

PIKE COUNTY SCHOOL SYSTEM
Board of Education
101 West Love Street, Troy Alabama, 36081
RFP # 18-0019
INSTRUCTIONS TO VENDORS

INVITATION TO BID:

For the purpose of this bid request and contract the Pike County Board of Education will be known as the (Board or Owner) the bidder will be known as (Bidder) or (Contractor) or (Vendor), with or with out capitalization.

The Pike County Board of Education invites you to bid for providing Custodial Services for Goshen Elementry School, Goshen High School, Pike County High School, Pike County Elementry School, Banks Middle and Primary Schools, and **Center for Advanced Academics and Accelerated Learning** as specified on the attached pages. Sealed proposals will be received until **2:00 pm, June 6, 2018 at 101 W. Love Street, Troy, AL 36081**, at which time they will be opened publicly and read. The Board reserves the right to reject any and all bids for any reason as determined by the Board.

INSTRUCTIONS FOR BIDDER:

The Board of Education reserves the right to reject any and/or all bids, to waive all formalities in bidding, to be the sole judge of quality and equality of the several bid proposals and to award the contract to the most desirable bidder. This contract will be awarded for a three year period with a possiable extension for two additional years. Service under this contract shall began on the School Syatem Inservice dated each year.

Each bid shall be placed together with the bid guaranty, in a sealed envelope. On the outside of the envelope the bidder shall write in large letters "**PROPOSAL**", below which is to be marked in the outside lower left hand corner: **Custodial Services BID for Pike County School Board Bid #18-0019, June 6, 2018 2:00 pm with the name of the bidder and the bidder's current licesne number.**

All bids must be submitted on the attached Bid Proposal Forms and signed by the bidder. **Submit the original bid and four copies.**

The Pike County Board of Education is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4(15) Code of Alabama 1975.

All prices submitted on the proposal are to be comprehensive.

The contract for purchase will be put into effect by means of a purchase order executed after tabulations are compiled and the bid is awarded by the Pike County Board of Education.

The award for the cleaning contract may be renewed each year for five consecutive years after the initial award unless limited by Law or a determination by the state regulating authority. Additional cost for each successive year may be negotiated by the Board and the contractor for cleaning supplies, paper products and personnel.

Any questions regarding the the bid process or specifications should be directed to:

Tom Hicks
Director, Finance and Operations
Pike County Board of Education
101 West Love Street, Troy Alabama 36081
thicks@pikecountyschools.com
(334) 566-1850 ext 81130

**NOTE: All e-mail correspondence must have in the beginning of the subject line
“RFP 18-0019”**

DELIVERY: The services should be delivered as specified in the RFP and Contract Supplemental Instructions to Bidders in Exhibits A through E.

PAYMENT: The successful vendor may expect payment from the Pike County Board on the 10th of each month. Invoices must be received in the central office located at 101 West Love Street, Troy Alabama 36081 by the 28th day of the preceeding month to receive payment by the 10th day of the following month. Invoice must be broken down on a line item basis to clearly demonstrate billings, for cost of chemicals, paper products and personnell by location described as Goshen Elementry School (GES), Goshen High School (GHS), Pike Ccounty High Schools (PCHS) Pike County Elementry School (PCES), Banks Middle School (BMS), and Banke Primary School (BPS), and Center for Advanced Academics and Accelerated Learning (CAAAL) Any invoice simply showing a total amount without itimization will be returned to the vendor.

INSTRUCTIONS TO BIDDERS (VENDORS)

CONTENTS

1. Preparation of Proposal.

1.1 Any explanation desired by a vendor regarding the meaning or interpretation of any portion of these documents must be requested in writing and directed to the Board representative in sufficient time for a reply to reach vendors before the submission of their proposals. Oral explanations or instructions given before the opening of the proposals will not be binding. Any information given to one prospective vendor will be furnished to all prospective vendors as a proposal addendum, if such information is necessary to vendors in submitting their proposals or if the lack of such information would be prejudicial to an uninformed vendor.

1.2 Each vendor will submit one original RFP and four (4) copies

2. BID DOCUMENTS

The Bid Documents consist of the Advertisement for Bids, Instructions to Bidders, any modifications of or supplements to these Instructions to Bidders, the Proposal Form, and the proposed Contract Documents. Bid Documents may be obtained or examined as set forth in the Advertisement for Bids.

3. LICENSING REQUIREMENTS:

The bidder must have the appropriate business license and must show the Owner evidence of license before bidding or the bid will be rejected by the Owner. A bid which is for work outside of the type or types of work stipulated in the bidder's license, will not be considered.

4. INSURANCE REQUIREMENTS

As an attachment to the bid document submitted, the bidder must provide proof of current insurance as follows:

- a. General Liability for an amount not less than \$1,000,000.
- b. Workers Compensation for all persons to be employed at the work site.

5. QUALIFICATIONS of BIDDERS and PREQUALIFICATION PROCEDURES:

- a. Any special qualifications required of contractors or material suppliers, are set forth in the Bid Documents.
- b. The Owner may elect to prequalify bidders. Parties interested in bidding for this contract are directed to the Advertisement for Bids and Supplemental Instructions to Bidders to determine whether bidders must be prequalified and how they may obtain copies of the Owners published prequalification procedures and criteria.

- c. Release of Bid Documents by the Owner to a prospective bidder will not constitute any determination by the Owner that the bidder has been found to be qualified, prequalified, or responsible.

6. Mandatory Walk Through and EXAMINATION of BID DOCUMENTS:

Before submitting a bid for the Work, the bidders shall carefully examine the Bid Documents. A mandatory site visit is scheduled for **May 16, 2018 at 8:00 am and will start with an introduction and instructions at the Pike County Warehouse located at 317 Montgomery Street, Troy Alabama.** This mandatory visit is required, bidders not attending this mandatory walk through **will be excluded** from bidding for this contract. Each bidder will visit each work site and satisfy themselves as to the nature and location of the work, and the general and local conditions, including weather, the general character of the site or building, the character and extent of existing work within or adjacent to the site and any other work being performed thereon at the time of submission of their bids. The submission of a bid shall constitute a representation by the bidder that the bidder has made such examination and shall be compared to the sign in register and visit and has judged for and satisfied himself or herself as to conditions to be encountered regarding the character, difficulties, quality, and quantities of work to be performed and the material and equipment to be furnished, and as to the contract requirements involved. All bidders are responsible for their measurements of all facilities.

7. EXPLANATIONS and INTERPRETATIONS:

- a. Should any bidder observe any ambiguity, discrepancy, omission, or error in the specifications, or in any other bid document, or be in doubt as to the intention and meaning of these documents, the bidder should immediately report such to the Owner and request clarification.
- b. In the case of inconsistency between specifications or within either document, a bidder will be deemed to have included in its bid the better quality or greater quantity of the work involved unless the bidder asked for and obtained the Owner's written clarification of the requirements before submission of a bid.

8. PREPARATION and DELIVERY of BIDS:

a. Proposal Form:

- 1. Bids must be submitted on the Proposal Form as contained in the Bid Documents; one original and four (4) copies are required to be submitted.
- 2. All information requested of the bidder on the Proposal Form must be filled in. The form must be completed by typewriter or hand-printed in ink.
- 3. Identification of Bidder: On the first page of each Proposal Form the bidder must be fully identified by completing the spaces provided. Sign all documents in the space provided.
 - a. the legal name of the bidder,
 - b. the state under which laws the bidder's business is organized and existing,
 - c. the city and state in which the bidder has its principal offices,
 - d. the bidder's business organization, i.e., corporation, partnership, or

- individual (to be indicated by marking the applicable box and writing in the type of organization if it is not one of those listed), and
- e. the partners or officers of the bidder's organization, if the bidder is other than an individual. If the space provided on the Proposal Form is not adequate for this list, the bidder may insert an attachment and provide the list on an attached letterhead paper with the listed officials.
4. Where indicated by the format of the Proposal Form, the bidder must specify lump sum prices in both words and figures. In case of discrepancy between the prices shown in words and in figures, the words will govern.
 5. All bid items requested in the Proposal Form, including alternate bid prices and unit prices for separate items of the work, must show a bid amount. If a gross sum of bid items is requested in the Proposal Form, the gross sum shall be provided by the bidder, in both written word and numbers.
 6. In the space provided in the Proposal Form under "Bidder's Alabama License", the bidder must insert his or her current contractor's state license number, current bid limit, and type(s) of work for which bidder is licensed.
 7. The Proposal Form shall be properly signed by the bidder. If the bidder is:
 - a. **an individual**, that individual or his or her "authorized representative" must sign the Proposal Form;
 - b. **a partnership**, the Proposal Form must be signed by one of the partners or an "authorized representative" of the Partnership;
 - c. **a corporation**, the president, vice-president, secretary, or "authorized representative" of the corporation shall sign and affix the corporate seal to the Proposal Form. As used in these Instructions to Bidders, "authorized representative" is defined as a person to whom the bidder has granted written authority to conduct business in the bidder's behalf by signing and/or modifying the bid. Such written authority shall be signed by the bidder (the individual proprietor, or a member of the Partnership, or an officer of the Corporation) and shall be attached to the Proposal Form.
 8. Interlineation, alterations or erasures on the Proposal Form must be initialed by the bidder or its "authorized representative".
 - a. **Bid Guaranty**
 1. The Proposal Form must be accompanied by a cashier's check, drawn on an Alabama bank, or a Bid Bond, executed by a surety company duly authorized and qualified to make such bonds in the state of Alabama and made payable to Pike County Board of Education.
 2. If a Bid Bond is provided in lieu of a cashier's check, the bond shall be on the Bid Bond form provided by the bonding company. The bonding company must be licensed in the State of Alabama for bonding this activity.
 3. The amount of the cashier's check or Bid Bond shall not be less than five percent of the contractor's bid for the first year, but is not required to be in an amount more than ten thousand dollars.
 - b. **Delivery of Bids:**
 1. Bids will be received until the time set, and at the location designated, in the Advertisement for Bids unless notice is given of postponement. Any bid not received prior to the time set for opening bids will be rejected

absent extenuating circumstances and such bids shall be rejected in all cases where received after other bids are opened.

2. Each bid shall be placed, together with the bid guaranty, in a sealed envelope. On the outside of the envelope the bidder shall write in large letters.
3. Bids may be delivered in person, or by mail if ample time is allowed for delivery. When sent by mail, the sealed envelope containing the bid, marked as indicated above, shall be enclosed in another envelope for mailing.

9. WITHDRAWAL or REVISION of BIDS:

- a. A bid may be withdrawn prior to the time set for opening of bids, provided a written request, executed by the bidder or the bidder's "authorized representative", is filed with the Owner prior to that time. The bid will then be returned to the bidder unopened.
- b. A bid which has been sealed in its delivery envelope may be revised by writing the change in price on the outside of the delivery envelope over the signature of the bidder or the bidder's "authorized representative". In revising the bid in this manner, the bidder must only write the amount of the change in price on the envelope **and must not reveal the bid price.**
- c. Written communications, signed by the bidder or its "authorized representative", to revise bids will be accepted if received by the Owner prior to the time set for opening bids. The Owner will record the instructed revision upon opening the bid. Such written communication may be by facsimile if so stipulated in Supplemental Instructions to Bidders. In revising the bid in this manner, the bidder must only write the amount of the change in price **and must not reveal the bid price.** Except as provided in paragraph 12 below, no bid shall be withdrawn, modified, or corrected after the time set for the bid opening.

10. OPENING of BIDS:

Bids will be opened and read publicly at the time and place indicated in the Advertisement for Bids. Bidders or their authorized representatives are invited to be present.

11. INCOMPLETE and IRREGULAR BIDS:

A bid that is not accompanied by data required by the Bid Documents, or a bid which is in any way incomplete, may be rejected. Any bid which contains any uninitialed alterations or erasures, or any bid which contains any additions, alternate bids, or conditions not called for, or any other irregularities of any kind, will be subject to rejection.

12. BID ERRORS

- a. **Errors and Discrepancies in the Proposal Form.** In case of error in the extension of prices in bids, the unit price will govern. In case of discrepancy between the prices shown in the figures and in words, the words will govern.
- b. **Mistakes within the Bid.** If the low bidder discovers a mistake in its bid, the low bidder may seek withdrawal of its bid without forfeiture of its bid guaranty under

the following conditions:

1. **Timely Notice:** The low bidder must notify the Awarding Authority in writing, within three working days after the opening of bids, that a mistake was made. This notice must be given within this time frame whether or not award has been made.
2. **Substantial Mistake:** The mistake must be of such significance as to render the bid price substantially out of proportion to the other bid prices. Clear and convincing evidence must be provided.
3. **Type of Mistake:** The mistake must be due to calculation or clerical error, an inadvertent omission, or a typographical error which results in an erroneous sum. A mistake of law, judgment, or opinion shall not constitute a valid ground for withdrawal without forfeiture.
4. **Documentary Evidence:** Clear and convincing documentary evidence of the mistake must be presented to the Awarding Authority as soon as possible, but no later than three working days after the opening of bids. The Awarding Authority's decision regarding a low bidder's request to withdraw its bid without penalty shall be made within 10 days after receipt of the bidder's evidence or by the next regular meeting of the Awarding Authority. Upon withdrawal of bid without penalty, the low bidder shall be prohibited from (1) doing work on the project as a subcontractor or in any other capacity and (2) bidding on the same project if it is re-bid.

13. DISQUALIFICATION of BIDDERS:

Any bidder(s) may be disqualified from consideration for contract award for the following reasons:

- a. **Collusion.** Any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition to bid at a fixed price or to refrain from bidding or otherwise shall render the bids void and shall cause the bidders or prospective bidders participating in such agreement or collusion to be disqualified from submitting further bids to the Awarding Authority on future lettings. (See § 39-2-6, Code of Alabama 1975, for possible criminal sanctions.)
- b. **Advance Disclosure.** Any disclosure in advance of the terms of a bid submitted in response to an Advertisement for Bids shall render the proceedings void and require readvertisement and rebid.
- c. **Failure to Settle Other Contracts.** The Awarding Authority may reject a bid from a bidder who has not paid, or satisfactorily settled, all bills due for labor and material on other contracts in force at the time of letting.
- d. Prior disqualifying experience or practices with the board.

14. CONSIDERATION of BIDS:

After the bids are opened and read publicly, the bid prices will be compared and the results of this comparison will be available to the public. Price is but one consideration, contract will be awarded in accordance with the award evaluation sheet below. Until the final award of the contract, however, the Awarding Authority shall have the right to reject any or all bids, and it shall have the right to waive technical errors and irregularities if, in its judgment, the bidder will not have obtained a competitive advantage and the best interests of the Owner will be promoted.

15. DETERMINATION OF THE WINNING BID SHALL BE DETERMINED BY THE POINTS SCORED ON THE EVALUATION SHEET. ANY OR ALL ALTERNATES MAY OR MAY NOT BE ACCEPTED BY THE BOARD

16. AWARD of CONTRACT:

- a. The Board reserves the right to reject any and all bids. The Board also reserves the right to cancel this contract for lack of funding without penalty from the vendor. The Board also reserved the right to to cancel this contract for a lack of preformance, or sub-standard preformance by the contractor, contractor personnell, or the use of sub-standard chemicals or paper products as determined by the board representative. The contract shall be awarded in accordance with evaluation factors as stated below. A responsive bidder is one who submits a bid that complies with the terms and conditions of the Advertisement for Bids and the Bid Documents. Minor irregularities in the bid shall not defeat responsiveness subject to awarding authority decision. It is the Boards intent to open bids on the established bid date and time, award an exceptable bid at the board meeting scheduled for **the contractor will be required to began work on School System inservice dated each year on or about August 6, 2018 2018 and will end May 24,2019.** Start/end date may vary each year. The Board will award this contract for three years and may, at its' discretion, extend the contract up to an additional two years. Should the winning contractor fail to start on the start date the contractor agrees to reimburse the Board for all expenses incurred in obtaning custodial services for the interim period.
- b. A bidder to whom award is made will be notified following board meeting by confirmed facsimile, or letter to the address shown on the Proposal Form at the earliest possible date. Unless other time frames are stipulated in Supplemental Instructions to Bidders, the maximum time frames allowed for each step of the process between the opening of bids and the issuance of an order to proceed with the work shall be as follows:
1. Contractor's return of the fully executed contract, with bonds and evidence of insurance, to the Awarding Authority befor start date of contract.
 2. Notice To Proceed issued to the contractor prior to start date. The time frames stated above, or as otherwise specified in the Bid Documents, may be extended by the Board. Failure by the Awarding Authority to comply with the time frames stated above or stipulated in Supplemental Instructions to Bidders, or agreed extensions thereof, shall not be just cause for the withdrawal of the contractor's bid and contract without forfeiture of bid security.
 3. Should the successful bidder to whom the contract is awarded fail to execute the Contract the Owner shall retain the bid bond, if it is a cashier's check, or recover from the principal or the sureties, if the guaranty is a bid bond, the difference between the amount of the contract as awarded and the amount of the bid of the next lowest responsible and responsive bidder, but not more than \$10,000. If no other bids are received, the full amount of the bid guaranty shall be so

retained or recovered as liquidated damages for such default. Any sums so retained or recovered shall be the property of the Awarding Authority.

4. All bid guaranties, except the bidder awarded the contract, will be returned immediately after bids have been checked, tabulated, and the relation of the bids established. If no award is made within the specified period, as it may by agreement be extended, all bids will be rejected, and all guaranties returned. If any potentially successful bidder agrees in writing to a stipulated extension in time for consideration of its bid and its bid was guaranteed with a cashier's check, the Awarding Authority may permit the potentially successful bidder to substitute a satisfactory bid bond for the cashier's check.
5. Contract Management and Contractor Personnel: The Vendor shall furnish with their proposal response, a detailed organizational chart of his proposed supervisor structure to be used in the performance of the duties identified herein. The chart should indicate the levels of supervision to be used at each facility.

END OF INSTRUCTIONS TO BIDDERS

Evaluation Factors

1. The Board will award contracts to the vendor who submits the “**best value proposal**” to the Board... **PIKE COUNTY SCHOOL SYSTEM (Board) is requesting custodial services for seven (7) separate school sites**, Goshen Elementry School, Goshen High School, Pike County High School, Pike County Elementry School, Banks Middle and Primary Schools, and Center for Advanced Academics and Accelerated Learning

1.1. Proposals should contain all components of “**Proposal Requirements**”. The following criteria will be used to evaluate all proposals with relative weighted value as shown below: Evaluation of proposals shall be based on what **is the best overall solution** for the Board. Price will be only one factor used in determining the award of the contract.

· Experience	10
· Financial Stability	5
· CIMS-GB Certification	5
· Training & Employee Development	5
· Management/Supervisory Plan	5
· Operational Plan	10
· Quality Control	10
· Transition for Startup	10
· References	5
· Price	35
	TOTAL 100

1.2.1 The Board expressly reserves the right to waive minor deviations from the specification when it is determined that total cost to the Board of the deviating proposal is lower than the lowest conforming proposal which meets all aspects of the specifications, and the overall function of the goods or services, or both, specified in the deviating proposal is equal to or greater than that of the conforming bid. In conjunction, the Board also reserves the right to:

1.2.2 Waive any defect, irregularity or informality in any proposal procedures.

1.2.3 Reject any or all RFPs.

1.2.4 Reject any alternates and waive any defects, if it is in the best interest of the Board:

1.2.5 Award the entire RFP to one Vendor

1.2.6 Award the RFP under the most beneficial terms for the Board:

1.2.7 Extend the opening time and date.

1.2.8 Procure any item of the RFP by other means.

EXHIBIT A

Cleaning Specifications for Contractor Personnel

I. OFFICE AREAS, CLASSROOMS, LOUNGES AND WORK ROOMS, and RESTROOMS, FIVE (5) DAYS PER WEEK (DURING SCHOOL TERM)

Each Day

- A. WASTEBASKETS AND TRASH CONTAINERS:** Wastepaper containers and other waste receptacles will be emptied and returned to original locations. Plastic liners will be changed every day. All waste will be collected and removed to a dumpster located at the school.
- B. DESKS, CHAIRS, FILE CABINETS, WINDOW SEALS AND BINDS:** Desks will be thoroughly dusted on all horizontal surfaces, and wood desktops are to be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desk tops will of necessity be limited to those tops which are reasonably clear of work papers. Desktops that are heavily laden with papers are to be dusted only in the exposed areas. Chairs will be dusted on all horizontal surfaces. Fabric-upholstered seats and arms and side chairs are to be spot whisked. All chairs are to be replaced in original positions to maintain an overall orderly and neat appearance. Window seals and blinds are to be thoroughly dusted each night.
- C. GENERAL DUSTING:** The following surfaces and items will be hand dusted, using a treated cloth or, when needed, a damp cloth: miscellaneous cabinets, window sills, coat racks, ledges and shelves under six feet, telephones, and other desktop accouterments. NOTE: Handling of desktop personal effects, such as vases and other decorations will be held to a minimum. Glass-top desks will be damp wiped and polished. Window seals and blinds are to be thoroughly dusted each night.
- D. CARPETS:** Carpets will be vacuumed in classrooms and offices and around desks in classrooms each day.
- E. WALLS:** Wall surfaces around light switches, handrails, door knobs, and other heavy traffic areas are to be spot cleaned as needed.
- F. TILE FLOORS:** All tile floor areas are to be dust mopped with chemically treated dust mops.

- G. **GLASS PARTITIONS:** Interoffice glass panels are to be spot cleaned to remove fingerprints and smudges.
- H. **CLASSROOMS:** Chalk/Marker boards and trays will be cleaned daily unless instructed otherwise.
- I. **TILE FLOORS:** All tile floor areas are to be dust mopped with chemically treated dust mops. Spills and stains are to be spot mopped on a daily basis.
- J. **GLASS PARTITIONS:** Interoffice glass panels are to be spot cleaned to remove fingerprints and smudges.
- K. **CLASSROOMS:** Chalk/Marker boards and trays will be cleaned daily unless instructed otherwise.
- L. **AS NEEDED EACH DAY:** Spills and stains are to be mopped on a daily basis or as requested in every classroom, hall way and Dining Room and Kitchen.
- M. **Day porters are required** to check all Fire Extinguisher in all buildings once a month August through May. Make sure the indicator arrow is in the Green area indicating the unit is charged, if so initial off on the card attached to the Fire Extinguisher. Should the unit not be in the green report it to office and identify the location. Maintenance staff will replace the unit.
- N. **Day porters are required** to clean-up all spills in the cafeteria, classrooms and hallways. Including after people have been sick.

II. HALLS AND LOBBIES

Each Day

- A. **WASTEBASKETS AND TRASH CONTAINERS:** Wastepaper containers and other waste receptacles will be emptied and returned to original

locations. Plastic liners will be furnished as needed. All waste will be collected and removed to a dumpster located at the school.

- B. LEDGES AND HANDRAILS:** All ledges, handrails, and other surfaces prone to dust accumulation will be dusted.
- C. WALLS:** Wall surfaces around light switches, handrails, door knobs, and other heavy traffic areas are to be spot cleaned as needed.
- D. WATER FOUNTAINS:** To ensure a clean, healthful condition at water fountains, the dispensing area and bowls are to be washed with a disinfectant solution and dry shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
- E. ENTRANCE AREAS:** All glass doors are to be cleaned on both sides. Side panels are to be spot cleaned as needed and will be cleaned completely once a week.
- F. FLOORS:** Carpeted floors are to be thoroughly vacuumed. Tile or terrazzo areas will be dust mopped and damp mopped daily.
- G. ENTRANCE MATS:** Fabric-coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed, as the situation warrants.

III. RESTROOMS AND LOCKER ROOMS

Each Day

- A. COMMODES AND URINALS:** Commodes and urinals will be cleaned thoroughly. Seats will be cleaned on both top and bottom. This work will be performed using an acceptable non-pungent germicidal disinfectant solution. Bright metal parts are to be dry shine. For People working during school hours.

STUDENT RESTROOMS All SCHOOLS Inspect restrooms after the bell rings for the students to be in class and clean up any spills or water on floor, mop as necessary, dry out the sinks and flush and clean all toilets and urinals. Add all paper products as necessary.

- B. WASHBASINS:** Washbasins will be cleaned and dried inside and outside. Bright metal parts will be dry-shined.
- C. WASTE RECEPTACLES:** All waste receptacles will be emptied and interiors wiped out. Sanitary napkin waste disposal containers will be

emptied, sprayed with an approved disinfectant spray, and wiped dry. The contents of these containers will be emptied into special carryout containers for removal from the premises.

- D. **PAPER PRODUCTS:** Toilet tissue, paper and/or cloth hand towels, facial tissues, and liquid hand soap, hand sanitizer, will be placed into service by the contractor, and restocked each day as needed into each restroom on each campus as well as every Kitchen. It will be the Contractor's responsibility to assist the Customer in keeping an accurate inventory of these items. All dispensing units will be kept clean. Both day and night

custodial staff will maintain toilet tissue, hand towel, soap and sanitizer dispensers daily.

- E. **MIRRORS:** Mirrors will be cleaned and dry shined.
- F. **WALLS:** Walls will be spot cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.
- G. **STALL PARTITIONS:** The tops of all partitions will be dusted. Partition walls will be spot cleaned with a detergent disinfectant solution.
- H. **FLOORS:** Loose paper and debris will be swept from floors. Floors will be wet mopped with a detergent disinfectant solution, using a scraper or steel wool pad for stains or adherents.

IV. FLOOR MAINTENANCE

Every Wednesday

- A. **HALLS/CORRIDORS/ENTRYWAYS TO ALL BUILDINGS AND THE MAIN OFFICE BUILDING:**
All VCT will be buffed weekly and re-coated with wax in traffic areas.
- B. **CARPET:** All carpet will be spot cleaned in high traffic areas.

Every Wednesday

- A. **TELEPHONES:** Phones are to be damp wiped with a disinfectant solution.
- B. **CARPETS:** All carpeted floor areas are to be thoroughly vacuumed. Accessory tools will be used in hard-to-reach areas. Operator will exercise care to ensure that vacuum does not bump or mar furniture. Spot cleaning is to be performed as needed to remove spillage.
- C. **PICTURES:** All wall pictures and other wall adornments are to be dusted.
- D. **BASEBOARDS AND LOW VENTS:** Baseboards and low vents are to be dusted.
- E. **VERTICAL FURNITURE SURFACES:** Sides of desks, credenzas, and other furniture are to be dusted with a treated cloth.
- F. **CHALK/MARKER BOARDS:** All boards will be damp cleaned on a weekly basis.

V. First Monday of Every MONTHLY

- A. FLOORS:** Floors will be machine scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- B. LOCKERROOM WALLS:** Walls will be scrubbed with a detergent disinfectant solution and rinsed thoroughly.
- C. LAVATORY WALLS AND STALL DIVIDERS:** All tile walls and stall dividers will be cleaned and disinfected.
- D. HIGH DUSTING AND CLEANING:** All high ledges, door frames, etc., will be dusted. Ceilings, ceiling vents, and walls will be dusted
- E. HIGH DUSTING:** Ceiling vents, air duct vents, and ledges above six feet are to be thoroughly dusted. Either a treated cloth, soft dust cloth, or vacuums may be used for this operation.
- F. UPHOLSTERED FURNITURE:** All upholstered furniture will be vacuumed with proper attachments designed for this purpose.
- G. FLOOR MAINTENANCE:** All tile classroom, lounges, office tile will be buffed and re-coated with wax in traffic areas.
 - 1. Pike County Board will provide wax for hallways and around office areas.
 - 2. Pike County Board will provide bug spray for custodial staff to spray every building.
 - 3. Pike County Board will provide poison for ants for use on the outside grounds as directed by the maintenance staff.

VI. MISCELLANEOUS

- A. LIGHTS:** Lights will be turned off as each area is completed, except for designated security lights.
- B. DOORS:** Doors will be locked upon entering the area and double-checked upon completion of duties.
- C. MAINTENANCE NEEDS:** Any building maintenance or repair problems that the contractor's workers note will be reported on a daily basis to the Principal or Assistant Principal.
- D. JANITORIAL CLOSETS:** Workers' closets will be neat and orderly, reflecting a professional approach to business.
- E. KEY SECURITY:** All keys will be assigned a coded number and secured in a key box.

VII. OTHER SERVICES

The Contractor's staff must be on call twenty-four hours a day, seven days a week. In the event of fire or flood damage, or any other unusual occurrence, emergency service can be provided at a moment's notice.

A Customer Service Representative must be available, at the Customer's convenience, to tour the premises with a building representative, for whatever reason.

The Contractor's Manager assigned to the Board will inspect the building once a week and will submit quality control reports to the Board. These reports must be available to the Board at all times upon request.

VIII. SUPPLIES AND EQUIPMENT

The Contractor will furnish all janitorial supplies as listed in Exhibit E to all building restrooms and all kitchens on each campus. All equipment necessary to perform the above work is the responsibility of the vendor. Vendor will replace broken equipment within 24 hours as per contract.

EXHIBIT B

Locations, grade level and estimated square footage for each school

<u>School Name</u>	<u>Grade Level</u>	<u># of Mobile Units</u>	<u>Square Feet</u>
Pike County High	7-12	0	85,122
Pike County Elementary	Pre K - 6	0	64,924
Banks Middle School	4-8	0	35,456
Banks Primary School	Pre K - 3	1	18,260
Goshen High School	7-12	0	80,464
Goshen Elementary	Pre K - 6	3	47,722
(CAAAL) See below	7-12	0	12,000
Total Square Feet			343,948

Contractor is responsible for all measurements as to square footage.

Staff and Students Levels

**For each school for the purpose of providing expendable items are as follows:
Subject to change**

<u>Campus</u>	<u>Students</u>	<u>Staff</u>	<u>Support</u>
Banks Primary	129	19	3
Banks Middle	240	21	3
Goshen Elem	454	39	13
Goshen High	435	30	7
Pike Co High	443	34	11
Pike Co Elem	454	31	13
Pike Co Alternative Learning	60	6	1
Center for Technology	100	9	2
Center for Advanced Academics and Accelerated Learning (CAAAL)	100	5	

**EXHIBIT C
Pricing**

Vendor provided custodial services:

PER SCHOOL PRICE/Staffing:	Daily Staff Numbers	Staff Hours	Price
<u>Goshen Elementary:</u> provide Nighttime custodians 2:30 PM to 11:00 P.M	_____	_____	(\$ _____)
1 Day Porter 7:00 AM to 3PM	_____	_____	(\$ _____)
<u>Goshen High School:</u> Nighttime custodian 2:30 to 11:00P.M.	_____	_____	(\$ _____)
<u>Banks Middle School</u>	_____	_____	(\$ _____)
<u>Banks Primary School</u>	_____	_____	(\$ _____)
<u>Pike County High School</u> <i>Assistance for System current staff</i>	_____	_____	(\$ _____)
<u>Pike County Elementary</u>	_____	_____	(\$ _____)
<u>Center for Advanced Academics And Accelerated Learning</u>	_____	_____	\$(_____)
<u>System Total</u>	_____	_____	\$ _____

Provide over site and assistance (as per contract) for contractor and Board employees as per contract requirement for every campuses each night.

Staff Numbers _____ Staff Hours _____ Price \$ _____

Provide training for board employees (custodians) in the methods for cleaning and the use of chemicals and equipment in their work area
\$ _____

Company/Firm Name

INTENT: I am authorized to submit the above pricing. I have read and understand the RFP and Contract, and the vendor I represent will abide by each component of the RFP, and Contract for "Custodial Services for PIKE COUNTY SCHOOL SYSTEM.

Signature Date

ALTERNATE 1:

Cost per hour and per month for one eight (8) hour custodian(s) (one addition at a time) to be added to (any campuses as needed) on a permanent or temporary basis for the remainder of the contract period. Cost will be prorated for the remainder of the contract year based on the following amount.

Cost to add one custodian per hour, as needed \$_____

Cost to add one custodian per month, for a school year, as needed. Will be prorated for the remainder of the year when used. \$_____

Cost to add one vendor custodian to replace a Board employee that may retire or resign for one full school year \$_____

In the event the Board adds a new building(s) (new construction) to the system provide cost for supplies, chemicals listed in Exhibit E. Per SF cost \$_____

The board reserves the right to accept or reject all or part of the pricing in listed above, base bid pricing, and all or part of any alternates.

For the Contractor/Vendor, my signature below certifies that, as agent for:

Company/Firm Name

INTENT: I am authorized to submit the above pricing. I have read and understand the RFP and Contract, and the vendor I represent will abide by each component of the RFP, and Contract for "Custodial Services for PIKE COUNTY SCHOOL SYSTEM

Signature

date

ALTERNATE 2:

Attach separate sheet if necessary. For this alternate the vendor will be responsible for providing all materials, supplies and expendables items for all building on all campuses including the Troy Pike Center for Technology and the Alternative Learning Center, both located in Troy Alabama. These products are for use by both Board and Vendor personnel.

- a. At a minimum the contractor will provide all cleaning chemicals, and cleaning materials, as listed in EXHIBIT E attached.

\$ _____

- b. All paper products, plastic waste can liners, toilet tissue, paper and hand towels, facial tissues, liquid hand soap, hand sanitizer as listed in EXHIBIT E attached

\$ _____

The board reserves the right to accept or reject all or part of the pricing in listed above, base bid pricing, and all or part of any alternates.

The Contractor also agrees in the event items listed in a. and b. above are not provided on a timely basis, and the Board must purchase these items, the cost for these items will be reduced from Contractor invoice.

For the Contractor/Vendor, my signature below certifies that, as agent for:

Company/Firm Name

INTENT: I am authorized to submit the above pricing. I have read and understand the RFP and Contract, and the vendor I represent will abide by each component of the RFP, and Contract for "Custodial Services" for PIKE COUNTY SCHOOL SYSTEM.

Signature

date

EXHIBIT E

All chemicals to be approved by a Board representative and MSDA sheets provided for every location prior to use.

Minimum List of Required Products

PAPER PRODUCTS:

BW Roll Paper Towels Natural (case)
Junior Jumbo Toilet Paper (case)
Household Toilet Paper (case)

SOAP:

Foam Soap
Hand Sanitizer (for each classroom, and kitchen) with pump dispenser

CHEMICALS

Soakit Absorbent (vomit)
Vandalism Mark Remover
Quat 44
Cream Cleaner QT
Odor Digestant QT
Hi Pro Degreaser Gallon
Glass and Surface Cleaner QT
Daily Floor treatment 1/2 gallon
Expo 1 Gallon Whiteboard cleaner
Chewing Gum Remover Can SS100
Neutral Germicidal (Disp container)
Deformers Gallon deformer
Toilet Cleaner E
Peroxide Concentrate 1 GL
Sani Guard Fogger

BRUSHES/BROOMS/HANDLES:

Flex Angle Broom (ea.)
Toy Broom (each)
Dust Mop Clip On Handle (each)
60" Plastic Quick Change Handle
Wood Handle - Tapered (each)
Wood Handle - Threaded (each)
Floor Squeegee 22" Foam Rubber (each)
Unger 14" Window Squeegee (each)
Swivel Scrub Deck Brush (each)
MOPS/MOP HEADS:

Acrylic bowl mops (each)
18 OZ Looped Mop Head

GENERAL:

Dust Mask (5 Pk.)
Lamb's wool Extendable Duster (each)
Doodle Bug Holder & Handle (each)
Plastic 1 GL jug Pump
Spray Bottle (each)
Spray Bottle Trigger (each)
Waxed Bags (box)
Goggles
Toilet Bowl Caddy (each)
Toilet Bowl Brush (each)
Rags - Blue Surgical (20)
Lobby Dust Pans (each)
Small Utility Pad
Heavy Duty Dust Pan (each)
Putty Knives (each)
Long Handled Razor Scraper (each)
6 qt Micro Filter Paper Bags (10 pk.)
10 qt. Micro Filter Paper Bags (10 pk.)
Nylon Tooth Brush - Detail Brush (each)
Hand Sanitizer
Trash can liners

GLOVES:

Nitrile Powdered Large (box)
Nitrile Powdered Medium (box)
Nitrile Powdered Small (box)
Nitrile Powdered X-Large (box)
Yellow 10" Plastic Gloves Large (pair)

Additional Supply

Rags - White SM Supply (20)
Mops – Dust
Mops - Dust
Mops - Wet

I have read and understand the above list to be the minimum requirements to meet the RFP and Contract with the Pike County School System

Signature

date