



504 Cherry Street NE
Decatur, Alabama 35601

DECATUR PUBLIC LIBRARY
REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES

Proposals will be accepted until:

2:00 p.m. (CST)
Tuesday, September 4, 2018

REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES

Instructions to Proposers

The Decatur Public Library ('Library') invites qualified applicants to submit proposals for janitorial services for the Library.

SUBMISSION OF PROPOSAL

Proposals SHALL include (1) original version with original signatures, (1) copy of the original and 1 electronic copy (on flash drive, not emailed) to be received no later than 2:00 p.m. (CST) Tuesday, September 4, 2018. All correspondence should be marked "Sealed Proposal—Janitorial Services."

Timeline:

RFP Issuance Date	August 1, 2018
Mandatory Pre-proposal Meeting	8:00 a.m. Tuesday, August 14 <i>or</i> , 8:00 a.m. Thursday, August 16
Proposal Submission Due	2:00 p.m. Tuesday, September 4
Proposal Opening Date	3:00 p.m. Wednesday, September 5
Anticipated Start of Service	September 17, 2018
Contract Period	Twelve months with the option to renew.

The RFP information is available at: <http://decatur.lib.al.us/request-for-proposals-rfp/>

MANDATORY SITE TOUR AND PRE-PROPOSAL MEETING

All interested Proposers must attend a tour and Pre-Proposal Briefing at Decatur Public Library (main floor), 504 Cherry Street NE, Decatur, AL 35601 at 8:00 a.m. on Tuesday, August 14 or, Thursday, August 16. Proposers will receive a tour of the Library and grounds. Attendance is required. Interested proposers should notify the Library of their intention to attend the pre-proposal meeting by calling 256-353-2993, ext. 102 or 103 or by email to DPLRFP@decatur.lib.al.us.

SCOPE OF WORK

Janitorial services for Decatur Public Library will begin on September 17, 2018 upon signing of contract. The services are required five (5) days per week beginning at 5:00 a.m. Monday through Friday. Floor work in all public areas, including the Community Room, Alabama Room and Training Center must be completed and all public restrooms cleaned by the time the Library opens at 10:00 a.m. Cleaning of non-public areas and trash removal may be done after the Library opens.

TAX EXEMPTION

Sales to the Decatur Public Library are exempt from state and local sales and use tax. The Library's Tax Exemption Identification No. is EXM-R006020731. The Library's EIN is 63-6004920.

QUALITY CONTROL

The Library Business Manager, or her representative, shall make a weekly inspection of the facility. If the work done is of poor quality in the opinion of the Library, a 24-hour notice will be given to the Contractor to remedy the situation. If the Contractor fails to remedy the situation, the Library shall have the right to hire another vendor and deduct the cost from the Contractor's payment due or that may become due.

RESPONSIBILITIES OF CONTRACTOR

The Contractor shall take all responsibility for the work, shall bear all costs or losses resulting from the amount or character of the work, or from any unforeseen obstructions or difficulties which may be encountered, or because the conditions of the facility in which the work is done are different from what is assumed or expected. The Contractor shall assume defense of, and indemnify and hold harmless DPL, Library Board of Trustees, and its officers, employees, and agents from all claims of any kind arising from the performance of this contract.

The Contractor will maintain confidentiality concerning Library cleaning requests.

The Contractor shall provide the necessary supervision for the project. The Contractor must furnish the Library with a phone contact for the responsible supervisor.

The Contractor shall furnish the Library with a current list of all employees that will perform work at the Library. Mandatory qualifications for Contractor personnel:

- Must be employees of the Contractor.
- Shall be fully trained and skilled in safe and proper housekeeping techniques.
- Shall be professional and courteous at all times. The Library may require the Contractor to remove any employee from work for reasonable cause as determined by the Library.
- Must wear appropriate clothing identifying them as employees of the Contractor.
- May not bring family or friends to work.

The Contractor will meet with Library staff monthly for a walk-through to inspect the facility and the effectiveness or possible deficiencies of the cleaning services.

The Contractor must verify Library holidays and closings each year.

Contractor's employees will not use electrical wall outlets where computers and other sensitive equipment are plugged in.

The Contractor will supply all cleaning supplies and equipment necessary to provide janitorial services. The Contractor shall be responsible for keeping cleaning supplies and equipment in proper working condition at all times. All supplies and equipment costs are to be included in the proposal.

The Library will provide can liners, restroom paper products, kitchen paper towels, hand soap and soap dispensers, hand sanitizer, air fresheners and wax liners. The Contractor will notify the Library when these supplies need to be reordered so that these items are always available.

Vacuum cleaner bags must be changed frequently, as needed.

Mops should be washed and sanitized on a regular basis.

All trash must be collected and placed in the outside dumpster. Trash can liners must be placed in a drip-proof container for transport to the dumpster.

Any personal belongings, excluding food, found in public areas should be placed in the designated Lost & Found box. Food items should be discarded.

The Contractor shall report immediately any damaged facilities and/or broken items that need to be repaired or replaced.

The Contractor is to provide a monthly invoice for services. Additional services provided are to be invoiced separately the first of each month.

BUILDING ACCESS

The Library will furnish building keys to the Contractor for the 6th Avenue entrance. The Contractor must notify the Library within five (5) working days when anyone leaves the employment of the Contractor without returning the keys. The Library has the right to charge the Contractor for lost keys.

Access to the facilities shall be directed by the Library. When working during times the Library is closed, the Contractor is responsible for the following:

- All doors shall remain locked.
- No doors shall be propped open at any time.
- Building is locked and secured upon exiting the building.

At no time shall the Contractor allow anyone into the building other than bona fide employees of the Contractor or the Library.

PROJECT SPECIFICATIONS AND DETAILED REQUIREMENTS

Required cleaning services include but are not limited to the following:

General Library and Public Areas (and Shelving)	Daily	Weekly	Monthly	Twice Yearly
Clean outside and inside of glass entrance doors, including sills and ledges	X			
Empty trash cans and return to original location. Replace liners as needed	X			
Clean and sanitize trash cans as needed		X		
Clean, sanitize and polish drinking fountain	X			
Remove debris from furniture and floors	X			
Vacuum entryways and high traffic areas	X			
Vacuum carpet thoroughly including edges and beneath furniture		X		
Vacuum window ledges in public areas			X	
Vacuum corners and edges of walls and shelving				X
Spot clean stains on carpet		X		
Clean tops and ledges of glass display cases		X		
Dust horizontal areas under 6' (Includes library & bistro tables, countertops and public computer tables)		X		
Dust exposed shelves on bookshelves including top and bottom shelves				X
Vacuum and spot clean upholstered furniture in public areas		X		
Remove dust and cobwebs from corners, lights, and door jams				X
Dust wall pictures and fixtures				X
Clean and polish balcony rails, dust base of balcony			X	

Dust furniture legs and chair rungs			X	
Check, clean & stock (if needed) hand sanitizing station		X		
Clean & polish veneer panels of Public Services desk				X

Youth Services	Daily	Weekly	Monthly	Twice Yearly
Empty trash cans in public areas and staff desks; replace liners as needed	X			
Clean and sanitize trash cans as needed		X		
Remove debris from furniture and floors	X			
Vacuum high traffic areas	X			
Vacuum carpet thoroughly including edges and beneath furniture		X		
Vacuum corners and edges of walls and shelving				X
Spot clean stains on carpet		X		
Dust horizontal areas under 6' (includes computer tables & wooden bookshelves)		X		
Dust exposed shelves on bookshelves including top and bottom shelves				X
Vacuum and spot clean upholstered furniture		X		
Damp wipe library tables, chairs and chair rungs		X		
Remove dust and cobwebs from corners, lights, and door jams				X
Clean and polish veneer panels of Youth Services desk				X

Restrooms, Public and Staff	Daily	Weekly	Monthly	Twice Yearly
Clean and disinfect urinals and toilet stools, including both sides of stool seats, flush levers & door handles	X			
Plunge toilets as necessary	X			
Clean and sanitize sinks, mirrors, changing stations, tops of hand dryers & soap dispensers	X			
Empty trash cans and sanitary receptacles/replace liners	X			
Clean & sanitize trash cans and sanitary receptacles		X		
Replenish all toilet tissue, paper towel and soap dispensers	X			
Sweep, mop and sanitize floors	X			
Clean partitions and walls		X		
Scrub floors and along corners, fixtures, and walls			X	
Clean and disinfect push plates on restroom doors	X			
Dust/vacuum door grilles				X

Administrative Offices	Daily	Weekly	Monthly	Twice Yearly
Empty trash cans and replace liners as needed	X			
Clean and sanitize trash cans as needed		X		
Empty and remove paper from shredder	X			
Spot vacuum all carpet	X			
Detail vacuum corners and edges				X
Spot clean spills		X		

Clean interior partition glass (both sides)				X
Dust/vacuum window blinds				X
Clean and sanitize light switches and door knobs		X		
Remove cobwebs and bugs from ceiling light covers				X
Dust and clean baseboards and window ledges				X

Community Room, Alabama Room and Training Center	Daily	Weekly	Monthly	Twice Yearly
Remove debris from furniture and floors	X			
Empty trash cans and replace liners as needed	X			
Clean and sanitize trash cans as needed		X		
Spot vacuum all carpet	X			
Spot clean spills		X		
Vacuum carpet thoroughly and clean baseboards		X		
Clean interior glass walls including glass on each side of door				X
Dust/vacuum window blinds				X
Clean and sanitize light switches and door knobs		X		
Remove cobwebs and bugs from ceiling light covers				X

Elevator and Stairs	Daily	Weekly	Monthly	Twice Yearly
Sweep and mop elevator floor, spot clean walls		X		
Clean and sanitize elevator handrail and buttons	X			
Clean elevator door tracks		X		
Sweep and mop stairs and landing	X			
Clean and polish handrail on stairs			X	

Kitchen	Daily	Weekly	Monthly	Twice Yearly
Empty trash can, replace liner	X			
Clean and sanitize trash can as needed		X		
Clean and disinfect sink and fixtures		X		
Sweep floor and spot clean spills	X			
Wet mop floor		X		
Clean and sanitize table and countertop	X			
Wipe chairs			X	
Wipe down outside of refrigerator and microwave		X		
Vacuum corners and edges of walls			X	
Remove dust & cobwebs from corners and light fixtures				X

Staff Workroom/Cataloging	Daily	Weekly	Monthly	Twice Yearly
Empty trash cans and replace liners as needed	X			
Clean and sanitize trash cans as needed		X		
Dust mop hard surface floors		X		
Wet mop hard surface floors			X	
Dust bookshelves including top and bottom shelves				X
Clean cataloging utility sink		X		
Vacuum entry mat	X			

Used Book Sale Room	Daily	Weekly	Monthly	Twice Yearly
Empty trash can and replace liners as needed	X			
Clean and sanitize trash can as needed		X		
Sweep and/or dust mop floor		X		
Vacuum rugs		X		
Mop floors			X	

Utility Closet and Storage Shelves for Consumables/Cleaning Supplies	Daily	Weekly	Monthly	Twice Yearly
Sweep floors		X		
Keep supplies neat and organized	X			
Remove debris and empty boxes	X			

Outside the Library	Daily	Weekly	Monthly	Twice Yearly
Empty and remove trash from 4 outside bins and replace liners	X			
Clean outside trash bins as needed		X		
Remove debris from entryways, courtyard, and sidewalks	X			
Remove debris from cigarette urns atop trash cans	X			

ADDITIONAL INFORMATION

- The library is open 6 days per week:
Monday through Thursday – 10:00 a.m. to 7:00 p.m.
Friday and Saturday – 10:00 a.m. to 5:00 p.m.
- The library has a total of 25,000 square feet with two (2) public restrooms and two (2) staff restrooms.
- Flooring includes carpet, VCT, and rubber tile.
- Decatur Public Library had approximately 185,366 visitors in 2017; each year the library has over 275 special events during or after regular library hours.
- No tobacco products or e-cigarettes may be used in the library or within 75 feet of any library entrance.

SUPPLIES:

- The Contractor shall provide all supplies (both chemical and paper) and equipment to adequately clean the building.
- At no time should any equipment or product provided by the Library be removed from the premises or utilized for cleaning.
- The Library shall provide the following: trash can liners, toilet tissue, hand towels, kitchen paper towels, soap dispenser refills, hand sanitizer refills, wax liners, and deodorizer sprays.

REFERENCES

Proposers must provide three (3) references of firms or companies where similar janitorial services are currently being provided. Contact names and numbers must be listed.

CERTIFICATE OF LIABILITY INSURANCE

Proposers must be bonded and must provide a certificate of liability insurance.

The winner proposer must add DPL, the Library Board of Trustees, employees, the City of Decatur, and agents as additional insureds under any such insurance policy for purposes of services provided pursuant to the RFP and any resulting contract.

All respondents shall maintain such insurance as will protect respondent, the Decatur Public Library, and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to RFP. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the Decatur Public Library with submitted RFPs.

QUESTIONS

All questions concerning this RFP shall be submitted by email to Cathy Smothers at DPLRFP@decatur.lib.al.us. Responses to all questions will be posted to the Library's RFP blog located at: <https://dplrfp.blogspot.com/>. Vendors must subscribe to this blog via email (registration required) in order to receive any updates regarding this RFP. The Library will not be responsible for any other explanation of the specifications.

Questions submitted must provide, at a minimum, the following information:

- Proposer's name and contact information
- Question clearly stated
- Specific reference to applicable RFP section(s)

RATING CRITERIA

The contract will be awarded to the proposer submitting the most responsive and responsible proposal consistent with the specifications and requirements detailed in the RFP.

The following qualifications of a proposer will be considered by the Library.

1. Ability, capacity and skill to perform the contract and provide the service required within the time specified, without delay or interference;
2. Character, integrity, reputation, judgement, experience and efficiency;
3. Quality of performance of previous contracts or services.

All proposals will be rated on the following scale:

- | | |
|--|-----|
| • Cost | 40% |
| • Company Qualifications and Experience (including reference checks) | 30% |
| • Availability and Capacity of Company to Perform the Work | 30% |

PROPOSAL DELIVERY INSTRUCTIONS

In order to fully respond to the RFP, each proposer must include:

- Signed Project Specifications and Detailed Requirements Acceptance Form (Page 11)
- Signed Proposal Form (Page 12)
- Affidavit Form (Page 13)
- Contractor Pre-Qualification Form (Page 14-15)
- Cost/Proposal Form (Page 16)
- Certificate of Liability Insurance
- 3 References
- 1 original and 1 print copy of the complete proposal
- 1 electronic copy of complete proposal

Failure to include any of the required deliverables listed above or to comply with RFP specifications may result in the response being disqualified or receiving a lower rating.

Proposals are to be mailed or delivered to: Decatur Public Library, Business Manager, PO Box 1766, Decatur, AL 35602, or 504 Cherry Street NE, Decatur, AL 35601. The words “**Sealed Proposal—Janitorial Services**” must be on the outside of the envelope.

Proposals must be received by 2:00 p.m. on Tuesday, September 4, 2018. The proposals will be opened on Wednesday, September 5, 2018 at 3:00 p.m. in the Community Room located on the Library’s mezzanine at 504 Cherry Street NE. Late proposals will not be considered and will be returned unopened to the proposer. Decatur Public Library will not be responsible for any carrier’s failure to deliver a proposal.

Decatur Public Library reserves the right to reject any and all proposals. DPL also reserves the right to implement all or portions of the proposal.

Questions should be submitted via email at DPLRFP@decatur.lib.al.us.

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE RFP, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

Each individual invitation to RFP shall be submitted in a separate sealed envelope. Multiple RFP responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Library assumes no responsibility for late RFP responses that occur due to the U.S. Postal Service or private courier service.

RFP responses must be received in the office of the Business Manager not later than the date and time specified.

The Library will not accept facsimile (fax) nor email transmissions of RFPs.

The Decatur Public Library reserves the right to modify all or any portion of this Invitation to RFP when the best interest of the Library is involved.

The Decatur Public Library reserves the right to seek clarification from vendors submitting responses to this RFP.

The Decatur Public Library is exempt from all Federal, State and local sales and use taxes.

All respondents shall maintain such insurance as will protect the respondent, the Decatur Public Library and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to RFP. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the Decatur Public Library with submitted RFPs when requested.

Any individual, company, or corporation doing business with the Decatur Public Library must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.

This RFP will serve as a contract unless amended by both parties through mutual agreement.

The Decatur Public Library reserves the right to terminate any contract resulting from this RFP for just and reasonable cause whereby it appears to be in the best interest of the Library.

The successful respondent agrees, by entering into this contract, to defend, indemnify, and hold the Decatur Public Library harmless from any and all causes of action or claims of damages arising out of or related to respondents performance under this contract.

The successful respondent shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.

The hard copy of the invitation to RFP on file in the Decatur Public Library Business Office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the RFP could be considered grounds for rejection of the RFP response.

DECATUR PUBLIC LIBRARY
PROJECT SPECIFICATIONS AND DETAILED REQUIREMENTS
ACCEPTANCE FORM

I acknowledge that I will comply with the Project Specifications and Detailed Requirements listed in the RFP.

COMPANY NAME: _____

AUTHORIZED REPRESENTATIVE: _____(print)

SIGNATURE: _____

TITLE: _____

DATE: _____

Date Issued:

Request for Proposal No.:

The Decatur Public Library will accept sealed Request for Proposals (RFP) for the following:

Description: Janitorial Cleaning

Return sealed RFP to:

Regular Mail
 Decatur Public Library
 Business Manager
 P.O. Box 1766
 Decatur, AL 35602

Courier
 Decatur Public Library
 Business Manager
 504 Cherry Street NE
 Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among respondents in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding or otherwise. I have read and understand all terms and conditions of this RFP.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Contractor's License No. (if required)

Telephone

Email

Fax

AFFIDAVIT FORM

Notice: As a condition of contract, grant or incentive performance with the Decatur Public Library, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the Library in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll>, operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the Library, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the Library.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

By signing this contract, _____ represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

DECATUR PUBLIC LIBRARY

DECATUR, ALABAMA

Contractor Pre-qualification Form (PQF)

This form must returned in your sealed proposal

Safety Health and Environmental (FOR CONTRACTORS AND MAJOR SUPPLIERS)			
GENERAL INFORMATION			
1. Company Name:		Telephone:	
Street Address:		Mailing Address:	
2. Contact for Insurance Information (Name):			
Title:		Telephone:	Fax:
3. PQF Completed By (Name):			
Title:		Telephone:	Fax:
ORGANIZATION			
4. Project Description:			
<hr/> <hr/>			
SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE			
5. Injury & Illness Stats (previous 3 years)	(Year)	(Year)	(Year)
Total Recordable Incidents:	_____	_____	_____
Fatalities:	_____	_____	_____
6. Has your company received any Citations, Notice of Violations, or other penalties relative to safety, health, or environmental within the last three years? Yes_____ No_____			
If Yes, please provide detailed explanation.			
<hr/> <hr/> <hr/>			

7. Does your organization have a "Drug Free Workplace Policy" and/or Program?

Yes No

8. Does your organization have an Accident/Incident Reporting and Investigation procedure?

Yes No

9. Do you have a Safety Orientation Program?

Yes No

10. Do you conduct field safety inspections?

Yes No

11. Do you conduct Safety Meetings?

Yes No

12. Company Safety Health and Environmental contact:

Name: _____

Title: _____

Address: _____

Phone Number: Mobile _____ Office _____

Email Address: _____

13. Company Representative:

Signature _____ Date _____

At Decatur Public Library we strive to be a top performing safety organization, and provide safety and healthful worker places for our employees, while ensuring that public safety remains at the forefront of our operations. The preceding information has been requested as part of the City of Decatur's Safety and Health program, and supports efforts to improve safety in all of our activities.

DECATUR PUBLIC LIBRARY
COST/PROPOSAL FORM
JANITORIAL SERVICES FOR LIBRARY

MONTHLY COST: \$ _____

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #: _____ FAX #: _____

AUTHORIZED REPRESENTATIVE: _____

SIGNATURE: _____

TITLE: _____ DATE: _____

By signing the above, I certify that I am authorized by the Company named above to respond to this Request for Proposal.

DECATUR PUBLIC LIBRARY
PROPOSAL SUMMARY

RFP TITLE: Janitorial Services for Decatur Public Library
PROPOSAL DUE: 2:00 p.m. Tuesday, September 4, 2018
"Sealed Proposal—Janitorial Services" must be
Printed on outside of envelope

PROPOSAL OPENING: 3:00 p.m., Wednesday, September 5, 2018
Community Room (Mezzanine level)
Decatur Public Library

ADDRESSES:	Mailing address:	Delivery Address:
	Decatur Public Library	Decatur Public Library
	Business Manager	Business Manager
	Post Office Box 1766	504 Cherry Street NE
	Decatur, AL 35602	Decatur, AL 35601

Email questions to: DPLRFP@decatur.lib.al.us

PLEASE SUBMIT ONE (1) ORIGINAL PROPOSAL
AND
ONE (1) PRINT COPY OF COMPLETE PROPOSAL
AND
ONE (1) ELECTRONIC COPY OF COMPLETE PROPOSAL

All proposals must be signed on the Proposal Form (Page 12), and include a signed Project Specifications and Detailed Requirements Acceptance Form (page 11), Affidavit Form (Page 13), Contractor Pre-qualification Form (Page 14-15), Cost/Proposal Form (Page 16), Certificate of Liability Insurance, and three (3) references.