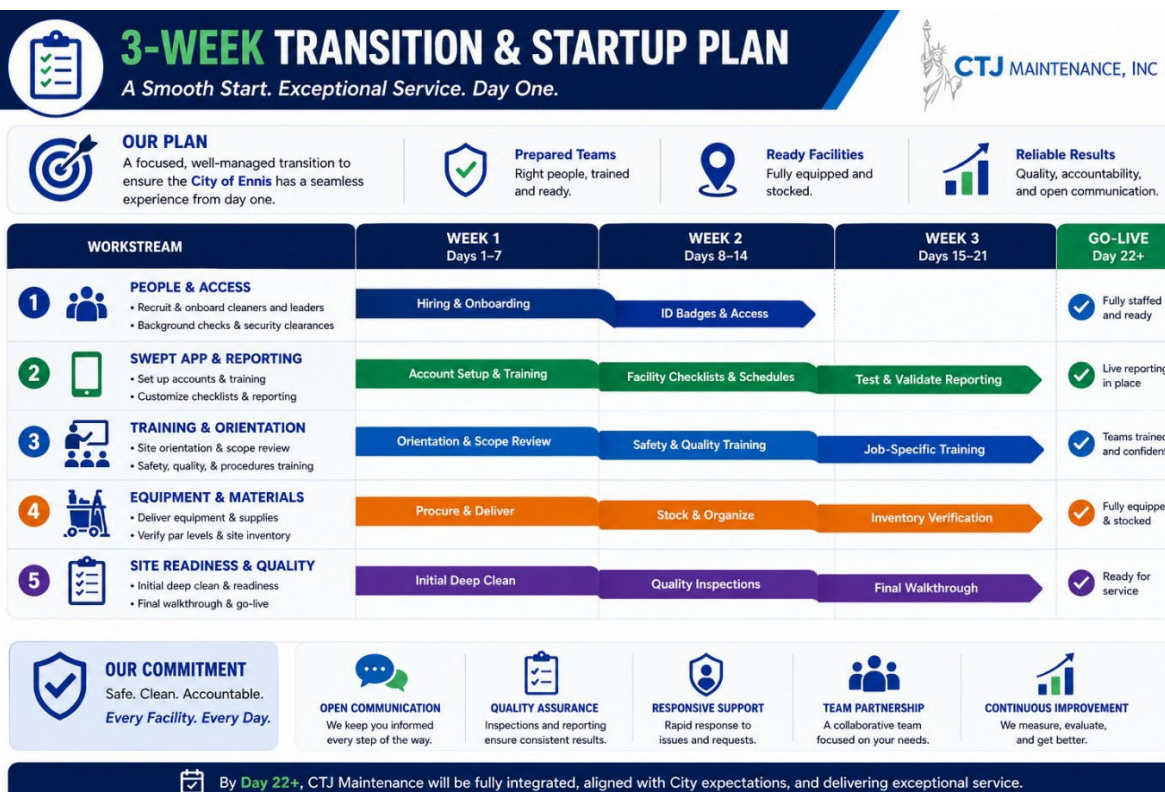
Communication Form/Forum	Recipients	Responsibilities	Format	Frequency
 Daily Task Checklists	Supervisor	Cleaners	SWEPT App	Daily
 Emergency Response	POC City	Supervisor	Phone, Verbal & Written	Immediate / Within 30 Minutes
 Urgent Corrective Actions	POC City	Supervisor	Verbal & Written	Within 2 Hours
 Corrective Actions	POC City	Supervisor	Verbal & Written	Within 24 Hours
 Internal Quality Inspections	CTJ Leadership	Supervisor	SWEPT App	Weekly
 Monthly Quality Inspections	POC City	Supervisor	SWEPT App or Other City-Approved Format	Monthly



This communication plan supports emergency response, accountability, timely follow-up, and transparent service reporting.

TRANSITION PLANNING

CTJ's goal is a seamless transition with no disruption to City operations. Upon award, we will immediately begin staffing, screening, training, access coordination, equipment delivery, supply staging, and Swept system setup. A built-in readiness period and final pre-start review will ensure CTJ is fully prepared to perform the complete scope of work from Day One.



EQUIPMENT IN-PLACE

This list includes our proposed equipment for all groups based on the Scope of Work and experience. We will further evaluate and deploy additional equipment as needed throughout the contract term.

PROPOSED EQUIPMENT TO BE USED

Primary equipment planned for Citywide Cleaning Services

1. VACUUMING & DUST CONTROL				2. RESTROOM & WET CLEANING			
     	EQUIPMENT	QTY	BRAND / TYPE	   	EQUIPMENT	QTY	BRAND / TYPE
	Commercial vacuum cleaners	10	Lavex 457LAVHEPA12		Splash Guard mop bucket/wringer, 6.5 gallon	11	Genuine Joe GJO60466
	Backpack vacuum with tool kit and waist band	2	ProTeam 107119		24 oz antimicrobial mop with handle	22	ABCO RM32024 / BBP 600005-1
	36" dust mop, wire frame, wood handle	10	Abco 1406-NB / BH-245364W / DMTL-13536W		Toilet brush	12	BBP Euro Style 280211
	Commercial floor broom	10	Lavex 697FRG12KT		Caution wet floor sign	4	Lavex Janitorial 25"
	Lobby dustpan with broom set	10	Rubbermaid 6906374PBKIT				
	Duster Hi-Rise 3' extending rod	10	360 EX Lambswool				
3. COLLECTION & TRANSPORT				4. GLASS & DETAIL CLEANING			
 	EQUIPMENT	QTY	BRAND / TYPE		EQUIPMENT	QTY	BRAND / TYPE
	44-gallon trash container on caster base with yellow caddy bag	10	Lavex FG264360GRAY / 274TCDOLLY / IMP 7705 CB		Window squeegees 12"	8	ULINE H-1349 / H-1920, pole as needed
	Rolling work cart, 3-tier, vinyl bag	2	Lavex 274JC3BK				



Brand/models shown or approved equal.

EQUIPMENT REPLACEMENT

Employees will evaluate the condition of all equipment prior to shift start and at shift end. Replacements will be ordered directly by the Supervisor or Project Manager. As per quality plan – All equipment will be evaluated and replaced if determined to be faulty.

SAFETY PROGRAM AND TRAINING

New Hires and Recurring – CTJ Maintenance Safety Topics consist of (6) operational areas:

Safety - General Reporting

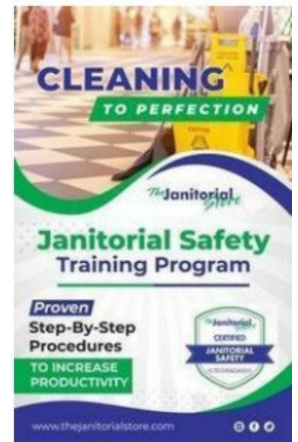
Employees are instructed to report the following conditions to supervisors as part of the safety training:

- Report the use of unsafe or misused equipment
- Report the use of unsafe Chemicals / mislabeled Chemicals
- Report anyone under the influence of drugs, alcohol or any mind-altering chemical
- Report any area in the facility deemed unsafe
- Report all Injuries related to the workplace

Safety - Orientation Training

As part of the Orientation training, employees are trained on the following:

- Proper handling of equipment, ladders, floor machines, etc.
- Proper maintenance of Supplies/chemical storage in janitorial closets
- Proper wearing of gloves when using harsh chemicals
- Wearing protective gear when handling hazardous material
- No horseplay allowed in the facility
- No working if impaired by fatigue, illness or medication



Safety - Proper Floor Care

Employees used for floor care receive training on safety of customers, proper use of chemicals and equipment:

- Floor crew shall wear closed toe shoes with low heels that are slip-resistant.
- Floor crew should take proper precautions when working on wet soapy floors to avoid slip-fall accidents
- Proper signage should be used in areas frequented by the public, signs shall be posted warning all people in the area of WET FLOORS
- All employees will know where the MSDS book is kept and reviewed when appropriate

Safety - Electrical Equipment

When operating electrical equipment, employees are trained on these safety methods:

- Operate vacuums, floor machines and all equipment per manufacturer's instructions
- Inspect all equipment before and after use, report any unsafe conditions to supervisor, do not use any equipment until repaired
- Make sure all switches are in the OFF position before plugging in equipment or releasing the handles
- Unplug all equipment before making adjustment or repairs
- Equipment will be cleaned nightly before put away, stored in janitor's closet neat and orderly

Safety - High Work

Employees used for high work area cleaning will receive proper training for handling ladders, scaffolding and step stools:

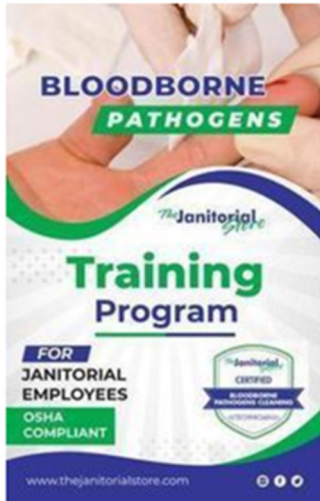
- No work over ten feet high without proper instruction from supervisor
- Scaffolding and ladders will be properly checked prior to use
- Ladders to be used on level surfaces and inspected for cracks, excessive play at joint, worn or loose screws, etc.
- Extension ladders should not be used without supervisor present.



Safety – Biohazard Services Training

CTJ employees receive initial and annual training on the symptoms and transmission of bloodborne pathogen diseases. Our training program covers:

- A copy and explanation of the OSHA bloodborne pathogen standard including what constitutes an exposure incident
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- An explanation of the type, uses, location, removal, handling, decontamination and disposal of personal protective equipment
- Each location is supplied with a clean-up kit for bloodborne spills



In addition, CTJ employees receive annual training on the OSHA standard 29 CFR 1910.1200 (Occupational Exposure to Bloodborne Pathogens) and the Texas Hazard Communication Act (Texas Health and Safety Code, Chapter 502), they are responsible for:

- Maintaining, reviewing and updating the ECP annually, or when necessary to include new or modified tasks, or procedures
- Provide and maintain all necessary personal protective equipment, labels and red bags
- Maintaining all OSHA records
- Post exposure evaluation and follow-up



THE SWEPT APP

CTJ leverages Swept, a leading workforce management platform, to power day-to-day service delivery across Denton. **Swept centralizes task management, inspections, supply requests, time tracking, and communication** in one platform—giving our team real-time guidance in the field and giving the City complete visibility, accountability, and confidence.

Real-Time Instructions & Updates

Instructions can be updated in real time with an automatic note to all cleaners assigned.

Scheduled Clock In/Out Control

Cleaning shifts are identified and a cleaner may only “clock in/out” during the assigned schedule.

Supply & Equipment Requests

Cleaners update inventory and equipment needs in real time to keep teams stocked and ready.

Geofence Attendance Confirmation

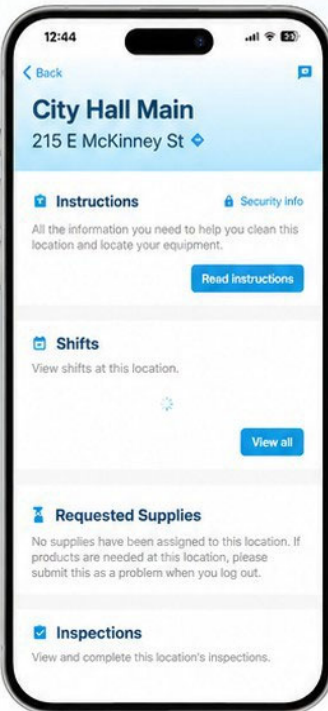
Accountability is reinforced using a “Geofence” that tracks when the cleaner enters each location.

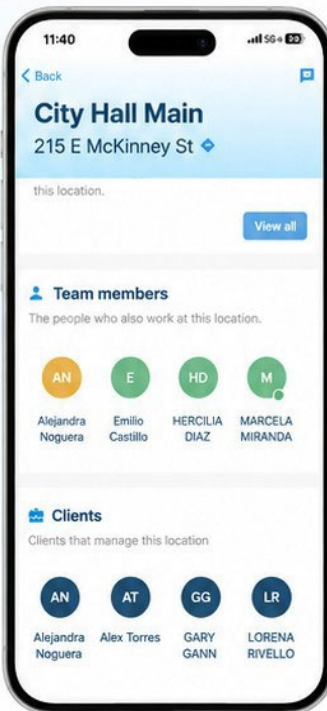
Assigned Location Accountability

Cleaners are assigned to each location—ensuring clear ownership and responsibility.

Management & Client Visibility

Clients and management have full access to cleaner time/attendance, inspection reports, and messaging.





Quality Inspection Scoring

Inspection Details (Inspection- Denvvelope Service De...)

0.00% Exceeds Standards
100.00% Meets Standards
0.00% Below Standards
0.00% Not Inspected

Inspection Details: Denvvelope Service, Date: Wed Jan 4, 2023, Checked By: Olga

Front Entrance: Clean Booth (both sets, inside and out), Meter Function, Windows, Vacuum Cart

Standardized inspections with pass/fail scoring ensure consistent quality and immediate visibility into performance.

Inspection Reporting

Printed on Jan 29, 2023 for CTJ Maintenance, Inc.

Inspection Report

Inspection Name	Location	Date	Completed By	Exceeds	Meets	Below	N/A	Sent to Client
Inspection- Denvvelope Service	Denvvelope Service	Jan 04, 2023	Olga (Manager)	0.00%	100.00%	0.00%	0.00%	Yes
DMS- MODULAR Inspection	DMS- Modular y Field System Ops	Jan 03, 2023	Olga (Manager)	0.00%	92.10%	0.00%	7.85%	Yes
DMS- FIELD- SYSTEM OPS Inspection	DMS- Modular y Field System Ops	Jan 03, 2023	Olga (Manager)	0.00%	96.20%	0.00%	1.57%	Yes
Inspection- INARO Civic Center	INARO Civic Center	Jan 03, 2023	Olga (Manager)	0.00%	96.61%	0.00%	3.39%	Yes
Inspection- DENIA REC	INARO Civic Center	Jan 03, 2023	Olga (Manager)	0.00%	83.33%	0.00%	16.67%	Yes

Automated inspection reports capture results, trends, and client-ready documentation for full transparency and compliance.

Time / Attendance Reporting

Reports - Time Entry Report

Time Entry Report

All Time Entries: 6,011h 11m

Location Name	Cleaner Name	Date/Time In	Date/Time Out	Logged	Status	Edited
LIBRARY- South Branch	MONICA GONZALEZ	Jan 29, 2023 06:48 AM			IN PROGRESS	
PAVO- GOLF CENTER	Miguel Robles	Jan 29, 2023 12:54 AM	Jan 29, 2023 01:32 AM	0h 33m	COMPLETE	
LIBRARY- Emily Fowler	Humberto Sanchez	Jan 28, 2023 07:47 PM	Jan 28, 2023 09:47 PM	2h 0m	COMPLETE	

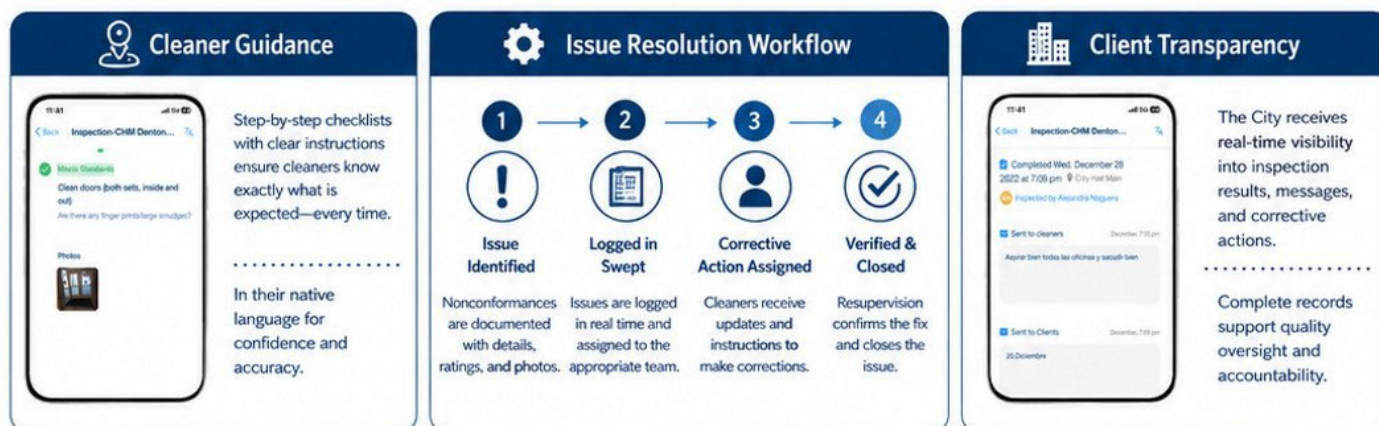
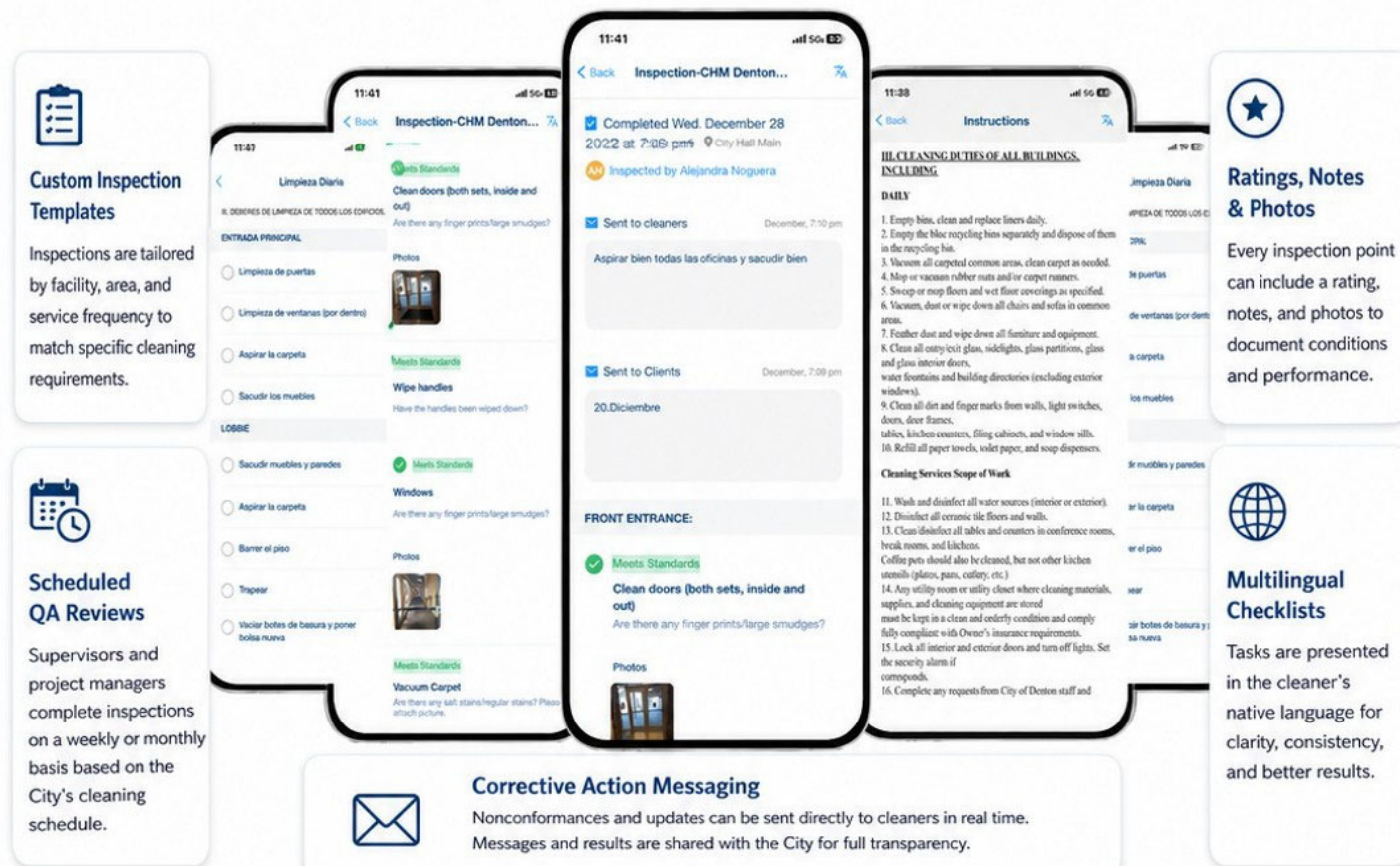
Time and attendance data is captured in real time for accurate payroll, scheduling, and productivity analysis.



Swept transforms daily service delivery into a documented, transparent, and measurable operating system.

Better Service | Stronger Accountability | Greater Efficiency | Measurable Results

Swept equips CTJ and our teams with the tools to inspect, communicate, and resolve issues in real time. Inspections are customized by location and frequency, guiding cleaners step-by-step through tasks in their native language. Findings are documented with ratings, notes, and photos—and shared instantly with cleaners and the City to ensure full transparency and accountability.



Swept creates a continuous feedback loop that improves quality, speeds resolution, and keeps the City informed.

Clear Expectations | Faster Corrections | Documented Accountability | Better Client Communication

TAB 5 - EXCEPTIONS / DEVIATIONS

NO EXCEPTIONS.

CTJ Maintenance, Inc. takes no exceptions or deviations to the requirements of RFP #26-111-12.



City of Ennis

Finance

Stanley Muli, Finance Director

107 N. Sherman St, Ennis, TX 75119

[CTJ MAINTENANCE INC] RESPONSE DOCUMENT REPORT

RFP No. 26-111-12

[Citywide Cleaning Services](#)

RESPONSE DEADLINE: July 1, 2026 at 1:00 pm

Report Generated: Tuesday, September 1, 2026

CTJ Maintenance Inc Response

CONTACT INFORMATION

Company:

CTJ Maintenance Inc

Email:

matthew.rivello@ctjmaintenance.com

Contact:

Matthew Rivello

Address:

6565 N. MacArhtur Blvd

Suite 225

Irving (Dallas), TX 75039

Phone:

N/A

Website:

www.ctjmaintenance.com

Submission Date:

Jun 29, 2026 8:31 PM (Central Time - Chicago)

ADDENDA CONFIRMATION

Addendum #1

Confirmed Jun 24, 2026 8:47 PM by Matthew Rivello

QUESTIONNAIRE

1. Proposal*

Pass

Please Upload your COMPLETE Proposal here formatted in the manner required by this RFP.

26-111-12_-_CTJ_Maintenance_Inc_Proposal.pdf

2. References*

Pass

Proposer shall provide **four (4)** references where Proposer has performed similar to or the same types of services as described within this RFP. Proposer shall include the following with each individual reference:

- Client/Company Name
- Contact Name at Client/Company
- Title of Contact
- Phone Number of Contact
- Email Address of Contact
- Date of Work/Service(s) Provided
- Scope of Work/Service(s) Provided

Reference 1

Client/Company Name: Tarrant County

Contact Name at Client/Company: Anthony Black

Title of Contact: Support Services Manager

Phone Number of Contact: (817) 905-7479

Email Address of Contact: adblack@tarrantcountytx.gov

Date of Work/Service(s) Provided: April 1, 2008 to Present

Scope of Work/Service(s) Provided: Comprehensive janitorial and custodial services for government facilities, including routine cleaning, restroom sanitation, floor care, consumable replenishment, and related facility-support services.

Reference 2

Client/Company Name: Denton County

Contact Name at Client/Company: Austin Wells

Title of Contact: Facility Division Manager - Administration

Phone Number of Contact: (940) 349-2970

Email Address of Contact: austin.wells@dentoncounty.gov

Date of Work/Service(s) Provided: October 1, 2018 to Present

Scope of Work/Service(s) Provided: Comprehensive janitorial and custodial services for multiple county facilities, including routine cleaning, restroom sanitation, floor maintenance, consumable replenishment, and quality-control support.

Reference 3

Client/Company Name: Dallas Area Rapid Transit

Contact Name at Client/Company: Chad Jeffrey

Title of Contact: Director Facility & Support Services

Phone Number of Contact: (214) 828-8503

Email Address of Contact: cjeffrey@dart.org

Date of Work/Service(s) Provided: August 1, 2015 to Present

Scope of Work/Service(s) Provided: Janitorial, custodial, and facility-support services for transportation-related operations, including scheduled cleaning, sanitation, floor care, quality inspections, and service documentation.

Reference 4

Client/Company Name: Town of Addison

Contact Name at Client/Company: Brad Boganwright

Title of Contact: Assistant Director of General Services

Phone Number of Contact: (972) 450-2894

Email Address of Contact: sboganwright@addisontx.gov

Date of Work/Service(s) Provided: November 1, 2021 to Present

Scope of Work/Service(s) Provided: Municipal janitorial and custodial services, including routine facility cleaning, restroom sanitation and restocking, floor maintenance, periodic cleaning, and quality-assurance inspections.

3. Trade Secrets and/or Confidential Information*

Pass

Does your proposal contain trade secrets and/or confidential information?

No

4. Emergency Business Services Contact Notice*

Pass

During a natural disaster, or homeland security event, there may be a need for the City of Ennis to access your business for products or services after normal business hours and/or holidays. The City may request City employee pick up or vendor delivery of product or services.

For this purpose, a primary and secondary emergency contact name and phone number are required. It is critical the Proposer's emergency contact information remains current. City shall be provided in writing with any change to a contact name or phone number of these emergency contacts.

All products or services requested during an emergency event are to be supplied as per the established contract prices, terms and conditions. The Proposer shall provide the fee (pricing) for an after-hours emergency opening of the business, if any. In general,

[CTJ MAINTENANCE INC] RESPONSE DOCUMENT REPORT
RFP No. 26-111-12
Citywide Cleaning Services

orders will be placed using a City of Ennis procurement card (Master Card) or City issued Purchase Order. The billing is to include the emergency opening fee, if applicable.

The Proposer shall provide the names, phone numbers and fee (pricing), if any, for an after-hours emergency opening of the business listed below:

- Business Name
- Contract#
- Description
- Primary Contact Name
- Primary Contact Phone Numbers
- Primary Contact Email Address
- Secondary Contact Name
- Secondary Contact Phone Numbers
- Secondary Contact Email Address
- After Hours Emergency Opening Fee (if applicable)

Business Name: CTJ Maintenance, Inc.

Contract #: RFP #26-111-12 / Contract Number to Be Assigned Upon Award

Description: Citywide Cleaning Services, including emergency janitorial response, consumable and supply delivery, facility cleaning, disinfection, restroom servicing, floor care, and other contract-authorized support services.

Primary Contact Name: Lorena Noguera-Rivello

Primary Contact Phone Numbers: (214) 624-5233

Primary Contact Email Address: lorena.noguera@ctjmaintenance.com

Secondary Contact Name: Matthew Rivello

Secondary Contact Phone Numbers: (281) 702-7953

Secondary Contact Email Address: matthew.rivello@ctjmaintenance.com

After Hours Emergency Opening Fee, if applicable: \$0.00 — No additional after-hours emergency opening fee. Products and services will be provided in accordance with the established contract pricing, terms, and conditions.

5. Insurance*

Pass

Please upload a copy of your current insurance.

CTJ_Insurance.pdf

6. Form CIQ*

Pass

Please download the below documents, complete, and upload.

- [Form CIQ.pdf](#)

CIQ_CTJ.pdf

7. Form 1295 Certification*

Pass

Please provide documentation showing that you have submitted Form 1295 with the Texas Ethics Commission.

FORM_1295_CTJ.pdf

8. Confidentiality/Non-Disclosure Agreement*

Pass

Upload your recommended confidentiality and non-disclosure agreement here. The terms of this agreement will apply to the Proposer and all its agents, employees or representatives whatsoever and shall be written to protect the City from the unauthorized release of information maintained in the city in locations where Proposer may have access. All such proposed agreements shall be subject to approval by the City Attorney.

CTJ_City_of_Ennis_Confidentiality_NDA.docx

9. Additional Information (if needed)

Pass

For any additional information requested or required by any of your provided answers please upload that additional documentation here.

Reference_Letters.pdf

10. CERTIFICATIONS REGARDING TERRORIST ORGANIZATIONS AND BOYCOTT OF ISRAEL*

Pass

To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Sections 2252.151-.154 Texas Government Code, Consultant hereby certifies that it and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State under federal law.

To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Sections 2271.001-002 Texas Government Code, Consultant and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, further certifies and verifies that it does not boycott Israel, and agrees that it will not boycott Israel during the term of this Contract. For purposes of this Contract, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory. (Tex. Gov't Code §§ 2270.001-.002, 808.001-.006, .051-.057, .101-.102)

The foregoing certification is made solely to comply with Chapter 2271, Texas Government Code, as amended, to the extent the applicable provision in Chapter 2271.001, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, “boycott Israel” shall have the meaning assigned to such term in Section 808.001(1), Texas Government Code. Consultant understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

Confirmed

11. VERIFICATION REGARDING DISCRIMINATION AGAINST FIREARM ENTITY OR TRADE ASSOCIATION*

Pass

To the extent this Agreement constitutes a contract for the purchase of goods or services having a value of at least \$100,000 that is paid wholly or partly from public funds for which a written verification is required under Section 2274.002, Texas Government Code, as amended, Consultant hereby verifies that it and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any,

- A. do not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and
- B. will not discriminate during the term of this Agreement against a firearm entity or firearm trade association.

The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, as amended, to the extent Section 2274.002, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, “discriminate against a firearm entity or firearm trade association” shall have the meaning assigned to such term in Section 2274.001(3), Texas Government Code. Consultant understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

Confirmed

12. CERTIFICATION REGARDING CRITICAL INFRASTRUCTURE*

Pass

Consultant hereby certifies that it will not be granted direct or remote access to, or control of, critical infrastructure, as defined by Section 2275.0101(2), Texas Government Code, in this State, excluding access specifically allowed by the governmental entity for product warranty and support purposes; and is not owned by or the majority of stocks or other ownership interest of the company is held or controlled by: (i) individuals who are citizens of China, Iran, North Korea, Russia or a designated country; or (ii) a company or other entity, including a government entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia or a designated country; or headquartered in China, Iran, North Korea, Russia or a designated country. Regardless of whether the company's or its parent company's securities are publicly traded; or the company or its parent company is listed on the New York Stock Exchange as: a Chinese, Iranian, North Korean or Russian company; or a company of a designated country. "Cybersecurity" means the measures taken to protect a computer, computer network, computer system, or other technology infrastructure against unauthorized use or access, as defined in Section 2275.010(3).

The foregoing certification is made solely to comply with Chapter 2275, Texas Government Code, as amended.

Confirmed

13. VERIFICATION REGARDING ENERGY COMPANY BOYCOTTS*

Pass

To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Section 2274.002, Texas Government Code, as amended, Consultant hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not boycott energy companies and, will not boycott energy companies during the term of this Contract. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, as amended, to the extent Section 2274.002, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, "boycott energy companies" shall have the meaning assigned to the term "boycott energy company" in Section 809.001, Texas Government Code. Consultant understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

Confirmed

14. Proposer Authorization*

Pass

Proposer confirms that the individual submitting this Proposal is duly authorized to execute it in its entirety and, upon award by the City of Ennis, agrees that the Proposal and all incorporated terms and conditions shall constitute a binding contract between the Proposer and the City.

Confirmed

PRICE TABLES

WEEKLY CLEANING FEE

Per Facility as Described in the Facilities Listing

Line Item	Description	Unit of Measure	Unit Cost
1	City Hall	Weekly	\$310.00
2	Public Works Administration Building	Weekly	\$205.00
3	Parks & Recreation Building	Weekly	\$115.00
4	Health Department	Weekly	\$100.00
5	Library	Weekly	\$550.00
6	Railroad Museum	Weekly	\$55.00
7	Welcome Center - EDC Area	Weekly	\$205.00

[CTJ MAINTENANCE INC] RESPONSE DOCUMENT REPORT
RFP No. 26-111-12
Citywide Cleaning Services

Line Item	Description	Unit of Measure	Unit Cost
8	EDC - Planning Area	Weekly	\$205.00
9	Public Safety Facility	Weekly	\$820.00
10	Outdoor Public Restrooms	Weekly	\$120.00

CARPET EXTRACTION/CLEANING PER FACILITY

Line Item	Description	Unit of Measure	Unit Cost
1	City Hall	Per Service	\$900.00
2	Public Works Administration Building	Per Service	\$365.00
3	Parks & Recreation Building	Per Service	\$85.00
4	Health Department	Per Service	\$60.00
5	Library	Per Service	\$1,700.00
6	Railroad Museum	Per Service	\$200.00
7	Welcome Center - EDC Area	Per Service	\$335.00
8	EDC - Planning Area	Per Service	\$699.00
9	Public Safety Facility	Per Service	\$2,150.00
10	Outdoor Public Restrooms	Per Service	\$0.00

TILE CLEANING/STEAM CLEANING

[CTJ MAINTENANCE INC] RESPONSE DOCUMENT REPORT
RFP No. 26-111-12
Citywide Cleaning Services

Line Item	Description	Unit of Measure	Unit Cost
1	City Hall	Per Service	\$485.00
2	Public Works Administration Building	Per Service	\$445.00
3	Parks & Recreation Building	Per Service	\$325.00
4	Health Department	Per Service	\$135.00
5	Library	Per Service	\$425.00
6	Railroad Museum	Per Service	\$250.00
7	Welcome Center - EDC Area	Per Service	\$625.00
8	EDC - Planning Area	Per Service	\$235.00
9	Public Safety Facility	Per Service	\$2,550.00
10	Outdoor Public Restrooms	Per Service	\$130.00

WINDOW CLEANING

Window cleaning is to include all the interior and exterior windows. This service will be upon request.

Line Item	Description	Unit of Measure	Unit Cost	No Bid
1	City Hall	Per Service	\$850.00	
2	Public Works Administration Building	Per Service	\$250.00	
3	Parks & Recreation Building	Per Service	\$300.00	
4	Health Department	Per Service	\$150.00	

[CTJ MAINTENANCE INC] RESPONSE DOCUMENT REPORT
RFP No. 26-111-12
Citywide Cleaning Services

Line Item	Description	Unit of Measure	Unit Cost	No Bid
5	Library	Per Service	\$900.00	
6	Railroad Museum	Per Service	\$300.00	
7	Welcome Center - EDC Area	Per Service	\$450.00	
8	EDC - Planning Area	Per service	\$400.00	
9	Public Safety Facility	Per Service	\$1,250.00	
10	Outdoor Public Restrooms	Per Service	\$150.00	

OTHER SERVICES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
1	Pressure Washing	1	Per Service	\$275.00	\$275.00	
1	Additional Day Porter Services	1	Per Hour	\$22.10	\$22.10	
TOTAL					\$297.10	



City of Ennis
Finance
Stanley Muli, Finance Director
107 N. Sherman St, Ennis, TX 75119

EVALUATION TABULATION

RFP No. 26-111-12

Citywide Cleaning Services

RESPONSE DEADLINE: July 1, 2026 at 1:00 pm

Report Generated: Friday, September 4, 2026

VENDOR QUESTIONNAIRE PASS/FAIL

PHASE 1

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Relevant Experience & Qualifications	Points Based	20 (20% of Total)

Description:
As described in the Submission Criteria.

Criteria	Scoring Method	Weight (Points)
Staffing Plan, Supervision & Security Controls	Points Based	20 (20% of Total)

Description:
As described in the Submission Criteria.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Criteria	Scoring Method	Weight (Points)
Work Plan / Quality Assurance Approach	Points Based	15 (15% of Total)

Description:
As described in the Submission Criteria.

Criteria	Scoring Method	Weight (Points)
References / Past Performance	Points Based	10 (10% of Total)

Description:

Criteria	Scoring Method	Weight (Points)
Proposed Cost / Overall Value	Reward Low Cost	35 (35% of Total)

Description:
As described in the Submission Criteria.

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Evaluator 6	Evaluator 7	Total Score (Max Score 100)
CTJ Maintenance Inc	54	60.5	59	53	58	65	58	58.21
Oriental Building Services, Inc.	61	59	57	52	57	63	56	57.86

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Evaluator 6	Evaluator 7	Total Score (Max Score 100)
Bori Facility Services, Inc.	61	51	56	51	58	65	48	55.71
Simply Pure Cleaning LLC	63	51.5	58	52	50	60	55	55.64
Marsden South LLC	56	55.5	59	51	50	58	55	54.93
Members Building Maintenance LLC	58	54	59	51	48	60	54	54.86
D&A Building Services, Inc.	60	52	57	53	44	60	52	54
Global Solutions Worldwide	58	47	59	52	49	50	54	52.71
Jonco Enterprises	54	48	59	52	48	43	53	51
EcoBrite Services, LLC	62	36	58	52	48	48	45	49.86
Global Building Maintenance, Inc.	58	38	59	54	32	53	55	49.86
Green Clean Dallas LLC	52	44	54	52	37	35	32	43.71
CurryClean	45	45.5	45	51	43	24	29	40.36
DPTV Tango LLC	40	40	56	41	46	33	25	40.14

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Evaluator 6	Evaluator 7	Total Score (Max Score 100)
Inversiones Los Cuatro, LLC	54	29	48	40	35	40	33	39.86
Her People Co	51	32	48	39	27	35	24	36.57
Shining Diamond Cleaning Co	51	27	48	32	29	40	25	36
Premier Facilities Services LLC	34	32	53	38	27	18	29	33
Blessed3G LLC	20	13	36	29	17	40	16	24.43

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Relevant Experience & Qualifications Points Based 20 Points (20%)	Staffing Plan, Supervision & Security Controls Points Based 20 Points (20%)	Work Plan / Quality Assurance Approach Points Based 15 Points (15%)	References / Past Performance Points Based 10 Points (10%)	Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	Total Score (Max Score 100)
CTJ Maintenance Inc	18.7	17.9	13.8	7.9	-	58.21
Oriental Building Services, Inc.	18.7	17.1	12.7	9.3	-	57.86
Bori Facility Services, Inc.	15.9	18.1	13	8.7	-	55.71
Simply Pure Cleaning LLC	17.1	17.3	12.6	8.6	-	55.64
Marsden South LLC	18.4	16.1	12.2	8.1	-	54.93
Members Building Maintenance LLC	17.7	17	11.6	8.6	-	54.86

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Vendor	Relevant Experience & Qualifications Points Based 20 Points (20%)	Staffing Plan, Supervision & Security Controls Points Based 20 Points (20%)	Work Plan / Quality Assurance Approach Points Based 15 Points (15%)	References / Past Performance Points Based 10 Points (10%)	Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	Total Score (Max Score 100)
D&A Building Services, Inc.	17.7	16	12.1	8.1	-	54
Global Solutions Worldwide	15.7	16.7	12.6	7.7	-	52.71
Jonco Enterprises	15.9	16	12.3	6.9	-	51
EcoBrite Services, LLC	16	15.3	10.7	7.9	-	49.86
Global Building Maintenance, Inc.	16.1	14.9	10.7	8.1	-	49.86
Green Clean Dallas LLC	12	14.9	11.1	5.7	-	43.71
CurryClean	11.6	12.1	9.9	6.7	-	40.36
DPTV Tango LLC	10.3	14.1	11	4.7	-	40.14
Inversiones Los Cuatro, LLC	9.9	13.1	11.1	5.7	-	39.86
Her People Co	7.3	14.3	11.6	3.4	-	36.57
Shining Diamond Cleaning Co	10.3	11.1	11.3	3.3	-	36
Premier Facilities Services LLC	10.1	8.9	9	5	-	33
Blessed3G LLC	7.1	5.9	7.3	4.1	-	24.43



City of Ennis
Finance
Stanley Muli, Finance Director
107 N. Sherman St, Ennis, TX 75119

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services
RESPONSE DEADLINE: July 1, 2026 at 1:00 pm
Report Generated: Friday, September 4, 2026

PHASE 1

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Relevant Experience & Qualifications	Points Based	20 (20% of Total)

Description:
As described in the Submission Criteria.

Criteria	Scoring Method	Weight (Points)
Staffing Plan, Supervision & Security Controls	Points Based	20 (20% of Total)

Description:
As described in the Submission Criteria.

Criteria	Scoring Method	Weight (Points)
Work Plan / Quality Assurance Approach	Points Based	15 (15% of Total)

Description:
As described in the Submission Criteria.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Criteria	Scoring Method	Weight (Points)
References / Past Performance	Points Based	10 (10% of Total)

Description:

Criteria	Scoring Method	Weight (Points)
Proposed Cost / Overall Value	Reward Low Cost	35 (35% of Total)

Description:
As described in the Submission Criteria.

AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Evaluator 6	Evaluator 7	Total Score (Max Score 100)
CTJ Maintenance Inc	84	90.5	89	83	88	95	88	88.18
Members Building Maintenance LLC	90.8	86.8	91.8	83.8	80.8	92.8	86.8	87.66
D&A Building Services, Inc.	93.5	85.5	90.5	86.5	77.5	93.5	85.5	87.48
Jonco Enterprises	89	83	94	87	83	78	88	86

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Evaluator 6	Evaluator 7	Total Score (Max Score 100)
Marsden South LLC	86.7	86.2	89.7	81.7	80.7	88.7	85.7	85.61
Global Building Maintenance, Inc.	92.9	72.9	93.9	88.9	66.9	87.9	89.9	84.76
Oriental Building Services, Inc.	84.3	82.3	80.3	75.3	80.3	86.3	79.3	81.19
Bori Facility Services, Inc.	86.2	76.2	81.2	76.2	83.2	90.2	73.2	80.9
EcoBrite Services, LLC	89.3	63.3	85.3	79.3	75.3	75.3	72.3	77.2
Simply Pure Cleaning LLC	83.3	71.8	78.3	72.3	70.3	80.3	75.3	75.99
Global Solutions Worldwide	75.7	64.7	76.7	69.7	66.7	67.7	71.7	70.44
Green Clean Dallas LLC	71.5	63.5	73.5	71.5	56.5	54.5	51.5	63.22
Premier Facilities Services LLC	62.1	60.1	81.1	66.1	55.1	46.1	57.1	61.12
Her People Co	74.2	55.2	71.2	62.2	50.2	58.2	47.2	59.82
CurryClean	64	64.5	64	70	62	43	48	59.31
Shining Diamond Cleaning Co	73.8	49.8	70.8	54.8	51.8	62.8	47.8	58.83

EVALUATION TABULATION
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Citywide Cleaning Services

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Evaluator 6	Evaluator 7	Total Score (Max Score 100)
Inversiones Los Cuatro, LLC	65.9	40.9	59.9	51.9	46.9	51.9	44.9	51.78
DPTV Tango LLC	50.4	50.4	66.4	51.4	56.4	43.4	35.4	50.55
Blessed3G LLC	29.3	22.3	45.3	38.3	26.3	49.3	25.3	33.69

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Relevant Experience & Qualifications Points Based 20 Points (20%)	Staffing Plan, Supervision & Security Controls Points Based 20 Points (20%)	Work Plan / Quality Assurance Approach Points Based 15 Points (15%)	References / Past Performance Points Based 10 Points (10%)	Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	Total Score (Max Score 100)
CTJ Maintenance Inc	18.7	17.9	13.8	7.9	30	88.18
Members Building Maintenance LLC	17.7	17	11.6	8.6	32.8	87.66
D&A Building Services, Inc.	17.7	16	12.1	8.1	33.5	87.48
Jonco Enterprises	15.9	16	12.3	6.9	35	86
Marsden South LLC	18.4	16.1	12.2	8.1	30.7	85.61
Global Building Maintenance, Inc.	16.1	14.9	10.7	8.1	34.9	84.76
Oriental Building Services, Inc.	18.7	17.1	12.7	9.3	23.3	81.19
Bori Facility Services, Inc.	15.9	18.1	13	8.7	25.2	80.9
EcoBrite Services, LLC	16	15.3	10.7	7.9	27.3	77.2

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Simply Pure Cleaning LLC	17.1	17.3	12.6	8.6	20.3	75.99
Global Solutions Worldwide	15.7	16.7	12.6	7.7	17.7	70.44
Green Clean Dallas LLC	12	14.9	11.1	5.7	19.5	63.22
Premier Facilities Services LLC	10.1	8.9	9	5	28.1	61.12
Her People Co	7.3	14.3	11.6	3.4	23.2	59.82
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Inversiones Los Cuatro, LLC	9.9	13.1	11.1	5.7	11.9	51.78
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EVALUATION TABULATION
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Citywide Cleaning Services

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Blessed3G LLC	7.1	5.9	7.3	4.1	9.3	33.69

INDIVIDUAL PROPOSAL SCORES

Blessed3G LLC
Relevant Experience & Qualifications Points Based 20 Points (20%)
Evaluator 1: 6

Basic proposal. No elaboration of cleaning services provided.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 2: 2

Years in business/structure/experience with government or multi-site not provided; stated North Texas service area but clients not mentioned

Evaluator 3: 10

This proposal provided limited insight into their experience and only minimal detail regarding their qualifications.

Evaluator 4: 6

format is incorrect but is experienced for a smaller company.

Evaluator 5: 5

Proposer does not provide any detailed experience or qualifications of the business or staff who would be conducting the proposed work. Proposer does not list years in business, specialized qualifications or training staff has or is required to have, nor does it have any mentions of number of staff to ensure they are able to perform the duties required for this contract.

Evaluator 6: 15

According to the company profile, Blessed3G has 8 years of experience in the industry. Crew leaders have 10-20+ years of experience in janitorial services.

Evaluator 7: 6

Does not appear to have experience with Government/Municipality or Parks/Recreation. Experience discrepancy on evaluation vs proposal

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 6

Staffing/Supervision coverage mentioned but vague.

Evaluator 2: 2

Stated cleaning would only happen 3x per week; only stated "backup staffing plan"; background check/structure/training/experience with secure facilities not provided

Evaluator 3: 7

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Blessed3G's proposal provides only minimal detail regarding security and supervision. While a staffing plan is referenced, it lacks a thorough explanation of the associated protocols

Evaluator 4: 7

Unclear on what supervision or security procedures are but it is good that employees are cross trained and have routine supervision.

Evaluator 5: 5

Proposer did not provide a specific staffing plan, supervision structure or what existing security controls are in place. Proposal has no mentions of vetting procedures, background checks, hiring practices, or on sight supervision specifics to ensure city buildings, business, and documents are secure while employees are providing contracted services.

Evaluator 6: 10

B3G has 9 accounts and 18 employees. I'm not sure if their current staff level will be able to support their current accounts plus the COE. Additional staffing might be needed. The company profile does state that they have the resources to increase staff when needed.

Evaluator 7: 4

Does not clarify supervisory availability and inspection process. Does not specify if background checks will be conducted or the security controls that will take place.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 6

Very vague plan. Limited details provided.

Evaluator 2: 4

No startup plan; has customer feedback review; "rapid response to issue" mentioned for complaint process; stated city- supplied restroom products

Evaluator 3: 12

They do provide a sufficient explanation of their work plan, and it appears sufficient for the SOW that we would need.

Evaluator 4: 11

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Has appropriate breakdown of what will be done and includes general supervision and checks.

Evaluator 5: 5

Proposal listed no detailed work plan or provided any examples of what a work plan might look like if they are awarded the contract. The proposal vaguely mentions a quality assurance program but provides no criteria on how quality is assessed.

Evaluator 6: 10

The work plan provides for basic cleaning services and a quality control system that includes daily, weekly, and monthly inspections/verifications/etc.

Evaluator 7: 3

Proposer provided information for cleaning 3x per week. Information/proposal does not include daily cleaning for locations that require daily. Proposal states city will provide supply refills. \$175 for after hours emergency opening. Did not provide time-line on response time for emergencies.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 2

References / Past Performance not provided.

Evaluator 2: 5

4 provided but no municipalities and 2 are listed as cleaning companies?

Evaluator 3: 7

This company provides references demonstrating their experience with requirements outlined in our SOW.

Evaluator 4: 5

provided amount and all information requested.

Evaluator 5: 2

Proposal does not include any valuable information on past performance that would support their work or list any references on the written proposal. References are listed on the bid only.

Evaluator 6: 5

Provided four references, longest dates back about 3 years.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 7: 3

Discrepancy with service dates of references on evaluation vs. company profile provided. Does not appear to have contracts longer than 3 years according to evaluation.

Proposed Cost / Overall Value | Reward Low Cost | 35 Points (35%)

Evaluator 1: 9.26 (\$8,684.94)

Weekly Cleaning Only

Evaluator 2: 9.26 (\$8,684.94)

Weekly Cleaning Only

Evaluator 3: 9.26 (\$8,684.94)

Weekly Cleaning Only

Evaluator 4: 9.26 (\$8,684.94)

Weekly Cleaning Only

Evaluator 5: 9.26 (\$8,684.94)

Weekly Cleaning Only

Evaluator 6: 9.26 (\$8,684.94)

Weekly Cleaning Only

Evaluator 7: 9.26 (\$8,684.94)

Weekly Cleaning Only

Bori Facility Services, Inc.

Relevant Experience & Qualifications | Points Based | 20 Points (20%)

Evaluator 1: 18

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Bori demonstrates robust capabilities to handle a multi-site, citywide contract through its strong firm infrastructure and direct public sector experience. Established in 2019, the woman-led, minority-owned firm operates with a substantial workforce of 120 employees and holds multiple key certifications, including MBE, WBE, HUB, and WBENC. Their qualifications are highlighted by a proven track record of managing large-scale municipal contracts over sustained five-year periods, notably providing citywide janitorial services for the City of Arlington across more than 45 locations (850,000 sq. ft.) and the City of Grand Prairie across more than 50 locations (650,000 sq. ft.). Furthermore, Bori showcases strong local alignment and preparedness for this specific contract by explicitly accounting for Ennis-specific municipal events—such as the Bluebonnet Trails Festival, Cinco de Mayo, and the Polka Festival—with tailored, dedicated support plans to manage the city's seasonal needs.

Evaluator 2: 14

7 yrs with 120 employees; Experience with other cities and a county; certifications listed, North Texas presence but no Ellis County

Evaluator 3: 17

This vendor appears to be qualified for this scope of work based on their prior project experience.

Evaluator 4: 16

To keep a very busy mall clean is impressive.

Evaluator 5: 15

The proposer appears to have experience relevant and comparable to the needs of the city. The proposer lists qualifications and training for staff; however, it is a bit vague for some of the areas.

Evaluator 6: 20

Bori Facility Services has seven years of experience in commercial and governmental janitorial services. Several years experience with the City of Arlington and City of Grand Prairie. Both of these contracts covered 45-50+ facilities. Experience servicing facilities to include: City halls and admin offices, public safety, public libraries, parks & rec buildings, outdoor public restrooms, event and festival support locations.

Evaluator 7: 11

Approx 9 years experience based on evaluation form/proposal. Has some government/municipality experience. States they have parks/recreations etc. experience on proposal.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 1: 19

The proposal outlines a clear supervisory hierarchy featuring a designated Account Manager as the primary city contact, a local on-site Supervisor, and a named 24/7 emergency contact to ensure seamless communication. Operational risks associated with high turnover are mitigated by the firm's impressive 90% average employee retention rate over the past seven years, which is further supported by a mandatory cross-training program that guarantees immediate backup deployment for unexpected employee absences. Additionally, Bori implements rigorous security measures, including comprehensive local, state, federal, and I-9/E-Verify background checks prior to facility placement, mandated branded uniforms with photo ID badges, and a secure access management system to track keys, fobs, and alarm codes alongside an immediate notification policy for any suspected security breaches.

Evaluator 2: 17

Local supervisor for staff coordination and quality checks; Identify verification, criminal check + additional for secure facilities; will notify City of any arrests of assigned personnel; training areas listed; all employees are cross-trained; city to be notified if a delay is anticipated

Evaluator 3: 17

This proposal has a staffing plan illustrates clear supervisory structure and accountability measures. They also demonstrate a understanding of our security requirements for our facilities.

Evaluator 4: 16

background checks and a chain of command with over 100 employees across multiple states

Evaluator 5: 20

The proposer clearly and concisely lays out staffing and supervision plans and procedures. The proposer also lists security measures and controls that appear sufficient for the needs of the city to maintain sensitive information and access to restricted areas.

Evaluator 6: 20

Employees are cross-trained to prevent a gap in service due to an absence in staff. Staff are trained in various areas (janitorial, chemical safety and osha/hazmat compliance, bloodborne pathogen and infection control, security and confidentiality awareness, facility-specific orientation, customer service and professional conduct. 120 employees.

Evaluator 7: 18

Proposal indicates 120 employees. They cover multiple states and regions within each state. Unsure total employees they have to service our area

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 14

Bori delivers a methodical scope response featuring a detailed schedule for daily, weekly, and periodic deep cleaning services, including quarterly carpet extractions and annual floor maintenance. To ensure consistency, they implement a multi-level quality assurance program supported by Salesforce for real-time reporting, photo documentation, and digital service logs across five distinct tiers of inspection. They maintain accountability through defined performance metrics and a structured complaint resolution process that guarantees explicit response windows, such as resolving consumable outages within four hours. Finally, the proposal outlines a comprehensive, day-by-day 30-day "pre-start" transition plan designed to minimize operational friction, which includes a commitment to absorb any extra staff surge hours at no additional cost if deep cleaning is required to fix a previous contractor's deficiencies.

Evaluator 2: 11

Methodology explained; replenishment not outlined well but notes consumable outages corrected within 4hrs of notification; Startup plan outlined with start in 30 days; weekly supervisor inspection and monthly reviews; uses software for reporting and logs

Evaluator 3: 14

This company quality assurance process includes proactive self- inspections, supervisor performance monitoring and real-time documentation supported through Salesforce.

Evaluator 4: 11

Guaranteed there will always be staff to handle services

Evaluator 5: 15

The proposer clearly outlines work plans for all levels including daily, weekly, and monthly needs of the city. The proposer also clearly outlines how they would meet the needs of the city for special events and has a clear description of how the proposer assures they are providing quality care to the city.

Evaluator 6: 15

Provided a list of daily services and 3x-5x weekly services, as well as a list of deep cleaning services. Noted that consumable outages will be corrected within four hours of notification. Daily, weekly, and monthly inspections by various staff members. Digital reporting is utilized. Provided the process for complaint resolution. This work plan/quality assurance approach was very thorough.

Evaluator 7: 11

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

On-site lead for quality checks. 24/7 availability for urgent services. Plan in place for special events, emergencies and staff shortages. Proposer will provide all equipment and supplies. \$29.54 for after hours emergency opening.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 10

Bori provides highly relevant references complete with verified contact names, phone numbers, emails, and exact facility square footage metrics to demonstrate past performance. Highlighting strong government alignment, two of the provided references are local Texas municipalities—the City of Arlington and the City of Grand Prairie—which perfectly match the exact scope of "Citywide Cleaning Services". These references prove Bori's capability to successfully manage massive footprints ranging from 650,000 to 1.5 million square feet over sustained, five-year contract periods, underscoring long-term client satisfaction and reliable performance.

Evaluator 2: 9

4 provided including 2 cities and 1 county

Evaluator 3: 8

This company provides past performances and references in both the private and public sectors, demonstrating their capability to successfully manage our scope of work.

Evaluator 4: 8

Has multiple cities as references and all have been for multiple years.

Evaluator 5: 8

The proposer provides a sufficient number of references and past contracts that are comparable to that of the city. The proposer held those contracts for an extended period of time that could have a good indication of the performance of the proposer.

Evaluator 6: 10

Several years experience with larger Texas cities.

Evaluator 7: 8

Has experience with government/municipalities and large commercial accounts. Has experience with parks/recreation according to proposal.

Proposed Cost / Overall Value | Reward Low Cost | 35 Points (35%)

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

	Evaluator 1: 25.18 (\$3,194.98)
Weekly Cleaning Only	
	Evaluator 2: 25.18 (\$3,194.98)
Weekly Cleaning Only	
	Evaluator 3: 25.18 (\$3,194.98)
Weekly Cleaning Only	
	Evaluator 4: 25.18 (\$3,194.98)
Weekly Cleaning Only	
	Evaluator 5: 25.18 (\$3,194.98)
Weekly Cleaning Only	
	Evaluator 6: 25.18 (\$3,194.98)
Weekly Cleaning Only	
	Evaluator 7: 25.18 (\$3,194.98)
Weekly Cleaning Only	

CTJ Maintenance Inc	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
	Evaluator 1: 20
Established in March 1996, this DFW-based company brings 30 years of industry experience, a workforce of over 450 associates, and a daily portfolio exceeding 8 million square feet. They specialize in government and municipal facility services, managing an extensive North Texas public portfolio that includes contracts with Tarrant County, Denton County, Arlington, and Carrollton. Additionally, their leadership team possesses over 200 combined years of experience, and the firm holds active SBE, MBE, and HUB certifications.	
	Evaluator 2: 18

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

30 years; Dall-based with 450 associates serving 35 active customers; org chart provided; experience includes several counties and cities in DFW with a chart included; certification listed; no Ellis County listed

Evaluator 3: 19

CTJ demonstrates extensive experience performing jobs with similar scope and complexity. Previous work shows a proven ability to successfully deliver services with in our scope.

Evaluator 4: 16

multiple active contracts with 30 years experience

Evaluator 5: 20

CTJ Maintenance Inc. stated in their proposal that they began in 1996 and currently have 35 active customers, many of those being municipal and government. CTJ proposed that all employees are trained through Clean Start University and the company is CIMS and OSHA compliant.

Evaluator 6: 20

30 years of experience providing services to various public-sector clients. 35 active customers, cleaning and maintaining over 8 million square feet. Clients include: Tarrant County, Denton County, City of Denton, City of Arlington, City of Carrollton, Town of Addison, NCTCOG.

Evaluator 7: 18

30 years experience. Multiple large government/municipality contracts. Experience with all facility types City of Ennis is requesting.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 19

The proposed staffing model outlines a 78-hour weekly labor layout across 10 Ennis facilities, utilizing three route cleaners overseen by a multi-tiered management structure. To reduce turnover, the company offers a statistically justified average wage of \$16.00/hour, which aligns well with regional municipal benchmarks. Security vetting includes rigorous E-Verify, IdentoGO background checks, and a pool of over 70 CJIS-certified cleaners. However, a minor gap exists in their backup plan, which relies on pulling contingency staff from neighboring municipalities for sudden call-offs.

Evaluator 2: 20

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3 route-based cleaners supported by a supervisor/floater - chart included; pay is higher than average for Ennis; reference checks, drug testing, and universal background checks + CJIS for high security areas; online + classroom + reoccurring training; can pull for 450 associates to cover absences; experience with secure facilities includes having over 70 CJIS-certified cleaners

Evaluator 3: 17

This proposal presents a comprehensive staffing plan with clear defined roles. Their supervision structure approach demonstrates a consistent service throughout the proposal.

Evaluator 4: 16

hundreds of employees, knowledgeable of high security procedures

Evaluator 5: 15

CTJ Maintenance Inc proposed a route-based staffing plan that included 3 routes and 1 supervisor. The proposal stated coverage is provided for PTO and sickness in the event assigned staff is absent, however, they did not provide a detailed staffing plan for special event coverage the city hosts. CTJ did CTJ proposed that they also have 70 CJIS Certified cleaners to accommodate cleaning services for highly restricted secure areas. CTJ advised all staff completes drug screens, reference checks, CJIS checks and are run through E-Verify and IdentoGo and building access is restricted to authorized personnel only. CTJ advised steps they take to ensure security controls are maintained.

Evaluator 6: 20

Provided a thorough staffing model, including backup staffing and recommended team structure. Screening and background of employees including right to work in US, background checks, and drug testing.

Evaluator 7: 18

Headquartered in DFW. Proposal indicates 450 employees. They cover multiple government/municipalities in North Texas. Security controls match COE expectations.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 15

The operational plan utilizes the Swept workforce management app to provide geofenced attendance tracking and real-time, multilingual task lists aligned with the city's required cleaning frequencies. Quality control is structured around CIMS guidelines, with an upcoming 2027 certification audit and a closed-loop system featuring multi-tiered inspections and an automated 6-step resolution

EVALUATION TABULATION
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Citywide Cleaning Services

pipeline. Additionally, a robust 3-week transition schedule ensures full readiness for the Day 22 launch, backed by complete equipment lists and detailed OSHA and biohazard training programs.

Evaluator 2: 13.5

Methodology presented in a chart; uses a digital platform to monitor tasks, attendance and supply levels; complaints thru software platform support photos; city can view inspection reports; startup plan to go live in 3 weeks; actively monitors inventory and maintains local warehouse stock

Evaluator 3: 13

The work plan that was submitted is well organized and demonstrates the understanding of our scope.

Evaluator 4: 12

multiple tools, methods, and measures for quality assurance

Evaluator 5: 15

CTJ Maintenance Inc provided a route-based work plan which includes 3 routes and 1 supervisor to meet the needs of the city in their proposal. Work is monitored through digital janitorial work management program and CTJ provided a detailed plan for quality checks and oversight at several levels to ensure the quality of their work.

Evaluator 6: 15

Provided a clear Quality Assurance process to include planning, inspections, documentation, correction, and reporting. Inspection frequency: each service visit using assigned checklists, weekly supervisor checks, monthly management audits, and corrective follow-up. CTJ provided a communication plan and uses the Swept app for various tracking of services, complaints, inspections, etc.

Evaluator 7: 13

Proposal indicates the only daily service would be for the library (Daily service not indicated for PSF). Plan to pull from neighboring municipalities to cover in emergencies, PTO, sickness etc. Immediate/Within 30 minute response for emergencies. \$0.00 for after hours emergency opening.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 0

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Citywide Cleaning Services

While the proposal provides an extensive matrix of current clients and square footages to demonstrate general capability, it completely omits specific point-of-contact references and past performance case studies. Because critical details like names, phone numbers, and emails are missing from the text, no points can be awarded for this section under strict RFP scoring metrics.

Evaluator 2: 9

4 provided including 2 counties, 1 city, and DART with long service histories

Evaluator 3: 10

CTJ past performances deliver a consistent record of delivering quality services to many local government agencies.

Evaluator 4: 9

all government contracts with a variety of sizes and security levels

Evaluator 5: 8

CTJ Maintenance Inc provided an appropriate number of references to speak to their work but did not provide past performance data in their proposal.

Evaluator 6: 10

Several years of experience with city/county offices in Texas.

Evaluator 7: 9

Several long-term large government/municipality contracts & history of maintaining long-term contracts.

Proposed Cost / Overall Value | Reward Low Cost | 35 Points (35%)

Evaluator 1: 29.97 (\$2,685)

Weekly Cleaning Only

Evaluator 2: 29.97 (\$2,685)

Weekly Cleaning Only

Evaluator 3: 29.97 (\$2,685)

Weekly Cleaning Only

Evaluator 4: 29.97 (\$2,685)

EVALUATION TABULATION
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Citywide Cleaning Services

Weekly Cleaning Only

Evaluator 5: 29.97 (\$2,685)

Weekly Cleaning Only

Evaluator 6: 29.97 (\$2,685)

Weekly Cleaning Only

Evaluator 7: 29.97 (\$2,685)

Weekly Cleaning Only

CurryClean

Relevant Experience & Qualifications | Points Based | 20 Points (20%)

Evaluator 1: 14

Curry Clean is an Ennis-local, "Fire family" owned small business with over five years of operating experience and back-to-back "Best of the Best" local awards. While they are a versatile "one-stop-shop" with a small team and direct experience servicing Ennis City Hall, their commercial and municipal footprint is highly localized compared to larger regional contractors. Additionally, their proposal received deductions for lacking a detailed corporate leadership breakdown and formal state or regional certifications.

Evaluator 2: 17

5.5 years with 7 FT and 3 PT; has previous floor care services for City Hall but no evidence of government or multi-site; fully insured and bonded; based out of Ennis

Evaluator 3: 10

This vendor has had 5 years in the industry. The proposal provides limited evidence of managing contracts comparable to our request.

Evaluator 4: 16

has done work at city hall, has been around for 5+ years

Evaluator 5: 10

The proposer had several long-term clients listed as references, however, none of those appeared to or spoke of multi-building facilities. The proposer did not speak of any municipal cleaning contracts or experience they had with the exception of tile/grout

EVALUATION TABULATION
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Citywide Cleaning Services

cleaning for City Hall. The proposer stated background screenings and reference checks are conducted when required by client or contact, which implies this is done per request, not as business practice of the proposer as a whole. The proposer mentioned staff was independently trained but did not provide specific trainings, certificates or qualifications employees must have or complete that indicates their qualifications to complete satisfactory work.

Evaluator 6: 7

5.5 years in business, 7 full time employees and 3 part time. No municipal cleaning experience (other than one job with Ennis previously).

Evaluator 7: 7

5 1/2 years experience. Size of facilities serviced not provided. Facilities listed are admin offices/churches. Government/Municipality experience limited to floor care for City of Ennis/City Hall.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 12

The proposal outlines a logical 4-tier staffing structure featuring uniform-identifiable personnel trained in basic access control. However, a deduction is applied because the plan lacks quantitative labor details, building-by-building weekly hours, or a calculated FTE matrix. Additionally, the document completely omits employee wage rates and exhibits significant security gaps, relying on reactive background checks rather than strict pre-employment standards and entirely missing mandatory CJIS compliance for sensitive municipal law enforcement areas.

Evaluator 2: 10

Background screening & ref checks when required by client; manager quality-assurance checks with Lead Tech responsible for daily oversight; mentioned back-ups; stated secure handling of keys/facilities but no experience cited

Evaluator 3: 16

This proposal identifies an acceptable management and staffing structure that could support our scope of work.

Evaluator 4: 16

procedures for replacement or additional staffing, owner is hands on

Evaluator 5: 15

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The proposer listed they had a total of ten employees between full-time and part-time staff. The proposer also mentioned oversight/supervision by the owners and lead janitorial technician but did not provide details such as individual building or event staffing plans, supervision structure or specific security controls for facility access and employees.

Evaluator 6: 8

7 full time employees and 3 part time. Depending on the company's other clients/contracts, the staffing might not be sufficient.

Evaluator 7: 8

Employees listed 7 full time & 3 part time. Locally/Ennis owned. Limited information listed on hiring standards.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 13

The work plan provides a detailed breakdown of cleaning tasks, a 10-site facility matrix, and proactive cleaning support for major local festivals. Additionally, because the owners live locally in Ennis, they offer an excellent live-response guarantee for quick emergency assistance. However, a 4-point deduction is applied due to a minimal technological and quality framework that relies entirely on traditional, manual inspections rather than digital workforce management tools or CIMS-aligned industry standards.

Evaluator 2: 9.5

Methodology listed; as local, can handle issues quickly; guarantees live response or call back for emergencies; routine inspections

Evaluator 3: 13

This work plan provides a reasonable approach to delivering the required services. The routine inspections and client feedback is practical based on the information that was provided.

Evaluator 4: 11

routine inspections are done and are able to do events as needed, owner is hands on

Evaluator 5: 10

Proposer provided a generalized work plan of each facility this proposal. The proposer did not give details of their quality assurance approach besides the overall supervision of employees. The proposer did not provide how employees are trained, disciplined or vetted to ensure they can confidently complete the job. The proposer did not provide specifics for event services or emergency call out procedures.

EVALUATION TABULATION
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Citywide Cleaning Services

Evaluator 6: 4

Quality Assurance plan is lacking. No clear plan provided.

Evaluator 7: 9

Locally owned and operated allows quick response time for emergency response. Direct supervision and oversight. \$100 for after hour emergency opening.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 6

The proposal successfully highlights a proven local track record, explicitly pointing to successful floor and carpet restoration work previously performed at Ennis City Hall to demonstrate its municipal capabilities. However, a 4-point deduction is applied because the document completely omits a formal references section. It lacks names, phone numbers, email addresses, or written project case studies for external clients, meaning maximum points cannot be awarded under strict RFP scoring rules.

Evaluator 2: 9

4 provided with 3 local

Evaluator 3: 6

For the scope work of the solicitation the vendor offered limited evidence of experience with contracts comparable in size to the cities requirements.

Evaluator 4: 8

local references including city hall

Evaluator 5: 8

The proposer had sufficient references listed on their proposal and indicated past work done with City Hall for specific needs, however, did not list any past municipality contracts or services they have completed.

Evaluator 6: 5

Past performance seems to be smaller scale than the citywide cleaning services.

Evaluator 7: 5

Longest contract 4 years. Limited experience with government facility cleaning and parks/recreation.

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Citywide Cleaning Services

Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	
Weekly Cleaning Only	Evaluator 1: 18.95 (\$4,245)
Weekly Cleaning Only	Evaluator 2: 18.95 (\$4,245)
Weekly Cleaning Only	Evaluator 3: 18.95 (\$4,245)
Weekly Cleaning Only	Evaluator 4: 18.95 (\$4,245)
Weekly Cleaning Only	Evaluator 5: 18.95 (\$4,245)
Weekly Cleaning Only	Evaluator 6: 18.95 (\$4,245)
Weekly Cleaning Only	Evaluator 7: 18.95 (\$4,245)

D&A Building Services, Inc.	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
Evaluator 1: 19	
Founded in 1985, the company brings 41 years of experience and substantial capacity, self-performing all services nightly with over 400 employees and a 15,000 sq. ft. local backup warehouse. They possess direct municipal experience managing multi-site accounts for several major Texas cities, making them an excellent operational match for the City of Ennis. Although their corporate headquarters are located out-of-state in Florida, they successfully offset this with a dedicated Dallas branch office and a strong commitment to local hiring.	

EVALUATION TABULATION
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Citywide Cleaning Services

Evaluator 2: 17

41 yrs with portfolio of services/400 employees; many facilities including fed. gov. buildings listed; fully licensed, bonded & insured; Dallas office but no mention of Ellis County

Evaluator 3: 18

With 41 years of experience delivering comparable services, the company is well equipped to accommodate the City's requirements.

Evaluator 4: 18

decades worth of work in government and commercial

Evaluator 5: 15

The proposer provided a detailed report of relevant experience and qualifications. The proposer did not seem to have tailored the proposal to the specific needs of The City of Ennis, as the documents totaled well over the 25 maximum pages, and spoke of all services including lawn care and pest control, none of which are up for consideration in the specific bidding process.

Evaluator 6: 20

41 years providing building services. Extensive experience working with municipal, state, and federal government clients (Plano, Irving, Arlington, Ft Worth, Dallas County, Collin County, Denton County).

Evaluator 7: 17

41 years experience. Similar in size to Ennis included in 2 references. Similar facility types as Ennis except parks/recreation.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 18

D&A provided a clear staffing chart tailored for Ennis facilities, detailing dedicated night cleaners who report to a local Area Manager and the Texas Branch Manager. Their robust security measures include a detailed Key Control Plan and an on-site biometric handprint time clock to ensure staff accountability and prevent time theft. However, because ultimate hiring, disciplinary, and termination authority remains at the corporate level, immediate localized administrative adjustments could experience slight delays.

Evaluator 2: 15

Organizational chart provided; tries to fill positions locally; drug testing & background checks performed in hiring process; training program in place and renewed yearly; absence coverage plan not mentioned; has a detailed key control plan

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Citywide Cleaning Services

Evaluator 3: 18

D&A understands the staffing needs essential to fulfilling the SOW for our city janitorial needs.

Evaluator 4: 16

well established company, clear layout for staffing and work plan

Evaluator 5: 10

The proposer provided a generic staffing plan for the city's needs and the organizational chart for the company as a whole. Again, the proposal seemed very detailed but not specified to the needs or requests of the city. The proposer at no point spoke of special event call outs, work plans or staffing.

Evaluator 6: 18

Bi-lingual field supervisors. Provided a clear organizational chart . Presenting a thorough staffing plan for the City of Ennis to include 1 supervisor, 6 night cleaners, and a day porter as needed. Emergency crew cleaners on call.

Evaluator 7: 17

Provided information states they staff over 400 employees across the states they service. Corporate office in Florida; branch location in Dallas. Would recruit to hire for local positions. Does not mention staffing identity verification/legally authorized to work in US protocols in place.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 15

D&A utilizes the web-based CleanTelligent software, allowing the City of Ennis to track work orders, review real-time inspection scores, and automate specialty floor care reminders. Their Quality Control Program features a strict three-step resolution cycle focusing on immediate corrective action, root-cause analysis, and long-term process control. Additionally, they mandate proactive, bilingual training in English and Spanish that specializes in OSHA hazards and chemical safety systems.

Evaluator 2: 12

Uses CleanTelligent software; time spent at each facility identified; lots of detail regarding inspections; will install a biometric timeclock onsite!; startup plan with 5 week transition detailed; ensures two weeks of stock supplies in place

Evaluator 3: 13

The company clearly understands our SOW, and their proposed approach should effectively ensure successful completion of the job.

EVALUATION TABULATION
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Citywide Cleaning Services

Evaluator 4: 12

established operations and procedures for various outcomes

Evaluator 5: 9

The proposer gave generalized information on the structure the company uses for quality assurance approaches but did not provide specific guidelines they follow that spoke specifically to the city's needs.

Evaluator 6: 13

Monthly and annual reporting will be provided. Regular meetings will be held with the city. The monthly audit report will include summary of safety incidents and a summary of daily maintenance log sheets. Annual report will summarize trends and results of monthly reporting, as well as recommendations to address, correct, or improve. Streamlined communication with clients via CleanTelligent software.

Evaluator 7: 11

Unclear as to what the response time will be for special requests, emergencies and service issues. Staffing shortage plan due to sickness, PTO, emergencies isn't clear. No amount entered for after hours emergency opening fee. Is it \$0 or is there a fee not disclosed?

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 8

Although they list many prestigious clients, this specific section of their proposal lacks direct, written reference letters, contact details for past client managers, or specific performance case studies.

Evaluator 2: 8

4 listed, but not all in Texas

Evaluator 3: 8

D&A's past performance and references demonstrate their ability to fully meet the requirements outlined in this SOW for the City.

Evaluator 4: 7

local and out of state references with a variation of work amount and type

Evaluator 5: 10

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Citywide Cleaning Services

The proposer provided adequate information in regard to past performance and references.

Evaluator 6: 9

Municipal experience with City of Duncanville. Multi-year contracts with other clients.

Evaluator 7: 7

References are not specific to Texas or Government/Municipalities. Several listed in separate document, but limited information provided on service dates, size and scope of work completed.

Proposed Cost / Overall Value | Reward Low Cost | 35 Points (35%)

Evaluator 1: 33.48 (\$2,403.38)

Weekly Cleaning Only

Evaluator 2: 33.48 (\$2,403.38)

Weekly Cleaning Only

Evaluator 3: 33.48 (\$2,403.38)

Weekly Cleaning Only

Evaluator 4: 33.48 (\$2,403.38)

Weekly Cleaning Only

Evaluator 5: 33.48 (\$2,403.38)

Weekly Cleaning Only

Evaluator 6: 33.48 (\$2,403.38)

Weekly Cleaning Only

Evaluator 7: 33.48 (\$2,403.38)

Weekly Cleaning Only

DPTV Tango LLC

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Citywide Cleaning Services

Relevant Experience & Qualifications Points Based 20 Points (20%)	
Evaluator 1: 11	Local, certified SDVOSB/WOSB but relatively young company (founded Dec 2019) lacking a robust, multi-site municipal portfolio.
Evaluator 2: 11	6 yrs out of Desoto; serve as prime-contractor; no specifics listed with experience claims; mentions "North Texas location" but no Ellis County clients listed
Evaluator 3: 17	This vendor appears to qualified for this scope of work based on prior project experiences.
Evaluator 4: 15	7 years of experience
Evaluator 5: 10	The proposer provided the company background and stated they had government facility experience but did not provide specific examples of such. The proposer did not provide specific qualifications that gave me confidence that they have adequate experience for this contract.
Evaluator 6: 5	Smaller projects/clients and lacking experience with municipalities/multi-facilities.
Evaluator 7: 3	Approx. 5 1/2 years experience. Size of facilities serviced not comparable in size to City of Ennis. Government/Municipality and Parks/Recreational Facility experience not provided or does not have relevant experience.
Staffing Plan, Supervision & Security Controls Points Based 20 Points (20%)	
Evaluator 1: 16	Solid route-based model with clear emergency contacts and background screening. Standard local-supervisor control.
Evaluator 2: 13	Written background certification upon request; local supervisor to manage techs; training doesn't mention how long/much; will have a back-up roster; experience with secure facilities not listed but says they have a policy in place

EVALUATION TABULATION
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Evaluator 3: 17

The staffing model that is presented in this proposal demonstrates clear lines of supervision and accountability.

Evaluator 4: 11

local supervision and prepared security policies, no clear numbers on staffing

Evaluator 5: 16

The proposer provided a staffing model this contract but did not provide specific numbers for how many staff they will provide to complete each task. The proposer stated they complete background and security checks on employees and have secure access and security procedures in place.

Evaluator 6: 18

Identity verification, criminal history review, and work-authorization verification. City may request written certification that background checks have been completed. Additional screening, escort, or access requirements to confidential areas will be adhered to if required by city.

Evaluator 7: 8

Proposer will contract work. DPTV Tango is locally (DeSoto) based. Security controls align with City of Ennis RFP.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 11

Accepts all frequencies and includes a clear startup plan. Quality assurance relies on a basic manual deficiency log rather than automated software.

Evaluator 2: 11

tasks per time period explained; report complaints by phone or email; periodic service reviews; startup plan does not give specific timeline; inspections and deficiency log recording

Evaluator 3: 14

The work plan is organized and easy to comprehend on the services that each employee.

Evaluator 4: 11

plan and procedures for several situations

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Citywide Cleaning Services

Evaluator 5: 12

The proposer provided a detailed work plan but did not provide a detailed work plan for special events. The proposer did provide a breakdown of each facility and their proposed work plan along with what services would be provided and when.

Evaluator 6: 7

The quality assurance information was kind of vague. I would've liked to see more detail, as well as a schedule of inspections.

Evaluator 7: 11

Proposal matches RFP for cleaning schedule. 2nd emergency contact information not provided. No amount entered for after hours emergency opening fee. Is it \$0 or is there a fee not disclosed?

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 2

No completed past performance listed; only references a single pending proposal submission to a federal agency from June 2026.

Evaluator 2: 5

4 provided with no dates of service

Evaluator 3: 8

This vendor proposal provides references that support their ability to perform this scope of work.

Evaluator 4: 4

did not include date of service on any reference.

Evaluator 5: 8

The proposer provided several listed references but did not provide specific details on past performance or contracts held.

Evaluator 6: 3

Lacking municipal experience. I'm not seeing the date of work/services on the references.

Evaluator 7: 3

Only 3 references provided with very little information about each. Unknown length of contract with each. Does not have municipality/government or parks/recreation experience provided.

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Citywide Cleaning Services

Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	
Weekly Cleaning Only	Evaluator 1: 10.41 (\$7,730)
Weekly Cleaning Only	Evaluator 2: 10.41 (\$7,730)
Weekly Cleaning Only	Evaluator 3: 10.41 (\$7,730)
Weekly Cleaning Only	Evaluator 4: 10.41 (\$7,730)
Weekly Cleaning Only	Evaluator 5: 10.41 (\$7,730)
Weekly Cleaning Only	Evaluator 6: 10.41 (\$7,730)
Weekly Cleaning Only	Evaluator 7: 10.41 (\$7,730)

EcoBrite Services, LLC	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
Established industry tenure (since 1989) with a large workforce (~237 employees) and proven multi-site public-sector capacity. However, they are headquartered out-of-state (Utah).	Evaluator 1: 19
	Evaluator 2: 10

EVALUATION TABULATION
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Citywide Cleaning Services

36 years; based out of Utah with contact info in WA; 237 employees; experience with multi-site and government; no North Texas experience mentioned

Evaluator 3: 18

Ecobrite demonstrates relevant experience and qualifications, and their past performance shows capability to successfully deliver the requested services.

Evaluator 4: 16

Has been around for over 30+ years with over 200 employees with experience in government contracts

Evaluator 5: 15

The proposer provided relevant references demonstrating experience with janitorial services for like municipalities, however, did not provide length of those contracts or how long they have been active. The proposer spoke of relevant training for staff and employees but did not provide any examples on how staff are trained (i.e. specific programs, certifications, on-site, etc.) The proposer operates in several states and lists having 237 employees, which would allow to adequately staff for the contract for the city.

Evaluator 6: 20

Providing services since 1989. 237 employees. Experience with administrative buildings, public offices, libraries, parks & rec facilities, public safety buildings, high-traffic public spaces.

Evaluator 7: 14

Approx 37 years in business. Information not provided specifically on facility types. Proposal suggests they have experience in all.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 18

Robust contingency staffing model, structured onboarding, clear chain of communication, and specific protocols for 24/7 security-sensitive areas.

Evaluator 2: 11

Staffing model not outlined - staffing levels to be assigned; criminal background checks and Identity verification performed; training only mentioned; uses contingency staffing for absence coverage

Evaluator 3: 18

EVALUATION TABULATION
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Citywide Cleaning Services

This proposal presents an appropriate staffing plan that sufficiently aligns with the requirements outlined in our SOW.

Evaluator 4: 16

designated persons for each role with many employees to fill in.

Evaluator 5: 15

The proposer outlines Supervision for the contract and advises they would work one on one with the city to create a staffing plan that meets the needs and requests of the city. The proposer did not give any examples or suggestions on how they would directly staff this contract or meet each facilities needs.

Evaluator 6: 15

Staffing levels assigned based on facility size and scope. Employees will be trained in confidentiality. Ensures company will comply with all City requirements: criminal background checks, identity verification, restricted area protocols, escort requirements, access controls, etc.

Evaluator 7: 14

Proposal indicates 237 employees headquartered in Utah. Information for current staff in Texas has not been made available. It is not specified on the proposal what the plan is to hire for City of Ennis specifically. Security control matches RFP

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 15

Comprehensive, systematic coverage that fully aligns with the RFP. Thorough transition walkthrough and clear corrective escalation paths.

Evaluator 2: 7

Methodology only stated they would service according to City's required frequency and tasks; no timeline for the startup is communicated; "routine inspections"; to maintain adequate stock levels to prevent outages

Evaluator 3: 13

This company demonstrates a clear and logical understanding of the City's SOW and its expectations, which supports their ability to successfully fulfill the required work.

Evaluator 4: 12

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

plan includes breakdown of different circumstances and locations

Evaluator 5: 10

The proposer also provided a vague work plan and scope response to meet the city's needs. The proposer seems to be willing to construct a work plan that best works for each facility, however, did not provide any examples or ideas in their proposal on what their work plan may look like.

Evaluator 6: 7

Vague work plan and quality assurance approach.

Evaluator 7: 11

No additional after hours emergency opening fee per evaluation information. Proposal indicates that immediate corrective action will take place and priority will be given. Schedule breakdown not provided. Proposal suggests they will follow schedule provided on RFP

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 10

Multiple direct, highly relevant government and municipal references with comparable scopes, square footages, and contract complexities.

Evaluator 2: 8

4 provided including government entities in KY, CA, and CO

Evaluator 3: 9

Ecobrite has a provided comparable services for municipal clients that fit our SOW.

Evaluator 4: 8

references from different states including government contracts

Evaluator 5: 8

The proposer provided 4 adequate references for their work and contracts, however, did not put the years or length of time they provided services to these references.

Evaluator 6: 6

Municipal experience. Service dates of references only date back to 2024.

EVALUATION TABULATION
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Citywide Cleaning Services

Evaluator 7: 6	
All references are located in other states with the longest contract being 3 years. References indicate experience in municipality in other states, but not in Texas. Parks/Recreation experience not provided.	
Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	
Evaluator 1: 27.34 (\$2,942.77)	
Weekly Cleaning Only	
Evaluator 2: 27.34 (\$2,942.77)	
Weekly Cleaning Only	
Evaluator 3: 27.34 (\$2,942.77)	
Weekly Cleaning Only	
Evaluator 4: 27.34 (\$2,942.77)	
Weekly Cleaning Only	
Evaluator 5: 27.34 (\$2,942.77)	
Weekly Cleaning Only	
Evaluator 6: 27.34 (\$2,942.77)	
Weekly Cleaning Only	
Evaluator 7: 27.34 (\$2,942.77)	
Weekly Cleaning Only	

Global Building Maintenance, Inc.	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
Evaluator 1: 17	

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Strong 16-year operational history based in Dallas, TX. Excellent local municipal experience (Celina, Cleburne, Duncanville) and certifications.

Evaluator 2: 14

16 yrs; Dallas-based with almost 100 employees; experience with government and multi-site; Insured; DFW service area but no Ellis County clients mentioned

Evaluator 3: 19

GBM's proposal demonstrates that they possess the relevant experience and qualifications working with municipalities whose needs closely align with our scope of work.

Evaluator 4: 17

Experience of nearly two decades & based in the DFW area

Evaluator 5: 10

The proposer provided a history of the company but did not provide details regarding what qualifies the company to be suitable for this contract. The proposer listed several municipal clients but did not describe what services they have or are currently providing to those clients. There is no detail or description of what the proposer believes qualifies them for this contract.

Evaluator 6: 18

In business for about 16 yrs. About 100 employees. Several years experience working for municipalities.

Evaluator 7: 18

Approx 16 years in business. Experience with similar City Wide contracts with Government/Municipalities as City of Ennis.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 19

Exceptional bilingual local leadership with highly structured security protocols, 3rd-party social security verification, and a proactive backup staffing strategy.

Evaluator 2: 8

Info on 2 managers and a supervisor listed; mentions team cleaning but description is confusing; has 2 backup people in the office for absences; training for new hires and supervisors mentioned; no experience mentioned cleaning secure facilities

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 3: 18

Their proposal outlines a sufficient staffing plan that goes over their security measures and supervision that meet the needs of our SOW.

Evaluator 4: 16

Backup staff, cross training, screened.

Evaluator 5: 10

The proposer talks in detail their personnel selection process and replacement procedures but does not outline or list any suggestions on how they would meet the needs of the city in regard to staffing. The proposer does not mention event staffing procedures or plans that would qualify them for this contract. The proposer does list adequate security measures and controls that would adequately meet the needs of the city in sensitive or restricted areas.

Evaluator 6: 15

Provided detailed breakdown of personnel selection, training, and a plan to keep keys/access cards secure.

Evaluator 7: 18

Proposal indicates almost 100 employees in DFW area. Company is based out of Dallas. Follows RFP for background checks, identity verification, legal authorization.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 14

Thorough, data-driven "Family of Monitors" QA plan, clear facility hour breakdown, and detailed transition timelines. Highly equipped for Ennis's 73,155 sq. ft. footprint.

Evaluator 2: 7

Table with facilities and times provided; startup plan is within 4 weeks; claims low volume of complaints vs industry standard; replenishment procedures not discussed

Evaluator 3: 13

This proposal gives a detailed cleaning schedule that would work well with our SOW. GBM has also implemented a system called "Family of Monitors" to document and evaluate their performance. This helps them consistently maintain their Quality Assurance standards.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 4: 13

Family of Monitors & maintenance system

Evaluator 5: 7

The proposer does not provide a detailed work plan that would meets the city's needs in this proposal. There is no mention of specific plans of meeting the cities needs for special events or extra services such as power washing or window cleaning. The proposer did list how they approach the quality of their work.

Evaluator 6: 10

Provided a clear, detailed work plan. Quality control audits on a regular basis.

Evaluator 7: 11

Does not specify time frame for emergency response. Does not list a fee on evaluation for after hour emergency opening fee. Is it free/included or not disclosed? All cleaning services appear to be scheduled for night time and includes cleaning on Sundays. Is Sunday cleaning an option for City of Ennis?

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 8

High regional relevance with nearby cities, but lacks detailed case-by-case contact reference lists, square footages, or contract values.

Evaluator 2: 9

4 provided with 3 municipalities having city-wide services

Evaluator 3: 9

Their past performance reflects a reliable company that understands the operational needs of local government contracts.

Evaluator 4: 8

All references are government entities with multiple being city-wide.

Evaluator 5: 5

The proposer did not provide past performance reviews or information in regard to past contract performances. The proposer did provide a number of references as requested.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 6: 10

Texas cities, similar to Ennis' needs. Decent lengths of time providing services to these cities (Duncanville for 6 years).

Evaluator 7: 8

City-Wide Government/Municipality contracts in DFW area. Of the ones provided, all have 2-6 years.

Proposed Cost / Overall Value | Reward Low Cost | 35 Points (35%)

Evaluator 1: 34.91 (\$2,305)

Weekly Cleaning Only

Evaluator 2: 34.91 (\$2,305)

Weekly Cleaning Only

Evaluator 3: 34.91 (\$2,305)

Weekly Cleaning Only

Evaluator 4: 34.91 (\$2,305)

Weekly Cleaning Only

Evaluator 5: 34.91 (\$2,305)

Weekly Cleaning Only

Evaluator 6: 34.91 (\$2,305)

Weekly Cleaning Only

Evaluator 7: 34.91 (\$2,305)

Weekly Cleaning Only

Global Solutions Worldwide

Relevant Experience & Qualifications | Points Based | 20 Points (20%)

Evaluator 1: 17

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Excellent federal/civilian experience; slightly heavy on international contracts but highly scalable.

Evaluator 2: 11

9 years headquartered in El Paso; structure not clear; service area includes out of country; nothing local noted

Evaluator 3: 19

This proposal brings extensive experience handling our scope of work. Their past projects clearly show their proven capability to successfully provide the services outlined in our requirements.

Evaluator 4: 16

breakdown of what capabilities they have according to the city's needs. decade of experience

Evaluator 5: 15

The Proposer provided a list of related experience with 5 specified experiences, but 3 of those were for the same company in different capacities and did not list how long those services were provided. The related experience did not provide any mention of event related services or specialized experiences in power washing or window cleaning. Additionally, all relevant experience listed occurred outside the U.S. and does not provide insight in the qualifications of U.S. operations or standards the company may be able to provide if awarded this contract.

Evaluator 6: 15

Business established in 2016. Several years experience providing services to US Governmental facilities.

Evaluator 7: 17

Approx. 10 years in business. Experience with Government contracts. Does not provide information for experience with Parks/Recreation.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 19

Outstanding security protocols, clear escalation, and direct building-by-building staffing layout.

Evaluator 2: 17

Criminal backgrounds checked w/written certification available; maintain cross-trained personnel; cited experience with Dept. of State; staffing "will follow city's RFP listing

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 3: 18

This proposal details a complete staffing plan with well defined responsibilities. This company also aware of how to perform the SOW for a business that handles confidential information.

Evaluator 4: 16

clear understanding of security measures that need to be in place

Evaluator 5: 15

The proposer provided detailed approaches for security controls and supervision of employees. The proposer detailed screening processes for employees and has worked with the U.S. Government buildings in another country. The proposer provided a staffing model; however, it detailed more work plan related information rather than staffing plans and it was not clear on recommendations for staffing for facilities or events. The proposer did provide supervision management information and absence coverage plans.

Evaluator 6: 15

Experience cleaning secure facilities (US Government facilities). Background checks will be conducted. "Sufficient" staffing will be provided to perform services.

Evaluator 7: 17

Proposer based out of El Paso, Texas. Proposal does not include number of employees. Follows RFP for background checks, identity verification and legal authorization to work in US

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 14

Extremely thorough, customized to Ennis facilities and local events; robust QA checklist.

Evaluator 2: 11

Resolution process outlines but supervisor inspections not specified how often; stated "facility-specific scheduling"; startup plan says to be operational by City's Notice to Proceed date, but no mention of time required on their part

Evaluator 3: 13

The work plan that they presented appears to detailed to our scope of work for our facilities.

Evaluator 4: 11

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

able to provide all services requested

Evaluator 5: 15

The proposer provided a detailed work plan for each building as requested in the contract as well as inspection and quality assurance processes. The proposer did provide an event support plan under this section, stating it would work the city to address specific needs. The proposer did not provide detailed information for additional services such as window cleaning and power washing.

Evaluator 6: 12

Provided a clear process for quality assurance including: task checklist completion, supervisor inspection, deficiency logging, corrective action, closeout confirmation, and trend review. Provided a complaint review process.

Evaluator 7: 12

Does not specify a time frame for emergency response. \$0 additional charge for after hours emergency opening fee. Proposal for cleaning schedule follows RFP

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 8

Strong, verifiable references, though mostly federal/corporate rather than local municipal.

Evaluator 2: 8

5 references provided, but only 1 in Texas

Evaluator 3: 9

Global Solutions Worldwide past performances and references show their ability to fulfill the SOW for our city.

Evaluator 4: 9

two different contracts with the same entity based on scope of work- showing customer satisfaction

Evaluator 5: 4

The proposer provided 5 references in the proposer, however, 3 of those references were from the same company providing different services. Additionally, one of the references is less than 6 months old and does not provide insight into past performance and should not be considered as a valuable reference at this time.

Evaluator 6: 8

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Several years experience providing services to US Governmental facilities.

Evaluator 7: 8

El Paso based company. Contracts 3-6 years based off referral/contacts provided.

Proposed Cost / Overall Value | Reward Low Cost | 35 Points (35%)

Evaluator 1: 17.73 (\$4,539)

Weekly Cleaning Only

Evaluator 2: 17.73 (\$4,539)

Weekly Cleaning Only

Evaluator 3: 17.73 (\$4,539)

Weekly Cleaning Only

Evaluator 4: 17.73 (\$4,539)

Weekly Cleaning Only

Evaluator 5: 17.73 (\$4,539)

Weekly Cleaning Only

Evaluator 6: 17.73 (\$4,539)

Weekly Cleaning Only

Evaluator 7: 17.73 (\$4,539)

Weekly Cleaning Only

Green Clean Dallas LLC

Relevant Experience & Qualifications | Points Based | 20 Points (20%)

Evaluator 1: 14

Solid regional commercial experience, but a young company (3 years) lacking direct municipal past performance.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 2: 14

3 years; based in Dallas; the COO is Ennis resident; 17 employees with 11 contracts; has affiliate recycling company; multi-site experience; fully insured; North Texas service area but nothing listed in Ellis County

Evaluator 3: 18

Although had adequate experience I do not see where they had experience with government/municipal facilities.

Evaluator 4: 16

currently has almost a dozen contracts and has worked with multiple cities.

Evaluator 5: 10

The proposer appears to have valuable credentials to provide janitorial services to the city, however, does not appear to have any municipal contract experience. Additionally, there was no mention of experience or knowledge with multi-facility contracts.

Evaluator 6: 5

3 years in business, pretty new. 11 active contracts. 17 employees.

Evaluator 7: 7

3 years in business. Lacks government/municipality experience as well as Parks/Recreation. Has experience with events.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 17

Excellent route-based, building-specific plan. Highly detailed security and supervisor-led controls.

Evaluator 2: 11

Route-based model with FT managers and PT techs; facility/time assignments listed with number of crew; criminal background, employee verification, and reference checks; priority on hiring residents from community served; training schedule unclear; cross-trained float technicians ; no experience listed for secure facilities but has a security plan

Evaluator 3: 19

Provided detailed staffing plan and weekly Inspection by the site supervisor.

Evaluator 4: 16

Cross training, background checks, GPS monitoring are positives. 17 employees means longer hours required at each facility.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 5: 15

The proposer provided a good staffing plan for this contract should they be awarded. The proposer listed estimated times for each facility based on the staffing plan, which appeared to be rather quick given the work needed and the size of each facility.

Evaluator 6: 15

Criminal backgrounds. Awareness of heightened standard of security, discretion, and accountability.

Evaluator 7: 11

17 active employees. Dallas based company. Follows RFP for hiring standards.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 14

Outstanding. Clear zone-cleaning SOPs, technology-backed QA (QR codes), and a thorough transition plan.

Evaluator 2: 10

Methodology listed with building frequency chart; digital inspection reports; complaint acknowledged same day and corrected within 24hrs; startup plan has mobilization within 30 days with planned additional steps out to 60 and 90 days; color-coded microfiber cloths to prevent contamination; product replacement mentioned

Evaluator 3: 14

In their scope of work they have provided services that are need for our facilities.

Evaluator 4: 12

multiple forms to check quality and provides work plans for various events

Evaluator 5: 7

The proposer provided a route based work plan that would meet the needs of the contract should be awarded. However, the proposer provided no work plan for special events as requested by the city. The only mention of special event coverage states that event support is available through a separate agreement with their other company, Green Cart. Additionally, the proposer only listed a security-cleared tech for the public safety facility and did not list specific security measures for City Hall, that consists of commissioner chambers, mayor and city manager offices and sensitive court information.

Evaluator 6: 12

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Provided a breakdown of the inspection cycle. Daily (crew self-inspection), weekly (supervisor), monthly (management), quarterly (performance review - Exec Leadership). Provided a detailed schedule of cleaning at each facility. Quality audits in place. Digital inspections reports and corrective-action tracking.

Evaluator 7: 9

Emergency Response Time schedule included in proposal. Double hourly rate + \$50 flat fee for after hours emergency opening fee - Unsure what hourly rate is based on.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 7

Strong commercial references, but lacks municipal reference peers of equivalent public-safety scale.

Evaluator 2: 9

4 provided in Dallas area with mulit-sites

Evaluator 3: 3

Only 2 of the references fall into the scope of work we are looking for

Evaluator 4: 8

Has references for multiple types of services.

Evaluator 5: 5

The proposer provided an adequate number of references. However, the proposer's references 2 years old or newer and did not include any municipal entities. The proposer did not provide any past performance information.

Evaluator 6: 3

No municipal references. Contract length 2-3 years.

Evaluator 7: 5

Contracts 2-3 years. Lacks experience with government/municipality and parks/recreation.

Proposed Cost / Overall Value | Reward Low Cost | 35 Points (35%)

Evaluator 1: 19.51 (\$4,125)

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Weekly Cleaning Only

Evaluator 2: 19.51 (\$4,125)

Weekly Cleaning Only

Evaluator 3: 19.51 (\$4,125)

Weekly Cleaning Only

Evaluator 4: 19.51 (\$4,125)

Weekly Cleaning Only

Evaluator 5: 19.51 (\$4,125)

Weekly Cleaning Only

Evaluator 6: 19.51 (\$4,125)

Weekly Cleaning Only

Evaluator 7: 19.51 (\$4,125)

Weekly Cleaning Only

Her People Co

Relevant Experience & Qualifications | Points Based | 20 Points (20%)

Evaluator 1: 13

Clean prime/sub structure, but the prime contractor is very young (under 1 year old) with limited independent experience.

Evaluator 2: 2

Established in October 2025 with 3 employees; they're a prime contractor with subcontractor named Lonestar Custodial services lined up; no certifications listed; HQ in North Richland Hills ; no service area mentioned; no experience with gov. or multi-site listed for Prime Contractor

Evaluator 3: 15

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

The experience of the subcontractor does not state that they have any experience with government/municipal facilities or multi site facilities.

Evaluator 4: 9

appears to have a big gap in services & has not had a government contract. subcontracting.

Evaluator 5: 5

The proposer did not provide any relevant experience that would indicate they can meet the demands of this contract. The proposer indicated that if they were awarded the contract, they would sub-contract out this work. The proposer approximated the years of experience for the sub-contract company and shows the proposing company to be less than a year old. Additionally, none of the experience listed for the proposing company indicated they had completed any municipal contract work or multi-facility work to the scale needed by the city. I do not believe this proposer has any suitable experience or qualifications to meet the needs of this contract and by sub-contracting the work out, did not provide adequate qualifying information for the sub-contractor, which leaves the city at substantial risk.

Evaluator 6: 3

Established in 2025, very new. *But past references date back to 2007.

Evaluator 7: 4

Business started in October 2025. Does not provide experience with Government/Municipalities, Parks/Recreation or events. Only 1 reference is during established business date. All other Listed references don't match time in business.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 18

Excellent staffing plan featuring a day porter, distinct crew lead, and strict 2-person security protocol for the Public Safety Center.

Evaluator 2: 14

5 evening cleaners + day porter + supervisor with Public Safety always having 2 cleaners; perform criminal background checks and pre-employment drug testing; training includes shadowing an experience cleaner at each facility;a trained backup is listed as on call; says subcontractor has experience in "access-controlled environments"

Evaluator 3: 18

They provided a detailed staffing plan with with back up coverage.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 4: 16

pool for subs and understanding of higher security entities protocol for certain buildings

Evaluator 5: 10

The proposer provided an adequate staffing plan for the facilities listed in the contract, however, did not provide any staffing plan or procedures for event related needs as requested by the city. The proposer stated that there would be a dedicated account supervisor as the cities point of contact, however, with the work be sub-contracted out, there would no way for the city to have direct contact with those actually providing the work should a need arise.

Evaluator 6: 16

Provided a good, detailed plan for crew composition. I feel like the crew plan is adequate. Criminal backgrounds, drug testing, and enhanced screenings if required by city.

Evaluator 7: 8

Proposer will subcontract work to LoneStar Custodial Services. Information for process of verifying identity and legal authorization to work in US not provided.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 14

Impeccable facility-by-facility schedule, robust 2-layer QA, and clear emergency/event protocols.

Evaluator 2: 11

Methodology explained; supervisor conducts weekly walkthrough at some facilities; complaint resolution process outlined; monthly quality summary sent to the city; timeline not outlined in startup plan

Evaluator 3: 14

They will have a weekly on site Quality Assurance walkthrough from a "HPC account supervisor" . They also will provide all equipment and supplies.

Evaluator 4: 11

able to do all services required plus events

Evaluator 5: 10

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

The proposer provided a detailed facility work plan and cleaning methodology and provided detailed inspection and quality assurance controls. However, as mentioned in previous score sections, due to the work be sub-contracted it is difficult to tell by the proposal, who ultimately be completing the inspections and checks.

Evaluator 6: 12

Detailed work plan provided. Looks adequate. Will provide deep cleaning upon request. Available for special event support. Provided a clear complaint resolution plan, with quick response times.

Evaluator 7: 9

Discrepancy in provided cleaning schedule vs city provided RFP. After hours emergency opening fee \$37.01 per hour

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 6

Strong subcontractor references in high-standard healthcare facilities, but lacks direct past performance from the prime.

Evaluator 2: 5

4 provided but three were from 2007-2010

Evaluator 3: 1

References dates do not match up to how long both Her People CO and the subcontractor Lone Star Cleaning have been in business.

Evaluator 4: 3

dates are different from when the company started, one active contract

Evaluator 5: 2

The proposer provided 4 references as requested, with only one of those references being recent. 3 of the references was from 16 years ago and the only other references was less than a year old. The proposer did not provide any past performance information and provided no references that would indicate past municipal contract work. Additionally, the proposer either did not provide or indicate any references that were for the sub-contractor that would be completing the work of this contract should they be awarded.

Evaluator 6: 4

3/4 references are from over 10 years ago. 1 is pretty new (2025).

Evaluator 7: 3

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Referrals do not match established company time line. Company established less than 1 year ago. Referrals appear to be outside of DFW/Texas area. Does not provide government/municipality and parks/recreation experience.

Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	
Weekly Cleaning Only	Evaluator 1: 23.24 (\$3,461.52)
Weekly Cleaning Only	Evaluator 2: 23.24 (\$3,461.52)
Weekly Cleaning Only	Evaluator 3: 23.24 (\$3,461.52)
Weekly Cleaning Only	Evaluator 4: 23.24 (\$3,461.52)
Weekly Cleaning Only	Evaluator 5: 23.24 (\$3,461.52)
Weekly Cleaning Only	Evaluator 6: 23.24 (\$3,461.52)
Weekly Cleaning Only	Evaluator 7: 23.24 (\$3,461.52)

Inversiones Los Cuatro, LLC	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
Evaluator 1: 16	
15+ years of service, manages over 250,000 sq ft of municipal, commercial, and healthcare facilities, direct familiarity with city halls, libraries, public safety facilities, and public works. weakness - based out of Florida relying on service partners to execute local operations.	

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 2: 7

15 years; Florida-based; found an org. chart on page 37 (proposal was so repetitive and outline not followed); experience with multi-site; No Texas service area mentioned in proposal, only in references

Evaluator 3: 15

This candidate experience appears to be applicable but does not align fully with the SOW. They also do have adequate qualifications and certifications to complete the scope of work.

Evaluator 4: 7

not experienced with government buildings well over 25 page limit

Evaluator 5: 10

The proposer provided information supporting their qualifications to complete the contract, if awarded, however, it was overall general in nature and the proposer did not provide detailed experience or qualification information. The proposer mentioned municipal and government experience in their opening letter, however, did not provide any relevant experience or any details at all supporting that statement.

Evaluator 6: 7

The proposal mentions municipal contract experience, but I don't see any referenced in the proposal. Established in 2010.

Evaluator 7: 7

Approx. 16 years in business. Contract work. References/Referrals all 4-7 years. All are post construction cleaning.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 18

Highly Detailed Org Chart, Robust Security Controls, & Clear Subcontracting Parameters.

Evaluator 2: 7

Mentioned an account manager, a local supervisor, and an after-hours contact; required background checks will be completed; training timeline not mentioned; "relief and backup" employees mentioned; no mention of secure facilities

Evaluator 3: 16

This company has a staffing and security plan that is capable to complete the SOW for our city.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 4: 16

roles have been set with a clear chain of communication

Evaluator 5: 10

The proposer provides staffing strategy guidance but puts a detailed staffing plan responsibility back on the city. The proposer did not provide a proposed detailed plan and only provided generalized details on what they provide in regard to staffing. The proposer stated they provide security focused operations but did not provide any detailed plan of security for key and access controls and detailed procedures if security measures are breached. The proposers overall approach appears to be they will follow the security procedures established by the client as listed on page 9 of the proposal.

Evaluator 6: 15

Provided a detailed organizational structure. Background checks and various training. Ensures compliance with City security requirements.

Evaluator 7: 10

Proposer will subcontract work. Number of employees not available on proposal. Specific proposed cleaning schedule not made available.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 15

The work plan is meticulously tailored to the City of Ennis. It specifically names localized annual events requiring support. They guarantee immediate emergency response, a 1-hour response for urgent requests, and a 24-hour turnaround to resolve standard issues.

Evaluator 2: 8

Methodology listed; weekly supervisory reviews; documentation of complaints and resolutions; startup plan not clear of timeline; routine inspections to ensure supplies remain fully stocked

Evaluator 3: 12

The quality assurance and work plan appear sufficient for our scope of work.

Evaluator 4: 12

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

is offering what the city asked for

Evaluator 5: 10

The proposer provided a chart depicting their standard operating procedures for this proposal but did not outline a specific work plan to meet the needs of this contract.

Evaluator 6: 12

Inspections: daily, weekly supervisory reviews, monthly management audits, inspection scoring and trending.

Evaluator 7: 9

\$0.00 additional emergency after hours opening fee. Immediate response to emergency situations. Urgent service requests within 1 hour.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 5

Missing Reference Details: While Citydesk claims extensive experience, this specific proposal segment does not list actual past client contact information, reference letters, or specific case studies of previously completed municipal contracts. Without named municipal contacts to verify their performance record, points must be heavily deducted for this section unless they are provided in an unattached appendix.

Evaluator 2: 7

4 provided, but they all appear to be post-construction cleaning

Evaluator 3: 5

The references provided reflect positive performance however they are primarily related to post-construction cleaning rather than ongoing janitorial services that fit our scope of work.

Evaluator 4: 5

Good references and job scope but none are municipal

Evaluator 5: 5

The proposer provided the requested number of references but none of the four references provided were government, judicial, or municipal based. The proposer did not provide any details on past performance within the scope needed for this contract.

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 6: 6

Long term contracts. No municipal references.

Evaluator 7: 7

Florida based company. Unknown information of Texas contracts. References not specific to Texas. All are post construction cleaning. Contracts 4-7 years.

Proposed Cost / Overall Value | Reward Low Cost | 35 Points (35%)

Evaluator 1: 11.92 (\$6,750)

Weekly Cleaning Only

Evaluator 2: 11.92 (\$6,750)

Weekly Cleaning Only

Evaluator 3: 11.92 (\$6,750)

Weekly Cleaning Only

Evaluator 4: 11.92 (\$6,750)

Weekly Cleaning Only

Evaluator 5: 11.92 (\$6,750)

Weekly Cleaning Only

Evaluator 6: 11.92 (\$6,750)

Weekly Cleaning Only

Evaluator 7: 11.92 (\$6,750)

Weekly Cleaning Only

Jonco Enterprises

Relevant Experience & Qualifications | Points Based | 20 Points (20%)

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 1: 17

Solid history of managing citywide cleaning operations, citing past and current municipal clients such as the City of Downey, Los Angeles County, and City of Inglewood.

Evaluator 2: 11

Dallas HQ; Possibly 11 years?; structure not very clear; references include municipalities and multi-site; service area says North Texas and California but no N.TX clients listed

Evaluator 3: 19

This company has relevant experience with commercial and municipal cleaning services.

Evaluator 4: 16

experience with government entities

Evaluator 5: 15

The proposer provided relevant experience and qualifications and their portfolio includes City of Inglewood and Los Angeles County. The proposer listed certifications that would qualify them for this contract and listed multiple tools they utilize to satisfy their requirements of this contract including JSuite, Safelite, and Homebase.

Evaluator 6: 15

11+ years industry experience. Municipal experience provided, as well as large distribution facility experience.

Evaluator 7: 18

11 years in business. Contracts 2 years. Experience with Government/Municipality and Parks/Recreation

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 18

Weaknesses/Concerns: Lack of Local Standby Personnel: While they have a strong five-step Absence Coverage Plan, they do not explicitly detail how many cross-trained reserve staff members are stationed locally in the immediate Ennis area to pull from on short notice.

Evaluator 2: 17

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Staffing model listed 2 FT and 1 PT custodians; dedicated Account manager + supervisor who does routine facility checks; training program outlined; cross-trained personnel and work assignments adjusted if absences; experience with government buildings and secure facilities

Evaluator 3: 18

staffing responsibilities are well defined. They have regular site inspections and a dedicated account manager to serve as the point of contact for our city.

Evaluator 4: 16

clear on higher security buildings and staffing plan

Evaluator 5: 15

The proposer provided detailed and comprehensive information regarding staffing hiring, training, retention and supervision. The proposer detailed security controls and measure that would keep the best interest of the city's sensitive information in mind. The proposer did not provide specific staffing numbers recommended for each facility or work route. The proposer did not provide any specific details in their proposal in regard to staffing plans or procedures for special events as requested by the city.

Evaluator 6: 12

Two full-time custodians + one part-time. Supervisor/account manager structure. Acct Mgr will conduct performance reviews with City representatives. Absence coverage plan provided. Background checks and screening - identity verification, criminal history review, verification of authorization to work in the US.

Evaluator 7: 16

Total number of employees unknown. Proposal lists 2 full time and 1 part time employee for City of Ennis, if awarded. Security controls follow RFP.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 14

Ennis-Specific Labor Schedules: The work plan features an impressively detailed scheduling breakdown customized directly for the City of Ennis. It outlines exact evening hours and assigned personnel routes (FT A, FT B, PT C) for Ennis City Hall, the Library, the Public Safety facility, the Welcome Center, Public Works, and even the Railroad Museum (specifically noting its Wednesday-only schedule). Tech-Driven QA Framework: Jonco utilizes a robust digital stack to verify quality—namely JSuite for real-time inspections, KPI tracking,

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and work orders, Homebase for scheduling, and SafeSite for safety reporting. Response Commitments: Standard complaints are acknowledged within 1 hour and corrected within 24 hours, with a 24/7 emergency dispatch line. Structured 30-Day Transition: The timeline is broken down logically across Phase 1 (Pre-service mobilization), Phase 2 (Staffing & deployment), and Phase 3 (Dry-runs & service launch).

Evaluator 2: 13

Charts explaining methodology included with facility timelines; supervisor inspections conducted regularly; complaint resolution to acknowledge within 1 hr - all documented in software; communication flow outlined with chart; startup plan launches within 30 days; consistent supply replenishment with software recording

Evaluator 3: 15

This proposal provides a well detailed plan with quality control processes that promote accountability and consistency .

Evaluator 4: 12

clear plan for work, training, and quality check

Evaluator 5: 10

The proposer provided detailed work plans and quality assurance controls to meet the needs of the city as requested. The work plans and quality assurance approaches appear detailed and well thought out. The proposer did not provide detailed or specific information on specialized services requested such as window cleaning, power washing or floor services.

Evaluator 6: 10

Supervisors to conduct routine inspections. Inspection results and corrective actions documented through JSuite. Provided a thorough work plan to include daily, weekly, and monthly cleaning.

Evaluator 7: 12

\$0.00 additional emergency after hours opening fee. Immediate response to emergency situations. 24/7 emergency contact. Does not specify amount of time for emergency response time.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 5

Weaknesses/Concerns: Zero Reference Contact Details Provided: Despite listing past client names in the profile narrative, the proposal completely lacks a dedicated References section. It fails to provide phone numbers, emails, contract values, or letters of reference for

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any of their past municipal projects. The evaluation committee cannot perform independent past-performance verifications using only the submitted text.

Evaluator 2: 7

4 provide with 1 in Texas and three in California

Evaluator 3: 7

The references indicate relevant past performances contracts. Although they were out of Texas they demonstrate similar scope of work.

Evaluator 4: 8

has government references/ contracts

Evaluator 5: 8

The proposer provided an adequate and relevant reference list with details regarding services rendered and performance.

Evaluator 6: 6

References include municipalities and date back two years.

Evaluator 7: 7

Longest contract 2 years. Contracts in Texas and California. Government/Municipality and Parks Recreation contracts all in California.

Proposed Cost / Overall Value | Reward Low Cost | 35 Points (35%)

Evaluator 1: 35 (\$2,298.84)

Weekly Cleaning Only

Evaluator 2: 35 (\$2,298.84)

Weekly Cleaning Only

Evaluator 3: 35 (\$2,298.84)

Weekly Cleaning Only

Evaluator 4: 35 (\$2,298.84)

Weekly Cleaning Only

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Weekly Cleaning Only	Evaluator 5: 35 (\$2,298.84)
Weekly Cleaning Only	Evaluator 6: 35 (\$2,298.84)
Weekly Cleaning Only	Evaluator 7: 35 (\$2,298.84)

Marsden South LLC	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
	Evaluator 1: 19
70 yrs of experience, They service over 700 million square feet daily with over 10,000 employees nationally, They are founding members of the Cleaning Coalition of America (CCA) and maintain heavy involvement with relevant associations like BSCAI, ISSA, and BOMA.	
	Evaluator 2: 17
Parent company est. in 1952; have 150 FT associates within 25 minutes of us; government and multi-site contracts mentioned but no explanation; industry affiliations listed and CIMS-GB certified	
	Evaluator 3: 19
This vendor has several decades of qualifications and experiences that indicates that they capable of successfully completing the required services.	
	Evaluator 4: 16
huge company that has worked all over the U.S. over the past 7 decades	
	Evaluator 5: 20
The proposer provided detailed list of qualifications and experiences that would satisfy the needs of the city. The proposer has national oversight and local presence and appears to be well qualified to meet the needs of the city.	
	Evaluator 6: 20

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Bethany Prewitt: 20 In business since 1952. Municipal experience provided in references.

Evaluator 7: 18

Business established in 1952; Commercial Cleaning Company established in 2020 - 6 years commercial cleaning industry. Government/Municipality and Parks/Recreation experience.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 18

Specific Local Labor Pool: They explicitly note having 150 full-time associates within 25 minutes of Ennis facilities and over 500 across the DFW metroplex, ensuring quick backfills. Detailed Staffing & Hours Allocation: The proposal features a highly precise breakdown of hours per facility (e.g., City Hall at 2.25 hours/night, Public Safety Center at 6 hours/night) totaling 77.5 dedicated hours per week. Clear Org Chart: A transparent reporting structure defines exactly who handles operations (Bifredo Barrios), safety oversight (Omayra Felix), and on-site execution. Vetted Hiring Practices: Step-by-step documentation covers legal status verification, background screening, and onboarding.

Evaluator 2: 17

Chart shows hours per facility; drug/alcohol/driving background checks available upon request; site-specific training programs receive classroom & procedural training using their own TECH method; mobile technology to GPS track employees and contact available replacements; 2 cities listed for secure facilities experience

Evaluator 3: 17

The staffing plan in this proposal appears to perform the required services. They present a clear cleaning schedule for each of our locations. They also present adequate security protocol for their employees.

Evaluator 4: 16

significant amount of employees, solid plans due to experience

Evaluator 5: 10

The proposer provided a staffing plan that included 2 nightly custodians and 1 on site supervisor at 5 hours each per night. However, the proposer provided an estimated list of how many hours each facility would need each night, which totaled approximately 23. The proposer was not clear how these numbers were accounted for or how it would adequately clean each facility with 2 custodians for

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the contract. The proposer did not provide any detailed security controls or approaches it implements for sensitive or restricted areas. The Proposer did not provide any information at all for specialized cleaning services or special events as requested by the city.

Evaluator 6: 18

150 full time associates within 25 minutes of Ennis. Plan includes 8 positions. Provided a clear breakdown of employees per city facility, hours, and production rate.

Evaluator 7: 17

2 Cleaning Techs for City of Ennis, if awarded. 2 additional managers/supervisors onsite when needed. 4 additional operational support. 150 full time employees available within 25 miles of Ennis and 500 in DFW Metroplex.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 15

Proprietary TECH System: Their "Teach Easy Cleaning Habits" (TECH) framework outlines highly disciplined, timed route cards ensuring uniform execution across cleaning techs. Robust 3-Tier Inspection Hierarchy: Features Daily Informal Inspections (Tier 1), Monthly Formal Inspections (Tier 2), and Quarterly Operations Manager audits (Tier 3). Advanced Technology Integration: Excellent implementation of the WinTeam eHub cloud platform for real-time mobile GPS employee tracking, digital deficiency reporting with photo uploads, and a 24/7/365 customer care center. Highly Detailed Transition Plan: The proposal provides a thorough, phased countdown checklist (from 4 weeks out to post-launch) covering HR, Safety, Supplies, and Admin.

Evaluator 2: 12.5

Chart breaks down hours per facility; uses mobile quality assurance tools; startup checklist provided; cloud-based project management tool to communicate with clients, validate correction, and get feedback

Evaluator 3: 14

The 3 tier quality assurance process is within our SOW requirements . This allows for daily, monthly, and quarterly inspections that will provide reliable results.

Evaluator 4: 11

consistent plans through all projects

Evaluator 5: 10

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The proposer provided detailed information on their quality assurance that would satisfy the needs and expectations of the city. However, the proposer did not provide a detailed work plan that provided a clear picture on how they would complete their requirements each day.

Evaluator 6: 12

Quality control inspections and reports. Utilize web-based and mobile quality assurance tools. Provides site-specific checklists and inspection forms. Daily informal inspections, monthly formal inspections, and quarterly inspections.

Evaluator 7: 11

Does not specify time frame for emergency response. Does not list a fee on evaluation for after hour emergency opening fee. Is it free/included or not disclosed?

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 4

The provided proposal pages do not list distinct client names, point-of-contact details, phone numbers, or case studies demonstrating past successes with similar municipalities.

Evaluator 2: 9

4 provided, including 2 cities & airport HQ which is 24hr/365day

Evaluator 3: 9

Marden South references and past performances support their qualifications to meet our scope of work.

Evaluator 4: 8

has experience with cities including a city close by

Evaluator 5: 10

The company provided sufficient reference information and performance and company history that appear satisfactory in nature.

Evaluator 6: 8

Two municipal references. References date back 6 years.

Evaluator 7: 9

Contracts 1-6 years. References all Texas based. Provides Government/Municipality and Parks/Recreation experience

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Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	
Weekly Cleaning Only	Evaluator 1: 30.69 (\$2,622.10)
Weekly Cleaning Only	Evaluator 2: 30.69 (\$2,622.10)
Weekly Cleaning Only	Evaluator 3: 30.69 (\$2,622.10)
Weekly Cleaning Only	Evaluator 4: 30.69 (\$2,622.10)
Weekly Cleaning Only	Evaluator 5: 30.69 (\$2,622.10)
Weekly Cleaning Only	Evaluator 6: 30.69 (\$2,622.10)
Weekly Cleaning Only	Evaluator 7: 30.69 (\$2,622.10)

Members Building Maintenance LLC	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
Strong Longevity, Massive Operational Footprint, Extensive Local Municipal Experience, Highly Certified Staff, however the text accidentally references being "well-equipped to provide the necessary bonding and insurance required for the City of Waco custodial contract," indicating a minor template oversight in a proposal meant for the City of Ennis.	Evaluator 1: 18
	Evaluator 2: 18

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Est. in 1982 with over 500 employees; roles discussed; several cities as clients with multiple locations; 2 certifications provided; service area throughout Dallas and also City of Burleson and Navarro College

Evaluator 3: 19

Has relevant experience with government/municipal facilities for several years.

Evaluator 4: 17

founded over 4 decades ago, has had many government contracts in that time

Evaluator 5: 15

The proposer provided detailed municipal and multi-facility contract experience in their proposal, however, did not provide how length of those contracts or how long those contracts were held that would provide insight into their work. The proposer provides significant years of service as a main qualification for being awarded this contract. The proposer provided 2 certifications (OSHA and Fundamental online training) as additional notes for qualifications. The proposer outlined in detail their hiring and training processes.

Evaluator 6: 20

Over 40 years of experience. Several municipal clients, various Texas cities/counties/ISDs.

Evaluator 7: 17

Established in 1982 - 44 years in business. Government/Municipality experience and experience with event cents. Parks/Recreation is unclear.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 19

Tailored Ennis Structure, Optimized Work Schedules, Professional Appearance.

Evaluator 2: 16

Facilities were shown with two different cleaners to be efficient; perform a deep dive to identify felonies and misdemeanors; job-specific training and client orientation; supervisor reviews at 30/60/90 days; experience with municipal and city-owned buildings

Evaluator 3: 18

The staffing plan appears to meet the cities operational needs to have a clean workspace and environment for the employees and citizens

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Citywide Cleaning Services

Evaluator 4: 16

set plan for staffing, supervision and security controls

Evaluator 5: 15

The proposer provided detailed security controls regarding secure area access and oversight of assigned personnel, if awarded this contract. The proposer did provide a staffing and supervision plan but it was not clear how many personnel would be responsible for fulfilling the demands of this contract. The proposer did not provide detailed staffing plans or approaches for services needed during special events as requested by the city.

Evaluator 6: 17

Included a detailed organizational chart for COE services. Allocate staff by optimizing facility routes. Provided an onboarding/offboarding plan for access-control to facilities.

Evaluator 7: 18

Unclear as to cleaning schedule and how many will be specific to City of Ennis, if awarded. Dallas based company with over 500 specialists.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 14

Structured Cleaning Schedule.

Evaluator 2: 11

Methodology provided with checklist of preparation and cleaning; unannounced inspections; phone and email access for issues; joint walkthrough monthly with city contacts; startup within 22-30 days

Evaluator 3: 13

The work plan lays out clear cleaning schedules and guidelines to address any cleaning needs for our departments.

Evaluator 4: 10

set cleaning schedule but did not expand on events

Evaluator 5: 10

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The proposer did provide a detailed work plan that included daily, weekly, monthly, and special cleaning outlines. The proposer also provided detailed restroom and replenishment structures in addition to their quality assurance approach that is logged appears sufficient. The Proposer did not provide details on work plans surrounding special events as requested by the city.

Evaluator 6: 13

Provided a clear schedule of daily, weekly, and monthly maintenance/special services. Closed loop quality assurance system utilized to minimize service gaps. Routine site inspections. Unannounced weekly inspections. Monthly walkthroughs with COE staff to ensure performance aligns with expectations.

Evaluator 7: 10

Emergency Response is 1 hour within standard business hours and 2 hours after hours and weekends. After hours opening fee not listed. 2nd Emergency Contact information not provided.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 7

Exceptional Claimed Track Record and strong client roster.

Evaluator 2: 9

4 provided including City of Burleson and City of Dallas convention center

Evaluator 3: 9

The references and previous contracts demonstrate that this company has the ability to work successfully.

Evaluator 4: 8

Has experience with offices and municipalities/ government

Evaluator 5: 8

The proposer provided an adequate number of references that included municipal and large multi-facility experience. The proposer did not provide significant past performance details and did not provide a length of time previous comparable contracts have been held.

Evaluator 6: 10

Municipal references and long term contracts.

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Evaluator 7: 9
References were all 8-13 years with the 13 years still being a customer/under contract. All provided were in Texas (DFW area) with the exception of one in Tulsa.

Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	
Weekly Cleaning Only	Evaluator 1: 32.8 (\$2,452.87)
Weekly Cleaning Only	Evaluator 2: 32.8 (\$2,452.87)
Weekly Cleaning Only	Evaluator 3: 32.8 (\$2,452.87)
Weekly Cleaning Only	Evaluator 4: 32.8 (\$2,452.87)
Weekly Cleaning Only	Evaluator 5: 32.8 (\$2,452.87)
Weekly Cleaning Only	Evaluator 6: 32.8 (\$2,452.87)
Weekly Cleaning Only	Evaluator 7: 32.8 (\$2,452.87)

Oriental Building Services, Inc.	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
Decades of Industry & Municipal Experience.	Evaluator 1: 19

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Evaluator 2: 19

33 years with 180 employees across 36 projects; org chart provided; lots of municipal experience; certifications and insurance listed; throughout North Texas but no Ellis County listed

Evaluator 3: 19

The experience and qualifications presented by OBS aligns with the scope of work that our city is looking for.

Evaluator 4: 16

over 3 decades of service and has worked with government facilities

Evaluator 5: 20

The proposer provided an extensive and detailed explanation of their relevant experience and qualifications.

Evaluator 6: 20

Over 33 years experience. Several municipal references with long-term contracts.

Evaluator 7: 18

33 years in business - North Texas. Many contracts with Government/Municipality and Parks/Recreation.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 18

Proposes a total dedicated site team of 6 part-time personnel and management (1 PM, 2 Leads, 2 Custodians, 1 Event/Backup Custodian).

Evaluator 2: 18

Total of 6 staffers for our contract; background given for our manager; fulltime English-fluent professionals augmented by large pool of PT cross-trained individuals; background check and drug testing as required by contract; employees provided 20 hours of orientation and training and then works with supervisor for 2 weeks; due to PT scheduling, has non-overtime coverage available; references listed include high security facilities and require CJIS background

Evaluator 3: 17

The staffing plan is organized and shows the training that is given to perform the SOW that has been requested.

Evaluator 4: 16

EVALUATION TABULATION
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seasoned supervisors and managers, experience cleaning high security locations

Evaluator 5: 15

The proposer provided a staffing plan, however, did not provide suggestions on how each facility would be staffed. The proposer provided significant details for supervision and oversight of employees. The proposer detailed security controls and measures for employees and secure access procedures.

Evaluator 6: 18

Full and part-time personnel. Several employees who have been with the company nearly 20 years. Operations Supervisor with over 22 years of experience in the industry. Staff seems to be highly qualified and experienced. All keys/access to be inventoried each night.

Evaluator 7: 18

Did not provide a schedule for cleaning City of Ennis, if awarded, but demonstrated understanding. 180 employees in DFW area.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 14

Outlines structured daily, weekly, and monthly task execution, complete with step-by-step cleaning methodologies.

Evaluator 2: 13

Will use CompuClean system for efficient quality control and reporting; can submit surveys or report issued anonymously; unscheduled inspections; startup plan should go live within 6 weeks; minimum of one week of supplies at each building - tracked by software; background info given for authorized rep for the City

Evaluator 3: 12

The work plan is adequate for our SOW but it does lack the schedule for each building. The quality assurance program is well defined with procedures for inspections and performance monitoring with their software CompuClean.

Evaluator 4: 12

plans are laid out and have a tech quality assurance approach

Evaluator 5: 12

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The proposer provided a very detailed work plan for daily, weekly, and monthly tasks that would sufficiently cover the needs of the city. The Proposer provided a detailed approach to their quality assurance including gap coverage, training and oversight details and procedures. The company did not provide a specific proposed work plan for each city facility that include frequencies or route plans.

Evaluator 6: 15

Approach - deliver Industry Best Standard Service level cleaning. Quality Assurance - Utilize CompuClean systems, a cloud based system/mobile app designed to identify cleaning issues via mobile inspections and eliminate paperworks. Perform inspections, track trends, enable mobile surveys, and provide reporting.15

Evaluator 7: 11

Emergency Response time line not provided. Emergency after hours opening fee \$48.00 per hour with 4 hour minimum.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 10

Provided all requested project references matching the exact RFP criteria.

Evaluator 2: 9

4 other municipalities were listed

Evaluator 3: 9

This company's references indicate a consistent history of reliable performance and quality service. Past performances demonstrate that this company has the ability to meet our contract needs.

Evaluator 4: 8

all references were city contracts that lasted several years

Evaluator 5: 10

The proposer provided a detailed reference list that included past and current contracts, as well as, past performance that indicates the proposer is highly experienced with municipal and multi-facility contracts.

Evaluator 6: 10

Very good municipal references. Multi-year contracts.

Evaluator 7: 9

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References were all 5 year contracts with 1 being on their 7th 5 year contract. All in DFW area.

Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	
Weekly Cleaning Only	Evaluator 1: 23.33 (\$3,449.02)
Weekly Cleaning Only	Evaluator 2: 23.33 (\$3,449.02)
Weekly Cleaning Only	Evaluator 3: 23.33 (\$3,449.02)
Weekly Cleaning Only	Evaluator 4: 23.33 (\$3,449.02)
Weekly Cleaning Only	Evaluator 5: 23.33 (\$3,449.02)
Weekly Cleaning Only	Evaluator 6: 23.33 (\$3,449.02)
Weekly Cleaning Only	Evaluator 7: 23.33 (\$3,449.02)

Premier Facilities Services LLC	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
Evaluator 1: 11	
Weaknesses/ Missing information: Limited Company Longevity: The business was established recently (2023), reflecting limited corporate operational history. Lack of Specific Profiles: Does not provide individual resumes, certifications, or specific qualifications for Key Personnel/Leadership.	

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Evaluator 2: 11

Founded in 2023 with 30 yrs of combined custodial experience; company structure not discussed; based out of Plano but no clients listed in Ellis County; multi-site contracts listed in references as well as a TXDOT HQ

Evaluator 3: 17

This proposal states the this company has experience in custodial solutions that meet our SOW.

Evaluator 4: 10

about 3 years of experience but has one government reference

Evaluator 5: 10

The proposer provided some details of relevant experience and qualifications, however, did not provide detailed training or other significant qualifications or certifications the company or personnel hold that would indicate they can adequately meet the needs of the city. The proposer did not provide any relevant experience in municipal government contract fulfillment.

Evaluator 6: 5

Founded in 2023. No municipal experience from what I can see.

Evaluator 7: 7

3 years in business - DFW/North Texas Area. Does not appear to have experience with government/municipality and parks/recreation facilities.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 12

Weaknesses/ Missing information: Generic Staffing Plan: Does not provide actual staffing ratios, numbers of FTEs (Full-Time Equivalents), or specific shift hours/schedules for the 10 facilities. Supervision Details Lacking: Lacks details on supervisor-to-cleaner ratios, inspection frequencies, or name/qualifications of the designated Account/Project Manager. Security Protocols Missing: Lacks explicit background check procedures (e.g., criminal background checks, drug testing, CJIS compliance for the Public Safety Center/Police areas).

Evaluator 2: 5

No mention of background check procedures or absence coverage plan; lists active supervision but training not discussed

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Evaluator 3: 16

This proposal outlines an adequate management and staffing structure capable of supporting our SOW.

Evaluator 4: 11

staff are trained and ready to accommodate

Evaluator 5: 5

The proposer provided a staffing assignment details, however, did not provide a detailed staffing plan, nor indicate how they would staff each facility or route. The proposer did not provide any detailed information on security controls or measure they take in their hiring process to ensure secure facility access. This raises significant concern on their ability to provide services to the city while maintaining the integrity of private/sensitive information. The proposer did not provide staffing plans or guidelines for special events as requested by the city.

Evaluator 6: 5

The overall staffing plan, supervision, and security controls were vague. Lacking details in all areas.

Evaluator 7: 8

Limited information provided on staff number or staff available for City of Ennis, if awarded. Does not provide a clear plan for hiring standards

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 11

Lack of Formal QA Plan: Mentions "active supervision," but lacks a formal Quality Assurance / Quality Control (QA/QC) plan, inspection checklists, modern tracking software, or resolution protocols for deficient work.

Evaluator 2: 7

Frequency of cleaning per location & routine services listed; no complaint resolution explained; startup plan not mentioned

Evaluator 3: 13

This vendors lays out a detailed work plan that supports our cleaning service needs for each building in the SOW.

Evaluator 4: 11

days are scheduled, supervisors do QA

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Evaluator 5: 7

The proposer provided a detailed work plan as requested by the city that would indicate they can meet those needs, however, they did not provide a detailed quality assurance approach that would signify that the work performed is monitored and addressed should concerns or needs arise. The proposer did not provide a detailed work plan for special events, window cleaning or power washing as requested by the city.

Evaluator 6: 5

Provided a facility service schedule that included location and cleaning frequency. Additional cleaning services may be provided for events and seasonal activities. Quality assurance approach not provided.

Evaluator 7: 9

Emergency response time not provided. After hours emergency opening fee \$150.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 0

Missing Required Information: The proposal does not include any client references, contact names, project descriptions, or past performance history for similar municipal contracts.

Evaluator 2: 9

4 provided, citing multiple locations and TXDOT HQ included

Evaluator 3: 7

This company provides references showing that they have comparable private sector experience that could work for our scope.

Evaluator 4: 6

all references are current contracts, one government

Evaluator 5: 5

The proposer provided an adequate number of references, however, did not provide any detailed past performance information.

Evaluator 6: 3

No municipal references.

Evaluator 7: 5

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Longest contract 4 years. All references were current contracts. Does not appear to have municipality/government contracts or experience with parks/recreation or events.

Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	
Weekly Cleaning Only	Evaluator 1: 28.12 (\$2,861)
Weekly Cleaning Only	Evaluator 2: 28.12 (\$2,861)
Weekly Cleaning Only	Evaluator 3: 28.12 (\$2,861)
Weekly Cleaning Only	Evaluator 4: 28.12 (\$2,861)
Weekly Cleaning Only	Evaluator 5: 28.12 (\$2,861)
Weekly Cleaning Only	Evaluator 6: 28.12 (\$2,861)
Weekly Cleaning Only	Evaluator 7: 28.12 (\$2,861)

Shining Diamond Cleaning Co	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
Limited Direct Municipal Track Record.	Evaluator 1: 14
	Evaluator 2: 6

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Years in business not listed; no government experience; only multi-site mentioned was 1 reference has 2 locations; service area mentioned is north of Ellis County

Evaluator 3: 16

Bidder shows relevant experience and qualifications for commercial cleaning services.

Evaluator 4: 9

well over page limit

Evaluator 5: 10

The proposer provided basic information regarding their relevant experience but did not provide significant experience details that boost confidence in their ability to satisfy the needs of the city. The proposer did provide a list of current and pending certifications OSHA but did not provide dates of when certifications were obtained.

Evaluator 6: 10

Cleaning services for commercial office and warehouse environments. No municipal experience that I can see based on the proposal.

Evaluator 7: 7

Proposer does not indicate number of years in business. References do not indicate experience with government/municipalities or parks/recreation.

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 18

Clear Management Structure.

Evaluator 2: 7

Background check when required by contract; new personnel complete orientation but no timeline provided; coverage "is planned" to ensure uninterrupted service, but plan is not explained; emergency response plan listed but not secure facility experience listed

Evaluator 3: 16

The staffing plan appears to have clear and straightforward guide to be sufficient to maintain

Evaluator 4: 10

organization chart and levels of training and security

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Citywide Cleaning Services

Evaluator 5: 5

The proposer provided very vague details regarding their staffing plan. The proposer stated that they provide 1 supervisor and a cleaning crew but did not suggest or provide how many crew members that would entail to complete the work. The proposer provided their entire employee handbook that suggests that security controls are in place including uniforms and key control access procedures. Additionally, the proposer stated background checks would be performed when required by the contract or facility policy.

Evaluator 6: 15

Organizational chart provided. Owner/Managing Member to oversee contract. Crew Leader supervises daily operations. Cleaning Techs required by workload. Supervisors perform routine inspections and corrective coach. Key control procedures clearly outlined.

Evaluator 7: 7

Number of staff is not provided. Hiring standards is very limited. Does not provide schedule or understanding of schedule for City of Ennis, if awarded.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 15

Thorough work structure and operational plans.

Evaluator 2: 11

Supervisors perform "routine inspections & corrective coaching"; goal is same-day acknowledgement of complaints; only lists "regular communication" with City; Detailed startup plan deploys within three weeks

Evaluator 3: 13

The bidders work plan outlines cleaning schedules and supervision that would be consistent with our needs.

Evaluator 4: 10

laid out cleaning schedule

Evaluator 5: 10

The proposer provided work plan and quality assurance approach details that included daily, weekly and monthly cleaning services. However, did stated that would be routine supervisor inspections but did not provide a suggested frequency. The proposer did

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

provide limited detailed information on how they would provide specialized services that include emergency response and special events and support, as requested by the city.

Evaluator 6: 12

Provided a schedule of daily, weekly, monthly, and quarterly cleaning. Documented inspections, corrective action procedures, supervisor oversight, customer communication, and continuous improvement practices.

Evaluator 7: 8

Emergency response time not provided. After hours emergency opening fee not provided. Is it free? Evaluation states available for emergencies 24/7. Second emergency contact information not provided.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 4

Missing direct references.

Evaluator 2: 3

2 commercial refs listed without dates of service & two professional references provided

Evaluator 3: 3

The references support the bidder's experience, although no mention of using governmental facilities.

Evaluator 4: 3

no government references and no service dates

Evaluator 5: 4

The proposer provided an adequate number of references, however, no detailed information that suggests they have past municipal or large multi-facility experience. The proposer provided no detailed information about past performance that suggests they can adequately meet the needs of the city.

Evaluator 6: 3

References are lacking. No municipal references.

Evaluator 7: 3

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Information not provided for service contract years. References provided do not include government/municipality or parks/recreation. Location nor size of references not provided.

Proposed Cost / Overall Value Reward Low Cost 35 Points (35%)	
Weekly Cleaning Only	Evaluator 1: 22.83 (\$3,525)
Weekly Cleaning Only	Evaluator 2: 22.83 (\$3,525)
Weekly Cleaning Only	Evaluator 3: 22.83 (\$3,525)
Weekly Cleaning Only	Evaluator 4: 22.83 (\$3,525)
Weekly Cleaning Only	Evaluator 5: 22.83 (\$3,525)
Weekly Cleaning Only	Evaluator 6: 22.83 (\$3,525)
Weekly Cleaning Only	Evaluator 7: 22.83 (\$3,525)

Simply Pure Cleaning LLC	
Relevant Experience & Qualifications Points Based 20 Points (20%)	
10 years of multi-site regional experience provide maximum confidence in this category.	Evaluator 1: 20
	Evaluator 2: 14

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

10 years in business with 18 employees; current janitorial provider for Ennis since 2019, but no certifications mentioned

Evaluator 3: 19

They have multiple contracts with other local government agencies since 2020.

Evaluator 4: 16

a decade of experience, current cleaner

Evaluator 5: 15

The proposer provided a detailed summary of their company information and background in the industry as well as their knowledge of the city due to them being the current contract holder. The proposer provided detailed information for relevant experience with multiple municipal contracts. The proposer provided detailed knowledge of city facilities and their needs.

Evaluator 6: 20

Strong municipal experience. 10 years of commercial janitorial experience. Current provider for COE (since 2019).

Evaluator 7: 16

10 years in business - DFW and North Texas. References all are government/municipalities. Has serviced COE since 2019. Unsure if Parks/Recreation was included in service

Staffing Plan, Supervision & Security Controls | Points Based | 20 Points (20%)

Evaluator 1: 19

Tailored Staffing Categories: Groups facilities into 4 practical operational buckets (High-Traffic Public, Operational/Low-Frequency, Event-Sensitive, and Security-Sensitive) to assign targeted labor models.

Evaluator 2: 18

Will provide employee info to Police for required background checks; staffing assignments will be route-based; mentioned twice on focusing first on higher use/satisfaction dependent facilities; has experience with Ennis' Public Safety Facility

Evaluator 3: 18

They assign staff based on actual service needs rather than treating every building as the same type of cleaning environment.

Evaluator 4: 16

already understand how to work with our facilities

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Evaluator 5: 15

The proposer provided detailed staffing, supervision and security control expectations for this contract and that they currently have in place.

Evaluator 6: 17

Provided a staffing model organized around four primary service conditions: high-traffic public-facing facilities, operational and lower-frequency facilities, event-sensitive facilities, and security-sensitive facilities. Access control treated as part of the service standard. Routine

Evaluator 7: 18

Adequate staffing indicated with supervisor dedicated to contract, if awarded. Schedule matches RFP. 18 employees.

Work Plan / Quality Assurance Approach | Points Based | 15 Points (15%)

Evaluator 1: 15

The operational plan directly addresses every nuance of the City's scope and includes clear quality inspection/issue resolution protocols.

Evaluator 2: 10.5

Had a description of building-specific issues/methods; regular inspections not specified - mentioned the City conducting inspections; startup plan entails continuity versus full reset

Evaluator 3: 15

explained the cleaning process and schedule for each location that is needed to be cleaned.

Evaluator 4: 11

supervision is on mostly to what the public can see

Evaluator 5: 12

The company provided a detailed work and quality assurance plan that would adequately meet the needs of the contract. The proposer provided detailed information on each facility and for special events and services as requested by the city.

Evaluator 6: 13

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

Provided a plan for routine cleaning, as well as daily and monthly cleaning. Proposal noted their understanding of the areas at City Hall affected by rainwater leaks (this is important). Provided a detailed breakdown of their plan, organized by each facility. Periodic deep cleaning and special services offered. Supervisor inspections will be conducted.

Evaluator 7: 12

Emergency response time not indicated; proposal indicates support for evening and weekend urgent sanitation recovery. \$0 fee for after hours emergency opening fee.

References / Past Performance | Points Based | 10 Points (10%)

Evaluator 1: 9

Proven 7-year continuous history (2019–present) servicing the City of Ennis across multiple municipal buildings and high-visibility community events.

Evaluator 2: 9

4 other municipalities listed with several years of service

Evaluator 3: 6

Did list references but no information on past performances.

Evaluator 4: 9

all references are government/ municipal and active

Evaluator 5: 8

The proposer provided an adequate reference list and performance details that suggest they can fulfill the needs of this proposal.

Evaluator 6: 10

Strong municipal experience. Contracts date back to 2020 (per list of references).

Evaluator 7: 9

All references provided have current contracts of 2-6 years and all municipality/government. Unclear about parks/recreation experience.

Proposed Cost / Overall Value | Reward Low Cost | 35 Points (35%)

EVALUATION TABULATION
RFP No. 26-111-12
Citywide Cleaning Services

	Evaluator 1: 20.34 (\$3,955)
Weekly Cleaning Only	
	Evaluator 2: 20.34 (\$3,955)
Weekly Cleaning Only	
	Evaluator 3: 20.34 (\$3,955)
Weekly Cleaning Only	
	Evaluator 4: 20.34 (\$3,955)
Weekly Cleaning Only	
	Evaluator 5: 20.34 (\$3,955)
Weekly Cleaning Only	
	Evaluator 6: 20.34 (\$3,955)
Weekly Cleaning Only	
	Evaluator 7: 20.34 (\$3,955)
Weekly Cleaning Only	



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AWARDED 26-111-12 CITYWIDE CLEANING SERVICES TO CTJ MAINTENANCE INC.; IN AN ANNUAL AMOUNT NOT TO EXCEED \$190,000; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Ennis, Texas (the “City”), solicited competitive sealed proposals for Solicitation No. 26-111-12, Citywide Cleaning Services, in accordance with applicable law and the City’s purchasing policies; and

WHEREAS, the City received a total of twenty-one (21) proposals in response to the solicitation and evaluated the responsive proposals using the evaluation criteria established in the solicitation, including price and the other factors relevant to determining best value for the City; and

WHEREAS, following evaluation of the proposals, City staff determined that the proposal submitted by CTJ Maintenance Inc. provides the best value to the City and recommends award to CTJ Maintenance Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1: Solicitation No. 26-111-12, Citywide Cleaning Services, is awarded to CTJ Maintenance Inc. in an annual amount not to exceed \$190,000, for an initial one-year term with up to four additional one-year renewal periods.

SECTION 2: The City Manager, or designee, is authorized to execute the agreement and any related documents necessary to carry out this award.

SECTION 3: This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15th day of September, 2026.

E.8.

LYNDA ISBELL, Mayor

ATTEST:

BETHANY PREWITT, City Secretary

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Approval of a Resolution of the City Commission of the City of Ennis, Texas, ratifying the purchase of real property for municipal purposes (Public Works Facility) in the amount of \$1,074,900.00 and associated closing costs of approximately \$9,111.00; ratifying City Manager's execution of purchase agreements, assignment agreements and related documents; and providing for related matters.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: Public Works

Staff Contact: Douglas Taylor, Public Works Director

BACKGROUND INFORMATION:

The City of Ennis has undertaken the acquisition of multiple parcels of land to support current and future municipal operational needs, specifically the development and expansion of City facilities and services. As authorized under the laws of the State of Texas, the City, acting through its City Manager, negotiated and executed purchase agreements, assignment agreements, and closing documents for three parcels of real property located within the James N. Duncan Survey, Abstract No. 291, Ellis County, Texas.

The City purchased one parcel of land from Ronnie Valigura, measuring approximately 2.000 acres for a total purchase price of \$285,000.00, with additional closing costs of approximately \$4,789.00. The City also purchased two parcels of land from Rassaf Hooshang and spouse, Parisa Safavi, measuring approximately 7.873 acres and 0.090 acres for \$789,900.00, with associated closing costs of approximately \$4,322.00.

These acquisitions were made to secure land needed for municipal purposes, including facility expansion, operational improvements, and long-term service enhancements. The City Commission now wishes to formally ratify the City Manager's execution of all agreements and closing documents related to these purchases.

Approval of the resolution will formally acknowledge the acquisition of approximately 2.000 acres and 7.963 acres of land—totaling a purchase amount of \$1,074,900.00 and closing costs of approximately \$9,111.00—as necessary and appropriate for municipal operations. Ratification ensures all actions taken by the City Manager are officially recognized and authorized by the City Commission.

FINANCIAL IMPACT:

Funding for the purchase real property is included in the Public Works Facility Fund (404-313-46225) with payments to be made in accordance with Exhibit A.

E.9.

POLICY IMPLICATIONS:

Approval of this item complies with the City of Ennis' policies and applicable state law.

RECOMMENDATION:

Staff recommends approval of this item.

ATTACHMENTS:

[RESOLUTION NO.-Ratifying the Purchase of Real Property for New Public Works Facility for \\$1,074,900.00 - Pdf](#)



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, RATIFYING THE PURCHASE OF REAL PROPERTY FOR MUNICIPAL PURPOSES (PUBLIC WORKS FACILITY) IN THE AMOUNT OF \$1,074,900.00 AND ASSOCIATED CLOSING COSTS OF APPROXIMATELY \$9,111.00; RATIFYING CITY MANAGER'S EXECUTION OF PURCHASE AGREEMENTS, ASSIGNMENT AGREEMENTS AND RELATED DOCUMENTS; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Ennis, Texas (the "City"), is a home-rule municipality authorized under the laws of the State of Texas to acquire real property necessary and appropriate for municipal purposes; and

WHEREAS, the City Commission has determined that the acquisition of certain real property is necessary and desirable to support the City's current and future operational needs, including the expansion and improvement of municipal facilities and services; and

WHEREAS, the City, through its City Manager, negotiated and executed a purchase agreement and assignment agreement, and purchased a property from Ronnie Valigura described as being approximately 2.000-acres, situated in the James N. Duncan Survey, Abstract No. 291, Ellis County, Texas, for \$285,000.00 and associated closing costs of approximately \$4,789.00, and recorded in a General Warranty Deed to the City of Ennis, Texas, Document Number 202630890, Official Public Records of Ellis County, Texas; and

WHEREAS, the City, through its City Manager, negotiated and executed a purchase agreement and assignment agreement, and purchased properties from Rassaf Hooshang and spouse, Parisa Safavi, described as being approximately 7.873-acres and 0.090-acre, both situated in the James N. Duncan Survey, Abstract No. 291, Ellis County, Texas for \$789,900.00 and associated closing costs of approximately \$4,322.00, and recorded in General Warranty Deeds to the City of Ennis, Texas, Document Numbers 202630867 and 202630868, Official Public Records of Ellis County, Texas; and

WHEREAS, the Commission wishes to ratify the City Manager's execution of the purchase agreement, assignment agreement, and closing documents associated with the purchase and ratifies the purchase of approximately 2.000-acres, situated in the James N. Duncan Survey, Abstract No. 291, Ellis County, Texas, for \$285,000.00 and associated closing costs of approximately \$4,789.00 and recorded in a General Warranty Deed to the City of Ennis, Texas, Document Number 202630890, Official Public Records of Ellis County, Texas; and

WHEREAS, the Commission wishes to ratify the City Manager's execution of the purchase agreement, assignment agreement, and closing documents associated with the purchase and ratifies the purchase of approximately 7.873-acres and 0.090-acre, both situated in the James N. Duncan Survey, Abstract No. 291, Ellis County, Texas, for \$789,900.00 and associated closing costs of approximately \$4,322.00, and recorded in General Warranty Deeds to the City of Ennis, Texas, Document Numbers 202630867 and 202630868, Official Public Records of Ellis County, Texas; and

WHEREAS, the City Commission has considered the matter and deems it in the public interest to authorize this action.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, THAT:

SECTION 1: That the foregoing recitals are hereby found to be true and correct legislative findings of the City of Ennis, Texas, and are fully incorporated into the body of this Resolution.

SECTION 2: The City Commission hereby ratifies the City Manager's execution of purchase agreements, assignment agreements, and closing documents for the purchase of the following real property necessary for municipal purposes:

1. Approximately 2.000-acres, situated in the James N. Duncan Survey, Abstract No. 291, Ellis County, Texas, for \$285,000.00 and associated closing costs of approximately \$4,789.00, and recorded in a General Warranty Deed to the City of Ennis, Texas, Document Number 202630890, Official Public Records of Ellis County; and
2. 7.873-acres and 0.090-acre, both situated in the James N. Duncan Survey, Abstract No. 291, Ellis County, Texas, for \$789,900.00 and associated closing costs of approximately \$4,322.00, and recorded in General Warranty Deeds to the City of Ennis, Texas, Document Numbers 202630867 and 202630868, Official Public Records of Ellis County, Texas.

SECTION 3: The City Commission hereby ratifies the purchase of above listed real property necessary for municipal purposes in the total amount of \$1,074,900.00 and associated closing costs of approximately \$9,111.00.

SECTION 4: That this Resolution shall become effective from and after its passage.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15th day of September, 2026.

LYNDA ISBELL, Mayor

ATTEST:

E.9.

BETHANY PREWITT, City Secretary

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the Mayor to execute an Interlocal Agreement with Ellis County for the provision of Public Works services, including maintenance, repair, and construction of streets, roads, alleys, bridges, parking areas, waterways, and ditches, and authorizing the County to provide goods and/or services to the City of Ennis.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: Public Works

Staff Contact: Douglas Taylor, Public Works Director

BACKGROUND INFORMATION:

The City of Ennis annually enters into an Interlocal Cooperation Agreement with Ellis County pursuant to Chapter 791 of the Texas Government Code. The agreement allows Ellis County to provide the City with governmental functions, goods, and services, including the maintenance, repair, and/or construction of streets, roads, alleys, bridges, parking areas, waterways, and ditches.

Specific projects performed under the agreement require an approved Work Order identifying the project, location, scope of work, and associated costs. The City is responsible for payment to Ellis County for services performed pursuant to an approved Work Order.

The proposed agreement covers Fiscal Year 2026–2027, beginning October 1, 2026, and ending September 30, 2027.

FINANCIAL IMPACT:

There are no funding implications.

POLICY IMPLICATIONS:

Approval of this item complies with the City of Ennis' policies and applicable state law.

RECOMMENDATION:

Staff recommends approval of this item.

ATTACHMENTS:

[RESOLUTION NO.-Interlocal Agreement between the County of Ellis and City of Ennis - Pdf](#)



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH ELLIS COUNTY FOR THE PROVISION OF PUBLIC WORKS SERVICES, INCLUDING MAINTENANCE, REPAIR, AND CONSTRUCTION OF STREETS, ROADS, ALLEYS, BRIDGES, PARKING AREAS, WATERWAYS, AND DITCHES, AND AUTHORIZING THE COUNTY TO PROVIDE GOODS AND/OR SERVICES TO THE CITY OF ENNIS.

WHEREAS, the hereinafter below described government entities desire to increase their efficiency and effectiveness by entering into this contract one with the other; and

WHEREAS, such contracts are authorized under Chapter 791 of the Government Code of the State of Texas, said law cited as the Interlocal Cooperation Act of the State of Texas; and

WHEREAS, the function of service contracted for and to be provided by this agreement is within the definition of "Governmental Function and Services" as defined by Section 791.003 of the Government Code; and

WHEREAS, the function of service contracted to be provided is a function or service that each party to the contract is authorized to perform individually.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1: The County of Ellis (hereinafter COUNTY) shall be the party providing the function or service which shall include the maintenance, repair and/or construction of streets, roads, alleys, bridges, and parking areas, as well as the maintenance and construction of waterways and ditches. The COUNTY shall further be authorized to sell the City of Ennis goods and/or services.

SECTION 2: The City of Ennis (hereinafter CITY) shall be the party receiving the function, goods, or service and providing payment for such function, goods and/or services.

SECTION 3: The CITY, as paying party acknowledges and certifies, as required by the Interlocal Cooperation Act, that all payments shall be made from the current revenues available to City.

SECTION 4: The terms of this agreement shall be from FY October 1, 2026, to September 30, 2027.

SECTION 5: Both parties acknowledge and understand, in reference to any project undertaken under this contract involving the construction, improvement, or the repair of a road, building, or other facility, the following:

1. That prior to beginning said project, a Work Order in the form similar to Exhibit A attached hereto shall be adopted describing the project to be undertaken and identifying the project's location; and
2. CITY agrees to pay COUNTY for work performed pursuant to Work Order. Miscellaneous projects and changes will be agreed upon before Work Order is approved; and
3. That the payment and penalty provisions set out in Section 791.014 (c and d) of the Government Code Interlocal Cooperation Act shall apply to this contract; and
4. The Parties agree that is contract is to provide a governmental function or service that each party to the contract is authorized to perform individually. Both parties agree and certify that any payments required under this contract will be made from current revenues available to the paying party. Finally, each party agrees that the contractual payments made under this agreement will be and are to be based on reasonable value in an amount that fairly compensates the services or function performed under this contract.

SECTION 6: CITY agrees to pay COUNTY within (30) days of billing by COUNTY for the goods, governmental function, and/or services provided in an amount that fairly compensates COUNTY for service or functions performed by COUNTY under this Contract.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15 day of September, 2026.

LYNDA ISBELL, Mayor

ATTEST:

BETHANY PREWITT, City Secretary

**INTERLOCAL COOPERATION CONTRACT
BETWEEN
COUNTY OF ELLIS AND CITY OF ENNIS**

WHEREAS, the hereinafter below described government entities desire to increase their efficiency and effectiveness by entering into this contract one with the other; and

WHEREAS, such contracts are authorized under Chapter 791 of the Government Code of the State of Texas, said law cited as the Interlocal Cooperation Act of the State of Texas; and

WHEREAS, the function of service contracted for and to be provided by this agreement is within the definition of "Governmental Function and Services" as defined by Section 791.003 of the Government Code; and

WHEREAS, the function of service contracted to be provided is a function or service that each party to the contract is authorized to perform individually.

NOW THEREFORE, the parties agree and covenant one with the other as follows:

- A. The County of Ellis (hereinafter **COUNTY**) shall be the party providing the function or service which shall include the maintenance, repair and/or construction of streets, roads, alleys, bridges, and parking areas, as well as the maintenance and construction of waterways and ditches. The **COUNTY** shall further be authorized to sell the City of Ennis goods and/or services.
- B. The City of Ennis (hereinafter **CITY**) shall be the party receiving the function, goods, or service and providing payment for such function, goods and/or services.
- C. The **CITY**, as paying party acknowledges and certifies, as required by the Interlocal Cooperation Act, that all payments shall be made from the current revenues available to City.
- D. The terms of this agreement shall be from **FY October 1, 2026, to September 30, 2027.**
- E. Both parties acknowledge and understand, in reference to any project undertaken under this contract involving the construction, improvement, or the repair of a road, building, or other facility, the following:
 1. that prior to beginning said project, a **Work Order** in the form similar to **Exhibit A** attached hereto shall be adopted describing the project to be undertaken and identifying the project's location; and

2. CITY agrees to pay COUNTY for work performed pursuant to Work Order. Miscellaneous projects and changes will be agreed upon before Work Order is approved; and,
 3. that the payment and penalty provisions set out in Section 791.014 (c and d) of the Government Code Interlocal Cooperation Act shall apply to this contract.
 4. The Parties agree that is contract is to provide a governmental function or service that each party to the contract is authorized to perform individually. Both parties agree and certify that any payments required under this contract will be made from current revenues available to the paying party. Finally, each party agrees that the contractual payments made under this agreement will be and are to be based on reasonable value in an amount that fairly compensates the services or function performed under this contract.
- F. CITY agrees to pay COUNTY within (30) days of billing by COUNTY for the goods, governmental function, and/or services provided in an amount that fairly compensates COUNTY for service or functions performed by COUNTY under this Contract.

EXECUTED in duplicate this the ____ day of _____, 2026.

COUNTY OF ELLIS

John Wray
County Judge, Ellis County, Texas

Attest:

Ellis County Clerk

CITY OF ENNIS

Signature
Printed Name: _____
Title: _____

Attest:

City Secretary (Administrator)



1400 S Oak Grove Rd.
Ennis, TX 75119

Matthew Zajic
Ellis County Commissioner, Pct. 2

972-825-5333
matt.zajic@elliscountytexas.gov

August 17, 2026

Lynda Isbell
Mayor
City of Ennis
P.O. Box 220, Ennis, TX 75120

RE: 'FY 2026-27 - Interlocal Agreement
between the County of Ellis and City of Ennis

Dear Mayor:

I am enclosing the above referenced Interlocal Agreement for 'FY 2026-27.
Please obtain signatures of approval and **return at your earliest convenience.**

Upon receipt of the signed enclosure, I will place the Interlocal Agreement on the Ellis County Commissioners' Court Agenda for September Court action. ***The County Clerk or my office will forward you a signed agreement upon approval at Commissioners' Court.***

Thank you for your assistance and if you have any questions, please do not hesitate to contact our office at 972-825-5333.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Zajic", is written over a faint, larger version of the same signature.

Matthew Zajic
Ellis County Commissioner, Pct. 2

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the Mayor to execute a professional services agreement with Innovative Transportation Solutions(ITS) to provide consulting services for all Transportation funding and programming issues related to the Texas Department of Transportation in a total annual amount not to exceed \$90,000; and authorizing the City Manager or designee to execute any documents in connection therewith.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: Public Works

Staff Contact: Douglas Taylor, Public Works Director

BACKGROUND INFORMATION:

The City engages ITS to provide transportation consulting support across various regional, state, and federal activities. ITS serves as a liaison between the City and major transportation bodies, including the Federal Highway Administration, the Texas Transportation Commission, the Texas Department of Transportation, the Regional Transportation Council of the North Central Texas Council of Governments, and project-specific task force groups. Through these relationships, ITS represents the City's interests and works collaboratively to advance transportation projects critical to the community.

In addition to coordination and advocacy, ITS develops innovative funding partnership strategies to maximize the City's transportation resources. This includes identifying and leveraging federal, state, and regional funding opportunities while ensuring all regulatory processes are properly followed and streamlined. These efforts help position City projects favorably for future funding consideration.

ITS also provides ongoing transportation consulting services as directed by City staff. This includes actively monitoring and addressing transportation issues, determining project priorities in coordination with staff, and attending City meetings to provide updates on transportation activities.

FINANCIAL IMPACT:

\$90,000 per year (\$7,500 per month) 001-316-44043

RECOMMENDATION:

Staff recommends approval of this item.

ATTACHMENTS:

[Agenda ITS](#)
[RESOLUTION NO.-Approval of a Resolution of the City Commission authorizing the City Manager , or designee to execute a professional service agreement - Pdf](#)

E.11.

THE STATE OF TEXAS §
COUNTY OF ELLIS §

**PROFESSIONAL SERVICES AGREEMENT WITH
INNOVATIVE TRANSPORTATION SOLUTIONS, INC.**

This contract is entered into on this _____ day of _____, 2026, by and between the **CITY OF ENNIS, TEXAS**, a municipal corporation located in Ellis County, Texas, (hereinafter referred to as "CITY"), acting by and through its City Manager, and **Innovative Transportation Solutions, Inc.**, (hereinafter referred to as the "CONSULTANT") whose address is 2701 Valley View Lane, Farmers Branch, Texas 75234.

RECITALS

WHEREAS, CITY desires to obtain professional services from CONSULTANT; and

WHEREAS, CONSULTANT is a transportation consulting firm qualified to provide such services and is willing to undertake the performance of such services for CITY in exchange for fees hereinafter specified.

TERMS OF AGREEMENT

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter contained and subject to the terms and conditions hereinafter stated, the parties hereto do mutually agree as follows:

I.

Term

The term of this Agreement shall be for one year beginning October 1, 2026 to September 30, 2027.

II.

Scope of Services

Innovative Transportation Solutions, Inc., (ITS) will provide the following Transportation Consultation services for the CITY:

ITS will provide transportation consulting services as directed by the City Manager or other appropriate staff. As a part of this contract, ITS will actively pursue all transportation related issues as identified by the CITY with the understanding that the current focus will be on transportation programming and funding issues in the CITY related to the Texas Department of

Transportation and the North Central Texas Council of Governments. ITS will maintain dialogue with the CITY and appropriate City staff to ascertain the relative priority of each project to other projects and attend Ennis City Council meetings, when appropriate, to provide updates on transportation activities. ITS will perform tasks, as assigned by the City Manager or designee, related to advancing projects to address the transportation needs of the CITY. Other services include, but are not limited to, the following:

TASK 1: Act as a liaison between CITY and other local, state, and federal transportation bodies.

When requested, ITS will act as liaison between the CITY and other local, state, and national transportation groups. ITS will act as the transportation advocate for the CITY by working positively and efficiently with other transportation groups toward completion of projects critical to the CITY. ITS will interact, on behalf of the CITY, with the Federal Highway Administration, the Texas Transportation Commission, and the Texas Department of Transportation. In addition, ITS will act as liaison between the CITY and other groups such as the Regional Transportation Council of the North Central Texas Council of Governments and Project Specific Task Force Groups.

TASK 2: Provide innovative funding partnership strategies.

ITS has an unparalleled history of leveraging scarce transportation dollars to garner maximum return on the investments of its clients. For the CITY, the following is a list of possible strategies:

1. ***Leveraging funding*** – Transportation Infrastructure funding is almost always a partnership process. ITS will strive to maximize the CITY's transportation dollars by leveraging those funds with eligible federal, state, and regional funding sources.
2. ***Regulatory Issues*** – ITS will assist the CITY in achieving its transportation goals by ensuring that the proper regulatory processes are not only followed but also streamlined to the shortest schedule possible. This will place the CITY's projects in the best favorable position to receive future funding.

TASK 3: Provide other transportation consulting services as directed by the CITY.

As a part of this Enhancement Proposal, ITS will actively pursue all transportation related issues as identified by the CITY. ITS will continue to dialogue with CITY staff to ascertain the relative priority of each project to other projects and attend CITY meetings as directed to provide updates on all transportation activities.

III.
Payment for Services

In consideration for professional services rendered monthly by ITS, the CITY agrees to pay ITS a reasonable and customary annual fee of NINETY THOUSAND DOLLARS (\$90,000.00), per year (the "Annual Fee"). The CITY agrees to pay ITS the amount of SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500.00) per month (the "Monthly Payment") towards satisfaction of the CITY'S Annual Fee obligation. The CITY shall make the Monthly Payment, processing the statement in its usual and customary fashion, making all reasonable efforts to process the Monthly Payment within thirty (30) days from the CITY's receipt of each monthly statement. This contract does not entitle CONSULTANT to any reimbursable expenses.

ITS shall submit its monthly invoices to the City of Ennis City Manager, at 115 West Brown Street, Ennis, TX 75119.

IV.
Contract Termination Provision

Notwithstanding any other provision of this Contract, this Contract may be terminated at any time by CITY for any reason, with or without cause, by providing CONSULTANT thirty (30) days written notice of such termination. Upon receipt of such notice, CONSULTANT shall immediately terminate working on, placing orders or entering into contracts for supplies, assistance, facilities, or materials in connection with this Contract and shall proceed to promptly cancel all existing contracts insofar as they are related to this Contract.

V.
Ownership of Documents

All materials and documents prepared or assembled by CONSULTANT under this Contract shall become the sole property of CITY and shall be delivered to CITY without restriction on future use. CONSULTANT shall provide documents in any commonly-used electronic file format as requested by CITY. CONSULTANT may retain in its files copies of all drawings, specifications, and all other pertinent information for the work. CONSULTANT shall have no liability for changes made to any materials or other documents by others subsequent to the completion of the Contract.

VI.
Insurance

CONSULTANT shall furnish to CITY certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates, and compliance with all applicable required provisions. Certificates shall reference the Project and be addressed as follows:

City of Ennis
107 N Sherman Street
Ennis, TX 75119

The following policies and coverage shall be required:

1. Worker's Compensation Insurance (as required by law) with the policy endorsed to provide a waiver of subrogation as to CITY; such policy to provide for Employers' Liability Insurance of not less than \$100,000.00 for each accident, \$100,000.00 disease-each employee, \$500,000.00 disease-policy limit;
2. Commercial General Liability Insurance including, but not limited to, Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractor's and Contractual Liability, including, but not limited to, coverage for all of the indemnification obligations of CONSULTANT under this Contract, and fully insuring CONSULTANT's liability for injury to or death of employees of CITY and of third parties, extended to include personal injury liability coverage and for damage to property of third parties, with minimum combined single limits of \$1,000,000.00 per occurrence, \$1,000,000.00 Products/Completed Operations Aggregate and \$1,000,000.00 general aggregate per occurrence. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis;
3. Business Automobile Liability Insurance, covering owned, hired, and non-owned vehicles, with a minimum combined bodily injury and property damage limit of \$1,000,000.00 per occurrence; and
4. Professional Liability Insurance: CONSULTANT shall obtain and maintain at all times during the prosecution of the work under this Contract professional liability insurance, which may be written on a claims made form provided that "tail coverage" or continuation coverage is provided. Limits of liability shall be \$1,000,000.00 per claim, \$1,000,000.00 annual aggregate. The coverage under this policy shall include a contractual liability endorsement.

VII.

Successors and Assigns

CITY and CONSULTANT each bind themselves and their successors, executors, administrators, and assigns to the other party to this Contract and to the successors, executors, administrators, and assigns of such other party in respect to all covenants of this Contract. Neither CITY nor CONSULTANT shall assign or transfer its interest herein without the prior written consent of the other.

VIII.

Independent Contractor

CONSULTANT'S status shall be that of an Independent Contractor and not an agent, servant, employee, or representative of CITY in the performance of this Contract. No term or provision of or act of CONSULTANT or CITY under this Contract shall be construed as changing that status. CONSULTANT will have exclusive control of and the exclusive right to control and

details of the work performed hereunder, and shall be liable for the acts and omissions of its officers, agents, employees, contractors, subcontractors, and engineers. The doctrine of respondeat superior shall not apply as between CITY and CONSULTANT, its officers, agents, employees, contractors, subcontractors, and engineers; and nothing herein shall be construed as creating a partnership or joint enterprise between CITY and CONSULTANT.

IX.

Conflicts of Interest

CONSULTANT covenants and agrees that CONSULTANT and its associates and employees will have no interest, and will acquire no interest, either direct or indirect, which will conflict in any manner with the performance of the services called for under this Contract. All activities, investigations, and other efforts made by CONSULTANT pursuant to this Contract will be conducted by employees, associates, or subcontractors of CONSULTANT.

No officer or employee of the CITY shall have any personal or financial interest, either direct or indirect, in this Contract, nor have any direct financial interest in the sale to CITY of any land, materials, supplies, or services under this Contract, except on behalf of CITY as a CITY officer or employee. Any violation of this prohibition with knowledge, expressed or implied, of the person or corporation contracting with CITY shall render the Contract voidable by the Director or the City Council.

X.

Confidential Information

CONSULTANT hereby acknowledges and agrees that its representatives may have access to or otherwise receive information during the furtherance of its obligations in accordance with this Contract, which is of a confidential, non-public, or proprietary nature. CONSULTANT shall treat any such information received in full confidence and will not disclose or appropriate such Confidential Information for its own use or the use of any third party at any time during or subsequent to this Contract. As used herein, "Confidential Information" means all oral and written information concerning CITY, its affiliates and subsidiaries, and all oral and written information concerning CITY or its activities, that is of a non-public, proprietary, or confidential nature including, without limitation, information pertaining to customer lists, services, methods, processes, and operating procedures, together with all analyses, compilation, studies, or other documents, whether prepared by CONSULTANT or others, which contain or otherwise reflect such information. The term "Confidential Information" shall not include such materials that are or become generally available to the public other than as a result of disclosure of CONSULTANT, or are required to be disclosed by a governmental authority or by law, as determined by CITY's attorney.

XI.

Notice Information

All notices and communications under this CONTRACT to be mailed to CITY shall be sent to the address of CITY agent as follows, unless and until CONSULTANT is otherwise

notified:

Andrea Weckmueller-Behringer
City of Ennis
107 N. Sherman Street
Ennis, TX 75115
972-875-1234

Notices and communications to be mailed or delivered to CONSULTANT shall be sent to the address of CONSULTANT as follows, unless and until CITY is otherwise notified:

John R. Polster, President
Innovative Transportation Solutions, Inc.
1422 W. Main Street, Ste. 106

Lewisville, TX 75067

972-484-2525 Telephone

Any notices and communications required to be given in writing by one party to the other shall be considered as having been given to the addressee on the date the notice or communication is posted, faxed, or personally delivered by the sending party.

XII.

Applicable Law

The Contract is entered into subject to the City of Ennis and ordinances of CITY, as same may be amended from time to time, and is subject to and is to be construed, governed, and enforced under all applicable State of Texas and federal laws. CONSULTANT will make any and all reports required per federal, state, or local law including, but not limited to, proper reporting to the Internal Revenue Service, as required in accordance with CONSULTANT's income.

XIII.

No Waiver of Governmental Immunity

Nothing in this Contract shall be construed as a waiver of CITY'S governmental immunity, or of any applicable limitation on damages, or any other legal protection or defense or privilege of CITY, except to the extent expressly provided otherwise herein.

XIV.

Severability

If any of the terms, provisions, covenants, conditions, or any other part of this Contract are for any reason held to be invalid, void, or unenforceable, the remainder of the terms,

provisions, covenants, conditions, or any other part of this Contract shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

XV.
Remedies

No right or remedy granted herein or reserved to the parties is exclusive of any other right or remedy herein by law or equity provided or permitted; but each shall be cumulative of every other right or remedy given hereunder. No covenant or condition of this Contract may be waived without written consent of the parties. Forbearance or indulgence by either party shall not constitute a waiver of any covenant or condition to be performed pursuant to this Contract.

XVI.
Entire Agreement

This Contract embodies the entire agreement of the parties hereto, superseding all oral or written previous and contemporaneous agreements between the parties relating to matters herein, and except as otherwise provided herein cannot be modified without written agreement of the parties.

XVII.
Non-Waiver

It is further agreed that one (1) or more instances of forbearance by CITY in the exercise of its rights herein shall in no way constitute a waiver thereof.

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the date first above written.

THE CITY OF ENNIS, TEXAS

By: _____
Andrea Weckmueller-Behringer
City Manager, City of Ennis

Date Signed: _____

Attest:

Bethany Prewitt
City Secretary

Approved:

City Attorney

**INNOVATIVE TRANSPORTATION
SOLUTIONS, INC., a Texas Corporation**

By: _____
John R. Polster
President

Date Signed: _____



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH INNOVATIVE TRANSPORTATION SOLUTIONS (ITS) TO PROVIDE CONSULTING SERVICES FOR ALL TRANSPORTATION FUNDING AND PROGRAMMING ISSUES RELATED TO THE TEXAS DEPARTMENT OF TRANSPORTATION AND THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS FOR A ONE YEAR PERIOD BEGINNING OCTOBER 1, 2026, IN AN AMOUNT NOT TO EXCEED \$90,000; AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE ANY DOCUMENTS IN CONNECTION THEREWITH.

WHEREAS, the City Commission desires to contract with Innovative Transportation Solutions (ITS) for professional transportation consulting services; and

WHEREAS, ITS will provide transportation consulting services with the focus on transportation programming and funding issues in the City related to the Texas Department of Transportation and the North Central Texas Council of Governments; and

WHEREAS, ITS will act as a liaison between the City and other local, state and federal transportation bodies; provide innovative funding partnership strategies, and provide other transportation consulting services as directed by the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1: The Mayor is authorized to execute a one-year contract with Innovative Transportation Solutions for professional transportation consulting services beginning October 1, 2026, and ending September 30, 2027, in an amount not to exceed \$90,000.

SECTION 2: The City Manager or designee is authorized to execute any documents in connection therewith.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15th day of September, 2026.

E.11.

LYNDA ISBELL, Mayor

ATTEST:

BETHANY PREWITT, City Secretary

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the purchase of Human Resource Information Systems (HRIS) Software Solutions, UKG Ready, from Ultimate Kronos Group (UKG) to provide Core HR, Payroll, Recruiting, Benefits Administration, Leave Management, Timekeeping, and Advanced Scheduling services for Human Resources staff, through the OMNIA National Cooperative Purchasing Contract No.24-6833, for a 5-year term at an annual fee of \$58,812, plus a one-time fee of \$11,500, for a total contract amount not to exceed \$305,560; authorizing the Mayor to execute the contract; authorizing the City Manager or designee to execute any ancillary documents necessary to implement the contract.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: Human Resources

Staff Contact: Irene Kasujja, Human Resources Director

BACKGROUND INFORMATION:

As part of the Human Resources Department's effort to improve efficiency while providing core HR services with a staff of 4 supporting almost 240 employees, HR submitted two (2) decision packages in the 2026/2027 Budget, i.e., UKG Software and a Senior Benefits Analyst. Both Decision packages were presented to the City Commission at the August 4, 2026 Special Meeting (Presentations - FY 2026-2027 Budget Workshop).

The UKG Ready Software will address the current staffing challenges and enhance the capacity to uphold and provide faster and better services, allowing staff to do more with less. The software provides centralized solutions to our currently siloed services, including eliminating duplication or redundancies in HR, payroll, talent, and time-keeping solutions, and will enable staff to deliver purposeful HR services through UKG's technology, support, and proprietary data, which also utilizes People-first AI. The software will empower employees through a more modern user experience, making day-to-day requests easier to access. The UKG Ready Process will also be streamlined through the software's automation, compliance checks, and payroll functionality, such as Fire Shifts that span multiple days and the current lack of adequate timekeeping software compatible with our current payroll system.

UKG was competitively solicited and awarded under Cobb County, GA RFP #24-6833 for Human Resource Information Systems and Related Products and Services. That solicitation was specifically established as a national cooperative contract so other public agencies like the City of Ennis can purchase through it without conducting a separate competitive procurement.

Staff recommends the purchase of the UKG-Ready software for an initial five-year agreement with an option to renew for (3) additional one-year periods, not to exceed \$305,560 which includes a one-time

E.12.

implementation fee of \$11,500 and \$58,812 annually, and to authorize the Mayor to execute the contract.

FINANCIAL IMPACT:

\$305,560 total cost over five years (Annual - \$58,812 plus a one-time implementation fee of \$11,500) will be charged to GL Account 001-115-42002 Software & Hardware

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

[RESOLUTION NO.-UKG Contract - Pdf](#)



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AUTHORIZING THE PURCHASE OF HUMAN RESOURCE INFORMATION SYSTEMS (HRIS) SOFTWARE SOLUTIONS, UKG READY, FROM ULTIMATE KRONOS GROUP (UKG) TO PROVIDE CORE HR, PAYROLL, RECRUITING, BENEFITS ADMINISTRATION, LEAVE MANAGEMENT, TIMEKEEPING, AND ADVANCED SCHEDULING SERVICES FOR HUMAN RESOURCES STAFF, THROUGH THE OMNIA NATIONAL COOPERATIVE PURCHASING CONTRACT NO. 24-6833, FOR A 5-YEAR TERM AT AN ANNUAL FEE OF \$58,812, PLUS A ONE-TIME FEE OF \$11,500, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$305,560; AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT; AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE ANY ANCILLARY DOCUMENTS NECESSARY TO IMPLEMENT THE CONTRACT.

WHEREAS, the City has continued to utilize multiple outdated timekeeping and applicant tracking software; and

WHEREAS, the City seeks to modernize its human resources operations—such as payroll, benefits administration, leave administration, scheduling, timekeeping, and applicant tracking—through an integrated HRIS solution; and

WHEREAS, Ultimate Kronos Group (UKG) provides a comprehensive SaaS-based HRIS platform that best meets the City’s needs; and

WHEREAS, under Texas Local Government Code Chapter 252, the City is authorized to contract for goods and services and comply with competitive procurement requirements; and

WHEREAS, the proposed contract with UKG—covering licensing, implementation, and support—will be procured through OMNIA National Cooperative Purchasing Contract No. 24-6833 for a term of sixty (60) months at an annual fee of \$58,812, totaling \$294,060 over the five-year term, plus a one-time fee of \$11,500, for a total contract amount not to exceed \$305,560.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1:Authorization of Contract. The City Commission authorizes the Mayor to execute a contract with UKG for HRIS services (licensing, implementation, and support) through OMNIA National Cooperative Purchasing Contract No. 24-6833, for a term of sixty (60) months at an annual fee of \$58,812, totaling \$294,060 over the five-year term, plus a one-time fee of \$11,500, for a total contract amount not to exceed \$305,560.

SECTION 2:Budget Appropriation. The City authorizes and appropriates funds in an amount not to exceed \$305,560 over the five-year term of the contract, subject to the appropriation of funds in the City's applicable annual budgets within the Human Resources Department.

SECTION 3:Contract Execution. The City Manager or designee is authorized to sign the contract on behalf of the City, and the City Secretary is directed to attest and file the contract in the City's records.

SECTION 4:Implementation. The City Manager and appropriate staff are authorized to take all actions necessary to implement and comply with the contract and applicable law, including executing related documents, issuing purchase orders, and monitoring deliverables.

SECTION 5:Effective Date. This resolution shall take effect immediately upon adoption.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15th day of September, 2026.

LYNDA ISBELL, Mayor

ATTEST:

BETHANY PREWITT, City Secretary

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, casting the official ballot for the Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election for places 1 through 4, each for a six-year term.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: City Secretary

Staff Contact: Bethany Prewitt, City Secretary

BACKGROUND INFORMATION:

The Texas Municipal League Intergovernmental Risk Pool (TMLIRP) is conducting its 2026 election for Places 1 through 4 on the TMLIRP Board of Trustees. As a member of the Pool, the City of Ennis City Commission is entitled to cast one vote for a candidate for each of the four positions. The candidates elected will serve six-year terms on the TMLIRP Board of Trustees, which provides governance for the Pool's Workers' Compensation, Property, and Liability programs.

The City Commission must select its preferred candidate for each place, and the official ballot must reflect the will of the majority of the governing body. The completed ballot must be signed by the Mayor and received by the Secretary of the Board no later than September 30, 2026, in order to be counted.

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

[TML IRP Board of Trustees Election - Ballot](#)

[RESOLUTION NO.-TMLIRP Board of Trustees Ballot - Pdf](#)

OFFICIAL BALLOT

Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 1 through 4 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. The Governing Body of each Member of the Pool is entitled to vote for members of the Board of Trustees. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You may vote for only one candidate for each Place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

About Write-In Candidates. A write-in candidate is a person who is **not** listed on this ballot. The write-in line for each Place is provided only for a governing body that wishes to vote for someone other than the candidates printed on this ballot. If you vote for a candidate whose name is printed on the ballot, mark the square beside that candidate's name and leave the write-in line for that Place blank. **Do not also write that candidate's name on the write-in line.** A ballot that shows both a marked square and a name on the write-in line for the same Place has two votes recorded for that Place, and no vote can be counted for that Place. Marking a square and writing the same name does not strengthen the vote. Write in a name only if you are voting for a person not listed. A write-in candidate must meet the same eligibility requirements as the nominated candidates.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2026. Ballots received after September 30, 2026, cannot be counted. **The ballot must be properly signed and all pages of the ballot must be mailed to: Trustee Election, David Reagan, Secretary of the Board, P.O. Box 149194, Austin, Texas 78714-9194. If the ballot is not signed, it will not be counted.**

PLACE 1

- ☐ **Kevin Clark.** Council Member for the City of Gladewater (Region 15) for eight years. He has also served as the City Council's Ex Officio representative to the Board of Adjustments, Planning and Zoning Commission, and Parks and Recreation Board. During his tenure, he spearheaded the restructuring of the Gladewater Fire Department. Prior to his municipal service, Kevin retired after a distinguished 20-year career in the United States Marine Corps, attaining the rank of Gunnery Sergeant and serving during Operation Desert Storm. He then earned a degree in Speech Communication with a minor in English and spent 23 years as a teacher and coach at Gladewater High School. He has more than four decades of public service.
- ☐ **J.W. 'Buzz' Fullen** (*Incumbent*). Commissioner for the Henderson Housing Authority (Region 15) from 2012 to 2018 and from 2024 to present. Formerly, Mayor of the City of Henderson from 2004 to 2012 and from 2018 to 2024. He currently serves on the Henderson Civic Center Board (2003–present), the Henderson ETMC Hospital Diabetes Board (2009 – present), the Texas Eastern 911 Board for Rusk and Harrison Counties as Chair (2024 – present) and the Keep Henderson Beautiful Board (2008 – present). He has been a Board member of the TML Intergovernmental Risk Pool since 2010, during which time he served as Chair (2018 – 2020) and Vice Chair (2016 – 2018).
- ☐ **John Kinnaird.** Chairman of the McLennan Central Appraisal District (Region 9). He was a four-term member of the Waco City Council and served in various leadership roles with the National League of Cities. He also provides governance and oversight for several non-profits within the community, engaging in areas ranging from workforce and economic development to arts, beautification, and culture. He is a Baylor University graduate, CFA charterholder, and is an SVP and lead investment officer of a local wealth management firm. Mr. Kinnaird has more than a decade of public and municipal government service, complemented by over two decades of professional experience in the financial services sector.
- ☐ **Carey D. Neal, Jr.** City Manager for the City of Seagoville (Region 13). Previously, he served as Deputy City Manager for the City of Lancaster. Mr. Neal holds a Master of Public Administration from American University and a Bachelor of Science from the University of Texas at Arlington. He is currently pursuing a PhD in Public Policy at Liberty University. He is an active member of the International City/County Management Association, the Texas City Management Association, and serves as Director at Large for the North Texas City Management Association. He has served on several governing boards, including the Texas Coalition for Affordable Power Board and the North Texas Housing Finance Corp. Board.

WRITE IN CANDIDATE (complete only if you did not mark a square above):

PLACE 2

- ☐ **Adam Benefield.** Council Member for the City of Lago Vista (Region 10). He has served as the City Council liaison to the Building and Standards Commission and has been actively involved in matters related to municipal operations, budgeting, infrastructure, development, public safety, and risk management. Mr. Benefield has extensive experience as a business owner and operator in the construction, irrigation, landscaping, and water-related service industries. He is licensed through the Texas Commission on Environmental Quality as a Licensed Irrigator, Backflow Prevention Assembly Tester, Water Treatment Specialist, Customer Service Inspector, and Irrigation Inspector. He is committed to responsible local government and fiscal discipline.
- ☐ **Emily Crawford (*Incumbent*).** City Manager for the City of Abilene (Region 6) since June 2025. Previously, she was City Manager of Brownwood, Texas, for 10 years where she led numerous transformational initiatives including downtown revitalization, a countywide 911/dispatch center, and major investments in infrastructure and public facilities. She serves as Immediate Past President of the Texas City Management Association (TCMA). Ms. Crawford holds a Master of Science in Organizational Development from Abilene Christian University, a bachelor's degree in Health and Wellness Promotion from Texas State University, and has completed the Executive Training Institute at the LBJ School of Public Affairs, University of Texas at Austin.
- ☐ **Anthony DeFrancis.** Mayor Pro Tem for the City of Bertram (Region 10). He has a Bachelor of Science degree from Pennsylvania State University, an MBA from Point Park University, and an M.Ed. from Lamar University. He served as a school administrator, domestically and internationally, for 6 years, a secondary mathematics educator for 20 years, and as a mentor and evaluator of incoming educators for various school districts. Previously, he was a member of the Zoning Board of Adjustment for the City of Hutto. He is a member of the Ancient Free & Accepted Masons and the Ben Hur Shriners. He has a strong commitment to public service and sound local governance.

WRITE IN CANDIDATE (complete only if you did not mark a square above):

PLACE 3

- ☐ **Corby Alexander.** City Manager for the City of La Porte (Region 14). He is a native of Henderson, Texas, and has guided other Texas cities in previous management roles and administrative positions. Corby Alexander holds a bachelor's degree in political science from Texas A&M University and a master's degree in public administration from the George Bush School of Government and Public Service at Texas A&M. He is involved with the International City/County Management Association, the Texas City Management Association, and Rotary International. Corby and his wife are proud parents who enjoy spending quality time with their family, participating in church activities, and engaging in community events.
- ☐ **Jim Holgersson.** City Manager for the City of Corsicana (Region 9). He previously served as City Manager for the Texas cities of Waco and Arlington and has held municipal management positions in four additional states. He is a member of the International City/County Management Association (ICMA), where he has served on three committees, and is a past president of both the North Texas City Management Association and the Tennessee City Management Association. He holds a master's degree in public administration from the University of Arkansas.
- ☐ **Cecil A. Hutson, Jr.** Mayor Pro Tem for the City of Combine (Region 13) since May 2022 and served on the City Council since May 2018. Mr. Hutson and his wife, Barbie, moved to Combine in September of 2016 after raising their family in Mesquite, Texas. They have three adult children and eleven grandchildren. Currently, he is the branch owner of TWFG – Hutson Insurance Services in Mesquite, and Barbie is a retired educator. He and his wife are active in their local church and in the community. Mr. Hutson states his experience in the insurance industry, serving as a risk advisor, would be invaluable as he further serves Texas communities as a Board member of the TML Risk Pool.
- ☐ **Andy Joslin.** City Manager for the City of Beeville (Region 11). Previously, he served as City Manager for the City of Floresville from 2021 to 2024. Mr. Joslin also served as City Manager and Finance Director for the City of Alice. Earlier in his public service career, he held multiple leadership roles with the City of Floresville, including Interim City Manager, Assistant Chief of Police, and Narcotics Task Force Commander. Mr. Joslin earned a Bachelor of Occupational Education degree with a specialization in Law Enforcement from Wayland Baptist University and is a graduate of the FBI National Academy, Session 219. He has served as President of the Floresville Lions Club and held board positions on other governing boards.
- ☐ **Ronda Perez.** City Manager for the City of Anna (Region 13) since March 2026. She notes her accomplishments are built upon a strong foundation, and her years of experience in servant leadership speak volumes regarding her keen understanding of local government and its purpose. She also states she is deeply dedicated to the cities she serves with vision, execution, development and consensus building. Ms. Perez earned a master's degree in criminal justice from California State University, Long Beach, as well as dual bachelor's degrees in political science and criminology, law and society from the University of California, Irvine. She is also a recent graduate of the Harvard Kennedy School of Government for local and state officials.
- ☐ **Garrett Spradling.** City Manager for the City of Borger (Region 2). He began his public service career on the Borger City Council. His background includes service as Deputy Fire Marshal/Emergency Management Coordinator and multiple supervisory and command roles with the Borger Police Department. He also served as President and Vice President of Spradling Oil, LP, where he oversaw safety programs, DOT and regulatory compliance, spill prevention planning, commercial vehicle operations, OSHA-related documentation, and workers' compensation. Mr. Spradling holds a Master of Public Administration and a Bachelor of Arts in Political Science from Texas Tech University and is a Certified Public Manager.

PLACE 3 CANDIDATES CONTINUE ON THE FOLLOWING PAGE

CANDIDATES FOR PLACE 3 (CONTINUED)

- ☐ **Isaac Tawil.** City Manager for the City of McAllen (Region 12). He has over 25 years of dedicated service to Texas municipalities. As City Manager, he oversees a budget exceeding \$650 million. Before his appointment as City Manager, he served in the City Attorney's Office for 13 years, most recently as City Attorney where he gained experience in municipal law, governance, risk management, insurance, and regulatory compliance. Mr. Tawil also serves as a Trustee of the Texas Municipal Retirement System (TMRS). He states his combined executive leadership, fiduciary oversight, and legal expertise provide a strong foundation for advancing sound governance, fiscal responsibility, and effective risk management on behalf of Texas cities.
- ☐ **Alun Thomas.** City Administrator for the City of Rollingwood (Region 10) since March 2025. Previously, he served the City of Santa Fe where he began as City Secretary and advanced to City Manager. In that role, he reports he used his emergency management experience to mitigate the effects of Hurricane Beryl through proactive hardening of City-owned facilities, employee training, and extensive pre- and post- event community outreach and education. Mr. Thomas holds a bachelor's degree in political science, and a master's degree in both political science and public administration from the University of Houston. He is a member of the Texas City Management Association and the Government Finance Officers Association.

WRITE IN CANDIDATE (complete only if you did not mark a square above):

PLACE 4

- ☐ **Austin Bleess** (*Incumbent*). City Manager for the City of Jersey Village (Region 14) since 2017. He has served on the TML Risk Pool Board since 2022, and as Vice Chair of the Board since 2025. Previously, he served as City Administrator in Winnebago, MN and City Manager in Caribou, ME. Mr. Bleess holds a BA in Political Science from Bethel University and a Master of Public Administration from Walden University. He is a Credentialed Manager through ICMA. He is a member of TCMA and served on the TCMA Board from 2024 to 2026. As a part of the America 250 celebration, he was named as one of 250 Government Champions who exemplify “democracy at the doorstep” through dedication, innovation, and the highest sense of public service.
- ☐ **James Hotopp**. City Manager for the City of Weatherford (Region 8) since November 2018. He began his career with the City of Weatherford in 2007 and advanced through a series of positions, including Utility Engineer, City Engineer, Director of Water Utilities, Director of Planning and Development, Assistant City Manager, and Deputy City Manager. Mr. Hotopp is a member of the International City/County Management Association, the Texas City Management Association, the North Central Texas City Management Association, and the Tarrant Regional Transportation Coalition. He also serves on the Parker County Economic Development Board, the Parker County Transportation Safety Committee, and the Texas Public Power Association Board.

WRITE IN CANDIDATE (complete only if you did not mark a square above):

BALLOT MUST BE SIGNED TO BE COUNTED

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

Witness my hand, this _____ day of _____, 2026.

Signature of Authorized Official

Title

Printed Name of Authorized Official

Printed Name of Public Entity



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, CASTING THE OFFICIAL BALLOT FOR THE TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL (TMLIRP) BOARD OF TRUSTEES ELECTION FOR PLACES 1 THROUGH 4, EACH FOR A SIX-YEAR TERM; PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, AN EFFECTIVE DATE, PROPER NOTICE AND MEETING.

WHEREAS, the City of Ennis is a member of the Texas Municipal League Intergovernmental Risk Pool ("TMLIRP" or the "Pool"), which was created by local governments for local governments to provide a stable and economical source of risk financing and loss prevention services; and

WHEREAS, in 1973, the Texas Legislature enacted legislation requiring Texas cities to provide workers' compensation coverage to their employees and authorizing the creation of the first municipal risk pool in the United States, which became the predecessor of the TML Intergovernmental Risk Pool; and

WHEREAS, the Texas Municipal League and several Texas cities pooled their resources through interlocal agreements to establish the Texas Municipal League Workers' Compensation Joint Insurance Fund, which began operations on July 1, 1974, with nearly 100 members; and

WHEREAS, today, the Pool provides workers' compensation coverage for almost 200,000 local government employees, including approximately 34,000 first responders; and

WHEREAS, the Pool provides liability coverage to more than 2,700 local governments and protects almost \$50 billion in local government property; and in 2024 established a Cyber Fund to address emerging cyber risks facing its members; and

WHEREAS, the Pool is governed by an eighteen-member Board of Trustees, composed primarily of city officials, which oversees the administration of the Pool's coverages and services; and

WHEREAS, as a member of the Pool, the City of Ennis is entitled to cast one vote for a candidate for each position to be filled on the Board of Trustees, and the 2026 election provides for the election of Places 1 through 4 on the TMLIRP Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1: Findings of fact. The foregoing recitals are hereby found to be true and correct and are incorporated herein by reference as findings of fact as if expressly set forth herein.

SECTION 2: Casting of Ballot. The City Commission hereby selects the following individuals as its choices for Places 1 through 4 of the Texas Municipal League Intergovernmental Risk Pool Board of Trustees:

Place 1 - _____
Place 2 - _____
Place 3 - _____
Place 4 - _____

SECTION 3: Authorization. The City Secretary is hereby directed to prepare the Official Ballot reflecting the selections of the City Commission and present the ballot for execution by the Mayor. The City Secretary is further authorized and directed to submit the completed Official Ballot to the Secretary of the TMLIRP Board of Trustees so that it is received no later than September 30, 2026.

SECTION 4: Repealer. All resolutions, or parts thereof, in conflict with the provisions of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 5: Severability. Should any section, subsection, sentence, clause, or phrase of this Resolution be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect.

SECTION 6: Effective date. This Resolution shall take effect immediately from and after its passage and approval.

SECTION 7: Proper notice and meeting. It is hereby officially found and determined that the meeting at which this Resolution was considered was open to the public as required by law and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15th day of September, 2026.

LYNDA ISBELL, Mayor

ATTEST:

BETHANY PREWITT, City Secretary

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing Task Order One for the City of Ennis Operations Center Engineering Services in a sum not to exceed One Million Three Hundred Sixty-Five Thousand One Hundred Ninety-Nine Dollars and Zero Cents (\$1,365,199.00) and authorizing the City Manager or designee to execute any documents in connection therewith.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: Public Works

Staff Contact: Douglas Taylor, Public Works Director

BACKGROUND INFORMATION:

The City is experiencing continued growth in staffing and service demands within Public Works. Current facilities no longer provide adequate space or operational efficiency. To support long term needs, improve service delivery, and centralize all Public Works functions, the City is undertaking the development of a new Operations Center.

The City Commission previously approved the purchase of property for this purpose, and the land acquisition was completed on August 26, 2026. With the site secured, the project is now ready to move into the conceptual planning and design phase.

On July 23, 2026, Gresham Smith submitted a proposed scope of services to initiate Conceptual Planning, Programming, and Design Documentation for the Operations Center.

The scope includes:

- Site investigations and preparation of a Site Impact Report
- Precedent reviews
- Stakeholder visioning and imaging workshops
- Programming and procurement gate activities
- Program validation
- Delivery method and procurement alignment
- Master plan options and recommendations
- Documentation phases: Schematic Design (SD), Design Development (DD), and Construction Documents (CD)

F.2.

Gresham Smith estimates approximately 45 weeks to complete the proposed services. Upon completion, the City will receive the Site Impact Report, precedent review notes, the validated Operations Center program, a conceptual master plan, and full SD, DD, and CD design packages.

Additionally, Gresham Smith identified optional services that may be authorized by the City at an additional cost. These services include geotechnical exploration, surveying, existing building documentation and facility assessments, cost estimating and value engineering workshops, FF&E design support, asbestos inspection for demolition, and I&C/SCADA/physical security design.

Staff recommends approval to proceed with Gresham Smith's proposed scope of services for Conceptual Planning, Programming, and Design Documentation for the new Operations Center.

FINANCIAL IMPACT:

Funding for City of Ennis Operation Center Campus with Gresham Smith for Engineering Services is included in the Public Works Facility Fund (404-313-46225), with payments to be made in accordance with Exhibit A.

POLICY IMPLICATIONS:

Approval of this item complies with the City of Ennis' policies and applicable state law

RECOMMENDATION:

Staff recommends approval of this item

ATTACHMENTS:

[RESOLUTION NO.-City of Ennis Operations Center Campus Task Order One with Gresham Smith for \\$1,365,199.00 - Pdf](#)



RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AUTHORIZING TASK ORDER ONE FOR THE CITY OF ENNIS OPERATIONS CENTER ENGINEERING SERVICES IN A SUM NOT TO EXCEED ONE MILLION THREE HUNDRED SIXTY-FIVE THOUSAND ONE HUNDRED NINETY-NINE DOLLARS AND ZERO CENTS AND AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE ANY DOCUMENTS IN CONNECTION THEREWITH.

WHEREAS, the City's Public Works Department continues to grow in staffing and service responsibilities, requiring additional space and resources to effectively support operations; and

WHEREAS, the City seeks to centralize all Public Works functions in a modern Operations Center to improve efficiency, enhance service delivery, and meet long term operational needs; and

WHEREAS, the City Commission previously approved the purchase of property for the development of the new Operations Center, and the land acquisition was completed on August 26, 2026; and

WHEREAS, with the property being secured, the City must now begin the design and planning process necessary to advance the Operations Center project; and

WHEREAS, on July 23, 2026, Gresham Smith submitted a proposed scope of services, attached as "Exhibit A", outlining Conceptual Planning, Programming, and Design Documentation for the Operations Center.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1: That the foregoing recitals are hereby found to be true and correct legislative findings of the City of Ennis, Texas, and are fully incorporated into the body of this Resolution.

SECTION 2: Authorizes Gresham Smith to proceed with Task One for the City of Ennis Operations Center Campus and Authorizes the City Manager or designee to execute any documents in connection therewith.

SECTION 3: It is hereby declared to be the intention of the City Commission that the phrases, clauses, sentences, paragraphs and sections of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution, since the same would have been enacted by the City Commission without the incorporation of this Resolution of any such unconstitutional phrase, clause, sentence, paragraph or section

SECTION 4: That this Resolution shall become effective from and after its passage.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15 day of September 2026.

LYNDA ISBELL, Mayor

ATTEST:

BETHANY PREWITT, City Secretary



July 23, 2026

Douglas Taylor
Public Works
City of Ennis
P.O. Box 220
Ennis, TX 75120

Re: Scope of Services – City of Ennis Operations Center Campus

Dear Mr. Taylor:

Per the City of Ennis' request, please find attached Gresham Smith's proposed Task Order #1 for the City of Ennis Operations Center, submitted in response to the City's scope request under the Master Professional Services Agreement. Melissa Collazo will serve as our Project Manager.

Upon the City's approval and authorization to proceed, we will begin Conceptual Planning/Programming and Design Documentation, including site impact evaluation, precedent reviews, stakeholder visioning, program validation, delivery method/procurement alignment, and development of master plan options and a recommended direction.

We appreciate the opportunity to support the City on this important project. Please let us know if you have any questions or would like to schedule time to review the scope, assumptions, and next steps.

Sincerely,

Chris Kaakaty
Gresham Smith

Attachments: Exhibit A – Task Order 1

CC: Alberto Mercado (Gresham Smith); Andrea Weckmueller-Behringer (City of Ennis); Daniel Ortiz (City of Ennis)

Genuine Ingenuity

500 N Akard Street
Suite 3210
Dallas, TX 75201
214.350.1500

GreshamSmith.com

EXHIBIT A – TASK ORDER PROPOSAL

Task I-1 – Site Investigation / Site Impact Report (SIR)

Provide early site due diligence to identify constraints, opportunities, and enabling improvements required to support development of the combined site (three properties). The SIR will inform feasibility and guide master plan optioning and enabling infrastructure needs.

Key activities

- Evaluate site conditions under current and anticipated ownership conditions (including impacts if adjacent property acquisition is delayed).
- Include FEMA mapping review and conceptual CLOMR/LOMR considerations, if applicable.
- Identify potential adverse impacts to adjacent properties and conceptual mitigation approaches.
- Identify enabling improvements to land and supporting infrastructure needed to achieve the City's development goals.

Meetings

- Incorporated into the standing client meeting cadence as needed for findings and coordination.

Deliverables

- Site Impact Report (SIR)

Task I-2 – Precedent Review

Conduct precedent reviews to capture lessons learned from comparable public works/operations facilities and translate them into practical considerations for Ennis (durability, maintainability, operational flow, security, and technology).

Key activities

- Participate in up to three (3) precedent visits (suggested: Frisco, Mesquite, Dallas Public Works or City-selected alternates).
- Summarize findings applicable to Ennis including circulation and operations flow, fleet/freight movements, durability and maintenance considerations, security zoning, and training/support needs.

Meetings

- Up to three (3) precedent site visits
- Findings discussion incorporated into a regular City meeting or workshop readout

Deliverables

- Precedent Review Notes / Findings Summary

Task I-3 – Vision/Imaging Session (Workshop #1)

Facilitate a single stakeholder Vision/Imaging workshop to confirm priorities, success metrics, and “non-negotiables” that will guide program validation and master plan option evaluation.

Key activities

- Prepare workshop agenda and pre-read (goals, constraints, and decision prompts).
- Facilitate one (1) Vision/Imaging stakeholder workshop (hybrid).
- Document outcomes including guiding principles and evaluation criteria to be used for program and options.

Meetings

- One (1) Vision/Imaging workshop
- One (1) brief follow-up coordination meeting (if required) to confirm outcomes

Deliverables

- Vision/Imaging Summary including guiding principles and evaluation criteria

Block 2 – Program + Procurement Gate (Weeks 3–5)**Program Validation + Procurement Method Assessment + Workshop #2**

Gate Output: Program Direction + Procurement Direction Memo

Task I-4 – Program Validation

Validate operational needs, adjacencies, secure/public separation, staffing and fleet assumptions, and near-term versus future growth needs to establish a clear program basis for master plan options.

EXHIBIT A – TASK ORDER PROPOSAL

Task I-1 – Site Investigation / Site Impact Report (SIR)

Provide early site due diligence to identify constraints, opportunities, and enabling improvements required to support development of the combined site (three properties). The SIR will inform feasibility and guide master plan optioning and enabling infrastructure needs.

Key activities

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- Include FEMA mapping review and conceptual CLOMR/LOMR considerations, if applicable.
- Identify potential adverse impacts to adjacent properties and conceptual mitigation approaches.
- Identify enabling improvements to land and supporting infrastructure needed to achieve the City's development goals.

Meetings

- Incorporated into the standing client meeting cadence as needed for findings and coordination.

Deliverables

- Site Impact Report (SIR)

Task I-2 – Precedent Review

Conduct precedent reviews to capture lessons learned from comparable public works/operations facilities and translate them into practical considerations for Ennis (durability, maintainability, operational flow, security, and technology).

Key activities

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- Summarize findings applicable to Ennis including circulation and operations flow, fleet/freight movements, durability and maintenance considerations, security zoning, and training/support needs.

Meetings

- Up to three (3) precedent site visits
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Deliverables

- Precedent Review Notes / Findings Summary

Task I-3 – Vision/Imaging Session (Workshop #1)

Facilitate a single stakeholder Vision/Imaging workshop to confirm priorities, success metrics, and “non-negotiables” that will guide program validation and master plan option evaluation.

Key activities

- Prepare workshop agenda and pre-read (goals, constraints, and decision prompts).
- Facilitate one (1) Vision/Imaging stakeholder workshop (hybrid).
- Document outcomes including guiding principles and evaluation criteria to be used for program and options.

Meetings

- One (1) Vision/Imaging workshop
- One (1) brief follow-up coordination meeting (if required) to confirm outcomes

Deliverables

- Vision/Imaging Summary including guiding principles and evaluation criteria

Block 2 – Program + Procurement Gate (Weeks 3–5)**Program Validation + Procurement Method Assessment + Workshop #2**

Gate Output: Program Direction + Procurement Direction Memo

Task I-4 – Program Validation

Validate operational needs, adjacencies, secure/public separation, staffing and fleet assumptions, and near-term versus future growth needs to establish a clear program basis for master plan options.

EXHIBIT A – TASK ORDER PROPOSAL

Key activities

- Facilitate a charrette-based programming process to confirm operational requirements and adjacencies.
- Confirm day-one occupancy, department counts, and growth assumptions.
- Confirm specialized functional requirements as applicable (e.g., SCADA/storm shelter, fleet/warehouse, lab, shops, training, controlled access, future traffic control).

Meetings

- Programming sessions incorporated into Block 2 engagement, coordinated with the City's availability (format may include workshop breakouts and follow-up working sessions).

Deliverables

- Validated Program Summary (space needs, adjacency considerations, and key assumptions)

Task I-5 – Delivery Method / Procurement Alignment (Workshop #2)

Gresham Smith will facilitate a focused alignment workshop to help the City evaluate construction delivery/procurement options and understand how each option may affect schedule, packaging, roles/responsibilities, documentation needs, and overall project risk. This session is intended to align stakeholders on a recommended path and/or define the decision points needed to confirm the delivery approach. It is not intended to produce procurement documents (RFQ/RFP) or provide bid/award services.

Key activities

- Gather baseline inputs in advance of the workshop
- Prepare workshop materials tailored to the City's decision points, including a concise comparison of likely delivery methods (e.g., Design-Bid-Build, CMAR, Design-Build) and the implications to documentation strategy and milestone timing.
- Facilitate one (1) two-hour alignment workshop (hybrid)
- Document outcomes, including recommended next steps and information needed to finalize procurement method and contractor engagement approach.

Deliverables

- **Delivery Method / Procurement Alignment Memo** summarizing options discussed, key implications, stakeholder alignment items, and recommended next-step decision points to support subsequent scope and fee definition for permitting, procurement support, and construction phase services.

Assumptions / Clarifications

- This task does **not** include preparation of procurement documents (RFQ/RFP), contractor solicitation support, bid tabulation, negotiations, or award recommendations. Those services, if requested, will be proposed separately once the City confirms delivery method and procurement schedule.

Block 3 – Options + Recommendation (Weeks 6-11)**Master Plan Options + Refinement + Recommendation Package**Task I-6 – Site Master Plan Options and Recommendation

Develop and evaluate master plan options that respond to the validated program, Vision/Imaging criteria, and procurement direction. Facilitate selection of a preferred approach and document the rationale and enabling improvements.

Key activities

- Develop up to three (3) master plan options based on validated program and evaluation criteria.
- Evaluate options against agreed criteria (operations flow, fleet circulation, security zoning, phasing, resilience, enabling improvements, and schedule/procurement considerations).
- Facilitate working review(s) with the City to confirm direction and refine the preferred option.
- Identify enabling improvements to adjacent land and supporting infrastructure that support the preferred plan.

Meetings

- Option review meeting(s) incorporated into the standing City meeting cadence (and/or structured working session(s) as needed to reach a recommendation).

Deliverables

EXHIBIT A – TASK ORDER PROPOSAL

- Conceptual Master Plan Options (up to three)
- Preferred Conceptual Master Plan + recommendation narrative and rationale

PART I Meeting Cadence

- Two (2) City coordination meetings per month (standing cadence), plus:
 - One (1) Vision/Imaging Workshop (Workshop #1)
 - One (1) Procurement Direction Workshop (Workshop #2)

PART II – Documentation Phases (34 Weeks)

Part II advances the preferred master plan and validated program through Schematic Design, Design Development, and Construction Documents culminating in a CD Issue Set. The schedule includes an allowance for two (2) weeks of Owner review following SD and DD milestone submittal and four (4) weeks following CD Issue Set.

Optional Cost Estimating / VE: Milestone cost estimating and VE workshops (30% SD / 60% DD / 90% CD) are available as an Additional Service upon written authorization.

Task II-1 – Schematic Design (6 Weeks)

Develop schematic design based on the validated program and preferred master plan. Develop basis-of-design concepts for mechanical, electrical, plumbing, fire protection, technology, and structural systems to support the preferred architectural concept and site approach and confirm system strategies for specialized operational spaces.

Meetings

- Phase Kickoff (online and/or in person)
- Client Review Meeting (online and/or in person)

Deliverables

Schematic Design package (drawings and narratives), including:

- Architectural: site plan (concept), floor plans, elevations/massing, key sections, code approach summary, ADA/accessibility narrative
- Civil/Site: concept grading/drainage, concept utility routing and enabling improvements summary
- Structural: structural basis-of-design narrative
- MEP: basis-of-design narratives and preliminary electrical one-line/emergency power approach
- Technology/Security: basis-of-design narrative and controlled access approach
- Storm Shelter + SCADA: basis-of-design narratives and resilience summary
- SD design narrative, issue/decision log, meeting notes (as applicable)
- One (1) client review and approval period (2 weeks)

Task II-2 – Design Development (8 Weeks)

Advance design and coordination across disciplines to support estimating, permitting readiness, and constructible documentation.

Meetings

- Two (2) meetings per month (online and/or in person)

Deliverables

Design Development package (drawings and narratives), including:

- Architectural refinement, key area enlargements, room data sheets (as appropriate), outline specs, finishes/material direction, updated code and ADA approach
- Civil/site refinement, utilities, grading/drainage, demolition outline
- Structural DD narratives and drawings; foundation recommendations aligned with geotechnical information once available
- MEP DD-level plans and narratives; lab HVAC approach; emergency power refinement
- Technology/security refinement; access control and camera strategy

EXHIBIT A – TASK ORDER PROPOSAL

- Storm shelter and SCADA DD BOD updates
- DD narrative, issue/decision log, meeting notes (as applicable)
- One (1) client review and approval period (2 weeks)

Task II-3 – Construction Documents (12 Weeks)

Prepare coordinated construction documents suitable for permitting and procurement, including final conformance and issuance (CDs/IFC). Produce coordinated engineering documents integrated with the architectural set, including final system layouts, schedules, and details as required.

Meetings

- Monthly meetings (online and/or in person)

Deliverables

Construction Documents package (drawings and specifications), including:

- Architecture, civil/site, structural, MEP, technology/security, and storm shelter/SCADA integrated documentation
- Project Manual/technical specifications
- Response-to-comments log incorporated as applicable
- One (1) month client review and approval period (4 weeks)

3. Basic Services Deliverables (Summary)

- Site Impact Report
- Notes from Precedent Reviews
- Operational Center Program
- Conceptual Master Plan
- SD, DD, and CD packages

4. Time of Completion (Basic Services Summary)

Upon Notice to Proceed (NTP), the anticipated durations are:

- Part I – Conceptual Planning/Programming: **11 Weeks**
- Part II – Documentation Phases (SD/DD/CD): **34 Weeks**

The City's preferred groundbreaking timeframe is **Summer 2027**.

5. Basic Services Compensation

Compensation for Basic Services will be provided on a Lump Sum basis.

Basic Services Fee Breakdown

Line Item	Architecture	Blg. Engineering	Land Planning
Part I – Conceptual Planning / Programming			
Part I Conceptual Planning / Programming (task I-1 – I-6)	\$80,000	\$54,320	\$54,000
Subtotal – Part I	\$80,000	\$54,320	\$54,000
Part II – Documentation Phases			
Task II-1 – Schematic Design	\$76,000	\$96,880	\$20,000
Task II-2 – Design Development	\$106,000	\$150,920	\$45,000
Task II-3 – Construction Documents	\$193,000	\$164,640	\$55,000
Subtotal – Part II	\$375,000	\$412,440	\$120,000
Total Basic Services Fee	\$1,095,760		

EXHIBIT A – TASK ORDER PROPOSAL

6. Additional Scope of Services

The services listed below are not included in the Basic Services fee and will be provided only upon written authorization by the City.

Optional Task A-1 – Geotechnical Exploration

Upon written authorization, Gresham Smith will coordinate geotechnical exploration services performed by UES to support planning and design of typical foundations, pavements, and earthwork for the proposed Operations Center program. The geotechnical study is intended to evaluate subsurface soil/rock and groundwater conditions to depths significantly affected by foundations and provide design recommendations for earthwork, foundations, and pavements.

Key activities (by UES)

- Drill test borings and perform laboratory testing to characterize subsurface conditions
- Provide recommendations for:
 - Typical foundation systems suitable for the proposed buildings
 - Typical pavement sections for parking and drives
 - Earthwork, grading, excavation, backfill, compaction, and treatment of in-place soils

Anticipated field program (per proposal)

- UES anticipates a total of 17 test borings across the main building, potential second building, off-site sewer line, access road, and parking/drives

Deliverables

- Geotechnical Exploration Report summarizing findings and providing recommendations for foundations, pavements, and earthwork

Fee and schedule

- Lump Sum Total: **\$29,900**
- Estimated duration: **5 to 6 weeks**

Clarifications / exclusions

- Surveying of boring locations and elevations is not included (available upon request)
- Slope stability analysis and retaining wall design parameters are not included unless separately authorized

Optional Task A-2 – Survey (Two Options)

Upon written authorization, the City may select one of the survey options below. These options support different needs—property acquisition/record documentation versus design and engineering base mapping. (If the City requires both, the scopes can be combined or sequenced under a revised authorization.)

Option 1 – Closing/Boundary Survey (Acquisition Support) – \$16,000

A boundary/closing survey intended to support parcel acquisition and record documentation.

Typically includes

- Boundary survey suitable for closing/record purposes (as applicable)
- Identification of property corners/monuments found or set
- Plotted easements provided by the City (as available)
- Exhibit(s) suitable for legal/closing use

Typically does not include

- Detailed topographic mapping for design (grading/drainage/utilities)
- Subsurface Utility Engineering (SUE) or utility quality level designation (unless added)

Option 2 – Topographic Design Survey (Design Support) – \$9,900

A topographic survey intended to support civil/site design and building layout.

Typically includes

- Topographic mapping of surface features and spot elevations suitable for design
- Visible improvements (pavement, structures, drainage features, fences, etc.)
- Design-base mapping for use by the project team

Typically does not include

- Closing/boundary exhibits for acquisition (unless added)
- Subsurface utility mapping/SUE (unless added)

EXHIBIT A – TASK ORDER PROPOSAL

Clarification

- Survey services are distinct from environmental services such as Phase I/Phase II ESAs.

Optional Task A-3 – Existing Building Documentation & Facility Assessment

Upon written authorization, Gresham Smith will perform a screening-level existing building documentation and facility condition assessment of up to two (2) existing buildings currently being considered for potential salvage and/or incorporation into the overall site development. The assessment is intended to identify readily observable conditions and constraints that may affect reuse decisions, anticipated repairs, and project planning.

Key activities

- Coordinate access and perform a site visit to observe existing conditions of the identified structures.
- Document existing conditions using photographs and limited field notes; confirm basic building characteristics.
- Perform a screening review of visible building envelope and life-safety implications (e.g., exterior condition, apparent water intrusion, accessibility considerations, observed egress constraints).
- Identify apparent MEP considerations at a high level without testing or commissioning.
- Summarize apparent risks, unknowns, and recommended next-step investigations

Meetings

- One (1) site visit for field observations (assumes normal access and escort by City/Owner representative).
- One (1) findings review meeting (virtual or in person).

Deliverables

- Screening Facility Assessment Memorandum (PDF) including:
- photo log and brief narrative by system (architectural/structural/MEP at a planning level),
- preliminary reuse considerations and constraints,
- recommended next-step studies (if needed).

Clarifications / Exclusions

- This is a screening-level assessment and is not a detailed facility condition assessment (FCA).
- No destructive testing, probing, or concealed condition investigation is included.
- No code compliance determination, structural analysis, or load rating is included.
- Hazardous materials services (including asbestos-containing materials surveys) are excluded and may be provided by others or authorized separately (see Optional Task A-6 for ACM inspection performed by UES).
- Survey, geotechnical exploration, and environmental site assessment (Phase I/II ESA) are excluded unless separately authorized.

Compensation

Lump Sum: \$10,000

Optional Task A-4 – Cost Estimating and VE Workshops (30%/60/CD)

Upon written authorization, Gresham Smith will coordinate cost management services performed by Cumming Group for the City of Ennis Public Works Operations Center. Cumming Group will prepare milestone-based Statements of Probable Cost (SOPC) and, where applicable, provide reconciliation with an appointed CMAR/General Contractor. Cost management will be based on the design information available at each milestone.

Included Cumming Group services

Cumming Group will provide SOPC and (where applicable) reconciliation at the following milestones:

- **Conceptual:** SOPC (estimate only; reconciliation not anticipated)
- **Schematic Design:** SOPC + reconciliation (assumes appointed CMAR/GC is on board)
- **Design Development:** SOPC + reconciliation
- **Construction Documents:** SOPC + reconciliation

At each milestone, Cumming Group's base services include: quantity take-offs and estimate development, estimate template integration, inclusion of direct/indirect construction costs (and project costs where required), and a detailed list of qualifications/inclusions/exclusions, plus reconciliation with CMAR/GC where applicable. Cumming

EXHIBIT A – TASK ORDER PROPOSAL

Group will also participate in coordination meetings as required and present cost findings to the project team and stakeholders.

Fee (Cumming Group – Lump Sum)

- Task 01 – Conceptual SOPC: **\$9,120**
- Task 02 – Schematic Design SOPC + Reconciliation: **\$18,960**
- Task 03 – Design Development SOPC + Reconciliation: **\$20,010**
- Task 04 – Construction Documents SOPC + Reconciliation: **\$14,520**
- **Total Cost Management Fee: \$69,810**

Exclusions (Cumming Group)

Cumming's proposal excludes continuous cost management, value engineering, construction administration/post-contract cost management, subcontractor bid leveling, and soft-cost analysis (equipment/FF&E/move management, etc.).

Gresham Smith Allowance – VE Workshop Participation (Additional to Cumming Fee)

Because Value Engineering (VE) is excluded from Cumming Group's proposal, Gresham Smith recommends carrying a separate allowance for GS participation in VE workshops with the City, using Cumming's milestone estimates as the basis for discussion.

Assumption: One (1) VE workshop per milestone at SD, DD, and CD (3 total), 2 hours each. VE workshops may include City Stakeholders, Gresham Smith, Cumming Group, and (if applicable) CMAR/GC.

Fee: \$6,120

Clarification: This allowance covers participation, facilitation, and documentation of VE decisions. It does not include extensive redesign beyond the agreed documentation progression; if VE outcomes require multiple redesign cycles or scope changes, additional services may be required.

Optional Task A-5 – Furniture (FF&E) Design Support (Gresham Smith)

Upon written authorization, Gresham Smith will provide furniture planning and furniture design support for the City of Ennis Operations Center. Services may include programming confirmation for furnishings, development of furniture layouts and typicals, and coordination with the architectural design to support functional planning and stakeholder review.

Key activities

- Confirm furniture-related planning assumptions (e.g., staff counts, workstation standards, conference/training needs, storage, lockers, and support spaces).
- Develop furniture layouts for key spaces (e.g., administration areas, training room(s), conference rooms, break room, dispatch/operations support areas as applicable).
- Establish preliminary furniture standards/typicals (workstations, private offices, conference/training settings).
- Coordinate furniture layouts with architectural plans (clearances, circulation, accessibility), technology needs (power/data), and MEP considerations where required.
- Participate in review meetings with the City to confirm direction and incorporate consolidated comments.

Meetings

- Coordination meetings as requested by the City and aligned with the design schedule.

Deliverables

- Furniture plans/layouts (PDF) for identified areas.
- Furniture typicals/standards sheet(s), as appropriate.
- Furniture narrative and/or budget-level assumptions (as applicable).

Clarifications / Exclusions

- Procurement, bidding, purchasing, and installation of furniture are not included.
- Detailed furniture specifications, vendor bid management, and contract administration for furniture vendors are not included unless separately authorized.
- Final scope will be confirmed based on the City's procurement approach (Owner-direct purchase vs. contractor-provided vs. other).

EXHIBIT A – TASK ORDER PROPOSAL

CompensationHourly, Not-to-Exceed (HNTE): **\$18,000**Optional Task A-6 – Asbestos Containing Materials (ACM) Inspection (Demolition Survey) (UES)

Upon written authorization, Gresham Smith will coordinate an Asbestos-Containing Materials (ACM) inspection performed by UES to support planned demolition/renovation activities for the project site. UES will perform a demolition ACM inspection for the presence of ACM in accessible suspect materials within the identified structures, in accordance with applicable requirements.

Key activities

- Conduct a demolition ACM inspection of accessible interior and exterior building materials; collect bulk samples of suspect materials in general accordance with TAHPR and NESHAP protocols.
- Submit samples to an accredited laboratory for Polarized Light Microscopy (PLM) analysis using EPA Method 600/R-93/116 (standard 5–7 business day turnaround; expedited turnaround available for an additional fee).
- Prepare an electronic (PDF) ACM Inspection Report summarizing methods and results.

Sampling parameters / limitations

- Inspection and sampling are limited to materials readily accessible at the interior and exterior; concealed spaces (walls/floors/ceilings, crawlspaces, pipe chases, plenums, confined spaces) are not investigated unless otherwise authorized.
- Sampling is based on a not-to-exceed 75 samples (including up to three (3) layers per sample). Additional samples are \$25 per sample.
- Roofing membrane sampling is not included because penetrations require repair by a certified/licensed roofing contractor to maintain warranty; roofing sampling and/or repairs may be provided upon request for an additional fee.

Deliverables

- **Asbestos-Containing Materials Inspection Report** including: site map with approximate sample locations, summary of analytical results, chain-of-custody records, laboratory analytical reports, photographic documentation, and copies of professional licenses/certifications.

Schedule

- UES can commence upon authorization.
- UES anticipates **ten (10) business days** to complete the ACM Inspection Report following receipt of the laboratory report (subject to site access and laboratory timing).

Fee

- Lump Sum: **\$4,500.00**.
- Additional mobilizations due to site access issues (beyond one mobilization) are **\$1,000 each**.

Assumptions

- Site access and areas requiring inspection will be accessible on scheduled inspection day(s).
- Sampling damage will not be repaired; limited destructive sampling may be used to minimize disruption, but exploratory demolition/removal of fixed items is not included.

Optional Task A-7 – I&C / SCADA / Physical Security Design (Signature Automation)

Upon written authorization, Gresham Smith will coordinate specialized Audio-Visual (AV) design services to support meeting, training, and presentation needs for the City of Ennis Operations Center. AV design will be developed in coordination with architecture and building systems (power, data, pathways, ceiling coordination, acoustics considerations, and room layouts) and incorporated into the Issue Set documents as applicable.

Key activities

- Participate in a project kickoff meeting and periodic coordination meetings to align AV requirements with the building design and user needs.
- Confirm AV functional requirements for primary spaces (e.g., training room(s), conference/meeting rooms, briefing spaces) and document criteria/assumptions.
- Develop milestone deliverables aligned with the design schedule and coordinate with the broader technology/security and electrical design to avoid conflicts

EXHIBIT A – TASK ORDER PROPOSAL

Meetings

- Kickoff meeting (2-hour, in-person)
- Monthly review/coordination meetings during the design period (assumed 2 hours, in-person)
- Milestone review meetings and workshops for focused topics, as needed

Deliverables

- AV design narrative and room-by-room criteria (as applicable)
- AV drawings and specifications suitable for inclusion in the overall design package (locations, device layouts, integration requirements, coordination notes)

Clarifications / Exclusions

- Equipment procurement, installation, and commissioning are not included unless separately authorized.
- Final AV scope, deliverable level (performance vs. prescriptive specification), and fee will be confirmed upon City authorization and confirmation of procurement approach.

Fee Type

TBD (to be provided by subconsultant proposal/authorization).

7. Assumptions

- Gresham Smith will rely on the accuracy, timeliness, and completeness of information and data provided by the City or third parties without independent verification.
- The City will designate a primary point of contact and will provide consolidated review comments within agreed review periods.
- The City will coordinate participation of required City staff for meetings and charrettes
- Property acquisition status, parcel boundaries, and easements (as applicable) will be provided by the City as they are confirmed.
- Agency review timelines (including FEMA/CLOMR pathways, TxDOT coordination, and utility provider timelines) may affect schedule and could result in additional fees.
- This scope assumes a single overall project package unless the City directs otherwise during programming/master planning.
- City to confirm authorized stakeholders and coordinate staff participation for meetings/charrettes
- City to provide available site/property documents (surveys, easements, environmental records if any), utility contacts, and prior studies (if applicable)

8. Exclusions

- Services not expressly stated in this Exhibit A are excluded.
- Permit fees, utility connection fees, and third-party agency review fees are excluded.
- Special inspections, materials testing, and contractor quality control testing are excluded (typically provided by the contractor/City or third parties).
- Environmental site assessments/remediation (Phase I/II ESA) are excluded unless specifically authorized by the City.
- Commissioning and measurement & verification services are excluded unless added by amendment.

9. Clarifications

- Cost estimating will be performed by Cumming Group as a consultant, under a stand-alone lump sum line item in the Optional Services fee table.
- Construction administration duration will be confirmed once the City confirms delivery method and the contractor establishes the construction schedule and phasing approach.
- Additional/Optional Services are not included in the Basic Services scope or fee and will be performed only upon written authorization by the City.

ENNIS CITY COMMISSION AGENDA SUMMARY FORM



To: City Commission

Subject: Discuss and consider an Ordinance amending Section 2-1 "Municipal Fee and Use Schedule" in Article I "In General" of Chapter 2 "Administration" of the Code of Ordinances by codifying and adopting a revised comprehensive Schedule of Fees to be charged for municipal services; and providing an effective date.

Meeting: ENNIS CITY COMMISSION - 15 Sep 2026

Department: Finance

Staff Contact: Stanley Muli, Finance Director

BACKGROUND INFORMATION:

Staff has reviewed the current Schedule of Fees and recommended amendments for FY 2027. This Ordinance amends the Schedule of Fees with those changes.

POLICY IMPLICATIONS:

Staff recommends approval.

ATTACHMENTS:

[ORDINANCE NO.-Adopt FY 2027 Fee Schedule - Pdf](#)



ORDINANCE NO.

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AMENDING SECTION 2-1 "MUNICIPAL FEE AND USE SCHEDULE" IN ARTICLE I "IN GENERAL" OF CHAPTER 2 "ADMINISTRATION" OF THE CODE OF ORDINANCES BY CODIFYING AND ADOPTING A REVISED COMPREHENSIVE SCHEDULE OF FEES TO BE CHARGED FOR MUNICIPAL SERVICES; PROVIDING THE EFFECTIVE DATES.

WHEREAS, the City Commission adopted by Ordinance a Schedule of Fees; and

WHEREAS, the City Commission desires to make revisions to the Schedule of Fees for Fiscal Year 2027, with an effective date of October 1, 2026;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:

SECTION 1: That Section 2-1 "Municipal Fee and Use Schedule" in Article I "In General" of Chapter 2 "Administration" of the Code of Ordinances shall be amended to reflect the changes shown in the fee schedule as **Exhibit A**.

SECTION 2: Severability. It is hereby declared to be the intention of the City Commission of the City of Ennis that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Commission without the incorporation of this Ordinance if any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 3: Savings/Repealing Clause. This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances, or parts thereof, in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such other Ordinances on this date of adoption of this Ordinance shall continue to be governed by the provisions of such Ordinance and for that purpose the Ordinance shall remain in full force and effect.

F.3.

PASSED AND APPROVED by the City Commission of the City of Ennis, Texas on this 15th day of September, 2026.

LYNDA ISBELL, Mayor

ATTEST:

BETHANY PREWITT, City Secretary

F.3. Exhibit A: City of Ennis, Texas - Master Fee Schedule			
Applicable Reference	Description	Additional Details	Fee
A. Administrative Charges			
A.1	Solicitor's Permit Application Fee		\$20.00
A.2	Solicitor's Permit Fee		\$100.00
A.3	Beverage Cartage Permit		\$10.00
A.4	TABC Certification Application		\$25.00
Public Information Requests			
A.5	Standard Copy		
A.6	1 to 50 pages		\$0.10 per page (each side)
A.7	51 pages & greater		\$0.10 per page (each side) + labor & overhead
A.8	<i>The City follows guidelines established by the Texas Building and Procurement Commission when applicable. The City will not charge for making available for inspection information maintained in standard paper form. Charges for copies are assessed when the City is asked to provide for inspection information that contains confidential information, information that must be edited or redacted, or information that is old or voluminous.</i>		
A.9	Nonstandard-size Copy		
A.10	(a) Rewritable CD (CD-RW)		\$1.00
A.11	(b) Non-Rewritable CD (CD-R)		\$1.00
A.12	(c) Digital Video Disc (DVD)		\$3.00
A.13	(d) JAZ drive (and/or Flash Drives)		Actual Cost
A.14	(e) Other Electronic Media		Actual Cost
A.15	(f) Oversize Paper Copy (e.g.: 11x17 in)		\$0.50 each
A.16	(g) Specialty Paper (e.g.: Mylar, blueprint, blueline, map photographic)		Actual Cost
A.17	Labor Charge		
A.18	(a) For Programming		\$28.50 per hour
A.19	(b) For Locating, Compiling, & Reproducing		\$15 per hour
A.20	Overhead Charge		20% of Labor Charge
A.21	Remote Document Retrieval Charge		Actual Cost
A.22	Miscellaneous Supplies		Actual Cost
A.23	Postage & Shipping Charge		Actual Cost
A.24	Photographs		Actual Cost
A.25	Maps		Actual Cost
A.26	Other Costs		Actual Cost
A.27	Outsourced/Contracted Services		Actual Cost but may not include development costs
A.28	<i>No Sales Tax shall be applied to copies of public information.</i>		
A.29	Fee for Obtaining Copy of Body Worn Camera Recording		
A.30	(a) This section provides the fee for obtaining a copy of body worn camera recording pursuant to 1701.661 of the Government Code.		

F.3 Applicable Reference	Description	Additional Details	Fee
A.31	(1) Section 1701.661 of the Government Code is the sole authority under which a copy of a body worn camera recording may be obtained from a law enforcement agency under the Public Information Act, Chapter 552 of the Government Code, and no fee for obtaining a copy of a body worn camera recording from a law enforcement agency may be charged unless authorized by this section.		
A.32	(2) This section does not apply to a request, or portions of a request, seeking to obtain information other than a copy of a body worn camera recording. Portions of a request seeking information other than a copy of a body worn camera recording are subject to the charges listed in 70.3 of this chapter.		
A.33	(b) The charge for obtaining a copy of a body worn camera recording shall be:		
A.34	(1) Per recording responsive to the request for information; and		\$10.00
A.35	(2) Per full minute of body worn camera video or audio footage responsive to the request for information, if identical information has not already been obtained by a member of the public in response to a request for information.		\$1.00
A.36	(c) A law enforcement agency may provide a copy without a charge, or at a reduced charge, if the agency		
A.37	(d) If the requestor is not permitted to obtain a copy of a requested body worn camera recording under		
A.38	<i>The City follows guidelines established by the Texas Public Information Act when applicable. The City will not charge for making available for inspection information maintained in standard paper form. Charges for copies are assessed when the City is asked to provide for inspection information that contains confidential information, information that must be edited or redacted, or information that is old or voluminous.</i>		
B. Health			
B.1	Retail Food Establishment per establishment		\$275.00
B.2	Grocery Store per store		\$500.00
B.3	Convenience Store per store		
B.4	Pre-packaged food items only		\$150.00
B.5	Mobile Food Units per unit		
B.6	Limited Services Permit		\$200.00
B.7	Full-Service Permit		\$300.00
B.8	Temporary Event per booth		\$50.00
B.9	Temporary Event @ Farmers Market per booth		\$50.00
B.10	Recreational Clubs per club		\$150.00
B.11	Food Handler Training per food handler employee		\$20.00
C. Rental Property Registration and Inspection			
C.1	Single - Family Dwelling Units Per Unit Annually		\$20.00
C.2	Duplexes - Per Building Unit Annually		\$20.00
C.3	Multi - Family Dwelling (3+ Units) - Per Unit Annually		\$15.00
C.4	Initial Late Registration 1st Month		\$75
C.5	Late Registration each month after initial late fee charge		\$50.00
C.6	Initial Inspection		NO CHARGE
C.7	1st Re-Inspection		NO CHARGE
C.8	2nd Re-Inspection		\$75.00
C.9	Subsequent Re-Inspection(s) (Returns/Follow-up)		\$150.00

F.3 Applicable Reference	Description	Additional Details	Fee
D. Permits			
Building Permits			
D.1	Residential Building Permit fees: (New) Mechanical, Electrical, Plumbing, and Pools		
D.2	New Construction Permit /CSI /Irrigation		\$1.25 Per SF
D.3	CSI /TECQ required 3rd party fee		\$150.00
D.4	Remodel Permit (area affected)		\$1.00 Per SF
D.5	Home Additions Permit		\$1.00 Per SF
D.6	Storage Buildings over 400 sq ft		\$1.00 Per SF
D.7	Mechanical		\$150.00
D.8	Electrical		\$150.00
D.9	Plumbing		\$150.00
D.10	Plumbing Exception		
D.11	Gas Pressure Test		\$50.00
D.12	Water Heater		\$50.00
D.13	Misc: Remodeling / Roofing / Home Leveling / Exterior Siding / Windows, etc. and Storage Building up to 400 sq ft		\$125.00
D.14	Commercial Building Permit Fees Including: (New) Mechanical, Electrical, Plumbing, and Pools		
D.15	Valuation		
D.16	\$1 to \$1,000		\$4.00 per \$100
D.17	\$1,001 to \$2,000		\$40.00 + \$3.30 per \$100 over \$1,000
D.18	\$2,001 to \$7000		\$73.00 + \$0.50 per \$100 over \$2,000
D.19	\$7001 to \$8,000		\$98.00 + \$0.80 per \$100 over \$7,000
D.20	\$8,001 to \$15,000		\$106.00 + \$1.10 per \$100 over \$8,000
D.21	\$15,001 to \$50,000		\$183.00 + \$0.90 per \$100 over \$15,000
D.22	\$50,001 to \$100,000		\$498.00 + \$0.70 per \$100 over \$50,000
D.23	\$100,001 to \$500,000		\$848.00 + \$0.45 per \$100 over \$100,000
D.24	\$500,001 to \$2,500,000		\$2,648.00 + \$0.35 per \$100 over \$500,000
D.25	Over \$2,500,000		\$9,648.00 plus \$0.30 per \$100 over \$2,500,000
	Commercial Building Permit Fees Including: (Remodel) Mechanical, Electrical, Plumbing, and Pools		
D.26	Valuation		
D.27	\$1 to \$1,000		\$4.00 per \$100
D.28	\$1,001 to \$2,000		\$40.00 + \$2.20 per \$100 over \$1,000
D.29	\$2,001 to \$7000		\$62.00 + \$0.20 per \$100 over \$2,000

F.3 Applicable Reference	Description	Additional Details	Fee
D.30	\$7001 to \$8,000		\$72.00 + \$0.20 per \$100 over \$7,000
D.31	\$8,001 to \$15,000		\$74.00 + \$0.90 per \$100 over \$8,000
D.32	\$15,001 to \$50,000		\$137.00 + \$0.70 per \$100 over \$15,000
D.33	\$50,001 to \$100,000		\$382.00 + \$0.60 per \$100 over \$50,000
D.34	\$100,001 to \$500,000		\$682.00 + \$0.40 per \$100 over \$100,000
D.35	\$500,001 to \$2,500,000		\$2,282.00 + \$0.30 per \$100 over \$500,000
D.36	Over \$2,500,000		\$8,282.00 plus \$0.25 per \$100 over \$2,500,000
D.37	Demolition of Buildings or Structures (per unit)		
D.38	Residential		\$125.00
D.39	Commercial		\$150.00
D.40	Moving of Buildings or Structures (per unit)		\$125.00
D.41	Stop Work Order Fee		\$250.00
D.42	Re-inspection Fee Building & CSI (per action)		\$150.00
D.43	Lawn Irrigation Permit (including Backflow Protection)		\$65.00 plus \$0.35 per head
D.44	Backflow Devices Only		\$100.00
D.45	Penalty for work started or completed without permit (penalty does not absolve customer from any other fees and/or penalties that may be due)	In addition to required permit fee	Amount equal to required fee / \$250.00 minimum
D.46	Commercial Plan Review	Waived if review performed by ICC or accredited review firm	30% of the permit fee
Platting and Zoning			
D.47	Simplified Plat		\$350.00
D.48	Final Plat		\$350.00 plus \$2.00 per lot
D.49	Re-Plat		\$350.00
D.50	Preliminary Plat		\$350.00
D.51	Site Plan Review		\$350.00
D.52	Certificate of Appropriateness		\$75.00
D.53	Certificate of Demolition or Relocation of a Historic Building		\$75.00
D.54	Zoning Change - Standard Zoning District	New State requirement includes signage posting - HB 24	\$475.00 plus \$5.00 per acre or fraction thereof
D.55	Zoning Change - PD &RMU		\$750.00 plus \$5.00 per acre or fraction thereof

F.3 Applicable Reference	Description	Additional Details	Fee
D.56	Zoning Verification Letter		\$25.00
D.57	Zoning Variance		\$300.00
D.58	Zoning Appeal		\$300.00
D.59	Pre-Development Meeting (P&D, Public Works, Utility Operations, Fire Dept.)		\$100.00 plus \$50.00 if Health Dept. required
Building Code Fees			
D.60	Certificate of Occupancy - Initial New Business Permit or if any change in use or ownership		\$150.00
D.61	Irrigation License		\$75.00
D.62	Backflow License		\$100.00
D.63	Backflow Testing Fee		\$20.00
D.64	Grease Trap / FOG Hauling Reporting		\$20.00
D.65	OSSF License		\$75.00
Sign Permits			
D.66	Review Fee Per plan reviewed		\$50.00 plus Application Fee
D.67	Application Fee by Total Valuation of the sign and should not include other installation costs		
D.68	\$0 to \$15,000		\$100.00
D.69	\$15,001 to \$50,000		\$100.00 for first \$15,000 + \$5.00 for each additional \$1,000
D.70	\$50,000.01 to \$100,000		\$273.00 for first \$50,000 + \$4.00 for each additional \$1,000
D.71	\$100,000.01 and up		\$473.00 for first \$100,000 + \$2.50 for each additional \$1,000
D.72	Billboards, Digital Billboards, and Off Site Signs in addition to the Review and Application Fee		\$1000.00 Per Sign
D.73	Digital Billboard: Annual Inspection		\$200.00
Other Permits and Fees			
D.74	Abandonment Fee		\$400.00
D.75	Annexation/Deannexation		\$500.00
D.76	Special Use Permit		\$400.00

F.3 Applicable Reference	Description	Additional Details	Fee
E. Police			
E.1	911 Communication Fee per line per month		
E.2	Residential		\$0.75
E.3	Commercial		\$1.50
E.4	VOIP		\$0.75
E.5	Trunk Line		\$1.82
E.6	Police Body Camera Video	Charge for each Flash Drive	At Cost
F. Library			
F.1	Library Use (out-of-city user fee) per household per year		\$0.00
F.1	Library Fines per item per day	Excluding Interlibrary Loan and tablets	\$0.25
F.2	InterLibrary Loan fine per item per day		\$1.00
F.3	Tablet fine per item per day		\$1.00
F.4	Library Card Replacement Fee for each card replaced		\$3.00
F.5	Photocopies/Prints		
F.6	Black and white copy		\$0.10
F.7	Per color copy		\$0.50
F.8	Fax Services per page		\$0.50
F.9	First page		\$0.50
F.9	Each additional page		\$0.50
F.10	Each received page		\$0.50
F.10	Learning Center Rental Community Room Rental		
F.11	For Profit group for 4 hours		\$50.00
F.12	For each additional hour		\$10.00
F.13	Non-Profit group for 3 hours		\$10.00
F.14	For each additional hour		\$4.00
F.15	Use of Library's Electronic Equipment		\$25.00
F.16	Food or Beverage Fee		\$10.00
Museum			
F.17	Adult Admission per person	Ages 13 - 59	\$4.62
F.18	Discounted Adult Admission per person	Ages 60+ or Military	\$3.70
F.19	Child Admission per person	Ages 0 - 12	\$0.00
G. Parks & Recreation			
Park Pavilions			
G.1	Half day permit		\$75.00
G.2	Full day permit		\$100.00
General Use of Athletic Fields for Primary Youth Sports Associations and Non-Profits			
G.4	Seasonal User Fees per player per season		\$5.00
G.5	Practice use outside of assigned time per practice with 2-hour maximum		\$10.00

F.3 Applicable Reference		Description	Additional Details	Fee
General Public Game Use of Athletic Fields				
G.6	Game preparation rental per field			\$100.00
G.7	Practice Field per practice with 2-hour maximum			\$20.00
G.8	*Fields may not be available during the primary season of the youth sports association (YSA).			
G.9	* 50% rates only apply during YSA primary season. 100% General public rates apply outside of primary season.			
Game Use at Athletic Fields by For-Profit Businesses				
G.10	Tournament Use			
G.11	Per field per day			\$300.00
G.12	Percent of gate fees (gate fees must be approved by City Parks and Recreation Director)			25%
G.13	Date Reservation Deposit			\$300.00
H. Public Works Fees and Services				
Utility Operations				
H.1	Verification Fee for Water and Sewer - Lots in subdivisions constructed after January 2018 are exempt from verification fees			
H.2	a. Verification fee for Commercial or Residential Property		Allow 10-14 days	\$150.00
H.3	b. Expedite Fee			\$50.00
H.4	c. Additional copies of verification		Per copy	\$5.00
H.5	Estimate Fee			\$150.00
H.6	Water Meter Set Fee			\$500.00
H.7	Water Taps		Per tap	
H.8	a. 3/4" water tap			At Cost (Labor/Mat/Equip)
H.9	b. 1" water tap			At Cost (Labor/Mat/Equip)
H.10	c. 1-1/2" water tap			At Cost (Labor/Mat/Equip)
H.11	d. 2" water tap			At Cost (Labor/Mat/Equip)
H.12	e. Greater than 2" tap			At Cost (Labor/Mat/Equip)
H.13	Water Meters		Per meter	
H.14	a. 3/4" Water Meter 1" Water Meter			At Cost (Labor/Mat/Equip)
H.15	b. 1-1 /2" Water Meter			At Cost (Labor/Mat/Equip)
H.16	c. 2" Water Meter			At Cost (Labor/Mat/Equip)
H.17	d. Meter Box and Lid			At Cost (Labor/Mat/Equip)
H.18	e. Meter Lid only			At Cost (Labor/Mat/Equip)

F.3 Applicable Reference	Description	Additional Details	Fee
H.19	f. Water Meter, Meter Box or Lid Repair		At Cost (Labor/Mat/Equip)
H.20	Wastewater Taps	Per tap	
H.21	a. 4" Wastewater Tap		At Cost (Labor/Mat/Equip)
H.22	b. Greater than 4" Wastewater Tap		At Cost (Labor/Mat/Equip)
H.23	c. Cleanout Box and Lid		At Cost (Labor/Mat/Equip)
H.24	d. Wastewater Cleanout, Box, or Lid Repair		At Cost (Labor/Mat/Equip)
H.25	Other Fees	Per each - estimate required	
H.26	a. Long Tap - Additional fee for water or wastewater taps		At Cost (Labor/Mat/Equip)
H.27	b. Street Bore for water or wastewater taps		At Cost (Labor/Mat/Equip)
H.28	c. Street cut and repair for water or wastewater taps		At Cost (Labor/Mat/Equip)
H.29	d. Bacteriological Water Sampling	Base Cost per location (first sample)	\$100.00
H.30	e. Additional Bacteriological Water Sampling	Each additional sample	\$25.00
H.31	f. Resampling Fee	Each Sample	\$25.00
H.32	Pre-Treatment Fees Texas Pollutant Discharge Testing & Monitoring	Per annual	
H.33	a. Surveys		\$250.00 \$300.00
H.34	b. Permit Application		\$300.00 \$250.00
H.35	c. Permit		\$150.00 \$300.00
H.36	d. Inspections	First Hour	\$200.00 \$250.00
H.37		Per hour after the first hour	\$100.00 \$125.00
H.38	e. Notice of Violations		\$300.00
H.39	f. Baseline Monitoring Reports		\$100.00 to \$500.00
H.40	g. All Overdue Reports	Per day	\$75.00
H.41	h. Surcharge	Per pound	\$1.00 to \$2.00
H.42	i. Equipment and vehicle use		\$750.00 \$1,000.00
H.43	Category	Annual / Monthly Fee (per IU)	
H.44	Non- SIU (Significant Industrial User)		\$1500/\$125
H.45	SIU		\$1,700/\$142
H.46	Categorical SIU		\$1,900/\$158

F.3 Applicable Reference	Description	Additional Details	Fee
H.47	Standby Water	Billed at previous year	\$75.00
H.48	TCEQ Reimbursement Fee		\$800.00 to \$1,000.00
H.49	Testing (Commercial Lab)		At Cost
Engineering			
H.48	Plan Review (Residential, Commercial, Industrial)	Allow up to 30 business days for initial submittal per each phase	
H.49	a. Civil		\$300.00 minimum plus \$75.00 / per acre of overall development
H.50	Additional Plan Reviews triggered by changes or updates, additions after the first revision		
H.51	i. Second Revision	Third Review	\$100.00
H.52	ii. Third and Fourth Revision	Fourth & Fifth Reviews	\$150.00
H.53	iii. Fifth Revision and Up	Sixth Review and Up	\$200.00
H.54	b. Traffic Impact Analysis 3rd Party Review	Required at the discretion of the Director of Public Works	at cost + 3% Admin Fee
H.55	c. Drainage Study 3rd Party Review	Required at the discretion of the Director of Public Works	at cost + 3% Admin Fee
H.56	d. Preliminary Plat Supporting Documentation	Per each phase	\$200.00
H.57	e. Driveway or Sidewalk Only	Per each phase	\$100.00
H.58	f. Grading Plan	Per each phase	\$150.00
H.59	g. Predevelopment Meeting	Per meeting	\$400.00
H.60	Land/Tree Clearing Permit Fee	5 acres or greater / per acre	\$40.00
H.61	Standby Water	Billed at previous year	\$75.00
H.62	TxDOT Utility Permit Preparation Fee		\$150.00
H.63	Public Works - Street Driveway Inspections		
H.64	a. Commercial or Residential		\$100.00
H.65	b. Re-inspection Fee (per action)		\$75.00
H.66	Barrier Free Ramp Inspection		
H.67	a. Commercial or Residential	Per Inspection	\$100.00
H.68	b. Re-inspection Fee (per action)		\$75.00
H.69	c. After Hours or Weekend Inspection Fees	Per Inspection	\$400.00
H.70	Right-of-Way Permits		
H.71	a. Permit Application Fee	Plus Plan Review cost	\$250.00
H.72	b. Permit Expiration Fee	Per permit	\$30.00
H.73	Electronic maps submittal fee		\$80.00
H.74	Registration per right-of-way user	Annually	\$100.00
H.75	Construction Site Inspection		
H.76	a. Inspector	Per Man Hour	\$40.00
H.77	b. After hours Inspection (after office hour/weekends)	Per Man Hour	\$80.00
H.78	Line Locating Fee		
H.79	a. Per Address		\$10.00

F.3 Applicable Reference	Description	Additional Details	Fee
H.80	b. Per Block		\$100.00
H.81	Small Cell Application Fee	This penalty shall not exceed and is capped by statutory limits	
H.82	1-5 network nodes		\$500.00
H.83	Each additional network node		\$250.00
H.84	Per pole		\$1,000.00
H.85	Small Cell User Fees	This penalty shall not exceed and is capped by statutory limits	
H.86	Annual fees per network node		\$250.00
H.87	Per city pole attachment		\$20.00
H.88	Public Inconvenience Penalty is assessed and calculated from the date of expiration of the permit until date of completion of work, or repair, or final backfill if turned over to the department for repair.	This penalty shall not exceed and is capped by statutory limits	
H.89	Sidewalks		
H.90	31-75 days		\$0.0026 per sq ft
H.91	79-90 days		\$0.0052 per sq ft
H.92	90-100 days		\$0.0078 per sq ft
H.93	over 100 days		\$0.0104 per sq ft
H.94	Driveway		
H.95	31-75 days		\$39.00 each
H.96	79-90 days		\$78.00 each
H.97	90-100 days		\$117.00 each
H.98	over 100 days		\$156.00 each
Street Department Fees			
H.99	New Development Street Signs		At Cost
H.100	Streets Department Personnel Labor, per man hour		\$42.66
H.101	Street Sweeper, per hour (excludes labor for operator)		\$215.77
H.102	Skid Steer, per hour (excludes labor for operator)		\$53.24
H.103	Broom attachment, per hour (excludes labor for operator)		\$27.47
H.104	Bucket Truck, per hour (excludes labor for operator)		\$39.66 \$48.28
H.105	Crew Truck, per hour (excludes labor for operator)		\$27.78
H.106	Barricade Trailer, per hour		\$7.29
H.107	Message Board, per hour		\$11.62
H.108	Class III Barricade, daily rate		\$15.00
H.109	Class I Barricade, daily rate		\$5.00
H.110	Road Closed Sign, daily rate		\$10.00
H.111	Candlestick Cones, daily rate		\$2.00
H.112	Yellow Caution Tape, per roll		\$13.99 \$14.99
H.113	Road Closure Fee		
H.114	Daily rate per block		\$250.00
H.115	Daily rate per intersection		\$500.00
Sanitation Department Fees			

F.3 Applicable Reference	Description	Additional Details	Fee
H.116	Sanitation Personnel Driver, per man hour		\$58.33
H.117	Sanitation Personnel Labor, per man hour		\$39.82
H.118	30-yd Rolloff, per delivery		\$32.77
H.119	30-yd Rolloff, per haul		\$288.00
H.120	40-yd Rolloff, per delivery		\$32.77
H.121	40-yd Rolloff, per haul		\$350.00
H.122	4-yd Above Ground, per delivery		\$18.20
H.123	4-yd Above Ground, per service		\$33.82
H.124	6-yd Underground Dumpster, per service		\$50.14
H.125	Underground Dumpster Truck, per hour		\$70.70
H.126	Rolloff Truck, per hour (excludes labor for operator)		\$70.70
H.127	Crew Cab Truck, per hour (excludes labor for operator)		\$27.78
H.128	Rear Load Truck, per hour (excludes labor for operator)		\$61.69
H.129	All-Terrain Vehicle, per hour (excludes labor for operator)		\$26.30
H.130	Clear Trash Liners for Trash Barrels, per box		\$54.00
I. Utility Billing			
I.1	Return Check Fee	Per occurrence	\$30.00
I.2	Late Payment Penalty	Per occurrence	5%
I.3	Reconnect Fee (business hours)		\$50.00
I.4	After Hours Turn on (5:00 pm to 8:00 am Monday - Friday or weekends and holidays)	Per turn on	\$100.00
I.5	Tampering Fee (fire hydrant, meters, other utilities or public infrastructure)	Per occurrence	\$500.00
Sewer Rates			
I.6	Residential Minimum Sewer Charge	Per residential unit	\$37.25
I.7	Residential Consumption Charge per 1,000 Gallons of Water (first 1,000 Gallons included in base rate); Charges capped at 6,000 Gallons		\$5.25
I.8	Commercial Minimum Sewer Charge		\$45.00
I.9	Commercial Consumption Charge per 1,000 Gallons of Water Flow (first 1,000 Gallons included in base rate)		\$5.50
I.10	Contract / Enterprise Minimum Sewer Charge		\$45.00
I.11	Contract / Enterprise Consumption Charge per 1,000 Gallons of Metered Sewer Flow (first 1,000 Gallons included in base rate)		\$5.50
I.12	Wholesale Minimum Sewer Charge (Per Meter) (includes first 1,000 Gallons in base rate)		\$92.50
I.13	Wholesale Consumption Charge Per 1,000 Gallons (first 1,000 Gallons included in base rate)		\$10.00

F.3 Applicable Reference	Description	Additional Details	Fee
Water Rates			
I.14	Residential Minimum Water Charge (first 1,000 Gallons included in base rate)		\$29.67
I.15	Multifamily Minimum Water Charge	Per residential unit	\$5.75
I.16	Residential Consumption Charge	Per 1,000 Gallons of Water	
I.17	1,001-6,000		\$4.36
I.18	6,001-10,000		\$5.91
I.19	10,001-20,000		\$6.68
I.20	Over 20,000		\$7.46
I.21	Commercial and Industrial Minimum Monthly Charge	By meter size	
I.22	5/8" & 3/4"		\$27.57
I.23	1"		\$50.57
I.24	1 1/2"		\$91.93
I.25	2"		\$140.52
I.26	3"		\$365.08
I.27	4"		\$622.48
I.28	6"		\$1,318.51
I.29	8"		\$2,298.20
I.30	10"		\$3,445.99
I.31	Commercial Consumption Charge	Per 1,000 gallons	\$4.18
I.32	Wholesale Minimum Charge	Per meter	\$75.00
I.33	Wholesale Consumption Charge	Per 1,000 gallons	\$7.45
I.34	Perform Customer Service Inspections (CSI) and Re- inspection	Per Inspection	\$125.00
I.35	Perform Customer Service Inspections (CSI) and Re-inspection	Per Hour	\$125.00
I.36	Construction (Fire hydrant) Meter		
I.37	a. Deposit (Meter only)	Per Meter (Refundable)	\$3,000.00
I.38	b. Deposit (Meter and Backflow Preventor)	Per Meter with Backflow P	\$5,000.00
I.39	c. Rental Fee	Per Month	\$200.00
I.40	d. Construction Meter Base Rate	Per Month	\$29.26
I.41	e. Construction Meter Usage Rate	Per 1,000 gallons	\$3.00
Water Meter Set Fee			
I.42	Water Meter Set Fee	Each	\$500.00
I.43	Deposit	Each	\$100.00
I.44	Cut Lock Fee	Each	\$50.00
J. Sanitation			
J.1	Residential - First Container	Per month	\$21.25
J.2	Residential - Optional Second Container	Per month	\$5.00
J.3	Residential - Additional small pickup or handling charge	Per occurrence	\$10.00 \$15.00
J.4	Residential - Additional missed pickup or handling charge	Per occurrence	\$10.00 \$16.00
J.5	Duplex, Triplex, Quadplex, etc.	Per month - per plex	\$21.25
J.6	Multi-family (Apartments)	Per month - per unit	\$18.25
J.7	Special Collections (Bulk Pickup/Leaves Pickup)		
J.8	Small - Up to two (2) Cubic Yards (CY)		\$25.00
J.9	Medium - Greater than Two (2) up to Six (6) CY		\$50.00

F.3 Applicable Reference	Description	Additional Details	Fee
J.10	Large - Greater than Six (6) Cubic Yards		\$75.00
J.11	Downtown District Commercial Curbside Collection (minimum 5-days per week pickup)		
J.12	Apartments	Per unit	\$15.00
J.13	Downtown Businesses - based on volume of refuse generated for each type of business		
J.14	Small 1xWeek	Container	\$15.00
J.15	Medium 1xWeek	Container	\$20.00
J.16	Large 1xWeek	Container	\$25.00
J.17	Extra-Large 1xWeek	Container	\$50.00
J.18	Extra charge for Saturday Pickup	Container	\$15.00
J.19	6cy Underground		\$110.00
J.20	6cy Underground extra charge for Saturday Pickup		\$40.00
K. Special Events			
K.1	Major Festival/Event Fees (Multiday events, ex. Bluebonnet Trails Festival)		
K.2	10 x 10 Food Vendor Space		\$450.00
K.3	10 x 20 Food Vendor Space		\$750.00
K.4	10 x 30 Food Vendor Space		\$950.00
K.5	10 x 40 Food Vendor Space		\$1,150.00
K.6	10 x 10 Arts & Crafts Standard Space		\$300.00
K.7	10 x 10 Arts & Crafts Premium Space		\$450.00
K.8	10 x 20 Arts & Crafts Standard Space		\$600.00
K.9	10 x 20 Arts & Crafts Premium Space		\$900.00
K.10	10 x 30 Arts & Crafts Standard Space		\$1,050.00
K.11	Midsize Festival/Event Fees (Multiday community events, ex. Autumn Daze Festival)		
K.12	10 x 10 Food Vendor Space		\$250.00
K.13	10 x 20 Food Vendor Space		\$375.00
K.14	10 x 30 Food Vendor Space		\$475.00
K.15	10 x 40 Food Vendor Space		\$575.00
K.16	10 x 10 Arts & Crafts Space		\$200.00
K.17	10 x 20 Arts & Crafts Space		\$300.00
K.18	10 x 30 Arts & Crafts Space		\$425.00
K.19	10 x 40 Arts & Crafts Space		\$500.00
K.20	Micro Festival/Event Fees (Less than 8 hrs., ex. Freedom Fest, Lights of Ennis Christmas Market)		
K.21	10 x 10 Vendor Space		\$50.00
K.22	10 x 20 Vendor Space		\$75.00
K.23	Electricity		
K.24	500W 120v		\$50.00
K.25	50A 220v		\$150.00
K.26	Non - Potable Water		\$50.00

F.3 Applicable Reference	Description	Additional Details	Fee
K.27	Event Admission Fees per day per adult and children 13 years and older		\$5.00
K.28	Special Event Permit Application Fee		\$25.00
K.29	Medic/EMT personnel, per man hour, 4 hour minimum		\$60.00
K.30	Supervisor, per man hour, 4 hour minimum		\$60.00
K.31	First Response Vehicle, per hour, 4 hour minimum		\$25.00
K.32	MICU Transport Vehicle, per hour, 4 hour minimum		\$100.00
K.33	Police officer personnel, per man hour, 2 hour minimum		\$60.00
K.34	Communications officer personnel to staff command vehicle, per man hour, 2 hour minimum		\$50.00

L. Fire Department

Inspection Fees			
L.1	Acceptance Testing	2nd & additional re-inspec	\$75.00
L.2	After Hours Inspection	Fee per occurrence	\$150.00
L.3	Annual Inspection (commercial occupancies >12,000 sq ft)	Annual Fee	\$75.00
L.4	a. 12,000 to 100,000 sq. ft.		\$75.00
L.5	b. 100,001 to 500,000 sq. ft.		\$150.00
L.6	c. >500,000 sq. ft.		\$225.00
L.7	Apartments	Annual Fee	\$75.00
L.8	Assisted Living facilizes (ALF)	Annual Fee	\$225.00
L.9	Certificate of Occupancy (CO)	Fee per occurrence	\$75.00
L.10	Daycare (Residential)	Annual Fee	\$50.00
L.11	Daycare (Commercial)	Annual Fee	\$75.00
L.12	Fire Watch / Standby Fee/Hour	IFC 901.7	\$75.00
L.13	Foster Home Inspection	Annual Fee	\$50.00
L.14	Hospital/ER	Annual Fee	\$225.00
L.15	Hydrant Flow Test	Per occurrence	\$50.00
L.16	a. Late Payment Penalty	Per occurrence	5%
L.17	b. No Show Inspection Fee	Per occurrence	\$75.00
L.18	Nuisance Fire Alarm (>3 false alarms in 6 months)	Per occurrence	\$150.00
L.19	Nursing Home	Annual Fee	\$225.00
L.20	Operating without a permit	2X the permit fee	
L.21	Re-Inspection	2nd and additional re-inspections	\$75.00
L.22	Stop Work Order	Per occurrence	\$75.00
L.23	Additive Manufacturing	Annual Fee	\$50.00
L.24	Aerosol Products	Annual Fee	\$25.00
L.25	Amusement building	Annual Fee	\$100.00
L.26	Aviation facility (per facility)	Annual Fee	\$25.00
L.27	Carnivals & fairs	Annual Fee	\$75.00
L.28	Cellulose Nitrate (Photo Development)	Annual Fee	\$25.00
L.29	Combustible dust production operations	Annual Fee	\$100.00
L.30	Combustible fibers	Annual Fee	\$100.00
L.31	Compressed gases	Annual Fee	\$100.00
L.32	Covered mall buildings	Annual Fee	\$25.00
L.33	Cryogenic Fluid	Annual Fee	\$100.00

F.3 Applicable Reference	Description	Additional Details	Fee
L.34	Cutting & Welding	Annual Fee	\$50.00
L.35	Dry cleaning	Annual Fee	\$25.00
L.36	Energy Storage Systems	Annual Fee	\$25.00
L.37	Exhibit halls / Trade Shows	Annual Fee	\$25.00
L.38	Explosives / Fireworks/ Lantern Release	Fee per occurrence	\$225.00
L.39	Flammable & combustible liquids	Annual Fee	\$100.00
L.40	Floor finishings	Annual Fee	\$50.00
L.41	Fruit & Crop ripening	Annual Fee	\$25.00
L.42	Fumigation & thermal insecticidal fogging	Annual Fee	\$25.00
L.43	Hazardous material	Annual Fee	\$200.00
L.44	High Pile Storage	Annual Fee	\$100.00
L.45	Hot work Operations	Annual Fee	\$50.00
L.46	HPM facilities (hazardous portion material)	Annual Fee	\$100.00
L.47	Industrial Ovens	Annual Fee	\$25.00
L.48	Liquid-or-gas fueled vehicles or equipment in assembly building	Annual Fee	\$25.00
L.49	LP-Gas (Commercial only)	Annual Fee	\$50.00
L.50	Lumber yards / wood Working Plants	Annual Fee	\$50.00
L.51	Magnesium	Annual Fee	\$25.00
L.52	Miscellaneous combustible storage	Annual Fee	\$25.00
L.53	Mobile Food Preparation Vendor	Annual Fee	\$50.00
L.54	Motor Fuel dispensing facility	Annual Fee	\$25.00
L.55	Outdoor Burning Permit (Residential)	Fee per occurrence	\$75.00
L.56	Outdoor Burning Permit (Commercial)	Fee per occurrence	\$225.00
L.57	Open Flames and Torches	Annual Fee	\$25.00
L.58	Open Flames and Candles	Annual Fee	\$25.00
L.59	Organic Coatings	Annual Fee	\$75.00
L.60	Outdoor Assembly Event	Annual Fee	\$0.00
L.61	Places of assembly	Annual Fee	\$75.00
L.62	Plant Extraction Systems	Annual Fee	\$25.00
L.63	Private Fire Hydrants	Fee per occurrence	\$50.00
L.64	Pyrotechnic Special Effects Material	Annual Fee	\$225.00
L.65	Pyroxylin plastics	Annual Fee	\$100.00
L.66	Refrigeration equipment	Annual Fee	\$25.00
L.67	Repair garage / Tire Shop	Annual Fee	\$25.00
L.68	Rooftop heliports	Annual Fee	\$25.00
L.69	Spraying & dipping	Annual Fee	\$25.00
L.70	Storage of tires & tire by-products	Annual Fee	\$50.00
L.71	Temporary Membrane Structures (Tents)	Fee per occurrence	\$75.00
L.72	Tire rebuilding plant	Annual Fee	\$100.00
L.73	Waste handling	Annual Fee	\$100.00
L.74	Wood production	Annual Fee	\$25.00
Construction Fees			
L.75	Automatic Fire Extinguishing System	Fee per occurrence	
L.75	Commercial Cooking Ventilation Hood		\$75.00
L.76	Suppression System & Riser (New or Alteration per system)		
L.77	1 to 20 Devices		\$75.00
L.78	21 to 100 Heads		\$125.00

F.3 Applicable Reference	Description	Additional Details	Fee
L.79	101 to 300 Heads		\$200.00
L.80	300 to 500 Heads		\$375.00
L.81	501 to 1,000 Heads		\$400.00
L.82	1,000 + Heads = \$0.50 / Head		\$0.50/H
L.83	Compressed Gases	Fee per occurrence	\$75.00
L.84	Cryogenic Fluids	Fee per occurrence	\$75.00
L.85	Emergency Responder Radio Coverage	Fee per occurrence	\$75.00
L.86	Elevator Installation	Fee per occurrence	\$75.00
L.87	Energy Storage Systems	Fee per occurrence	\$100.00
L.88	Fire Alarm Detection Systems and Related Equipment IFC 105.6.6 Installation or modification to the fire alarm system, detection system, and related equipment. Includes access control devices. A plan review, visual inspection and acceptance testing will be conducted per NFPA 72. (IFC 907)	Fee per occurrence	
L.89	1 to 20 Devices		\$75.00
L.90	21 to 100 Devices		\$125.00
L.91	101 to 300 Devices		\$200.00
L.92	300 to 500 Devices		\$375.00
L.93	501 to 1,000 Devices		\$400.00
L.94	1,001 + Devices = \$0.50 per Device		\$0.50
L.95	Fire Pump and Related Equipment - NFPA 20/22 (Includes underground fireline) Permit	Fee per occurrence	\$150.00
L.96	Flammable and Combustible Liquids / Underground Tank Storage	Fee per occurrence	\$200.00
L.97	Fuel Cell Power Systems	Fee per occurrence	\$75.00
L.98	Gas Detection Systems	Fee per occurrence	\$75.00
L.99	Gates/Barricades Across Fire Apparatus Access	Fee per occurrence	\$75.00
L.100	Hazardous Materials	Fee per occurrence	\$150.00
L.101	High-Piled Combustible Storage	Fee per occurrence	\$150.00
L.102	Industrial Ovens	Fee per occurrence	\$75.00
L.103	Plan Review - Based on Valuation (Life Safety) A plan review will be conducted for compliance with the IFC & NFPA codes - Occupancy classification requirements may trigger addition fee.	Fee per occurrence	
L.104	\$1 to \$10,000 -	Fee per occurrence	\$75.00
L.105	\$10,001 to \$25,000	Fee per occurrence	\$100.00
L.106	\$25,001 to \$50,000	Fee per occurrence	\$150.00
L.107	\$50,001 to \$100,000	Fee per occurrence	\$200.00
L.108	\$100,001 to \$500,000	Fee per occurrence	\$250.00
L.109	\$500,001 or more	Fee per occurrence	\$300.00
L.110	LP Gas	Fee per occurrence	\$75.00

F.3 Applicable Reference		Description	Additional Details	Fee
L.111		Motor Vehicle Repair Rooms / Booths	Fee per occurrence	\$75.00
L.112		Plant Extraction System	Fee per occurrence	\$75.00
L.113		Private Fire Hydrant / Loop	Fee per occurrence	\$75.00
L.114		Smoke Control or Smoke Exhaust System	Fee per occurrence	\$75.00
L.115		Solar Photovoltaic Systems	Fee per occurrence	\$75.00
L.116		Special Event Structure (Temporary)	Fee per occurrence	\$25.00
L.117		Spraying or Dipping	Fee per occurrence	\$75.00
L.118		Standpipe System	Fee per occurrence	\$150.00
L.119		Temporary Membrane Structures/Tents	Fee per occurrence	\$75.00