



INVITATION TO BID NO: 14-X-2253472

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

REQ. AGENCY : 016000
HUMAN RESOURCES
AGENCY REQ. NO. :
T-NUMBER : TA370
DATE ISSUED : 08/12/13
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1512572
BUYER NAME : BERNIE ARANT

INVITATION TO BID

FOR: JANITORIAL SERVICE-HUMAN RESOURCES SOUTH BUYER PHONE NO. : (334) 242-4201-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 09/11/13 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 09/12/13 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

VENDOR NUMBER
(MUST MATCH REGISTRATION)

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP:

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

BID (ITB) RESPONSE INSTRUCTIONS

REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY
BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

STANDARD TERMS & CONDITIONS

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT WWW.DHS.GOV/E-VERIFY.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

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VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

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ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

AWARD:

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

WHERE THERE ARE MULTIPLE LOCATIONS WITHIN A COUNTY, THE STATE RESERVES THE RIGHT TO AWARD 'ALL OR NONE'. THE MULTIPLE COUNTY LOCATIONS ARE: MOBILE, JEFFERSON, MONTGOMERY, MORGAN, LEE, ETOWAH, MARSHALL, BARBOUR, AND CHILTON.

PLEASE PROVIDE THE NUMBER OF EMPLOYEES IN YOUR COMPANY:

NUMBER OF EMPLOYEES _____

*
*
*
*

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

MINIMUM WAGE:

IN THE EVENT THE FEDERAL GOVERNMENT INCREASES THE MINIMUM WAGE DURING A CONTRACT PERIOD, THE VENDOR SHALL INCREASE THE WAGES TO MATCH THE NEW RATE AS SOON AS POSSIBLE AFTER THE EFFECTIVE DATE.

NOTE: VENDOR MUST INCLUDE IN THE MONTHLY RATE THE COST OF SUPPLIES FOR THE DURATION OF THE CONTRACT. THE ONLY INCREASE IN THE MONTHLY

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RATE WILL BE ANY INCREASE IN THE MINIMUM WAGE TIMES NUMBER OF EMPLOYEES AND TOTAL HOURS WORKED PER LOCATION.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

SECURITY STATEMENT:

VENDOR SHALL ENSURE THAT PERSONNEL INVOLVED WITH ANY STATE AGENCY PROJECT SHALL BE ADVISED OF AND ACKNOWLEDGE THE CONFIDENTIAL NATURE OF INFORMATION CONTAINED IN STATE FILES, THE SAFEGUARDS REQUIRED AND CRIMINAL AND CIVIL SANCTIONS OF NON-COMPLIANCE IN FEDERAL AND STATE STATUTES.

PRICING - UNREALISTICALLY LOW

PRICES SHALL BE ACCURATE AND COMPLETE TO COVER THE PERFORMANCE OF ALL REQUIRED WORK. AN UNREALISTICALLY LOW PRICE MAY ELIMINATE A VENDOR FROM COMPETITION ON THE BASIS OF MISUNDERSTANDING THE REQUIREMENTS OR VENDOR HAS SUBMITTED AN IMPROVIDENT BID. PRICE DATA OF REQUIRED WORK IS NOT REQUIRED WITH THE BID. UPON NOTIFICATION, THIS INFORMATION IS TO BE PROVIDED WITHIN 5 DAYS, OR VENDOR WILL NOT BE CONSIDERED ON THE LOCATION WITH UNREALISTIC PRICES.

VENDOR REFERENCES:

VENDOR SHOULD PROVIDE A MINIMUM OF THREE REFERENCES WITH THEIR BID. INCLUDE COMPANY, ADDRESS, TELEPHONE, CONTACT PERSON AND PERIOD SERVICE WAS PERFORMED. WITHOUT REFERENCES, A THOROUGH EVALUATION CANNOT BE CONDUCTED AND COULD DELAY AWARD OF THE BID. VENDOR MUST LIST REFERENCES THAT ARE EQUAL IN SQUARE FEET AND SCOPE OF WORK REQUIRED. FAILURE TO INCLUDE REFERENCES OF LIKE SIZE AND SCOPE OF WORK WILL BE CAUSE FOR YOUR BID TO NOT BE CONSIDERED.

NOTE TO VENDORS:

VENDORS ARE CAUTIONED TO READ EVERY PAGE OF THIS I.T.B. TO CLEARLY UNDERSTAND WHAT IS REQUIRED TO CLEAN EACH BUILDING. THE STATE WILL ACCEPT NOTHING LESS THAN WHAT IS CALLED FOR IN THE SPECIFICATIONS. EXAMPLE: IF THE CLEANING SCHEDULE STATES THAT THE CARPET IS TO BE VACUUMED NIGHTLY, THAT IS EXACTLY WHAT IS REQUIRED TO MEET THE SPECIFICATION. WEEKLY OR MONTHLY VACUUMING IS NOT ACCEPTABLE!

VENDORS ARE CAUTIONED TO BID ONLY ON FACILITIES THAT THEY CAN AND WILL SERVICE IN ACCORDANCE WITH THE SPECIFICATIONS LISTED IN THIS I.T.B. FOR THE PERIOD DESIGNATED. RANDOM BIDDING RESULTING IN SUBSEQUENT CONTRACT CANCELLATIONS MAY BE GROUNDS FOR THE VENDOR'S REMOVAL FROM THE STATE'S QUALIFIED BIDDER'S LIST.

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***** SPECIFICATIONS 910B01 *****

JANITORIAL SERVICE TERMS AND CONDITIONS FOR THE
DEPARTMENT OF HUMAN RESOURCES

****WHAT IS THIS BID FOR?

THIS BID AND SUBSEQUENT CONTRACT AWARD IS FOR THE DEPARTMENT OF HUMAN RESOURCES SPECIFIED BUILDINGS THAT REQUIRE JANITORIAL SERVICES. THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIAL, EQUIPMENT, AND SUPERVISION, TO MAINTAIN THE DHR FACILITIES IN A CLEAN AND SANITARY CONDITION AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET DOWN IN THIS INVITATION TO BID (ITB).

****HOW IS THE CONTRACT AWARDED?

THE AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER PER LINE/ LOCATION MEETING ALL TERMS AND CONDITIONS OF THE ITB.

****MUST I SUBMIT ANY DOCUMENTS WITH MY BID?

YES...

- * LIABILITY INSURANCE CERTIFICATE
- * WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING FIVE (5) OR MORE EMPLOYEES
- * REFERENCES: VENDOR MUST PROVIDE A MINIMUM OF FIVE REFERENCES (COMPANIES MUST STILL BE IN BUSINESS) WITH THEIR BID. THESE REFERENCES MUST INCLUDE COMPANY NAME, ADDRESS, TELEPHONE NUMBER, CONTACT PERSON, THE SIZE OF THE BUILDING WITH AN ESTIMATED SQUARE FOOTAGE AND THE PERIOD SERVICE WAS PERFORMED. WITHOUT REFERENCES, A THOROUGH EVALUATION CANNOT BE CONDUCTED AND YOUR BID WILL BE REJECTED.
- * FINANCIAL RESPONSIBILITY ISSUED BY YOUR BANKING INSTITUTE DOCUMENTING THAT IF YOUR COMPANY WAS AWARDED A CONTRACT THAT IT COULD MAKE PAYROLL FOR UP TO TWO MONTHS BASED ON THE LOCATIONS YOU HAVE BID(S) ON. THE STATE MAY TAKE UP TO 60 DAYS TO PROCESS PAYMENTS TO CONTRACTOR.

DEFICIENCY IN ANY OF THE ABOVE AREAS MAY BE ADEQUATE REASON FOR YOUR BID TO BE REJECTED.

****WHAT IF MY BID PRICE IS MUCH LOWER THAT ALL OTHER BIDS SUBMITTED?

PRICES SHALL BE ACCURATE AND COMPLETE TO COVER THE PERFORMANCE OF ALL REQUIRED WORK. AN UNREALISTICALLY LOW PRICE MAY ELIMINATE A VENDOR FROM COMPETITION ON THE BASIS OF MISUNDERSTANDING THE REQUIREMENTS. PRICE DATA OF REQUIRED WORK IS NOT REQUIRED WITH THE BID. UPON NOTIFICATION, THIS INFORMATION IS TO BE PROVIDED WITHIN 5 DAYS, OR VENDOR WILL NOT BE CONSIDERED ON THE LOCATION WITH UNREALISTIC PRICES.

****WHAT IF THE FEDERAL GOVERNMENT INCREASES MINIMUM WAGES?

IN THE EVENT THE FEDERAL GOVERNMENT INCREASES THE MINIMUM WAGE DURING A CONTRACT PERIOD, THE VENDOR SHALL INCREASE THE WAGES TO MATCH THE NEW RATE AS SOON AS POSSIBLE AFTER THE EFFECTIVE DATE.

NOTE: VENDOR MUST INCLUDE IN THE MONTHLY RATE THE COST OF SUPPLIES FOR THE DURATION OF THE CONTRACT. THE ONLY INCREASE IN THE MONTHLY RATE WILL BE AN INCREASE IN THE MINIMUM WAGE TIMES NUMBER OF EMPLOYEES AND TOTAL HOURS WORKED PER LOCATION.

****WHAT INSURANCE MUST I OBTAIN IN ORDER TO BID AND BE AWARDED A CONTRACT?

CONTRACTOR MUST HAVE A MINIMUM OF \$100,000.00 LIABILITY COVERAGE WITH \$50,000.00 FOR EACH OCCURRENCE AND MUST BE IN EFFECT FOR THE CONTRACT PERIOD. INSURANCE CERTIFICATE, OR LETTER OF INTENT TO PROVIDE THE AMOUNT OF COVERAGE FROM THE INSURANCE COMPANY MUST BE SUBMITTED WITH THE BID, OR THE BID WILL BE REJECTED. CONTRACTOR IS RESPONSIBLE FOR

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ALL LOSSES/DAMAGES CAUSED BY IT'S EMPLOYEES. INSURANCE CERTIFICATE, WHEN ISSUED, MUST SHOW THE STATE OF ALABAMA, DEPARTMENT OF HUMAN RESOURCES AND THE ACTUAL LOCATION AS THE CERTIFICATE HOLDER. CONTRACTOR SHALL PROVIDE THIS CERTIFICATE TO THE DEPARTMENT'S END USER WITHIN 30 DAYS OF BEGINNING WORK.

****IS THERE ANYTHING ELSE I MIGHT NEED TO KNOW BEFORE I BID?
CONTRACTORS ARE CAUTIONED TO READ EVERY PAGE OF THIS ITB. CLEARLY UNDERSTAND WHAT IS REQUIRED TO CLEAN EACH BUILDING. THE STATE WILL ACCEPT NOTHING LESS THAN WHAT IS CALLED FOR IN THE SPECIFICATIONS.

EXAMPLE: IF THE CLEANING SCHEDULE STATES THAT THE CARPET IS TO BE VACUUMED NIGHTLY, THAT IS EXACTLY WHAT IS REQUIRED TO MEET THE SPECIFICATION. WEEKLY OR MONTHLY VACUUMING IS NOT ACCEPTABLE!

VENDORS ARE CAUTIONED TO BID ONLY ON FACILITIES THAT THEY CAN AND WILL SERVICE IN ACCORDANCE WITH THE SPECIFICATIONS LISTED IN THIS ITB FOR THE PERIOD DESIGNATED. RANDOM BIDDING RESULTING IN SUBSEQUENT CONTRACT CANCELLATIONS MAY BE GROUNDS FOR THE VENDOR'S REMOVAL FROM THE STATE'S QUALIFIED BIDDER'S LIST.

EACH CONTRACTOR SHALL PROVIDE A TELEPHONE NUMBER AND/OR CELL PHONE NUMBER, TELEPHONE ANSWERING MACHINE AND/OR FAX NUMBER AND EMAIL ADDRESS TO ENABLE THE STATE TO CONTACT THE CONTRACTOR AT ANY TIME CONCERNING JANITORIAL SERVICES. CHANGES IN PHONE NUMBERS SHOULD BE GIVEN TO THE DIRECTOR AND STATE PURCHASING AS SOON AS IT IS KNOWN. FAILURE IN ADHERING TO THIS REQUEST COULD BE GROUNDS TO REMOVE THE CONTRACTOR FROM THEIR CONTRACT.

****WHAT IF THE DHR LOCATION THAT I WANT TO BID ON IS IN THE PROCESSES OF RENOVATIONS AND ADDITIONS?
YOU ARE TO NOTE THOSE UPGRADES ON YOUR BID AND YOUR PRICE SHOULD REFLECT THE COST AT ITS COMPLETION.

****CAN A ONE-MAN OPERATION BID ON THIS CONTRACT?
CONTRACTOR'S MUST HAVE AN ADEQUATE SERVICE ORGANIZATION WITH LOCAL REPRESENTATIVES AND CLEANING PERSONNEL. THE SERVICE REPRESENTATIVES MUST BE EMPLOYED BY THE CONTRACTOR OR DESIGNATED BY HIM AS THEIR AUTHORIZED REPRESENTATIVES ON A FULL TIME BASIS AND NOT A SUB-CONTRACTOR. THERE WILL NOT BE ANY SUB-CONTRACTING AT ANY TIME.

****WHAT EXPERIENCES MUST THE EMPLOYEES I HIRE HAVE?
CONTRACTORS MUST FURNISH COMPETENT AND SKILLED PERSONS TO ASSURE QUALITY AND PERFORMANCE WITHIN THE TERMS AND CONDITIONS OF THE CONTRACT.

THE EMPLOYEE(S) NAME, ADDRESS, AND PHONE NUMBER WILL BE GIVEN TO THE DHR AUTHORIZED PERSONNEL AT EACH LOCATION. THE CONTRACTOR WILL NOT ALLOW ANY OF THEIR EMPLOYEES TO ENTER A DHR BUILDING IF THIS INFORMATION HAS NOT BEEN PROVIDED TO THE AUTHORIZED DHR PERSONNEL WITHIN 24 HOURS OF THEIR BEGINNING WORK.

THERE WILL NOT BE ANY CHILDREEN UNDER THE AGE OF EIGHTEEN (18) OR PETS ALLOWED ON PREMISES DURING CLEANING OPERATIONS. A SUPERVISOR WILL BE REQUIRED TO BE ON PREMISES AT EACH BUILDING THAT HAS FOUR (4) OR MORE EMPLOYEES CLEANING THE FACILITY.

THE SUPERVISOR MAY BE A WORKING SUPERVISOR BUT MUST MAKE SUFFICIENT INSPECTIONS AND FOLLOW-UP PROGRAM TO INSURE THE SERVICES ARE PERFORMED AS SPECIFIED. CONTRACTORS MUST POST THE REGULATIONS GOVERNING HIS EMPLOYEES WHILE IN THE BUILDING.

****DO I HAVE TO POST THE CLEANING SCHEDULE AS AGREED UPON IN THIS CONTRACT?
YES...POST A COPY OF THE CLEANING SCHEDULE IN EACH SUPPLY CLOSET SO THAT THE CONTRACTOR'S EMPLOYEE HAS NO QUESTION AS TO WHAT HIS DUTIES

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INVITATION TO BID

ARE EACH DAY.

***MAY I USE WHATEVER MATERIALS AND SUPPLIES I WANT TO USE TO CLEAN THE BUILDING?

NO. CONTRACTORS MUST SUBMIT A LIST TO DHR AUTHORIZED PERSONNEL OF ALL MATERIALS AND EQUIPMENT TO BE USED IN PROVIDING THE CLEANING SERVICE. DHR MAY APPROVE OR DISAPPROVE ANY PRODUCT OR EQUIPMENT ON THE LIST. ALL CLEANING SUPPLIES USED BY THE CONTRACTOR SHALL BE COMMERCIAL STRENGTH AND MEET ALL SAFETY REGULATIONS. A SAFETY DATA SHEET PERTAINING TO THE CLEANING SUPPLIES MUST BE GIVEN TO THE DIRECTOR OF EACH LOCATION. FURTHER, NON-SLIP FLOOR WAX WILL BE THE ONLY APPROVED WAX FOR ALL TILE FLOORS.

***DOES THE STATE SUPPLY ANY ITEMS THAT I AM RESPONSIBLE FOR PUTTING OUT?

YES. THE STATE PROVIDES THE PAPER TOWELS, TOILET TISSUE, HAND SOAP, TRASH CAN LINERS, AND SANITARY NAPKINS LINERS FOR THE CONTRACTOR TO REPLACE NIGHTLY IN THE STATE PROVIDED AND INSTALLED DISPENSERS.

***WHEN AM I ALLOWED TO PERFORM THE JANITORIAL SERVICES?
ALL SERVICES ARE TO BE PERFORMED FIVE NIGHTS EACH WEEK, AFTER 5:00 PM, MONDAY THROUGH FRIDAY, UNLESS OTHERWISE STATED ON THE ITB.

***WHEN AM I NOT ALLOWED TO PERFORM THE JANITORIAL SERVICES?
JANITORIAL SERVICES WILL NOT BE PERFORMED ON OFFICIAL STATE OF ALABAMA HOLIDAYS, UNLESS REQUIRED IN WRITING BY DHR AUTHORIZED PERSONNEL. NO JANITORIAL SERVICES SHALL BE PERFORMED AFTER 12:00 MIDNIGHT WITHOUT WRITTEN PERMISSION FROM AUTHORIZED DHR PERSONNEL.

***IF I AM AWARDED A CONTRACT, HOW WILL I OBTAIN ACCESS TO THE BUILDING?

UPON AWARD OF THE CONTRACT, THE CONTRACTOR SHALL SET UP A MEETING WITH DHR AUTHORIZED PERSONNEL AT THE LOCATION TO BE SERVICED. THE CONTRACTOR WILL DISCUSS ALL TERMS AND CONDITIONS OF THE CONTRACT, SO THAT THERE CAN BE NO MISUNDERSTANDING. AT THAT TIME DHR PERSONNEL WILL PROVIDE ACCESS KEYS AND ETC.

***WHAT IS THE CONTRACTOR LIABILITY IF THEY SHOULD LOSE THE ACCESS KEY?

THE CONTRACTOR SHALL ADEQUATELY SECURE THE KEYS, KEY CARDS, OTHER ENTRY DEVICES AND CODES PROVIDED BY THE STATE. THE CONTRACTOR SHALL IMMEDIATELY REPORT ANY SUCH ITEM, WHICH BECOMES LOST, MISSING OR STOLEN, TO THE DHR AUTHORIZED PERSONNEL. SHOULD THE CONTRACTOR LOSE OR HAVE STOLEN ANY KEYS ISSUED TO THE CONTRACTOR BY THE STATE, THE COST OF CHANGING LOCKS OR KEYS TO THE BUILDINGS, ROOMS, OR AREAS ACCESSIBLE BY THE LOST OR STOLEN KEYS WILL BE DEDUCTED FROM THE CONTRACTOR'S INVOICE TO THE STATE FOR THE WORK PERFORMED UNDER THIS CONTRACT. THIS WILL ALSO PERTAIN TO CANCELLATION OF A SERVICE WHEN THE KEYS ARE NOT TURNED IN WITHIN 24 HOURS.

***WHAT MUST BE DONE EVERY TIME I SERVICE THE BUILDING?

SIGN IN AND OUT WITH THE TIME OF YOUR ARRIVAL AND DEPARTURE TO INCLUDE YOUR NAME ON A STATE PROVIDED DOCUMENT. LIGHTS ARE TO BE TURNED OFF (EXCEPT IN THOSE AREAS DESIGNATED TO BE LEFT ON BY DHR AUTHORIZED PERSONNEL), ALL DOORS TO THE BUILDING ARE TO BE SECURED AND LOCKED, AND THE SECURITY SYSTEM ACTIVATED, WHERE APPLICABLE. CHECK TO INSURE ALL COFFEEPOTS HAVE BEEN TURNED OFF.

***WHAT JANITORIAL SERVICE AM I TO DO NIGHTLY? (MONDAY, TUESDAY, WEDNESDAY, THURSDAY AND FRIDAY)

NIGHTLY

GENERAL

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- 1. EMPTY AND CLEAN ALL WASTEBASKETS. REPLACE ALL OBVIOUSLY SOILED OR TORN LINERS IN WASTEBASKETS. WIPE DOWN ANY SPLASH MARKS ON OR AROUND THE WASTEBASKET. WASTEPAPER AND TRASH WILL BE PUT INTO THE TRASH CAN/DUMPSTER IN THE MAIN DISPOSAL AREA.
2. CLEAN, DISINFECT WITH GERMICIDAL DETERGENT SOLUTION AND POLISH DRINKING FOUNTAINS.
3. MAIN LOBBY AND EMPLOYEES BREAK ROOM, TILE FLOORS ARE TO BE DAMP MOPPED, COUNTER/TABLETOP AND SINKS ARE TO BE CLEANED.
4. WEP MOP TILE FLOORS TO REMOVE ALL FOREIGN MATTER AND/OR SPILLAGE.
5. SUPPLY CLOSETS ARE TO BE KEPT CLEAN & NEAT AT ALL TIMES.

RESTROOMS

- 1. EMPTY ALL CONTAINERS AND DISPOSALS.
2. CLEAN MIRRORS.
3. CLEAN AND DISINFECT WITH A GERMICIDAL DETERGENT SOLUTION ALL WASHBASINS, COMMODES, TOILET SEATS, URINALS, BABY CHANGING TABLES AND ADJACENT SURFACES.
4. REMOVE SPLASH MARKS FROM WALLS AROUND WASHBASINS & URINALS TO INCLUDE TRASHCANS.
5. WET MOP AND SWEEP RESTROOM FLOORS USING A GERMICIDAL DETERGENT SOLUTION.
6. EMPTY AND SANITIZE INTERIORS OF SANITARY NAPKIN DISPOSAL CONTAINERS AND REPLACE LINERS.
7. REPLENISH ALL DISPENSERS, AS NEEDED.
8. CLEAN PAPER TOWEL CABINET COVERS.
9. REMOVE FINGERPRINTS FROM STALL DOORS.
10. CLEAN ENTRANCE DOOR.
11. SPOT CLEAN METAL PARTITIONS AND POLISH BRIGHT WORK.

LOBBY, ENTRANCEWAYS AND CORRIDORS

- 1. VACUUM, SWEEP CLEAN AND DAMP MOP TILE FLOORS.
2. CLEAN ALL LOBBY CHAIRS.
3. REMOVE EXCESSIVE BLACK MARKS OR SCUFFING FROM TILE FLOORS.
4. VACUUM ENTRANCE MATS AND REPLACE IN ENTRANCEWAY. (AFTER FLOOR HAS DRIED)
5. CLEAN TO REMOVE FINGERPRINTS FROM ENTRANCE GLASS
6. CLEAN & DISINFECT ALL TELEPHONES
7. WET MOP ALL TILE FLOORS
8. VACUUM CARPET
9. CLEAN BEHIND ALL DOORS

PASSENGER ELEVATOR

- 1. CLEAN AND DISINFECT ALL INTERIOR SURFACES
2. ALL TILE FLOORS WILL BE CLEANED AND DAMP MOPPED.
3. VACUUM ALL RUGS.

OUTSIDE FRONT AND BACK DOOR AREA TO INCLUDE PORCHES AND PATIOS

- 1. EMPTY ASHTRAYS AND WET WIPE.
2. EMPTY URNS AND TRASH CANS.
3. CLEAN ALL EXTERIOR DOORS.
4. FRONT & BACK ENTRANCES & SIDEWALKS TO BE KEPT CLEAN.
5. REMOVE ALL DEBRIS FROM PARKING LOTS AND AROUND SHRUBBERY.
6. SWEEP PATIO/PORCH FLOOR THOROUGHLY.
7. CLEAN TABLES, CHAIRS, AND/OR PATIO FURNITURE.

***WHAT JANITORIAL SERVICE AM I DO TO ONCE A WEEK?

ONCE WEEKLY

OFFICES, CONFERENCE AND COPIER ROOMS

- 1. VACUUM ALL CARPETS.
2. DUST MOP TILE FLOORS, TAKING CARE TO GET UNDER FURNITURE AND INTO CORNERS.
3. THOROUGHLY DUST ALL HORIZONTAL SURFACES, INCLUDING ALL AVAILABLE

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DESK TOPS, TABLES, FILE CABINETS, WINDOW SILLS, CHAIRS, LEDGES, ETC.

- 4. REMOVE FINGERPRINTS FROM GLASS TOPPED DESK, DOORS, ETC.
5. REMOVE HANDPRINTS FROM AROUND LIGHT SWITCHES AND DOORFRAMES.
6. REMOVE DUST FROM ALL HARD TO REACH AREAS SUCH AS TOPS OF HIGH CABINETS, PICTURE FRAMES, BASEBOARDS, LIGHT FIXTURES.

****WHAT JANITORIAL SERVICE AM I TO DO TWICE A WEEK (TUESDAY AND THURSDAY)?

RESTROOMS

- 1. DUST METAL PARTITIONS.
2. DUST OR VACUUM ALL FURNITURE INCLUDING CHAIRS, ETC.
3. WASH AND SANITIZE METAL PARTITIONS.
4. WASH TRASH RECEPTACLES USING A DISINFECTANT.
5. WASH AND SANITIZE EXTERIOR OF ALL CONTAINERS IN THE RESTROOMS.

LOBBY, ENTRANCEWAYS AND CORRIDORS

- 1. DUST LEDGES AND MOLDINGS.
2. SPRAY BUFF HEAVY TRAFFIC FLOOR AREAS.
3. CLEAN AND POLISH METAL WORK ON ENTRANCE DOORS.
4. DUST AND CLEAN BUILDING REGISTER.
5. KICK PLATES, PUSH PLATES AND PUSH BARS SHALL BE CLEANED AND POLISHED. ALL FOREIGN RESIDUES REMOVED ON OR AROUND DOOR AND COMPONENTS.
6. CLEAN EXTERIOR OR ALL VENDING MACHINES

STAIRWAYS

- 1. SWEEP OR VACUUM STAIR LANDINGS AND STEPS
2. DUST RAILINGS, LEDGES, GRILLES, FIRE APPARATUS, DOORS AND RADIATORS.

****WHAT JANITORIAL SERVICE AM I TO DO WEEKLY, ON WEDNESDAY?

WEEKLY (WEDNESDAY)

OFFICES AND CONFERENCE ROOMS

- 1. THOROUGHLY DUST ALL HORIZONTAL SURFACES, INCLUDING ALL AVAILABLE DESKTOPS, TABLES, FILE CABINETS, WINDOWSILLS, CHAIRS, LEDGES, ETC.
2. DUST ALL VERTICAL SURFACES ON DESK, FILE CABINETS AND CHAIRS.
3. WET MOP AND SPOT WAX FLOORS WHERE AREAS SHOW EXCESSIVE WEAR.
4. WASH OUT TRASH RECEPTABLES USING A DISINFECTANT.
5. CLEAN AND POLISH BRIGHT METAL TO HAND HEIGHT.
6. CLEAN ALL GLASS & PLEXIGLASS IN PARTITIONS AND DOORS (BOTH SIDES).

RESTROOMS

- 1. SCRUB AND CLEAN TILED FLOOR WITH A GERMICIDAL SOLUTION TO INCLUDE RINSING/FLUSHING THE FLOORS WITH CLEAR WATER TO PURGE FLOOR DRAINS.

PASSENGER ELEVATOR

- 1. POLISH METAL SURFACES.
2. WASH, CLEAN, WAX, AND BUFF FLOOR.

****WHAT JANITORIAL SERVICE AM I TO DO MONTHLY, ON THE FOURTH TUESDAY IN THE MONTH?

MONTHLY

OFFICES AND CONFERENCE ROOMS

- 1. REMOVE NOTICEABLE ACCUMULATIONS OF DUST ON CHAIR BOTTOMS, BASE OF COAT RACKS, BOTTOM OF TYPEWRITER STANDS, DOORS, ETC.
2. CLEAN AND SANITIZE TELEPHONES.

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- 3. CLEAN ALL WINDOWSILLS.
- 4. VACUUM ALL FABRIC FURNITURE.
- 5. SPRAY BUFF ALL UNCARPETED FLOORS, EXCEPT THE STAIRWELLS.
- 6. DUST AND/OR VACUUM VENTS IN CEILINGS/WALLS.
- 7. ALL INTERIOR AND EXTERIOR TRASH RECEPTACLES TO BE CLEANED AND DISINFECTED.

RESTROOMS

- 1. VACUUM VENTS IN CEILINGS AND WALLS.
- 2. CLEAN EXTERIOR OF PLUMBING UNDER SINKS.
- 3. ALL WALLS ARE TO BE CLEANED AND SANITIZED.

OUTSIDE FRONT & BACK DOOR AREA TO INCLUDE PORCHES AND PATIOS

- 1. DUST LEDGES AND MOLDINGS.
- 2. WASH, SCRUB, SANITIZE AND RINSE FLOORS THOROUGHLY.

****WHAT JANITORIAL SERVICE AM I TO DO QUARTERLY?

FALL QUARTERLY (OCTOBER, NOVEMBER, DECEMBER)

- 1. THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF WAX TO ALL TILED AREAS. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.
- 2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED WILL DEPEND UPON THE TYPE OF CARPET.
- 3. CLEAN AND DISINFECT ALL HVAC SUPPLY AND RETURN AIR REGISTERS.
- 4. LIGHT FIXTURES TO BE DUSTED/VACUUMED THOROUGHLY.
- 5. VACUUM DRAPES.
- 6. DUST ALL BLINDS.
- 7. WASH ALL BASEBOARDS THOROUGHLY.
- 8. WASH ALL PANELING WITH A WOOD TREATMENT SPECIFIC FOR PANELING.
- 9. VACUUM ALL CORRIDOR WALLS UP TO THE CEILING.
- 10. DUST OR CLEAN CEILING VENTS.

WINTER QUARTERLY (JANUARY, FEBRUARY, MARCH)

- 1. THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF WAX TO ALL TILED AREAS. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.
- 2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED WILL TO DEPEND UPON THE TYPE OF CARPET.
- 3. CLEAN AND DISINFECT ALL HVAC SUPPLY AND RETURN AIR REGISTERS.

SPRING QUARTERLY (APRIL, MAY, JUNE)

- 1. THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF WAX TO ALL TILED AREAS. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.
- 2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED WILL DEPEND UPON THE TYPE OF CARPET.
- 3. CLEAN AND DISINFECT ALL HVAC SUPPLY AND RETURN AIR REGISTERS
- 4. LIGHT FIXTURES TO BE DUSTED/VACUUMED THOROUGHLY
- 5. CLEAN ALL WINDOWS. VENDOR IS RESPONSIBLE FOR THE INSIDE AND OUTSIDE OF THE FIRST AND SECOND FLOORS ONLY, INSIDE ONLY ON THE THIRD FLOOR AND UP
- 6. VACUUM DRAPES
- 7. DUST ALL BLINDS
- 8. WASH ALL BASEBOARDS THOROUGHLY
- 9. WASH ALL PANELING WITH A WOOD TREATMENT SPECIFIC FOR PANELING
- 10. VACUUM ALL CORRIDOR WALLS UP TO THE CEILING
- 11. DUST OR CLEAN CEILING VENTS

SUMMER QUARTERLY (JULY, AUGUST, SEPTEMBER)

- 1. THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF WAX TO ALL TILED AREAS. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.

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INVITATION TO BID

2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED WILL DEPEND UPON THE TYPE OF CARPET.
3. CLEAN AND DISINFECT ALL HVAC SUPPLY AND RETURN AIR REGISTERS

***WHAT IF I DO NOT DO SOMETHING AT THE SPECIFIED TIME?
THE COUNTY DIRECTOR WILL CONTACT THE CONTRACTOR ADVISING HIM OF THE DEFICIENCIES AND GIVING HIM 24 HOURS TO COME INTO COMPLIANCE WITH THE TERMS, CONDITIONS AND SPECIFICATIONS. IF THE SERVICE IS NOT CORRECTED WITHIN THAT TIME FRAME THE COUNTY DIRECTOR WILL WRITE A LETTER TO THE DHR PURCHASING DEPARTMENT ADVISING THEM OF THE ON-GOING PROBLEMS OCCURRING IN THEIR BUILDING.

***AM I TO HAVE A QUALITY CONTROL IN PLACE TO INSURE THAT THE BUILDING IS CLEANED ACCORDING TO THE SPECIFICATIONS?

YES. A CONTRACTOR IS EXPECTED TO ENSURE PERFORMANCE TO STANDARDS THROUGH HIS OR HER QUALITY CONTROL SYSTEM. ANY DEFICIENCIES SHALL BE CITED IN WRITING AND THE CONTRACTOR SHALL HAVE FIVE (5) WORKING DAYS TO COMPLY. THE CONTRACT VENDOR MUST REVIEW HIS QUALITY CONTROL SYSTEM TO DETERMINE WHY IT BROKE DOWN. A COPY OF THESE FINDINGS MUST BE SUBMITTED TO THE DHR AUTHORIZED PERSONNEL. FURTHER, THE CONTRACT VENDOR MUST DOCUMENT WHAT STEPS HE HAS PUT IN TO PLACE TO PREVENT THIS FROM OCCURRING AGAIN.

THE DHR AUTHORIZED PERSONNEL MAY RE-INSPECT ANY OR ALL LOCATIONS WHICH HAVE BEEN CITED FOR POOR PERFORMANCE, AND THE CONTRACTOR WILL BE HELD LIABLE FOR THE COST ASSOCIATED WITH RE-INSPECTION.

***ARE THERE ANY MORE INSPECTIONS THAT MUST BE DONE?
YES. THE DEPARTMENT WILL CONDUCT QUARTERLY INSPECTIONS WITH THE CONTRACTOR. IT IS THE RESPONSIBILITY OF THE DHR AUTHORIZED PERSONNEL TO INSURE THAT THE CONTRACTOR ATTENDS.

ATTACHMENTS

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INVITATION TO BID

SUB-CONTRACTING IS NOT ALLOWED DURING THE TERM OF THIS CONTRACT. ANY
VENDOR FOUND SUB-CONTRACTING WILL BE TERMINATED WITH 3 DAYS NOTICE.
*

PER THE LATEST COPY OF THE IRS PUBLICATION 1075, IT IS NOW THE
RESPONSIBILITY OF THE VENDOR TO ENSURE ALL EMPLOYEES OPERATING IN
THE DHR BUILDINGS HAVE A SIGNED DISCLOSURE STATEMENT FORM UPON
ACCEPTANCE OF THE CONTRACT AWARD. IT IS ALSO THE RESPONSIBILITY OF THE
VENDOR TO MAINTAIN A COPY OF THIS FORM FOR HIS RECORDS AS WELL AS
PROVIDING A COPY TO DHR PURCHASING DIVISION AND THE COUNTY OFFICES
FOR WHICH SERVICES WILL BE PERFORMED. THIS PRACTICE IS TO BE
IMPLEMENTED AT THE BEGINNING OF EMPLOYMENT FOR ALL SUBSEQUENT NEW
EMPLOYEES.
*

ALL EQUIPMENT USED TO PERFORM THE TASKS DESCRIBED IN THIS CONTRACT
MUST BE OPERABLE, AND CAPABLE OF DOING ALL INTENDED FUNCTIONS. IT IS
AT THE DISCRETION OF THE DIRECTOR TO INSPECT THE CURRENT EQUIPMENT
AND REQUEST REPAIRED OR NEW EQUIPMENT BE OBTAINED.
*

WE FOLLOW THE GENERALLY ACCEPTED GUIDELINE THAT ALL MONTHS OF THE
YEAR HAVE 22 WORKING DAYS.
*

EACH LOCATION HAS A MINIMUM NUMBER OF EMPLOYEES AND HOURS REQUIRED
EACH DAY, FAILURE TO ENTER A NUMBER EQUAL OR GREATER THAN THE
MINIMUM WILL BE CAUSE TO DISREGARD THE BID FOR THAT LOCATION.
*

ALL WORK MUST BE PERFORMED AS SPECIFIED UNLESS THERE IS WRITTEN
DOCUMENTATION FROM THE DHR DIRECTOR AUTHORIZING THE VENDOR NOT
TO PERFORM THAT PARTICULAR SERVICE. THIS DIRECTIVE MUST LIST THE
SERVICES THAT ARE TO BE EXCLUDED AND HAVE THE DIRECTOR'S SIGNATURE
AS WELL AS GENERAL SERVICE DIVISION AUTHORIZATION IN ORDER FOR IT
TO BE VALID. THE ORIGINAL DOCUMENT WILL BE FILED IN THE COUNTY
DIRECTOR'S OFFICE WITH A COPY SUBMITTED TO GSD PURCHASING FOR
THEIR FILES.
*

VENDOR MUST HAVE A PHYSICAL ADDRESS AND TELEPHONE NUMBER LISTED
ON THE BID.
*

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00001	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 016000 / 016M60 HUMAN RESOURCES ADDRESSES AS SPECIFIED BELOW : AL 00000 COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO		

NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 18,096 SQ. FT.

FLOORING - - -
CARPET- 15,656 SQ. FT.
CERAMIC TILE- 1,760 SQ. FT.
VCT - 680 SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

NUMBER EMPLOYEES X HOURS =
TOTAL NUMBER DAILY HOURS.

MINIMUM 2 EMPLOYEES FOR 2.75 HRS. PER DAY; 5.5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

DATE DHR AUTHORIZED PERSONNEL

CONTACT NAMES AND PHONE NUMBERS ARE

PAGE TOTAL

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00004	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO		

SHIP TO: 016000 / 016P04
HUMAN RESOURCES
BARBOUR COUNTY DHR & FS OFFICE
CLAYTON INDUSTRIAL PK
276 HIGHWAY 239 SOUTH
CLAYTON AL 36016-0547

NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: __8,480__SQ. FT.

FLOORING - - -
CARPET- _8,315__SQ. FT.
TILE- _165__SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM _1_ EMPLOYEE FOR 2.5 HOURS PER DAY; 2.5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P07
HUMAN RESOURCES

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00005	BULLOCK COUNTY DHR & FS 201 N POWELL ST UNION SPRINGS AL 36089 COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO		

NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 9,800 SQ. FT.

FLOORING - - -
CARPET- 7,757 SQ. FT.
CERAMIC TILE- 2,043 SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 2.8 HOURS PER DAY; 2.8 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P08
HUMAN RESOURCES
BUTLER COUNTY DHR & FS
109 CALDWELL ST
GREENVILLE AL 36037-0758

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RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01

NOTES:

APPROXIMATELY 15,000 SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 4.5 HOURS PER DAY; 4.5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P14
HUMAN RESOURCES
CLARKE COUNTY DHR & FS
22609 HWY 84 EAST
GROVE HILL AL 36451

00008	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 11,157 SQ. FT.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

PAGE 22

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

FLOORING - - -					
CARPET-	8,660	SQ.	FT.		
CERAMIC TILE-	370	SQ.	FT.		
VCT -	2,127	SQ.	FT.		
(VCT= PEEL AND STICK VINYL)					

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 3.5 HOURS PER DAY; 3.5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P17
HUMAN RESOURCES
COFFEE COUNTY DHR & FS
3881 SALEM ROAD
ENTERPRISE AL 36330

00009	COMMODITY CODE: 910-39-087407	1	MO	_____	_____
	JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01				

NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 12,920 SQ. FT.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

FLOORING - - -					
CARPET-	10,115	SQ.	FT.		
CERAMIC TILE-	208	SQ.	FT.		
VCT -	2,290	SQ.	FT.		
(VCT= PEEL AND STICK VINYL)					
CONCRETE-	294	SQ.	FT.		
VINYL-	13	SQ.	FT.		

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR THE BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 3 HOURS PER DAY; 3 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P20
HUMAN RESOURCES
CONECUH COUNTY DHR & FS
856 LIBERTY HILL DRIVE
EVERGREEN AL 36401-3099

00010	COMMODITY CODE: 910-39-087407	1	MO	_____	_____
	JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01				

NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 10,890 SQ. FT.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

FLOORING - - -
 CARPET- ___8,552___ SQ. FT.
 PORCELAIN TILE ___1,360___ SQ. FT.
 CONCRETE ___ 706___ SQ. FT.
 LINOLEUM ___ 272___ SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 3 HRS
3 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P21
HUMAN RESOURCES
COOSA COUNTY
300 SOUTH JACKSON STREET
ROCKFORD AL 35136-0036

00011	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 15,311 SQ. FT.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472 PAGE 25
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

FLOORING - - -
 CARPET- _13,274_ SQ. FT.
 TILE _2,037_ SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM _1_ EMPLOYEE FOR 4.5 HOURS PER DAY; 4.5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P22
HUMAN RESOURCES
COVINGTON COUNTY DHR & FS
1515 MARTIN LUTHER KING
JR, EXPRESSWAY
ANDALUSIA AL 36420-0786

00012	COMMODITY CODE: 910-39-087407	1	MO	_____	_____
	JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01				

NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: _8,843_ SQ. FT.

FLOORING - - -
CARPET- _____ 6,691_ SQ. FT.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472 PAGE 26
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

	TILE-	1,250	SQ. FT.		
	CERAMIC TILE-	746	SQ. FT.		
	VCT -	156	SQ. FT.		

(VCT = VINYL PEEL AND STICK)

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 4 HOURS PER DAY; 4 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

DATE	DHR AUTHORIZED PERSONNEL
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SHIP TO: 016000 / 016P23
HUMAN RESOURCES
CRENSHAW COUNTY DHR & FS
25 HOSPITAL DRIVE
LUVERNE AL 36049-0347

00013	COMMODITY CODE: 910-39-087407	1	MO	_____	_____
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JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01

NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 14,296 SQ. FT.

FLOORING - - -

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

	CARPET-	12,541	SQ. FT.		
	CERAMIC TILE-	570	SQ. FT.		
	VCT - (VCT= PEEL AND STICK VINYL)	1,185	SQ. FT.		

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 2 EMPLOYEES FOR 2 HOURS PER DAY; 4 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P25
HUMAN RESOURCES
DALE COUNTY DHR & FS
513 CARROLL AVE
OZARK AL 36360-0447

00014	COMMODITY CODE: 910-39-087407	1	MO	_____	_____
	JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01				

NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 30,837 SQ. FT.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 2 EMPLOYEE FOR 5.5 HOURS PER DAY; 11 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P26
HUMAN RESOURCES
DALLAS COUNTY
200 SAMUEL MOSELEY DR
SELMA AL 36701

00015	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 11,733 SQ. FT.

FLOORING - - -
CARPET- 9,492 SQ. FT.
TILE- 2,241 SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

CONSIDERED.

_____NUMBER EMPLOYEES X _____HOURS

_____TOTAL HOURS.
MINIMUM 1 EMPLOYEES X 4 HOURS =

4 TOTAL NUMBER DAILY HOURS.

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P28
HUMAN RESOURCES
ELMORE COUNTY DHR & FS
73932 TALLASSEE HWY
WETUMPKA AL 36092-0707

00016	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 10,736 SQ. FT.

FLOORING - - -
CARPET- 8,076 SQ. FT.
CERAMIC TILE- 648 SQ. FT.
LAMINATE - 144 SQ. FT.
VCT - 1,868 SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472 PAGE 30
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 4 HOURS PER DAY; 4 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P29
HUMAN RESOURCES
ESCAMBIA COUNTY DHR & FS
326 EVERGREEN AVENUE
BREWTON AL 36426

00017	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 15,200 SQ. FT.

FLOORING - - -
CARPET- 11,000 SQ. FT.
PORCELAIN TILE- 1,200 SQ. FT.
VCT - 3,000 SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 2 EMPLOYEE FOR 2.5 HOURS PER DAY; 5.00 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016D33
HUMAN RESOURCES
GENEVA COUNTY DHR & FOOD STAMP
1831 WEST MAGNOLIA AVENUE
GENEVA AL 36340

00018	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 9,761 SQ. FT.

FLOORING - - -
CARPET- 9,177 SQ. FT.
CERAMIC TILE- 243 SQ. FT.
VCT - 341 SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 2.5 HRS
2.5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P36
HUMAN RESOURCES
HENRY COUNTY DHR & FS
507 KIRKLAND STREET
ABBEVILLE AL 36310-0367

00019	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING 31,620 SQ. FT.

FLOORING:
CARPET 9,620 SQ. FT.
TILE 22,000 SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 2 EMPLOYEE FOR 4.75 HOURS PER DAY; 9.5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P37
HUMAN RESOURCES
HOUSTON COUNTY DHR & FS
1605 ROSS CLARK CIR SE
DOTHAN AL 36302-2027

00021	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 33,556 SQ. FT.

FLOORING - - -
CARPET- 30,587 SQ. FT.
CERAMIC TILE- 1,788 SQ. FT.
VCT - 1,181 SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

_____ TOTAL NUMBER DAILY HOURS.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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MINIMUM 3 EMPLOYEE FOR 4 HOURS PER DAY; 12 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P44
HUMAN RESOURCES
LEE COUNTY DHR & FS
1715 CORPORATE DRIVE
OPELIKA AL 36801

00022	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:
TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 10,002 SQ. FT.

FLOORING - - -
CARPET- 7,575 SQ. FT.
TILE- 2,247 SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 3 HRS
3 TOTAL DAILY HOURS

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P46
HUMAN RESOURCES
LOWNDES COUNTY DHR & FS
382 COMMERCE STREET SOUTH
HAYNEVILLE AL 36040-0036

00023	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 17,476 SQ. FT.

FLOORING - - -
CARPET- 14,816 SQ. FT.
CERAMIC TILE- 360 SQ. FT.
VCT- 2,300 SQ. FT.
(VINYL PEEL AND STICK TILE)

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 2 EMPLOYEE FOR 2 HRS
4 TOTAL DAILY HOURS

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P47
HUMAN RESOURCES
MACON COUNTY DHR & FS
404 NORTH MAIN ST
TUSKEGEE AL 36083

00024	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: ___ 9,500___ SQ. FT.

FLOORING-
CARPET ___7,500 _ SQ. FT.
TILE- ___2,000 _ SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM _1_ EMPLOYEE FOR _3_ HRS
3 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P49
HUMAN RESOURCES
MARENCO COUNTY DHR & FS
701 SOUTH SHILOH STREET
LINDEN AL 36748-0612

00025	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 10,040 SQ. FT.

FLOORING - - -
CARPET- 4,290 SQ. FT.
CERAMIC TILE- 395 SQ. FT.
VCT - 5,355 SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 3 HRS
3 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

DATE	DHR AUTHORIZED PERSONNEL
------	--------------------------

SHIP TO: 016000 / 016E54
HUMAN RESOURCES
MOBILE CO DHR FOOD STAMP OFFICE
272 NORTH BROAD STREET
MOBILE AL 36603-5899

00026	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:
TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 21,914 SQ. FT.

FLOORING - - -
CARPET- 16,365 SQ. FT.
CERAMIC TILE- 360 SQ. FT.
VCT - 5,189 SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 2 EMPLOYEE FOR 3.5 HRS
_____ 7 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016R55
HUMAN RESOURCES
MOBILE CO PRICHARD FS OFFICE
1075 SOUTH BESSEMER AVE
PRICHARD AL 36610-2747

00027	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:
TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: __11,610_ SQ. FT.

FLOORING - - -
CARPET- __6,860_ SQ. FT.
CERAMIC TILE- __950_ SQ. FT.
VCT - __3,800__ SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

_____ TOTAL NUMBER DAILY HOURS.

MINIMUM __1__ EMPLOYEE FOR __4__ HRS
__4__ TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472 PAGE 40
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P54
HUMAN RESOURCES
MONROE COUNTY DHR & FS OFFICE
25 LEGION DRIVE
MONROEVILLE AL 36460

00028	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: _76,733__SQ. FT.

FLOORING -
CARPET- _46,382__SQ. FT.
CERAMIC TILE- _3,275__ SQ. FT.
VCT - _27,076__ SQ. FT.
(VCT= PEEL AND STICK VINYL)

JOB SPECIFICATIONS FOR MONTGOMERY COUNTY'S JANITORIAL SERVICE DAY TIME PERSON IN CONJUNCTION WITH SPECIFICATION 910B01 FOR NIGHTLY JANITORIAL SERVICE:
HOURS OF SERVICE: 7:00 AM TO 4:00 PM WITH 1:00 HOUR LUNCH BREAK

PERFORM ROUTINE TASKS AND FREQUENCIES AS OUTLINED BELOW FOR APPROXIMATELY TWENTY (20) LOCKED/SECURED ROOMS IN THE BUILDING THAT THE NIGHTLY JANITORIAL SERVICE DO NOT HAVE ACCESS TO ENTER.

**** TASK ****	*** FREQUENCY ***
POLICE LITTER	DAILY
EMPTY TRASH RECEPTACLES	DAILY
CLEAN/WIPE ALL SURFACES	WEEKLY
DUST ALL FIXTURES	WEEKLY

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472 PAGE 41
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
----------	-------------------------------	----------	------	------------	-----------------

SWEEP AND/OR VACUUM ALL FLOORS WEEKLY
 SPOT CLEAN ALL CARPET STAINS WEEKLY
 CLEAN ALL WINDOW GLASS WEEKLY
 MOP ALL TILE FLOORS WEEKLY
 PERFORM ROUTINE TASKS AND FREQUENCIES AS OUTLINED BELOW TO INCLUDE APPROXIMATELY SEVEN (7) CONFERENCE ROOMS, TWO (2) CHILD VISITATION ROOMS, HALL/CORRIDORS, THREE (3) LOBBY/RECEPTION/WAITING ROOMS, 10 RESTROOMS, FIVE (5) BREAK ROOMS, TWO (2) ELEVATORS, FIFTEEN (15) COPY MACHINES ROOMS, ALL STAIRWELLS, AND RECYCLE CONTAINERS

**** TASK **** ** FREQUENCY ****
 POLICE LITTER
 INSIDE AND OUTSIDE OF BUILDING
 -----TWICE DAILY
 EMPTY TRASH RECEPTACLES----- DAILY
 REMOVE TRASH FROM BUILDING
 TO OUTSIDE RECEPTACLES----- DAILY
 CLEAN DISINFECT SURFACES-----DAILY OR AS
 NEEDED
 DUST ALL FIXTURES ----- DAILY
 SWEEP AND/OR VACUUM ALL
 FLOORS ----- DAILY OR AS
 NEEDED
 SPOT CLEAN ALL CARPET
 STAINS ----- DAILY OR AS
 CLEAN ALL WINDOW GLASS
 ON DOORS ----- DAILY OR AS
 NEEDED
 MOP ALL TILE FLOORS ----- DAILY OR AS
 NEEDED
 MAINTAIN ALL PUBLIC
 RESTROOMS ----- HOURLY
 MAINTAIN ALL OTHER
 RESTROOMS ----- DAILY
 CLEAN ALL EMERGENCY
 SPILLS ----- AS NEEDED
 CLEAN MICROWAVE OVENS----- DAILY OR AS
 NEEDED
 CLEAN REFRIGERATORS----- DAILY
 ASSIST WITH PREPARATION
 OF MEETING ROOMS-- WHEN REQUESTED BY
 DHR PERSONNEL

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

____ NUMBER EMPLOYEES X _____ HOURS =
____ TOTAL NUMBER DAILY HOURS.

MINIMUM 12 EMPLOYEES FOR 3.5 HOURS
42 TOTAL DAILY HOURS.
ADDITIONALLY AT LEAST ONE (1)
DAY PERSON TO WORK

PAGE TOTAL

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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FROM 7:00 - 4:00 PM WITH A
1 HOUR LUNCH BREAK

20% OF ANNUAL CONTRACT AMOUNT TO BE
RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR
DIRECTOR MUST BE SUBMITTED IN WRITING
ONE WEEK (SEVEN DAYS) PRIOR TO THE
QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND
APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN
ACCORDANCE WITH SEPCIFICATION 910B01 OR
THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS
LOCATION AND IS AWARE OF THE CONDITION
OF THE BUILDING AND UNDERSTANDS WHAT IS
REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P55
HUMAN RESOURCES
MONTGOMERY COUNTY DHR & FS OFFICE
3030 MOBILE HWY.
MONTGOMERY AL 36125-0380

00029	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:
TOTAL CLEANABLE SQUARE FOOTAGE OF
BUILDING: __8,171_ SQ. FT.

FLOORING - - -
CARPET- _____ SQ. FT.
VCT - _____ SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING
INFORMATION OR BID WILL NOT BE
CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 3 HRS
3 TOTAL DAILY HOURS

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P57
HUMAN RESOURCES
PERRY COUNTY DHR & FS OFFICE
1609 HIGHWAY 5 SOUTH
MARION AL 36756

00030	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: _14,000_ SQ. FT.

FLOORING - - -
BAMBOO WOOD- _____500___SQ. FT.
TILE-__13,500_ SQ. FT.

*VENDOR MUST PROVIDE PROPER CLEANING PROCEDURES FOR BAMBOO FLOORING

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

_____ TOTAL NUMBER DAILY HOURS.

MINIMUM _2_ EMPLOYEE FOR 2.5 HOURS PER DAY; 5 TOTAL DAILY HOURS

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472 PAGE 44
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016M58
HUMAN RESOURCES
PICKENS CO. DHR & FS OFFICE
401 TUSCALOOSA AVENUE
CARROLLTON AL 35447

00031	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 14,769 SQ. FT.

FLOORING - - -
CARPET- 12,474 SQ. FT.
LINOLEUM- 63 SQ. FT/
VCT - 2,232 SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 2 HRS
2 TOTAL DAILY HOURS

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P59
HUMAN RESOURCES
PIKE COUNTY DHR & FS OFFICE
717 SOUTH THREE NOTCH ST
TROY AL 36081-2516

00032	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 19,041 SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 2 EMPLOYEE FOR 3.5 HOURS PER DAY; 7 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
OPEN DATE : 09/12/13 TIME: 10:00 AM
T-NUMBER : TA370
RETURN DATE: 09/11/13 TIME: 5:00 PM

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P61
HUMAN RESOURCES
RUSSELL COUNTY DHR & FS OFFICE
1003 25TH AVE
PHENIX CITY AL 36868-0067

00033	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 9,386 SQ. FT.

FLOORING- CARPET- 7,142 SQ. FT.

VCT - 2,244 SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 3.5 HOURS PER DAY; 3.5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472 PAGE 47
OPEN DATE : 09/12/13 TIME: 10:00 AM
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RETURN DATE: 09/11/13 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P64
HUMAN RESOURCES
SUMTER COUNTY DHR OFFICE
108 WEST MAIN ST
LIVINGSTON AL 35470-0310

00034	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 11,653 SQ. FT.

FLOORING-
CARPET- 9.937 SQ. FT.
TILE- 1,716 SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 4 HRS
4 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P69
HUMAN RESOURCES
WASHINGTON COUNTY DHR & FS
14921 ST. STEPHENS AVENUE
CHATOM AL 36518

00035	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 11,539 SQ. FT.

FLOORING -
CARPET- 430 SQ. FT.
CERAMIC TILE- 1,560 SQ. FT.
VCT - 9,549 SQ. FT.
(VCT= PEEL AND STICK VINYL)

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 2.5 HRS
2.5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

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PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

SHIP TO: 016000 / 016P70
HUMAN RESOURCES
WILCOX COUNTY DHR & FS
231 DEPOT STREET
CAMDEN AL 36726

00036	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 15,228 SQ. FT.

FLOORING - - -
CARPET- 4,656 SQ. FT.
CERAMIC TILE-
VCT - 3,228 SQ. FT.
(VCT= PEEL AND STICK VINYL)
CONCRETE 7,344 SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 3 EMPLOYEE FOR 3 HRS
9 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 14-X-2253472
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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

CONTACT: JESSIE HAIGLER TEL:334-409-6800

SHIP TO: 016000 / 016A02
HUMAN RESOURCES
GENERAL SERVICES DIVISION
2773 GUNTER PARK DR.WEST
MONTGOMERY AL 36109

00037	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE IN BUILDING: ___12,600___ SQ. FT.

FLOORING-
CARPET- ___4,076___ SQ. FT.
TILE- ___8,507___ SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =

_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 2 EMPLOYEE FOR 2.5 HRS
5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.

DATE DHR AUTHORIZED PERSONNEL

CONTACT: SHEILA DAVISE, TEL-334-240-8860

SHIP TO: 016000 / 016M17
HUMAN RESOURCES
INFORMATION SERVICES DIVISION
10 S HOPPER ST.
MONTGOMERY AL 36107

00038	COMMODITY CODE: 910-39-087407 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B01	1	MO	_____	_____
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NOTES:

TOTAL CLEANABLE SQUARE FOOTAGE OF BUILDING: 3,939 SQ. FT.

FLOORING-
CARPET- 3,641 SQ. FT.
CERAMIC TILE- 298 SQ. FT.

BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NUMBER EMPLOYEES X _____ HOURS =
_____ TOTAL NUMBER DAILY HOURS.

MINIMUM 1 EMPLOYEE FOR 1.5 HRS
1.5 TOTAL DAILY HOURS

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QUARTERLY SERVICES

ADVANCED NOTIFICATION TO THE DHR DIRECTOR MUST BE SUBMITTED IN WRITING ONE WEEK (SEVEN DAYS) PRIOR TO THE QUARTERLY SERVICE BEING PERFORMED.

SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEPCIFICATION 910B01 OR THE BID WILL NOT BE CONSIDERED.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

INVITATION TO BID

VENDOR NUMBER: -
 ITB NO. : 14-X-2253472 PAGE 52
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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***** MANDATORY SITE VISIT *****

FILL IN BIDDER'S NAME BELOW:

_____ HAS INSPECTED THIS
 LOCATION AND IS AWARE OF THE CONDITION
 OF THE BUILDING AND UNDERSTANDS WHAT IS
 REQUIRED TO DO A SATISFACTORY JOB.

_____ DATE _____ DHR AUTHORIZED PERSONNEL

CONTACT: JANE ASHFORD, TEL-334-501-7550,
 EXT. 236.

SHIP TO: 016000 / 016H33
 HUMAN RESOURCES
 REGIONAL OFFICE - OPELIKA
 3320 SKYWAY DRIVE,
 SUITE 706
 OPELIKA AL 36801

PAGE TOTAL _____

BID TOTAL _____