

ALABAMA DEPARTMENT OF TRANSPORTATION

BUREAU OF MATERIALS AND TESTS

3704 FAIRGROUNDS ROAD
MONTGOMERY, ALABAMA 36110

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MINIMUM REQUIREMENTS FOR CUSTODIAL CLEANING SERVICES

For buildings located at 3700 and 3704 Fairground Avenue in Montgomery, Alabama.

ITB # : _____

CONTRACT #: TA - 556

SPECIFICATIONS

JANITORIAL SERVICE, ALDOT MATERIALS & TESTS

ITB #: _____
CONTRACT #: TA - 556

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 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, MEET ALL SAFETY REQUIREMENTS AND BE PROPERLY LABELED. 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 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 30 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 FROM 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.

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: (N)

1. EMPTY ALL CONTAINERS AND DISPOSALS. (N)
2. CLEAN MIRRORS. (N)
3. SANITIZE ALL WASH BASINS, TOILETS, TOILET SEATS, URINALS AND ADJACENT SURFACES. (N)
4. REMOVE SPLASH MARKS FROM WALLS AND FLOORS 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. 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. PATIO - IF APPLICABLE

1. SWEEP FLOOR THOROUGHLY. (N)
2. EMPTY WASTE RECEPTACLES. (N)
3. DUST AND CLEAN ENTRANCE DOORS. (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. PATIO - IF APPLICABLE

1. DUST LEDGES AND MOLDINGS. (W)
2. CLEAN ALL GLASS (BOTH SIDES). (W)
3. SCRUB AND RINSE FLOOR THOROUGHLY. (W)

***** (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. (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)

***** 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 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.
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

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 REINSPECTION.

NOTES:

1. A floor plan, with the service areas indicated will be provided to assist you with this contract.
 - 3700 Fairgrounds Road (Administrative Bldg.) estimated at 15,000 square feet.
 - 3704 Fairgrounds Road (Testing Labs) estimated at 50,000 square feet.
2. The contractor shall provide all necessary cleaning supplies and equipment for use on site. This cost will be incidental to the contract price which is all inclusive.
3. The contractor shall provide an inspection system to insure the quality of work is consistent with the terms of the contract. This shall use a definitive grading system devised by the contractor. An example would be similar to one used by The Department of Public Health system. While this is to be used as an in-house method of quality control, a monthly written report will be submitted to The Department for review. Inspections may be random, but performed daily. The report submitted to The Department will be compiled using the daily reports, which will be available to The Department upon request. An example of these inspection sheets has been provided.
4. All deficiencies, reportable to The Department, shall be in written form presented, the next business day, to the designated office. A reportable deficiency would be a broken window, lock, door, or other such item that would require maintenance personnel.
5. Work designated as something other than "Each Work Day", as in Weekly, etc., shall be performed in addition to the daily work schedule.
6. ALDOT will supply all materials necessary to refill tissue, towel and soap dispensers, and trash can liners.

SECURITY REQUIREMENT

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 bellied 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 1-9 Form

SERVICES AND SCHEDULE

EACH WORK DAY

ALL COMMON SPACES and OFFICE AREAS*

1. Sweep and dust mop all areas. Spot wet mop heavy traffic areas.
2. Vacuum all high traffic carpeted areas.
3. Dust all horizontal surfaces with spot area cleaning as necessary. NOTE: Computers, telephone and work papers need special attention.
4. Disinfect all telephone equipment.
5. Clean glass in and around all exterior entrance doors.
6. Observe good energy conservation practices
7. Empty all waste containers.
8. Report any malfunctioning equipment, in writing, as discovered.

ALL RESTROOM, LOCKER ROOM AND LOUNGE AREAS

1. Clean and disinfect urinals, toilets, seats, basins, handles and all other equipment.
2. Clean and sanitize tables and counter tops.
3. Spot check and wet mop floors as needed.
4. Inspect and refill all soap, tissue, and towel dispensers.

CUSTODIAL STORAGE AREAS INSIDE BUILDINGS

1. Maintain good order and properly store equipment.
2. inspect equipment for safety and good working order.
3. Maintain an adequate supply of cleaning materials.
4. All cleaning materials to be properly labeled.

WEEKLY

ALL COMMON SPACES and OFFICE AREAS*

1. Vacuum all carpeted areas.
2. Clean and sanitize drinking fountains.
3. Spot clean carpets.
4. Spot clean walls and partitions.
5. Spot clean interior glass
6. Spot clean chairs. (as requested)
7. Clean exterior of waste containers to maintain appearance.
8. Clean light switches, door knobs and surrounding areas.
9. Clean, wet mop and sanitize restroom floors.

MONTHLY

ALL COMMON SPACES and OFFICE AREAS*

1. Clean all air supply intake and exhaust vents.
2. Clean partition glass.
3. Clean door frames and thresholds.
4. Clean and wet mop all passage ways.

SERVICES AND SCHEDULE

MONTHLY (CONTINUED)

ALL RESTROOM, LOCKER ROOM AND LOUNGE AREAS

1. Wash partition walls.
2. Clean and polish hardware.
3. Mechanical cleaning of floors.

QUARTERLY

ALL AREAS

1. Buff all floors.
2. Clean all carpets.
3. Clean all blinds.

SEMIANNUALLY

ALL AREAS

1. Wash all exterior windows
2. Strip all ceramic and linoleum tile floors.
3. Wax all linoleum floors.

DEFINITIONS

- Work day** - Monday through Friday from 6:00 AM until 9:00 PM, **EXCEPT** State Holiday
- Weekly** - Wednesdays **EXCEPT** State Holiday, substitute next State business day
- Monthly** - The last week of the month
- Quarterly** - March, June, August, December
- Semiannually** - February, August (may be variable for different operations due to weather) *
Not including office areas inside labs, as per floor plan diagram.