

**REQUEST FOR PROPOSALS (RFP) FACILITIES
JANITORIAL SERVICES**



**Deadline for submissions: 4:00 PM
Thursday March 9, 2023**

**McKenzie Wilson
County Administrator
Pike County Commission
900 South Franklin Drive
Troy, Alabama 36081
334-566-6374**

1. INTRODUCTION

Pike County Commission is seeking proposals from qualified firms to provide Facility Janitorial Services for our newest building, the Judicial Complex. This building is located at 1318 North Three Notch Street, Troy, Alabama 36081. The required services and performance conditions are described in the Scope of Work (or Services).

2. ATTACHMENTS

The attachments below are included with this Request for Proposals (RFP) for your review and submittal (see asterisk):

- Attachment A – Proposer’s Information Form*
- Attachment B – Scope of Work
- Attachment C – Supplemental General Conditions
- Attachment D – Cleaning Specifications
- Attachment E – Cost Proposal Bid Form
- Attachment F – Sample Table, Qualifications of Firm Relative to County’s Needs
- Attachment G – Insurance Requirement

The items identified with an asterisk (*) shall be filled out, signed by the appropriate representative of the company and returned with submittal.

3. INSTRUCTIONS TO PROPOSERS

3.1 Pre-proposal Conference

A pre-proposal meeting will be held **Thursday, February 16, 2023 at 10:00 a.m.** at

Pike County Judicial Complex
1318 North Three Notch Street
Troy, AL 36081

All prospective Proposers are strongly encouraged to attend.

3.2 Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- 3.2.1 Have carefully read and fully understand the information that was provided by the County to serve as the basis for submission of this proposal.

- 3.2.2 Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 3.2.3 Represent that all information contained in the proposal is true and correct.
- 3.2.4 Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- 3.2.5 Acknowledge that the County has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the County permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition.

3.3 Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the County no later than **2:00 p.m., March 1, 2023**. Correspondence shall be addressed to McKenzie Wilson, mwilson@pikecommission.com. Responses from the County will be communicated in writing to all recipients of this RFP. Inquiries received after the date and time stated will not be accepted and will be returned to senders without response. All addenda shall become a part of this RFP and shall be acknowledged on the Proposer's Form.

The County shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the County or its representatives.

3.4 Submission of Proposals

All proposals shall be submitted to:

Pike County Commission
Attn: Janitorial RPF
900 South Franklin Drive
P O Box 1147
Troy, AL 36081

Proposals must be delivered no later than **4:00 p.m. on Thursday, March 9, 2023**. All proposals received after that time will be returned to the Proposer unopened.

The Proposer shall submit 2 copies of its proposal in a sealed envelope, addressed as noted above, bearing the Proposer's name and address clearly marked, "RFP for Janitorial Services". The use of double-sided paper with a minimum 30% post-consumer recycled content is strongly encouraged. Please do not submit proposals in plastic binders.

3.5 Withdrawal of Proposals

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

3.6 Rights of Pike County Commission

This RFP does not commit the County to enter into a contract, nor does it obligate the County to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The County reserves the right to:

- Reject any and all proposals;
- Issue subsequent Requests for Proposals;

An agreement shall not be binding or valid with the County unless and until it is executed by authorized representatives of the County and of the Proposer.

4. PROPOSED TENTATIVE TIMELINE

The tentative RFP timeline is as follows:

RFP Issued	January 24, 2023
Pre-Proposal Meeting	February 16, 2023, 10:00 AM
Deadline for questions, clarifications	March 1, 2023, 2:00 PM
Answers provided to questions	March 6, 2023
Proposals Due	March 9, 2023 4:00 PM
Contract awarded	TBD, March 2023
Work commences	TBD, approximately April 2023

5. INFORMATION TO BE SUBMITTED (to be submitted in this order only)

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the County's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g., brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered 1 through 8 in the proposal document.

5.1 Chapter 1 – Proposal Summary

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Chapter to a total of three (3) pages.

5.2 Chapter 2 – Profile on the Proposing Firm(s)

This Chapter shall include a brief description of the Prime Proposer's firm size as well as the proposed local organization structure. Include a discussion of the Prime Proposer firm's financial stability, and resources. Include all other firms participating in the Proposal, including similar information about the firms.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred

within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

5.3 Chapter 3 – Work Plan or Schedule

This Chapter shall present a well-conceived service plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Proposer understands the County's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the County's schedule, outlining the approach that would be undertaken in providing the requested services.

5.4 Chapter 4 – Proposed Innovations

The Proposer may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the County with better service delivery. In this Chapter discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the County.

5.5 Chapter 5 – Project Staffing

This Chapter shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project.

5.6 Chapter 6 – Proposal Exceptions

This Chapter shall discuss any exceptions or requested changes that Proposer has to the County's RFP conditions, requirements and sample contract. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified in the Attachment C – "Sample Agreement for Services." Items not excepted will not be open to later negotiation.

5.7 Chapter 7 – Cost Proposal Bid Form

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the County in determining the firm's understanding of the project, and provides staff with tools to negotiate the cost, provide in a table (See Table, Attachment E).

This Chapter shall include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the County.

PLEASE NOTE: Pike County Commission does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

6. CONTRACT TYPE AND METHOD OF PAYMENT

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a *fixed fee* form of contract. This figure shall include direct costs and overhead, such as, but limited to, transportation, communications, subsistence and materials. Payments will be based on Monthly Invoices.

Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements in Attachment G. If a Proposer desires to take exception to the Agreement, Proposer shall provide the following information in Chapter 7 of their submittal package. Please include the following:

- Proposer shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
- Proposer shall furnish the reasons for, as well as specific recommendations, for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take substantial exceptions to the proposed Agreement may be determined by the County, at its sole discretion, to be unacceptable and no longer considered for award.

Insurance Requirements

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in Attachment F.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the County Attorney of Pike County Commission as to form and content. These requirements are subject to amendment or waiver if so, approved in writing by the County

Attorney. The selected Proposer agrees to provide the County with a copy of said policies, certificates and/or endorsement upon award of contract.

7. REVIEW AND SELECTION PROCESS

County staff will evaluate the proposals provided based on the following criteria:

- 7.1 Quality and completeness of proposal;
- 7.2 Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer;
- 7.3 Proposers experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity;
- 7.4 Cost to the county;
- 7.5 Proposer's financial stability;
- 7.6 Proposer's ability to perform the work within the time specified;
- 7.7 Proposer's prior record of performance with county or others;
- 7.8 Proposer's compliance with applicable laws, regulations, policies (including county policies), guidelines and orders governing prior or existing contracts performed by the contractor.

The selection committee will make a recommendation to the awarding authority. The acceptance of the proposal will be evidenced by written Notice of Award from the Pike County Commission to the successful Proposer.

8. PUBLIC NATURE OF MATERIALS

Responses to this RFP become the exclusive property of Pike County Commission. At such time as the Notice of Award is made all proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary". The County shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

- **COLLUSION**

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

9. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- 10.1 Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal;
- 10.2 Any attempt to improperly influence any member of the evaluation team;
- 10.3 Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the County;
- 10.4 Evidence of incorrect information submitted as part of the proposal;
- 10.5 Evidence of Proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- 10.6 Proposer's default under any previous agreement with the County, which results in termination of the Agreement.

10. NON-CONFORMING PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non- acceptance of the proposal, at the sole discretion of the County.

11. GRATUITIES

No person shall offer, give or agree to give any County employee any gratuity, discount or offer of employment in connection with the award of contract by the county. No County employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a county contract.

~ End of Section ~

Attachment A
Proposer's Information Form

PROPOSER (please print):

Name: _____

Address: _____

Telephone: _____

Fax: _____

Contact person, title, email, telephone and email: _____

Proposer, if selected, intends to carry on the business as (check one):

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Joint Venture | <input type="checkbox"/> Corporation |

When incorporated? _____

Other (explain): _____

PROPOSER'S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is **INDIVIDUAL**, sign here:

Date: _____

Proposer's Signature: _____

Proposer's typed name and title: _____

2. If Proposer is **PARTNERSHIP** or **JOINT VENTURE**; at least two (2) Partners shall sign here:

Partnership or Joint Venture Name (type or print)

Date: _____

Date: _____

Member of the Partnership or Joint Venture
signature

Member of the Partnership or Joint Venture
signature

3. If Proposer is a **CORPORATION**, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively:

_____ and

_____ Signature

Title

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authentic County or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Corporation Name (type or print)

By: _____

Date: _____

Title: _____

**Attachment B – Scope of Work
Pike County Commission
Facilities Janitorial Services
Request for Proposals**

PROJECT DESCRIPTION

Pike County Commission is requesting qualified Service Providers to submit proposals including a pricing schedule and a summary of qualifications for providing janitorial services according to the County's specifications and all other terms and conditions. The requested services consist of furnishing all labor, materials, supplies and equipment to perform Facilities Janitorial Services in Pike County Commission, in accordance with the specifications and conditions specified in the Request for Proposal issued by Pike County Commission. Request for Proposal documents are available at Pike County Commission Office, located at 900 South Franklin Drive, Troy, Alabama 36081. Sealed proposals shall be delivered to the Pike County Commission Office, at the above indicated address on or before **4:00 P.M, Thursday, March 9, 2023.**

SCOPE OF WORK

GENERAL CONDITIONS

These General Conditions make additions, deletions, or revisions, as indicated herein. All provisions which are not added, deleted, or revised, remain in full force and effect. Terms used have the same meanings assigned in the Request for Proposal documents.

DEFINITIONS

The following respective supplemental definitions shall apply:

COUNTY REPRESENTATIVE(S)

The County's representative(s) shall be any person(s) designated by the County in writing to the Service Provider. The County's Representative(s) shall be the only person(s) through whom all communication between the County and the Service Provider shall be directed.

LOCATION OF THE WORK

Notice is hereby given that the Pike County Commission, "County", in Pike County, Alabama will receive bids for the furnishing of Janitorial Services, "Service Provider", for the Pike County Judicial Complex. The bid is for service and supplies.

WORK SCHEDULE

The Service Provider employees shall complete all the work required under the Request for Proposal documents as specified in the contract documents.

Pike County Judicial Complex: Cleaning is required 5 nights per week, Monday, Tuesday, Wednesday, Thursday, and Friday after 6:00 p.m. Excluding County Holidays.

Service Provider shall provide the County with an annual schedule for the building's non-daily services. The term daily refers to all days that the Service Provider is required to clean. All personnel will adhere to an agreed upon work schedule for security reasons i.e., hours and number of personnel in any one building at any given time. Employees will wear identification badges.

All employees must be at least eighteen (18) years of age and thoroughly trained and qualified in the work assigned to them. All employees must be able to follow directions. All employees working on site must not have been convicted of a felony. Employees must also be physically capable of the duties assigned to them, including lifting/moving heavy items, climbing ladders, etc.

Only authorized employees of the Service Provider may perform any services. In the event of the absence of an employee, for any reason, only an authorized employee of the Service Provider may act as a substitute. The use of unauthorized personnel on the part of the Service Provider may result in immediate cancellation without notice.

Service Provider(s) and Service Provider Employees may not allow on County premises any person who is not an employee or principal with the company, and currently on duty. All paperwork, documents, magnetic media, and any other media at County offices are considered to be confidential and privileged. Service Provider's employees are not authorized to read or make use of any paperwork on or in any desks or offices.

LEGAL ADDRESS OF THE COUNTY

The official address of the County shall be Pike County Commission 900 South Franklin Drive, Troy, Alabama 36081. All correspondence sent to the Service Provider shall be deemed to have been given when mailed via certified mail, or delivered to the address specified in the Agreement. Notice to the Pike County Commission shall be mailed via certified mail, or delivered to the legal address of the County.

INSURANCE

Service Provider shall furnish the County with original insurance certificates and endorsements affecting coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the County. Insurance requirements are described in Sample Agreement in Appendix A.

LAWS AND REGULATIONS

The work is located in the City of Troy, in the County of Pike, State of Alabama. The Service Provider shall comply with all ordinances, regulations, and other lawful requirements of said County, County, State, and Federal governing the work on public property.

SUPERVISION

Work performed by employees within the scope of the Service Provider's employees shall be directly employed and supervised by the Service Provider. The Service Provider shall perform management and technical supervision required to complete the work according to the specifications provided by the County. Employee(s) assigned to supervise the work shall be readily available, responsive to the County's representative(s) and have the authority to make decisions related to the management of the activities performed by the Contractor's employees.

SUPPLIES

The Service provider shall furnish, as part of this agreement, all necessary cleaning supplies and equipment to clean and maintain the use of the facility, including but not limited to carts, containers, baskets, maintenance products, cleaning powders and products, detergents, disinfectants, polishes, vacuum cleaners, mops, brushes, etc., specific brands may be indicated. Service Provider shall maintain Janitor Closet and equipment in a safe and clean condition.

The County shall furnish, as part of this contract, all paper products such as toilet paper, hand towels, and including trash liners and all soap products necessary for the public to utilize the facilities in a proper manner. All soap dispensers shall be maintained by the Service Provider.

CONTRACT TERM

The term of this Agreement shall be for one (1) year. The Agreement may be extended for two (2) additional one-year terms by the mutual written agreement of the parties. The cost of services shall remain firm for the term of agreement.

CONTRACT TERMINATION

The County may terminate this Agreement at any time before the expiration of the original term, or any extension thereof. Services may be terminated by the County upon thirty (30) days written notice. Services may be terminated by Service Provider upon ninety (90) days written notice. The County shall compensate Service Provider for all services provided before the actual date of termination. Upon receipt of Notice of Termination from Pike County Commission, the Service Provider shall immediately commence discontinuing any and all services provided under this Agreement.

PAYMENTS TO THE SERVICE PROVIDER

The County shall pay the Service Provider in current funds for the performance of the work, subject to additions and deductions based upon monthly determination by the County and the acceptability of the work performed computed in accordance with the Service Provider's accepted proposal and price schedule. Payment shall be made within thirty (30) days after receipt of an invoice sent to the County by the Service Provider. The Service Provider shall not invoice the County for services prior to thirty (30) days following execution of an Agreement with the County and not more frequent than once every four (4) weeks. The County may withhold payment for any unacceptable service if the Service Provider has been given notice of the deficiency and has not resolved the service deficiency within five (5) working days after receipt of a notification from the County. County has the right to request additional reports and supporting information from Service Provider as deemed reasonably necessary by County to audit Service Provider's performance under this Agreement. Service Provider shall provide all additional reports and information requested by County within ten (10) days of a written request.

EXTRA WORK

Extra Work must be authorized by the County and shall be shown as a separate item on the invoice submitted to the County. The invoice shall include any supplies used with their unit price and total cost, the amount of time required to do the job and the cost for labor, providing that labor is chargeable to this Extra Work.

INSPECTIONS

All of the Service Areas will be inspected regularly by the County. The County may require the Service Provider, or the local authorized representative, to accompany County staff during inspections, if the County is not satisfied with the Service Provider's work. The Service Provider or the local authorized representative is expected to be capable of understanding the deficiencies and authorized to take remedial action in a manner consistent with the contract requirements and specifications.

UNACCEPTABLE SERVICE

If the County, upon routine inspection, determines that any facility has not been serviced according to the specifications, a notice outlining the deficiencies will be e-mailed to the company representative or faxed to the Service Provider's local office. Payment will not be made for any services not provided by Service Provider. All notices of deficiencies will specify the date when the specified work must be completed. The date of completion will be less than five (5) days from the date the notice is issued. Failure to complete the work to the satisfaction of the County by the date specified will result in no payments being made to the contractor for the missed work.

Prior to re-submitting a request for payment, the Service Provider must request a re-inspection. A re-inspection request should be completed in writing to the County and either faxed or e-mailed to the County. If the work is deemed satisfactory upon re-inspection, the County will accept a request for payment, minus a one hundred dollar (\$100) charge for re-inspection. Any time an additional inspection is required as a result of inadequate performance, the one hundred dollar (\$100) re-inspection charge will be assessed for each inspection completed by the County until the specified work is completed.

END OF SCOPE OF WORK CONDITIONS

Attachment C – Supplemental General Conditions

Pike County Commission Facilities Janitorial Services Request for Proposals

INTENT

It is the intent of these Supplemental General Conditions to describe minimum quality, quantity, and scope of activity and they are not intended to be restrictive to any Service Provider.

The term “cleans”; shall mean “free from soil/dirt”. It is intended that all equipment and building surfaces shall be clean in all areas, whether specifically mentioned or not. The term “all areas” means all surface areas in the building.

The Service provider shall furnish, as part of this agreement, all necessary cleaning supplies and equipment to clean and maintain building, including but not limited to carts, containers, baskets, maintenance products, cleaning powders and products, detergents, disinfectants, polishes, vacuum cleaners, mops, brushes, etc., specific brands may be indicated. Service Provider shall maintain Janitor Closet and equipment in a safe and clean condition.

The County shall furnish, as part of this contract, all paper products such as toilet tissue, hand towels, and including trash can liners and all soap products necessary for the public to utilize the facilities in a proper manner. All soap dispensers shall be maintained by the Service Provider.

OFFICE

The Service Provider shall maintain an office with a competent company representative that can be reached Monday through Friday from 8:00 a.m. to 5:00 p.m. to discuss matters pertaining to this agreement with the Agreement Manager. An office is one that has a maximum response time of forty (40) minutes.

SUBCONTRACTORS

Service Provider shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

ASSIGNMENT OF CONTRACT

Service Provider shall not assign the agreement or any right or interest hereunder, without the prior consent in writing of the County.

RESPONSIBILITY FOR WORK

The Service Provider employees shall be responsible for all damages to people and/or property that shall occur as a result of the fault or negligence of said Service Provider.

PERSONNEL

The Service Provider shall furnish sufficient supervisory and working personnel capable of promptly accomplishing to the satisfaction of the County's Designee, and on schedule. All such personnel shall be physically able to do their assigned work.

Adequate and competent supervision shall be provided for all work done by the Service Provider's employees to ensure accomplishment of high-quality work that will be acceptable to the County's Designee. In addition, a non-working supervisor shall inspect all areas under the contract a minimum of once month. The County's Designee will perform contract compliance inspections only and will not act as a supervisor for the Service Provider.

Service Provider's personnel shall not be allowed to make personal calls while at the County work sites. Service Provider shall be liable for all expenses for any and all non-authorized phone calls. **Only employees on the payroll are to be on the work site.**

HAZARDOUS CONDITIONS

The Service Provider shall maintain all work sites free of hazards to persons and/or property resulting from his operations. Any hazardous conditions noted by the Service Provider, which is not a result of his operations, shall immediately be reported to the County's Designee.

ON-SITE STORAGE

Except for those locations having designated custodial closets, no tools or equipment are to be stored on the premises. It is the Service Provider's responsibility to properly and safely store materials and supplies in the designated closets (i.e., safe distance from water heaters or other heat sources, properly stacking materials. Flammables are not to be stored near ignition sources). No materials are to be stored within 18 inches of ceilings.

SAFETY TRAINING/PROCEDURES

Service Provider must provide a copy of its safety training programs that include, but are not limited to, training your staff on hazardous material, safety procedures, and safe work practices.

END OF SUPPLEMENTAL GENERAL CONDITIONS

**Attachment D – Specifications
Pike County Commission
Facilities Janitorial Services Request for Proposals**

CLEANING SPECIFICATIONS FOR ALL SITES				
<u>FACILITY GENERAL CLEANING</u>	BI-ANNUAL	ONCE A MONTH	ONCE A WEEK	EACH TIME
VACUUM CARPETS - OFFICES				X
VACUUM CARPETS - CUBICLES				X
VACUUM CARPETS - CONFERENCE ROOMS				X
VACUUM CARPETS - COUNTER AREA & HALLWAYS				X
VACUUM MATS AT ENTRANCES / EXITS				X
SPOT CLEAN CARPETS			X	
DUST MOP TILE FLOORS				X
DAMP MOP TILE FLOORS				X
DUST HIGH AREAS	X			
DUST LIGHT FIXTURES, LAMPS, PICTURES	X			
DUST AIR VENTS / GRILLS	X			
DUST BLINDS	X			
DUST WINDOW SILLS		X		
DUST FLOOR LENGTH WINDOW SILLS		X		
DUST / CLEAN DISPLAY CASE		X		
REMOVE SPIDER WEBS FROM WALL & WINDOWS	X			
EMPTY WASTE BASKETS AND RECYCLED BASKETS				X
SPOT CLEAN KICK PLATES & BASEBOARDS		X		
SPOT CLEAN PARTITIONS & DOORS		X		
SPOT CLEAN WALLS (TO 5FT)	X			

SWEEP & CLEAN ENTRANCE WAYS				X
CLEAN & SANITIZE DOOR HANDLES & PUSH PLATES				X
CLEAN INTERIOR & EXTERIOR OF GLASS DOORS				X
CLEAN KITCHEN AREA AND SINK				X
CLEAN & SANITIZE THE WATER COOLER / DRIP PAN				X
EMPTY TRASH AND RECYCLING RECEPTACLES AND REPLACE LINERS				X

<u>FACILITY RESTROOM CLEANING AND SANITIZING</u>	BI-ANNUAL	ONCE A MONTH	ONCE A WEEK	EACH TIME
DUST MOP TILE FLOORS				X
CLEAN MIRRORS & BRIGHTWORK				X
CLEAN & SANITIZE SINKS				X
CLEAN & SANITIZE TOILETS, TOILET SEATS, AND URINALS				X
CLEAN & SANITIZE DISPENSERS				X
EMPTY SANITARY NAPKIN DISPENSERS				X
EMPTY TRASH RECEPTACLES AND REPLACE LINERS				X
FILL SANITARY NAPKIN DISPENSERS				X
FILL SOAP DISPENSERS				X
FILL TOILET PAPER DISPENSERS				X
FILL TOWEL DISPENSERS				X
REPLACE DEODORANT BLOCKS			X	
SANITIZE & MOP RESTROOMS				X
SANITIZE & SPOT CLEAN WALLS (TO 5FT)				X
SPOT CLEAN RESTROOM PARTITIONS				X

<u>FACILITY CLOSING INSTRUCTIONS</u>		ONCE A MONTH	ONCE A WEEK	EACH TIME
ARRANGE CHAIRS				X
MAINTAIN JANITOR CLOSET				X
TURN ON NIGHT LIGHTS				X
CLOSE OFFICE AND HALLWAY DOORS				X
SECURE ENTRY DOORS AND WINDOWS				X

SPECIFICALLY EXCLUDED FROM THIS CONTRACT ARE PLANT CARE, AND REPLACEMENT OF LIGHT BULBS, LAMPS, ETC.

END CLEANING SPECIFICATIONS

**Attachment E – Cost Proposal Bid Form
Pike County Commission
Facilities Janitorial Services Request for Proposals**

<u>LOCATION</u>	<u>MONTHLY SERVICE PRICE</u>	<u>TOTAL YEARLY PRICE</u>
Pike County Judicial Complex		

Attachment F

SAMPLE TABLE FORMAT QUALIFICATIONS OF FIRM RELATIVE TO COUNTY'S NEEDS

Project Name	Client	Description of work	Total Project Cost	Percentage of work	Period work was	Client contact information*
<p>Did your firm meet the project schedule (Circle one) : Yes No</p> <p>Give a brief statement of the firm's adherence to the schedule and budget for the project:</p>						
<p>Did your firm meet the project schedule (Circle one) : Yes No</p> <p>Give a brief statement of the firm's adherence to the schedule and budget for the project:</p>						
<p>Did your firm meet the project schedule (Circle one) : Yes No</p> <p>Give a brief statement of the firm's adherence to the schedule and budget for the project:</p>						
<p>Did your firm meet the project schedule (Circle one) : Yes No</p> <p>Give a brief statement of the firm's adherence to the schedule and budget for the project:</p>						

*Include name, title and phone number

Attachment G

INSURANCE REQUIREMENTS

CONTRACTORS TO THE COUNTY OF MENIFEE (COUNTY), AT THEIR SOLE EXPENSE, SHALL FOR THE TERM OF THE CONTRACT OBTAIN AND MAINTAIN INSURANCE IN THE AMOUNTS FOR THE COVERAGE SPECIFIED BELOW, **AFFORDED BY COMPANIES WITH AM BEST'S KEY RATING OF A-VII, OR HIGHER, LICENSED OR AUTHORIZED TO TRANSACT INSURANCE BUSINESS IN THE STATE OF ALABAMA.**

AWARD IS CONTINGENT ON COMPLIANCE WITH COUNTY'S INSURANCE REQUIREMENTS, AS SPECIFIED, BELOW:

REQUIRED	TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
			EACH OCCURRENCE	AGGREGATE
YES	WORKER'S COMPENSATION	STATUTORY		
	EMPLOYER'S LIABILITY	STATUTORY		
YES	GENERAL LIABILITY, INCLUDING PERSONAL INJURY, BROAD FORM PROPERTY DAMAGE BLANKET CONTRACTUAL, AND FIRE LEGAL LIABILITY	BODILY INJURY	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY & PROPERTY DAMAGE COMBINED.	\$1,000,000	\$1,000,000
YES	AUTOMOBILE LIABILITY, INCLUDING ALL OWNED, HIRED, NON-OWNED	BODILY INJURY	\$1,000,000	\$1,000,000
		- EACH PERSON	\$1,000,000	\$1,000,000
		- EACH OCCURRENCE	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE		
		BODILY INJURY AND PROPERTY DAMAGE, COMBINED	\$1,000,000	\$1,000,000
YES	PROFESSIONAL LIABILITY, INCLUDING, ERRORS AND OMISSIONS, MALPRACTICE (WHEN APPLICABLE), AND NEGLIGENT PERFORMANCE	ALL DAMAGES		\$1,000,000
		ALL DAMAGES		\$1,000,000
YES	THE COUNTY OF MENIFEE IS TO BE NAMED AS AN ADDITIONAL INSURED: CONTRACTOR, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HEREIN DESCRIBED, INSURING NOT ONLY CONTRACTOR AND ITS SUBCONSULTANTS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS' COMPENSATION, EMPLOYER'S LIABILITY AND PROFESSIONAL INSURANCE, NAMING AS ADDITIONAL INSUREDS COUNTY, ITS COUNCIL MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.			

IV. INSURANCE COVERAGE MUST INCLUDE:

- D. A PROVISION FOR A WRITTEN THIRTY DAY ADVANCE NOTICE TO COUNTY OF CHANGE IN COVERAGE OR OF COVERAGE CANCELLATION; AND
- E. A CONTRACTUAL LIABILITY ENDORSEMENT PROVIDING INSURANCE COVERAGE FOR CONTRACTOR'S AGREEMENT TO INDEMNIFY COUNTY.
- F. DEDUCTIBLE AMOUNTS IN EXCESS OF \$5,000 REQUIRE COUNTY'S PRIOR APPROVAL.

II. CONTACTOR MUST SUBMIT CERTIFICATES(S) OF INSURANCE EVIDENCING REQUIRED COVERAGE.

III. ENDORSEMENT PROVISIONS, WITH RESPECT TO THE INSURANCE AFFORDED TO
“ADDITIONAL INSURED”

D. PRIMARY COVERAGE

WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED, INSURANCE AS AFFORDED BY THIS POLICY IS PRIMARY AND IS NOT ADDITIONAL TO OR CONTRIBUTING WITH ANY OTHER INSURANCE CARRIED BY OR FOR THE BENEFIT OF THE ADDITIONAL INSURED.

E. CROSS LIABILITY

THE NAMING OF MORE THAN ONE PERSON, FIRM, OR CORPORATION AS INSURED UNDER THE POLICY SHALL NOT, FOR THAT REASON ALONE, EXTINGUISH ANY RIGHTS OF THE INSURED AGAINST ANOTHER, BUT THIS ENDORSEMENT, AND THE NAMING OF MULTIPLE INSURED, SHALL NOT INCREASE THE TOTAL LIABILITY OF THE COMPANY UNDER THIS POLICY.

F. NOTICE OF CANCELLATION

3. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR ANY REASON OTHER THAN THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE COUNTY AT LEAST A THIRTY (30) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

4. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE COUNTY AT LEAST A TEN (10) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

NOTICES SHALL BE MAILED TO:

**Pike County Commission
PO Box 1147
Troy, AL 36081**