



WILLIAM A. BELL, SR.  
MAYOR

# CITY OF BIRMINGHAM

FINANCE DEPARTMENT

## PURCHASING DIVISION

P-100 CITY HALL  
710 NORTH 20TH STREET  
BIRMINGHAM, ALABAMA 35203-2227

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August 27, 2014

J. THOMAS BARNETT, JR.  
FINANCE DIRECTOR

RON NICKEL  
PURCHASING AGENT

WILLIAM E. CAFFEE  
ASSISTANT PURCHASING AGENT

### INVITATION TO BID# 14-57

Sealed bids for janitorial service for Birmingham City Hall building (basement through 10th Floor) including the City Hall Annex and Emergency Operations Center (EOC), 710 North 20th Street, and the Information Management Services (IMS) Building, 712 North 19th Street will be received by the Purchasing Agent, P-100 First Floor City Hall, Birmingham, Alabama until 2:00 p.m., October 1, 2014, at which time they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at [www.birminghamal.gov](http://www.birminghamal.gov) (go to link titled **Bidding Opportunities**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking the website for addenda until the bid opening date. Addenda will be mailed to only those vendors who were provided a copy in person or by mail.

Bids are to be submitted on the bid form provided, and all quotations are to be f.o.b. Birmingham Alabama, delivered.

A mandatory pre-bid conference and site survey to review and discuss the service required will be held at 10:00 a.m., September 17, 2014, in the City Council Chambers, Third Floor City Hall Birmingham, Alabama. Anyone who wishes to submit a bid must attend the mandatory pre-bid conference and site survey scheduled for September 17, 2014. This site survey, which will be conducted for all potential bidders, will be crucial for a thorough understanding of the work to be performed. ATTENDANCE WILL BE MANDATORY. Any bid received from a contractor who did not attend the pre-bid conference and site survey will not be considered for award. Any bid submitted will be construed as evidence that the bidder has made an on site inspection and made himself aware of existing conditions and requirements that may affect the price of his bid.

**It is required for any contract exceeding \$10,000.00 that the bidder submits with his bid a certified check, a cashier's check, or a bid bond payable to the City of Birmingham. In order for any award to be considered that exceeds \$10,000.00, your bid must have been accompanied by an acceptable bid bond or check in the amount of \$5000.00. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.**

A Fidelity bond, Surety Bond and Statutory Labor and Material Payment Bond in the amount of \$30,000.00 each will be required from the successful bidder.

The City follows a policy of nondiscrimination. No contractor with the City should discriminate on the basis of race, sex, religion, or national origin. Failure by the vendor to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.

**No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.**

The City reserves the right to reject any or all bids submitted in whole or part, and to waive any informalities.

Bids must be submitted in a sealed envelope marked, "SEALED BID - JANITORIAL SERVICES FOR CITY HALL BUILDING, EMERGENCY OPERATIONS CENTER and INFORMATION MANAGEMENT SERVICES BUILDING - 2:00 p.m., 10/01/14". Bids may be hand delivered to P-100 First Floor City Hall, Birmingham, Alabama or mailed to City of Birmingham, P.O. Box 11295, Birmingham, Alabama. 35202-1295. (DO NOT MAIL BIDS TO ROOM P-100 FIRST FLOOR CITY HALL). However, bids sent by express carrier (Federal Express, Airborne, UPS, etc) must be mailed to 710 North 20th Street, Birmingham, AL 35203 and specify delivery to Room P-100 FIRST FLOOR City Hall.

It is the bidder's responsibility to make sure that his bid is in the possession of the Purchasing Agent on or before 2:00 p.m., October 1, 2014. Bids received after this time will not be considered.

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BN 09/05/14

  
William E. Caffee, Assistant, Purchasing Agent

SPECIFICATIONS OF JANITORIAL SERVICE FOR

CITY HALL BUILDING (City Hall) 710 NORTH 20th STREET BIRMINGHAM, ALABAMA 5 days/week service	Emergency Operations Center (EOC), 710 North 20th Street BIRMINGHAM, ALABAMA 7 days/week service	Information Management Services (IMS) 712 North 19th Street BIRMINGHAM, ALABAMA 5 days/week service
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GENERAL

DETERMINATION OF BIDDER'S RESPONSIVENESS AND RESPONSIBILITY

1. Bids will be considered only from responsive/responsible sole owners, partnerships, or corporations that can demonstrate a current capability to properly, and in a timely manner, perform the work required. The contract will be awarded to that responsible/responsive bidder whose bid conforms to the Invitation to Bid, price and other factors considered. Bidders shall submit with their bid a breakdown of the unit costs used in the preparation of their bid. Breakdown shall consist of number of personnel (Workers and Supervisors), number of hours for each job and any other items of cost. Bidders should break their lump sum bid into a price/square foot for cleaning of the buildings and areas specified. **NOTE:** This price/square foot will be used if square footage is added or deleted during the life of the contract. The square footage of City Hall (183,216) & EOC (5217) equals approximately 188,433 square feet. The square footage of the IMS building is 16,800. Total square footage is 205,233.
2. Proof of current (within the last three (3) years) satisfactory performance in a contract of comparable size and complexity in Jefferson County will be required prior to award. Bidder must have operated an office in Jefferson County, its primary business being janitorial service, for a minimum of three (3) consecutive years prior to the date this bid is submitted. Therefore, please submit with your bid a list of at least three (3) local references with at least one being of comparable size and complexity as specified by this document with contact person and a phone number.
3. Each bidder must provide proof of their ability to provide adequate manpower and equipment to perform the contract if determined to be the lowest priced responsible, responsive bidder.
4. Bidders shall have prior experience in establishing procedures for a complete Quality Control Program to assure the requirements of this specification will be accomplished as specified. In addition to other submission requirements, bidders shall also submit a copy of their quality control program to the City with their bid. Contractor will be required to furnish quality control inspection forms weekly to the City, as evidence that the contractor is performing self-inspection of their performance. These forms shall include inspection reports and daily service check sheets. Owner will monitor work performed periodically to insure specification requirements are being met, by conducting random, no notice inspections. Designated department personnel will also submit deficiency reports when deficiencies are discovered.
5. Anyone who wishes to submit a bid must attend the MANDATORY pre-bid conference and site survey. The site survey will be conducted for all potential bidders and is crucial for a thorough understanding of the scope of work to be performed.
6. A Fidelity bond, Surety Bond and Statutory Labor and Material Payment Bond in the amount of \$30,000.00 each will be required from the successful bidder.
7. Each bidder is to extend prices and provide a total for the bid being submitted. If the total of all items bid exceeds \$10,000.00 a bid bond, cashier's check or certified check in the amount of \$5,000.00 is required to accompany the bid. Bid bond checks will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

## JANITORIAL SERVICE FOR CITY HALL BUILDING, EOC and IMS

### REQUIREMENTS - GENERAL

1. The basic contract will be for a period of one (1) year. The City also requires bids for a 2nd and 3rd year continuation of the original contract. The City intends to award to the lowest priced, responsive, responsible bid for all three (3) years.
2. Successful bidder shall, at his own expense, furnish all labor, supplies, equipment and machinery necessary to perform this contract.
3. The successful bidder shall employ workers and supervisors who are skilled and experienced in building cleaning operations. All workers utilized under this contract must be able to read, speak and understand the English language. Supervision and direction of all workers on successful bidder's payroll will be handled exclusively by successful bidder. The City will require the successful bidder to provide a supervisor on site during the entire time of the cleaning of the building, as a minimum, for each day of service. The supervisor shall not be a member of the cleaning crew itself, but shall be a true supervisor. The supervisor shall be responsible for ensuring that all aspects of the cleaning service are adequately and sufficiently accomplished each day before the cleaning crew leaves the premises. Repetitive failure of the contractor to provide the specified cleaning service shall be grounds for termination of the contract.
4. All janitorial personnel entering or leaving the City Hall Building after normal work hours will be required to sign in and/or sign-out at the security station located on the 1st floor. The City reserves the right to review this signature log to ensure the successful bidder is providing the number of workers and working the number of hours proposed in their bid. The City reserves the right to make deductions from payments due the contractor for major deficiencies in the number of man hours worked compared to that proposed in their bid.
5. Successful bidder shall not assign this contract to any other party without prior written approval of the City of Birmingham. Contract shall not be assigned under any conditions to an unsuccessful bidder who was rejected because they were not a responsive/responsible bidder.
6. The successful bidder shall keep all doors locked while performing work after the official closing hours of client's building and shall lock securely all windows and other means of access upon completion of work unless otherwise noted.
7. Upon notice by the City of unsatisfactory cleaning, the successful bidder shall, at his own expense, furnish all labor, supplies, equipment and machinery necessary to re-perform the unsatisfactory work. The re-performance must begin within two (2) hours of being notified by the City. Additionally, the City shall deduct from contractors monthly invoice an amount equal to 1% for each time during the month that re-performance is required. The need for repetitive re-performance shall be grounds for termination of contract.
8. The cost to repair damage to furniture, baseboards, or other City property, caused by cleaning personnel, will be reimbursed to the City by way of reduced monthly payments equal to the cost to get the damage repaired.
9. The City reserves the right to terminate this contract upon thirty (30) days written notice. In the event of termination of this contract, contractor agrees to leave the client's property under its care in as good condition as it was at the time of acceptance of this contract. Should termination be required due to contractor's unsatisfactory performance, or for failure to abide by any of the other requirements of the contract, the terminated vendor may be declared a "non-responsible" vendor. This declaration may result in the rejection of any bids submitted by the vendor for a period of time to be determined by the City.

## JANITORIAL SERVICE FOR CITY HALL BUILDING, EOC and IMS

10. **Liability Insurance and Bonding:** a. For the duration of this contract and for limits not less stated below, the Contractor shall carry (i) general liability insurance (either primary or a combination of primary and umbrella coverage) with a maximum of \$1,000,000.00 for each occurrence and shall include, but not be limited to, personal injury, property damage, vandalism, property loss and theft; (ii) comprehensive automobile liability insurance concerning owned and rented vehicles operated by the Contractor with limits of not less than \$1,000,000.00 bodily injury per occurrence, \$1,000,000.00 property damage or combined single limit of \$1,000,000.00; (iii) professional liability of \$1,000,000.00 limit for claims arising out of professional services caused by contractor's errors, omissions or negligent acts; and (iv) Workman's Compensation coverage in an amount adequate to comply with the statutory requirements. The City's bid number (14-57) must appear on any/all copies of the certificate of insurance.
- b. Additionally, successful bidder shall also provide a fidelity bond in an amount not less than \$30,000.00 and a surety bond and a statutory labor and material bond each in the amount of \$30,000.00.
- c. All such insurance shall be provided by a policy or policies issued by a company or companies qualified by law to engage in the insurance business in the State of Alabama with a rating of B+ or better according to the most current edition of Best's Insurance reports. Bidder is to provide written documentation of the company's rating with their bid.
- d. The Contractor may use umbrella or excess liability insurance to achieve the required coverages, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies. These insurance requirements are in addition to and do not affect any indemnification obligation of the Contractor herein.
- e. Successful bidder must provide certificates of insurance and bonding to the City within 10 days of notice of award and prior to the commencement of the work along with appropriate documentation from the Best Report to verify compliance of the minimum B+ rating.
11. **City Additional Named Insured:** a. Except for Worker's Compensation coverage, all coverages shall contain endorsements naming the City, and its officers, employees and agents as additional named insured with respect to liabilities that arise out of and result from the operations of the Contractor or the performance of its work.
- b. The additional named insured endorsement shall not limit the scope of coverage to the City to vicarious liability, but shall allow coverage for the City to the fullest extent provided by the policies. Such additional insured coverage shall be at least as broad as Additional Insured endorsement from ISO, CG 2010.1185.
12. **Indemnification:** Vendor shall defend, indemnify, and hold harmless the City of Birmingham, and its agents, employees and officials (hereinafter the "Indemnitees") from and against all demands, actions, damages, judgments, expenses (including but not limited to attorneys' fees, expert fees, court costs and other litigation costs), losses, and claims (including those for bodily injury, sickness, disease or death, or to injury to, destruction or loss of use of tangible property) (collectively hereinafter "Claims") by any third parties (including any employee, subcontractor or representative of the Vendor, hereafter a "Vendor Representative") that arises out of, relates to, results from, or is attributable to any of the following: (a) Vendor's performance or failure to perform its obligations hereunder; (b) any conditions in or about the work sites that the Vendor or any Vendor Representative may encounter; or (c) the use or occupancy of the work sites by Vendor or any Vendor Representatives. This indemnification obligation includes Claims that are caused in part by the negligence of an Indemnitee(s); provided nothing herein shall obligate Vendor to indemnify any of the Indemnitees for Claims resulting from the sole negligence or from the willful misconduct of the Indemnitees.
13. **Minimum Wage:** a. The City of Birmingham requires the successful bidder to pay a minimum of \$9.10/hr. to any and all employees utilized by the City under this contract during the first year of the contract. Contractors must agree to provide proof (in the form of a copy of the company's payroll register or journal signed and certified by an officer of the company to be correct) to the City that the minimum required wage, \$9.10/hr is being paid to personnel performing the contract at anytime requested by the City during the contract period. No price increase will be allowed during the first year of the contract.

## JANITORIAL SERVICE FOR CITY HALL BUILDING, EOC and IMS

b. Second and Third year renewal option. If at any time during the second and third year of the contract the federally mandated minimum wage changes, the City will require contractor to change the minimum hourly wage of their workers who are being paid the minimum City required wage of \$9.10/hr by the exact amount of the federally mandated minimum wage change. This does not apply to any personnel already being paid more than the \$9.10/hr minimum City required wage, unless the wage change is an increase that puts the new federally required mandated minimum wage above the amount the worker is being paid. This applies only to the second and third year renewal option prices – absolutely no wage change will be allowed during the first year period. In order for the contractor's bid amount for year 2 and 3 to be modified, the contractor must provide documentation of wage paid prior to the federally mandated wage change as well as the new amount due to the new federally mandated wage change. Contractor must agree to provide proof of wages at anytime the City makes such a request.

14. The City will issue purchase order(s) to the successful bidder for the goods and/or services (bid items) that are the subject of the bid. Unless otherwise agreed in a writing that is signed by both parties, the entire agreement between the City and the successful bidder concerning the bid items is comprised of the terms, conditions, specifications and requirements stated in (a) the contemplated purchase order(s), (b) this Invitation to Bid and Specifications and (c) your bid (collectively, the "Contract Requirements"). These writings supersede all former proposals, offers, negotiations, representations or agreements, either written or oral, concerning the provision of vendor's goods and/or services. By acceptance of the City's purchase order(s), the successful vendor agrees to abide by and perform its responsibilities related to the bid items in compliance with the Contract Requirements.
15. Contract award to purchase the service covered in this bid document shall be construed under and governed by the laws of the State of Alabama and each party hereto irrevocably agrees to be subject to the jurisdictions of the courts of the State of Alabama
16. Successful bidder to coordinate with City staff and furnish a schedule, in writing, of periodic floor services, i.e., waxing, shampooing, etc., which will be subject to City approval. These services shall not interfere with the operational capability of any department.
17. **Safety:** The successful vendor ("Vendor") warrants that it has inspected or will inspect the work sites before performing the services and work contemplated hereunder ("services"). Vendor further warrants that it has not identified any condition or hazard that will prevent it from performing the services in a manner that does not endanger persons or property. Vendor is exclusively responsible for performing the services in a safe manner that does not put at risk the safety of persons (including its own employees or representatives) or endanger property. Vendor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to: (i) all its employees and all other persons who may be affected by the services; (ii) all the services and all materials and equipment to be incorporated therein, whether in storage on or off the work sites, or under the care, custody or control of the Vendor or any of its subcontractors; and (iii) other property at the work sites or adjacent thereto. Vendor further agrees to comply with all provisions and requirements set forth in applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction over safety of persons or property or to protect them from damage, injury or loss.

JANITORIAL SERVICE FOR CITY HALL BUILDING, EOC and IMS

**Bidder Compliance Format:**

Bidder shall check (✓) each and every paragraph in the appropriate column provided on the right hand edge of the page as to compliance or non-compliance with specifications. These sheets are to be returned with the signed and completed bid form. Exceptions will be allowed to items that are not listed as "No Exception" if they are equal to or superior to that specified and provided that they are listed and fully explained on the Exceptions page. The City shall be the sole judge of equivalency and the decision of the City of Birmingham shall be final. Bids taking total exception to the specifications will not be accepted.

All interested vendors must acknowledge and/or provide documentation as outlined in this section.	Bidder Complies	
	Yes	No
Bidder is to provide a cost per square foot, which will be a firm price for the term of the contract, for any shampooing requested over and above the required stated bid requirements.	_____	_____
All workers and supervisors are skilled and experienced in building cleaning operations.	_____	_____
All workers utilized under this contract must be able to read, speak and understand the English language.	_____	_____
Supervision and direction of all workers on a successful bidder's payroll will be handled by successful bidder. City will require the successful bidder to provide a supervisor on site during the entire time of the cleaning, daily. Supervisor SHALL NOT be a member of the cleaning crew. Supervisor shall be responsible for ensuring that all aspects of the cleaning service are adequately and sufficiently accomplished daily before the cleaning crew leaves the building. Supervisor to provide City Hall staff a copy of their "Supervisor's Job Inspection" report nightly.	_____	_____
EMPLOYEE VERIFICATION/BACKGROUND CHECK: All potential employees of the Contractor performing work for the City of Birmingham shall undergo a criminal background check. In addition, employees who are not natural citizens of the United States of America shall have verification and proof of citizenship, and/or shall have the appropriate credentials to perform work within the United States of America.	_____	_____
Bidder understands and agrees that the cost to repair damage to furniture, baseboards or other City property caused by cleaning personnel, will be reimbursed to the City by way of reduced monthly payments equal to the cost to get the damage repaired.	_____	_____
Bidder understands repetitive failure of the contractor to provide the specified cleaning service shall be grounds for termination of the contract.	_____	_____
<b>Successful bidder acknowledges and agrees that the City has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent or overdue license fees, taxes, fines, penalties and other amounts due the City from the successful bidder.</b>	_____	_____

JANITORIAL SERVICE FOR CITY HALL BUILDING, EOC and IMS

All interested vendors must acknowledge and/or provide documentation as outlined in this section.	Bidder Complies	
	YES	NO
<p>City of Birmingham must have a copy of the successful bidder's current City of Birmingham business license prior to formal award of contract. Each bidder may submit a copy of his/her license along with his/her bid. However, successful bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice of intent to award. Failure to submit the requested information will result in the notice of intent to award being revoked.</p>	_____	_____
<p>Vendor (and its employees, agents and any subcontractors) shall not discriminate on the basis of race, color, national origin, or sex in the performance of the services contemplated hereunder. Failure by the bidder to carry out these requirements is a material breach of its obligations, which may result in its termination or such other remedy as the City deems appropriate.</p>	_____	_____
<p>Vendor acknowledges and agrees that, consistent with federal law and City's public policy, it will encourage disadvantaged business enterprise (DBE) participation to the extent permitted by law. A "disadvantaged business enterprise" is a for-profit small business concern (i) at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (ii) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. In accordance with federal law, a "socially and economically disadvantaged individual" includes African-Americans, Hispanic Americans, Native Americans, Asian-Americans, women, and any additional groups designated as socially and economically disadvantaged by the federal Small Business Administration.</p>	_____	_____
<p>Any successful bidder who is not currently set up as a vendor in the City of Birmingham vendor file will be required to submit a completed W-9 tax form prior to any award. The W-9 tax form may be submitted with your bid or no later than seven (7) working days of receipt of notice of intent to award.</p>	_____	_____
<p>Successful Vendor (located in the State of Alabama or located outside of the State of Alabama, but employs one or more employees within the State of Alabama) represents and warrants that it does not knowingly employ, hire for employment, or continue to employ an "unauthorized alien", as defined by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (H.B.56) of the Alabama Legislature, as amended from time to time (the "Act") and that, during the performance of this contract, Vendor shall participate in the E-Verify program as required under the term of the Act. Vendor agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Vendor shall provide documentation establishing that the Vendor is enrolled in the E-Verify program, or a signed, written statement that the Vendor does not have a presence (one or more employees) in the State of Alabama. Vendor may submit applicable documentation with his/her bid or no later than seven (7) working days of receipt of notice of intent to award.</p>	_____	_____

## JANITORIAL SERVICES FOR CITY HALL BUILDING, EOC and IMS

### REQUIREMENTS – SPECIFIC

#### I. DAILY SERVICES (5 days a week)

##### SECTION A - FLOORS

1. All non-carpeted floors (except hardwood/parquet) shall be dusted with chemically treated dust mop nightly. Second Floor Crosswalk shall be damp mopped nightly. Print Shop shall be damp mopped weekly and stripped as needed.
2. All chewing gum and other debris shall be removed from floor nightly.
3. Spillage shall be removed from floors nightly.
4. Carpets and mats shall be vacuumed or swept nightly, to include removal of staples, paper clips; etc. Special care should be taken to ensure furniture is not damaged by cleaning equipment. Ensure rolling files are moved during vacuuming.
5. Carpet shall be spot cleaned nightly by cold water extraction to remove spillage stains as needed.
6. Main corridors/lobbies shall be damp mopped and spray buffed nightly to maintain a shiny appearance and proper floor protection, specifically basement including cafeteria, 1st, 2nd and 3rd floors. **Note: No use of propane powered equipment allowed inside buildings.**
7. Hardwood/parquet floor surfaces shall be free from dust, grit, sand and abrasive particles by sweeping nightly with a dust mop with treatment formulated for hardwood floors Damp mop areas lightly.
8. Damp mop all tile floors nightly.

##### SECTION B - WASTE RECEPTACLES

1. Waste paper baskets and trash cans shall be emptied and refuse removed outside to 19th Street prior to 9:00 p.m. for Street and Sanitation pickup nightly for 712 building (IMS). For City Hall; put trash on loading dock.
2. Plastic liners for trash cans are to be replaced from vendor stock with new correctly sized liner nightly.
3. Empty and clean all cigarette urns and butt receptacles around building (one at 19<sup>th</sup> Street entrance and one at City Hall Parking deck) nightly.
4. Waste receptacles in snack areas, break rooms and kitchen to be cleaned and sanitized nightly.

##### SECTION C - GLASS, BRASS, STAINLESS STEEL

1. All glass top desks shall be cleaned and dry polished nightly - only if cleared.
2. All glass on entrance doors is to be cleaned interior and exterior and freed of smudges nightly. This includes all kick-plates, door knobs, handles and door hardware. 20<sup>th</sup> St. entrance doors, interior doors and windows/partitions (security area), 19<sup>th</sup> St. entrance doors; basement entrances, crosswalk doors & parking deck crosswalk doors, Mayor's patio door and third floor Mayor's office reception doors.
3. All partition glass (Cashier's cages) is to be cleaned and freed of smudges nightly.
4. OPTIONAL: A thorough cleaning of all interior windows will be done within the first month of contract award.

## JANITORIAL SERVICE FOR CITY HALL BUILDING, EOC and IMS

### SECTION D - RESTROOMS

1. All restrooms including showers shall be cleaned and sanitized nightly.
2. Mirrors shall be cleaned and dry polished nightly.
3. Waste receptacles shall be emptied and sanitized nightly (this includes sanitary napkin containers).
4. Floors shall be mopped and sanitized nightly (special attention is to be given to areas around urinals and commodes).
5. Stall partitions, tile walls, switch plates and entry and exit knobs, handles or plates shall be kept clean.
6. All commodes, urinals, lavatories and hardware shall be thoroughly cleaned and sanitized, inside and out, using disinfectant cleaner nightly.

### SECTION E – ELEVATORS

1. Elevator exterior doors and frames shall be shined nightly.
2. Elevator flooring shall be vacuumed nightly and cleaned as needed. Service elevator to be swept and mopped.
3. Elevator interior walls shall be cleaned and shined nightly.

### SECTION F – STAIRWELLS

1. All steps shall be swept nightly.
2. All handrails shall be dusted nightly.
3. All stairs shall be damp mopped nightly.
4. All chewing gum and other debris shall be removed from stairs nightly.
5. Spot clean all walls as needed.

### SECTION G – MISCELLANEOUS

1. All water fountains shall be cleaned and sanitized nightly.
2. Snack areas located throughout the building and the cafeteria in the basement shall be cleaned and sanitized nightly. (This includes all kitchen areas and tables in those areas: Especially Mayor's Office Area.)
3. All walls shall be spot cleaned as required to include wax splashes. (This should be inspected nightly).
4. Turn off all lights, fans and heaters when nightly cleaning is completed.
5. All mop sinks & storage areas to be cleaned twice a week
6. Crosswalk - clean all ledges and handrails weekly.

II. EOC Area – Same as daily service for City Hall & IMS except: 7 Days/week; Approximately 5,217 square feet

### III. SCHEDULE OF PERIODIC SERVICES (Weekly, Quarterly, Semi-Annually)

#### SECTION A – FLOORS

1. All non-carpeted floors, other than main corridors/lobbies and hardwood/parquet floors, shall be damp mopped and spray buffed once per week
2. All non-carpeted (except hardwood/parquet) floors shall be stripped, sealed and waxed with three (3) coats of wax at the beginning of the contract and semiannually thereafter. Vendor to furnish schedule of periodic services, which will be subject to City approval.
3. Hardwood/parquet floors, including Council Chambers, shall be coated with seal and finish at the beginning of the contract and semi-annually thereafter. Vendor to furnish schedule of periodic services, which will be subject to City approval. Hardwood/parquet floors shall be damp mopped and then spray waxed and buffed weekly.
4. All carpets shall be shampooed at the beginning of the contract and semi-annually thereafter. Vendor to furnish schedule of periodic services, which will be subject to City approval. The shampooing process is not to interfere with the operational capability of any department. EOC Area; carpet cleaning is to be scheduled on weekends at times mutually agreeable to both parties. Specialty carpet in the 3<sup>rd</sup> floor Mayor's area to be dry cleaned only Bidder is to provide a cost per square foot which shall be a firm price for the term of the contract for any shampooing requested over and above the required semi-annual shampooing requirements.
5. Slate floors in Mayor's reception area are to be stripped and sealed annually, damp mop nightly and waxed and buffed weekly.
6. All restroom floors are to be stripped quarterly.
7. 3rd floor kitchen waxed and buffed weekly.

#### SECTION B – DUSTING

1. All desks, file cabinets, bookcases, chairs, tables, other office furniture, window sills, high ledges, baseboards, picture tops, grills/grates, tops of door frames and molding, shall be dusted Weekly. (Data Processing equipment shall not be dusted or operated).
2. Window blinds (Cashier's cages) and curtains/drapes to be dusted throughout building monthly.
3. Dust heating and air conditioning vents and low ceiling tiles monthly.
4. All air vents dusted as needed.

#### SECTION C – POLISHING

1. All wood and wood like furniture shall be polished weekly - only if cleared.
2. All brass kick plates, door knobs and any other brass fixtures shall be polished weekly. Council Chambers entrance doors to be polished on Monday; this includes interior and exterior door handles and plates.
3. Desk tops are to be polished weekly - only if cleared.

### IV. EMERGENCY SERVICES

From time to time, emergency cleaning or special services may be requested by the City of Birmingham. These emergency requests shall be accomplished and paid for based on extra man hours required.

BID FORM  
 William E. Caffee  
 Assistant Purchasing Agent  
 Birmingham, AL

Submitted below is my firm bid for janitorial service for the City Hall Building, Annex, Emergency Operations Center and Information Management Services Building in accordance with your invitation to bid and specifications dated August 27, 2014. Prices quoted are f.o.b. Birmingham, AL delivered and I am bidding in accordance with the specifications except as listed below.

DESCRIPTION	PRICE/MONTH	ANNUAL TOTAL
<b>1st Year Janitorial Service for the City Hall, EOC area and IMS Building per specifications</b>		
City Hall and EOC (188,433 sq ft)	\$	
IMS Building (16,800 sq ft)	\$	
Subtotal	\$	\$
Price/square foot based on total square footage of 205,233 \$ _____		
Price/square foot carpet shampooing \$ _____		
Optional Annual interior window cleaning \$ _____		
<b>RENEWAL OPTIONS</b>		
<b>2nd Year Continuation of Janitorial Service</b>		
City Hall and EOC (188,433 sq ft)	\$	
IMS Building (16,800 sq ft)	\$	
Subtotal	\$	\$
Price/square foot based on total square footage of 205,233 \$ _____		
Price/square foot carpet shampooing \$ _____		
Optional Annual interior window cleaning \$ _____		
<b>3rd Year Continuation of Janitorial Service</b>		
City Hall and EOC (188,433 sq ft)	\$	
IMS Building (16,800 sq ft)	\$	
Subtotal	\$	\$
Price/square foot based on total square footage of 205,233 \$ _____		
Price/square foot carpet shampooing \$ _____		
Optional Annual interior window cleaning \$ _____		
	<b>GRAND TOTAL</b>	\$

**BID FORM, cont'd**

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledge and agree that the City encourages minority – and women – owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City's business, economic and community revitalization programs.

**EXCEPTIONS TO SPECIFICATIONS: (use extra pages if necessary)**

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Bidder acknowledges receipt of \_\_\_\_\_ addenda  
(addenda numbers)

**This page must be returned with bid.**

_____	_____
Date of Bid	Name (Print legibly or Type)
_____	_____
Company	Title
_____	_____
Street Address	Signature
_____	_____
City                      State                      Zip	Tax ID Number
_____	_____
Post Office Box	E-Mail Address
_____	_____
City                      State                      Zip	Telephone Number
_____	_____
Terms of Payment	Fax Number
_____	_____
Delivery Date	

**IF AVAILABLE, PLEASE SUBMIT COPY OF CURRENT CITY OF BIRMINGHAM BUSINESS LICENSE WITH THIS BID.**

**INDICATE THE FOLLOWING ADDRESSES IF DIFFERENT FROM ABOVE:**

- 1. BID AWARD NOTICE ADDRESS**
- 2. PURCHASE ORDER ADDRESS**
- 3. REMITTANCE ADDRESS (and NAME if different than above)**