



Request for Proposal to Provide Dormitories Cleaning Service at
The Alabama School of Mathematics and Science
1255 Dauphin Street
Mobile, Alabama 36604

November 9, 2022
Alabama School of Mathematics and Science
Request for Proposal Instructions to Bidders

Purpose of RFP

The Alabama School of Mathematics and Science, a residential public high school, is seeking proposals for professional cleaning/janitorial services for the Girls' and Boys' dormitories.

Contract Term

This will be a two (2) year contract. The school year begins on or about the second week in August and ends on or about the last week in May, with summer camp during the month of June.

Key Dates for RFP

Wednesday	November 9, 2022	3:00 p.m.	Release of RFP
Thursday	November 17, 2022	10:00 a.m.	Tour of Dorms
Friday	December 9, 2022	3:00 p.m.	Deadline for Proposals
Tuesday	December 13, 2022	2:00 p.m.	Proposals opened in ASMS Coffee House
Wednesday	December 14, 2022	3:00 p.m.	Award will be made, company notified via email

Contacts

John Hoyle, President for general questions regarding the RFP, jhoyle@asms.net, or write using School's address. No phone calls will be accepted.

GENERAL INFORMATION

The Alabama School of Mathematics and Science's (ASMS) mission is to provide academically motivated Alabama students with exceptional preparation in the fields of math and science, empowering them to improve their community, state, and nation.

GENERAL CONDITIONS

I. Documents to Review Regarding Bid

- a. Tasks for Cleaning Contract
- b. Six Types of Service to Be Provided
- c. Invitation to Bid

II. Supplies

- a. The janitorial service provider must provide and use commercial grade cleaning supplies. When possible, environmentally friendly products will be utilized.

III. Qualifications and Requirements

The qualified janitorial service provider must satisfy the following requirements:

- b. Maintain a permanent place of business.
- c. Have adequate manpower and equipment to perform the service in a timely manner listed in the contract.
- d. All janitorial staff must be neat in appearance and wear a work uniform that clearly displays the company name and have proper company identification on their persons.
- e. For security purposes, the janitorial service provider will be required to submit a list of names of the personnel who will be regularly assigned to the school (ASMS)
- f. The janitorial service provider must always provide a working supervisor on site during cleanings capable of fluently speaking, reading, and writing English.
- g. Under no circumstances shall the janitorial service provider's personnel be allowed to bring visitors, children, or other relatives to the school (ASMS) campus.
- h. The janitorial service provider warrants, covenants, and otherwise agrees that the personnel it sends to the school (ASMS) will be responsible individuals free of felony convictions. A State of Alabama background check is required for all individuals working on the campus of the Alabama School of Mathematics and Science ASMS.
- i. The janitorial service provider employees shall not use personal cell phones, radios, televisions, or other electronic devices while on duty.
- j. The janitorial service provider must use all means necessary to protect floors, walls, and furnishings from damage caused by the service provider equipment and cleaning materials.
- k. Bidders are required to state exactly what they intend to furnish, otherwise they will be required to furnish the items as specified.
- l. The name and address of the bidder, the date and hour of the bid opening, and the bid number must be placed on the outside of the envelope.

Tasks for Cleaning Contract: Girls and Boys Dormitories	Quarterly	Pre-Summer School	Summer School	Annual	Long Weekends	Weekends	Related Measurements (Estimates Only)
Strip and wax all floors with a minimum of three coats including stairwells.				X			
Spray buff hallway floors.	X						
Spray buff hallways, 95 dorm rooms, and 9 apartments.		X					
Shampoo carpeted areas.	X	X		X			
Dust and damp mop hallway floors.	X				X		
Dust and damp mop hallways, dorms, and 9 apartments.		X					
Dust and damp mop all stairwells. Dust all handrails.	X	X	X	X	X		
Clean and polish elevator doors.	X	X		X	X		
Clean/shampoo all lobby furniture. Clean out under furniture and cushions.	X			X			
Dust/vacuum lobby furniture. Clean out under furniture and cushions.		X	X		X		
Clean under and inside all room furniture. Clean under AC units.		X					
Clean under and inside all room furniture.			X				
Dust and polish furniture in dorms and apartments.	X			X			
Dust and polish furniture in 95 dorms and 9 apartments. Clean out all nightstands, wardrobes and under beds. Clean under AC units.				X			
Dust/wash blinds, windowsills, and wash the inside of windows in 95 dorm rooms and 9 apartments.				X			
Dust/wash blinds, windowsills, and wash the inside of windows in all dorm rooms.		X		X			
Clean, disinfect and deodorize restrooms; (for eleven nights) SUMMER CAMP			X				
Clean, disinfect and deodorize restroom (once).	X	X		X	X	X	
Strip and disinfect restroom floors and walls. Clean ceilings.		X		X			
Clean all mold and mildew in locker rooms.	X	X	X	X	X	X	
Clean inside and outside lockers in boys' locker rooms and shelves in girls' locker rooms.	X	X	X	X	X	X	
Clean/dust glass wall in hall outside boys' locker room.	X	X	X	X	X	X	
Remove paper and tape from all walls and doors.				X			
Clean AC vents in halls, dorm rooms, locker rooms and lobbies. Clean ceiling around vents.				X			
Clean AC vents in halls, dorm and locker rooms, and lobbies. Clean dust on ceiling tiles around vents.	X			X	X	X	
Wipe down/clean the exterior of all dorm room AC units.		X		X			
Clean glass on all entry/exit doors and all interior windows.					X	X	
Clean kitchen areas including stove, appliances, and microwave in dorm lobbies.	X					X	
Empty/clean all trash cans inside and out.	X	X	X	X	X	X	

Six Types of Service to be Provided:

Service Identifier	Frequency	Date Ranges	Unit Bid	Total Bid Price for this Service (Unit Bid times Frequency)
Quarterly	Four times during the school year	November Thanksgiving Break December Holiday Break February Break April Spring Break	\$	\$
Pre-Summer School	Once a year	May – end of May after last move-out day	\$	\$
Summer School (nightly restroom cleanings)	Eleven cleanings in a two-week period	June – during Summer School only	\$	\$
Annual	Once a year	July – coordinate with Dir. of Infrastructure	\$	\$
Long Weekends	Twice a year	November – coordinate with Infrastructure Dir. September – coordinate with Infrastructure Dir.	\$	\$
Weekends	31 times a year	October – 4 weekends; November – 2 weekends; December – 2 weekends; January – 4 weekends; February – 2 weekends; March – 4 weekends; April – 3 weekends; May – 4 weekend; August – 3 weekends; September – 3 weekends	\$	\$
Total Bid				\$

November 9, 2022

RE: Invitation to Bid: Bid No. 2022-03

In compliance with the Alabama Bid Law, Act 2009-760, Alabama Legislature Session 2009, The Alabama School of Mathematics and Science (ASMS) will be receiving sealed proposals for the above-referenced service according to the information provided in the RFP. Sealed bids must be received at ASMS by 3:00 p.m. on **Friday, December 9, 2022**, to the Alabama School of Math and Science. Please see the address listed below.

ASMS Bid Proposals
1255 Dauphin Street
Mobile, AL 36604

There is a pre-bid visit and walk-through at **10:00 a.m. on Thursday, November 17, 2022. This will be the only visit and walk through.** Sign-in sheets for visiting bidders will be at the Front Desk. If you attend the pre-bid visit, please be sure to sign-in as failure to sign-in will invalidate a submitted bid.

ASMS recognizes that there may be extenuating circumstances that require services outside the scope of the contract. Please provide as-needed costs for above-described cleaning services.

ASMS reserves the right to reject any and all bids. ASMS may reject all bids whenever it is deemed in the best interest of ASMS. ASMS may also waive any minor informalities or irregularities in any bid. ASMS may reject a bid if: the bidder misstates or conceals any material fact, the bid does not strictly conform to the law or requirement of the bid, or the bid is conditional. Bids may not be withdrawn after the time set for the bid opening.

Thank you for your interest in providing these services.

Sincerely,

John Hoyle, Ph.D.
ASMS
1255 Dauphin St.
Mobile, AL 36604

INVITATION FOR BIDS

Bidders should submit their bid information in a sealed envelope with "Bid #2022-03 Dormitories Cleaning Services Contract, with *date and time* clearly marked on the outside of the envelope.

All bidders shall base their proposals on the exacts services, and/or equipment specified herein. ASMS reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. ASMS reserves the right to reject any or all proposals and to waive technical errors if the best interest of ASMS will thereby be promoted.

Evidence of liability and workers compensation insurance should be provided at Bid opening. ASMS should be listed as an "Additional Insured" within five days after award of bid, and Certificates must be provided to ASMS. The contractor shall provide, at the company's own expense, insurance as described below.

Worker's Compensation and Employers Liability insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than required by Alabama law. Comprehensive Commercial General Liability Insurance, including Blanket Contractual and Completed Operations coverages, in an amount not less than \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

The vendor, to the fullest extent permitted by law, shall indemnify and hold harmless ASMS, its elected and appointed officials, employees, agents and specified volunteers against all claims, damages, losses and expenses, including, but not limited to, attorney's fees, arising out of or resulting from the performance of this contract, provided that any such claim, damage, loss or expense (1) is attributable to personal injury, including bodily injury sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom, and (2) is caused by any negligent act or omission of the vendor, or any of their sub-contractors, sub-consultants, or anyone directly or indirectly employed by any of them or anyone for whose acts they are legally liable. Such obligation should not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

It is customary that payment terms will be Net 30 days from invoice date. ***However, due to certain breaks in the school schedule, occasionally forty-five (45) days from invoice date will be necessary to process payment.*** Vendor will be responsible for disclosing in their bid their acceptance of these terms. Checks will be mailed to the address furnished by the vendor.

The successful bidder shall provide a copy of the current business license within five (5) days of award of the bid. Vendor must be in compliance with E-Verify requirements of the Alabama Illegal Immigration Act 2011-535 and as amended in Act 2012-491 (see attached). Documents must be signed and returned with a bid package. All questions should be directed to the President's office by emailing jhoyle@asms.net. **Please do not call the school.**

VENDOR MINORITY QUESTIONNAIRE

Please complete this form and return it with your bid proposal. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list, as we are now required to provide this information to the State of Alabama.

BID NO. _____

VENDOR NAME: _____

ADDRESS _____

PHONE # _____

FAX #: _____

IS THE COMPANY MINORITY OWNED?: _____ YES _____ NO

IS THE COMPANY OWNED BY: _____ MALE _____ FEMALE _____ BOTH

IS THE COMPANY INCORPORATED: _____ YES _____ NO

ETHNICITY OF OWNERSHIP:

_____ ASIAN AMERICAN

_____ AMERICAN INDIAN

_____ BLACK

_____ DISABLED

_____ HISPANIC

_____ OTHER (PLEASE SPECIFY): _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

COMPLIANCE WITH ALABAMA IMMIGRATION LAW

A condition for the award of a contract, bid or grant with the Alabama School of Mathematics and Science (the School) requires that all such awarded contractors, vendors or grantees employing one or more employees in Alabama utilize the E-Verify program for newly hired employees. This requirement is placed upon vendors, contractors, and grantees to which a contract has been awarded as a result of a competitive bid process. The compliance requirements of the Alabama Immigration Act include the following:

If your organization/entity does NOT employ one or more employees in the State of Alabama, you must submit the following:

- Submit an updated W-9 Form.
- A letter stating that your organization/entity DOES NOT employ one or more employees in Alabama.

If your organization/entity DOES employ one or more employees in the State of Alabama, you must submit the following:

- Submit an updated W-9 Form.
- Submit to the Board a copy of your E-Verify Memorandum of Understanding. If required to comply and you are not registered, you must go to the following web site to enroll in E-Verify which is a federal program that verifies the employment eligibility of all newly hired employees. <http://www.uscis.gov/portal/site/uscis>. Go to the E-Verify Home Page to initiate enrollment. Once you go through the steps to enroll, the program will print the requested E-Verify Memorandum of Understanding. This is the document, a copy of which you must submit along with the Affidavit attached to this memo.
- Execute and submit to the Board the attached Alabama Immigration Law Compliance Law Contract in the attached "Notice" form provided.

Please submit a W-9 Form, a copy of your E-Verify Memorandum of Understanding and a signed copy of the attached Notice of Compliance Contract along with your bid documents.

Sincerely,

Kristy Gunther
Director of Finance

SEQ CHAPTER \h \r 1Notice of Alabama Immigration Law Compliance Requirements for Awarded Contracts or Agreements with ASMS.

As a Contractor, as defined in the Act, to the Alabama School of Mathematics and Science ("School"), it is critical to your relationship (future or continuing) with the School that you comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act and as further amended by Act No. 2012-491.

Every contract or agreement entered into by the School as a result of a competitive bid process from this point forward with a contractor will contain the following clause or one substantially similar:

Alabama Immigration Law Compliance Contract: Contractor agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, which makes it unlawful for an employer in Alabama to knowingly hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. By signing this contract, 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.

Contractor shall enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall submit to the School a copy of the e-Verify Memorandum of Understanding and such other documentation as the Board may require to confirm Contractor's enrollment in the E-Verify Program. Contractor agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If Contractor violates any term of this provision, this Agreement will be subject to immediate termination by the School. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the School from any and all losses, consequential damages, expenses (including, but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor's failure to fulfill its obligations contained in this paragraph.

To the extent that there is no formal written contract between the School and the Contractor, such as where business is conducted by purchase order, this document shall serve as the Alabama Immigration Compliance Contract.

Alabama Immigration Law Compliance Contract Notice Acknowledged and Agreed by Contractor whose name appears below:

Contractor Officer or Owner Signature/Date

Print Name/Title/Company

Please execute and return to Alabama School of Mathematics and Science

ADDITIONAL REQUIREMENTS

Current Number of Employees _____

Type(s) of Equipment Used _____

Any damage which takes place on school property shall be reported immediately to the ASMS administration. Failure to report damage or continual incidences of damage to properties could result in termination of the contract.

REFERENCES OF CURRENT CUSTOMERS (3)

Not required by those currently providing service to ASMS

Customer Name _____

Contact Name and Number _____

Customer Name _____

Contact Name and Number _____

Customer Name _____

Contact Name and Number _____

Name of Company _____

Address _____

Email address _____

Cell Phone Number _____

SIGNATURE

DATE