

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

• **SECTION I: SCOPE OF WORK**

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

• **SECTION IA: LOCATION OF FACILITIES**

1. ALDOT DISTRICT III OFFICE COMPLEX

10610 US HIGHWAY 31 SOUTH  
EVERGREEN, ALABAMA 36401

- A. DISTRICT OFFICE BUILDING (APPROX. 6000 SF).
- B. PROJECT OFFICE BUILDING (APPROX. 2000 SF).
- C. SHOP OFFICE AND SHOP RESTROOM (APPROX. 300 SF).

• **SECTION IB: KEY CONTROL**

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

• **SECTION II: EXAMINATION OF BUILDINGS**

CONTRACTOR IS TO CONDUCT A THOROUGH AND COMPLETE EXAMINATION OF THE FACILITIES PRIOR TO SUBMITTING A BID. FAILURE OF CONTRACTOR TO COMPLETELY FAMILIARIZE HIMSELF WITH THE

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

- **SECTION III: TECHNICAL ASSISTANCE**

CONTRACTORS ARE TO HAVE AN ADEQUATE SERVICE ORGANIZATION WITH LOCAL REPRESENTATIVES AND CLEANING PERSONNEL. THE SERVICE REPRESENTATIVES MUST BE EMPLOYED BY THE CONTRACTOR OR DESIGNATED BY HIM AS THEIR AUTHORIZED REPRESENTATIVES ON A FULLTIME BASIS AND NOT AS A SUB-CONTRACTOR. THERE WILL NOT BE ANY SUB-CONTRACTING AT ANY TIME, UNLESS WRITTEN APPROVAL IS GIVEN BY THE DEPARTMENT.

- **SECTION IV: SUPERVISORY PERSONNEL AND SUPPLIES**

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

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

- **SECTION V: QUALIFICATIONS OF CONTRACTOR**

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

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

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- RESPONSIBILITY AND ABILITY TO CARRY OUT THE TERMS OF THE CONTRACT. FAILURE TO SUBMIT THIS REQUIRED INFORMATION SHALL CAUSE THE BID TO BE REJECTED. SATISFACTORY EXPERIENCE OF AT LEAST ONE (1) YEAR WITH BUILDINGS OF COMPARABLE SIZE AND FUNCTION (I.E. LARGE OFFICE BUILDINGS) IS REQUIRED. SUBMISSION OF THIS INFORMATION WITH YOUR BID WILL ENABLE THE STATE TO EXPEDITE THE AWARD OF THIS CONTRACT.
2. FAILURE TO SUBMIT LIABILITY INSURANCE CERTIFICATE AND REFERENCES WITH BID.
  3. FAILURE TO SUBMIT WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING FIVE (5) OR MORE EMPLOYEES.
- DUE TO FISCAL YEAR ENDING ON SEPTEMBER 30<sup>TH</sup> AND NEW FISCAL YEAR BEGINNING OCTOBER 1<sup>ST</sup>, PAYMENTS FOR SERVICES MAY TAKE UP TO 30-45 DAYS BEFORE CONTRACTOR RECEIVES PAYMENT FOR OCTOBER. CONTRACTOR SHOULD HAVE SUFFICIENT FINANCIAL RESOURCES TO COVER THIS TIME FRAME.
  - **SECTION VI: ITEMS FURNISHED BY THE STATE OR CONTRACTOR**
    - A. PAPER TOWELS, TOILET TISSUE, HAND SOAP FOR DISPENSERS AND TRASH CAN LINERS WILL BE FURNISHED BY THE STATE. CONTRACTOR SHALL FILL EMPTY DISPENSERS AND REPLACE TRASH CAN LINERS. ALL DISPENSERS FURNISHED AND INSTALLED BY THE STATE.
    - B. INVOICE TO BE RENDERED AT THE END OF EACH MONTH BY VENDOR. CONTACT THE DEPARTMENT FOR PAYMENT OF SERVICES.
  - **SECTION VII: CLEANING SCHEDULE TO BE PERFORMED BY CONTRACTOR**

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

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

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

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

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

#### **B. DISTRICT OFFICE, PROJECT OFFICE AND SHOP RESTROOMS**

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

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

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

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

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

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

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

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

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

• **SECTION IX: ADDITIONAL SERVICES**

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

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

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

TELEPHONE SERVICE:

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

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

• **SECTION X: DEFAULT BY VENDOR**

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

• **SECTION XI: INSPECTION OF SERVICES**

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

QUARTERLY INSPECTION WITH VENDOR AND DEPARTMENT REPRESENTATIVE SHALL BE REQUIRED.