

August 9, 2006

Invitation to Bid

The City of Auburn will receive sealed bids until 10:00 a.m. Central Standard Time on Tuesday, September 12, 2006, in the Office of the City Manager, 144 Tichenor Avenue, Auburn, Alabama, at which time they will be publicly opened and read for furnishing the following:

Janitorial Services for Auburn Public Library

The City of Auburn reserves the right to select the lowest responsible bidder as the best interest of the City may require, to award the purchase contract from any of the bids, to reject any and all bids, and to waive any informalities in the bids received. Bids will be good for thirty (30) days after being opened by the City of Auburn

No bids may be withdrawn for a period of thirty (30) days after the scheduled closing time for receipt of bids. A sealed envelope must be delivered to City Hall or mailed, addressed to:

City Manager, City of Auburn
144 Tichenor Avenue
Auburn, Alabama 36830

The envelope must be plainly marked on the outside as follows:

BID: Auburn Public Library Janitorial Services
OPENING: 10:00 a.m.
DATE: Tuesday September 12, 2006

On Wednesday, September 6, at 10:00 a.m. Central Standard Time, a **mandatory** pre-bid tour of the facility will be conducted by Tyler Whitten, Technical Services Coordinator of Auburn Public Library. Only those vendors who attend this event are eligible to be awarded the contract, and the attendee from each company must be the owner of the company or a person of sufficient rank within the company to speak as to the company's willingness and/or ability to perform the tasks detailed in this bid.

The successful bidder will note that the City pays by invoice on each Friday of the month. Invoices must be received by Accounts Payable at least seven (7) days before the scheduled check date. If you have any questions concerning billing, please contact our accounts payable office at 334.501.7237 or 334.501.7238.

The successful bidder will be required to provide certificates of insurance showing that it carries, or has in force, automobile liability insurance, general liability insurance, professional liability insurance and workers' compensation insurance. Limits of liability for automobile liability insurance shall be, at a minimum, \$1,000,000.00 combined single limit. Limits of liability for general liability insurance shall be, at a minimum, \$1,000,000.00 per occurrence, \$1,000,000.00 personal and advertising injury, \$1,000,000.00 general aggregate and \$1,000,000.00 products/completed operations aggregate. General liability insurance will include coverage for contractually assumed liability. If general liability insurance is written on a claims-made basis, the Contractor will maintain coverage in effect for two (2) years following the end of this agreement. Workers' compensation insurance shall provide statutory workers' compensation coverage and employers' liability coverage with limits of, at a minimum, \$500,000.00 each accident, \$500,000.00 disease- each employee and \$500,000.00 accident, \$500,000.00 disease – policy limit.

The certificate of insurance shall provide the City of Auburn, Alabama (City) with thirty (30) days written notice of cancellation of any of the coverage named in said certificate.

The City will be named as additional insured under the contractor's general liability insurance and automobile liability insurance policies.

The contractor shall require certificates of insurance from subcontractors. Subcontractors will carry limits of insurance equal to or greater than those carried by the contractor. These certificates shall evidence waivers of subrogation in favor of the contractor and the City, and shall be made available to the City upon request.

At the City's discretion, the contractor may be required to have in force builder's risk coverage and/or higher liability limits than that mentioned above and/or broader coverage than normally carried by the contractor.

The contractor agrees to indemnify, hold harmless, and defend the City, its officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorneys fees and litigation expenses, in whole or in part arising out of, connected with, or in any way associated with the activities of the contractor, its employees, or its sub-contractors in connection with the work to be performed under this contract. The contractor agrees to purchase liability insurance to cover this indemnity obligation.

This contract will be interpreted according to the laws of the State of Alabama and may not be assigned by the contractor without the written permission of the City.

Legal action arising from the performance of this contract will be filed in the Circuit Court of Lee County, Alabama located in Opelika, Alabama or the Federal District Court for the Middle District of Alabama located in Montgomery, Alabama.

The successful bidder is responsible for acquiring the appropriate business licenses and permits to conduct work with the City of Auburn. Any non-Alabama bidders must submit a written opinion from an attorney stating the amount, if any, of preference granted by law to businesses in his state of residence.

All questions concerning the working environment and the janitorial service needs of Auburn Public Library should be directed in writing to:

Tyler Whitten
Technical Services Coordinator
Auburn Public Library
749 East Thach Avenue
Auburn, AL 36830
Phone: (334) 501-3192
Email: twhitten@auburnalabama.org

I. Introduction

Auburn Public Library is a facility of approximately 24,000 square feet that is divided between public reading areas and administrative offices. The facility is used heavily by the public, and daily janitorial service is required to maintain an acceptable level of cleanliness and an attractive appearance.

The facility is mostly carpeted, with tiled atrium, lobby, side entrance, restrooms, and kitchens.

Among other amenities, the facility contains:

- 2 public restrooms
- 2 staff restrooms
- 1 staff lounge/kitchen
- 4 private offices
- 4 public service desks
- 1 board room with kitchen
- 1 tiled atrium and lobby
- 1 programming room with a craft sink closet

Numerous book shelves, tables, chairs, counters, etc.

II. Submission instructions

At a minimum, a vendor should have been in business as a provider of janitorial services for a minimum of seven (7) years and meet all other requirements detailed below.

The proposal will address the vendor's ability to comply with the requirements stated herein and will address all informational, functional, and general requirements of the bid document.

The proposal shall consist of a cost proposal for the services required by this invitation to bid based on monthly billing. All pricing should be based on a one (1) year contract with the option to renew annually.

Be advised that Auburn Public Library will provide all cleaning supplies and equipment necessary to perform the work required under the terms of this contract; therefore, the vendor's price quote should focus on the cost associated with providing the staff necessary to complete the assigned tasks.

Any specialized cleaning tasks that may be requested, such as pressure-washing, steam-cleaning of carpets, or machine-scrubbing of tile, will be treated as separate purchases and are not covered under the terms of this invitation to bid. However, respondents must have the ability, equipment, and the expertise to perform these additional services when requested.

The proposal will include the full contact information for not less than five (5) references who can testify as to the quality of work performed by the vendor.

The proposal must be signed and dated by an individual authorized to enter into a binding agreement in the name of the vendor.

The proposal should be presented in a format that can easily be incorporated into a contract between the vendor and the City of Auburn, encompassing the guidelines detailed in the Invitation to Bid and required by the City.

The proposal should include the following parts:

1. Name and address of the vendor
2. Name and phone number of the contact person for the proposal
3. Brief history of the company, including years in service
4. Listing of not less than five (5) references
5. Discussion of the company's ability to meet the needs of the City
6. Cost Proposal based on Monthly Billing
7. Signature of a company officer authorized to enter into contracts

III. Cleaning Schedule

Janitorial services must be performed Monday – Friday as detailed below. No janitorial services will be required on Saturdays or Sundays, unless arrangements have been made for specialized services not covered under this RFP.

Janitorial services will begin between 7:00 a.m. and 8:00 a.m. Central Standard Time and must be completed as quickly as possible but may not continue beyond 10:00 a.m.

All mopping must be performed at times that will allow floors to dry completely before the facility opens to the public at 9:00 a.m. Central Standard Time.

The owner of the janitorial service company must commit to being present in Auburn Public Library not less than once per week to participate in the cleaning activities and to keep the Technical Services Coordinator informed regarding changes in cleaning staff and other concerns that may arise.

All new members of the cleaning staff must be formally introduced to the Technical Services Coordinator by the owner of the company prior to their beginning work in the facility.

The expected duties are as follows:

Duties to be performed daily (Monday—Friday)

1. Clean Public Restrooms
 - a. Empty all trash bins and replace bin liners, including sanitary units in women's
 - b. Check soap, tissue, and towel dispensers and refill as necessary
 - c. Check walls and doors of stalls and clean when needed
 - d. Scrub toilets
 - e. Clean sinks and counter tops, including diaper changing counters
 - f. Sweep and mop floors
2. Clean Water Fountains
 - a. Clean knob and drain area daily.
 - b. Clean exterior of fountain when needed.
3. Clean Staff Toilet and Lounge
 - a. Empty all trash bins and replace bin liners
 - b. Check soap, tissue, and towel dispensers and refill as necessary
 - c. Check walls, doors, cabinets, refrigerator exterior and clean when needed
 - d. Scrub toilet
 - e. Clean sinks and counter tops
 - f. Sweep and mop floors

4. Pull Trash Throughout the Facility
 - a. Interior trash cans (at service desks, inside back door, etc.)
 - b. Exterior trash cans (outside front door and parking lot)
 - c. All trash goes to the dumpster
 - d. Pick up any trash lying around the dumpster
 - e. Make sure the dumpster lid is closed
5. Clean Glass
 - a. Clean glass on front doors and programming room doors
 - b. Inspect all other interior glass and clean as needed
6. Inspect Carpeting/Tile
 - a. Before leaving for the day, walk through the entire facility and pick up debris on carpet/tile with broom/dustpan and/or dust mop.
7. Inspect Rotunda
 - a. Before leaving for the day, check the rotunda area outside front door for debris and sweep if necessary.

Duties to be performed twice a week in addition to daily duties

1. Vacuum all carpeting (before library opens)

Duties to be performed once a week in addition to daily duties

1. Sweep and mop all tile in the atrium and lobby area (before library opens)
2. Sweep and mop the tile at the side entrance
3. Clean and mop the restroom in the Director's office
4. Clean scuff marks from exterior walls of the circulation desk
5. Dust throughout the facility
 - a. circulation desk
 - b. computer desks
 - c. public phone counters
 - d. atrium column facades
 - e. dictionary counters
 - f. book shelves and shelf canopies
 - g. tables, lamps, chairs
6. Wet-clean counters and tabletops (Windex or similar cleaner)

- a. study tables
- b. public service areas of the circulation desk
- c. counter-height book shelf canopies

Duties to be performed once a month in addition to daily/weekly duties

1. Full Cleaning of the Circulation Desk
 - a. Remove all furnishings and floor mat
 - b. Vacuum carpet
 - c. Dust behind computers and shelving

2. Perform a thorough cleaning of the Board Room area
 - a. Vacuum carpet in Board Room
 - b. Clean Board Room Kitchen
 - c. Sweep and mop tile in Board Room kitchen

City of Auburn

**Karen S. Broome
Purchasing Officer**