

MANDATORY MEETING FOR THE PURPOSE OF:

REQUESTS FOR BIDS

FOR

ANDALUSIA CITY SCHOOLS

JANITORIAL SERVICES

June 26, 2023

Bid Opening

June 29, 2023

Andalusia City Schools

REQUEST FOR BID

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INTRODUCTION

1.1 Purpose of This Request for Bid

The purpose of this request for bid (RFB) is for Andalusia City Schools, a State of Alabama Public Education Institution, to establish a contract on a competitive basis with a qualified service provider who shall provide all labor and supplies necessary to perform the janitorial services to Andalusia City Schools in accordance with the specifications listed herein.

1.2 Definition of Terminology

This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

"School" refers to Andalusia City Schools *and/or* its duly appointed representatives.

"Contract" means an agreement for the procurement of items of tangible personal property or services.

"Desirable" means the term "may", "can", "should", "preferably", or "prefers" identifies a desirable or discretionary item or factor.

"Mandatory" means the terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the vendor's bid.

"Vendor" is a janitorial service provider who chooses to submit a bid.

"Request for Bid" or "RFB" means all documents, including those attached or incorporated by reference, used for soliciting bid.

"Responsible vendor" means a vendor who submits a responsive bid who has furnished, when required, information and data to prove that his financial resources facilities, personnel service reputation and experience are adequate to make satisfactory delivery of the services described in the bid.

CONDITIONS GOVERNING THE PROCUREMENT

2.1 Explanation of Events

The following paragraphs describe the activities listed in the sequence of events.

2.1.1 Issue of RFB

Andalusia City Schools is issuing this RFB.

2.1.2 Pre-Bid Visit

A pre-bid visit shall be scheduled by calling 334-222-3186 between the hours of 9-4 Monday thru Thursday. A mandatory pre-bid meeting will be held on Monday, June 26, 2023 at 10:00a.m. at the Central office.

2.1.3 Vendor Qualifications

A. Vendor must have at least three (3) years' experience providing commercial janitorial services.

B. Vendor must provide a minimum of three references for experience verification (provide name of contract person and telephone number for each reference) (see appendix B).

2.1.4 Submission of Bid

Bid Responses must be received not later than **10:00 AM on Thursday, June 29, 2023.**

Bids are to be addressed in the following manner:

Delivery Address: Andalusia City Schools
Daniel Shakespeare
1201 C C Baker Ave
Andalusia, AL 36421

Mailing Address: Andalusia City Schools
Daniel Shakespeare
1201 C C Baker Ave
Andalusia, AL 36421

It is expected that this request will be complete and unambiguous. However, vendors seeking clarification to this request should direct inquiries to Daniel Shakespeare, Superintendent of Education, 1201 C C Baker Ave, Andalusia Alabama, 36421 or shakespeared@andalusia.k12.al.us

All bid responses shall be in ink or typewritten. Mistakes may be crossed out, corrected and initialed in ink by a company representative. An authorized individual must sign all bids in ink; failure to do so will result in rejection of the response.

Bid results will be made available by mail to all responding Vendors.

2.1.5 Vendor's Rights to Withdraw Bid

Vendors will be allowed to withdraw their bids at any time prior to the deadline for receipt of bids. The vendor must submit a written withdrawal request signed by the vendor's duly authorized representative addressed to the school representative listed above.

2.1.6 Contract Award

After a review of the proposals by the Superintendent of Education and the Chief School Financial Officer a contract award will be offered to the most advantageous vendor. '

There will be a single award for this bid.

2.1.7 Vendor Disclosure Statement

All vendors will be required to submit a completed Vendor Disclosure Statement in accordance with State of Alabama Act 2001-955. The State of Alabama requires a disclosure statement to be on file for goods or services provided in the amount of \$5000 or more. A disclosure statement is included and **must** be completed, notarized, and returned for consideration of bid.

2.1.8 Compliance with State of Alabama ACT 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, collection 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 hereby certifying that they are in full compliance with ACT NO. 2006-557**, that they are not barred from bidding or entering into a contract pursuant to 41-4-1 16, and acknowledge that the awarding authority may declare the contract void if the certification is false.

2.1.9 Compliance with Alabama Immigration Law Contract

The State of Alabama requires and Affidavit of Immigration Law Compliance to be completed by a contractor/vendor to the Andalusia City School System. Forms and instructions are attached and must be completed and returned for bid to be considered.

2.2 Proposal Evaluation and Award

Andalusia City Schools intends to contract with the qualified firm or person whose proposal is deemed to be most advantageous to the Andalusia City Schools. No contract shall be awarded solely on the basis of price. Only those proposals determined to meet all of the requirements of this Request for Proposals will be given consideration. Evaluation of proposals may be made by a committee. Evaluation and award will be based upon the following criteria, which are listed in relative order of importance.

Award Criteria:

- Demonstrated competence & qualifications of the organization and service team
- Relevant experience & resources of the organization
- Demonstrated ability to provide acceptable materials, equipment and services
- References
- Cost
- Adherence in providing information required by the Request for Proposals

Evaluation Criteria:

Factors to be taken into consideration (listed in their relative order of importance) in awarding this proposal shall include, but not be limited to, the following:

1. A Vendor- Managed Computerized Cleaning Cost Analysis Program whose software will identify the following information for each facility/building:
 - Estimated total square feet for the facility(s)
 - Estimated total square feet by building(s) floor type
 - Estimated total square feet by areal by floor type
 - Estimated total labor hours
 - Estimated total labor costs
 - Estimated quantity of supplies

Price and Conformity to Plans and Specifications

While cost is a significant factor in considering the placement of the award, it is not the only factor, and the award will not be based solely upon the lowest fees submitted. This facility reserves the right to accept other than the lowest price proposal. Andalusia City Schools will give preference to vendors who have established businesses within Covington County as long as the bid does not exceed three percent (3) of

the low bid. The vendor should offer catalogs and price lists detailing discounts for items not included on the price pages of this contract.

General Requirements

3.1 Scope

The vendor will furnish all labor, materials, supplies, and equipment necessary to perform the janitorial services as outlined in the specification listed herein. Services shall be provided daily, Monday through Friday, except for school holidays (20 days per year). The daily service schedule must be coordinated with and approved by the system's designated representative.

3.2 Term of Contract

The initial term of the contract shall be for a period of one year and may be renewable thereafter on a year-to-year basis by mutual agreement provided that the total term of the contract shall not exceed a total of five (5) years. The expected start date is on or about July 1, 2023.

3.3 Renewal of Contract

The vendor may submit a request for renewal of the contract to the Chief School Financial Officer at least ninety-days (90 days) prior to the yearly expiration date.

3.4 Contract Price Adjustment

The vendor may submit a request for price adjustment for the fourth and fifth year of service. All requests must contain justification for any increase and shall be in sufficient detail to enable the school to make a fair decision. An increase in the minimum wage law would constitute justification for a price increase.

3.5 Termination Due to Fiscal Funding

The continuation of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the State of Alabama legislature. If the legislature fails to appropriate sufficient monies to provide the continuation of a contract, the contract shall be terminated by Andalusia City Schools with (30) days written notification to the vendor.

3.6 Termination

The contract may be terminated at any time at the option of the school for non-performance of the contractor. Such termination shall be accomplished by the school giving the contractor written notice not less than fifteen (15) days prior to such termination. Further, either party may terminate the contract by giving written notice not less than thirty (30) days prior to the intended termination date.

3.7 Additional Services

Additional janitorial services may be requested by the school during the term of the contract at a rate that is mutually agreed upon by both parties prior to the services being performed.

3.8 Utilities, Supplies, and Equipment

The school will furnish all utilities to the vendor at existing outlets. All cleaning supplies, toilet supplies, restroom products, batteries, and cleaning equipment will be furnished by the vendor. Hands free foam soap and hands free hand towels will be required for all restrooms and basin areas. The vendor will be responsible for providing buffers, strippers, scrubbers, carpet extractors or similar items of equipment as needed.

3.9 Uniforms

The vendor is responsible for ensuring that all employees working under the conditions of the awarded contract are properly attired in recognizable uniform apparel.

3.10 Insurance

The vendor shall bear the full and complete responsibility for all risk of damage or loss of equipment, products, or money resulting from any cause whatsoever and shall not penalize Andalusia City Schools for any losses incurred in association with this agreement. Any insurance policy or policies shall cover the entire travel service operation at the schools including all areas that may in the future be placed under the control or use of the vendor. The vendor shall maintain, during the life of this contract, the following minimum insurance requirements:

KIND OF INSURANCE	MINIMUM LIMITS OF LIABILITY
Workers Compensation	Statutory- Alabama
Commercial General Liability: General Aggregate Personal and Advertising Injury Products/Completed Operations Each Occurrence	\$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000
Automobile Liability	\$1,000,000 each accident- combined single limit
Additional Requirements A. Andalusia City Schools will be named as an additional insured under the General Liability and Business Auto Policy. B. Worker's Compensation waiver of subrogation in favor of Andalusia City Schools.	

Upon notification of award, the vendor shall provide the schools with certification of insurance with the required kinds of insurance and minimum liabilities specified, issued by an insurance company licensed to do business in the State of Alabama and carrying an AM Best Rating of A- or better, signed by an authorized agent. In the event of cancellation, material change or intent not to renew any of the insurance requirements specified, thirty (30) days written notice shall be given to Andalusia City Schools by the party initiating any revision.

The vendor, at its cost, must provide acceptable evidence of compliance with the worker's compensation insurance requirements of the State of Alabama. In the event that the vendor fails to maintain and keep in force the insurance and Worker's Compensation coverage as herein provided, Andalusia City Schools shall have the right to terminate this contract.

3.11 Damage to School Property

The vendor shall be responsible for the repair or replacement cost of any damage to school property or school equipment caused by the use, misuse, or negligence of the vendor's employees. The vendor is responsible for reporting, in writing, within 24 hours of the occurrence of the damage to the school property. Failure to report the damage within the specified time may be cause for termination of the contract.

3.12 Safety

The vendor shall ensure that all employees obey all rules, policies, and regulations of the Andalusia City School System and are sufficiently trained in the following areas.

- Safe work habits
- Safe use of cleaning chemicals
- Safe use of cleaning equipment
- Proper use of equipment, signs, barriers, or other devices to protect the building occupants or equipment
- Recognize potential hazardous materials or conditions and reporting same to appropriate supervisors

3.13 Security

The vendor is responsible for ensuring that its employees adhere to the security requirements and policies of the Andalusia City School System. In addition to any other security rules and regulations, the vendor shall inform its employees of the following:

- No guns, knives, or other dangerous weapons are allowed on college property
- No illegal drugs, prohibited substances, or alcohol are allowed on school property
- All keys to buildings, offices, classrooms, will be furnished by the Facilities Director. All issued keys remain the property of the school and shall not be duplicated by the vendor or the vendor's employees.
- Vendor employees only, **absolutely no** guest, visitors, or family members allowed.

3.14 Contract Payment

Contractual payments will be made monthly. The contractor will provide a monthly invoice to the school no later than the last day of each month. Payments will be made to vendor no later than the 15th day of the following month. Acceptable methods of payment will include but are not limited to check and credit card with no fee charged to Andalusia City Schools for use of a credit card as payment.

3.15 MSDS Materials

Vendor awarded the contract must provide all locations, the purchasing office, and the warehouse copies of all Material Safety Data Sheets in compliance with OSHA's Hazard Communications Standard. All labels for secondary containers are to meet OSHA's guidelines. As a service to Andalusia City Schools, and to assist in our compliance with OSHA requirements, the vendor will provide MSDS and labeling in English and Spanish.

SERVICES SPECIFICATIONS

4.1 General

The contractor is responsible for providing the labor and supplies necessary to perform the custodial services in accordance with the frequency listed within these specifications.

4.2 Daily Requirements

- 1) Empty waste baskets and other waste containers and remove waste to designated disposal area.
- 2) Replace waste basket and waste container liners as required.
- 3) Clean all classroom chalkboards, whiteboards, trays, and erasers.
- 4) Sweep and/or dust mop floors in classrooms, hallways, and stairwells.
- 5) Vacuum rugs and carpeting in offices and classrooms.
- 6) Clean drinking fountains.
- 7) Sweep inside and outside building entrance ways.
- 8) Sweep entrance sidewalks and porches.
- 9) Restrooms:
 - A) Clean, sanitize, service, and restock restrooms using an approved disinfectant on lavatories, toilets, urinals, partitions, fixtures, and mirrors.
 - B) Damp mop bathroom floors.
- 10) Clean entrance doors and door glass
- 11) Dust all horizontal surfaces within reach

4.3 Weekly Requirements

- 1) Damp mop tile floors weekly and when weather conditions or liquid spills require immediate attention. Display "wet floor" signs during mopping and any time wet floor conditions exist.
- 2) Remove all cobwebs: building interior and exterior entrances and porches.
- 3) Spot clean walls and woodwork to remove handprints and stains

4.4 Monthly Requirements

Detailed cleaning to include the following:

- 1) Dust all vertical and horizontal wood surfaces and venetian blinds
- 2) Wipe and polish furniture as appropriate
- 3) Vacuum upholstered furniture
- 4) Auto scrubber applied to hall tile floors with a minimum of one coat of finish.
- 5) Spot clean carpet areas as needed.
- 6) Clean ceiling light fixtures in classrooms, offices, and hallways
- 7) Clean all ventilator vents and vacuum surrounding ceiling areas.

4.5 Annual Requirements

- 1) Strip and refinish tile floors. This includes classrooms, laboratories and hallways.
- 2) Clean all carpet areas.
- 3) Wash interior of all windows.
- 4) Screen sand and coat all wood floors

4.6 Buildings

The chart below lists the buildings, the gross square footage of each building, and the minimum required man hours for completion of daily, weekly, and monthly janitorial services. Annual services should be considered as additional hours.

Building	Gross Square Footage	3000 sq.ft.Man-Hour
Andalusia Elementary School		
Andalusia Jr. High School		
Andalusia High School		

4.7 Hours of Required Service

The required hours of service will begin no sooner than 4:00 p.m. and daily-cleaning requirements must be completed prior to 7:15 a.m.

BID FORMAT AND ORGANIZATION

5.1 Bid Format

All bids must be submitted on the "Bid Cover Sheet".

5.1.1 Bid Organization and Submittals

The bid response must contain the following documents:

- A. Bid Cover Sheet- signed, dated and notarized
- B. Bid Form provided in Appendix A
- C. References-Appendix B
- D. Disclosure Statement
- E. State of Alabama Immigration Law Compliance Contract (E-Verify)

**ANDALUSIA CITY SCHOOL BOARD OF EDUCATION
BID PROPOSAL FORM**

LOCATION: 1) ANDALUSIA HIGH SCHOOL
2) ANDALUSIA JR. HIGH SCHOOL
3) ANDALUSIA ELEMENTARY SCHOOL

COMPANY SUBMITTING BID: _____

SIGNATURE OF REPRESENTATIVE: _____

ANDALUSIA HIGH SCHOOL BID PRICE:

SUMMER BID PRICE: _____

SCHOOL YEAR PRICE: _____

SQUARE FOOTAGE PRICE:

A. SUMMER: _____
B. SCHOOL YEAR: _____

ANDALUSIA JR. HIGH SCHOOL BID PRICE:

SUMMER BID PRICE: _____

SCHOOL YEAR PRICE: _____

SQUARE FOOTAGE PRICE:

A. SUMMER: _____
B. SCHOOL YEAR: _____

ANDALUSIA ELEMENTARY SCHOOL BID PRICE:

SUMMER BID PRICE: _____

SCHOOL YEAR PRICE: _____

SQUARE FOOTAGE PRICE:

A. SUMMER: _____
B. SCHOOL YEAR: _____

DATE SUBMITTED: _____



State of Alabama Disclosure Statement

Required by Article 38 of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

Contract
 Proposal
 Request for Proposal
 Invitation to Bid
 = Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
-------------------------	------------------------	-----------------

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
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- List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
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