

**CITY OF OPELIKA
PURCHASING DEPARTMENT**

INVITATION TO BID

**LILLIE FINLEY
PURCHASING-REVENUE MANAGER
OFFICE: (334)705-5121
FAX: (334)705-5128**

BID DATA

BID NUMBER: 16025
COMMODITY TITLE: Custodial Services
USER DEPARTMENT: Lewis Cooper Jr. Memorial Library
BUYER: Lillie Finley
BUYER TELEPHONE: (334) 705-5121
ISSUE DATE: June 28, 2016

BID OPENING

DAY/DATE: July 25, 2016
TIME: 2:00 PM
LOCATION: City Hall Conference Room
MAILING ADDRESS: City of Opelika
Purchasing Department
PO Box 390
Opelika, AL 36803-0390

The City of Opelika Purchasing Department will receive bids for **Custodial Services for the Lewis Cooper Jr. Memorial Library** as specified herein. Bids must be received by **2:00 PM on July 25, 2016**, at which time they will be opened and read aloud. Late bids will not be considered nor returned.

BID MAY BE MAILED TO:

City of Opelika
Purchasing Department
PO Box 390
Opelika, AL 36803-0390

BIDS MAY BE DELIVERED TO:

City of Opelika
Purchasing Department
204 South 7th Street
Opelika, AL 36801

**PART ONE
GENERAL TERMS AND INSTRUCTIONS**

SECTION 1 TERMS AND CONDITIONS:

- 1.1 All bids submitted shall be firm for a minimum of 60 days, unless otherwise specified.
- 1.2 The City reserves the right to cancel or make null and void any purchase order, if delivery cannot be made on the specified delivery date.
 - 1.2.1 In case of default by the contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess occasioned thereby.
- 1.3 Bid tabulation will not be given over the telephone. Vendors desiring bid tabulation shall enclose a stamped and self-addressed envelope with their bid.
- 1.4 Bid awards are not official until a purchase order is issued or the Purchasing Department notifies the successful vendor in writing.
- 1.5 By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
- 1.6 Vendors not listed on the City bid list shall submit with their bid a completed W-9 form (attached).

SECTION 2 SUBMISSION OF BID:

- 2.1 Bids received after the designated date and time will not be opened nor returned.
- 2.2 All bids shall be submitted on and in accordance with forms for this purpose, which are available from the Purchasing Department. Additional supplementary documentation, when requested, shall be submitted on the bidder's letterhead.
- 2.3 All bids are to be submitted in sealed, plainly marked envelopes. Envelopes shall be marked in the bottom left corner with the Title of the Invitation to Bid, the Bid Number and the Opening Date. Facsimile and telephone bids will not be accepted.

- 2.4 All bids shall be typewritten or completed in black ink.
- 2.5 In order to be considered an authorized officer or agent of the company submitting the bid must sign all bids.
- 2.6 Bid documents shall be submitted, in **DUPLICATE**, to the City of Opelika, Purchasing Department.
- 2.7 Bids which show any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional forms, additions not called for, conditional or unconditional unresponsive bids may be rejected.
- 2.8 Any bid submitted with corrected errors shall have the correction initialed by the person signing the bid.

SECTION 3 BID EVALUATION:

- 3.1 The City reserves the right to evaluate all bids, waive any technicalities or informalities, reject any/or all bids and proposals, and further specifically reserves the right to make the award and/or awards in the best interest of the City.
- 3.2 The Bid Evaluation will be made on the following criteria:
 - 3.2.1 Bid price
 - 3.2.2 Compliance with specifications
 - 3.2.3 Ability to deliver service
 - 3.2.4 Prompt pay discount, if offered, and meeting requirements of **Section 3.4
- 3.3 The City may waive minor differences in specifications, provided these differences do not violate the specification intent, materially affect the operation for which the item or items are being purchased, nor increase the estimated maintenance and repair cost to the City.
- 3.4 In order for a prompt pay discount to be considered as a factor in the award of this bid, the minimum days allowed for payment to receive discount shall be 15 days after receipt of a correct invoice.
- 3.5 The City reserves the right to award all bids in their entirety or in part, whichever, in its opinion; best serves the interest of the City.
- 3.6 Unless clearly shown on the bid that it is the intent that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sums of the extension of unit prices; otherwise, in the event of any discrepancy between a unit price(s), extended prices(s) or total prices(s), unit prices shall govern and the bid will recalculate accordingly.
- 3.7 Alabama Bid Law allows a Local Preference, on the purchase of materials, equipment, supplies, or other personal property, to businesses located within the City of Opelika when their bid is within 5% of the lowest responsible bid. The City of Opelika will extend that preference when applicable.
- 3.8 The City shall be the sole judge as to an item meeting or exceeding the specifications.

SECTION 4 BILLING AND PAYMENT:

4.1 The vendor shall submit an invoice to:

City of Opelika
Accounting Department
PO Box 390
Opelika, AL 36803-0390

4.2 Payment by the City shall be made within thirty days, unless otherwise specifically provided, subject to any discount offered.

4.2.1 The City will make payment to the vendor upon receipt of invoice, and acceptance of the vehicle by the City.

SECTION 5 INSURANCE:

5.1 The contractor, at its own expense, shall keep in force and maintain during the life of the contract, the amount listed below:

Workmen’s Compensation – Statutory:

Employer’s Liability - \$100,000.00

Comprehensive General Liability:

Limits of Liability – Bodily Injury \$500,000.00 Each Occurrence
500,000.00 Aggregate

- Property Damage \$100,000.00 Each Occurrence
100,000.00 Aggregate

Automobile Liability – Comprehensive Form:

Limit of Liability

Combined Single Limit \$500,000.00

Uninsured motorist

Combined Single Limit 25,000.00

The successful bidder shall be required to provide insurance certificates naming the City of Opelika as additional insured prior to any work being performed.

The successful bidder shall be able to provide security bonding of employees that would assure protection from any loss to the City of Opelika.

SECTION 6 SITE INSPECTIONS:

5.0 An on site inspection tour and mandatory pre-bid conference will be held on **July 13, 2016 at 10:00 AM** at the facility to be cleaned. **Please note that no bid will be accepted from a vendor that does not attend the pre-bid conference.**

The address is as follows:

Lewis Cooper Jr. Memorial Library
200 6th St
Opelika AL 36801

The size of the Library to be cleaned is approximately 10,000 sq. ft. and will be opened seven (7) days per week. Cleaning shall be performed six (6) days per week

Questions concerning the mandatory pre-bid conference shall be directed to Lillie Finley at 334-705-5121.

PART TWO
SPECIFICATIONS FOR CUSTODIAL SERVICES
LEWIS COOPER JR. MEMORIAL LIBRARY
BID: 16025

THE FOLLOWING SERVICES SHALL BE PERFORMED:

A) General Cleaning Daily

1. Empty all trash receptacles indoors and outside and replace liners as necessary.
2. Sweep all damp mop all entrance ways
4. Clean and sanitize all toilets and urinals
5. Clean all mirrors
6. Stock soap, toilet paper and paper towel racks
7. Clean and sanitize all sinks
8. Mop all bathroom floors (change mop water as needed)
9. Clean bathroom wall petitions

B) General Cleaning Weekly

1. Check meeting rooms, vacuum, and move and stack chairs if needed
2. Clean glass doors and windows
3. Sweep and mop all tile floors including stairwell and elevator
4. Vacuum all areas that are carpeted (all three floors)
5. Dust all areas of the Library, shelves included
6. Spot clean walls
7. Clean sink and counters in break room
8. Clean refrigerator, stove and microwave and other appliances as needed
9. Sweep and mop break room floor
10. Dust and spot clean all furniture, fixtures, equipment and accessories.
11. Clean and sanitize all telephones

C) General Cleaning Monthly

1. Dust blinds, windows sills, vents and high dusting
2. Clean hand rails and doors
3. Machine scrub all tile and grout

D) General Cleaning Quarterly (1st, 2nd & 3rd quarter only)

1. Scrub & Wax VC tile

E) General Cleaning Yearly (4th Quarter)

1. Steam clean all carpets
2. Strip & Wax floors as needed

Closing Instructions

1. Clean all janitor closets
2. Arrange furniture
3. Report any damages
4. Secure all doors
5. Turn off lights
6. Turn on night lights

CONTRACT PERIOD:

This contract shall begin immediately upon award by city council and end June 30, 2017. Contract may be renewed for two additional years upon mutual agreement. Bid shall be for a monthly unit price. Billing shall be done on a monthly basis. The contract shall be awarded on the overall low bid for the three (3) year life of the contract.

ADDENDA AND INTERPRETATIONS:

If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders.

The City is not bound by any oral representations, clarifications or changes made in the written specifications by the City of Opelika employees, unless such clarification or change is provided to bidders in written addendum form from the Purchasing Division.

GENERAL:

Cleaning shall be performed after 7:30 PM Monday and Tuesday and after 6:00 PM Thursday and Friday and after 5:00 PM Saturday and Sunday. Unless designated otherwise, the normal workweek will be Monday through Sunday, excluding each Wednesday, Thanksgiving, Christmas Eve, Christmas day and New Years day, additional day at Thanksgiving, Martin Luther King Day, Memorial Day, 4th of July, & Labor Day. Since we do not operate on these days, a payment adjustment will be made by dividing the monthly fee by 30 and deducting that daily amount. If some extenuating circumstance should occur that forces the Library to be closed, the same payment method will be used.

The City will only pay for days worked.

The contractor shall provide all cleaning equipment and products necessary with the exceptions of soap, urinal screens, air fresheners, paper towels, and bathroom tissue and trash can liners.

Standard acceptable cleaning practices shall be used along with standard cleaning products to insure the Building's cleanliness.

Contractor's employees must be in uniform, drug screened and background checked.

Cleaning service personnel will insure that all building doors and windows are locked before leaving in order to maintain building security. One master key will be issued to the Library.

A schedule with the number of personnel and resumes of the people who will be assigned to clean the facilities shall be submitted with bid.

Drug and alcohol screening polices shall be submitted with bid.

Companies submitting a bid shall provide proof of security bonding from their insurance company.

This contract may terminate this contract for poor performance by giving a 30-day written notice. If it becomes necessary for the City to terminate the contract with the successful bidder because of poor performance, the contract shall be offered to the next lowest responsible bidder without rebidding the service.

Successful contractor shall notify the Library staff when additional supplies are needed.

REFERENCES:

Successful bidder shall submit with bid, a minimum of three references from Government or Public Agencies where contract work of this type has been performed within the last three years. Bidder shall list the name of the agency, contact name, phone number and the approximate size of the building cleaned.

**PART THREE
BID FORM
CUSTODIAL SERVICE
ITB #16025**

The undersigned declares that before preparing, they read carefully the specifications and requirements for Bidders and that their bid is made with full knowledge of the kind, quality and quantity of services and materials to be furnished, and their said bid is as stated on these pages. The undersigned offers and agrees, if this bid is accepted, within SIXTY (60) calendar days from date of opening, to furnish any or all of the items upon which prices are offered at the price set opposite each item, delivered at the designated point(s) within the time specified. **PLEASE SUBMIT BIDS IN DUPLICATE AS REQUESTED IN SECTION II, ITEM 2.6**

LEWIS COOPER MEMORIAL LIBRARY

- 1. **FIRST YEAR** \$ _____ PER MONTH
- 2. **SECOND YEAR** \$ _____ PER MONTH
- 3. **THIRD YEAR** \$ _____ PER MONTH

Discounts will be allowed for prompt payment: _____ percent, 10 calendar days
_____ percent, 15 calendar days
_____ percent, 20 calendar days
_____ percent, 30 calendar days

COMPANY SUBMITTING BID: _____

ADDRESS: _____

CITY, STATE, ZIP CODE _____

SIGNATURE OF PERSON AUTHORIZED OF SIGN BIDS

TYPED NAME AND TITLE OF SIGNER

TELEPHONE NUMBER _____

FAX NUMBER _____

E-MAIL ADDRESS _____

FEDERAL I.D. NUMBER _____

DATE _____

WEB SITE ADDRESS _____

BID NO.: 16025
STATEMENT OF NO BID/PROPOSAL

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and Return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Purchasing Division of the City of Opelika wishes to keep its bid list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid/proposal solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry within the time set for the proposal opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this commodity/service list.

_____ Specifications too "tight", i.e. geared toward one brand or manufacturer only.

_____ Specifications are unclear (explain below)

_____ We are unable to meet specifications.

_____ Insufficient time to respond to the Request for Proposal.

_____ Our schedule would not permit us to perform.

_____ We are unable to meet bond requirements.

_____ We are unable to meet insurance requirements.

_____ We do not offer this product or service.

_____ Remove us from your proposers list for this commodity or service.

_____ Other (specify below).

REMARKS _____

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____

PHONE: _____ FAX: _____

ADDRESS: _____
(Street address) (City) (State) (Zip)

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER. **NOTE:** NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE ARE PERMITTED WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE) AND THE REMOVAL FROM THE MASTER BIDDERS LIST.

FIRM NAME

BY (PRINTED)

BY (SIGNATURE)

TITLE

ADDRESS

PHONE NUMBER

FAX NUMBER