

SPECIFICATION
TUNNEL VENTILATION BUILDING CLEANING
9TH DIVISION ATS TRAFFIC MANAGEMENT & TUNNEL FACILITY

AGENCY CONTRACT # : _____
SNAP REQ# # : _____
INV TO BID # : _____

CONTRACTOR MUST FURNISH COMPETENT AND SKILLED PERSONS TO ASSURE QUALITY AND PERFORMANCE WITHIN THE TERMS AND CONDITIONS OF THE CONTRACT. A SUPERVISOR WILL BE REQUIRED AT EACH BUILDING. THE SUPERVISOR'S NAME, ADDRESS, SOCIAL SECURITY NUMBER AND PHONE NUMBER WILL BE GIVEN TO THE DEPARTMENT SUPERVISOR AT EACH LOCATION. THE SUPERVISOR MAY BE A WORKING SUPERVISOR BUT MUST MAKE SUFFICIENT INSPECTIONS AND FOLLOW-UP PROGRAM TO INSURE THE SERVICES ARE PERFORMED AS SPECIFIED. CONTRACTOR MUST POST THE REGULATIONS GOVERNING HIS EMPLOYEES WHILE IN THE BUILDING. CONTRACTOR SHALL SUBMIT PRIOR TO COMMENCEMENT OF CONTRACT A LIST OF ALL MATERIALS AND EQUIPMENT TO BE USED IN PROVIDING THE CLEANING SERVICE. ALDOT MAY APPROVE OR DISAPPROVE ANY PRODUCTS OR EQUIPMENT.

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. SUBMISSION OF THIS INFORMATION WITH YOUR BID WILL ENABLE THE STATE TO EXPEDITE THE AWARD OF THIS CONTRACT.
2. FAILURE TO SUBMIT LIABILITY INSURANCE CERTIFICATE AND REFERENCES WITH BID.
3. FAILURE TO SUBMIT WORKER'S COMPENSATION CERTIFICATE WHEN EMPLOYING FIVE (5) OR MORE EMPLOYEES.
4. DUE TO FISCAL YEAR ENDING ON SEPTEMBER 30TH AND NEW FISCAL YEAR BEGINNING OCTOBER 1ST, PAYMENTS FOR SERVICES MAY TAKE UP TO 30-45 DAYS BEFORE CONTRACTOR RECEIVES PAYMENT FOR OCTOBER. CONTRACTOR MUST HAVE SUFFICIENT FINANCIAL RESOURCES TO COVER THIS TIME FRAME.

ITEMS FURNISHED BY THE STATE OR CONTRACTOR:

INVOICE TO BE RENDERED IN TRIPLICATE AT THE END OF EACH MONTH IN ARREARS BY VENDOR. CONTRACTOR'S INVOICE SHALL BE ITEMIZED BY BUILDING, QUANTITY OF DAYS WORKED AND UNIT PRICE.

CLEANING SCHEDULE TO BE PERFORMED BY CONTRACTOR:

ITEMS APPLY ONLY WHERE APPLICABLE TO THE SPECIFIED LOCATION. CONTRACTOR IS TO CHECK WITH ATS CENTER 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.

SERVICES WILL NOT BE PERFORMED ON OFFICIAL STATE OF ALABAMA HOLIDAYS, UNLESS REQUIRED BY THE DEPT.

***** ALL DUTIES PERFORMED BI-WEEKLY *****

- A. FAN ROOMS
 - WASH FAN HOUSING, CLEAN BEARINGS AND FITTINGS OF EXCESS GREASE, DIRT, AND DEBRIS
 - SCRUB AND WASH FLOORS TO REMOVE ALL GREASE, DIRT, AND DEBRIS
 - CLEAN 4X4 DRAIN TO PREVENT CLOGGING OF SUMP
 - THERE ARE A TOTAL OF FIVE (5) FAN ROOMS THAT ARE TO BE MAINTAINED
- B. PUMP ROOMS
 - CLEAN FLOOR AND WALLS OF DIRT AND DEBRIS

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- THERE ARE A TOTAL OF FOUR (4) PUMP ROOMS THAT ARE TO BE MAINTAINED
- C. AIR SHAFTS
 - CLEAN AND REMOVE ALL SAND, DIRT, AND DEBRIS
 - THERE ARE A TOTAL OF FIVE (5) AIR SHAFTS THAT ARE TO BE MAINTAINED
- D. FAN MOTORS
 - CLEAN ALL DUST AND DEBRIS TO PREVENT ELECTRICAL PROBLEMS
 - THERE ARE A TOTAL OF 12 FAN MOTORS TO BE CLEANED IN WALLACE, AND A TOTAL OF THREE (3) TO BE CLEANED IN BANKHEAD
- E. GENERATOR BUILDINGS
 - CHECK ALL BACKUP GENERATORS FOR ANY LEAKS OF OIL AND COOLANT
 - CLEAN FLOOR OF ANY DUST AND DEBRIS TO PREVENT ANY POTENTIAL ELECTRICAL PROBLEMS
 - THERE ARE A TOTAL OF TWO (2) GENERATOR BUILDINGS THAT ARE TO BE MAINTAINED
- F. SWITCH GEAR ROOMS
 - CLEAN FLOORS AND CABINETS OF ALL DUST AND DEBRIS
 - THERE ARE A TOTAL OF THREE (3) SWITCH GEAR ROOMS THAT ARE TO BE MAINTAINED
- G. BATTERY ROOMS
 - CLEAN FLOOR AND WALLS OF DIRT AND DEBRIS
 - CLEAN FLOOR OF ALL ACID SPILLS AND CORROSION DEBRIS
 - THERE ARE A TOTAL OF TWO (2) BATTERY ROOMS THAT ARE TO BE MAINTAINED

ADDITIONAL SERVICES:

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

NOTE:

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

TELEPHONE SERVICE:

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

DEFAULT BY VENDOR:

IN CASE OF A DEFAULT ON A CONTRACT AND/OR PURCHASE 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.

INSPECTION OF SERVICES:

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

A CHECKLIST OF ALL DUTIES PERFORMED WILL BE COMPLETED AND SUBMITTED TO THE ATS CENTER MANAGER UPON COMPLETION OF CLEANING. FAILURE TO COMPLETE THIS CHECKLIST COULD RESULT IN PARTIAL/NONPAYMENT FOR THIS WORK IN THE AFFECTED BUILDINGS.

FAILURE TO PROPERLY PERFORM CLEANING DUTIES OR FALSIFICATION OF THE CHECKLIST COULD RESULT IN PARTIAL/NONPAYMENT FOR THE AFFECTED BUILDINGS.

AS NEEDED/EMERGENCY SERVICE

THE CONTRACTOR MAY BE REQUIRED TO PERFORM ADDITIONAL CLEANING AS NEEDED. CONTRACTOR WILL RESPOND TO AS NEEDED/EMERGENCY CALLS WITHIN 6 HOURS.

METHOD OF PAYMENT

PAYMENT WILL BE BASED ON AN INDIVIDUAL BIWEEKLY CYCLE PER EACH ITEM A – G LISTED IN THE DUTIES PERFORMED BIWEEKLY, FOR A TOTAL OF 26 CYCLES IN A FISCAL YEAR. AS NEEDED/EMERGENCY SERVICE WILL BE PAID AT DOUBLE THE RATE FOR BID PRICES ON ITEMS A – G.

Successful bidder will be required to provide, for each employee and supervisor working in any ALDOT facility, an Employment Background Screening report from a professional employment screening service. Background reports on all contractor employees scheduled to work at any ALDOT facility must be submitted to the facility manager prior to commencement of work. This report shall be a complete employment background screening package, to include, as a minimum:

- A Social Security trace,
- A global Office of Foreign Assets Control (OFAC) and Denied Parties report,
- A National Criminal report, and a complete criminal report from all Federal Districts and the State of Alabama, and
- Electronic verification of the employee's Federal I-9 Form