INVITATION FOR BIDS:

Sealed Proposals for commercial cleaning at the University of North Alabama as described herein will be received at the Office of Procurement, Bibb Graves Hall, Room 119, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on January 14, 2025

Time is of the essence to this bid and if delivery is not made within the time specified, the University reserves the right to cancel any order placed as a result of this bid. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof. This bid will abide by the schedule of events as outlined herein.

DIRECTIONS FOR MAILING BIDS:

Do not place more than one bid in an envelope. Envelopes containing more than one bid may not be opened in time for a bid to be considered.

Envelopes containing bids must be sealed, marked and addressed as follows:

ADDRESSED TO: (If via any postal service (If hand carry)

University of North Alabama University of North Alabama

Purchasing Department - Bid 2025-03 Purchasing Department - Bid 2025-03

UNA M/S 5025 601 Cramer Way, Room 119

One Harrison Plaza One Harrison Plaza

Florence, AL 35632-0001 Florence, AL 35632-0001

BID FOR: Cleaning Services

Bid No. 2025-03

**CAUTION –** The above mailing address line, UNA Box 5025, is the address for the University of North Alabama Central Mail Room and is not part of the physical address for the University of North Alabama Purchasing Department. Envelopes or packages addressed to this box number may not be received in the Purchasing Department by the specified bid due date and time. It is the bidder’s responsibility to ensure that the bid is received in the Purchasing Department by the date and time specified; no assumptions should be made in regard to an extension due to unforeseen circumstances of any kind, no due date or time will change without advance written notice from the Procurement Office.

Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt in the Purchasing Department, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate. Since bids must be received in a sealed envelope, faxed or emailed bid copies cannot be accepted.

Bids received in the Purchasing Department after the specified date and time set forth above will not be considered

**Bids will be opened at 601 Cramer Way, Room 119 at 2:00 p.m. local time on January 14, 2025.**

Revised 1/30/08

***INSTRUCTIONS TO BIDDERS***

1. All bidders are to submit bids on proposal forms furnished by the University of North Alabama, herein. All bid forms are to be signed in all designated spaces by an authorized officer or employee of the bidder. Telephone or emailed bids will not be accepted. All bids are to be mailed or delivered in a sealed envelope.

2. All bidders shall base their proposals on the exact schedule of equipment, material or service specifications herein.

3. Pictures, descriptions, and specifications should accompany all bids when required or desirable. Samples may be required and, if so, shall be furnished free of cost to the Owner.

4. Reference to manufacturers, suppliers, catalog numbers, etc., is intended to set quality standards and does not preclude bids from others as long as quality standards are met. Offers of equal items shall state the brand and number or level of quality. Alternates will not be considered unless they conform to the specifications.

5. All bidders are required to submit unit prices and extended prices, where applicable, for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.

6. The Owner reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. The Owner reserves the right to reject any and all bids and to waive informalities.

7. All prices submitted on the proposal are to be delivered prices to the University of North Alabama and shall not include any state or local sales tax.

8. Bidders should sign & return all pages of the completed bid document confirming an understanding of and compliance with all bid requirements.

9. All questions should be directed to the Purchasing Office, University of North Alabama, UNA Box 5025, Florence, AL 35632-0001, phone 256/765-4206.

10. Should a bidder find discrepancies in, or omissions from the bid documents or should bidder be in doubt as to their meaning, bidder should notify the Owner who will send written instructions to all bidders.

11. Bids received after the bid opening date and time will not be considered.

**12. If required, a bond may be requested and must be supplied within forty-eight (48) hours after request to protect the University from any risk of loss.**

**13. EQUAL EMPLOYMENT OPPORTUNITY/U.S. FAIR LABOR STANDARDS ACT:** By signing this proposal, bidder certifies that bidder is in compliance with the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the rules and regulations prescribed by the Secretary of Labor, Veteran's Act 38USC4212, Section 503 - Rehabilitation act of 1973 Title I of the Americans with Disabilities Act of 1990 42USC12101, and that any and all goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

**14.** Verbal communication before or while Bid is open shall have no force or affect whatsoever toward this bid as written, or the entire agreement. All parties represent that no promises, representations, or inducements have been made with respect to the subject matter of the bid nor a contract, except as specifically set forth herein. The bid or final contract, agreement, or order, can only be changed, altered, modified or amended by written agreement from both parties.

**PROPOSAL FORM**

In compliance with the University of North Alabama **INVITATION FOR BIDS** and **INSTRUCTIONS TO BIDDERS**, the undersigned hereby proposes to furnish and supply items to the University of North Alabama, Florence, Alabama, in strict accordance with the **SCHEDULE** and **SPECIFICATIONS**.

The undersigned bidder/proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees, and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder/proposer, potential bidder/proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid/proposal, to refrain from bidding/proposing, to manipulate or ascertain the price(s) of other bidders/proposers or potential bidders/proposers, or to secure through any unlawful act an advantage over other bidders/proposers or the university.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the bidder/proposer without consultation with other bidders/proposers or potential bidders/proposers or foreknowledge of the prices to be submitted in response to this solicitation by other bidders/proposers or potential bidders/proposers on the part of the bidder/proposer, its officers, partners, owners, providers, representatives, employees, or parties in interest, including the affiant.

**DATED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPANY NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Signature)**

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**(Typed or Printed Name)**

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**(Title)**

**BUSINESS ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**TELEPHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***This* *address will be used to publish the bid tabulation & any other communication regarding bid results***

If Bidder is a Corporation, write the State of Incorporation, and if a Partnership, give full name of partners, using space below.

UNIVERSITY OF NORTH ALABAMA

VENDOR CERTIFICATION

PURSUANT TO ACT NO 2012-491 & ACT2014-044

ALABAMA LAW (SECTION 31-13-9 , CODE OF ALABAMA 1975: By signing a contract resulting from this proposal, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

ALABAMA LAW SECTION 16-25-26C , CODE OF ALABAMA 1975; Legislation requiring the University of North Alabama to report to Retirement Systems of Alabama individuals paid for personal services who are currently receiving benefits from TRSA or ESA became effective October 1, 2013. No minimum level of compensation was defined. **Any individual receiving direct or indirect compensation from this contract who is a retiree receiving benefits from the State of Alabama Retirement System MUST NOTIFY UNA of this status along with Bid/RFP Submission.**

Bidder hereby certifies full compliance with Act No. 2012-491 & Act No. 2014-044:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorizing Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***State*** *of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***County*** *of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN**

**PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** RE: Contract/Grant/ Incentive ***(describe by number or subject):***

**BID/RFP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by and between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Contractor/Grantee) and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(State Agency, Department orPublic Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 201 1-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".

2.Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure. BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

1. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
2. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

**EMPLOYER**.: Any person, firm,corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer.

This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

\_\_\_\_(a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

\_\_\_\_(b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section **3** of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;

4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contractor/Grantee/Recipient

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above Certification was signed in my presence by the person whose name appears above, on this\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_.

WITNESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Printed name of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# State of Alabama

## Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM Agreement Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS

CITY, STATE, ZIP TELEPHONE NUMBER

( )

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP TELEPHONE NUMBER

( )

This form is provided with:

Contract Proposal Request for Proposal  Invitation to Bid  Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of good or services previously provided, and the amount received for the provision of such goods or services.

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00, is applied for knowingly providing incorrect or misleading information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary’s Signature Date Date Notary Expires

*Act 2001-995 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000.*

**GENERAL TERMS AND CONDITIONS**

**CONTRACT DOCUMENTS**

The contract between the University of North Alabama and the Supplier shall consist of (1) the Bid Invitation (BID), and any amendments thereto; (2) the Supplier’s response to the BID; and (3) any University purchase order created as a result of the BID. In the event of conflict in language between any of the documents referenced above, the provisions and requirements set forth and/or referenced in the Bid Invitation shall govern. However, the University reserves the right to clarify any contractual relationship in writing with the concurrence of the Supplier, and such written clarification shall govern in case of conflict with the applicable requirements stated in the BID or the Supplier’s response

*Verbal communication shall have no force or affect whatsoever toward the entire agreement. All parties represent that no promises, representations, or inducements have been made with respect to the subject matter of the contract, except as specifically set forth herein. The contract can only be changed, altered, modified or amended by written agreement from both parties*

**COMPLIANCE WITH LAWS**

All proposals must be in full compliance with any and all applicable federal, state and local laws, regulations, ordinances, rules and orders of the appropriate government authorities, including without limitation, those relating to proper maintenance of licenses and permits.

**GOVERNING LAW**

The contract shall be governed by the laws of the State of Alabama.

**PROPOSAL COMMITMENT**

No modification of pricing will be allowed after bid opening. Each bidder is responsible for full inclusion of their proposed terms and conditions with full understanding that such criteria will be evaluated as a part of the overall bid award function. The University will consider pricing, discounts, and all other cost related items in conjunction with the terms and conditions as a total package to determine the best overall offer.

**PREPARING THE PROPOSAL**

Proposals must be made in the official name of the firm or individual under which business is conducted and must be signed by a person duly authorized to legally bind the person, partnership, or corporation submitting the proposal.

Proposals must include all applicable requested information and meet all specification requirements. The University is not responsible for any expense(s) incurred or required for proposal submission.

**INSURANCE REQUIREMENTS**

For considerations as an approved contractor, said contractor must have Workers Compensation and a Comprehensive Commercial General Liability Insurance, or GCL, Policy, including products and completed operations liability, and contractual liability coverage covering bodily injury, property damage and personal injury. An acceptable policy will have a minimum liability coverage of $1M per occurrence. The CGL policy must be issued by a company authorized to conduct business in the State of Alabama. In addition, at least a $10K Fidelity Bond for all employees.

**TERM OF CONTRACT**

It is the desire of the University to establish a one (1) year agreement beginning February 1, 2025, with the ability to extend annually up to five (5) years, based on satisfactory performance. Business reviews should occur annually on the UNA campus. If contractor does not elect to extend this contract, notification must be received by the procurement office at least 90 days prior to contract expiration date.

**CANCELLATION**

The University reserves the right to cancel this contract or any portion thereof immediately should contractor’s delivery or service be unsatisfactory or for contractor’s failure to comply with the terms stated in contract.

**WITHDRAWAL**

Bidders may request withdrawal of a posted sealed proposal prior to the scheduled bid opening time, provided the request for withdrawal submitted to the Director of Procurement in writing. Owner reserves the right to reject any and all bids by reason of this request.

**CONTRACT FOR ADDITIONAL SERVICES**

Additional terms and conditions may be added upon bid award through a negotiated scope of work document, if and or when necessary throughout the term of contract.

**PROTECTION OF PROPERTY**

The successful bidder shall at all times guard against damage or loss to the property of the University or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The University may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents. The contractor shall provide all barricades and take all necessary precautions to protect buildings and personnel.

**TOBACCO FREE CAMPUS POLICY**

The University of North Alabama campus is tobacco-free. The use of any smoke or vapor producing product is prohibited on all properties. Contractor is required to full adherence to this policy. The full policy may be found at <https://www.una.edu/studentaffairs/policies/no-smoking-policy.html>

**FIREARMS AND WEAPONS**

The University of North Alabama prohibits possession and use of firearms, ammunition, hunting knives, or any knife not approved within work instructions, or any other item that may be considered primarily used as a weapon or in combat while on University grounds. All contractors must agree to and follow strict adherence to the UNA Weapons Policy which may be found at <https://www.una.edu/police/docs/policy/University%20Weapons%20Policy.pdf>

**SCHEDULE OF EVENTS**

* **Dec 16-19, 2024 8:00 AM – 4:00PM – open inspection period of buildings by appointment, contact Kevin Hudson,** [**kchudson@una.edu**](mailto:kchudson@una.edu) **/ 256-765-6871**
* **January 6, 2025 4:00 PM - Deadline for receipt of any written questions or requested changes to Bid Document**
* **January 14, 2025 2:00 PM - Deadline for Bid Submission**

**PROPOSAL ACCEPTANCE AND REVIEW**

**QUALIFICATION OF CONTRACTOR**

Only qualified contractors will be considered for award. Qualified contractors must provide within bid package:

* Evidence of at leave five (5) years of commercial cleaning experience;
* Commercial references within a 25-mile radius to campus allowing the University the ability to assess workmanship;
* Licensed within Lauderdale County, AL;
* Evidence of employee stability to accommodate consistent support (this may be shown through employee turnover rate, number of employees and tenure of employee experience);
* Comprehensive General Liability Insurance for at least $1M per occurrence;
* Fidelity Bond for every employee for at least $10K

**EVALUATION OF BIDS**

All bids will be evaluated by representatives of the University of North Alabama. The University has the discretion to evaluate the qualitative as well as financial aspects of each proposal and make its selection based on what it considers to be in the best interest of the University as a whole, or to make no contract award at all from this Bid.

The following evaluation process will be used:

1. Bids will be evaluated for basic contractor qualification.
2. Bids considered qualified will be evaluated for completeness and compliance with the requirements of this Bid Invitation. Bids that are incomplete or do not specifically address the requested information may be rejected. *The University of North Alabama reserves the right to waive what are, in the University’s opinion, minor informalities*. If any part is unclear, bidders may be asked to provide written clarification.
3. Qualified, compliant Bids will be evaluated and weighted on the ability to meet quality standards, protection needs, and provide the most cost-effective solution.

**SPECIFICATIONS and SCOPE OF WORK**

**BASE SPECIFICATION**

The areas under contract will vary by building type and use. See below scope of work summary for the list of building types that will be applicable to this contract. Unless specifically requested, the expectation is that property be maintained at an APPA Level 2 Standard.

**ACCOUNT MANAGEMENT**

The University reserves the right, in its sole discretion, to ask for team member changes at any time. Prior to bid award the Contractor will provide the details of the proposed supervisor and staff for approval. Contractor shall provide contact information for a lead who will be on site with working staff and serve as the point of contact for any issues or necessary communication.

**REPORTING**

The Contractor will provide consistent reports to communicate activity, identify noticed maintenance needs, and report on general conditions while on site. These reports will be generated as often as necessary to support the best communication process and agreed upon with the University Department of Facilities Administration and Planning. Communication of issues that require immediate attention will be directed to the Assistance Director of Facilities Administration and Planning.

**PRICING**

Pricing is to remain firm and fixed for the term of contract.

**WORKING HOURS AND ACCESS**

All work shall be scheduled through the department of Facilities Administration & Planning. For the Offices requiring services all work should occur between 6PM and 7AM Monday through Friday. The Contractor shall be responsible for notifying the Facilities department when they arrive on site to commence work, time of completion and all workers have left the premises.

Access will be granted by means of proximity cards (exterior card readers) and reserved keys to access cleaning/supply areas.

**SCOPE OF WORK SUMMARY**

The **base bid** buildings that are intended to be awarded in this contract include:

1. College Street Building – 541 W College St – medical office suites, educational classrooms, educational office suites, break rooms, restrooms, common area/entry – Approximately 32,933 cleanable sf
2. Connie D. McKinney Center – 205 S Seminary St – educational use building consisting of classrooms, demonstration kitchen, offices, break rooms, restrooms Approximately 39,528 cleanable sf
3. Wilson Medical Arts Building – 416 N Seminary St – medical office suites (UNA and private), common areas, restrooms – Approximately 11,622 cleanable sf
4. Tombigbee Street Building – Various educational offices, open instructional areas, recording studio, performance venue – Approximately 22,842 cleanable sf
   1. AlleyCat – 118 W Tombigbee St – open garage instructional area with restrooms
   2. Art Gallery – 126 W Tombigbee St – open art gallery with restrooms
   3. Noiseblock – 122 W Tombigbee St – recording studio, restrooms
   4. School of the Arts (SOTA) – 128 W Tombigbee St – educational office suite, restrooms
   5. Mane Room – 310 N Pine St – Performance venue with classroom, restrooms
5. UNA on 6th – 114 W 6th St. Tuscumbia, AL 35674 – open event venue with kitchen, restrooms, offices – Cleaning only required 1x per week – Approximately 5,000 cleanable sf

The following list of duties is meant to set a minimum list and responsibilities, contractors will provide and commit to a more detailed list upon contract award.

Contractor shall provide the following services, at a minimum, five times a week:

1. Floors – Vacuum, sweep and mop all areas as appropriate;
2. Empty all trash receptacles and remove from building;
3. Clean all glass surfaces;
4. Dust all uncovered surfaces
5. Sanitize stainless surfaces, sinks, restrooms, and all hand fixtures, knobs, light-switches, etc.
6. Clean all kitchen equipment;
7. Remove any waste paper products, replace/refill all paper products & trash liners, and replace any soap in dispensers as needed;

Services as needed or at least monthly:

1. Wipe down walls and baseboards;
2. Dust blinds, light fixtures, or other locations not as visible or touched by customers;

UNA to provide consumable paper products, trash bags and hand-soap.

No requirement to dispose of waste containing bloodborne pathogens or bio-waste which will be managed by others.

**CHEMICALS**

The Contractor is responsible for providing all cleaning chemicals and supplies, to be included in overall fixed price. Contractor will comply with all OSHA requirements and maintain the appropriate Material Safety Data Sheets (MSDS) wherever it stores chemicals. The contractor will provide the UNA Safety Officer all copies of the MSDS and will keep them updated with current applications.

**EQUIPMENT**

Contractor shall be responsible for providing and maintaining all equipment and related items necessary to perform all work at no expense to UNA. Contractor is responsible for any and all repairs of the equipment.

**ALTERNATIVE PROPOSAL**

If contractor would like to provide alternatives that may be more favorable to UNA than what is proposed, this may be provided as an alternative proposal. Within an alternative proposal, bidder may offer a rate per square foot to extend the contract to other locations where it makes sense or benefits the University to do so.

**PRICING**

UNA will not accept additional charges other than those indicated in the pricing workbook of contractor’s proposal. Bid prices shall include both Material and Labor; all pricing is understood to be FOB University of North Alabama, Florence, AL 35632

**Complete Proposal should, at a minimum, include along with all completed bid pages:**

* **Completed Price Sheet within BID**
* **Certificate of Liability Insurance**
* **List of Commercial References and locations available for inspection of recent work**

**BID SHEET**

*(must be completed)*

**BASE BID OVERALL: Total monthly: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Annual: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Itemized by Building:**

1. College Street Building – 541 W College St **Monthly $\_\_\_\_\_\_\_\_\_\_\_\_ Annual $\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. Connie D. McKinney Center – 205 S Seminary St. **Monthly $\_\_\_\_\_\_\_\_\_\_\_\_ Annual $\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. Wilson Medical Arts Building – 416 N Seminary St **Monthly $\_\_\_\_\_\_\_\_\_\_\_ Annual $\_\_\_\_\_\_\_\_\_\_\_\_**
4. Tombigbee Street Building –
   1. AlleyCat – 118 W Tombigbee St **Monthly $\_\_\_\_\_\_\_\_\_\_\_ Annual $\_\_\_\_\_\_\_\_\_\_\_\_**
   2. Art Gallery – 126 W Tombigbee St **Monthly $\_\_\_\_\_\_\_\_\_\_\_ Annual $\_\_\_\_\_\_\_\_\_\_\_\_**
   3. Noiseblock – 122 W Tombigbee St **Monthly $\_\_\_\_\_\_\_\_\_\_\_ Annual $\_\_\_\_\_\_\_\_\_\_\_\_**
   4. School of the Arts (SOTA) – 128 W Tombigbee St

**Monthly $\_\_\_\_\_\_\_\_\_\_\_ Annual $\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. Mane Room – 310 N Pine St **Monthly $\_\_\_\_\_\_\_\_\_\_\_ Annual $\_\_\_\_\_\_\_\_\_\_\_\_**

1. UNA on 6th – 114 W 6th St. Tuscumbia **By Event: $\_\_\_\_\_\_\_\_\_\_ Weekly $\_\_\_\_\_\_\_\_\_\_**

**Annual $\_\_\_\_\_\_\_\_\_\_\_\_**

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**General Quote Option:** For use as needed or for occasional support in other locations

*(bidders are not required to submit pricing under this option)*

General Cleaning for APPA Level 1 - $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per square foot.

General Cleaning for APPA Level 2 - $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per square foot.

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Bidder may include additional information or quotes for consideration as an enhancement of the bid within an attachment to this document.

Other building types that could be considered to add based on fixed cleanable square feet:

* Educational/Academic Use (Classrooms, Offices, Break Rooms, Restrooms, Common Areas)
* Athletic Use (Gymnasium, Locker Rooms, Lounges, Concession, Break Rooms, Restrooms Common Areas)