



STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 11-X-2220040

REQ. AGENCY : 011000
DEPARTMENT OF PUBLIC HEALTH
AGENCY REQ. NO. :
T-NUMBER : TA382
DATE ISSUED : 08/05/10
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1443579
BUYER NAME : BERNIE ARANT

FOR: JANITORIAL SER. HEALTH - SOUTH

BUYER PHONE NO. : (334) 242-4201-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 09/14/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 09/15/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

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

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

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

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

RETURN INVITATION TO BID:

US MAIL

COURIER

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

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

SIGNATURE AND NOTARIZATION REQUIRED

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

SWORN TO AND

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

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AUTHORITY:

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

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

BID (ITB) RESPONSE INSTRUCTIONS

REV: 07/15/10

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

DISQUALIFIED/CANCELLED BID

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

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

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

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.

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VENDOR REGISTRATION AND FEE PAYMENT ONLINE

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

INTENT TO AWARD

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

ALTERNATE BID RESPONSE

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

INTERNET WEBSITE LINK'S

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

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

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

SALES TAX EXEMPTION

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

INVOICES

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

BID RESPONSES AND BID RESULTS

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

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE

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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.

AWARD:

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

LIABILITY INSURANCE:

VENDOR MUST HAVE A MINIMUM OF \$100,000.00 LIABILITY COVERAGE WITH \$50,000.00 FOR EACH OCCURANCE AND MUST BE IN EFFECT FOR THE CONTRACT PERIOD. INSURANCE CERTIFICATE, OR LETTER OF INTENT TO PROVIDE THE AMOUNT OF COVERAGE FROM THE INSURANCE COMPANY MUST BE SUBMITTED WITH THE BID, OR THE BID WILL BE REJECTED. VENDOR IS RESPONSIBLE FOR ALL LOSSES/DAMAGES CAUSED BY ITS EMPLOYEES. INSURANCE CERTIFICATE, WHEN ISSUED, MUST SHOW THE STATE OF ALABAMA AS THE CERTIFCATE HOLDER.

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

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CONTRACT.

SECURITY STATEMENT:

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

FIRM PRICING:

ALL PRICES QUOTED MUST BE FIRM FOR THE PERIOD STATED ABOVE.

PRICING - UNREALISTICALLY LOW

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

VENDOR REFERENCES:

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

NOTE TO VENDORS:

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

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

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***** SPECIFICATIONS 910B02 FOR JANITORIAL SERVICE *****

SECTION I: SCOPE

1. 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.
2. 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.
3. SERVICES WILL NOT BE PERFORMED ON OFFICIAL STATE OF ALABAMA HOLIDAYS, UNLESS REQUIRED BY THE DEPARTMENT.
4. NO CLEANING OPERATION WILL BE AFTER 12:00 MIDNIGHT WITHOUT 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.
3. 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:

1. CONTRACTOR IS TO CONDUCT A THOROUGH AND COMPLETE EXAMINATION OF THE FACILITIES PRIOR TO SUBMITTING A BID.
2. 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:

1. 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 FULL-TIME BASIS AND NOT AS A SUBCONTRACTOR. THERE WILL NOT BE ANY SUBCONTRACTING AT ANY TIME, UNLESS WRITTEN APPROVAL IS GIVEN BY THE DEPARTMENT.

SECTION IV: SUPERVISORY PERSONNEL, EQUIPMENT AND SUPPLIES:

1. 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 (18), ADULTS NOT EMPLOYED BY CONTRACTOR, OR PETS ALLOWED ON PREMISES DURING CLEANING OPERATIONS. A SUPERVISOR WILL BE REQUIRED AT EACH BUILDING THAT HAS FOUR (4) OR MORE

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- EMPLOYEES CLEANING THE FACILITY.
2. THE SUPERVISOR'S NAME, ADDRESS, SOCIAL SECURITY NUMBER AND PHONE NUMBER WILL BE GIVEN TO THE DEPARTMENT SUPERVISOR AT EACH LOCATION.
 3. THE SUPERVISOR MAY BE A WORKING SUPERVISOR BUT MUST MAKE SUFFICIENT INSPECTIONS AND FOLLOW-UP PROGRAM TO ENSURE THE SERVICES ARE PERFORMED AS SPECIFIED.
 4. 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.
 5. CONTRACTOR SHALL SUBMIT PRIOR TO COMMENCEMENT OF CONTRACT A LIST OF ALL MATERIALS AND EQUIPMENT TO BE USED IN PROVIDING THE CLEANING SERVICE.
 6. DEPARTMENT MAY APPROVE OR DISAPPROVE ANY PRODUCTS OR EQUIPMENT. NON-SLIP FLOOR FINISH WILL BE THE ONLY APPROVED FINISH FOR ALL TILE FLOORS.
 7. CONTRACTOR WILL USE THE APPROPRIATE EQUIPMENT TO CLEAN THE FACILITY. THIS SHOULD INCLUDE A SLOW-SPEED BUFFER (175 RPM), A HIGH-SPEED BURNISHER (2000 RPM) AND COMMERCIAL GRADE VACUUM CLEANERS. DEPENDING UPON THE SIZE OF THE FACILITY, THE CONTRACTOR MAY OPT TO USE AN AUTOMATIC SCRUBBING MACHINE, ULTRA HIGH-SPEED BURNISHER (2500 RPM) AND CARPET EXTRACTOR TO COMPLETE THE TASKS.
 8. ALL CLEANING SUPPLIES USED BY THE CONTRACTOR SHALL BE COMMERCIAL STRENGTH AND MEET ALL SAFETY REQUIREMENTS. CONTRACTOR IS NOT ALLOWED TO USE BLEACH. MATERIAL SAFETY DATA SHEETS (MSDS) MUST BE PROVIDED FOR EACH CHEMICAL. MSDS'S WILL BE GIVEN TO THE PURCHASING DEPARTMENT OR BUILDING/OFFICE MANAGER, AS DIRECTED.

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 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:

1. LIGHT TUBES/BULBS WILL BE FURNISHED BY THE STATE AND BE REPLACED BY THE STATE AS NEEDED.
2. AIR CONDITIONING AND HEATING FILTERS WILL BE FURNISHED BY STATE AND CHANGED MONTHLY BY THE STATE.
3. PAPER TOWELS, TOILET TISSUE, HAND SOAP, WASTE RECEPTACLE LINERS AND LINERS FOR SANITARY NAPKIN HOLDERS WILL BE FURNISHED BY THE STATE. CONTRACTOR WILL REPLACE PAPER TOWELS, TOILET TISSUE, HAND SOAP AND RECEPTACLE LINERS. ALL DISPENSERS FURNISHED AND INSTALLED BY THE STATE.
4. INVOICE TO BE RENDERED IN TRIPLICATE AT THE END OF EACH MONTH IN ARREARS BY VENDOR. CONTACT DEPARTMENT FOR PAYMENT OF SERVICES.
5. IF CONTRACTOR IS REQUIRED TO WORK ON ANY OFFICIAL STATE OF

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ALABAMA HOLIDAY, HE WILL BE PAID AT A DAILY RATE FOR THE DAY/
DAYS WORKED. THE DAILY RATE BEING THE MONTHLY RATED 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.

WHERE THE TERM "SANITIZE" IS USED, THE CONTRACTOR WILL CLEAN THE
SURFACE WITH A PROPERLY DILUTED QUATERNARY DISINFECTANT SOLUTION.

***** 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. REMOVE STAINS AS THEY OCCUR. (N)
 - 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. SANITIZE AND POLISH DRINKING FOUNTAINS. (N)
 - 6. EMPLOYEES BREAK ROOM: DUST MOP AND DAMP MOP TILE FLOORS. SANITIZE COUNTER/TABLE TOP AND SINK. WIPE DOWN CABINETS AS NEEDED. (N)
 - 7. SWEEP FRONT AND BACK ENTRANCES AND SIDEWALKS. PICKUP ANY DEBRIS ON THE GROUND AROUND ENTRANCES AND SIDEWALKS. (N)
 - 8. REMOVE ALL DEBRIS FROM PARKING LOTS AND AROUND SHRUBBERY. (N)
 - 9. IF JANITORIAL PERSONNEL UTILIZE THE HEATING OR AIR CONDITIONING SYSTEM, THEY ARE TO BE PLACED AT PROPER SETTING BEFORE LEAVING. (N)
 - 10. KEEP ALL SUPPLY CLOSETS CLEAN AND NEAT AT ALL TIMES. (N)
 - 11. SANITIZE ALL TELEPHONES AND RECEIVERS. (N)
- B. REST ROOMS: MUST BE CLEANED EVERY NIGHT (N)
 - 1. EMPTY ALL CONTAINERS AND DISPOSALS. (N)
 - 2. CLEAN MIRRORS. (N)
 - 3. SANITIZE ALL WASH BASINS, COMMODES, TOILET SEATS, URINALS AND ADJACENT SURFACES. (N)
 - 4. REMOVE SPLASH MARKS FROM WALLS AROUND WASH BASINS AND URINALS. (N)
 - 5. REFILL ALL SOAP, PAPER TOWEL AND TOILET PAPER DISPENSERS, AS NECESSARY. (N)
 - 6. DUST MOP AND WET MOP REST ROOM FLOOR USING A QUATERNARY DISINFECTANT SOLUTION. (N)
 - 7. EMPTY AND SANITIZE INTERIOR OF SANITARY NAPKIN CONTAINER. (N)
 - 8. EMPTY AND DAMP CLEAN ASH TRAYS. (N)
 - 9. CLEAN TOILETS AND URINALS WITH AN ACID-TYPE BOWL CLEANER AND BOWL MOP. (N)
- C. LOBBY ENTRANCEWAYS AND CORRIDORS:
 - 1. DUST MOP AND DAMP MOP FLOORS. (N)
 - 2. VACUUM ENTRANCE MATS AND REPLACE IN ENTRANCEWAYS AFTER FLOOR HAS DRIED. (N)
 - 3. DUST AND CLEAN TO REMOVE FINGERPRINTS FROM ENTRANCE GLASS. (N)

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D. PASSENGER ELEVATORS - IF APPLICABLE

- 1. CLEAN ALL INTERIOR SURFACES OF THE CAR AND POLISH ALL BRIGHT METAL SURFACES. (N)
- 2. DUST AND DAMP MOP RESILIENT FLOORS. (N)
- 3. VACUUM CARPETING. REMOVE STAINS AS THEY OCCUR. (N)
- 4. CLEAN ELEVATOR TRACKS. (N)
- 5. CLEAN EXTERIOR OF ELEVATOR DOORS. (N)

E. PATIO - IF APPLICABLE

- 1. SWEEP FLOOR THOROUGHLY. (N)
- 2. EMPTY ASH TRAYS AND WET WIPE. (N)
- 3. EMPTY URNS AND WASTE RECEPTACLES. (N)
- 4. CLEAN TABLES, CHAIRS AND/OR PATIO FURNITURE. (N)
- 5. DUST AND CLEAN ENTRANCE DOORS. (N)

F. MEDICAL EXAM/TREATMENT ROOMS

- 1. SPOT CLEAN ALL DOORS, DOOR HANDLES AND LIGHT SWITCH PLATES. (N)
- 2. SPOT CLEAN WALLS. (N)
- 3. SANITIZE ALL EXAM/TREATMENT TABLES. (N)
- 4. SANITIZE ALL COUNTER TOPS. (N)
- 5. REMOVE ALL NORMAL TRASH AND RELINE WASTE RECEPTACLES. (N)
- 6. SANITIZE INSIDE AND OUTSIDE OF ALL WASTE RECEPTACLES. (N)
- 7. REFILL SOAP AND PAPER TOWEL DISPENSERS, AS NECESSARY. (N)
- 8. DUST MOP TILE FLOORS; VACUUM CARPETED FLOORS AND REMOVE STAINS. (N)
- 9. DAMP MOP TILE FLOORS WITH A QUATERNARY DISINFECTANT. (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 ALL VERTICAL SURFACES OF DESK, FILE CABINETS AND CHAIRS. (W)
- 5. REMOVE DUST FROM ALL HARD TO REACH AREAS SUCH AS TOPS OF HIGH CABINETS, PICTURE FRAMES, BASEBOARDS, AND ANY OTHER AREAS NOT SERVICED DAILY. (W)
- 6. SANITIZE WASTE RECEPTACLES. (W)
- 7. CLEAN AND POLISH BRIGHT METAL TO HAND HEIGHT. (W)
- 8. CLEAN ALL GLASS IN PARTITIONS AND DOORS (BOTH SIDES). (W)
- 9. SWEEP THE FLOOR IN THE STAIR WELLS. (W)
- 10. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR. (W)

B. REST ROOMS:

- 1. CLEAN TOWEL CABINET COVERS. (W)
- 2. REMOVE FINGERPRINTS FROM STALL DOORS. (W)
- 3. CLEAN ENTRANCE DOORS. (W)
- 4. SPOT CLEAN METAL PARTITIONS AND POLISH BRIGHT WORK. (W)
- 5. DUST METAL PARTITIONS. (W)
- 6. DUST OR VACUUM ALL FURNITURE INCLUDING CHAIRS, ETC. (W)
- 7. WASH AND SANITIZE METAL PARTITIONS. (W)
- 8. SANITIZE WASTE RECEPTACLES. (W)
- 9. CLEAN EXTERIOR OF PLUMBING UNDER SINKS. (W)
- 10. SANITIZE INTERIOR OF ALL CONTAINERS IN THE RESTROOMS. (W)
- 11. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR. (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)

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- 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, VENT GRILLS, 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 THOROUGHLY. (W)

- F. MEDICAL EXAM/TREATMENT ROOMS:
- 1. HIGH DUST ALL SURFACES ABOVE SHOULDER HEIGHT, SUCH AS THE TOPS OF DOOR FRAMES, TOPS OF DOORS, TOPS OF PICTURE FRAMES AND TOPS OF CABINETS.
 - 2. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR.

***** 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. SPRAY BUFF ALL UNCARPETED FLOORS, EXCEPT THE STAIRWELLS. (M)
 - 3. VACUUM ALL FABRIC FURNITURE. (M)
 - 4. DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M)
 - 5. EMPLOYEE BREAK ROOM: CLEAN AROUND, ON TOP AND FRONT OF ALL APPLIANCES INCLUDING VENDOR MACHINES.

- B. REST ROOMS
- 1. DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M)
 - 2. SCRUB CERAMIC TILE FLOORS EITHER BY MACHINE OR BY HAND. (M)

- C. MEDICAL EXAM/TREATMENT ROOMS
- 1. DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M)
 - 2. IF APPROPRIATE, SPRAY BUFF ALL UNCARPETED FLOORS. (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 OR APRIL AND AUGUST.

- 1. THOROUGHLY STRIP, RINSE AND APPLY A MINIMUM OF TWO COATS OF FINISH TO ALL FLOORS SEMI-ANNUALLY. HALLWAYS, LOBBIES, BREAK ROOMS AND HEAVY TRAFFIC AREAS TO BE DONE QUARTERLY. CLEAN ALL BASEBOARDS DURING THE STRIPPING PROCESS AND DO NOT LAY FINISH ON THEM. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTISLIP WALKING CONDITIONS.
- 2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED IS TO DEPEND UPON 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. (QUARTERLY)
- 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 PANELING WITH OIL SOAP. (SEMI-ANNUALLY)

SECTION IX: ADDITIONAL SERVICES

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INVITATION TO BID

- A. UPON COMPLETION OF WORK EACH NIGHT, ENSURE LIGHTS ARE TURNED OFF (EXCEPT THOSE DESIGNATED TO BE LEFT ON BY THE SUPERVISOR), DOORS LOCKED, PREMISES SECURED AND EVERYTHING LEFT IN A NEAT AND ORDERLY CONDITION.
- B. ALL CLEANING PROCEDURES ARE TO BE COORDINATED WITH MANAGER OF EACH OFFICE PRIOR TO SUBMITTING YOUR BID.
- C. TELEPHONE SERVICE:
 - 1. 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.
 - 2. CALLS MUST BE RESPONDED TO AS SOON AS POSSIBLE - NO LATER THAN 24 HOURS AFTER CALL (THIS IS FOR WORK DAYS ONLY).
 - 3. 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

- A. EACH CONTRACTOR IS EXPECTED TO ENSURE PERFORMANCE TO STANDARD THROUGH HIS OR HER QUALITY CONTROL SYSTEM.
- B. 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.
- C. 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.
- D. 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.
- E. QUARTERLY INSPECTION WITH CONTRACTOR AND DEPARTMENT OFFICIAL IS REQUIRED WITH A COPY OF INSPECTION SENT TO PURCHASING BY HEALTH DEPARTMENT.

***** SPECIFICATIONS 910B02 FOR JANITORIAL SERVICE *****

SECTION I: SCOPE

- 1. 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.
- 2. 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.
- 3. SERVICES WILL NOT BE PERFORMED ON OFFICIAL STATE OF ALABAMA HOLIDAYS, UNLESS REQUIRED BY THE DEPARTMENT.
- 4. NO CLEANING OPERATION WILL BE AFTER 12:00 MIDNIGHT WITHOUT 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

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IMMEDIATELY REPORTED TO THE DEPARTMENT SUPERVISOR BY THE CONTRACTOR.

- 3. 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:

- 1. CONTRACTOR IS TO CONDUCT A THOROUGH AND COMPLETE EXAMINATION OF THE FACILITIES PRIOR TO SUBMITTING A BID.
- 2. 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:

- 1. 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 FULL-TIME BASIS AND NOT AS A SUBCONTRACTOR. THERE WILL NOT BE ANY SUBCONTRACTING AT ANY TIME, UNLESS WRITTEN APPROVAL IS GIVEN BY THE DEPARTMENT.

SECTION IV: SUPERVISORY PERSONNEL, EQUIPMENT AND SUPPLIES:

- 1. 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 (18), ADULTS NOT EMPLOYED BY CONTRACTOR, 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.
- 2. THE SUPERVISOR'S NAME, ADDRESS, SOCIAL SECURITY NUMBER AND PHONE NUMBER WILL BE GIVEN TO THE DEPARTMENT SUPERVISOR AT EACH LOCATION.
- 3. THE SUPERVISOR MAY BE A WORKING SUPERVISOR BUT MUST MAKE SUFFICIENT INSPECTIONS AND FOLLOW-UP PROGRAM TO ENSURE THE SERVICES ARE PERFORMED AS SPECIFIED.
- 4. 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.
- 5. CONTRACTOR SHALL SUBMIT PRIOR TO COMMENCEMENT OF CONTRACT A LIST OF ALL MATERIALS AND EQUIPMENT TO BE USED IN PROVIDING THE CLEANING SERVICE.
- 6. DEPARTMENT MAY APPROVE OR DISAPPROVE ANY PRODUCTS OR EQUIPMENT. NON-SLIP FLOOR FINISH WILL BE THE ONLY APPROVED FINISH FOR ALL TILE FLOORS.
- 7. CONTRACTOR WILL USE THE APPROPRIATE EQUIPMENT TO CLEAN THE FACILITY. THIS SHOULD INCLUDE A SLOW-SPEED BUFFER (175 RPM), A HIGH-SPEED BURNISHER (2000 RPM) AND COMMERCIAL GRADE VACUUM CLEANERS. DEPENDING UPON THE SIZE OF THE FACILITY, THE CONTRACTOR MAY OPT TO USE AN AUTOMATIC SCRUBBING MACHINE, ULTRA

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HIGH-SPEED BURNISHER (2500 RPM) AND CARPET EXTRACTOR TO COMPLETE THE TASKS.

- 8. ALL CLEANING SUPPLIES USED BY THE CONTRACTOR SHALL BE COMMERCIAL STRENGTH AND MEET ALL SAFETY REQUIREMENTS. CONTRACTOR IS NOT ALLOWED TO USE BLEACH. MATERIAL SAFETY DATA SHEETS (MSDS) MUST BE PROVIDED FOR EACH CHEMICAL. MSDS'S WILL BE GIVEN TO THE PURCHASING DEPARTMENT OR BUILDING/OFFICE MANAGER, AS DIRECTED.

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 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:

- 1. LIGHT TUBES/BULBS WILL BE FURNISHED BY THE STATE AND BE REPLACED BY THE STATE AS NEEDED.
- 2. AIR CONDITIONING AND HEATING FILTERS WILL BE FURNISHED BY STATE AND CHANGED MONTHLY BY THE STATE.
- 3. PAPER TOWELS, TOILET TISSUE, HAND SOAP, WASTE RECEPTACLE LINERS AND LINERS FOR SANITARY NAPKIN HOLDERS WILL BE FURNISHED BY THE STATE. CONTRACTOR WILL REPLACE PAPER TOWELS, TOILET TISSUE, HAND SOAP AND RECEPTACLE LINERS. ALL DISPENSERS FURNISHED AND INSTALLED BY THE STATE.
- 4. INVOICE TO BE RENDERED IN TRIPLICATE AT THE END OF EACH MONTH IN ARREARS BY VENDOR. CONTACT DEPARTMENT FOR PAYMENT OF SERVICES.
- 5. 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 RATED 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.

WHERE THE TERM "SANITIZE" IS USED, THE CONTRACTOR WILL CLEAN THE SURFACE WITH A PROPERLY DILUTED QUARTERNARY DISINFECTANT SOLUTION.

***** N = NIGHTLY *****

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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. REMOVE STAINS AS THEY OCCUR. (N)
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. SANITIZE AND POLISH DRINKING FOUNTAINS. (N)
6. EMPLOYEES BREAK ROOM: DUST MOP AND DAMP MOP TILE FLOORS. SANITIZE COUNTER/TABLE TOP AND SINK. WIPE DOWN CABINETS AS NEEDED. (N)
7. SWEEP FRONT AND BACK ENTRANCES AND SIDEWALKS. PICKUP ANY DEBRIS ON THE GROUND AROUND ENTRANCES AND SIDEWALKS. (N)
8. REMOVE ALL DEBRIS FROM PARKING LOTS AND AROUND SHRUBBERY. (N)
9. IF JANITORIAL PERSONNEL UTILIZE THE HEATING OR AIR CONDITIONING SYSTEM, THEY ARE TO BE PLACED AT PROPER SETTING BEFORE LEAVING. (N)
10. KEEP ALL SUPPLY CLOSETS CLEAN AND NEAT AT ALL TIMES. (N)
11. SANITIZE AL TELEPHONES AND RECEIVERS. (N)

B. REST ROOMS: MUST BE CLEANED EVERY NIGHT (N)

1. EMPTY ALL CONTAINERS AND DISPOSALS. (N)
2. CLEAN MIRRORS. (N)
3. SANITIZE ALL WASH BASINS, COMMODOES, TOILET SEATS, URINALS AND ADJACENT SURFACES. (N)
4. REMOVE SPLASH MARKS FROM WALLS AROUND WASH BASINS AND URINALS. (N)
5. REFILL ALL SOAP, PAPER TOWEL AND TOILET PAPER DISPENSERS, AS NECESSARY. (N)
6. DUST MOP AND WET MOP REST ROOM FLOOR USING A QUATERNARY DISINFECTANT SOLUTION. (N)
7. EMPTY AND SANITIZE INTERIOR OF SANITARY NAPKIN CONTAINER. (N)
8. EMPTY AND DAMP CLEAN ASH TRAYS. (N)
9. CLEAN TOILETS AND URINALS WITH AN ACID-TYPE BOWL CLEANER AND BOWL MOP. (N)

C. LOBBY ENTRANCEWAYS AND CORRIDORS:

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

D. PASSENGER ELEVATORS - IF APPLICABLE

1. CLEAN ALL INTERIOR SURFACES OF THE CAR AND POLISH ALL BRIGHT METAL SURFACES. (N)
2. DUST AND DAMP MOP RESILIENT FLOORS. (N)
3. VACUUM CARPETING. REMOVE STAINS AS THEY OCCUR. (N)
4. CLEAN ELEVATOR TRACKS. (N)
5. CLEAN EXTERIOR OF ELEVATOR DOORS. (N)

E. PATIO - IF APPLICABLE

1. SWEEP FLOOR THOROUGHLY. (N)
2. EMPTY ASH TRAYS AND WET WIPE. (N)
3. EMPTY URNS AND WASTE RECEPTACLES. (N)
4. CLEAN TABLES, CHAIRS AND/OR PATIO FURNITURE. (N)
5. DUST AND CLEAN ENTRANCE DOORS. (N)

F. MEDICAL EXAM/TREATMENT ROOMS

1. SPOT CLEAN ALL DOORS, DOOR HANDLES AND LIGHT SWITCH PLATES. (N)
2. SPOT CLEAN WALLS. (N)
3. SANITIZE ALL EXAM/TREATMENT TABLES. (N)
4. SANITIZE ALL COUNTER TOPS. (N)
5. REMOVE ALL NORMAL TRASH AND RELINE WASTE RECEPTACLES. (N)

SPECIFICATIONS

VENDOR NAME :

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INVITATION TO BID

- 6. SANITIZE INSIDE AND OUTSIDE OF ALL WASTE RECEPTACLES. (N)
7. REFILL SOAP AND PAPER TOWEL DISPENSERS, AS NECESSARY. (N)
8. DUST MOP TILE FLOORS; VACUUM CARPETED FLOORS AND REMOVE STAINS. (N)
9. DAMP MOP TILE FLOORS WITH A QUATERNARY DISFECTANT. (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 ALL VERTICAL SURFACES OF DESK, FILE CABINETS AND CHAIRS. (W)
5. REMOVE DUST FROM ALL HARD TO REACH AREAS SUCH AS TOPS OF HIGH CABINETS, PICTURE FRAMES, BASEBOARDS, AND ANY OTHER AREAS NOT SERVICED DAILY. (W)
6. SANITIZE WASTE RECEPTACLES. (W)
7. CLEAN AND POLISH BRIGHT METAL TO HAND HEIGHT. (W)
8. CLEAN ALL GLASS IN PARTITIONS AND DOORS (BOTH SIDES). (W)
9. SWEEP THE FLOOR IN THE STAIR WELLS. (W)
10. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR. (W)

B. REST ROOMS:

- 1. CLEAN TOWEL CABINET COVERS. (W)
2. REMOVE FINGERPRINTS FROM STALL DOORS. (W)
3. CLEAN ENTRANCE DOORS. (W)
4. SPOT CLEAN METAL PARTITIONS AND POLISH BRIGHT WORK. (W)
5. DUST METAL PARTITIONS. (W)
6. DUST OR VACUUM ALL FURNITURE INCLUDING CHAIRS, ETC. (W)
7. WASH AND SANITIZE METAL PARTITIONS. (W)
8. SANITIZE WASTE RECEPTACLES. (W)
9. CLEAN EXTERIOR OF PLUMBING UNDER SINKS. (W)
10. SANITIZE INTERIOR OF ALL CONTAINERS IN THE RESTROOMS. (W)
11. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR. (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, VENT GRILLS, 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 THOROUGHLY. (W)

F. MEDICAL EXAM/TREATMENT ROOMS:

- 1. HIGH DUST ALL SURFACES ABOVE SHOULDER HEIGHT, SUCH AS THE TOPS OF DOOR FRAMES, TOPS OF DOORS, TOPS OF PICTURE FRAMES AND TOPS OF CABINETS.
2. WET MOP AND SPOT WAX FLOOR WHERE AREAS SHOW EXCESSIVE WEAR.

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

SPECIFICATIONS

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INVITATION TO BID

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. SPRAY BUFF ALL UNCARPETED FLOORS, EXCEPT THE STAIRWELLS. (M)
- 3. VACUUM ALL FABRIC FURNITURE. (M)
- 4. DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M)
- 5. EMPLOYEE BREAK ROOM: CLEAN AROUND, ON TOP AND FRONT OF ALL APPLIANCES INCLUDING VENDOR MACHINES.

B. REST ROOMS

- 1. DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M)
- 2. SCRUB CERAMIC TILE FLOORS EITHER BY MACHINE OR BY HAND. (M)

C. MEDICAL EXAM/TREATMENT ROOMS

- 1. DUST AND/OR VACUUM VENTS IN CEILING/WALLS. (M)
- 2. IF APPROPRIATE, SPRAY BUFF ALL UNCARPETED FLOORS. (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 OR APRIL AND AUGUST.

- 1. THOROUGHLY STRIP, RINSE AND APPLY A MINIMUM OF TWO COATS OF FINISH TO ALL FLOORS SEMI-ANNUALLY. HALLWAYS, LOBBIES, BREAK ROOMS AND HEAVY TRAFFIC AREAS TO BE DONE QUARTERLY. CLEAN ALL BASEBOARDS DURING THE STRIPPING PROCESS AND DO NOT LAY FINISH ON THEM. ALL WAX SURFACES MUST BE MAINTAINED SO AS TO PROVIDE ANTISLIP WALKING CONDITIONS.
- 2. SHAMPOO OR STEAM CLEAN ALL CARPETS. METHOD USED IS TO DEPEND UPON 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. (QUARTERLY)
- 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 PANELING WITH OIL SOAP. (SEMI-ANNUALLY)

SECTION IX: ADDITIONAL SERVICES

- A. UPON COMPLETION OF WORK EACH NIGHT, ENSURE LIGHTS ARE TURNED OFF (EXCEPT THOSE DESIGNATED TO BE LEFT ON BY THE SUPERVISOR), DOORS LOCKED, PREMISES SECURED AND EVERYTHING LEFT IN A NEAT AND ORDERLY CONDITION.
- B. ALL CLEANING PROCEDURES ARE TO BE COORDINATED WITH MANAGER OF EACH OFFICE PRIOR TO SUBMITTING YOUR BID.
- C. TELEPHONE SERVICE:
 - 1. 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.
 - 2. CALLS MUST BE RESPONDED TO AS SOON AS POSSIBLE - NO LATER THAN 24 HOURS AFTER CALL (THIS IS FOR WORK DAYS ONLY).
 - 3. 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

SPECIFICATIONS

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INVITATION TO BID

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

- A. EACH CONTRACTOR IS EXPECTED TO ENSURE PERFORMANCE TO STANDARD THROUGH HIS OR HER QUALITY CONTROL SYSTEM.
- B. 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.
- C. 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.
- D. 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.
- E. QUARTERLY INSPECTION WITH CONTRACTOR AND DEPARTMENT OFFICIAL IS REQUIRED WITH A COPY OF INSPECTION SENT TO PURCHASING BY HEALTH DEPARTMENT.

PRICE SHEET

VENDOR NAME :

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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UNLESS SPECIFIED OTHERWISE BELOW:
SHIP TO: R1 /
STATEWIDE

00001	COMMODITY CODE: 910-39-087455 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B02, 5 DAYS PER WEEK MONDAY THROUGH FRIDAY	1	MONTH		
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NOTES:

DEPARTMENT WILL FURNISH PAPER PRODUCTS AND SOAP.

APPROXIMATELY 6,300 SQ.FT.

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

_____ NO. EMPLOYEES X _____ HOURS =

_____ TOTAL NO. DAILY HOURS.

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QTR/SEMI ANNUAL SERVICES TO BE PAID AS FOLLOWS:

- 5% QUARTERLY (OCT. OR NOV.)
- 5% SEMI-ANNUAL (JAN. OR FEB.)
- 5% QUARTERLY (APR. OR MAY)
- 5% SEMI-ANNUAL (JULY OR AUG.)

LOCATION DIRECTOR MUST BE NOTIFIED IN WRITING, IN ADVANCE, WHEN SERVICE WILL BE DONE.

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

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEC II OF SPECIFICATION 910B02 OR THE BID WILL NOT BE CONSIDERED

FILL IN BIDDER'S NAME BELOW:

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

_____ DATE _____ MANAGER, SUPERVISOR
CONTACT: JOHN BLACKMON, 334-288-5038.

SHIP TO: 011000 / 011N37
DEPARTMENT OF PUBLIC HEALTH
ADPH LOGISTICS
1635 MITCHELL YOUNG RD.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00003	MONTGOMERY AL 36108 COMMODITY CODE: 910-39-087455 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B02, 5 DAYS PER WEEK NOTES: APPROXIMATELY 5,500 SQ.FT. SECTION VIII, ITEM 1 PERFORMED QUARTERLY BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED. _____ NO. EMPLOYEES X _____ HOURS = _____ TOTAL NO. DAILY HOURS. 20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QTR/SEMI ANNUAL SERVICES TO BE PAID AS FOLLOWS: 5% QUARTERLY (OCT. OR NOV.) 5% SEMI-ANNUAL (JAN. OR FEB.) 5% QUARTERLY (APR. OR MAY) 5% SEMI-ANNUAL (JULY OR AUG.) LOCATION DIRECTOR MUST BE NOTIFIED IN WRITING, IN ADVANCE, WHEN SERVICE WILL BE DONE. SEPARATE INVOICE MUST BE SUBMITTED AND APPROVED FOR PAYMENT TO BE MADE. BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEC II OF SPECIFICATION 910B02 OR THE BID WILL NOT BE CONSIDERED FILL IN BIDDER'S NAME BELOW: _____ HAS INSPECTED THIS LOCATION AND IS AWARE OF THE CONDITION OF THE BUILDING AND UNDERSTANDS WHAT IS REQUIRED TO DO A SATISFACTORY JOB. _____ DATE _____ MANAGER, SUPERVISOR CONTACT: TWANNA BROWN, 334-270-9263. SHIP TO: 011000 / 011N19 DEPARTMENT OF PUBLIC HEALTH EASTBROOK WIC TRAINING CLINIC 401-A COLISEUM BLVD. MONTGOMERY AL 36109	1	MONTH	_____	_____
00009	COMMODITY CODE: 910-39-087455 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B02, 5 DAYS PER WEEK NOTES:	1	MO	_____	_____
PAGE TOTAL					_____

PRICE SHEET

VENDOR NAME :

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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DEPARTMENT WILL FURNISH PAPER PRODUCTS AND SOAP.

APPROXIMATELY 15,000 SQ.FT.

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

_____ NO. EMPLOYEES X _____ HOURS =
_____ TOTAL NO. DAILY HOURS.

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QTR/SEMI ANNUAL SERVICES TO BE PAID AS FOLLOWS:

- 5% QUARTERLY (OCT. OR NOV.)
- 5% SEMI-ANNUAL (JAN. OR FEB.)
- 5% QUARTERLY (APR. OR MAY)
- 5% SEMI-ANNUAL (JULY OR AUG.)

LOCATION DIRECTOR MUST BE NOTIFIED IN WRITING, IN ADVANCE, WHEN SERVICE WILL BE DONE.

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

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEC II OF SPECIFICATION 910B02 OR THE BID WILL NOT BE CONSIDERED

FILL IN BIDDER'S NAME BELOW:

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

_____ DATE _____ MANAGER, SUPERVISOR
SYLVIA WARE, 205-755-1287.

SHIP TO: 011000 / 011M26
DEPARTMENT OF PUBLIC HEALTH
CHILTON COUNTY HEALTH DEPT.
301 HEALTH CENTER DR.
CLANTON AL 35045

00016	COMMODITY CODE: 910-39-087455	1	MO	_____	_____
	JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B02, 5 DAYS PER WEEK, 4 HOURS MINIMUM				

NOTES:

DEPARTMENT WILL FURNISH PAPER PRODUCTS AND SOAP.

APPROXIMATELY _____ SQ.FT.

PAGE TOTAL _____

PRICE SHEET

VENDOR NAME :

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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BIDDER MUST FILL IN THE FOLLOWING INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NO. EMPLOYEES X _____ HOURS =
_____ TOTAL NO. DAILY HOURS.

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QTR/SEMI ANNUAL SERVICES TO BE PAID AS FOLLOWS:

- 5% QUARTERLY (OCT. OR NOV.)
- 5% SEMI-ANNUAL (JAN. OR FEB.)
- 5% QUARTERLY (APR. OR MAY)
- 5% SEMI-ANNUAL (JULY OR AUG.)

LOCATION DIRECTOR MUST BE NOTIFIED IN WRITING, IN ADVANCE, WHEN SERVICE WILL BE DONE.

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

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEC II OF SPECIFICATION 910B02 OR THE BID WILL NOT BE CONSIDERED

FILL IN BIDDER'S NAME BELOW:

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

DATE _____ MANAGER, SUPERVISOR
CONTACT: BRENDA NEWTON 334-535-2471.

SHIP TO: 011000 / 011M51
DEPARTMENT OF PUBLIC HEALTH
CRENSHAW COUNTY HEALTH DEPT.
15 HOSPITAL DRIVE
LUVERNE AL 36049-1560

00017	COMMODITY CODE: 910-39-087455 JANITORIAL SERVICE, IN ACCORDANCE WITH SPECIFICATIONS 910B02, 5 DAYS PER WEEK	1	MO	_____	_____
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SERVICE 5 DAYS PER WEEK AT 201 SMOTHERS ROAD, SERVICE 1 DAY PER WEEK AT 155 SMOTHERS ROAD.

NOTES:

DEPARTMENT WILL FURNISH PAPER PRODUCTS AND SOAP.

APPROXIMATELY _____ SQ.FT.

BIDDER MUST FILL IN THE FOLLOWING

PAGE TOTAL _____

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY UNIT	UNIT PRICE	EXTENDED AMOUNT
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INFORMATION OR BID WILL NOT BE CONSIDERED.

_____ NO. EMPLOYEES X _____ HOURS =
_____ TOTAL NO. DAILY HOURS.

20% OF ANNUAL CONTRACT AMOUNT TO BE RESERVED FOR QTR/SEMI ANNUAL SERVICES TO BE PAID AS FOLLOWS:

- 5% QUARTERLY (OCT. OR NOV.)
- 5% SEMI-ANNUAL (JAN. OR FEB.)
- 5% QUARTERLY (APR. OR MAY)
- 5% SEMI-ANNUAL (JULY OR AUG.)

LOCATION DIRECTOR MUST BE NOTIFIED IN WRITING, IN ADVANCE, WHEN SERVICE WILL BE DONE.

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

SPECIFICATIONS FOR SMOTHERS ROAD LOCATIONS ONLY.
CLEAN AND DISINFECT ALL 6 RESTROOMS IN THEIR ENTIRETY(MIRRORS, TOILETS, SINKS, BASEBOARDS, FLOORS,VENTS, ETC.)
VACUUM CARPET FLOORS AS NEEDED, AT LEAST WEEKLY. REMOVE DUST FROM HEAT AND AIR VENTS. SWEEP AND MOP ALL FLOORS DAILY.
EMPTY, DISINFECT, AND REPLACE BAGS IN ALL TRASH RECEPTACLES DAILY. CLEAN ALL GLASS IN ENTRANCE WAYS(DOORS, WINDOWS, ETC), AS NEEDED. STRIP AND WAX BREAK ROOM FLOORS QUARTERLY.
APPLY SPECIAL FRAGRANCES TO ENSURE FRESHNESS THROUGHOUT THE FACILITY.
CLEAN AND DISINFECT ALL TELEPHONES DAILY. REFILL ALL SOAP, HAND TOWEL, AND TISSUE DISPENSERS.

BIDDER MUST HAVE THE BID SIGNED IN ACCORDANCE WITH SEC II OF SPECIFICATION 910B02 OR THE BID WILL NOT BE CONSIDERED

FILL IN BIDDER'S NAME BELOW:

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

_____ DATE _____ MANAGER, SUPERVISOR
CONTACT: RON HYDER, 334-213-4013.

SHIP TO: 011000 / 011N96

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PRICE SHEET

VENDOR NAME :

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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	DEPARTMENT OF PUBLIC HEALTH ADPH WAREHOUSE 201 SMOTHERS ROAD MONTGOMERY		AL	36117	
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PAGE TOTAL

BID TOTAL

