INVITATION TO BID NO: 10-X-2211089

STATE OF ALABAMA

DEPTARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY	: 012060 ALDOT - 9TH DIV DIST 3
AGENCY REQ. NO.	: 930-090128
T-NUMBER	: TA350
DATE ISSUED	: 09/17/09
VENDOR NO.	:
VENDOR PHONE NO.	:
SNAP REQ. NO.	: 1423320
BUYER NAME	: BERNIE ARANT
BUYER PHONE NO.	: (334) 242-4201-
PURCHASING PHONE NO	: (334) 242-7250

FOR: JANITORIAL SERVICES

BID MUST BE RECEIVED BEFORE:
DATE: 10/07/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 10/08/09 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 7 - 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	_____ FEIN OR SSN	_____ 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

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-X-2211089 PAGE 2
INVITATION TO BID
OPEN DATE : 10/08/09 TIME: 10:00 AM
T-NUMBER : TA350
RETURN DATE: 10/07/09 TIME: 5:00 PM

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 T HIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 08/19/09

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. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.

6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.

7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE.

8. 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
FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY"

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 HEARBY 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 AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

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 ACEPTANCE 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

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.

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

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 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 ACKNOWLEGE 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.

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 TO THE LOCATIONS LISTED ON THIS BID. FAILURE TO INCLUDE REFERENCES THAT ARE LIKE SIZE AND SCOPE OF WORK REQUIRED WILL BE CAUSE TO REJECT YOUR BID.
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.

********** SPECIFICATIONS 910V02 FOR JANITORIAL SERVICE **********

SECTION I: SCOPE
CONTRACTOR SHALL FURNISH ALL LABOR, MATERIAL, EQUIPMENT AND SUPERVISION, TO MAINTAIN THE FACILITIES IN A CLEAN AND SANITARY CONDITION AND IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS. ALL NIGHTLY SERVICES ARE TO BE PERFORMED FIVE NIGHTS EACH WEEK, AFTER 5:00 P.M. MONDAY THROUGH FRIDAY, UNLESS OTHERWISE SHOWN ON THE BID. SERVICES WILL NOT BE PERFORMED ON OFFICIAL STATE OF ALABAMA HOLIDAYS, UNLESS REQUIRED BY THE DEPT. NO CLEANING OPERATION WILL BE AFTER 12:00 MIDNIGHT WITHOUT WRITTEN PERMISSION BY THE DEPARTMENT.

SECTION IA: KEY CONTROL
1. THE CONTRACTOR SHALL ADEQUATELY SECURE THE KEYS, KEY CARDS, OTHER ENTRY DEVICES AND CODES PROVIDED BY THE STATE.
2. ANY SUCH ITEM WHICH BECOMES LOST, MISSING OR STOLEN SHALL BE IMMEDIATELY REPORTED TO THE DEPARTMENT SUPERVISOR BY THE CONTRACTOR. SHOULD THE CONTRACTOR LOSE OR HAVE STOLEN ANY KEYS ISSUED TO THE CONTRACTOR BY THE STATE, THE COST OF CHANGING LOCKS OR KEYS TO 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.

SECTION II: EXAMINATION OF BUILDINGS:
CONTRACTOR IS TO CONDUCT A THOROUGH AND COMPLETE EXAMINATION OF THE FACILITIES PRIOR TO SUBMITTING A BID. FAILURE OF CONTRACTOR TO COMPLETELY FAMILIARIZE HIMSELF WITH THE BUILDING CONDITIONS AND REQUIREMENTS PRIOR TO SUBMITTING THE BID, WILL NOT RELIEVE THE BIDDER OF THE RESPONSIBILITY IN MEETING THE SPECIFICATIONS. EACH LOCATION YOU DESIRE TO BID, MUST BE SIGNED AND DATED BY THE MANAGER, SUPERVISOR OR PERSON IN CHARGE TO VERIFY YOUR ON-SITE INSPECTION. BY HAVING YOUR BID SIGNED AND DATED BY THE MANAGER, SUPERVISOR OR PERSON IN CHARGE WILL INDICATE THAT THE CONTRACTOR FULLY UNDERSTANDS THE CONDITIONS OF THE BUILDINGS AND THE CLEANING THAT IS REQUIRED TO DO A SATISFACTORY JOB. LOCATIONS WHERE ADDITIONS ARE BEING MADE TO THE BUILDING, BIDS SHOULD SHOW QUOTE FOR CURRENT OFFICE & QUOTE INCLUDING ADDITION.

SECTION III: TECHNICAL ASSISTANCE:
CONTRACTORS ARE TO 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 FULLTIME BASIS AND NOT AS A SUB-CONTRACTOR. THERE WILL NOT BE ANY SUB-CONTRACTING AT ANY TIME, UNLESS WRITTEN APPROVAL IS GIVEN BY THE DEPARTMENT.

SECTION IV: SUPERVISORY PERSONNEL AND SUPPLIES:
CONTRACTOR MUST FURNISH COMPETENT AND SKILLED PERSONS TO ASSURE QUALITY AND PERFORMANCE WITHIN THE TERMS AND CONDITIONS OF THE CONTRACT. THERE WILL NOT BE ANY CHILDREN UNDER THE AGE OF EIGHTEEN OR PETS ALLOWED ON PREMISES DURING CLEANING OPERATIONS. A SUPERVISOR WILL BE REQUIRED AT EACH BUILDING THAT HAS FOUR (4) OR MORE EMPLOYEES CLEANING THE FACILITY. THE SUPERVISOR'S NAME, ADDRESS, SOCIAL SECURITY NUMBER AND PHONE NUMBER WILL BE GIVEN TO THE DEPARTMENT SUPERVISOR AT EACH LOCATION. THE SUPERVISOR MAY BE A WORKING SUPERVISOR BUT MUST MAKE SUFFICIENT INSPECTIONS AND FOLLOW-UP PROGRAM TO INSURE THE SERVICES ARE PERFORMED AS SPECIFIED. CONTRACTOR MUST POST THE REGULATIONS GOVERNING HIS EMPLOYEES WHILE IN THE BUILDING, AND ALSO POST A COPY OF THE CLEANING SCHEDULE IN EACH SUPPLY CLOSET.

CONTRACTOR SHALL SUBMIT PRIOR TO COMMENCEMENT OF CONTRACT A LIST OF ALL MATERIALS AND EQUIPMENT TO BE USED IN PROVIDING THE CLEANING

SERVICE. DEPT. MAY APPROVE OR DISAPPROVE ANY PRODUCTS OR EQUIPMENT. NON-SLIP FLOOR WAX WILL BE THE ONLY APPROVED WAX FOR ALL TILE FLOORS.

SECTION V: QUALIFICATIONS OF CONTRACTOR
IN EVALUATING EACH CONTRACTOR, CONSIDERATION WILL BE GIVEN TO THE FOLLOWING CRITERIA: DEFICIENCY IN ANY OF THE BELOW LISTED AREAS MAY BE ADEQUATE REASON FOR BID REJECTION:

1. EACH BIDDER SUBMITTING A BID ON THE SERVICES REQUIRED BY THIS CONTRACT IS REQUIRED TO SUBMIT WITH THEIR BID, OR BID MAY NOT BE CONSIDERED, EVIDENCE OF THEIR EXPERIENCE, QUALIFICATIONS, FINANCIAL RESPONSIBILITY AND ABILITY TO CARRY OUT THE TERMS OF THE CONTRACT. SATISFACTORY EXPERIENCE OF AT LEAST ONE (1) YEAR WITH BUILDINGS OF COMPARABLE SIZE AND FUNCTION, I.E. LARGE OFFICE BUILDINGS. SUBMISSION OF THIS INFORMATION WITH YOUR BID WILL ENABLE THE STATE TO EXPEDITE THE AWARD OF THIS CONTRACT.
2. FAILURE TO SUBMIT LIABILITY INSURANCE CERTIFICATE AND REFERENCES WITH BID.
3. FAILURE TO SUBMIT WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING FIVE (5) OR MORE EMPLOYEES.
4. DUE TO FISCAL YEAR ENDING ON SEPTEMBER 30TH AND NEW FISCAL YEAR BEGINNING OCTOBER 1ST, PAYMENTS FOR SERVICES MAY TAKE UP TO 30-45 DAYS BEFORE CONTRACTOR RECEIVES PAYMENT FOR OCTOBER. CONTRACTOR SHOULD HAVE SUFFICENT FINANCIAL RESOURCES TO COVER THIS TIME FRAME.

SECTION VI: ITEMS FURNISHED BY THE STATE OR CONTRACTOR:

A. LIGHT TUBES/BULBS WILL BE FURNISHED BY THE STATE AND BE REPLACED BY THE CONTRACTED VENDOR ON AN AS NEEDED BASIS.
B. AIR CONDITIONING AND HEATING FILTERS WILL BE FURNISHED BY STATE AND CHANGED BY THE CONTRACTED VENDOR ON A BI-MONTHLY BASIS.
C. PAPER TOWELS, TOILET TISSUE, HAND SOAP, TRASH CAN LINERS AND LINERS FOR SANITARY NAPKIN HOLDERS WILL BE FURNISHED BY THE STATE. CONTRACTOR TO REPLACE IN DISPENSORS AND TRASH CANS. ALL DISPENSORS FURNISHED AND INSTALLED BY THE STATE.
D. INVOICE TO BE RENDERED IN TRIPLICATE AT THE END OF EACH MONTH IN ARREARS BY VENDOR. CONTACT DEPARTMENT FOR PAYMENT OF SERVICES.
E. IF CONTRACTOR IS REQUIRED TO WORK ON ANY OFFICIAL STATE OF ALABAMA HOLIDAY, HE WILL BE PAID AT A DAILY RATE FOR THE DAY/DAYS WORKED. THE DAILY RATE BEING THE MONTHLY RATE DIVIDED BY 22. THE NUMBER 22 IS THE AVERAGE NUMBER OF WORK DAYS IN A MONTH. IF THE CONTRACTOR IS REQUIRED TO WORK ON SATURDAY, OR SUNDAY, HE WILL BE PAID THE DAILY RATE. THE CONTRACTOR IS NOT TO WORK ANY OF THESE DAYS WITHOUT WRITTEN PERMISSION BY THE DEPARTMENT.

SECTION VII: CLEANING SCHEDULE TO BE PERFORMED BY CONTRACTOR:

ITEMS APPLY ONLY WHERE APPLICABLE TO THE SPECIFIED LOCATION. CONTRACTOR IS TO CHECK WITH MANAGER AS TO WHAT NEEDS TO BE DONE IF DIFFERENT THAN WHAT IS LISTED BELOW. ANY CHANGES MADE BY MUTUAL AGREEMENT OF MANAGER AND CONTRACTOR MUST BE CONFIRMED IN WRITING BY THE AGENCY MANAGER TO THE CONTRACTOR AND COPIED TO THE BUYER AS AN AMENDMENT TO THE CONTRACT. ANY REQUIREMENTS IN THE COMMODITY SECTION SUPERSEDES THESE SPECIFICATIONS LISTED BELOW.

***** D = DAILY / N = NIGHTLY *****

A. OFFICES AND CONFERENCE ROOM(S)

1. EMPTY WASTEBASKETS. REPLACE ALL OBVIOUSLY SOILED OR TORN LINERS IN WASTEBASKETS. WASTEPAPER AND TRASH WILL BE PUT INTO TRASH CAN/DUMPSTER IN THE MAIN DISPOSAL AREA. (N)
2. VACUUM ALL CARPETS. (D)
3. DUST MOP TILE FLOORS, TAKING CARE TO GET UNDER FURNITURE AND INTO CORNERS. (N)
4. DAMP MOP TILE FLOORS TO REMOVE ALL FOREIGN MATTER AND/OR SPILLAGE. (N)

5. CLEAN, DISINFECT WITH GERMICIDAL DETERGENT SOLUTION AND POLISH DRINKING FOUNTAINS. (N)
6. EMPLOYEES BREAKROOM, TILE FLOORS ARE TO BE DAMP MOPPED, COUNTER/ TABLE TOP AND SINKS ARE TO BE KEPT CLEAN. (N)
7. FRONT & BACK ENTRANCES & SIDEWALKS TO BE KEPT CLEAN. (N)
8. REMOVE ALL DEBRIS FROM PARKING LOTS AND AROUND SHRUBBERY. (D)
9. IF JANITORIAL PERSONNEL UTILIZE THE HEATING OR AIR CONDITIONING SYSTEM, THEY ARE TO BE PLACED AT PROPER SETTING BEFORE LEAVING.(N
10. SUPPLY CLOSETS TO BE KEPT CLEAN & NEAT AT ALL TIMES. (D)

B. RESTROOMS: MUST BE CLEANED EVERY DAY - ABSOLUTELY REQUIRED (N)

1. EMPTY ALL CONTAINERS AND DISPOSALS. (N)
2. CLEAN MIRRORS. (N)
3. CLEAN AND DISINFECT WITH A GERMICIDAL DETERGENT SOLUTION ALL WASH BASINS, COMMODES, TOILET SEATS, URINALS AND ADJACENT SURFACES. (N)
4. REMOVE SPLASH MARKS FROM WALLS AROUND WASH BASINS & URNIALS.(D)
5. WET MOP RESTROOM FLOOR USING A GERMICIDAL DETERGENT SOLUTION. (N)
6. EMPTY CANS SANITIZE INTERIOR OF SANITARY NAPKIN CONTAINER. (N)
7. EMPTY AND DAMP CLEAN ASH TRAYS. (N)

C. LOBBY ENTRANCEWAYS AND CORRIDORS:

1. DUST MOP FLOORS. DAMP MOP FLOORS. (N)
2. VACUUM ENTRANCE MATS AND REPLACE IN ENTRANCEWAY AFTER FLOOR HAS DRIED. (N)
3. DUST & CLEAN TO REMOVE FINGERPRINTS FROM ALL GLASS. (N)

D. PASSENGER ELEVATORS - IF APPLICABLE

CLEAN ALL INTERIOR SURFACES OF THE CAR AND POLISH ALL BRIGHT METAL SURFACES. RESILENT FLOORS WILL BE CLEANED, DAMP MOPPED NIGHTLY AND SPRAY BUFFED WEEKLY. RUGS WILL BE VACUUMED NIGHTLY.

E. PATIO - IF APPLICABLE

1. SWEEP FLOOR THROUGHLY. (N)
2. EMPTY ASH TRAYS AND WET WIPE. (N)
3. EMPTY URNS AND TRASH CANS. (N)
4. CLEAN TABLES, CHAIRS AND/OR PATIO FURNITURE. (N)
5. DUST AND CLEAN ENTRANCE DOOR. (N)

****
********** W=TWICE WEEKLY **********

A. OFFICES:

1. THOROUGHLY DUST ALL HORIZONTAL SURFACES, INCLUDING ALL AVAILABLE DESK TOPS, TABLES, FILE CABINETS, WINDOW SILLS, CHAIRS, LEDGES, ETC. (W)
2. REMOVE FINGERPRINTS FROM GLASS TOPPED DESK, DOORS, ETC. (W)
3. REMOVE HAND PRINTS FROM AROUND LIGHT SWITCHES AND DOOR FRAME. (W)
4. DUST AND WIPE ALL TELEPHONES. (W)
5. DUST ALL VERTICAL SURFACES OF DESK, FILE CABINETS & CHAIRS. (W)
6. REMOVE DUST FROM ALL HARD TO REACH AREAS SUCH AS TOPS OF HIGH CABINETS, PICTURE FRAMES, BASEBOARDS, LIGHT FIXTURES AND ANY OTHER AREAS NOT SERVICED DAILY. (W)
7. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR. (W)
8. WASH OUT TRASH RECEPTACLES USING A DISINFECTANT. (W)
9. CLEAN AND POLISH BRIGHT METAL TO HAND HIGHT. (W)
10. CLEAN ALL GLASS IN PARTATIONS AND DOORS (BOTH SIDES). (W)
11. SWEEP THE FLOOR IN THE STAIR WELLS. (W)

B RESTROOMS:

1. CLEAN TOILETS AND URINALS WITH AN ACID-TYPE BOWL CLEANER AND BOWL

MOP. (W)
2. CLEAN TOWEL CABINET COVERS. (W)
3. REMOVE FINGERPRINTS FROM STALL DOORS. (W)
4. CLEAN ENTRANCE DOOR. (W)
5. SPOT CLEAN METAL PARTITIONS AND POLISH BRIGHT WORK. (W)
6. DUST METAL PARTITIONS. (W)
7. DUST OR VACUUM ALL FURNITURE INCLUDING CHAIRS, ETC. (W)
8. WASH AND SANITIZE METAL PARTITIONS. (W)
9. WASH TRASH RECEPTACLES USING A DISINFECTANT. (W)
10. CLEAN EXTERIOR OF PLUMBING UNDER SINKS. (W)
11. WASH AND SANITIZE EXTERIOR OF ALL CONTAINERS IN THE RESTROOMS.(W)

C. LOBBY ENTRANCEWAYS AND CORRIDORS:

1. DUST LEDGES AND MOLDINGS. (W)
2. SPRAY BUFF HEAVY TRAFFIC AREAS. (W)
3. REMOVE EXCESSIVE BLACK MARKS OR SCUFFING FROM TILE FLOORS. (W)
4. CLEAN AND POLISH METAL WORK ON ENTRANCE DOORS. (W)
5. DUST AND CLEAN BUILDING REGISTER. (W)
6. KICK PLATES, PUSH PLATES AND PUSH BARS SHALL BE CLEANED AND POLISHED. ALL FOREIGN RESIDUE REMOVED ON OR AROUND DOOR AND COMPONENTS. (W)

D. STAIRWAYS - IF APPLICABLE

SWEEP OR VACUUM STAIR LANDINGS AND STEPS. DUST RAILINGS, LEDGES, GRILLES, FIRE APPARATUS, DOOR AND RADIATORS. (W)

E. PATIO - IF APPLICABLE

1. DUST LEDGES AND MOLDINGS. (W)
2. CLEAN ALL GLASS (BOTH SIDES). (W)
3. SCRUB AND RINSE FLOOR THROUGHLY. (W)

****
********** M=MONTHLY **********

A. OFFICES AND CONFERENCE ROOM(S):

1. REMOVE NOTICEABLE ACCUMULATIONS OF DUST ON CHAIR BOTTOMS, BASE OF COAT RACKS, BOTTOM OF TYPEWRITER STANDS, DOORS, ETC. (M)
2. CLEAN AND SANITIZE TELEPHONES. (M)
3. CLEAN ALL WINDOW SILLS. (M)
4. VACUUM ALL FABRIC FURNITURE. (M)
5. SPRAY BUFF ALL UNCARPETED FLOORS, EXCEPT THE STAIRWELLS. (M)
6. DUST AND/OR VACUUM VENTS IN CEILINGS/WALLS. (M)

B. RESTROOMS:

1. DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M)

SECTION VIII: SEMI-ANNUALLY OR QUARTERLY -UNLESS OTHERWISE SPECIFIED IN BID.

SEMI-ANNUALLY SERVICE TO BE PERFORMED BETWEEN THE MONTHS OF OCTOBER AND MARCH, SECOND SERVICE BETWEEN THE MONTHS OF APRIL AND AUGUST.

1. THOROUGHLY STRIP, RINSE AND APPLY TWO COATS OF FINISH TO ALL FLOORS SEMI-ANNUALLY. HALLWAYS, LOBBIES, BREAKROOM AND HEAVY TRAFFIC AREAS TO BE DONE QUARTERLY. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTI-SLIP WALKING CONDITIONS.
2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED IS TO DEPEND UPOM THE TYPE OF CARPET. HALLWAY AND HEAVY TRAFFIC AREAS TO BE DONE QUARTERLY.
3. DUST ALL CORRIDOR WALLS UP TO THE CEILING WITH UNTREATED MOP OR VACUUM. DUST OR CLEAN CEILING VENTS. (QUARTERLY)
4. LIGHT FIXTURES TO BE CLEANED THOROUGHLY. (SEMI-ANNUALLY)

5. CLEAN ALL WINDOWS (SEMI-ANNUALLY)
   VENDOR IS RESPONSIBLE FOR THE INSIDE AND OUTSIDE OF THE FIRST AND SECOND FLOORS ONLY. INSIDE ONLY ON THE THIRD FLOOR.
6. VACUUM DRAPES. (SEMI-ANNUALLY)
7. DUST ALL BLINDS OR WASH IF NECESSARY. (SEMI-ANNUALLY)
8. CLEAN ALL BASEBOARDS THOROUGHLY. (SEMI-ANNUALLY)
9. CLEAN ALL PANELLING WITH OIL SOAP. (SEMI-ANNUALLY)

SECTION IX: ADDITIONAL SERVICES:

UPON COMPLETION OF WORK EACH NIGHT, LIGHTS ARE TO BE TURNED OFF (EXCEPT THOSE DESIGNATED TO BE LEFT ON BY THE SUPERVISOR), DOORS LOCKED, PREMISES SECURED AND LEFT IN A NEAT AND ORDERLY CONDITION.

NOTE: ALL CLEANING PROCEDURES ARE TO BE COORDINATED WITH MANAGER OF EACH OFFICE PRIOR TO SUBMITTING YOUR BID.

ALL CLEANING SUPPLIES USED BY THE CONTRACTOR SHALL BE COMMERCIAL STRENGTH AND MEET ALL SAFETY REQUIREMENTS. CONTRACTOR SHOULD NOT USE SUPPLIES SUCH AS AMMONIA, ETC. SAFETY DATA SHEETS PERTAINING TO CLEANING SUPPLIES SHALL BE GIVEN TO MANAGER OF EACH OFFICE,

TELEPHONE SERVICE:
EACH CONTRACTOR SHALL PROVIDE A TELEPHONE NUMBER, TELEPHONE ANSWERING MACHINE AND/OR FAX # (NO CELL PHONES) TO ENABLE THE STATE TO GET IN TOUCH WITH THE CONTRACTOR AT ANY TIME CONCERNING JANITORIAL SERVICES. CHANGES IN PHONE NUMBERS SHOULD BE GIVEN TO THE DIVISION OF PURCHASING IN WRITING AS SOON AS POSSIBLE. CALLS MUST BE RESPONDED TO AS SOON AS POSSIBLE - NO LATER THAN 24 HOURS AFTER CALL (THIS IS FOR WORK DAYS ONLY). PROBLEMS MUST BE HANDLED DURING THE WORK HOURS - NOT AFTER WORK HOURS OR WEEKENDS. CALLS WILL BE CONFIRMED IN WRITING. FAILURE TO RESPOND WILL BE CONFIRMED IN WRITING.

SECTION X: DEFAULT BY VENDOR:

IN CASE OF A DEFAULT ON A CONTRACT AND/OR ORDER BY A VENDOR, THE STATE MAY PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS COST IN PRICE AND/OR HANDLING.

SECTION XI: INSPECTION OF SERVICES

EACH CONTRACTOR IS EXPECTED TO ENSURE PERFORMANCE TO STANDARD THROUGH HIS OR HER QUALITY CONTROL SYSTEM. INCOMPLETE PERFORMANCE DISCLOSED BY STATE OR DEPARTMENT INSPECTIONS, AT THE SOLE ELECTION OF THE STATE AND UPON NOTIFICATION TO THE CONTRACTOR, THE CONTRACTOR WILL BE REQUIRED TO CORRECT OR PERFORM LATE ANY OR ALL DEFICIENCIES. THE CONTRACTOR SHALL EXPLAIN, IN WRITING WITHIN FIVE (5) DAYS, WHY PERFORMANCE WAS UNACCEPTABLE, HOW PERFORMANCE WILL BE RETURNED TO ACCEPTABLE LEVELS, AND HOW RECURRENCE OF THE PROBLEM WILL BE PREVENTED IN THE FUTURE. THE STATE MAY RE-INSPECT ANY OR ALL LOCATIONS FOR POOR PERFORMANCE, AND THE CONTRACTOR MAY BE HELD LIABLE FOR THE COST ASSOCIATED WITH RE-INSPECTION.

QUARTERLY INSPECTION WITH VENDOR AND DEPARTMENT OFFICIAL REQUIRED WITH A COPY OF INSPECTION SENT TO PURCHASING.

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-X-2211089
OPEN DATE : 10/08/09 TIME: 10:00 AM
T-NUMBER : TA350
RETURN DATE: 10/07/09 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 012060 / 012M01 ALDOT - 9TH DIV DIST 3 DISTRICT ENGINEER 10610 US 31 SOUTH EVERGREEN EVERGREEN AL 36401				
00002	COMMODITY CODE: 910-39-065850 JANITORIAL SERVICE AS FOLLOWS: AS PER PROVIDED SPECIFICATIONS. APPROXIMATELY 8,300 SQUARE FEET BUILDINGS LOCATED AT THE ALABAMA DEPARTMENT OF TRANSPORTATION 10610 HWY 31 EVERGREEN, ALABAMA TO INCLUDE: DISTRICT III OFFICE - APPROX 6000 SQ FT PROJECT OFFICE - APPROX 2000 SQ FT SHOP OFFICE - 300 SQ FT THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIAL, EQUIPMENT AND SUPERVISION TO MAINTAIN THE FACILITIES IN A CLEAN AND SANITARY CONDITION AND IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS. THE CONTRACTOR IS REQUIRED TO PERFORM ALL WORK ON WEDNESDAY OF EACH WEEK AND THEIR TIME SHALL BEGIN AT 5:30 AM. IN THE EVENT WEDNESDAY FALLS ON A STATE HOLIDAY THE MANAGER AND CONTRACTOR'S SUPERVISOR WILL MAKE SUITABLE ARRANGEMENTS TO RE-SCHEDULE WORK ON ANOTHER DAY. THERE SHALL BE NO WORK PERFORMED ON SATURDAY OR SUNDAY WITHOUT WRITTEN PERMISSION BY THE DEPARTMENT. ALL SERVICES WILL BE PERFORMED AT LOCATIONS LISTED ABOVE. *********NOTES********* PAPER TOWELS, TOILET TISSUE, HAND SOAP FOR DISPENSERS AND TRASH CAN LINERS WILL BE FURNISHED BY THE STATE. CONTRACTOR SHALL FILL EMPTY DISPENSERS AND REPLACE TRASH CAN LINERS. ALL DISPENSERS FURNISHED AND INSTALLED BY THE STATE. BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED. _____ NO. EMPLOYEES X _____ HOURS = _____ TOTAL NO. DAILY HOURS. ****MANDATORY SITE VISIT REQUIRED**** CONTACT FOR SITE VISIT: ROBERT B MADDOX OR JEANELL FOUNTAIN 251-578-7541 COMPLETE FOLLOWING FOR BIDDER'S NAME: _____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDINGS AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB.	1	MONTH _____		_____

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-X-2211089
OPEN DATE : 10/08/09 TIME: 10:00 AM
T-NUMBER : TA350
RETURN DATE: 10/07/09 TIME: 5:00 PM

INVITATION TO BID

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

_____ _____
DATE ALDOT MANAGER/SUPERVISOR

DISREGARD THE SPECIFICATION 91V02. SEE
SPECIFICATIONS THAT ARE ATTACHED.

PAGE TOTAL _____

BID TOTAL _____

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Snap 14 2 3320

SPECIFICATIONS
JANITORIAL SERVICES
NINTH DIVISION / DISTRICT THREE COMPLEX
EVERGREEN, ALABAMA

- **SECTION I: SCOPE OF WORK**
  CONTRACTOR SHALL FURNISH ALL LABOR, MATERIAL, EQUIPMENT AND SUPERVISION, TO MAINTAIN THE FACILITIES IN A CLEAN AND SANITARY CONDITION AND IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS. THE CONTRACTOR IS REQUIRED TO PERFORM ALL WORK ON WEDNESDAY OF EACH WEEK. THE CONTRACTOR'S WORK TIME SHALL BEGIN AT 5:30 AM. IN THE EVENT WEDNESDAY FALLS ON A STATE HOLIDAY, THE MANAGER AND CONTRACTOR'S SUPERVISOR WILL MAKE SUITABLE ARRANGEMENTS TO RE-SCHEDULE WORK ON ANOTHER DAY. THERE SHALL BE NO WORK PERFORMED ON SATURDAY OR SUNDAY WITHOUT WRITTEN PERMISSION BY THE DEPARTMENT. ALL SERVICES WILL BE PERFORMED AT THE LOCATION LISTED UNDER "LOCATION OF FACILITIES" BELOW.

- **SECTION IA: LOCATION OF FACILITIES**
  1. ALDOT DISTRICT III OFFICE COMPLEX
     10610 US HIGHWAY 31 SOUTH
     EVERGREEN, ALABAMA 36401
     - **A.** DISTRICT OFFICE BUILDING (APPROX. 6000 SF).
     - **B.** PROJECT OFFICE BUILDING (APPROX. 2000 SF).
     - **C.** SHOP OFFICE AND SHOP RESTROOM (APPROX. 300 SF).

- **SECTION IB: KEY CONTROL**
  1. THE CONTRACTOR SHALL ADEQUATELY SECURE THE KEYS, KEY CARDS AND/OR OTHER ENTRY DEVICES AND CODES PROVIDED BY THE ALDOT.
  2. ANY SUCH ITEM WHICH BECOMES LOST, MISSING OR STOLEN SHALL BE IMMEDIATELY REPORTED TO THE ALDOT REPRESENTATIVE BY THE CONTRACTOR. SHOULD THE CONTRACTOR LOSE OR HAVE STOLEN ANY KEYS ISSUED TO THE CONTRACTOR BY THE ALDOT, THE COST OF CHANGING LOCKS OR KEYS TO 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.

- **SECTION II: EXAMINATION OF BUILDINGS**
  CONTRACTOR IS TO CONDUCT A THOROUGH AND COMPLETE EXAMINATION OF THE FACILITIES PRIOR TO SUBMITTING A BID. FAILURE OF CONTRACTOR TO COMPLETELY FAMILIARIZE HIMSELF WITH THE

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BUILDING CONDITIONS AND REQUIREMENTS PRIOR TO SUBMITTING THE BID WILL NOT RELIEVE THE BIDDER OF THE RESPONSIBILITY IN MEETING THE SPECIFICATIONS. BIDS MUST BE SIGNED AND DATED BY THE MANAGER, SUPERVISOR OR PERSON IN CHARGE TO VERIFY YOUR ON-SITE INSPECTION. BY HAVING YOUR BID SIGNED AND DATED BY THE MANAGER, SUPERVISOR OR PERSON IN CHARGE, THE CONTRACTOR FULLY UNDERSTANDS THE CONDITIONS OF THE BUILDINGS AND THE CLEANING THAT IS REQUIRED TO DO A SATISFACTORY JOB.

- **SECTION III: TECHNICAL ASSISTANCE**
  CONTRACTORS ARE TO 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 FULLTIME BASIS AND NOT AS A SUB-CONTRACTOR. THERE WILL NOT BE ANY SUB-CONTRACTING AT ANY TIME, UNLESS WRITTEN APPROVAL IS GIVEN BY THE DEPARTMENT.

- **SECTION IV: SUPERVISORY PERSONNEL AND SUPPLIES**
  CONTRACTOR MUST FURNISH COMPETENT AND SKILLED PERSONS TO ASSURE QUALITY AND PERFORMANCE WITHIN THE TERMS AND CONDITIONS OF THE CONTRACT. THERE WILL NOT BE ANY CHILDREN UNDER THE AGE OF EIGHTEEN OR PETS ALLOWED ON PREMISES DURING CLEANING OPERATIONS. A SUPERVISOR WILL BE REQUIRED AT ALL TIMES. THE SUPERVISOR'S NAME, ADDRESS AND PHONE NUMBER WILL BE GIVEN TO THE DEPARTMENT MANAGER OR SUPERVISOR. THE SUPERVISOR MAY BE A "WORKING" SUPERVISOR BUT MUST MAKE SUFFICIENT INSPECTIONS AND FOLLOW-UP ON OTHERS TO INSURE THE SERVICES ARE PERFORMED AS SPECIFIED. CONTRACTOR MUST POST THE REGULATIONS GOVERNING HIS EMPLOYEES WHILE IN THE BUILDINGS AND POST A COPY OF THE CLEANING SCHEDULE IN EACH SUPPLY CLOSET.

  CONTRACTOR SHALL SUBMIT PRIOR TO COMMENCEMENT OF CONTRACT A LIST OF ALL MATERIALS AND EQUIPMENT TO BE USED IN PROVIDING THE CLEANING SERVICE. THE DEPARTMENT MAY APPROVE OR DISAPPROVE ANY PRODUCTS OR EQUIPMENT.

- **SECTION V: QUALIFICATIONS OF CONTRACTOR**
  IN EVALUATING EACH CONTRACTOR, CONSIDERATION WILL BE GIVEN TO THE FOLLOWING CRITERIA: DEFICIENCY IN ANY OF THE BELOW LISTED AREAS MAY BE ADEQUATE REASON FOR BID REJECTION:

  1. EACH BIDDER SUBMITTING A BID ON THE SERVICES REQUIRED BY THIS CONTRACT IS REQUIRED TO SUBMIT WITH THEIR BID, EVIDENCE OF THEIR EXPERIENCE, QUALIFICATIONS, FINANCIAL

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RESPONSIBILITY AND ABILITY TO CARRY OUT THE TERMS OF THE CONTRACT. FAILURE TO SUBMIT THIS REQUIRED INFORMATION SHALL CAUSE THE BID TO BE REJECTED. SATISFACTORY EXPERIENCE OF AT LEAST ONE (1) YEAR WITH BUILDINGS OF COMPARABLE SIZE AND FUNCTION (I.E. LARGE OFFICE BUILDINGS) IS REQUIRED. SUBMISSION OF THIS INFORMATION WITH YOUR BID WILL ENABLE THE STATE TO EXPEDITE THE AWARD OF THIS CONTRACT.

2. FAILURE TO SUBMIT LIABILITY INSURANCE CERTIFICATE AND REFERENCES WITH BID.
3. FAILURE TO SUBMIT WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING FIVE (5) OR MORE EMPLOYEES.

- DUE TO FISCAL YEAR ENDING ON SEPTEMBER 30TH AND NEW FISCAL YEAR BEGINNING OCTOBER 1ST, PAYMENTS FOR SERVICES MAY TAKE UP TO 30-45 DAYS BEFORE CONTRACTOR RECEIVES PAYMENT FOR OCTOBER. CONTRACTOR SHOULD HAVE SUFFICIENT FINANCIAL RESOURCES TO COVER THIS TIME FRAME.

- **SECTION VI: ITEMS FURNISHED BY THE STATE OR CONTRACTOR**

  A. PAPER TOWELS, TOILET TISSUE, HAND SOAP FOR DISPENSERS AND TRASH CAN LINERS WILL BE FURNISHED BY THE STATE. CONTRACTOR SHALL FILL EMPTY DISPENSERS AND REPLACE TRASH CAN LINERS. ALL DISPENSERS FURNISHED AND INSTALLED BY THE STATE.

  B. INVOICE TO BE RENDERED AT THE END OF EACH MONTH BY VENDOR. CONTACT THE DEPARTMENT FOR PAYMENT OF SERVICES.

- **SECTION VII: CLEANING SCHEDULE TO BE PERFORMED BY CONTRACTOR**

  ITEMS APPLY ONLY WHERE APPLICABLE TO THE SPECIFIED LOCATION. CONTRACTOR IS TO CHECK WITH MANAGER AS TO WHAT NEEDS TO BE DONE IF DIFFERENT THAN WHAT IS LISTED BELOW. ANY CHANGES MADE BY MUTUAL AGREEMENT OF MANAGER AND CONTRACTOR MUST BE CONFIRMED IN WRITING BY THE AGENCY MANAGER TO THE CONTRACTOR AND COPIED TO THE BUYER AS AN AMENDMENT TO THE CONTRACT. ANY REQUIREMENT IN THE COMMODITY SECTION SUPERSEDES THESE SPECIFICATIONS LISTED BELOW.

****
********** **W = WEEKLY** **********

A. DISTRICT & PROJECT OFFICES AND CONFERENCE ROOM(S) AND SHOP OFFICE

1. EMPTY WASTEBASKETS. REPLACE ALL OBVIOUSLY SOILED OR TORN LINERS IN WASTEBASKETS. WASTEPAPER AND TRASH WILL BE PUT INTO TRASH CAN/DUMPSTER IN THE MAIN DISPOSAL AREA. (W)

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2. WASH OUT TRASH RECEPTACLES USING A DISINFECTANT AS NEEDED. (W)
3. VACUUM ALL FLOORS, TAKING CARE TO GET UNDER FURNITURE AND INTO CORNERS.(W)
4. MOP ALL FLOORS USING A NEUTRAL CLEANER TO REMOVE ALL FOREIGN MATTER AND /OR STAINS. (W)
5. CLEAN, DISINFECT (USING A GERMICIDAL DETERGENT SOLUTION) AND POLISH DRINKING FOUNTAINS. (W)
6. CLEAN EMPLOYEE'S BREAK ROOM COUNTERS/TABLE TOPS AND SINKS. (W)
7. CLEAN MICROWAVE OVENS (INSIDE AND OUTSIDE). (W)
8. CLEAN OUTSIDE OF STOVES AND REFRIGERATORS. (W)
9. ALL OFFICE ENTRANCES & SIDEWALKS TO BE SWEPT AND KEPT CLEAN. (W)
10. REMOVE FINGERPRINTS FROM GLASS TOPPED DESK, DOORS, ETC. (W)
11. REMOVE HAND PRINTS FROM AROUND LIGHT SWITCHES AND DOOR FRAME. (W)
12. DUST ALL VERTICAL AND HORIZONTAL SURFACES TO INCLUDE TELEPHONES, DESK TOPS, TABLES, FILE CABINETS, WINDOW SILLS, CHAIRS, LEDGES, PICTURE FRAMES, BASEBOARDS, CHAIR RAILS, LIGHT FIXTURES, ETC.
13. CLEAN ALL GLASS IN PARTITIONS, INTERIOR DOORS AND ENTRANCE DOORS (BOTH SIDES). (W)
14. SUPPLY CLOSETS SHALL BE KEPT CLEAN & NEAT AT ALL TIMES. (W)

B. DISTRICT OFFICE, PROJECT OFFICE AND SHOP RESTROOMS

1. EMPTY WASTEBASKETS. REPLACE ALL OBVIOUSLY SOILED OR TORN LINERS IN WASTEBASKETS. WASTEPAPER AND TRASH WILL BE PUT INTO TRASH CAN/DUMPSTER IN THE MAIN DISPOSAL AREA. (W)
2. WASH OUT TRASH RECEPTACLES USING A DISINFECTANT AS NEEDED. (W)
3. CLEAN MIRRORS. (W)
4. CLEAN AND DISINFECT ALL WASH BASINS AND ADJACENT SURFACES USING A GERMICIDAL DETERGENT SOLUTION. (W)
5. REMOVE SPLASH MARKS FROM WALLS AROUND WASH BASINS & URINALS. (W)
6. MOP RESTROOM FLOOR USING A GERMICIDAL DETERGENT SOLUTION. (W)
7. CLEAN TOILETS AND URINALS WITH A NON ACID-TYPE BOWL CLEANER AND BOWL MOP. (W)
8. CLEAN ENTRANCE DOOR (FRONT & BACK). (W)
9. CLEAN AND SANITIZE PARTITIONS AND STALL DOORS WHERE APPLICABLE. (W)
10. CLEAN EXTERIOR OF PLUMBING UNDER SINKS. (W)

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11. CLEAN AND SANITIZE SHOWERS AND SHOWER CURTAINS WITH A SUITABLE MILDEW PREVENTATIVE/GERMICIDAL SPRAY. (W)

****
********** **M = MONTHLY** **********

A. DISTRICT **OFFICE, PROJECT OFFICE, SHOP OFFICE AND ALL RESTROOMS**:

1. REMOVE NOTICEABLE ACCUMULATIONS OF DUST ON CHAIR BOTTOMS, BASE OF COAT RACKS, BOTTOM OF TYPEWRITER STANDS, DOORS, ETC. (M)
2. CLEAN AND SANITIZE TELEPHONES. (M)
3. CLEAN ALL WINDOW SILLS. (M)
4. VACUUM ALL FABRIC FURNITURE. (M)
5. DUST AND /OR VACUUM VENTS IN CEILINGS/WALLS. (M)

- **SECTION VIII: SEMI-ANNUALLY OR QUARTERLY – UNLESS OTHERWISE SPECIFIED IN BID.**

SEMI-ANNUAL SERVICE TO BE PERFORMED BETWEEN THE MONTHS OF OCTOBER AND MARCH, SECOND SERVICE BETWEEN THE MONTHS OF APRIL AND AUGUST.

A. DISTRICT OFFICE, PROJECT OFFICE, SHOP AND ALL RESTROOMS.

1. DUST ALL WALLS UP TO THE CEILING WITH UNTREATED MOP OR VACUUM. (QUARTERLY)
1. LIGHT FIXTURES TO BE CLEANED THOROUGHLY. (SEMI-ANNUALLY)
2. CLEAN INTERIOR AND EXTERIOR OF ALL WINDOWS (SEMI-ANNUALLY)
3. DUST ALL BLINDS OR WASH IF NECESSARY. (SEMI-ANNUALLY)
4. CLEAN ALL BASEBOARDS AND CHAIR RAIL THOROUGHLY. (SEMI-ANNUALLY)
5. CLEAN INSIDE REFRIGERATORS AND STOVES. (QUARTERLY)

- **SECTION IX: ADDITIONAL SERVICES**

UPON COMPLETION OF WORK EACH MORNING, CLOSET LIGHTS ARE TO BE TURNED OFF (EXCEPT THOSE DESIGNATED TO BE LEFT ON BY THE SUPERVISOR). CLOSET DOORS SHALL BE LOCKED AND SECURED (EXCEPT THOSE DESIGNATED TO BE LEFT UNLOCKED BY THE SUPERVISOR).

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NOTE: ALL CLEANING PROCEDURES ARE TO BE COORDINATED WITH THE ALDOT MANAGER PRIOR TO SUBMITTING YOUR BID.

ALL CLEANING SUPPLIES USED BY THE CONTRACTOR SHALL BE COMMERCIAL STRENGTH AND MEET ALL SAFETY REQUIREMENTS. CONTRACTOR SHOULD NOT USE SUPPLIES SUCH AS AMMONIA, ETC. SAFETY DATA SHEETS PERTAINING TO CLEANING SUPPLIES SHALL BE GIVEN TO THE ALDOT MANAGER.

TELEPHONE SERVICE:

EACH CONTRACTOR SHALL PROVIDE A TELEPHONE NUMBER, TELEPHONE ANSWERING MACHINE AND /OR FAX NUMBER TO ENABLE THE STATE TO GET IN TOUCH WITH THE CONTRACTOR AT ANY TIME CONCERNING JANITORIAL SERVICES. CHANGES IN PHONE NUMBERS SHOULD BE SUBMITTED TO THE ALDOT REPRESENTATIVE IN WRITING AS SOON AS POSSIBLE.

IF JANITORIAL PERSONNEL UTILIZE THE HEATING OR AIR CONDITIONING SYSTEM, THEY SHALL BE PLACED AT PROPER SETTING BEFORE LEAVING.

- **SECTION X: DEFAULT BY VENDOR**

IN CASE OF A DEFAULT ON A CONTRACT AND/OR ORDER BY A VENDOR, THE STATE MAY PROCURE THE GOODS OF SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS COST IN PRICE AND/OR HANDLING.

- **SECTION XI: INSPECTION OF SERVICES**

CONTRACTOR SHALL BE EXPECTED TO ENSURE PERFORMANCE TO STANDARD THROUGH HIS OR HER QUALITY CONTROL SYSTEM. INCOMPLETE PERFORMANCE DISCLOSED BY DEPARTMENT INSPECTIONS, AT THE SOLE ELECTION OF THE DEPARTMENT AND UPON NOTIFICATION TO THE CONTRACTOR, THE CONTRACTOR WILL BE REQUIRED TO CORRECT OR PERFORM LATE ANY OR ALL DEFICIENCIES. THE CONTRACTOR SHALL EXPLAIN, IN WRITING WITHIN FIVE (5) DAYS, WHY PERFORMANCE WAS UNACCEPTABLE, HOW PERFORMANCE WILL BE RETURNED TO ACCEPTABLE LEVELS, AND HOW RECURRENCE OF THE PROBLEM WILL BE PREVENTED IN THE FUTURE. THE DEPARTMENT MAY RE-INSPECT ANY OR ALL LOCATIONS FOR POOR PERFORMANCE AND THE CONTRACTOR MAY BE HELD LIABLE FOR THE COST ASSOCIATED WITH RE-INSPECTION.

QUARTERLY INSPECTION WITH VENDOR AND DEPARTMENT REPRESENTATIVE SHALL BE REQUIRED.