



504 Cherry Street NE  
Decatur, Alabama 35601

**DECATUR PUBLIC LIBRARY**  
**REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES**

Proposals will be accepted until:

3:00 p.m.  
Wednesday, August 25, 2021

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# 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 3:00 p.m. Wednesday, August 25, 2021. All correspondence should be marked "**Sealed Proposal—Janitorial Services.**"

#### Timeline:

RFP Issuance Date:	July 19, 2021
Mandatory Pre-proposal Meeting:	Wednesday, August 4 at 9:00 a.m. <i>or</i> , Thursday, August 5 at 9:00 a.m.
Proposal Submission Due:	Wednesday, August 25 at 3:00 p.m.
Proposal Opening Date:	Monday, August 30 at 3:00 p.m.
Anticipated Start of Service:	Monday, September 20, 2021
Contract Period:	Twelve months with the option to renew.

The RFP information is available at: <https://myDPL.org/request-for-proposals-rfp/>

### MANDATORY SITE TOUR AND PRE-PROPOSAL MEETING

All interested Proposers must attend a tour and Pre-Proposal meeting at Decatur Public Library (main floor), 504 Cherry Street NE, Decatur, AL 35601 on Wednesday, August 4 (9:00 a.m.) or Thursday, August 5 (9:00 a.m.) 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. 125 or by email to [DPLRFP@myDPL.org](mailto:DPLRFP@myDPL.org)

### SCOPE OF WORK

Janitorial services for Decatur Public Library will begin on September 20, 2021 upon signing of contract. 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 Site Logistics Manager, or 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.

## SPECIFICATIONS

The Contractor shall provide janitorial services for all areas of the Library, including public areas and meeting rooms, staff offices and work areas, restrooms, used book sale room, outside trash receptacles and entryways (including outside entry areas).

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 the Decatur Public Library, 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 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 supply trash 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 if stock needs to be replenished.

Mops should be washed and sanitized on a regular basis. Vacuum cleaner bags must be changed frequently, as needed.

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

Any personal belongings, excluding food, found in public areas should be placed on the Public Services counter. Food items should be discarded.

All trash must be collected, tied-off, and placed on a drip-proof container for transport to the dumpster. At no time should trash bags be dragged or pulled across library floors or sidewalks. Dumpster doors must be left closed at the completion of the day's cleaning.

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

The Contractor must verify Library holidays and closings each year

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 Contractor will be supplied with access keys. 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 employees of the Contractor or library staff.

## PROJECT SPECIFICATIONS AND DETAILED REQUIREMENTS

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

<b>Main Entrances, Stairs and Elevator</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Clean inside and outside glass of entrance doors, including sills and ledges.	X				
Clean inside transom glass above entrance doors.					X
Empty trash cans. Replace liners as needed.	X				
Clean, sanitize and polish drinking fountain.	X				
Vacuum entryways and high traffic areas. Spot clean spills and stains.	X				
Clean and sanitize elevator handrail and buttons.	X				
Sweep/mop elevator floor, spot clean walls. Clean door tracks.		X			
Sweep and mop stairs and landing. Clean and sanitize handrail.		X			

<b>Restrooms, Public and Staff</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Empty trash cans and sanitary receptacles. Replace liners.	X				
Clean & sanitize trash cans and sanitary receptacles.		X			
Clean toilets and urinal, including rim jets, flush levers, and both sides of stool seats using a germicidal cleaning solution.	X				
Clean and sanitize sinks, baby changing tables, door knobs, push plates, and stall latches. Polish mirrors.	X				
Sweep floors. Wet mop floors and behind fixtures with a detergent disinfectant solution.	X				
Scrub floors, baseboards and corners.			X		
Check toilet paper, paper towels, soap and sanitizer. Restock as necessary.	X				
Clean partition walls & beneath dispensers and hand dryers. Wipe down hand dryer & soap dispensers.		X			
Vacuum/dust restroom door air vents.					X
Plunge toilets as needed.	X				

<b>General Library and Public Areas including 'New Book' Shelves and all Metal Shelving</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Empty trash cans and replace liners as needed. Clean and sanitize trash cans as needed.	X				
Remove debris from furniture and floors.	X				
Vacuum carpet thoroughly, and under tables and desks.		X			
Spot clean spills and stains on carpet.		X			
Vacuum/dust window ledges, corners, edges of walls and shelving.				X	
Dust tops and ledges of glass display cases.	X				
Dust top, bottom, and shelves of 'New Books' case.		X			
Wipe down library tables, bistro tables, countertops and public computer tables.	X				
Dust exposed shelves on all metal shelving including the top and bottom shelves.			X		
Damp wipe chairs and loveseats.		X			
Dust high/low areas including framed wall art. Remove cobwebs from corners and door jams.				X	
Clean and polish wood balcony rails.				X	
Dust furniture legs and chair rungs.			X		
Polish panels of Public Services desk and plugin bar.					X

<b>Youth Services</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Empty trash cans in public areas and staff desks; replace liners as needed. Clean and sanitize trash cans as needed.	X				
Remove debris from floors. Vacuum high traffic areas.	X				
Vacuum carpet thoroughly including corners and edges of shelving and underneath furniture.		X			
Spot clean spills and stains on carpet		X			
Remove dust and cobwebs from corners, spot lights, and door jams.				X	
Dust/damp wipe library tables, computer tables, chairs, and tops of rolling wood shelves.		X			
Dust exposed shelves on metal shelving including the top and bottom shelves.			X		
Damp wipe vinyl stools and loveseats.		X			
Dust/polish veneer panels of Youth Services desk.					X

<b>Administrative Offices</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Empty trash cans and replace liners as needed. Clean and sanitize trash cans as needed.	X				
Empty paper shredders.	X				
Vacuum all carpet and spot clean spills and stains.		X			
Detail vacuum corners and edges.					X
Clean interior partition glass and ledges (both sides).				X	
Dust/vacuum window blinds. Clean baseboards.				X	
Clean and sanitize light switches and door knobs.		X			
Remove cobwebs/dust from corners and door jams.					X

<b>Community Room and Alabama Room (upstairs) and Training Center (downstairs)</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Empty trash cans and replace liners as needed. Clean and sanitize trash cans as needed.	X				
Remove debris from furniture and floors. Spot vacuum carpet.	X				
Vacuum carpet thoroughly. Spot clean spills and stains.		X			
Clean glass on each side of door.				X	
Dust/vacuum window blinds. Clean baseboards.					X
Clean and sanitize light switches and door knobs.	X				
Remove cobwebs and bugs from corners.					X
Polish conference room tables.			X		

<b>Staff Lounge and Storage Area</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Empty trash cans, replace liner. Clean and sanitize trash cans as needed.	X				
Clean, sanitize sink and fixtures.		X			
Sweep and mop floor with a detergent disinfectant solution.	X				
Clean and sanitize tables and countertop.	X				
Damp wipe chairs and stools.		X			
Wipe down outside of refrigerator and microwave.		X			
Vacuum corners and edges of walls, remove cobwebs.			X		

<b>Staff Workrooms (Cubicles and Cataloging)</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Empty trash cans and replace liners as needed. Clean and sanitize trash cans as needed.	X				
Sweep/vacuum/mop hard surface floors.		X			
Vacuum entry door mat.	X				
Vacuum carpet in cubicle offices.		X			
<b>Used Book Sale Room</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Empty trash can and replace liners as needed. Clean and sanitize trash can as needed.	X				
Sweep or vacuum floor.		X			
Damp mop floor and anti-fatigue mats.			X		

<b>Janitorial Closet</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Sweep floors. Clean utility sink and drain cover.			X		
Keep room and supplies neat and organized.	X				
Remove debris and empty boxes.	X				

<b>Library Exterior</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
Empty and remove trash from 4 outside trash bins. Replace liners.	X				
Remove debris from trash can ash tops.	X				
Clean outside trash cans as needed.				X	
Remove debris from entryways and sidewalks.	X				
Close dumpster doors before leaving for the day.	X				

## ADDITIONAL INFORMATION

- The library is open 6 days per week:  
Monday through Thursday – 10:00 a.m. to 6:00 p.m.  
Friday – 10:00 a.m. to 5:00 p.m.  
Saturday – 10:00 a.m. to 4:00 pm
- The square footage of the library is 25,000 square feet, with two (2) public restrooms and two (2) staff restrooms.
- Flooring includes carpet, vinyl tile, and rubber tile.
- Over 185,000 people visit the Decatur Public Library each year. The library also hosts over 250 special events during or after regular library hours.
- Tobacco use (including vaping) is prohibited inside the Library or within 75 feet of an entrance.

## SUPPLIES:

- The Contractor shall provide all supplies (chemical, paper and cloth) 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 Phyllis Roberts at [DPLRFP@myDPL.org](mailto:DPLRFP@myDPL.org). Responses to all questions will be posted to the Library's RFP blog located at: <https://requestforproposals.blogspot.com>. To receive notification of updates to this blog, vendors must visit the blog and fill out the form under "Subscribe for Updates." 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 10)
- Signed Request for Proposal Form (Page 11)
- Affidavit Form (Page 12)
- Contractor Pre-Qualification Form (Page 13-14)
- Cost/Proposal Form (Page 15)
- 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, Site Logistics 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 3:00 p.m. on Wednesday, August 25, 2021. The proposals will be opened on Monday, August 30, 2021 at 3:00 p.m. in the library community room 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@myDPL.org](mailto:DPLRFP@myDPL.org)



## 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 Site Logistics 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 respondent's 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

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  
Site Logistics Manager  
P.O. Box 1766  
Decatur, AL 35602

Courier

Decatur Public Library  
Site Logistics 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 be returned in your sealed proposal**

<b>Safety Health and Environmental (FOR CONTRACTORS AND MAJOR SUPPLIERS)</b>			
<b>GENERAL INFORMATION</b>			
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:
<b>ORGANIZATION</b>			
4. Project Description:			
<hr/> <hr/>			
<b>SAFETY, HEALTH &amp; ENVIRONMENTAL PERFORMANCE</b>			
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 the Decatur Public Library, we strive to be a top performing safety organization, and provide safe 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: 3:00 p.m. Wednesday, August 25, 2021  
“Sealed Proposal—Janitorial Services” must be  
Printed on outside of envelope

PROPOSAL OPENING: 3:00 p.m., Monday, August 30, 2021  
Community Room (Mezzanine level)  
Decatur Public Library

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

Email questions to: [DPLRFP@myDPL.org](mailto:DPLRFP@myDPL.org)

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 Request for Proposal Form (Page 11), and include a signed Project Specifications and Detailed Requirements Acceptance Form (page 10), Affidavit Form (Page 12), Contractor Pre-qualification Form (Page 13-14), Cost/Proposal Form (Page 15), Certificate of Liability Insurance, and three (3) references.