



October 15, 2012

TO:

RE: Request for Proposals – Janitorial Services for Residence Hall
The University of Alabama in Huntsville
Proposal No. P0082

The University of Alabama in Huntsville is requesting proposals for Janitorial Services for Residence Hall. To obtain a copy of this proposal go to <http://www.uah.edu/business-services/vendors/bid-opportunities>, scroll down and click on the proposal number.

Sealed proposals will be received subject to the Conditions cited herein until **1:30 P.M. on Monday, November 5, 2012**. All Requests for Proposals must be furnished to Judy Curtis in Procurement Services, Business Services Building (John Wright Drive), The University of Alabama in Huntsville, Huntsville, Alabama 35899. Proposals may be express mailed to Procurement Services/Proposal P0082, Business Services Building, The University of Alabama in Huntsville, 301 Sparkman Drive, Huntsville, AL 35899.

All proposals must be submitted in a sealed envelope bearing on the outside the name and address of the vendor, **proposal number**, name of the project, and date.

In the event it becomes necessary to revise any part of this Request for Proposal prior to the assigned return date, revisions will be posted in writing by Procurement Services on our website <http://www.uah.edu/business-services/vendors/bid-opportunities>. The University will be the sole determinant of whether any revisions/addenda should be issued as a result of any questions or other matters, and will extend the proposal deadline if such information significantly amends this solicitation or makes compliance with the original proposal due date impractical.

In order to be considered for selection, vendors must submit a complete response to this request for proposal. One original and three copies of each proposal must be submitted to the University. The vendors shall make no other distribution of the proposals.

No proposal may be amended or withdrawn after the scheduled closing time of receipt for a period of sixty (60) days. The University reserves the right to waive any informality and to reject any and all proposals.

All questions pertaining to this Request for Proposal should be addressed to Judy Curtis via email: curtisj@uah.edu subject: (Janitorial Services Residence Hall).

Sincerely,

Judy Curtis
Procurement Officer II,
Procurement Services

Request for Proposal P0082

Purpose

The University of Alabama in Huntsville, hereafter referred to as “University” is requesting proposals for Janitorial Services in Residence Hall Areas. The contract period will be for three (3) consecutive years with the option to renew for five (5) additional one-year periods. The University would like to secure a vendor to enter into a purchase order agreement for this proposal per the specifications below.

Event Dates

Sealed proposals will be received subject to the Conditions cited herein until **1:30 PM on November 5, 2012**. All Requests for Proposals must be furnished to Judy Curtis in Procurement Services, Business Services Building, located on John Wright Drive, The University of Alabama in Huntsville, Huntsville, AL 35899. Proposals may be express mailed to The University of Alabama in Huntsville, Procurement Services, 301 Sparkman Drive, Proposal No. P0082 Huntsville, AL 35899.

Each proposal will be stamped with the time and date of receipt. Any proposal received after 1:30 PM will not be considered for an award of a contract.

Revisions to the Request for Proposal

In the event it becomes necessary to revise any part of this Request for Proposal prior to the assigned return date, revisions will be posted in writing by Procurement Services on our website: <http://www.uah.edu/business-services/vendors/bid-opportunities>. Scroll down, and select “Proposal P0082”. The University will be the sole determinant of whether any revisions/addenda should be issued as a result of any questions or other matters, and will extend the proposal deadline if such information significantly amends this solicitation or makes compliance with the original proposal due date impractical.

Ownership of Material

Ownership of all data, material, and documentation originated and prepared for the University pursuant to the Request for Proposal shall belong exclusively to the University.

Proposal Preparation

Proposals shall be signed by an authorized representative of the Vendor. All information requested must be submitted. Failure to comply will result in rejection of the proposal.

Proposals should be prepared simply and economically, providing a straightforward concise description of the Vendor(s) capabilities to satisfy the requirements of the Request for Proposal. Emphasis should be completeness and clarity of content.

Each copy of the proposal should be bound in a single volume. All documentation submitted with the proposal should be bound or attached to that single document. (original & three copies)

Award of Contract

The vendor deemed to be fully qualified and best suited among those submitting proposals will be identified on the basis of cost, experience and submittal information. Post proposal evaluations may be conducted with any or all vendors including an on-site visit. After evaluations are complete, an award may be made within one (1) week depending on response.

The University shall select and notify that vendor which has in the University's opinion made the best proposal and award the contract.

To determine the overall best proposal, the University will utilize an evaluation tool known as the Evaluation Criteria. Each proposal received will be graded for their response to the proposal requirements, and given a numerical score based on the maximum assigned value. These scores will be combined and considered the numerical value of your response. The proposal with the highest numerical value will be considered the overall best response, and assuming all other requirements are met, will be awarded the contract.

The University reserves the right to request additional information to determine the responsibility of the apparent successful contractor relative to its ability to comply with the terms and conditions of this Request for Proposals.

Modifications, additions or changes to the terms and conditions of this solicitation may be a cause for rejection of your proposal; however, UAH reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.

Proposals are evaluated and award decisions are made in the best overall interest of The University of Alabama in Huntsville. The University reserves the right to reject any and all proposals in whole or in part and to waive any informality in the proposal.

The successful vendor will be required to execute a purchase order agreement in conformance with the provisions of this Request for Proposals. During the period of the agreement, no changes will be permitted in any of the conditions and specifications unless the vendor receives written approval from the University.

After the opening of this proposal, the results will not be available to vendors until after an award is made. Tabulations can be reviewed by accessing Procurement Services website at <http://www.uah.edu/admin/bussvcs/bidawards.htm>. Scroll down to Proposal P0082.

Evaluation Criteria

This proposal will be awarded using the following criteria:

	<u>POINTS</u>
Proposal signed by an authorized officer of the firm and complies with the requirements of this RFP	10
Cost	30
References and Job History to include years in business	20
Residence Hall Experience in Higher Education	40
TOTAL:	<hr/> 100

Certification Pursuant To Act No. 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

General Terms and Conditions for This Proposal

Hold Harmless Clause

The vendor must agree "To hold harmless" the State of Alabama, Board of Trustees of the University of Alabama System, and employees of the University of Alabama in Huntsville, against claims arising out of the actions of any person in the use or administration of this project.

Permits, Licenses, Taxes and Certificate of Authority

The vendor shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this agreement, and it shall post or display in a prominent place such permits and/or notices as are required by law.

The vendor shall be responsible for and pay when due any and all taxes and assessments arising out of the operation including, but not limited to, payroll taxes (including all deductions of employees) and income taxes.

The vendor shall comply with the provisions of all applicable statutes and regulations of taxing authorities to which it is subject.

Applicable Law

This Contract, and all matters or issues collateral to it, shall be governed by and construed in accordance with the laws of the State of Alabama.

Vendor represents and warrants that all article and services covered by this proposal meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Act of 1970, No. 2006, and its regulations in effect or proposed as of the date of this proposal.

The vendor agrees that it shall not, with respect to any activity carried out on the premises of the University or relating in any way to this Contract, discriminate unlawfully against any person on the basis of race, color, national origin, religion, sex, age, handicap or disability. The equal opportunity clause required under Executive Order 11246 date September 28, 1965 issued by the President of the United States of America, and Public Law 88-352, 88th Congress, the "Civil Rights Act of 1964" and regulations issued there under are made a part of this Contract by reference.

Assignment

No contract may be assigned; sublet or transferred without the written consent of the University.

Insurance Obligations Including Worker's Compensation and Comprehensive General Liability

The vendor shall maintain in force at all times during the term of this Agreement, with responsible insurance carriers, the following insurance: (a) workmen's compensation insurance, to the extent coverage is required by law for the Contractor, in the amount of the statutory limits; (b) public liability insurance in the amount of \$1 million; and (c) automobile liability insurance, if the use of an automobile by the Vendor is involved in or related to its performance under this contract. The vendor shall provide a Certificate of Insurance to the University with respect to one (1) or more of the foregoing coverage's. The University shall be made an additional insured on any of such policies of insurance.

Warranty Period

Include a copy of your materials warranty; clearly state the length of the warranty for both labor and materials.

Contract Cancellation

If the vendor fails to fulfill its contract obligations, the University may give the vendor written notice of its failure to perform, and if the vendor fails to correct the default within two (2) days, the University, by written notice, may terminate the contract after an additional two (2) days.

Codes and Standards

The successful vendor must perform all work under the current codes and standards that are applicable, such as, but not limited to: American Standards Association, National Bureau of Standards, ADA, American National Standards Institute, etc. and any federal and local codes and ordinances.

University Name – Limitations on Use

The vendor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures, or other representation of the University except on the specific written authorization of the University's Vice President for Finance and Administration. However, the vendor shall be allowed to include the University on its routine client list for matters of reference.

Non-Collusion

Any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise, shall render the proposals of such vendors void. Each vendor certifies that he has not been a party to such an agreement by signing this request for proposal.

Proposals are Public Record

All proposals become a matter of public record at proposal award. The University accepts no responsibility for maintaining confidentiality of any information submitted with proposal whether labeled confidential or not.

Disclosure Statement

Vendors are required to file with Procurement Services a disclosure statement of relationship between contractors/grantees and employees/officials of the University. This form must be completed and included in proposal response.

SPECIFICATIONS

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE IS REQUESTING PROPOSALS FOR JANITORIAL SERVICES OF THE RESIDENCE HALLS AT UAHUNTSVILLE HOUSING FOR THREE (3) CONSECUTIVE YEARS (NOVEMBER 12, 2012-NOVEMBER 11, 2015) WITH THE OPTION TO RENEW FOR FIVE (5) ONE YEAR PERIODS. THE SUCCESSFUL BIDDER WILL PROVIDE THE NECESSARY PERSONNEL, EQUIPMENT, AND SUPPLIES FOR JANITORIAL SERVICES ON A DAILY BASIS, MONDAY THROUGH FRIDAY REGARDLESS OF HOLIDAYS, WITHIN THE COMMON AREAS OF THE CENTRAL CAMPUS RESIDENCE HALL, FRANK FRANZ HALL, NORTH CAMPUS RESIDENCE HALL, CHARGER VILLAGE AND ON AN AS NEEDED BASIS FOR ASSIGNED UNITS AND COMMON AREAS IN ALL UNIVERSITY-OWNED SUITES, APARTMENTS, AND HOUSES OCCUPIED BY OR ASSIGNED TO STUDENTS, FACULTY, STAFF AND GUESTS. SOME WEEKENDS MAY BE NECESSARY TO MEET DEMAND.

THE SCOPE OF THE WORK WILL INCLUDE CLEANING OF SUCH ITEMS AS TILE FLOORS, CARPETS, CONCRETE, COVEBASE/BASEBOARDS, WALLS, DOORS, GLASS PANELS, KICK PLATES, WINDOWS (INTERIOR ONLY), BLINDS, LIGHT FIXTURES, WALL SWITCHES/OUTLET COVERS, CABINETS, DRAWERS, CLOSETS, SHELVES, SINKS, COUNTERTOPS, FURNITURE, MATTRESSES, TRASH CANS, BATHTUBS, SHOWERS, SHOWER CURTAINS, TOILETS, BATHROOM FIXTURES, MIRRORS, VENTS, EXHAUST FANS, FIRE EQUIPMENT, A/C UNITS, STOVE/OVENS, BROILERS, DISHWASHERS, WASHERS, DRYERS, REFRIGERATORS/FREEZERS (INCLUDING DEFROSTING IF NECESSARY), AND MICROWAVE OVENS.

IN THE CASE OF PARTIAL CLEANING IN ANY PARTICULAR UNIT, THE CONTRACTOR WILL BE RESPONSIBLE FOR CLEANING THOSE AREAS AND/OR ITEMS SPECIFIED BY THE AGENT OF UNIVERSITY HOUSING AND DESIGNATED ON A CLEANING CHECKLIST. WORK IN SUITES, APARTMENTS, AND HOUSES OCCURS SPORADICALLY AND WILL BE HEAVY AT TIMES, ESPECIALLY AT THE END OF ACADEMIC SEMESTERS (DECEMBER, MAY, AND AUGUST).

APPROXIMATELY TWO WEEKS BEFORE THE END OF A SEMESTER, CONTRACTOR WILL RECEIVE AN ASSIGNMENT OF UNITS THAT WILL BE VACATED. HOWEVER, DUE TO THE NATURE OF UNIVERSITY HOUSING, ROOM TURNOVER MAY CHANGE ON A DAILY BASIS. ADDITIONAL ASSIGNMENTS TO CLEAN BOTH OCCUPIED AND VACANT UNITS WILL BE MADE ON A DAILY BASIS DURING SEMESTER BREAKS. SPEEDY TURNOVER IS EXPECTED (SOMETIMES MAY RANGE FROM HOURLY TO THREE DAY VACANCY PERIOD IS AVAILABLE BETWEEN SEMESTERS). NUMBER OF SUITE OR APARTMENT UNITS TO BE CLEANED AT ANY ONE END-OF-SEMESTER CAN RANGE FROM 20-50 IN SOUTHEAST CAMPUS HOUSING, UP TO 104 SUITES IN THE CENTRAL CAMPUS RESIDENCE HALL, UP TO 64 SUITES IN FRANK FRANZ HALL, AND UP TO 102 SUITES IN NORTH CAMPUS RESIDENCE HALL, AND UP TO 115 IN

CHARGER VILLAGE. NUMBER OF HOUSES TO CLEAN IS USUALLY NO MORE THAN 1-2 IN ANY ONE MONTH.

CLEANING ASSIGNMENTS OTHER THAN DURING SEMESTER-END TURNOVER WILL BE ISSUED SPORADICALLY AND COMPLETION DATES ARE EXPECTED WITHIN ONE WEEK OR LESS, DEPENDING ON MAINTENANCE ISSUES AND MOVE-IN DATES.

INDEMNITY:

THE SUCCESSFUL BIDDER AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ALABAMA AND ITS OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY LIABILITY, LOSSES, CLAIMS, DEMANDS, ACTIONS, DEBT, AND/OR DAMAGES ARISING OUT OF THE ACTIONS OR OMISSIONS OF THE CONTRACTOR, ITS OFFICERS, EMPLOYEES, AND AGENTS IN CONNECTION WITH THIS PROPOSAL.

THE SUCCESSFUL BIDDER AGREES TO PROVIDE PROOF OF INSURANCE, OF WORKMAN'S COMPENSATION, AND EMPLOYER'S LIABILITY WITHIN 10 BUSINESS DAYS AFTER NOTICE OF AWARD.

ALL BIDDERS MUST PROVIDE A MINIMUM OF FIVE REFERENCES AND MUST HAVE AT LEAST FIVE YEARS OF RESIDENCE HALL CLEANING EXPERIENCE AT AN ACCREDITED INSTITUTION FOR HIGHER EDUCATION.

ALL WORK PERFORMED BY THE CONTRACTOR MUST MEET HOUSING INSPECTOR'S STANDARDS BEFORE PAYMENT FOR SERVICE IS MADE.

JANITORIAL STORAGE AREAS WILL BE DESIGNATED WITHIN EACH RESIDENTIAL AREA. THESE WILL BE THE ONLY APPROVED LOCATIONS FOR SUPPLIES, MATERIALS AND/OR EQUIPMENT TO BE STORED.

A MANDATORY MEETING WITH ALL JANITORIAL STAFF WILL BE REQUIRED AT START OF CONTRACT WITH THE ASSISTANT DIRECTOR FOR OPERATIONS AND INFORMATION TECHNOLOGY FOR UNIVERSITY HOUSING.

PAYMENT FOR SERVICE WILL BE MADE BY UNIVERSITY HOUSING WITHIN 30 DAYS AFTER THE RECEIPT OF AN ITEMIZED INVOICE. INVOICES SHOULD BE SUBMITTED BY VENDOR WITHIN 30 DAYS FOLLOWING COMPLETION OF WORK.

THERE WILL NOT BE A SITE VISIT UNLESS THE BIDDER HAS NEVER BEEN ON CAMPUS AND REQUESTS ONE. IF A SITE VISIT IS NEEDED PLEASE CONTACT JUDY CURTIS BY EMAIL curtisj@uah.edu TO SCHEDULE VISIT. SEALED PROPOSALS WILL BE OPENED ON DUE DATE OF NOVEMBER 5, 2012 AT 1:30PM.

BIDDERS ARE REQUESTED TO SUBMIT THEIR QUOTED PRICES ON THE FORM PROVIDED WITH THE PROPOSAL.

THE CONTRACTOR IS TO SERVICE THE FOLLOWING UNITS:

SOUTHEAST CAMPUS HOUSING (SECH)

THREE-BEDROOM STUDENT SUITES:

602 A-L, 604 C-L, 606 C-L, 608 A-L, 702 A-L, 704 A-L, 706 B-L AT JOHN WRIGHT DRIVE.

ONE BEDROOM APARTMENTS:

700 A, C-X, AND 600 A, C-X AT JOHN WRIGHT DRIVE.

FLOWERS SUBDIVISION

TWO- THREE- AND FOUR-BEDROOM HOUSES WITH ONE TO TWO BATHROOMS:

602, 604, 608, 609, 610, 613, 617, 620, 622, 4507 AND 4509 AUSTIN DRIVE

CENTRAL CAMPUS RESIDENCE HALL (CCRH)

ONE BEDROOM APARTMENT:

109-B CCRH AT 1000 BEN GRAVES DRIVE

FOUR BEDROOM SUITES: 101, 102, 103, 104, 105, 106, 110, 111, 112, 113, 114, 116, 201, 202, 203, 204, 205, 206, 207, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 301, 302, 303, 304, 305, 306, 307, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 401, 402, 403, 404, 405, 406, 407, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 501, 502, 503, 504, 505, 506, 507, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 601, 602, 603, 604, 605, 606, 607, 609, 610, 611, 612, 613, 614, 615, 616, 703, 704, 705, 706, 707, 709, 710, 713, 714 CCRH AT 1000 BEN GRAVES DRIVE

RESIDENT DIRECTOR'S OFFICE

109-A CCRH AT 1000 BEN GRAVES DRIVE

FRANK FRANZ HALL (FFH)

ONE BEDROOM APARTMENT:

115 NCRH AT 1301 BEN GRAVES DRIVE

THREE BEDROOM SUITES: 113, 130, 208, 224, 308, 324,408, 424 FFH AT 301 BEN GRAVES DRIVE

FOUR BEDROOM SUITES: 101, 102, 103, 104, 124, 125, 132, 133, 134, 135,136, 201, 202, 203, 204, 206, 212, 213, 216, 218, 219, 226, 227, 228, 229, 230, 301, 302, 303, 304, 306, 312, 313, 316, 318, 319, 326, 327, 328, 329, 330, 401, 402, 403, 404, 406, 412, 413, 416, 418, 419, 426, 427, 428, 429, 430 NCRH AT 301 BEN GRAVES DRIVE

RESIDENT DIRECTOR'S OFFICE

120-A FFH AT 301 BEN GRAVES DRIVE

MULTI-PURPOSE/COMMON AREA SPACE

NORTH CAMPUS RESIDENCE HALL (NCRH)

ONE BEDROOM APARTMENT (1 UNIT):

104 NCRH AT 1303 BEN GRAVES DRIVE

ONE-BEDROOM STUDIO SUITES (33 UNITS):

119, 127, 134, 135, 205, 206, 207, 209, 213, 224, 227, 228, 229, 301, 306, 307, 308, 310, 314, 325, 328, 329, 330, 401, 406, 407, 408, 410, 414, 425, 428, 429, 430 NCRH II AT 1303 BEN GRAVES DRIVE

TWO-BEDROOM SUITES (2 UNITS):

120 AND 139 NCRH AT 1303 BEN GRAVES DRIVE

THREE BEDROOM SUITES (6 UNITS):

214, 232, 315, 333, 415 AND 433 NCRH AT 1303 BEN GRAVES DRIVE

FOUR-BEDROOM SUITES (61 UNITS):

116, 118, 121, 122, 123, 124, 125, 126, 131, 132, 133, 137, 138, 200, 203, 204, 210, 212, 215, 216, 217, 218, 219, 220, 223, 225, 226, 230, 231, 300, 303, 305, 311, 313, 316, 317, 318, 319, 320, 321, 324, 326, 327, 331, 332, 400, 403, 405, 411, 413, 416, 417, 418, 419, 420, 421, 424, 426, 427, 431, 432 NCRH AT 1303 BEN GRAVES DRIVE

RESIDENT DIRECTOR'S OFFICE

104 NCRH AT 1303 BEN GRAVES DRIVE

CHARGER VILLAGE (CV)

ONE BEDROOM APARTMENT

119 CV 601 JOHN WRIGHT DRIVE

TWO-BEDROOM SUITES:

201, 202, 211, 223, 230, 231, 301, 302, 311, 323, 330, 331, 401, 402, 411, 423, 430, 431, 501, 502, 511, 523, 530, 531 CV AT 601 JOHN WRIGHT DRIVE

FOUR-BEDROOM SUITES:

203, 204, 205, 206, 207, 208, 209, 210, 213, 214, 215, 216, 218, 219, 220, 221, 224, 225, 226, 227, 228, 229, 303, 304, 305, 306, 307, 308, 309, 310, 313, 314, 315, 316, 318, 319, 320, 321, 324, 325, 326, 327, 328, 329, 403, 404, 405, 406, 407, 408, 409, 410, 413, 414, 415, 416, 418, 419, 420, 421, 424, 425, 426, 427, 428, 429, 503, 504, 505, 506, 507, 508, 509, 510, 513, 514, 515, 516, 518, 519, 520, 521, 524, 525, 526, 527, 528, 529 CV AT 601 JOHN WRIGHT DRIVE

RESIDENT DIRECTOR'S OFFICE:

114 CV AT 601 JOHN WRIGHT DRIVE

MULTI-PURPOSE/COMMON AREA SPACES: 100, 102, 103 CV AT 601 JOHN WRIGHT DRIVE

THE SUCCESSFUL CONTRACTOR MUST PROVIDE STRINGENT SUPERVISION, A COMPETENT STAFF AND MUST DEMONSTRATE THE ABILITY TO PERFORM THE DUTIES AS OUTLINED. TO ACCOMPLISH THIS, AN ONSITE SUPERVISOR IS REQUIRED. THE SUPERVISOR SHALL BE THE PRIMARY CONTACT BETWEEN UNIVERSITY HOUSING ADMINISTRATION AND THE SUCCESSFUL BIDDER. A SCHEDULE OF ROUTINE CLEANING TASKS FOR COMMON AREAS OF CCRH, CV, FFH AND NCRH IS RECOMMENDED, AND A MINIMUM OF 16 MAN HOURS PER DAY IS SUGGESTED IN ORDER TO DELIVER REQUIRED WORK. ANY REPRESENTATIVES OF THE CONTRACTOR WILL BE REQUIRED TO LOG THE DATE AND TIME AT THE FRONT DESK WHEN ENTERING AND LEAVING CCRH, CV, FFH OR NCRH. ADDITIONALLY, ALL EMPLOYEES MUST WEAR IDENTIFIABLE CLOTHING FOR THE COMPANY AND ASSOCIATED UNIVERSITY IDENTIFICATION CARD.

BELOW IS A SAMPLE ITINERARY, BUT TASKS AND TIMELINE MAY VARY IN ORDER TO MEET UNIVERSITY'S EXPECTATIONS.

CLEANING TASKS FOR CCRH, FFH, NCRH and CV

Daily:

Trash removal must be done 6 days per week. This is the only routine task that includes a Saturday or Sunday in order to alleviate weekend accumulation. Trash removal encompasses all discarded debris in trash rooms, offices, and common area trash receptacles. All can liners should be replaced.

Polish elevator cars' walls/doors, clean tracks, and mop floors.

Sweep and mop lobby and corridor tile floor, clean glass and information desk area

Clean and straighten up lobby furnishings and wash all surfaces

Sweep, patrol for trash, and empty cigarette and trash receptacles outside front entrance of building, within a 20-foot radius of entrance

Clean Recreation room/Multipurpose room, and study lounges; clean kitchen area and mop/vacuum as needed.

Clean all washers and dryers and wash all surfaces in laundry.

Clean and restock public restrooms.

Mop laundry room

Check and walk all corridors and stairwells for trash, spills and spews; wash as needed

Windex glass surfaces on first floor

Common area carpet is vacuumed at least three times per week; spot pickup daily.

Clean common area kitchens

Trash removal from NCRH/FFH Courtyard and CV Courtyard

Once per week:

Sweep and mop all stairs and landings.

Mop trash rooms and clean receptacles.

Vacuum all carpet halls, wash baseboards as needed.
Windex glass surfaces on upper floor hallways
Wash walls, doors and surfaces with disinfectant.
Watch for cobwebs and high surfaces. Wash and dust as needed.
Carpets are shampooed throughout the week
CLEAN ALL COMMON AREA VENTS

Once per month:

Elevator floors are stripped, waxed and buffed
Dust fire equipment, air conditioner units, bulletin boards, vents, door closures
Wash door kick plates and metal thresholds
Dust furniture and brush upholstery

Other periods:

Common area floor tile (VCT) is stripped, waxed and buffed at least 3 times per year (May, Aug, and Dec.)

Grout in lobby and hall way tile deep cleaned twice per year (Dec. and May)

Additional Tasks:

Common areas:

Additional janitorial staff available on move-in/out days and weekend functions
Clean trash room barrels as frequently as needed.
Weekly meeting and inspection tours with University representatives

PLEASE QUOTE THE FOLLOWING PRICES:

DAILY CLEANING SERVICE (MONDAY-FRIDAY) OF COMMON AREAS AND THEIR CONTENTS IN CENTRAL CAMPUS RESIDENCE HALL (CCRH), FRANK FRANZ HALL (FFH), NORTH CAMPUS RESIDENCE HALL (NCRH) AND CHARGER VILLAGE (CV):

FRONT LOBBIES, CONTROL DESKS, CORRIDORS, EXTERIOR SUITE DOORS, STAIRWELLS, INCLUDING BACK STAIRWELL FROM CCRH TO UNIVERSITY CENTER BRIDGE, RECREATION/MULTI-PURPOSE ROOMS, LOUNGES/COMPUTER ROOMS, LAUNDRY ROOMS, PUBLIC RESTROOMS, ELEVATORS, TRASH SERVICE (REMOVAL OF TRASH AND CLEANING OF TRASH ROOMS), RESIDENT DIRECTOR OFFICES, MAIL ROOMS, HOUSEKEEPING ROOMS, LINEN ROOMS, JANITOR CLOSETS, ELECTRICAL ROOMS, EQUIPMENT ROOMS, AND STORAGE ROOMS.

UNIVERSITY HOUSING EXPECTS ANY AND ALL COMMON AREAS, ROOMS, FURNISHINGS, AND FIXTURES TO BE KEPT CLEAN AND SANITIZED AT ALL TIMES. ROUTINE CLEANING MAY BE ON A DAILY, WEEKLY, OR MONTHLY BASIS, DEPENDING ON THE TASK.

ALL FLOOR TILE WILL BE STRIPPED, WAXED, AND BUFFED AT LEAST ONCE WHEN BUILDINGS ARE CLOSED DURING SEMESTER BREAK.

IF THE UNIVERSITY CHOOSES TO HIRE ITS OWN EMPLOYEES TO PROVIDE CUSTODIAL SERVICES IN THE COMMON AREAS OF CCRH, CV, FFH, AND NCRH, PLEASE INDICATE ANY CHANGE IN PRICE QUOTES AS A PERCENTAGE, OR LIST PRICES IN THE SECOND BLANK LINE OF EACH ITEM

PERCENTAGE OF PRICE QUOTES: \$_____ %

COMPLETE CLEANING OF COMMON AREAS PER MONTH:

CCRH \$ _____ FFH \$ _____
NCRH \$ _____

CV \$ _____

FEE FOR CLEANING VINYL TILE FLOORS/COVEBASE (stripping/waxing/buffing; includes under appliances and furnishings)

Per Square Foot: \$ _____

FEE FOR CLEANING CARPET/COVEBASE (shampoo, extraction, bonnet)

Per Square Foot: \$ _____

FEE FOR COMPLETE CLEANING OF STUDENT SUITE INCLUDING FULL FLOOR TREATMENT

SECH (3-BEDROOM/FULL KITCHEN)	\$ _____
CCRH (4-BEDROOM/MINI KITCHEN)	\$ _____
FFH (3-BEDROOM/MINI KITCHEN)	\$ _____
FFH (4-BEDROOM/MINI KITCHEN)	\$ _____
NCRH (1-BEDROOM STUDIO/MINI KITCHEN)	\$ _____
NCRH (2-BEDROOM/MINI KITCHEN)	\$ _____
NCRH (3-BEDROOM/MINI KITCHEN)	\$ _____
NCRH (4-BEDROOM/MINI KITCHEN)	\$ _____
CV (2-BEDROOM/MINI KITCHEN)	\$ _____
CV (4-BEDROOM/MINI KITCHEN)	\$ _____
FRSO (2-BEDROOM W/ BATHROOM)	\$ _____

FEE FOR COMPLETE CLEANING OF 1-BEDROOM UNFURNISHED APARTMENT INCLUDING FLOOR TREATMENT (SECH) \$ _____

FEE FOR COMPLETE CLEANING OF 1-BEDROOM FURNISHED APARTMENT INCLUDING FLOOR TREATMENT

SECH \$ _____

CCRH (1 UNIT ONLY) \$ _____
 NCRH (1 UNIT ONLY) \$ _____
 CV (2 BEDROOM, 1- UNIT ONLY) \$ _____

FEE FOR COMPLETE CLEANING OF UNFURNISHED HOUSE IN FLOWERS

SUBDIVISION

2-BEDROOM \$ _____
 3-BEDROOM \$ _____
 4-BEDROOM \$ _____

THE FEE FOR COMPLETE CLEANING SERVES AS A “COST CEILING” FOR BOTH THE UNIVERSITY AND THE CONTRACTOR. IN SOME ASSIGNMENTS, CLEANING WILL BE PARTIAL AND FOR DESIGNATED AREAS ONLY. BELOW ARE PRICE QUOTES FOR SPECIFIC AREAS OR ITEMS, AND FEES SHOULD BE ADJUSTED TO REPRESENT A REASONABLE PERCENTAGE OF TOTAL COST FOR COMPLETE CLEANING:

FEE FOR COMPLETE CLEANING OF SPECIFIC AREAS

1 BEDROOM SECH \$ _____ CCRH \$ _____ FFH \$ _____
 NCRH \$ _____ CV \$ _____ FRSO \$ _____

1 ENTIRE BATH AREA SECH (both sides) \$ _____ CCRH \$ _____
 FFH \$ _____ NCRH \$ _____ CV \$ _____
 FRSO \$ _____

LIVING ROOM/KITCHEN SECH (includes hall) \$ _____
 CCRH \$ _____ FFH \$ _____ NCRH \$ _____ CV \$ _____

CLEANING OF VINYL TILE FLOORS/COVEBASE (stripping/waxing/buffing; includes under appliances)

SECH LIVING ROOM/KITCHEN/HALL (3-bedroom unit) \$ _____
 SECH KITCHEN (1-BEDROOM UNIT) \$ _____
 CCRH KITCHEN/PANTRY \$ _____
 FFH KITCHEN \$ _____
 NCRH KITCHEN \$ _____
 CV KITCHEN \$ _____

CLEANING OF CARPET (extraction/shampoo/bonnet)

SECH BEDROOM \$ _____
 LIVING ROOM (1-BR ONLY) \$ _____
CCRH BEDROOM \$ _____
 LIVING ROOM \$ _____
 HALL \$ _____
FFH BEDROOM \$ _____

LIVING ROOM \$ _____
 HALL/PANTRY \$ _____
 NCRH BEDROOM \$ _____
 LIVING ROOM \$ _____
 HALL/PANTRY \$ _____
 CV BEDROOM \$ _____
 LIVING ROOM \$ _____
 HALL \$ _____
 FRSO BEDROOM \$ _____

CLEANING OF APPLIANCES IN ANY HOUSING AREA

STOVE/OVEN/HOOD \$ _____
 MICROWAVE \$ _____
 REFRIGERATOR/FREEZER (small) \$ _____
 REFRIGERATOR/FREEZER (large) \$ _____

CLEANING OF CABINETS/DRAWERS/SINKS/COUNTERTOPS

SECH KITCHEN \$ _____ VANITY \$ _____
 CCRH/FFH/NCRH/CV KITCHEN \$ _____ VANITY \$ _____

CLEANING OF FURNITURE IN ANY HOUSING AREA (includes dusting/polishing/brushing)

BEDROOM \$ _____ LIVING ROOM \$ _____
 KITCHEN \$ _____

CLEANING OF UPHOLSTERY IN ANY HOUSING AREA (extraction/shampoo)

BEDROOM \$ _____ LIVING ROOM \$ _____

PRESSURE WASH FRONT ENTRANCE OUTSIDE CCRH, FFH, NCRH OR CV

\$ _____ CCRH \$ _____ FFH
 \$ _____ NCRH \$ _____ CV

IN THE EVENT THAT THE SOUTHEAST CAMPUS “COMMON AREAS” OF UNIVERSITY HOUSING ARE IN NEED OF CLEANING, THE VENDOR SHALL PROVIDE CUSTODIAL/JANITORIAL SERVICES ON AN ON-CALL BASIS TO LAUNDRY ROOM, RECREATION ROOM, STUDY LOUNGE, RESOURCE ROOM, BREEZEWAYS, STAIRWELLS, OFFICES (INCLUDING MAIN HOUSING OFFICE) AND STORAGE ROOMS WITH EXCEPTION OF FLOOR CARE, CLEANING COST BASED ON HOURLY RATE FOR SPECIAL ASSIGNMENTS.

HOURLY RATE FOR SPECIAL ASSIGNMENTS

\$ _____

CONFERENCE CLEANING PROPOSAL (CCRH/NCRH COMPLEX & CV)

PERIODICALLY SUITES WILL BE USED FOR INDIVIDUAL GUESTS AND CONFERENCE GROUPS. THE NUMBER OF SUITES UTILIZED CAN RANGE FROM 1 TO 104 IN CCRH, 1-64 IN FFH, 1-102 IN NCRH, 1-100 in CV. THE LEVEL OF CLEANING IS CONTINGENT UPON THE LENGTH OF STAY.

COMPLETE CLEANING OF ENTIRE SUITE OR HALF-SUITE (2 bedrooms, 1 bath area, and kitchen/living room area)

1 NIGHT	FULL SUITE \$ _____ HALF SUITE \$ _____
2-5 NIGHTS	FULL SUITE \$ _____ HALF SUITE \$ _____
6 NIGHTS TO 2 WEEKS	FULL SUITE \$ _____ HALF SUITE \$ _____
OVER TWO WEEKS TO FOUR WEEKS	FULL SUITE \$ _____ HALF SUITE \$ _____
ONE MONTH	FULL SUITE \$ _____ HALF SUITE \$ _____
TWO MONTHS	FULL SUITE \$ _____ HALF SUITE \$ _____
10 WEEKS (includes full floor treatment)	FULL SUITE \$ _____ HALF SUITE \$ _____

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE RESERVES THE RIGHT TO ADD ADDITIONAL BUILDINGS AS NEEDED.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE RESERVES THE RIGHT TO RENEW THIS CONTRACT FOR FIVE ADDITIONAL ONE-YEAR PERIODS. THE PRICE FOR THE FIVE (5) SUCCESSIVE ONE YEAR PERIODS SHALL BE AS FOLLOWS:

NOVEMBER 12, 2015 THROUGH NOVEMBER 11, 2016 THE PRICE WILL BE:

_____ % OF PREVIOUS YEARS PRICES

NOVEMBER 12, 2016 THROUGH NOVEMBER 11, 2017 THE PRICE WILL BE:

_____ % OF PREVIOUS YEARS PRICES

NOVEMBER 12, 2017 THROUGH NOVEMBER 11, 2018 THE PRICE WILL BE:

_____ % OF PREVIOUS YEARS PRICES

NOVEMBER 12, 2018 THROUGH NOVEMBER 11, 2019 THE PRICE WILL BE:

_____ % OF PREVIOUS YEARS PRICES

FAILURE TO LIST PROPOSAL NUMBER AND OPENING DATE OF THE REQUEST ON THE OUTSIDE OF A SEALED ENVELOPE CONTAINING YOUR PROPOSAL MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL.

THE RESULTS WILL NOT BE MADE AVAILABLE TO BIDDERS UNTIL AFTER THE PROPOSAL HAS BEEN AWARDED. THE AWARD WILL BE POSTED ONLINE AND WILL NOT BE MADE AVAILABLE BY TELEPHONE, FAX, OR MAIL.

NOTE: In order for an alternate bid to be considered, bidders must supply current catalogs or brochures, including pictorials and specifications.

F.O.B. Point UAHUNTSVILLE DESTINATION	TERMS	WARRANTY
ESTIMATED DELIVERY	YOUR REFERENCE NO.*	QUOTATION EFFECTIVE UNTIL
BUSINESS CLASSIFICATION (see note below):	EMAIL ADDRESS:	

* Your company reference number, if applicable with this bid quotation.

NOTE: Please indicate your company classification in the appropriate box above: Small Business (**SB**), a Small Disadvantaged Business (**SD**), a Black Small Disadvantaged Business (**BD**), a Woman-Owned Small Business (**WB**), a Woman-Owned Small Disadvantaged Business (**WD**), a Black Woman-Owned Small Disadvantaged Business (**BW**), a Large Business (**LB**), an Individual (**IN**), Educational (**ED**), Non-Profit (**NP**), a Labor Surplus Area Concern (**LS**), Disabled Veteran-Owned Small Business (**DV**), Veteran-Owned Small Business (**VS**), Historically Underutilized Business Zone (**UZ**), or a Governmental Agency (**GV**).

Certification Pursuant To Act No. 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

COMPANY NAME (TYPE OR PRINT)

TELEPHONE NUMBER

SIGNER'S NAME (TYPE OR PRINT)

FAX NUMBER

SIGNATURE

DATE

The University of Alabama in Huntsville prohibits the installation of asbestos on its campus. Suppliers and contractors will not supply any equipment, material, or supplies, which contain asbestos without prior written approval.

Failure to designate Bid Number and Opening Date on the outside of your sealed envelope containing your bid and more than one bid submitted in this envelope will result in a "No Bid" response in accordance with Alabama Competitive Bid Law 41-16-24 sub-part b.

The University of Alabama in Huntsville will not accept faxed bids.

Any product that fails to meet the specifications, performance requirements or compatibility requirements will be rejected and returned to the vendor at no cost to the University.

State of Alabama Immigration Law

If the successful bidder is located in Alabama or employs an individual or individuals within the State of Alabama, the successful bidder shall provide a copy of its Employment Eligibility Verification (E-Verify) company profile. To expedite the ordering process, this document may be submitted with the bid response.

If the successful bidder is not located in the State of Alabama and does not employ an individual or individuals within the State of Alabama, the successful bidder shall complete and return the Certification of Compliance form included with this Request for Price Quotation (E-Verify company profile is not required). To expedite the ordering process, this document may be submitted with the bid response.

If you are not currently enrolled in E-Verify, follow these instructions:

- Log onto www.uscis.gov/everify
- Click “Getting Started” for information about the program, requirements, and enrollment process.
- Click “Enroll in E-Verify” and begin enrollment process.
- When enrollment process is complete, click “Edit Company Profile” and print this one-page document.
- This one-page document must be submitted prior to a contract or purchase order being issued.
- For further assistance please consult the [E-Verify Quick Reference Guide](#).

If you have previously enrolled in E-Verify, follow these instructions:

- Log onto www.uscis.gov/everify
- Click “Edit Company Profile” and print this one-page document.
- This one-page document must be submitted prior to a contract or purchase order being issued.



CERTIFICATION OF COMPLIANCE WITH THE STATE OF ALABAMA IMMIGRATION LAW

The undersigned officer of _____ (Company) certifies to the Board of Trustees of the University of Alabama that the Company is not located in Alabama and that the Company does not employ an individual or individuals within the State of Alabama.

SIGNATURE OF COMPANY OFFICER

PRINT COMPANY NAME

PRINT NAME OF COMPANY OFFICER

PRINT TITLE OF COMPANY OFFICER

DATE

REV. 6/12

**DISCLOSURE STATEMENT OF
RELATIONSHIP BETWEEN CONTRACTORS/GRANTEES AND
EMPLOYEES/OFFICIALS OF UA/UAB/UAHuntsville/UAS
(THE "UNIVERSITY OF ALABAMA SYSTEM")**

1. Proposal # **P0082** _____
2. Name of Contractor/Grantee _____
Address _____

Phone _____
3. Nature of contract/grant _____
_____ Janitorial Services Residence Hall _____

Does the contractor/grantee have any relationship with an employee or official of the University, or a family member of such employee or official, that will enable such employee or official, or his/her family member, to benefit from this contract/grant? If so, please state the names, relationships, and nature of the benefit.

(For employees of the University, family members include spouse and dependants. For members of the Board of Trustees (officials), family members include spouse, dependants, adult children or their spouses, parents, in-laws, siblings, and their spouses.)

Certification Pursuant To Act No. 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

This disclosure form will be available for public inspection upon request.

The above information is true and accurate, to the best of my knowledge.

Signature of Authorized Agent

Date

This form must be completed and returned before any contract(s) will be issued by the University.