

Date Issued: October 7, 2021

Invitation to Bid No.: 22-001

The City of Decatur will accept sealed bids for the following material, equipment or services.

Description: Janitorial Service for multiple locations

Bids must be received before 2:00 pm on November 2, 2021 and will be opened on the 7th floor City Hall.

A Mandatory Pre-Bid meeting & walkthrough will be October 19, 2021 at 9:00 am, 7th Floor City Hall.

Include 2 copies of your sealed and marked bid submission.

Return sealed and marked bid to:

Regular Mail

City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier

City of Decatur
Purchasing Department
Third Floor
402 Lee St., NE
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise. I have read and understand all terms and conditions of this bid.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Email

Telephone

PRICE SHEET

Opening Date: November 2, 2021

Invitation to Bid No.: 22-001

Opening Time: 2:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	TOTAL SQ FT	QTY	UNIT	UNIT PRICE	YEARLY AMOUNT
1	City Hall and IT/Planning	102,689	12	Month		\$
2	2 Small Landfill Offices	1,100	12	Month		
3	Environmental Office	2,278	12	Month		
4	Engineering Office	2,579	12	Month		
5	Court Payment Office	3,595	12	Month		
6	Train Depot	6,048	12	Month		
7	Youth Services	3,946	12	Month		
TOTAL						\$

Prices quoted above in all bids for personal property shall be total delivered price.

- A bid bond or certified check in the amount of \$500.00, payable to the City of Decatur, is required for this bid.
- Delivery shall be made within 5 business days after award of the contract.
- Terms: _____ (Discounts offered in payment terms will be considered in the bid evaluation)
- Prices valid for acceptance within _____ days (not to be less than 30 days)
- Contracts for services are let for a period of one year and may be renewed for up to two additional years, provided the terms of the contract do not materially change.
- Successful bidder shall submit a completed and notarized affidavit of compliance with Section 31-13-9 of the Code of Alabama, known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. A blank copy is included in the bid package.

NOTE: FOR THIS BID TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE BID MAY BE DISQUALIFIED. BID RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Bidder Signature

Company

By signing this contract, _____ represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE BID, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

Bid response envelopes shall be properly identified on the front with the invitation to bid number. Each individual invitation to bid shall be submitted in a separate sealed envelope. Multiple bid responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late bid responses that occur due to the U.S. Postal Service or private courier service.

Bid responses submitted without signature will be rejected.
2 copies of the bid shall be submitted.

For a “no-bid” response, return the signature page signed (or reply to e-mail) marked “no bid”. Repeated Non-response will result in removal from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality indicated will be considered, providing the bid clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the bid or the Purchasing Agent may reject the bid for that item. Reference to literature submitted with a previous bid, or on file with the Purchasing Department will not satisfy this requirement.

Bid responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department cannot accept fax or e-mail transmissions of bids.

Changes or modifications of this Invitation to Bid are allowed only by written authority of the Purchasing Agent.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

The City of Decatur reserves the right to modify all or any portion of this Invitation to Bid when the best interest of the City is involved.

The City of Decatur is exempt from all Federal, sales and use taxes.

A Bid Bond or a certified check in the amount of \$500.00 payable to the City of Decatur, must accompany each bid.

All bidders shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to Bid. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted bids when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.

All Contractor employees engaged in providing direct service or work done for the city shall be legally entitled to do so and must be verified through "e-Verify" or similar service.

The City of Decatur reserves the right to terminate any contract resulting from this bid for just and reasonable cause whereby it appears to be in the best interest of the City.

The successful bidder agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to bidder's performance under this contract.

A BID RESPONSE MAY BE REJECTED IF:

- Bids improperly submitted or identified
- Bid not signed or not original signature
- Requested information, or documentation not submitted with bid
- Failure to acknowledge receipt of addendum with bid
- Material alteration of the master document
- Invitation to bid number not on face of envelope
- Received late
- Bid response not on the original form
- Bid not in ink or typed
- Proper licensing not included/provided as required by law
- Signed walkthrough form not included
- Bid Bond not included

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

Bid Document Checklist

Items Required with Bid	Submission Requirements Check Sheet X = REQUIRED; BLANK=NOT REQUIRED	Items Submitted (Bidders Initials)
X	Envelope Sealed and Marked w/bid # on front	
X	Original Signatures on front page (in ink)	
X	Bid Bond or Check	
	Addendum	
X	E-Verify form	
X	Proof of Insurance	
X	Price Sheet Information Included	
X	References	
	Catalog	
X	Send in on or before given time	
X	Business License if Bid is awarded	
X	Signed Certificate of completed walkthrough-all buildings	
X	Daily Operation Plan for employees	

PLEASE CALL OR EMAIL THE PURCHASING DEPT IF YOU HAVE ANY QUESTIONS ABOUT THE BID REQUIREMENTS (256) [341-4521](tel:2563414521)/PURCHASING@DECATUR-AL.GOV

CITY OF DECATUR, ALABAMA

Contractor Pre-qualification Form (PQF)

This form must returned in your sealed bid submission and can be filled in using MS Word

Safety Health and Environmental (FOR CONTRACTORS AND MAJOR SUPPLIERS)			
GENERAL INFORMATION			
1. Company Name:		Telephone:	
Street Address:		Mailing Address:	
2. Contact for Insurance Information (Name):			
Title:		Telephone:	Fax:
3. PQF Completed By (Name):			
Title:		Telephone:	Fax:
ORGANIZATION			
4. Project Description:			
<hr/> <hr/>			
SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE			
5. Injury & Illness Stats (previous 3 years)	(Year)	(Year)	(Year)
Total Recordable Incidents:	_____	_____	_____
Fatalities:	_____	_____	_____
6. Has your company received any Citations, Notice of Violations, or other penalties relative to safety, health, or environmental within the last three years?			
Yes_____ No_____			
If Yes, please provide detailed explanation.			
<hr/> <hr/> <hr/>			

7. Does your organization have a Substance Abuse and Prevention Program?

Yes No

8. Does your organization have an Accident/Incident Reporting and Investigation procedure?

Yes No

9. Do you have a Safety Orientation Program?

Yes No

10. Do you conduct field safety inspections?

Yes No

11. Do you conduct Safety Meetings?

Yes No

12. Company Safety Health and Environmental contact:

Name: _____

Title: _____

Address: _____

Phone: Mobile _____ Office _____

Email Address: _____

13. Company Representative:

Signature _____ Date _____

Specifications for Contract Custodial Services

City of Decatur Facilities

INFORMATION FOR BIDDERS

The City of Decatur seeks a provider of custodial services for Decatur City Hall, IT/Planning Bldg, Environmental Services Bldg, Engineering Bldg, Court Payment Bldg, Decatur Youth Services, Train Depot & Landfill offices. The successful contractor shall furnish all labor, equipment and supplies necessary to perform the custodial services, including cleaning, dusting, mopping, stripping, waxing, polishing, washing and removal of trash and waste materials.

The successful vendor shall offer employment, if vacancies exist, to current employees working for the current vendor performing the cleaning at the time of award that meet the vendor's qualifications. The vendor shall accept applications from current employees working for the current vendor performing the cleaning of these locations and give preferential consideration to hiring those meeting the vendor's qualifications. The employment of these employees would commence on or before the start date of the service to be provided by the successful vendor.

The Contractor must physically inspect the buildings at a **MANDATORY PRE-BID MEETING & WALK THROUGH** on October 19, 2021 @ 9:00 am. The schedule for the walkthrough will be as follows: Immediately following the meeting, contractors will view City Hall and IT/Planning Bldg. Next will be Court Payment Bldg. Then contractors will then view Train Depot, Youth Services, Environmental Services Office, Engineering Office and Landfill office.

The contact person per location are below:

City Hall & IT/Planning	Kurt Johnson (256) 345-8825
2 Landfill Offices	Sonya Britnell (256) 341-
Environmental Office	Erin Mowery (256) 341-4742
Engineering Office	Gloria Roberson (256) 341-4876
Court Payment Office	Tony Bolan (256) 341-4678
Train Depot	Jeremy Hayes (256) 341-4667
Youth Services	Shannon Shackelford (256) 341-
4588	

Physical Address of each location are below:

City Hall Bldg	402 Lee St NE
IT/Planning Bldg	308 Cain St NE
Environmental Office	1802 Central Pkwy
Engineering Office	1802 Central Pkwy-Bldg 4
Court Payment Office	300 Cain St NW
Train Depot	701 Railroad St NW
Youth Services	1202 5 th Ave SW

All bidders shall attend a job walkthrough for each building named in the bid. A signed certificate of attendance of all locations shall be included with the submitted bid. Bids offered without this signed certificate shall be rejected without further review.

If you have any questions regarding the bid process, email to Purchasing @decatur-al.gov or call the Purchasing Department (256) 341-4521.

Submitted bids shall include the following documents:

1. Insurance Evidence: Must provide evidence of the following coverage in effect
 - a. Broad Form General Liability Policy in the sum of
 - i. \$500,000 for Bodily Injury or Property Damage
 - ii. \$500,000 for Personal Injury
 - iii. \$2,000,000 excess Liability Umbrella
 - b. Workers' Compensation and Employers' Liability
 - c. \$50,000 Employee Dishonesty Coverage
2. Bid Bond of \$500.00 is required for this bid.
3. Letters of Reference (see below) providing evidence of experience
4. A signed certificate (enclosed) of attending the mandatory facilities walkthrough
5. Signed and notarized affidavit (enclosed) of E-Verify compliance
6. Completed pricing proposal
7. Daily Operational Plan describing number of employees and assignments during working hours and evening hours after 5:00 pm

Contractor must provide the above Certificates of Insurance to the City of Decatur, 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. Bids submitted without documentation of insurance coverage will be rejected without further review.

This contract is to be awarded for a period of one (1) year, with the option of renewal for two (2) additional years if service is satisfactory and price remains as quoted. "Year" shall be construed as a twelve (12) month period, more or less and may be adjusted by a nominal period to coordinate with fiscal years or other scheduling periods convenient to the city.

BIDDER QUALIFICATIONS

Bidders shall provide three (3) references showing a minimum of three (3) prior years' experience where the company, or its supervisors, has engaged in **commercial or institutional** janitorial service. The Superintendent of Maintenance and the Purchasing Agent must be satisfied that experience provided meets the needs of the City of Decatur.

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
- **Commercial or Industrial** experience
- 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

The contractor will be required to meet with contact persons from each floor and each facility on a periodic basis as agreed. The contractor will document the results of that meeting.

By submitting and signing the bid, the Contractor acknowledges full understanding and acceptance of the scope of work to be performed.

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 by the Facility Contact Person 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 send 3 separate invoices: Landfill Office, Court Payment office and the remaining offices on final invoice including City Hall & IT/Planning, Street & Environmental Services, Engineering, Train Depot and Youth Services.
- 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, supplies, tools, and labor, etc., as may be necessary to perform the work outlined herein.
- The Facility Contact Person shall approve all cleaning materials, supplies, and chemical products used to insure quality and safety.
- Contractor shall furnish at least a minimum of 2 employees' during the daytime hours at City Hall & Annex only.
- Contractor shall furnish at least a minimum of 2-3 employees' during the evening hours at City Hall & Annex only.
- Contractor shall furnish daytime employees with wireless telephone, pager, or other suitable means to provide a means for the Facility Contact Person to readily locate the employee.

PERSONNEL REQUIREMENTS AND WORK PROCEDURES

- Work done by the contractor shall be done in compliance with all local, state, and federal laws.
- All employees of the contractor shall be capable of effectively communicating with city employees.
- The Contractor shall report to the Facility Contact Person monthly to review quality of service.
- The City/Police Dept. will conduct to execute a background check and approve or disapprove accordingly 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. Employees shall not loiter on the premises before or after their working hours.

- Contractor shall provide adequate supervisory safeguards to prevent theft of property belonging to the city or its employees.
- Contractor's employees shall dust and clean desks, but not disturb papers on desks, open drawers or cabinets. Contractor employees are not permitted to use city telephones, televisions, radios or other property for personal purposes.
- While on duty, Contractor's employees shall be properly identified by means of readily identifiable work clothing bearing the company name or logo.
- Keys for the building are controlled by the Facility Contact Person or his representative at all times.
- Contractor's employees shall report any observation of conditions such as leaky faucets, clogged toilet and drains, broken fixtures, etc. as well as any other unusual event in the building and report to Facility Contact Person.
- Contractor's employees shall lock all entrance doors around Council Chamber in Tower building and lock gates leading to basement and lobby at specified times.
- Contractor shall not hire any actively employed City of Decatur employee.
- Contractor shall arrange his employees' schedules to conform to City schedules
- An adequate number (no less than 2 for City Hall & Annex) of employees shall be on the premises from 8:00AM - 5:00PM daily to perform duties as directed.
- An adequate number (no less than 2-3 for City Hall & Annex) of employees shall be on the premises in the evening beginning at 5:00PM daily to perform duties as directed.
- The contractor shall schedule and arrange his work so not to interfere with operational functions or city work within the building.

CITY HALL & IT/Planning REQUIRES CLEANING 5 DAYS A WEEK

REQUIRED TASKS FOR MINIMUM ACCEPTABLE PERFORMANCE OF CONTRACT:

- **DAILY TASKS**
- **GENERAL:**
 - Empty wastebaskets and trash containers and return to original location.
 - Empty the recycling containers.
 - Plastic liners will be installed as required.
 - Clean water fountain bubblers and bowls using a disinfectant solution
 - Clean elevator tracks and interiors
 - Clean mirrors and glass surfaces
 - Clean coat racks, etc.
 - Sweep all entrances, stairs, and floors
 - Damp mop or dust mop lobbies, hallways and restrooms, spot clean if necessary.
 - Spray buff lobbies and hallways as needed
 - Clean kitchens and wash dishes on each floor (provide dish liquid and paper towels per kitchen).
 - Deposit trash in refuse containers adjacent to the building.
 - Clean and stock sanitizing stations.
 - Clean and sweep all stairwells.
 - Clean security glass doors on each floor.
- **BATHROOMS:**
 - **Daytime staff will check and spot clean all bathrooms DAILY.**
 - **Evening staff will clean all bathrooms DAILY.**
 - Wash and dry all fixtures inside and out. Seats shall be washed top and bottom, using a germicidal cleaning solution
 - Apply liquid deodorant, such as Crew[®] to drains, toilet bowls, and urinals
 - Empty waste receptacles and replace liners
 - Mirrors are to be cleaned using a suitable glass cleaner.
 - Walls shall be spot cleaned to remove soap splashes, fingerprints and smudges.
 - Dust tops of stall partitions and spot clean with a germicidal 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.

- **DESKS, CHAIRS, SHELVES 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. Do not disturb/move papers. Chairs shall be dusted on all horizontal surfaces. Fabric upholstered seats and arms to be spot whisked
 - Spot clean wall surfaces around light switches, handrails, door knobs and other heavy traffic areas
 - Spot clean glass interoffice glass panels, removing fingerprints and smudges

- **WEEKLY TASKS**
 - Dust wall hung pictures and other wall adornments
 - Vacuum all carpeted floor areas, exercising care that vacuum does not bump or mar furniture
 - Clean and polish stair handrails.
 - Sweep and damp mop floors and stairs.
 - Wash baseboards and low vents.
 - Thoroughly clean Interior and exterior elevator walls, doors and trim.
 - Mop stairwells.
 - Supervisor shall inspect all areas of responsibility and report findings to Facility Contact Person.

- **MONTHLY TASKS**
 - Clean air vents and interior doors
 - Spray buff resilient floors
 - Polish solid brass door hardware on every floor. **Very Important-tape wood around the brass before cleaning as to protect the wood finish of the door.**
 - Police Department- Buff all floors

- **QUARTERLY TASKS**
 - **Notify Kurt Johnson 2 weeks in advance before the following items are cleaned:**
 - Properly strip floors before waxing (moving tables & chairs).
 - Strip and wax resilient tile floors in the lobby, catwalk, and front of courtroom, stairwell, Police Dept., Police booking desk area, Police back stairwell (leading to garage), council chambers area and all associated areas.
 - When cleaning these areas make certain that no wax is splashed on floor computer towers, file cabinets or walls.

- **SEMI-ANNUAL TASKS**
 - **Notify Kurt Johnson 2 weeks in advance before the following items are cleaned:**
 - Shampoo carpeted areas using hot water extraction (“steam”) equipment
 - Wash all windows inside and outside, including all interior glass on each floor, lobby and security stations. April and September- If using a subcontracted company, they will be responsible for the complete job. The subcontracted company must be approved in advance by the Building Maintenance Supervisor.
 - Clean/Vacuum window blinds on every floor

- **SPECIAL CLEANING INSTRUCTIONS FOR POLICE DEPARTMENT**
 - Daily: Wipe down all tables in the meeting room with cleaner
 - Daily: Wipe down tables and cubicles in the report room with cleaner
 - Daily: Wipe down all walls that show dirt or spills
 - Daily: Sweep elevator & threshold
 - Daily: Sweep and mop
 - Daily: Vacuum all carpet
 - Daily: Sweep stairwell
 - Daily: Clean kitchen-countertops, sweep and mop floor
 - Daily: Clean bathrooms. Extra cleaning on toilets using germicidal cleaning solution
 - Daily: Remove stains from toilets
 - Daily: Remove soap scum from showers
 - Weekly: Mop elevator and stairwell
 - Weekly: Clean all baseboards
 - Monthly: Buff Floors
 - Make certain that no wax is splashed on floor computer towers, file cabinets or walls

SPECIAL CLEANING INSTRUCTIONS FOR MAGISTRATE

- Daily: Continue with daily cleaning schedule
- Daily: Dust desk surfaces
- Daily: Sweep floor including under desks
- Weekly: Sweep and mop all flooring areas (not just common areas)
- Weekly: Dust all surfaces including tops of file cabinets
- Monthly: **Deep clean** Magistrate office including dust desk, TV and area around
- Monthly: Dust window seals
- Monthly: Clear air vent
- Monthly: Clean blinds
- Monthly: Dust all surfaces including tops of file cabinets
- Monthly: Buff office floor
- Monthly: Clean back stairwell

ENVIRONMENTAL SERVICES OFFICE REQUIRES ONE WEEKLY CLEANING

REQUIRED TASKS FOR MINIMUM ACCEPTABLE PERFORMANCE OF CONTRACT:

- **WEEKLY TASKS**

- Empty all trash cans & paper recycling bins into appropriate containers outside.
- Floors (carpet) – vacuum
- Floors (tile) - sweep/dust mop, wet mop w/ appropriate cleaner
- Glass Doors - 2 Front - 1 rear - wash with appropriate cleaner
- Dust desks (including phones, computer equip), lamps, shelving, chairs, wall objects, corners etc.
- Sanitize toilet bowls/lids and clean sinks, faucets, counters & other surfaces w/ disinfectant
- Clean sink/faucets/counters & other surfaces w/disinfectant - kitchen & breakroom
- Clean handprints from around doorknobs & door frames

- **MONTHLY TASKS**

- Dust/clean baseboards
- Dust blinds & windowsills in all offices & kit

ENGINEERING OFFICE REQUIRES ONE WEEKLY CLEANING

REQUIRED TASKS FOR MINIMUM ACCEPTABLE PERFORMANCE OF CONTRACT:

- **WEEKLY TASKS**

- Empty all trash cans & paper recycling bins into appropriate containers outside. Container for each will be provided in the warehouse that can be taken out.
- Floors (carpet) – vacuum
- Floors (tile) - sweep/dust mop, wet mop w/ appropriate cleaner
- Glass Doors 1 side door, 1 Conference Room door wash/sanitize with appropriate cleaner
- Dust desks (including phones, computer equip), lamps, shelving, chairs, wall objects, corners etc. in all offices and conference room. Use separate cloths for each room. Wipe conference room furniture and base of chairs/table.
- Clean toilets with brush and sanitize toilet bowls/lids and clean sinks, faucets, counters & other surfaces w/ disinfectant

- Clean sink/faucets/counters & other surfaces w/disinfectant – 2 Rest Rooms
- Clean/sanitize handprints from around doorknobs & door frames
- **MONTHLY TASKS**
 - Dust/clean/sanitize baseboards
 - Dust blinds & windowsills in all offices plus Conference Room.

**LANDFILL OFFICES
REQUIRES BI-WEEKLY CLEANING**

REQUIRED TASKS FOR MINIMUM ACCEPTABLE PERFORMANCE OF CONTRACT:

- **WEEKLY TASKS**
 - Empty all trash cans & paper recycling bins into appropriate containers outside.
 - Floors (carpet) – vacuum
 - Floors (tile) - sweep/dust mop, wet mop w/ appropriate cleaner
 - Office doors- wash with appropriate cleaner
 - Dust desks (including phones, computer equip), lamps, shelving, chairs, wall objects, corners etc in all offices
 - Sanitize toilet bowls/lids and clean sinks, faucets, counters & other surfaces w/ disinfectant
- **MONTHLY TASKS**
 - Dust/clean baseboards
 - Dust blinds & windowsills in all offices & kit

Important: The requirements listed above shall not be construed as an exhaustive list. It is understood and expected that the Contractor shall be agreeable to all reasonable requests which improve standards and help maintain a clean, safe, and healthy environment for employees and citizens

**TRAIN DEPOT
REQUIRES CLEANING 5 DAYS A WEEK**

**REQUIRED TASKS FOR MINIMUM ACCEPTABLE PERFORMANCE OF
CONTRACT:**

• **DAILY TASKS**

- Empty wastebaskets and trash containers, clean lids and return to original location.
- Plastic liners will be installed as required.
- Clean mirrors and glass surfaces
- Sweep and mop or vacuum under all desks
- Sweep entrance sidewalk
- Damp mop or dust mop lobbies, hallways and restrooms
- Spray buff lobbies and hallways as needed
- Clean break area. Clean sink, counter tops, table & chairs.
- Sweep & Mop break room and empty trash.
- Deposit trash in dumpster in back.
- Clean and stock sanitizing stations.
- Glass doors and windows will be cleaned daily

• **DAILY-BATHROOMS:**

- Wash and dry all fixtures inside and out. Seats shall be washed top and bottom, using a germicidal cleaning solution.
- Apply liquid deodorant, such as Crew[®] to drains, toilet bowls, and urinals
- Empty waste receptacles and replace liners
- Mirrors are to be cleaned using a suitable glass cleaner.
- Walls shall be spot cleaned to remove soap splashes, fingerprints and smudges.
- Clean countertop.
- Floors: Sweep loose paper and debris. Wet mop floors with a detergent disinfectant solution.
- Replenish dispensers of toilet tissue, paper towels, and hand soap.

• **DAILY-DESKS, CHAIRS, SHELVES 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 tops which are

reasonably clear of work papers. Chairs shall be dusted on all horizontal surfaces. Fabric upholstered seats and arms to be spot cleaned.

- Spot clean wall surfaces around light switches, handrails, door knobs and other heavy traffic areas
- Spot clean glass interoffice glass panels, removing fingerprints and smudges
- Thoroughly clean under each desk.

- **WEEKLY TASKS**

- Dust wall hung pictures and other wall adornments
- Sweep and damp mop floors
- Wash baseboards and low vents.
- Wipe all door knobs.
- Director shall inspect all areas of responsibility

- **MONTHLY TASKS**

- Clean air vents and interior doors
- Spray buff resilient floors
- Clean windows inside
- Clean cobwebs from windows

- **SEMI-ANNUAL TASKS**

- **Coordinate Captain Jeremy Hayes (256) 341-4667 2 weeks in advance before the following items are cleaned:**
- Strip and wax resilient tile floors making certain that no wax is splashed on floor computer towers, file cabinets or walls. Once wax is striped, clean floor, then wax. No waxing over dirt.
- Clean door seals
- Wash all windows outside, April and September
- Remove cobwebs on the outside of the building
- Clean/Vacuum inside window blinds.

Important: The requirements listed above shall not be construed as an exhaustive list. It is understood and expected that the Contractor shall be agreeable to all reasonable requests which improve standards and help maintain a clean, safe, and healthy environment for employees and citizens.

MUNICIPAL COURT BUILDING REQUIRES CLEANING 5 DAYS A WEEK

REQUIRED TASKS FOR MINIMUM ACCEPTABLE PERFORMANCE OF CONTRACT:

- **DAILY TASKS**

- Empty wastebaskets and trash containers, clean lids and return to original location.
- Plastic liners will be installed as required.
- Clean mirrors and glass surfaces
- Sweep and mop or vacuum under all desks
- Sweep entrance sidewalk
- Damp mop or dust mop lobbies, hallways and restrooms
- Spray buff lobbies and hallways as needed
- Clean break area. Clean sink, counter tops, table & chairs.
- Sweep & Mop break room and empty trash.
- Deposit trash in dumpster in back.
- Clean and stock sanitizing stations.
- Glass doors and windows will be cleaned daily

- **DAILY-BATHROOMS:**

- Wash and dry all fixtures inside and out. Seats shall be washed top and bottom, using a germicidal cleaning solution.
- Apply liquid deodorant, such as Crew[®] to drains, toilet bowls, and urinals
- Empty waste receptacles and replace liners
- Mirrors are to be cleaned using a suitable glass cleaner.
- Walls shall be spot cleaned to remove soap splashes, fingerprints and smudges.
- Clean countertop.
- Floors: Sweep loose paper and debris. Wet mop floors with a detergent disinfectant solution.
- Replenish dispensers of toilet tissue, paper towels, and hand soap.

- **DAILY-DESKS, CHAIRS, SHELVES 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 tops which are

reasonably clear of work papers. Chairs shall be dusted on all horizontal surfaces. Fabric upholstered seats and arms to be spot cleaned.

- Spot clean wall surfaces around light switches, handrails, door knobs and other heavy traffic areas
- Spot clean glass interoffice glass panels, removing fingerprints and smudges
- Thoroughly clean under each desk.

- **WEEKLY TASKS**

- Dust wall hung pictures and other wall adornments
- Sweep and damp mop floors
- Wash baseboards and low vents.
- Wipe all door knobs.
- Director shall inspect all areas of responsibility

- **MONTHLY TASKS**

- Clean air vents and interior doors
- Spray buff resilient floors
- Clean windows inside
- Clean cobwebs from windows

- **SEMI-ANNUAL TASKS**

- **Coordinate with Court Program Coordinator, Tony Bolan, 2 weeks in advance before the following items are cleaned:**
- Strip and wax resilient tile floors making certain that no wax is splashed on floor computer towers, file cabinets or walls. Once wax is striped, clean floor, then wax. No waxing over dirt.
- Clean door seals
- Wash all windows outside, April and September
- Clean/Vacuum inside window blinds.

Important: The requirements listed above shall not be construed as an exhaustive list. It is understood and expected that the Contractor shall be agreeable to all reasonable requests which improve standards and help maintain a clean, safe, and healthy environment for employees and citizens.

DECATUR YOUTH SERVICES REQUIRES CLEANING 5 DAYS A WEEK

REQUIRED TASKS FOR MINIMUM ACCEPTABLE PERFORMANCE OF CONTRACT:

- **DAILY TASKS**
 - Empty wastebaskets and trash containers, clean lids and return to original location.
 - Plastic liners will be installed as required.
 - Clean water fountain bubblers and bowls using a disinfectant solution
 - Clean mirrors and glass surfaces
 - Sweep and mop or vacuum under all desks
 - Sweep all entrances and rear sidewalk
 - Damp mop or dust mop lobbies, hallways and restrooms
 - Spray buff lobbies and hallways as needed
 - Clean snack room. Clean sink, counter tops, table & chairs.
 - Sweep & Mop snack room (including under ice machine), empty trash.
 - Deposit trash in bin located in Aquadome parking lot.
 - Clean and stock sanitizing stations.
 - Clean copy room including floor and counter top.
 - Glass doors will be cleaned daily

- **DAILY-BATHROOMS:**
 - Wash and dry all fixtures inside and out. Seats shall be washed top and bottom, using a germicidal cleaning solution.
 - Apply liquid deodorant, such as Crew[®] to drains, toilet bowls, and urinals
 - Empty waste receptacles and replace liners
 - Mirrors are to be cleaned using a suitable glass cleaner.
 - Walls shall be spot cleaned to remove soap splashes, fingerprints and smudges.
 - Clean countertop.
 - Floors: Sweep loose paper and debris. Wet mop floors with a detergent disinfectant solution.
 - Replenish dispensers of toilet tissue, paper towels, and hand soap.

- **DAILY-DESKS, CHAIRS, SHELVES 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 tops which are reasonably clear of work papers. Chairs shall be dusted on all horizontal surfaces. Fabric upholstered seats and arms to be spot cleaned.
 - Spot clean wall surfaces around light switches, handrails, door knobs and other heavy traffic areas
 - Spot clean glass interoffice glass panels, removing fingerprints and smudges
 - Thoroughly clean under each desk. Either sweep and mop or vacuum.

- **WEEKLY TASKS**
 - Dust wall hung pictures and other wall adornments
 - Vacuum all carpeted floor areas, exercising care that vacuum does not bump or mar furniture
 - Sweep and damp mop floors
 - Wash baseboards and low vents.
 - Director shall inspect all areas of responsibility.
 - Wipe all door knobs.

- **MONTHLY TASKS**
 - Clean air vents and interior doors
 - Spray buff resilient floors
 - Clean windows inside
 - Clean cobwebs from windows

- **SEMI-ANNUAL TASKS**
 - **Notify the Director of Youth Services 2 weeks in advance before the following items are cleaned:**
 - Strip and wax resilient tile floors making certain that no wax is splashed on floor computer towers, file cabinets or walls. Once wax is striped, clean floor, then wax. No waxing over dirt.
 - Clean door seals
 - Shampoo carpeted areas using hot water extraction (“steam”) equipment.
 - Wash all windows outside, April and September
 - Clean/Vacuum inside window blinds.

Important: The requirements listed above shall not be construed as an exhaustive list. It is understood and expected that the Contractor shall be agreeable to all reasonable requests which improve standards and help maintain a clean, safe, and healthy environment for employees and citizens.

**City of Decatur Bid # 22-001
Mandatory Walkthrough Certificate
For Janitorial Service**

**This is to certify _____ Company has
successfully completed the mandatory facilities
walkthrough with Building Supervisor, Kurt Johnson.**

This occurred on _____.

Building Supervisor, Kurt Johnson

Environmental Services Representative

Engineering Representative

Landfill Representative

Court Payment Representative

Train Depot –Police Dept Representative

Youth Services Representative