

This R.F.P. No **18-918** and the Proposal Opening date must appear on the proposal envelope.

REQUEST FOR PROPOSAL
OFFICE OF THE CITY PURCHASING AGENT
P.O. BOX 1111
Montgomery, Alabama
September 4, 2018

Gentlemen:

Sealed proposals for **Police Janitorial Services** will be received by the undersigned until 2:00 P.M. **September 18, 2018**, in Room 1, Building 1941, 934 North Ripley Street, Montgomery, Alabama, 36104, and be opened as soon thereafter as practical. Proposals will be publicly opened and read in Conference Room, Building 1941, 934 North Ripley Street, Montgomery, Alabama, 36104. Proposals may be hand carried or mailed; however, it is the responsibility of proposers to assure that proposals are received not later than 2:00 P.M. on the date indicated above. Proposals received after this time will not be considered.

SITE VISIT - Proposers are urged and expected to inspect the sites where services are to be performed and to satisfy themselves as to all general and local conditions that may affect the cost of performance of the contract, to the extent such information is reasonably obtainable. In no event will a failure to inspect the site constitute ground for a claim after award of the contract. Interested proposers shall contact Major Jay King at phone number (334) 625-2620 jeking@montgomeryal.gov to make appointment for site visit.

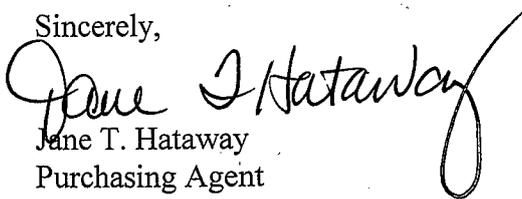
AMBIGUITIES - Proposers aware of any problem or ambiguity in interpretation of the provisions of this solicitation should seek an explanation, before proposing, from the City Purchasing Agent.

The City of Montgomery reserves the right to award this proposal on an all or none basis or item by item and also the right to reject any or all proposals and the right to make an award in the best interest of the City of Montgomery.

No oral, telephonic, telegraph, facsimile proposals, modifications or alternate proposals will be considered. Proposals will not be considered from firms, individuals or the same owners of separate companies submitting more than one proposal.

Questions regarding this solicitation may be directed to telephone number (334) 625-2610 and should be presented prior to the proposal opening.

Sincerely,



Jane T. Hataway
Purchasing Agent

JH/kb

Attachments:

1. Proposal Form.
2. Specifications.
3. Police Department Facilities.
4. Special Provisions.

PROPOSAL FORM

R.F.P. No. 18-918

Mrs. Jane Hataway
City Purchasing Agent
P.O. Box 1111
Montgomery, Alabama 36101-1111

Dear Mrs. Hataway:

Submitted below is my firm proposal on Police Janitorial Services in accordance with your Request for Proposal referenced above. Prices quoted are F.O.B., Montgomery, Alabama and the item(s) on which I am quoting are in exact accordance with the specifications with any exceptions listed below.

QUANTITY	DESCRIPTION	MONTHLY PRICE	EXT. AMT.
12 Months	POLICE DEPARTMENT JANITORIAL SERVICES: Per Attached List.	\$ _____	\$ _____

TOTAL PRICE FOR THE 12 MONTH PERIOD \$ _____

NOTES:

1. A bond in a reliable surety company authorized to do business in the State of Alabama must be given by successful proposer; such bond shall be for the sum of one hundred percent (100%) of the contract price conditioned for the prompt and faithful performance of all terms of the contract. **SUCH BOND WILL BE REQUIRED BEFORE THE START OF WORK BY THE SUCCESSFUL PROPOSER.**
2. The Successful Proposer shall provide a work schedule for the entire year within seven (7) days after award of the contract, to include all cleaning frequencies.
3. The City of Montgomery reserves the right to accept or reject any or all proposals within a minimum of 30 days after proposals are opened.
4. Proposers making exceptions to the proposal specifications which require the City of Montgomery to make modifications or add items necessary to meet specifications either in-house or by contract may have the costs involved added to their price proposal.
5. **Proposers must furnish at least three (3) references from customers with multiple sites with a total of more than 500,000 sq. ft. of buildings that they have cleaned.**
6. **PLEASE NOTE SPECIAL PROVISIONS ATTACHED.**

7. **INCOMPLETE PROPOSAL BONDS AND UNSIGNED PROPOSAL FORMS WILL BE CAUSE FOR DISQUALIFICATION OF A PROPOSAL.**
8. Contract period will be for a three (3) year period from date of award.
9. This contract may be canceled for the convenience of either party, by either party giving sixty (60) days notice to the other party.
10. **VENDORS SHOULD PROVIDE ONE ORIGINAL PRINTED HARDCOPY, CLEARLY IDENTIFIED AS SUCH, AND ONE (1) ADDITIONAL COPY OF THEIR PROPOSAL.**
11. **BUSINESS OWNERSHIP:**
SMALL – LESS THAN 50 EMPLOYEES OR GROSS RECEIPTS LESS THAN \$1,000,000.00 PER YEAR, INDEPENDENTLY OWNED AND OPERATED.
 YES **NO**
MINORITY AND WOMEN OWNED – AT LEAST 51% OWNED BY ONE OR MORE SOCIALLY AND ECONOMICALLY DISADVANTAGED INDIVIDUALS AND WHOSE MANAGEMENT AND DAILY BUSINESS OPERATIONS ARE CONTROLLED BY ONE OR MORE OF THOSE INDIVIDUALS.
 YES **NO**
12. Background checks – Contractor must perform background checks on all employees providing service to the City of Montgomery. Minimal, the background check should include a national criminal check along with child abuse registry checks. **Montgomery Police Department will conduct a thorough background check of employees prior to start of contract.**
13. Recommendations will be made based on, but not limited to: specificity of proposal, price, creativity of proposal, previous work performance.
14. All equipment at the beginning of the contract must be in new or good condition. An equipment list including quantities and manufacturer must accompany your proposal. Police Department staff has the right to disapprove any equipment or “brand” that they determine unsuitable.
15. Staffing requirements – A full-time project manager will be assigned to the contract with the sole responsibility to manage the specifications of this proposal. The project manager will be responsible for quality of all facilities included in this proposal and will report to the Desk Services Commander (DSC), Montgomery Police Department, bi-monthly. At this time, quality assurance forms should be discussed and any issues outlined.
16. The project manager shall be able to read, write, speak and understand English.
17. See attached list of properties that are included in this proposal along with the frequencies of cleaning each facility.

18. Submit a one page narrative illustrating qualifications, experience, years in business, company philosophy and any unique benefits your company will provide The City of Montgomery.
19. Provide a one page narrative describing how you plan to manage this project. Include the location of your nearest office involved in this project. Describe your management and supervision plan to maintain the facilities as outlined in the specifications.
20. Bidders must have and provide specific details on the following:
 - A.) Management and Employee Training Program
 - B.) Quality Assurance Program
 - C.) Safety Program
 - D.) Green Clean Program/ Chemicals/Equipment
 - E.) Web Based Work Order System
 - F.) Staffing Plan to include an organization chart

EXCEPTIONS TO SPECIFICATIONS:

Proposal Date

Terms of Payment & Discount

Delivery Date Phone No

Company

Mailing Address Fax No.

Email Address

BY: _____
(Signature)

BY: _____
(Printed Name)

SCOPE OF WORK: The Contractor shall provide all labor, equipment, tools, chemicals (except paper products and trash bags), supervision and other services to perform the work as defined for the attached building schedule.

PERSONNEL: The Project Manager shall have full authority to act for the contractor. The Manager shall meet with the Desk Services Commander (DSC) daily to discuss immediate problem areas. Any schedule changes must be approved by the DSC in advance. The Contractor shall transfer to another contract any personnel found to be objectionable by the Montgomery Police Department. No food may be prepared on the premises by the contractor's personnel. City telephones shall not be used for personal reasons nor any toll or long distance calls. No personal cell phones may be used during duty hours unless on break.

LOST AND FOUND: The Contractor will insure that all articles of possible personal or monetary value are turned in to the City Purchasing Agent.

CONSERVATION OF UTILITIES: HVAC Systems will not be adjusted by the workers. Water faucets or valves shall be turned off after the required usage has been accomplished.

SAFETY: The Contractor shall furnish ample safety devices (caution-wet floor signs, ribbons, etc.) positioned appropriately when mopping or refinishing floors.

INSURANCE: The Contractor will carry insurance/workman's compensation on all employees working under contract

WORK SCHEDULE PROVISIONS

A. Daily

1. Wastebaskets and trash containers are to be emptied, exterior surface wiped clean and returned to original location. Plastic liners will be installed as needed with liners furnished by City. Interior of wastebaskets will be cleaned as required and disinfected.
2. Desks will be thoroughly dusted on all horizontal surfaces; wood desk tops are to be dusted with soft dust cloths; vinyl, formica and glass tops may be dusted with a treated or damp cloth. Bottle and cup rings and/or other spillages are to be removed. Services to desk tops of necessity will be limited to those tops which are reasonably clear of work papers. Desk tops heavily laden with papers are to be dusted only in the exposed areas.

Montgomery Police Department
Cleaning Specifications

3. General Dusting: Hand dusting of the following should be done with a treated cloth or in some cases where a damp cloth is called for; miscellaneous cabinets, window sills, coat racks, ledges and shelves under six feet, telephones and other desk top accouterments. NOTE: Handling of desk top personal effects such as vases and other decorations is to be held to a minimum.
4. Carpets are to be vacuumed in traffic lanes and around desks paying particular attention to knee well areas. Spot cleaning is to be performed as needed to remove spillages or stains.
5. Walls are to be spot-cleaned as needed especially around light switches, handrails, door knobs and other heavy traffic areas.
6. Tile floors: All tile floor areas are to be dust mopped with chemically-treated mops or wet-mopped as specified. Spills and stains are to be spot-mopped on a daily basis.
7. Glass partitions: Inter-office glass panels are to be spot-cleaned to remove fingerprints and smudges. Dust any interior glass ledges or other surfaces prone to dust accumulation.
8. Private restrooms are to be cleaned and serviced daily.
9. Computer rooms will be cleaned as directed by the Police Department.
10. Counter tops are to be cleaned daily providing they are reasonably clear.
11. Sinks are to be wiped clean providing they are reasonably clear.

B. Daily - Corridors, Entranceways and Lobbies (including service and garage vestibules)

1. Wastebaskets and trash containers are to be emptied, wiped clean and returned to original location. Plastic liners will be installed as needed, with liners furnished by the City. All waste will be collected and removed to a central waste disposal area.
2. Ledges: Dust all ledges and other surfaces prone to dust accumulation.
3. Walls: Wall surfaces, especially around light switches, electric and telephone outlets, door knobs and other traffic areas are to be spot-cleaned as needed.

4. Water Fountains: To insure a clean, healthy condition at the water fountain, 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.
5. Entrance Areas: All glass doors and metal trim are to be cleaned and dry-shined on both sides. Any side panels are to be spot-cleaned as needed.
6. Floors: Carpeted floors are to be thoroughly vacuumed and spot-cleaned as required. Tile, granite, marble and wood areas will be dusted with a specially treated mopping tool and with cleansing agents recommended by manufacturer. Granite/marble, stone or other hard floors will be swept, damp-mopped and spray-buffed as frequently as needed. Walk-off mats will be utilized as directed by the City. Exterior granite/concrete at entryways to building will be swept and mopped Daily.
7. Janitorial closets will be cleaned daily and shelves stocked with an ample supply of towels, tissue, Lysol and liners.
8. Service elevator floors will be cleaned daily. Walls, ceiling and doors to be thoroughly cleaned weekly or more often if necessary.
9. Marble floors will be swept and mopped daily. High traffic areas will be spray-buffed or recoated as required to maintain proper appearance. The contractor shall use its best efforts to use the necessary practices to preserve the finish on the marble/granite/wood/tile/carpet flooring. Sealing of floors will be per the City's direction and as frequently as necessary.

C. Daily - Restrooms

1. Commodes and Urinals: To be washed and dried inside and out. Seats shall be washed top and bottom. This work will be performed using first a scouring powder and then an acceptable non-pungent germicidal disinfectant solution. Bright metal parts are to be dry-shined.
2. Wash Basins: To be washed and dried inside and outside. Bright metal parts are to be dry-shined. Counter tops will be cleaned with manufacturer's recommended cleansing agents and approved by City.
3. Waste Receptacles: To be emptied and interiors wiped out. Sanitary napkin waste disposal containers are to be emptied, sprayed with an approved disinfectant spray and wiped dry. The contents will be emptied into special carry-out containers for removal from the premises. Plastic liners and sanitary napkin disposal containers are to be replaced with materials from City's stock.

4. Paper Products: Toilet tissue, toilet seat covers, paper towels, shampoo and hand soap will be installed by Contractor. These items will be furnished by the City. Contractor will assist the City in keeping a close inventory of these items.
5. Mirrors: To be cleaned and dry-shined.
6. Walls: All walls will be spot-cleaned to remove water splashes and runs, soap splashes, fingerprints, grime and smudges. Cleansers must be approved by the City.
7. Stall Partitions: Tops of all partitions will be dusted. Partition walls will be cleaned with a detergent disinfectant solution. Tops of all partitions and all partition brackets or other hardware will be dusted. Spaces in between partition panels must be kept grime-free.
8. Floors: Tile floors to be swept and wet-mopped with recommended disinfectant. Stains and adherents on grout to be removed. All cleansers should be approved by the City.
9. Men's and women's locker rooms will be serviced daily. This includes cleaning of toilets, sinks, showers, shower curtains, flooring and lockers. Special attention will be given to prevention of mold, fungi and bacterial growth. Every stall must be supplied with a can of Lysol and canned air freshener and replaced with full cans before they run out. These cans must be checked multiple times during the day.
10. Air Fresheners: In the event dispensers are added, air freshener products will be replaced or added to as needed on a daily basis, with product to be supplied by the City.

D. Daily - Stairwells

1. Police and/or spot sweep steps, landings and handrails.
2. Smudged walls around handrails must be cleaned.

E. Daily - Elevators

1. Thoroughly vacuum and clean all interior cab floors to remove spillage and stains. Cleansers should be approved by City. Vacuum the saddle to remove debris. Elevator door tracks are to be cleaned and shined daily.
2. Walls: Wipe clean all walls, handrails and doors with approved cleansers.

3. Elevators: Interior walls and doors should be cleaned in accordance with the manufacturer's recommendations. All cleaning methods must be approved by the City. Elevator telephones should be cleaned daily.

F. Weekly

1. Telephone receivers to be damp-wiped with a disinfectant solution. This is a **MUST**.
2. Carpets: All carpets throughout the building are to be thoroughly vacuumed in all areas inclusive of corners, edges and behind doors. Operator will exercise care to insure that vacuum does not bump or mar furniture.
3. Pictures: Pictures and other wall adornments are to be dusted.
4. Baseboard and Low Vents: Dusted weekly.
5. Vertical Furniture Surfaces: Sides of desks, credenzas and other furniture are to be dusted with a treated cloth.
6. Stairwells: Thoroughly vacuum or sweep all steps and landings. Spot-clean landings and steps to remove stains, shoe polish scuffs, etc.
7. File cabinets are to be cleaned/dusted.
8. Chairs will be dusted on all horizontal surfaces. Fabric upholstered seats and arms are to be vacuumed. Side chairs will be treated likewise. All chairs should be replaced in their original positions to maintain an overall orderly and neat appearance.
9. Mahogany/wood, fabric and hard surface panels on typical elevator lobbies are to be dusted/cleaned with a soft dust cloth. Only chemicals or cleansers approved by the City will be utilized.
10. All mahogany/cherry or other wood doors and frames shall be cleaned/dusted utilizing methods as approved by the City.

G. Monthly

1. Lavatory Walls and Stall Dividers: Clean and disinfect.

Montgomery Police Department
Cleaning Specifications

2. High Dusting: Ceiling vents, air duct vents, door closures, door frames and ledges above six feet are to be thoroughly dusted. Clean ceiling around vents. Either treated cloths, soft dust cloths or vacuums may be used for this operation.
3. Upholstered Furniture: To be vacuumed using proper attachments designed for this purpose.
4. Blinds: The horizontal venetian blinds are to be dusted. This includes dusting the window mullions. Blinds should be returned to original position as found. As required, blinds will be cleaned to prevent any accumulation of build-up or dirt.
5. Carefully wipe off switch, outlet and telephone covers with a soft, dry dust cloth.
6. Restroom walls and flooring to be machine cleaned and shined in accordance with manufacturer's specifications.

7. Public corridor carpet should be shampooed as necessary.
8. Elevator ceilings, including service cabs are to be thoroughly cleaned. Procedure to be approved by City.
9. Window mullions to be dusted/wiped down as required. If necessary, a detergent cleanser should be utilized.

H. Quarterly

1. Paneled Walls (if any): To be dusted using specially treated dusting tools.
2. Draperies (if any): To be thoroughly vacuumed on both sides.
3. Dust stairwell walls. Wipe handrails.

I. Additional Requirements of the Janitorial Contractor

1. General cleaning to be performed as outlined by the Police Department.
2. The janitorial contractor shall be responsible for shutting off all lights and locking all doors in serviced areas where applicable.

3. All equipment shall be in new or good condition when put on the job site. The equipment will be kept in a presentable condition at all times. Replacement and repair of equipment will be made as necessary at the expense of the cleaning contractors.
4. Each piece of equipment, carts, mop buckets, etc. will have a soft, protective rubber or lamb's wool edging to prevent damage to wood partitions, baseboards, furniture and doors. Vacuums will have soft vac or equivalent protective covers.
5. Adequate equipment should be kept on site for replacement of broken and unpresentable equipment.
6. The Project Manager will personally inspect his staff's equipment on a routine basis to be certain it is in optimum operating condition and properly distributed on assigned levels (floors). Equipment repairs/replacements are the Contractor's responsibility and expense.
7. The janitorial contractor will maintain a chart or schedule of periodical cleaning assignments. This chart will include, but will not be limited to weekly, monthly, quarterly, bi-annual and annual assignments. These charts will be visible to the Police Department.
8. The Project Manager will maintain a current inventory of the City's janitorial supplies.
9. The janitorial contractor will be required to perform weekly inspections of the cleaning services on the property. A written report will be provided to the Desk Services Commander on a Bi-Monthly basis.
10. The janitorial contractor shall provide:
 - a. Picture identification badges for all personnel.
 - b. Maintain a record of keys signed in/out by each individual.
 - c. Badges indicating each staff member's work area.
 - d. Uniforms for day labor. Uniform selection must be approved by the Police Department.
 - e. All equipment and cleansers/chemicals necessary to properly clean the project.
 - f. Trained and capable staff. Follow rules and regulations as specified by the Police Department.

Montgomery Police Department
Cleaning Specifications

- g. Names already vetted by the contractor that can be subjected to a thorough background check by the Police Department prior to hire.
 - h. **A minimum of 11 custodians assigned exclusively to the Montgomery Police Department.**
11. The Project Manager shall be responsible for the control of the building's keys in conjunction with the Desk Services Staff. The Project Manager will maintain a record of all keys signed in/out on a daily basis. The contractor may be required to replace, re-key or to reimburse the City for the replacement of locks or re-keying as a result of Contractor lost keys. It is the Contractor's responsibility to prohibit the use of keys by persons other than the contractor's employees.
 12. The cleaning staff will be trained at the expense of the cleaning contractor. The City will not be charged for site trainees and supervision thereof.
 13. The janitorial contractor will provide the Police Department a list of contacts for emergency situations.

J. Duties On An As-Need Basis:

1. Cost to strip and wax floors per square foot _____.
2. Cost to clean Carpet per square foot _____.
3. Cost for special event cleaning per person per hour _____.
4. Facilities added/deleted @ _____ per square foot as needed.

Police Department Facilities

Building	Address	Phone	Current	Weekly	Current Daily
** Community Policing Bureau	2190 East South Blvd	240-4800	1	5 Days M-F	1xDaily
**School Enforcement Bureau	60 West Fairview Ave	850-6534	1	5 Days M-F	1xDaily
**Criminal Investigations Div	1751 Congressman WL Dickinson Dr	625-2831	1	5 Days M-F	4 Hours
**Special Operations	1751 Congressman WL Dickinson Dr	625-4700	1	5 Days M-F	4 Hours
Montgomery Police Academy	740 Mildred Street	240-4811	1	5 Days M-F	8 Hours
**Outdoor Range	5880 Old Hayneville Rd	625-2703	1	5 Days M-F	4 Hours
**Driving Track at Outdoor Range	5896 Old Hayneville Rd	625-2703	1	5 Days M-F	4 Hours
South Central Headquarters	3003 E. South Blvd.	625-3838	1	5 Days M-F	8 Hours
**Canine & Animal Control Office	1428 North Ripley St	241-2970	1	5 Days M-F	1xDaily
**Domestic Violence Office	530 South Larence St	625-2900	1	5 Days M-F	1xDaily
Public Affairs Building	320 North Ripley St	241-2532	5	6 Days M-S	8 Hours
Please direct questions concerning Police Facilities to Major Jay E King 334-625-2620					
**1 Employee for 2190 E S Blvd and 60 West Fairview Ave 4 Hours at each department					
**1 Employee for 1751 Dickinson 4 Hours at each department					
**1 Employee for 5880 & 5896 Old Hayneville Road 4 Hours at each department					
** 1 Employee for 1428 N.Ripley and 530 S Lawrence St 4 Hours at each department					

RFP/PROCUREMENT STATEMENT OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT AS AMENDED

This form with attachment is to be returned with the response to any RFP or other form of procurement and is to be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama.

State of _____
County of _____

“As a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama, I hereby state that in my capacity as

_____ (state position) for _____

_____ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.”

I further assert that said business entity/employer/contractor is enrolled in the E-Verify program if enrollment is not eligible to enroll because of the rules of that program or other factors beyond its control.
(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM)

Signature

ATTACHMENT: VERIFICATION OF E-VERIFY ENROLLMENT.

THIS FORM PROVIDED FOR COMPLIANCE WITH SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) (b).and (c) as amended.

SPECIAL PROVISIONS

NO. 1

THE CITY OF MONTGOMERY REQUIRES THAT A BOND BY A RELIABLE SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF ALABAMA BE FILED WITH EACH BIDDER'S BID THAT EXCEEDS \$50,000.00. SUCH BOND SHALL BE FOR THE SUM OF FIVE PERCENT (5%) OF THE TOTAL BID. A CASHIERS CHECK PAYABLE TO THE CITY OF MONTGOMERY OR AN IRREVOCABLE LETTER OF CREDIT SHALL ALSO BE ACCEPTABLE.

NO. 2

CITY ORDINANCES MANDATE THAT ANYONE WHO TRANSACTS BUSINESS WITHIN THE CITY LIMITS OF MONTGOMERY BY ONE OR ALL OF THE FOLLOWING SITUATIONS IS SUBJECT TO OBTAIN A CITY BUSINESS LICENSE:

- 1) A physical location within the City.
- 2) A representative of your company calls on customer or solicits business within the City.
- 3) Merchandise is delivered into the City on a vehicle other than by common carrier.

BIDDERS FALLING WITHIN THE ABOVE CATEGORIES WILL BE REQUIRED TO OBTAIN A CITY OF MONTGOMERY BUSINESS LICENSE PRIOR TO ISSUANCE OF A CONTRACT OR PURCHASE ORDER.

BUSINESS LICENSE NO. _____

NO. 3

Verification of E-Verify Enrollment in accordance with the Beason-Hammon Act.

SECTION 9

-The attached form should be completed and signed. Attach to it verification of your enrollment in E-Verify.