



WILLIAM A. BELL, SR.  
MAYOR

# CITY OF BIRMINGHAM

FINANCE DEPARTMENT

## PURCHASING DIVISION

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

TELEPHONE (205) 254-2265  
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J. THOMAS BARNETT, JR.  
FINANCE DIRECTOR

RON NICKEL  
PURCHASING AGENT

WILLIAM E. CAFFEE  
ASSISTANT PURCHASING AGENT

June 3, 2015

### INVITATION TO BID #15-45

Sealed bids for janitorial service for various City of Birmingham facilities will be received by the Purchasing Agent, P-100 First Floor City Hall; Birmingham, Alabama until 2:00 p.m., July 8, 2015, 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, and mailed to only those vendors who were provided a copy in person or by mail.

The bidder must submit with his check either a certified check, cashier's check or a bid bond payable to the City of Birmingham in an amount of **\$1,000.00**. In order for a bid to be considered, it must be accompanied by an acceptable bid bond or check. Bid bond checks will be returned to all unsuccessful bidders after 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 check shall be forfeited.

A **mandatory** pre-bid conference and site survey to review and discuss the service required will be held at **10:00 a.m., June 24, 2015**, in the City Hall Council Chambers Third Floor City Hall, Birmingham, Alabama, 35203. Anyone who wishes to submit a bid **must attend** the pre-bid conference scheduled for 10:00 a.m. June 24, 2015. The 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 will not be considered for award.

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 other such 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 in part and to waive any informalities.

Bids must be submitted in a sealed envelope marked, "**SEALED BID - JANITORIAL SERVICES FOR CITY FACILITIES**" - **2:00 p.m., 07/08/15.**" Bids may be hand delivered to Room 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 1ST FLOOR CITY HALL**). However, bids sent by any express carrier (i.e. Federal Express, UPS, Airborne, etc.) must be shipped to 710 North 20th Street, and specify delivery to Room P-100, 1st 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., July 8, 2015. Bids received after this time will not be considered.

cl  
attachment  
BN 06/05/15

  
W. E. Caffee, Assistant Purchasing Agent

**SPECIFICATIONS FOR JANITORIAL SERVICES  
FOR**

<b>Fitness Center</b> <b>506 6th Avenue South</b> <b>Birmingham, Alabama</b>	<b>Bruno Building</b> <b>421 Rev. Abraham Woods Jr. Blvd</b> <b>Birmingham, Alabama</b>	<b>Fitness Center</b> <b>4712 Avenue W Ensley</b> <b>Birmingham, Alabama</b>
<b>David Barnes South Court</b> <b>(Municipal Court – Southside)</b> <b>425 6th Avenue South</b> <b>Birmingham, Alabama</b>	<b>Municipal Court Services Building</b> <b>(Comer Building)</b> <b>808 18<sup>th</sup> St North</b> <b>Birmingham, Alabama</b>	<b>Municipal Justice Center</b> <b>801 17th Street North</b> <b>Birmingham, Alabama</b>

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 for each location. Breakdown shall consist of number of personnel (Workers and Supervisors), number of hours proposed to be worked for each location and any other items of cost. Bidders are to break their total monthly bid price into a price/square foot for cleaning of the total area of the facilities. This price/square foot will be used if square footage is added or deleted during the life of the contract. The square footage of the Southside Fitness Center is 7423 sq ft, Ensley Fitness Center is 9500 sq ft, Bruno Building is 10,824 sq ft, Southside Municipal Court is 4218 sq ft, Municipal Justice Center is 20,867 sq ft and the Comer Building is 20,560 sq ft for a total of 73,392 sq ft.
2. Proof of current (within the last three (3) years) satisfactory performance in a contract of comparable size and complexity within the combined areas of Jefferson County and the corporate city limits of Birmingham will be required prior to award. Bidder must have operated an office in Jefferson County or the corporate city limits of Birmingham, 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, one of which is comparable in size and complexity as specified by this document, with a 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 found to be the lowest priced 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 scheduled for **10:00 a.m. June 24, 2015**, in the City Hall Council Chambers Third Floor City Hall, 710 North 20th Street, Birmingham, Alabama. 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. **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.
6. The basic contract will be for one (1) year. The City also requires bids for an optional 2<sup>nd</sup> and 3<sup>rd</sup> year continuation of the original contract.

7. Successful bidder shall, at his own expense, furnish all labor, supplies, equipment and machinery necessary to perform this contract.
8. 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.
9. All janitorial personnel entering or leaving the City facilities after normal working hours will be required to sign in and out at the entrance for each site. The City reserves the right to review this signature log to ensure the successful bidder is providing the number of workers, working the number of hours proposed in their bid. The City reserves the right to make deductions from payment due the contractor for major deficiencies in the number of man hours worked compared to that proposed in their bid.
10. 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.
11. The successful bidder shall keep all doors locked while performing work after the official closing hour of client's building and shall lock securely all windows and other means of access upon completion of work unless otherwise noted.
12. 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 contractor's monthly invoice an amount equal to 1% for each time during the month that re-performance is required.
13. 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.
14. Bidder shall carry general liability insurance (either primary or a combination of primary and umbrella coverage) with limits of not less than \$1,000,000.00 total with a maximum of \$300,000.00 for each occurrence and shall include, but not be limited to, personal injury, property damage, vandalism, property loss and theft. Bidder shall also carry automobile insurance 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. Bidder shall be covered with workmen's compensation to meet minimum statutory requirements. Such policies shall name the City of Birmingham, its officers, agents and employees as an additional insured and shall contain an endorsement providing that the City will be not less than thirty (30) days notice in writing prior to cancellation, expiration or change of coverage provided by said policies. Insurance shall be through companies authorized to do business in the State of Alabama. Certificate of insurance must be presented to the City prior to commencement of any work. The City's bid number (#15-45) must appear on any/all copies of the certificate(s) of insurance.
15. 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 and 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.

16. 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 any time requested by the City during the contract period. No price increase will be allowed during the first year of the contract.

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 the contractor to change the minimum hourly wage of their workers who are being paid the City required wage of \$9.10/hr by the exact amount of the federally mandated minimum required wage above the amount the worker is being paid. This applies only to the second and third year option renewal prices; absolutely no wage change will be allowed during the first year period. In order for the bid 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 to be paid due to the federally mandated minimum wage. Contractor must agree to provide documented proof of wages paid at any time the City makes a request.

17. 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 a 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.
18. 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.
19. The City intends to award to the responsive/responsible bidder based on the lowest combined prices for all three (3) years for all locations as a lot.
20. Contract award to purchase the service covered in this bid document shall be construed under and governed by 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.
21. **EMPLOYEE VERIFICATION / BACKGROUND CHECK:** All potential employees of the Contractor performing work for the City of Birmingham shall undergo an employee screen for drug use and a criminal background check. The Chief of Police will be provided with written certification that all employees have passed the drug screen and will provide a copy of the 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. These verifications shall be made available to the Chief of Police within a month of the beginning of each contract period and at anytime upon request. Employees must also be able to speak, read and understand English.
22. Bidder (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.

23. **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.**
24. **The 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, bidder must provide a copy of his/her current business license no later than seven (7) working days of receipt of notice to award. Failure to submit the requested information will result in the notice of intent to award being revoked.**
25. **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.**
26. **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 (office or 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.**
27. **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 representative) or endanger property. Vendor shall take all reasonable precautions for the safety thereof 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.**
28. **Any questions concerning these specifications should be addressed to Charles Lindsey, Purchasing Division; Phone (205) 254-2269, Fax (205) 254-2484, between the hours of 8:00 am and 3:00 pm, Monday thru Friday.**



**CITY OF BIRMINGHAM JANITORIAL SERVICES  
FOR CITY FACILITIES**

The service times for each facility are:

Fitness Center South; 8:00 p.m. – 5:00 a.m. Monday – Saturday; closed Sunday

Fitness Center West (Ensley); 7:00 p.m. – 8 a.m. Monday – Friday; closed Saturday and Sunday

Fitness Center North (Bruno Building); 7:00 p.m. – 6 a.m. Monday – Friday; closed Saturday and Sunday

Southside Municipal Court; 10:00 p.m. – 7:00 a.m. Monday – Sunday (7 days a week)

Municipal Justice Center; 5:00 p.m. – 9:00 p.m. Monday – Friday; periodic services such as carpet cleaning, stripping/waxing/buffing of floors are to be performed on Saturdays.

Comer Building; 5:00 p.m. – 9:00 p.m. Monday – Friday.

The following specifications are chores by area:

**FLOORS**

1. All composition floors shall be dusted with a chemically treated mop except Fitness Center floors which are to be mopped with water only and the mats under equipment are to be cleaned with water only according to manufacturer recommendation. Service to be performed **nightly**.
2. All carpeted floors shall be vacuumed and spot cleaned **nightly**.
3. All spillage shall be removed from floors **nightly**.
4. All corners, edges, and baseboards shall be cleaned **weekly**.
5. Water, gum, spills, etc. shall be removed. Carpets or mats adjacent to hardwood floors shall be vacuumed **nightly**.
6. Main entrance and corridors shall be mopped **nightly**.
7. Hardwood floors / parquet floors shall be kept free from dust, grit, sand and abrasive particles by sweeping and applying a treatment formulated for hardwood floors **nightly**.

**WASTE RECEPTACLES**

1. All waste receptacles shall be emptied of trash and refuse and removed from the building and placed for pickup appropriately at the site **nightly**.

**Waste receptacles will not be stored in hallways or stairwells in violation of the City of Birmingham's Fire Code.**

2. All cigarette urns in front of building and **butt cans in back of building** shall be emptied and cleaned **nightly**.
3. Plastic liners shall be replaced with new liners provided by the City from City's stock **nightly**. **Dirty plastic liners shall not be left in trashcans.**
4. Waste receptacles with tops at the Fitness Center are to have tops cleaned and sanitized **nightly**.

**OFFICE FURNITURE**

1. All desks, file cabinets, bookcases, chairs, tables, wooden cabinets and other office furniture shall be dusted and polished **nightly**.
2. All office machines shall be dusted **as needed**.

3. All picture and wall décor shall be dusted **nightly**.
4. All chalk boards and erasers shall be cleaned **as needed**.

#### **GLASS**

1. All entrances glass doors shall be cleaned and freed of smudges **nightly**.
2. All glass desktops shall be cleaned and dry polished **as needed**.
3. All mirrors shall be cleaned and free of smudges **nightly**.
4. All partition glass shall be cleaned and free of smudges **nightly**.
5. All Municipal Court cashier's counter areas shall be polished and cleaned **nightly**.
6. All Municipal Court cashier's window glass shall be cleaned **nightly**.

#### **RESTROOMS; SHOWERS; STEAMROOM; LOCKER ROOMS**

1. All locker rooms, showers, steam room and restrooms shall be cleaned, scrubbed and sanitized based on manufacturer recommendation **nightly**.
2. All public and executive restrooms shall be cleaned, scrubbed and sanitized **nightly**.
3. Fixtures, benches, and lockers located at the Fitness Center must be cleaned, scrubbed and hardware sanitized **nightly**.
4. All commodes, urinals, lavatories and restrooms shall be thoroughly cleaned, scrubbed using a disinfectant cleanser. Special attention is to be given to the scrubbing of the shower stall, walls, soap dishes, and drains. Due to the high volume of traffic through these areas, they must be thoroughly cleaned and scrubbed using disinfectant cleaner manufacturer recommendation **nightly**.
5. All lavatories and hardware shall be cleaned and polished **nightly**.
6. All partition walls shall be cleaned and polished **nightly**.
7. All mirrors shall be cleaned and dry polished **nightly**.
8. All towel dispensers will be refilled with towels provided by the City from City's stock, cleaned and polished **nightly**.
9. All bathroom tissue on rollers will be replenished with tissue provided by the City from City's stock **nightly**.
10. **All hand soap (bars, powder, liquid) will be replenished in restrooms and showers with soap provided by the City from City's stock nightly.**

#### **KITCHEN AND/OR BREAK AREAS**

1. All sinks will be scrubbed, cleaned, and sanitized **nightly**.
2. Towel dispensers will be refilled with towels provided by the City from City's stock, cleaned and polished **nightly**.

4. Counter tops shall be cleaned **nightly**.
5. Tables and chairs shall be cleaned **nightly**.
6. Exterior of microwave oven shall be cleaned **nightly**.

#### **ELEVATORS**

1. All elevator doors and frames shall be shined **as needed**.
2. All elevator floors shall be cleaned and mopped **nightly**.
3. All elevator interiors shall be cleaned and shined **as needed**.

#### **STAIRWELLS**

1. All steps shall be swept and mopped **nightly**.
2. All handrails shall be dusted **nightly**.
3. All steps and landings shall be mopped **nightly**.
4. All walls shall be spot cleaned **as needed**.

#### **MISCELLANEOUS**

1. All telephones shall be cleaned and sanitized **nightly**.
2. All ceilings shall be dusted and cleaned **nightly**.
3. All public and private water fountains shall be cleaned and sanitized **nightly**.
4. Walls shall be spot cleaned **as needed**.
5. All ledges, baseboards, windowsills, tops of door frames, molding etc. shall be dusted **as needed**.

**SECTION B  
PERIODIC SERVICES  
SCHEDULE**

**FLOORS**

1. Composition floors shall be damp mopped and spray buffed **twice per week** using manufacturer recommendations.
2. All floors in the Fitness Center class rooms are to be buffed **twice per week** and sanitized after buffing.
3. All composition floors in the Fitness Centers shall be stripped, sealed, and waxed with three (3) coats of wax within a month of the beginning of each contract period and **every quarter** thereafter. All other composition and terrazzo floors shall be stripped, sealed and waxed with three (3) coats of wax within a month of the beginning of the initial annual contract period and repeated for each additional annual contract term extension.

Hardwood floors shall be coated with a seal and finish within a month of beginning of the initial annual contract period and repeated for each additional annual contract term extension.

All cleaning, stripping seal and wax should be based on manufacturer recommendation.

4. Fitness Center carpet shall be cleaned by hot water extraction **quarterly**. First shampooing must be done within the first month of service startup. Hot water extraction shall be done after normal working hours.
5. Special attention is to be given to the curtains in the shower area and they are to be thoroughly cleaned and sanitized **weekly**.
6. Inside surface of Fitness Center windows are to be cleaned and freed of smudges **monthly**.
7. Window blinds are to be dusted **weekly**.
8. Mirrors in the Fitness Centers' exercise rooms shall be cleaned **weekly** and spot cleaned as necessary.
9. Glass walls in the Fitness Centers shall be cleaned **monthly**, spot cleaned when needed.
10. Dust surface area of air conditioning vents at Fitness Center **weekly**.
11. Bidder will provide a cost per square yard, which shall be a firm unit price for the term of the contract period, for additional hot water extraction required; I.E. hot water extraction other than that specified in item #4 listed above.

**SECTION C**

**EMERGENCY SERVICES**

**EMERGENCY CLEANING OR SPECIAL SERVICES REQUESTED BY THE CITY OF BIRMINGHAM SHALL BE ACCOMPLISHED WITH AN ADJUSTMENT TO BE MADE FOR EXTRA MAN-HOURS REQUIRED.**

## BID FORM

William E. Caffee  
 Assistant Purchasing Agent  
 Birmingham, AL

Submitted below is my firm bid for janitorial service for City facilities in accordance with your invitation to bid and specifications dated June 3, 2015. 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>1<sup>st</sup> Year Janitorial Service various locations per specifications</b>		
<u>Southside Fitness Center (7423 sq ft)</u>		
<u>Ensley Fitness Center (9500 sq ft)</u>		
<u>Bruno Building (10,824 sq ft)</u>		
<u>Southside Municipal Court (4218 sq ft)</u>		
<u>Municipal Justice Center (20,867 sq ft)</u>		
<u>Comer Building (20,560 sq ft)</u>		
Subtotal	\$ x 12	\$
Price per square foot based on total square footage of 73,392 sq ft \$ _____ (Ex: subtotal price/month ÷ 73,392)		
Price/square yard additional carpet hot water extraction \$ _____		
<b>RENEWAL OPTIONS</b>		
<b>2<sup>nd</sup> Year Continuation of Janitorial Service</b>		
<u>Southside Fitness Center (7423 sq ft)</u>		
<u>Ensley Fitness Center (9500 sq ft)</u>		
<u>Bruno Building (10,824 sq ft)</u>		
<u>Southside Municipal Court (4218 sq ft)</u>		
<u>Municipal Justice Center (20,867 sq ft)</u>		
<u>Comer Building (20,560 sq ft)</u>		
Subtotal	\$ x 12	\$
2 <sup>nd</sup> Year Price per square foot based on total square footage of 73,392 sq ft \$ _____		
Price/square yard additional carpet hot water extraction \$ _____		
<b>3<sup>rd</sup> Year Continuation of Janitorial Service</b>		
<u>Southside Fitness Center (7423 sq ft)</u>	\$	
<u>Ensley Fitness Center (9500 sq ft)</u>	\$	
<u>Bruno Building (10,824 sq ft)</u>	\$	
<u>Southside Municipal Court (4218 sq ft)</u>	\$	
<u>Municipal Justice Center (20,867 sq ft)</u>	\$	
<u>Comer Building (20,560 sq ft)</u>	\$	
Subtotal	\$ x 12	\$
3 <sup>rd</sup> Year Price per square foot based on total square footage of 73,392 sq ft \$ _____		
Price/square yard additional carpet hot water extraction \$ _____		
<b>GRAND TOTAL</b>		<b>\$</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

\_\_\_\_\_