

Specifications
For Contract Janitorial Services

City of Tarrant City Hall
1133 East Lake Boulevard

Information for Bidders

The City of Tarrant seeks a provider of janitorial services for Tarrant City Hall located at 1133 East Lake Boulevard. The successful contractor shall furnish all labor, equipment and supplies necessary to perform the custodial services, including cleaning, dusting, vacuuming, mopping, stripping, waxing, polishing, washing and removal of trash and waste materials.

The Contractor is encouraged to physically inspect buildings before submitting bid. Any questions prior to submission of a bid should be directed to Kim Stone – 205-849-2800 ext 1025 or cityclerk@cityoftarrant.com.

Bid shall include a current Certificate of Insurance providing the following coverage:

- Broad Form General Liability Policy in the sum of:
 - \$500,000 for Bodily Injury or Property Damage
 - \$500,000 for Personal Injury
- Workers Compensation and Employers Liability
- \$50,000 Employee Dishonesty Coverage

Contractor must provide the above Certificates of Insurance to the City of Tarrant, Alabama as a certificate holder with the unconditional provision that the City will be notified in writing 30 days prior to any change in, or cancellation of any policy.

BIDDER QUALIFICATIONS

Bidders shall provide three (3) references showing a minimum of two (2) prior years experience where the company, or it's supervisors, have engaged in commercial or institutional janitorial service.

In evaluating each bidder, consideration will be given to the following criteria. Deficiency in any of the below listed areas may be adequate reason for bid rejection:

- Competitive pricing offered
- Level of experience as evidenced by references
- Sufficiency of financial resources
- Ability of the bidder to provide an adequate level of service in accordance with specifications and generally accepted standards of workmanship

By submitting a bid, the Contractor acknowledges scope of work to be performed.

Bidder asserts that any and all work done for the City of Tarrant will be done in compliance with local, state, and federal law.

GENERAL CONDITIONS

The City and the Contractor shall each have the right to terminate the Contract upon thirty-day written notice to the other party.

All work under this contract shall be inspected to insure high standards of cleanliness.

Contractor will be responsible for all damages to building property caused by employees. Such damage shall be repaired at contractor's expense.

Contractor shall be responsible for payment of employee payrolls including withholding taxes, social security, unemployment compensation insurance, and for payment of public liability insurance and employee bonds.

Payment for services shall be made to the Contractor within 30 days of submission of the company's invoice.

The Contractor shall provide all necessary machines, equipment, tools, cleaning supplies and labor, etc., as may be necessary to perform the work outlined herein.

PERSONNEL REQUIREMENTS AND WORK PROCEDURES

The Contractor or Supervisor shall be present on the job at all times as noted herein. Prior to the commencement of work, the Contractor shall submit in writing to the City Clerk, for prior approval, the name of the person intended to be employed as supervisor for the execution of this contract along with his qualifications and past experience. Contractor may not sublet contract for cleaning to another company. The City reserves the right to execute a background investigation on any employee of the Contractor.

The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ or permit to remain on the job, any person considered unfit. All work shall be performed after the premises are closed for business. Dates shall be approved by the City Clerk. Employees shall not loiter on the premises before or after their working hours. Only the Contractor's employees are allowed inside the building while cleaning. Other individuals, including family members or friends of Contractor's employees are not allowed in the building.

Contractor shall provide supervision necessary to prevent theft of equipment and property belonging to either the city or its employees.

Contractor's employees shall not disturb papers on desks or open drawers or cabinets. Contractor employees are not permitted to use city computers, printers, copiers, telephones, televisions, radios or other property for personal purposes.

While on duty, Contractor's employees shall be properly identified by means of badge and/or readily identifiable uniform.

Keys for the building will be available. Contractor is responsible for locking all doors and turning off lights when leaving the premises.

The City of Tarrant and Tarrant Electric Department will furnish Contractor's dispenser replenishment products for the following: paper towels, bathroom tissue, hand soap, and waste receptacle bags. All other cleaning supplies are to be furnished by the Contractor.

Contractor's employees shall report to the City any observation of conditions such as leaky faucets, clogged toilet and drains, broken fixtures, etc., as well as any other unusual condition or event in the building.

Contractor shall not hire any actively employed City of Tarrant employees.

Contractor shall arrange his employees' schedules to conform to City schedules.

TWICE WEEKLY

- *Empty wastebaskets and trash containers, wipe clean, replace plastic liner, and return to original location.
- *Clean water fountains. Wash bubblers and bowls with disinfectant solution.
- *Sweep or vacuum entrances, lobbies, all offices, courtroom/council room, and hallway floors; spot mop as necessary and vacuum carpeted areas.
- *Clean lobby doors and windows with a heavy emphasis on doors and windows at entrances.
- *Clean kitchen counter, sink, table, coffee makers, and outside of refrigerator and microwave.
- *Dust office equipment, furniture, desks, chairs, credenzas, tables and cabinets.
 - Papers and folders will not be moved unless specifically requested.
- *Lock designated office doors upon completion of cleaning.

Bathrooms:

- *All fixtures shall be washed and dried inside and out. Seats shall be washed top and bottom, using a scouring powder, and then a germicidal disinfectant solution. Bright metal parts shall be dry shined.
- *Waste receptacles in bathroom shall be emptied and interiors wiped out.
- *Mirrors are to be cleaned and dry shined.
- *Walls shall be spot cleaned to remove splashes and runs, soap splashes, fingerprints and smudges.
- *Stall Partitions: Tops shall be dusted and partition walls shall be spot cleaned with a detergent disinfectant solution.
- *Floors: Sweep loose paper and debris. Wet mop floors with a detergent disinfectant solution.
- *Replenish dispensers of toilet tissue, paper towels, and hand soap.

WEEKLY

- *Damp wipe telephones, computer keypads, and mouse pads with a disinfectant solution.
(Do not use any type of spray disinfectant on this type of equipment).
- *Dust wall-hung pictures and other wall adornments.
- *Mop floors.
- *Dust baseboards.
- *Dust blinds and clear away cobwebs around windows.
- *Pick up trash around front entrance.
- *Spot clean wall surfaces around light switches, handrails, doorknobs, and other heavy traffic areas.

Desks, Chairs and File Cabinets

- *Thoroughly dust all horizontal surfaces. Wood desk tops to be dusted with soft, treated dust cloth. Vinyl, Formica, and glass tops may be dusted with a treated or damp cloth. Services to desk tops will of necessity be limited to those which are reasonably clear of work papers; fabric upholstered seats, and arms to be spot whisked.

MONTHLY

- *Clean air vents and interior doors.
- *Spray buff resilient floors.

*Wash baseboards.

QUARTERLY

*Dust all paneled walls using specially treated dusting cloths.

*Vacuum all drapes on both sides.

*Vacuum upholstered furniture thoroughly.

SEMI-ANNUALLY

*Strip and wax resilient tile floors.

*Clean carpeted areas using hot water extraction (“steam”) equipment.

*Wash all windows inside and out: March, June, September and December.

REQUIREMENTS LISTED ABOVE ARE NOT AN EXHAUSTIVE LIST. CONTRACTOR SHALL BE AGREEABLE TO ALL REASONABLE REQUESTS WHICH IMPROVE STANDARDS AND HELP MAINTAIN A CLEAN AND HEALTHY ENVIRONMENT FOR EMPLOYEES AND CITIZENS.

GENERAL INFORMATION

- A. The lowest responsible/responsive bidder shall be awarded a one-year contract with the option of renewal for additional one-year periods, but not to exceed a three-year period total, if service is satisfactory and price remains as quoted. The contract may be terminated by either party upon a thirty-day written notice.
- B. Work shall be conducted on Wednesdays and Fridays after 5:00 PM and before 7:30 AM. Contractor shall schedule and arrange work so as to not interfere with operational functions or city work within the buildings. Final work schedule to be approved by City.
- C. The Contractor shall provide and store all equipment, labor, and cleaning supplies to perform the above-mentioned duties.
- D. The Contractor must purchase a City of Tarrant business license as soon as contract is awarded.

The undersigned hereby certifies that he/she has read the attached specification sheet for Janitorial Services and submits for your consideration the following price:

MONTHLY RATE CITY HALL

\$ _____

The City of Tarrant reserves the right to reject any/or all bids or parts thereof and to waive all minor irregularities in bidding.

Name of Company

Address

City State Zip

Phone Number

Name of person submitting bid

Signature