

TOWN OF WOODSTOCK

PUBLIC NOTICE

SEEKING BIDS

The Town of Woodstock is seeking sealed bids for **Professional Janitorial Services** at two locations:

- **The Woodstock Town Hall 28513 Highway 5 Woodstock, AL**
- **The Woodstock Senior Center 28515 Highway 5 Woodstock, AL**

Awarded bidder to provide all supervision, labor, equipment and services required to perform the duties described in the bid specifications.

Sealed bids will be received by the Town of Woodstock 28513 Highway 5 Woodstock, AL. 35188 until August 19, 2024 at 5:00 pm at which time they will be publicly opened and read aloud.

Bid specifications for this project will be available at the Town Hall 28513 Highway 5 Woodstock, AL. 35188 or by contacting the Town Clerk at 205-938-9790 or by email: townclerk@townofwoodstockal.com.

The Town of Woodstock reserves the right to reject any or all bids. For more information, please call Woodstock Town Hall at 205-938-9790.

Town of Woodstock

Specifications

For Contract Janitorial Services

Information for Bidders

The Town of Woodstock seeks a provider of janitorial services. The successful contractor shall furnish all labor, equipment and supplies necessary to perform the custodial services to include the following: cleaning, dusting, vacuuming, mopping, polishing and removal of trash and waste materials.

There are two service areas which shall be bid individually and added together to determine the final lump sum bid quote:

- Woodstock Town Hall
- Woodstock Senior Center

The contractor is encouraged to physically inspect buildings before submitting a bid. Any questions prior to submission of a bid should be directed to Tiffney McCulley, Town Clerk, at (205) 938-9790.

Bid shall include a current Certificate of Insurance listing the Town of Woodstock as a certificate holder and 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

BIDDER QUALIFICATIONS

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 the scope of the work to be performed.

The bidder asserts that all work done for the Town of Woodstock will be done in compliance with local, state, and federal law.

GENERAL CONDITIONS

The Town and the contractor shall each have the right to terminate the contract upon thirty (30) day written notice to the other party.

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

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

The 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 thirty (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.

The contractor shall deposit trash in refuse containers adjacent to the building.

PERSONNEL REQUIREMENTS AND WORK PROCEDURES

The contractor or supervisor shall always be present on the job as noted herein. Prior to the commencement of work, the contractor shall submit in writing to the Town Clerk, for prior approval, the name of the person intended to be employed as supervisor for the execution of this contract along with his/her qualifications and experience. Contractor may not sublet contract for cleaning to another company.

The contractor and all employees must pass a background check by the Police Department before they are allowed on site.

The contractor shall always 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 Town 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.**

The contractor shall provide supervision necessary to prevent theft of equipment and property belonging to either the Town or its employees.

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

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

Key Cards for the buildings will be given to the Contractor. If key cards are not returned and are lost by employees, the contractor will be responsible for paying for locks on all buildings to be changed. **The contractor is responsible for locking all doors and turning off lights when leaving the premises.**

The Town of Woodstock will furnish contractor dispenser replenishment products for the following: paper towels, bathroom tissue, soap, and waste receptacle bags. The Town of Woodstock will furnish special glass cleaner for the bulletproof partition glass. **All other cleaning supplies and equipment are to be furnished by the contractor.**

The contractor's employees shall report on forms furnished by the Town, 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 Town of Woodstock employee.

The contractor shall arrange his employees' schedules to conform to Town schedules.

TOWN HALL

Areas to be Cleaned:

- Lobby Area
- Mayors Office
- Town Clerk's Office
- Assistant Clerk's Office
- Building Inspector's Office
- Conference/Break Room
- 4 Single Bathrooms
- Common Area Hallways (both tile and carpet)
- Court Clerk's Office
- Police Department (2 Offices)
- 2 Maintenance/Supply Rooms
- 1 Record/Storage Room
- Courtroom
- Probate Office
- Tax Assessors Office

WEEKLY

- *Empty all wastebaskets and trash containers, wipe clean, replace plastic liner and return to their original location.
- *Vacuum entrances, lobbies, all offices, common areas, and hallway floors. Sweep and mop hard surfaced areas.
- *Clean lobby doors and windows with a heavy emphasis on doors and windows at entrances.
- *Clean counters, sink, tables, coffee makers, and wipe down outside of all appliances.
- *Dust wall-hung pictures and other wall adornments.
- *Vacuum conference room floors.
- *Pick up trash around front entrances.
- *Spot clean wall surfaces around light switches, handrails, doorknobs, and other heavy traffic areas.
- *Clean inter-office glass panels, removing fingerprints and smudges. **Use special cleaner for bullet-proof acrylic panels in Probate, Courtroom, and Police areas.**

Bathrooms:

- *All fixtures shall be washed and dried inside and out. Seats shall be washed top and bottom with a scouring powder 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.
- *Floors: Sweep loose paper and debris. Wet mop floors with a detergent disinfectant solution.
- *Replenish dispensers of toilet tissue, paper towels, and hand soap.
- *Walls shall be spot cleaned to remove splashes and runs, soap splashes, fingerprints and smudges.

Desks, Chairs and File Cabinets

- *Thoroughly dust all horizontal surfaces. Wood desktops to be dusted with soft, treated dust cloth. Vinyl and Formica tops may be dusted with a treated or damp cloth. Services to desktops will of necessity be limited to those which are reasonably clear of work papers. Chairs and benches shall be dusted on all horizontal surfaces and framework (including all chairs in auditorium); fabric upholstered seats to be vacuumed, and arms to be spot whisked.

MONTHLY

- *Clean interior doors.
- *Dust baseboards.
- *Dust blinds and clear away cobwebs around windows.
- *Wipe down all wood-stained doors.

SENIOR CENTER

Areas to be Cleaned:

- Common Area/Craft Room
- Dining Area
- Warming Kitchen
- Senior Center Director Office
- 2 Single Bathrooms (1-Male, 1-Female)
- Storage Area

WEEKLY

- *Empty all wastebaskets and trash containers, wipe clean, replace plastic liner and return to original location.
- *Sweep floors, vacuum rugs, mop hard surface floors.
- *Mop floors.
- *Dust wall-hung pictures and other wall adornments.
- *Clean front glass doors and windows.
- *Pick up trash around outside entrances.
- *Clean away cobwebs around windows, security cameras, doors and dust window blinds.
- *Clean countertops, sinks, tables, coffee makers, and wipe down outside of all appliances.

Bathrooms:

- *All fixtures shall be washed and dried inside and out. Seats shall be washed top and bottom using a scouring powder 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.
- *Floors: Sweep loose paper and debris. Wet mop floors with a detergent disinfectant solution.
- *Replenish dispensers of toilet tissue, paper towels and hand soap.
- *Walls shall be spot cleaned to remove splashes and runs, soap splashes, fingerprints, and smudges.

Desks, Chairs, Dining Tables and File Cabinets

Thoroughly dust all horizontal surfaces. Wood desktops to be dusted with soft, treated dust cloth. Vinyl, Formica and glass tops may be dusted with a treated or damp cloth. Services to desktops will of necessity be limited to those that are reasonably clear of work papers. Chairs shall be dusted on all horizontal and framework surfaces.

MONTHLY

- *Clean interior doors.
- *Fabric chairs to be vacuumed thoroughly.
- *Spot clean wall surfaces around light switches, handrails, doorknobs, and other heavy traffic areas.

THE 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.

**** The contractor will be paid an additional fee for any unanticipated cleaning request made by Town personnel outside the specifications above, which may include events at the Civic Center where the event sponsor did not clean after the event. The additional fee amount must be approved by the Mayor before the request is carried out.**

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 (3) year period total, if the service is satisfactory and the price remains as quoted. The contract may be terminated by either party upon thirty (30) day written notice.
- B. The contractor must provide proof of a Town of Woodstock business license prior to the execution of the contract: www.bizlicenseonline.com
- C. Work shall be conducted after 5:00 PM and before 7:30 AM at all locations. Contractor shall schedule and arrange work to not interfere with operational functions or Town work within the buildings. Final work schedule to be approved by the Town Clerk.
- D. The contractor shall provide and store all equipment, labor, and cleaning supplies to perform the above-mentioned duties.

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/ TOWN HALL \$ _____

MONTHLY RATE /SENIOR CENTER \$ _____

The Town of Woodstock 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

Email

Printed name of person submitting bid

Signature

Date