

Alabama A&M University

Facilities Department

Issued: September 11, 2020

REQUEST FOR BID

**COVID-19 Daily Cleaning & Sanitation for Quarantine
Public Areas and Private Rooms**

**Deadline for Submission of Proposals:
September 22, 2020 at 2:00 P.M.**

For an electronic version of this Bid, go to:

www.aamu.edu/administrativeoffices/business-and-finance/facilities/pages/default.aspx

SUMMARY

Alabama A&M University is requesting proposals from qualified people/firms to provide three times daily cleaning and sanitation services in quarantine / isolated public areas of University Spaces. This will mainly include restrooms and lobby areas and sanitation will need to adhere to State Covid-19 guidelines.

PROGRAM BACKGROUND AND OVERVIEW

The advent of the Covid-19 health emergency has led to orders and guidance from the State and AAMU Public Health Officers. In order to adhere to the highest standards of safety, the AAMU is looking to work with a qualified firm to have all public areas and restrooms cleaned three times a day.

All cleaning and sanitation chemicals must be approved as capable of neutralizing the Coronavirus.

SCOPE OF SERVICES

It is the University's intent to enter into an agreement with at least 1 vendor to provide cleaning and sanitation services to public spaces and restrooms on the Campus. Spaces will need to be sanitized three times a day between 8am to 6pm. **Price shall include two (2) porters, seven (7) days per week, 56 hours per person for 30 days.**

Each building will have different needs, but some common areas that need to be sanitized are: inside and outside door handles to the below listed public spaces (including building entrances and stairwells, all hand rails in public areas (including stairwells), all flat surfaces (including countertops and tables). Elevators will need to have the hand rails and button panel sanitized.

While the ideal vendor will be available seven days a week to perform this work, the University will entertain proposals with a more limited schedule as we may elect to work with multiple vendors.

Each visit to work sites will require vendor to clean all surface areas with soap and water. After initial cleaning, disinfect all surface areas with bleach or alcohol solutions in the appropriate concentrations or with products approved for use against Covid-19 by the EPA (Link to approved disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>). Certain locations may have fabric backed seats in public areas which will likely require a different disinfectant. This information should also be provided by the EPA or the CDC.

All precautionary measures should be taken, including daily screening of staff, all needed PPE including disposable gloves, disposable coveralls and masks, and any additional safety precautions advised by the state or local public health office. Contractor shall provide all staffing and materials necessary to perform the Scope of Work.

There is no sub-contracting the Scope of Work.

MINIMUM QUALIFICATIONS

The person or firm must have relevant experience of at least 1 year.

The person/firm must have the following knowledge:

- Applicable federal, state and AAMU laws, codes, rules, regulations, policies and procedures, and standards relating to commercial cleaning.
- Applicable standards and guidance relating to novel coronavirus 2019
- Chemicals used in the disinfection and sanitation of public areas and restrooms

BID INFORMATION

A. SUBMITTAL OF PROPOSALS

Sealed proposals shall be received by Alabama A&M University in Normal, AL at Alabama A&M University, Department of Purchasing – Room 305 Patton Hall 4900 Meridian Street Normal, Alabama 35762, until 2:00 P.M. CST, Tuesday, September 22, 2020.

Proposals will be received only at the address shown above, and must be received by the time indicated. It is the sole responsibility of the proposer to send or deliver its proposal so that it is received by the time and date required, regardless of postmark. Any proposal received after said time and/or date or at a place other than the stated address, cannot be considered and **will not be accepted**. No e-mailed or facsimile proposals will be considered.

B. SUBMITTER'S QUESTIONS

Questions shall be submitted via email only to brian.shipp@aamu.edu no later than September 20, 2020.

CONTRACT INFORMATION

A. TERM/TERMINATION

The term of the initial contract awarded under this RFP will be for one (1) thirty (30) day period not to exceed (6) months. By mutual agreement, this contract may be extended for one (1) additional six (6) month period, under the following circumstances:

- The AAMU receives adequate funding to extend program operations;

- The Contractor has achieved demonstrable success by meeting all of the contract's service requirements;
- The Coronavirus emergency continues to pose a health risk.
- The AAMU continues to need the services purchased under this RFP;
- The Contractor is willing and able to modify the services provided to best meet the needs of the program as determined by the AAMU.

The contract will be subject to termination by either party upon thirty (10) days' advance, written notice of intent to terminate. The AAMU may terminate the contract at any time, without written notice, upon a material breach of contract by the Contractor.

B. INSURANCE

- A. The Contractor shall provide at its own expense and maintain at all times the following insurance with insurance companies licensed in the State of California and shall provide evidence of such insurance to the AAMU as may be required by the Risk Manager of the AAMU. The Contractor's insurance policy(ies) shall be placed with insurer(s) with acceptable Best's rating of A:VII or with approval of the Risk Manager. The Contractor shall provide notice to the Risk Manager of the AAMU by registered mail, return receipt requested, thirty (30) days prior to cancellation or material change for all of the following stated insurance policies:
- i. Workers' Compensation Coverage – Workers' Compensation Insurance and Employer's Liability Insurance for employees.
 - ii. General Liability Coverage - Commercial general liability insurance with a minimum liability limit per occurrence of one million dollars (\$1,000,000) for bodily injury and one hundred thousand dollars (\$100,000) for property damage. If a commercial general liability insurance form or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Coverage shall be included for premises, operations and broad form contractual.
 - iii. Automobile Liability insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage. This insurance shall cover for bodily injury and property damage, owned, hired and non-owned vehicles.

E. HOLD HARMLESS

Contractor shall indemnify, defend, save, protect and hold harmless AAMU, its elected and appointed officials, officers, employees, agents and volunteers (collectively, "AAMU") from any and all demands, losses, claims, costs, suits, liabilities and expenses for any damage, injury or death (collectively, "Liability") arising directly or indirectly

from or connected with the services provided hereunder which is caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, consultants, or any person under its direction or control and shall make good to and reimburse AAMU for any expenditures, including reasonable attorney's fees, the AAMU may make by reason of such matters and, if requested by AAMU, shall defend any such suits at the sole cost and expense of Contractor.

If such indemnification becomes necessary, the AAMU Counsel for the AAMU shall have the absolute right and discretion to approve or disapprove of any and all counsel employed to defend AAMU. This indemnification clause shall survive the termination or expiration of this Agreement.