

Entered on the National Register of Historic Places



William Isley, Jr. Mayor
Kelli Lee, City Clerk

Belinda Crapet, Chief of Police
Richard Harvey, Chief of Fire and Rescue
Earl Peoples, Superintendent of Public Works

Dear Bidder:

The City of Springville, Alabama is requesting proposals for professional janitorial services at the following locations: 160 Walker Drive, 200 Walker Drive, 210 Walker Drive, 151 Industrial Drive, 209 Robinson Street, 6315 US-11, 385 Village Springs Rd, 370 Springville Station, and 480 Springville Station. . The services provided shall be in accordance with the Terms and Conditions and Statement of Work set forth herein. Bids shall be returned to City Hall, 160 Walker Drive, PO Box 919, Springville, AL 35146, by 1:00 pm on Tuesday, November 10th. All bids shall be placed in a sealed envelope clearly marked “Bid – City of Springville Janitorial Services”.

The City will be contracting for an initial 3 year term anticipated November 30th 2020 to November 30th 2023. Questions about this bid and appointments to view the buildings should be directed to Park and Recreation Director Ashley Hay at 205-467-0265.

The successful bidder must obtain a City of Springville business license prior to commencement of the project.

The bidders name, address, telephone number and fax number, and the name of a contact person shall be included on the bid sheet. Bid prices shall be good for a period of thirty (30) days.

The City of Springville reserves the right to reject any or all bids and to waive informalities.

10/16/2020

I, Ashley Hay, Director of Parks & Recreation of the City of Springville, Alabama, hereby certify the foregoing bid has been posted in accordance with the law.

POSTED AT THE FOLLOWING LOCATIONS:

SPRINGVILLE CITY HALL	_____	WITNESS
SPRINGVILLE POST OFFICE	_____	WITNESS
SPRINGVILLE WATER WORKS	_____	WITNESS

P. O. Box 919, 160 Walker Drive, Springville, Alabama 35146
205-467-6133

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Statement of Work

1. General Description

- a. The City has a need for a Contractor to perform janitorial services at various city buildings between the hours of 6:00 pm and 12:00 am on varying days or as approved by each individual department.

Location	Approx Square Feet*
160 Walker Drive – City Hall/Police Building	9000
200 Walker Drive – Fire Station #1	1323
210 Walker Drive – Storm Shelter	1150
151 Industrial Drive – Public Works Building	600
209 Robinson St – Senior Center	1250
6315 US-11 – Library & Annex	4300
385 Village Springs Rd - VFW	2850
370 Springville Station – Storm Shelter	1540
480 Springville Station – Park & Rec Office	1335

****Rough estimates, a visit at each location is highly recommended before bid submittal***

- b. Amenities at each location

Location	Total Restrooms	No. of Stalls	No. of Kitchen/Break Areas	No. Of offices to be serviced	No. of Conference Rooms
160 Walker Drive	7	6	3	3	3
200 Walker Drive	NA	NA	NA	NA	NA
210 Walker Drive	NA	NA	NA	NA	NA
151 Industrial Drive	2	0	1	0	0
209 Robinson St	2	0	1	1	NA
6315 US-11	2	0	0	0	0
385 Village Springs Rd	NA	NA	NA	NA	NA
370 Springville Station	NA	NA	NA	NA	NA
480 Springville Station	1	0	1	1	1

2. Technical Specifications for Janitorial Services – Specific Requirements

160 Walker Drive, 209 Robinson Street, & 6315 US -11

Extent of Services	Frequency of Service
Sanitize Chairs/Hard Surfaces	2x a week
Vacuum carpeted areas/rugs	2x a week
Dust Mop & Damp Mop Hard Floors	2x a week
Restrooms: Clean toilets, fixtures, sinks, surfaces, and mirrors	2x a week
Empty trash and insert new liners	2x a week
Sanitize sink/counter in kitchen/break areas	2x a week
Clean window glass	1x a month
Flip and clean entrance Mats	1x a month
Dust from floor level above	1x a month
Spot Clean walls, areas around fixtures, doors	1x a month
Carpet Cleaning	2x a year
Floor Buffing	1x a year
Wax & Strip tile	As needed

151 Industrial Drive & 480 Springville Station

Extent of Services	Frequency of Service
Sanitize Chairs/Hard Surfaces	1x a week
Vacuum carpeted areas/rugs	1x a week
Dust Mop & Damp Mop Hard Floors	1x a week
Restrooms: Clean toilets, fixtures, sinks, surfaces, and mirrors	1x a week
Empty trash and insert new liners	1x a week
Sanitize sink/counter in kitchen/break areas	1x a week
Clean window glass	1x a month
Flip and clean entrance Mats	1x a month
Dust from floor level above	1x a month
Spot Clean walls, areas around fixtures, doors	1x a month
Carpet Cleaning	1x a year (excludes 480 Springville Station)
Wax & Strip tile	As needed

200 Walker Drive, 210 Walker Drive, 385 Village Springs Rd, 370 Springville Station

Extent of Services	Frequency of Service
Carpet Cleaning	2x a year (excludes Village Springs and Springville Station)
Floor Buffing	1x a year

3. Miscellaneous Services

Miscellaneous Services shall be included in the total monthly cost.

4. Changes to the Specific Requirements

The City reserves the right to add or delete any given type of janitorial work to the requirements described in this Statement of Work. The cost shall be calculated or negotiated at the time the change is required. There may be a need for janitorial services on weekends for special after hour's events, including but not limited to special events held after hours or weekend events that continue after hours; notification will be given to the Contractor identifying the type of service and areas to be serviced. No modification or change to this Agreement, including any changes to this Statement of Work, will be valid without written approvals by the City in the form of an amendment, as set forth in General Terms and Conditions

5. General Requirements

a. Contractor shall furnish all necessary labor, supervision, travel, equipment, Materials cleaning supplies, and equipment to perform the services described in this Statement of Work.

b. Contractor shall provide sufficient labor and supervision at all times to carry out the Work satisfactorily, and shall ensure that only competent workers who are skilled in the type of work specified are employed. If the City determines that a person is incompetent or unsuitable, the Contractor shall immediately remove such person from performing any further service and make sure all keys/badges and any other items that belong to the City are returned to the City within 24 hours.

c. Contractor shall notify the City of any irregularities noted during performance of services including, but not limited to, doors left unlocked, lights not working or left on, defective plumbing, broken windows, broken bathroom fixtures, unstable or broken furniture, graffiti, vandalism and/or damage to the building or its contents.

d. No unauthorized visitors or workers will be allowed on the Facilities premises. The City must approve all individuals visiting or working in the Facilities.

e. Contractor employees are prohibited from using, tampering with, or removing from City premises City equipment, including, but not limited to, computers, networks, photo copiers, fax machines, telephones, printers, consumable supplies and office supplies. The removal of City equipment or consumable supplies is prohibited and the City will seek prosecution of any individual(s) who may do so. The City will also seek financial restitution for the use and or removal of equipment and or supplies from the City. Contractor employee are also prohibited from moving or otherwise disturbing papers on desks or other work areas, removing any food stored in refrigerators or on desks, and opening any drawers or cabinets.

Pricing Sheet

Please provide your total monthly costs in the appropriate space in the table below to perform the Work as described in, Statement of Work. The quoted costs and rates shall include all taxes and shall be fixed for a period of at least one year, unless a change in governmental regulations such as change in the prevailing wage, necessitates a revision to the costs or rates.

Location	Total Monthly Cost
160 Walker Drive – City Hall/Police Building	\$
200 Walker Drive – Fire Station #1	\$
210 Walker Drive – Storm Shelter	\$
151 Industrial Drive – Public Works Building	\$
209 Robinson St – Senior Center	\$
6315 US-11 – Library & Annex	\$
385 Village Springs Rd - VFW	\$
370 Springville Station – Storm Shelter	\$
480 Springville Station – Park & Rec Office	\$

Bid Checklist for Vendors

- Cover Page – including contact information, authorized signature, and name of submitting authority and Vendor Information
- Included Narrative with Statement of Work, Qualifications, and Experience
- Pricing Sheet
- Three (3) References
- Submitted sealed bid to be received by the City no later than Tuesday, November 10th, 2020 at 1pm addressed to:

Ashley Hay
City of Springville
PO Box 919
Springville, AL 35146