



Shelton State Community College will receive sealed proposals on the Martin Campus, Room 1720, until **November 4, 2022, at 10:00 a.m.**

Shelton State Community College continues to monitor the COVID-19/Coronavirus outbreak, and the health and safety of students, faculty, staff, and community members remain the College's top priority.

Submit bid proposal to the following:

Bid Number 26-22-SS

Attention DeLane Bailey
Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405

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"No Bid" responses are requested.

1. "All bids shall be sealed when received." (Alabama Code § 41-16-54) Bids delivered by the vendor, United States Postal Service, Federal Express, UPS, or other delivery service **must** have the bid number indicated on the envelope. It is the responsibility of the vendor to have the bid proposal delivered to the correct addressee and location. The bid should be addressed to the following:

DeLane Bailey, Associate Dean of Business Services
Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405

2. Bids must be received prior to the bid opening date and time. Late bids will not be considered.
3. All information shall be entered in ink, typewritten, or computer generated in the appropriate space(s) on the form(s). An authorized company representative must sign the bid in ink.
4. Prices submitted on the bid must remain effective for the term of the contact awarded.
5. Shelton State Community College reserves the right to reject any or all bids, or any part thereof, and to waive any technicality in the bidding in the best interest of the Institution. Bids will be awarded in a manner which appears to be in the best interest of Shelton State Community College. The College reserves the right to solicit additional proposals.
6. This proposal is to be made without connection to any other person, company, or parties making a bid or proposal and is to be in all respects fair and in good faith, without collusion or fraud.
7. Bid prices are not to include tax. Tax exemption certificate furnished upon request.
8. Quote F.O.B. delivered to sites listed in specifications. The successful bidder must assume all liability/responsibility for damage in transit.
9. The responsibility of determining the acceptability of any products offered rests solely with Shelton State Community College.
10. The successful bidder will be required to submit a copy of general liability (umbrella) insurance. The copy must show amount limits for automobile, workers' compensation, etc. (applicable for the delivery of materials, supplies, etc.)
11. The bidder shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.
12. The successful bidder must provide a copy of current state, county, or city business license, general contractor's license, or applicable license as required by law.
13. It is the responsibility of the bidder to inspect the facilities (grounds, road access, and buildings) for suitability with respect to its operations, delivery method, installation

and/or set-up of materials, supplies and/or equipment. Failure to inspect the facilities will not relieve the bidder of responsibility to provide for delivery F.O.B. or additional costs associated with delivery, installation, and set-up as requested in the bid.

14. All bidders are required to complete a Disclosure Statement. Act 2001-955 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. A Vendor Disclosure Statement is included in the bid proposal. Any changes to the status of the information on this form will require the submission of an updated form to Shelton State Community College.
15. Successful bidder will be required to complete the Alabama Immigration Law Compliance Documents. The Alabama Immigration Law Compliance Documents are included in the bid proposal. The successful bidder must comply with Alabama Act 2011-535 and agrees to submit a notarized *Affidavit of Alabama Immigration Law Compliance* as well as an *E-Verify Memorandum of Understanding* (*E-Verify can be found at www.uscis.gov*).
16. All bids must be notarized.
17. Bidders desiring further information or interpretation of plans or specifications must make requests in writing to DeLane Bailey, Associate Dean of Business Services, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405, at least seven (7) days prior to bid opening. Questions can also be submitted via email to dbailey@sheltonstate.edu.
18. Bid prices are to remain in effect from award date, **Nov 4, 2022 through Nov 4, 2023**.
19. The contract may be extended for a period of two additional years if no changes are made in the specifications and/or pricing by the vendor. Shelton State Community College and the vendor must agree in writing for the contract extension.
20. Shelton State Community College may cancel this agreement at any time with 30 days written notice.
21. Payment shall be contingent upon Shelton State Community College's inspection of and satisfaction with completed work or materials.
22. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to Shelton State Community College's satisfaction by the successful bidder at no additional charge. No payments on partial shipments will be made until all items have been received in good condition.
23. **ANY CONTRACT AWARD AS A RESULT OF THIS BID SOLICITATION SHALL INCLUDE THE FOLLOWING TERMS:**
 - a. Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.
 - b. It is further agreed that if any provision of this Agreement shall contravene any statute of Constitutional provision, either now in effect of which may be enacted

during the term of this Agreement, then the conflicting provision of the Agreement shall be deemed null and void.

- c. The bidder acknowledges and agrees that its sole and exclusive remedy for any monetary claim or any claim for which Shelton State Community College has sovereign immunity that may arise from or relate to this Agreement is to file a claim with the Board of Adjustment of the State of Alabama. Any claim for equitable relief or for which Shelton State Community College does not have sovereign immunity shall be brought exclusively in the appropriate state or federal court which are situated in and/or covering Tuscaloosa County, Alabama.
- d. This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict-of-law provisions or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.
- e. These terms and conditions shall supersede any contrary language in any agreement entered into by the parties. All terms shall be reduced to writing and will not rely on any oral terms, nor shall any oral terms or agreement be incorporated herein.
- f. As an entity of the State of Alabama, the parties recognize and agree that Shelton State Community College cannot and will not agree to indemnify any party to a contract resulting from this bid.
- g. In accordance with the recommendations of the Governor and the Attorney General of the State of Alabama, the parties shall consider settling all disputes arising from or related to this agreement by using appropriate forms of non-binding alternative dispute resolution.
- h. In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination.
- i. This agreement constitutes the sole and entire agreement of the parties to this agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, negotiations, and agreements, both oral and written, with respect to such subject matter.
- j. By signing a contract, the contracting parties affirm, for the duration of this 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 this agreement and shall be responsible for all damages resulting there from.
- k. This agreement may be executed in counterparts, each of which shall be deemed and original, but all of which together shall be deemed to be one and the same agreement.

- I. In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.
24. All applicable shipping and handling costs must be included in the pricing submitted with the proposal.
25. Shelton State Community College will not accept prepay terms for any items and services.
26. Quantities listed on the specifications sheet are believed to be correct. However, Shelton State Community College reserves the right to alter or vary the quantities for a period of 90 days from the bid opening.
27. This request for proposals is not an offer to contract but seeks the submission of proposals from qualified, professional respondents that may form the basis for the negotiation of a contract or agreement. If the College chooses to interview any respondent(s), then the interview will take place on November 9, 2022, either virtually or at Shelton State Community College, 9500 Old Greensboro Rd, Tuscaloosa, Alabama.

NONRESIDENT BIDDER INFORMATION

41-16-57

(b) The awarding authority in the purchase of or contract for personal property or contractual services shall give preference, provided there is no sacrifice or loss in price or quality, to commodities produced in Alabama or sold by Alabama persons, firms, or corporations. Notwithstanding the foregoing, no county official, county commission, school board, city council or city councilmen, or other public official, state board, or state agency charged with the letting of contracts or purchase of materials for the construction, modification, alteration, or repair of any publicly owned facility may specify the use of materials or systems by a sole source, unless:

(1) The governmental body can document to the satisfaction of the State of Alabama Building Commission that the sole source product or service is of an indispensable nature, all other viable alternatives have been explored, and it has been determined that only this product or service will fulfill the function for which the product is needed. Frivolous features will not be considered.

(2) The sole source specification has been recommended by the architect or engineer of record and who also documents that there is no other product available and that the use of the requirement is of an indispensable nature and why.

(3) All information substantiating the use of a sole source specification is documented in writing and is filed into the project file.

BID PROPOSAL FORM

Proposal of _____
(Company Name)

of _____
(City and State)

Hereinafter, called "Bidder," a corporation, organized and existing under the laws of the State of _____, a partnership, or an individual doing business as:

TO: Shelton State Community College
9500 Old Greensboro Rd.
Tuscaloosa, AL 35405
Attn: DeLane Bailey

BID PRICE \$ _____

FEDERAL IDENTIFICATION # _____

**26-22-SS
BID CERTIFICATE**

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

Firm or Company Name

Address

City, State and Zip Code

Telephone Number

Fax Number

Email Address

Name of Company Representative
(Please Print)

Signature of Company Representative

BID CERTIFICATE MUST BE NOTARIZED

Sworn and subscribed before me this the _____ day of _____, 20____.

Notary Public

Date my Commission Expires





State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

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 goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

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.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF 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.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

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.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

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:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

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 2001-955 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.

**THIS VENDOR CERTIFICATION FORM HAS TO BE COMPLETED AND RETURNED IN
ORDER TO MEET SPECIFICATIONS OF BID.**

**VENDOR CERTIFICATION BY
ALABAMA DEPARTMENT OF REVENUE**

GENERAL INFORMATION:

Shelton State Community College considers all vendors to be valuable assets in fulfilling its education, health, research, and service missions. As such, vendors should conduct their business openly, fairly, and honestly. All vendors are expected to fulfill their contractual commitments to the College in terms of cost, delivery, and quality of products and services. The College procurement contracts are a matter of public record, and they are based upon formal competitive bids or good faith negotiations between the College and the vendor. Failure to fulfill contractual commitments can jeopardize a company's status as an acceptable College vendor.

The following statement is applicable to all Requests for Formal Bid and Contracts for Professional Services that are required on all taxable sales and leases into Alabama:

Certification Pursuant to Act No. 2006-557

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

COMPANY NAME

SIGNATURE OF RESPONSIBLE PARTY

PRINT: NAME, TITLE

DATE

The following statement is applicable to all Requests for Formal Bid and Contracts for Professional Services:

Certification Pursuant to Minority-Owned Business

Alabama law (Section 25-10-3, Code of Alabama 1975) provides a definition of minority-owned businesses. Bidder from a business within the state that is a woman-owned enterprise, an enterprise of small business, as defined in Section 25-10-3, a minority-owned business enterprise, a veteran-owned business enterprise, or a disadvantaged-owned business enterprise shall acknowledge this status by signing this certification.

COMPANY NAME

SIGNATURE OF RESPONSIBLE PARTY

PRINT: NAME, TITLE

DATE

OR PLEASE INDICATE WITH N/A

AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9 (9a) and (b), this Affidavit of Alabama Immigration Law Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract by Shelton State Community College to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from Shelton State Community College. Contractors and Grantees are to provide notice to their Subcontractors of their Alabama Immigration Law Compliance obligations.

State of Alabama:

County of _____:

Before me, a notary public, personally appeared _____ (print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as _____ (your position) for Grantee does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, Contractor of Grantee affirms that it is providing notice to its subcontractors of their Alabama Immigration Law Compliance obligations.

I further attest that said Contractor or Grantee is enrolled in the E-Verify program and have affixed below said Contractor or Grantee's E-Verify Employment Eligibility Verification User Identification Number confirming such program enrollment. I have read this Affidavit and swear and affirm that it is true and correct.

E-Verify Employment Eligibility Verification User Identification Number

Signature of Affiant

Sworn to and subscribed before me this _____ day of _____, 2_____.

I certify that the affiant if known (or made known) to me to be the identical party he or she claims to be.

Signature and Seal of Notary Public

TO BE RETURNED TO SHELTON STATE COMMUNITY COLLEGE

ATTACHMENT

RFP Information below

Shelton State Community College is accepting RFP's for the purpose of assisting their environmental services department clean and sanitize the Martin Campus at 9500 Old Greensboro Road Tuscaloosa, Al 35405.

State Date/Contract Term

The awarded contractor will begin service after all legal documents and fully executed contract has been signed. The contract start date will adjust to fit the start date as agreed upon by both parties. The contract will be awarded for one (1) year with the possibility of two additional 12-month terms.

Termination/Cancellation and Deficiency Notice

In the event that the contractor is non-compliant and or deficient with any portion of the contract, Shelton State Community College will give contractor 72-hours written notice to comply or correct the deficiency. If the deficiency is not corrected within that 72-hour period, the College, in its sole discretion, reserves the right to terminate the contract and/or hire a third party to correct any deficiencies. Any funds paid to such supplementing parties for the correction of deficiencies will be deducted from the contractor's next payment.

In the event that the contractor wishes to not renew the contract, contractor must give a sixty (60) day written notice before the end of the contract.

Payments

Payment for services will be made on a monthly basis. After approval, the invoice will be forwarded for payment. Approximately thirty (30) working days will be required for payment.

Firm Offer

Each vendor must agree in advance in written form to submit a response with cost figures that will be firm for at least sixty (30) calendar days after the BID opening.

The terms and conditions of this RFP request will stand as the contract. An email and letter will be sent to the successful vendor, within the time for acceptance specified in the offer, must be signed, and returned within seven (7) calendar days or the contract offer will be considered void.

Contract Award

This decision will be the one that Shelton State Community College determines to be in its best interest, most responsive to its needs, and offers the greatest benefit for the proposed cost. Shelton State Community College intends to award all aspects of operation of the custodial services contract to one or more companies. The selection of a contractor will be announced within thirty (30) calendar days from the closing of the RFP.

Addenda

Any "Addenda" or Instructions to Contractor issued by the College prior to the time for receiving proposals shall be covered in the proposal and shall become part of the final contract.

Response Format

Responses must be submitted in the form outlined here. The materials submitted must be in sequence and related this RFP. Shelton State Community College will make no reimbursement for the cost of developing or presenting proposals in response to the request.

Contractor must provide the following:

A. Company Profile

History of company, year founded, philosophy or mission statement, description of types and number of accounts served, number of employees, ownership of company and business classification (corporation, partnership, sole proprietorship).

B. Qualifications

1. Each vendor shall submit a Contractor's Qualification Statement which would influence the ability to satisfactorily perform the housekeeping services defined elsewhere in this document. Vendor must have been in cleaning business for a minimum of ten (10) years.
2. Vendor must submit, along with contact name and phone number, at least five (5) references. References should include at least three (3) college campuses, municipalities, or public funded organizations or a mix of these in the State of Alabama with minimum contract duration of twelve (12) consecutive months that have been successfully maintained by the vendor during the past three (3) years, which are similar to the scope and size to be provided herein. Failure to comply will result in rejection of proposal.
3. Vendor is required to list all higher-educational contracts lost in the last three years (3) along with reason for cancellation or non-renewal. Shelton State Community College reserves the right to contact these businesses, institutions, etc. and requests that contact information be included for each account. Failure to comply will result in rejection of proposal.
4. Contractor shall have an office within 75 miles or a 2-hour drive from Campus in the event that issues arise.
5. Provide certificate of liability insurance that meets the requirements outlined in the attached Contract and in these Instructions to Contractors.

C. Staffing Plan and Policies

1. Please provide Staffing worksheet, show number of proposed full-time and part-time employees. Starting wages at \$14.00 an hour.
2. Explain staffing and management plan for campuses.
3. Provide organizational chart for Shelton State Community College site.
4. Provide resumes for key corporate and site employees, including project manager.

D. Operations Plan and Policies

1. Explain quality control procedures.
2. Explain how vendor will be accountable for service problems and failures.
3. Include training plans and procedures that will be implemented at the College.
4. List grades, qualities, and brand name of chemicals that would be used at the College.
5. Explain security plans and procedures.
6. Provide description of uniforms to be worn by contract personnel. Photo ID badges must be worn by all shifts - day, evening, and night.
7. Explain emergency cleaning procedures.

E. Pricing - Please provide Pricing worksheet. Show pricing proposal.

Soap, hand sanitizer and Paper Products

Shelton State will furnish all paper towels, soap, and toilet paper for restrooms, classrooms, labs, break rooms, kitchens, and all sink areas for all dispensers. Shelton State will furnish hand sanitizers for all wall and stand-alone stations.

Walk-Off Mats

The College will be responsible for purchasing replacement mats for the inside and outside of each building entrance. The College will replace mats as needed. The contractor will be responsible for cleaning mats each day (vacuum, pressure wash or shampoo) as needed.

Window Cleaning

The Contractor will be responsible for cleaning exterior windows and high (above arm's reach) interior windows on a semi-annual basis. Semi-annual price provided in the Pricing Worksheet should include all window cleaning for all buildings.

Level of Cleanliness

It will be the responsibility of the vendor to provide housekeeping services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations and protection of the physical facility. Therefore, the intent of this proposal request is to approach this matter from a level of cleanliness concept. A detailed cleaning schedule is included in **Appendix I**.

Space

To the extent possible, detailed information on building floor plans and square feet has been furnished contractor in **Appendix II and Appendix III**. However, through actual measurements, use of existing drawings and/or other means, it shall be the responsibility of the vendor to verify measurements as deemed applicable for the submission of a proposal.

Insurance

The contractor shall provide at all times during the contract period the following insurance coverage:

1. Workman's Compensation - Statutory Limits
2. Comprehensive general liability for bodily injury in the sum of \$300,000 each person and \$500,000 each occurrence and \$50,000 property damage, including personal injury.
3. Automobile liability insurance with basic limits \$300,000/\$500,000 and \$50,000 each occurrence and \$50,000 property damage, including personal injury.
4. Umbrella liability limits net loss limits of liability \$1,000,000 each occurrence and \$1,000,000 each aggregate.
5. The vendor shall furnish Shelton State Community College certificates of insurance within 21 working days after acceptance of a contract, with Shelton State Community College listed as an additional insured party.
6. Shelton State Community College System must have ten (10) days' notice of cancellation or change in insurance coverage and give its approval.

Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be completed in full compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract.

The contractor will be bound by U.S. Dept. of Labor wage and hour laws.

All personnel shall be dressed in uniforms in a manner authorized by the contractor and approved by Shelton State Community College. The personnel shall be neat and clean in appearance. Uniforms and picture identification badges shall be worn which fully identify the worker as a member of the contractor's work force.

No employee who has a police record, other than minor traffic violations, may be assigned duties under this contract. Contractor shall be responsible for the submission of police clearance record. All employees' background information will be checked by our Human Resources, Chief of Police prior to acceptance and will be maintained on file.

Contractor will pay a wage rate comparable to the industry standard. Contractor will pay all taxes pertaining to his employees as required by law. All employees will be bonded in the amount of \$50,000 (3rd Party Fidelity Bond).

Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon written request of the authorized Shelton State Community College. The contractor will provide coverage for following times:

Martin Campus, 9500 Old Greensboro Road, Tuscaloosa, AL

- Monday through Thursday: 2:30 PM. - 10:00 P.M.
- Friday: 11:00 A.M. – 5:00 P.M.
- No more than 40 hours a week unless agreed and signed off on by a Shelton State Employee with authority to authorize overtime according to the pay scale negotiated in the contract below.

Contractor will supply janitorial personnel for Shelton State Community College Events (Graduation, Honors Day, etc.) at no extra cost. If outside events require a need for janitorial service, then a purchase order will be issued at a per man-hour cost as stated in pricing worksheet to be provided by contractor.

Office Space, Storage Space and Utilities

Shelton State Community College will provide a small, securable office space, limited securable storage space and utilities (including phone-line and Shelton email access) for contractor's on- site operation.

Safety

The contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees, and the College's students, staff, and faculty.

Security

The contractor shall be responsible for training employees in security requirements of Shelton State Community College and shall be responsible for the enforcement of the same.

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all Shelton State Community College property, materials, equipment and accessories, which might be exposed to the Contractor's personnel.
2. Guns, knives or other dangerous weapons are not allowed on campus.
3. Alcohol and drugs are prohibited on the campus. Shelton is a tobacco free campus.
4. Keys should be properly handled to maintain property security and safety. Additionally, contractor shall be fully responsible for the replacement of any lost Master keys at a cost of \$250.00 per key plus \$50.00 per door re-keyed. Broken keys free with part of key.

Supervision

All supervision required for the execution of the contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative. Contractor should have a designated supervisor on campus at all times. If, at any time, it is determined that the contractor is not providing proper supervision, Shelton State Community College will provide appropriate supervision and deduct an amount equal to the rate of pay amount from the Contractor's monthly payment. Shelton may require meetings with all supervisors quarterly or as needed.

Sub-Contracts

If any part of the work required in this solicitation is sub-contracted to any other party during the term of the contract, the subcontractor must be supervised by the contractor at all times.

Damage

Contractor shall be responsible for the repair or replacement cost to the satisfaction of Shelton State Community College's representative of any damage to the facility caused by any employee of the contract.

Equipment and Supplies/Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the contractor's responsibility.

Shelton State Community College will provide locked storage spaces, but Shelton shall not be responsible for losses, which may be incurred due to theft and/or vandalism. All equipment shall be maintained properly, and kept in clean condition.

A listing of all chemicals and equipment, which will be used by the successful contractor, must be submitted for approval prior to initial service under the contract. Changes may be made only after duly authorized.

All chemicals and equipment provided by contractor must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will be maintained on each job site for all chemicals used in the cleaning processes.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all Building occupants and property of the College. Also the contractor shall be responsible for training its employees on all equipment and chemicals used while at Shelton State Community College.

Emergencies

All emergency conditions shall be promptly reported to the College's authorized representative during regular work hours and Campus Police after hours.

Contractor's Representative

A representative of the contractor shall be appointed within 24 hours after receipt of contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor and he/ she shall be the sole contact person for routine matters.

Scheduling Housekeeping

All housekeeping shall be done with a minimum of disruption to normal College functions.

Appendix I - Cleaning Schedules

Locked Out Areas Will Need To Be Cleaned

Areas that are "locked out" at night and must be cleaned during regular business hours. Permission to enter and clean all office spaces must be given by its owner.

- Information Technology
- Rooms President's Suite
- (MSA) Grants/PR (MSA)
- HR/Payroll (MSA)
- Business Office(MSA)
- Copy Center
- Maintenance

I. CLASSROOMS/LABS

A. DAILY

1. Empty all trash receptacles; damp clean, sanitize exterior and replace liners from contractor's supply
2. Clean to hand height (70") glass partitions and glass doors.
3. Clean walls to hand height (70").
4. Dust mop, sweep or vacuum floors.
5. Spot clean carpet, tile and composition floors.
6. Sanitize all desks, tables, key boards and counter tops.
7. Erase and clean all chalk boards, white boards and clean trays.
8. Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings.
9. Clean window ledges

B. WEEKLY

1. Sweep baseboards, corners, around and under desks.
2. Dust/ clean intake vents
3. Mop composition and tile floors
4. High dust above hand height
5. Spray buff floors or as needed
6. Remove Bugs from Light fixtures

C. SEMI-ANNUALLY

1. Shampoo upholstered furniture when requested by an authorized employee
2. Renovate and refinish composition floors (apply five (5) coats of finish) or as needed. (Attention shall be given that cleaners shall not overflow/ splash onto wall and floors. Electrical outlets shall be sealed/waterproof prior to cleaning, stripping and waxing).
3. Shampoo Carpets -dryer shall be used to ensure all water is removed from carpets.

The semi-annually waxing needs to be done during the end of spring

semester and start of summer, and the end of fall semester and start of spring.

II. LOBBY, COMMON AREA, LOUNGE CORRIDORS AND VENDING AREAS

A. DAILY

1. Clean door glass
2. Empty all trash receptacles, clean and sanitize and replace liners from contractor's supply
3. Dust and spot clean all furniture
4. Sweep, mop and vacuum under furniture
5. Clean, polish and sanitize all metal door handles
6. Clean walls to hand height 70"
7. Remove tape, paper, cobwebs, etc. from all glass doors, walls and ceiling
8. Wash windows, sills and clean chrome.
9. Clean and sanitize tables
10. Clean directory boards
11. Clean and sanitize water fountains
12. Vacuum and clean all entrance mats (Shampoo or Pressure Wash)
13. Dust mop, mop, all composition and tile floors
14. Vacuum carpets
15. Clean all outside entrance of leaves, trash, and gun from 30' from around entrance.
16. When raining/ snowing - entrances shall be kept dry and "wet floor" signs posted and then removed promptly when weather conditions allow.

B. Clean sinks, wipe interior and exterior of microwave, top of stove, and vent hood

C. WEEKLY

1. Spray buff composition floors
2. High dust above hand height all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts, vents, and heating outlets.
3. Clean baseboards, along walls, and corners
4. Clean intake vents
5. Clean entrance mats, (vacuum, pressure wash, or shampoo)
6. Clean and Remove bugs from Light fixtures
7. Dust and clean all wall framed pictures and prints

D. SEMI-ANNUALLY

1. Renovate and refinish composition floor (apply five (5) coats of finish) or as needed. Vacuum and shampoo carpets. Machine scrub tile floor grout lines.
2. Shampoo all upholstered furniture and wash vinyl furniture as requested by SSCC Management
3. Wash walls and clean paneling
4. Wash blinds

E. OUTSIDE AREAS

1. Empty all trashcans.
2. Clean around entrance 30ft. (trash, leaves, gum)
3. Clean around the sitting and patio areas
4. Clean all outside door entrances up to 12 feet in height.

III. OFFICE AREA/CONFERENCE ROOMS

A. DAILY

1. Empty all trash receptacles, sanitize exterior and replace liners from contractor's supply
2. Dust furniture tops, chairs, exposed filing cabinet, bookcases, and shelves.
3. Sanitize all telephones
4. Sanitize counter tops
5. Vacuum and spot clean carpets
6. Sweep and spot mop composition or tile floor
7. Clean door glass and partition glass
8. Clean and sanitize water fountains
9. Low dust all surfaces to hand height (70")

B. WEEKLY

1. High dust all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, and heating outlets
2. Sweep, dust or vacuum around and under desk, baseboards and comers.
3. Clean or dust desktops (where possible)
4. Spray buff all composition floors
5. Remove dust and cobwebs from ceiling area

6. Clean entrance glass, remove fingerprints from doors frames, light switches, kick push plates, handles and moldings around doorways, and sanitize.
7. Remove bugs from light fixtures.
8. Scrub tile grout floors

C. MONTHLY

1. Dust blinds

D. SEMI-ANNUALLY

1. Renovate and refinish all composition floors (apply five (5) coats finish) or as needed
2. Clean upholstered furniture
3. Shampoo carpets
4. Clean ceilings

IV. RESTROOMS

A. DAILY

1. Clean and sanitize all vitreous fixtures including toilet bowls, toilet seats, urinals, and hand basins.

2. Clean and sanitize all flush rings, drains, and overflow outlets.
3. Clean and polish all chrome fittings, glass and mirrors
4. Wash and sanitize walls, doors, partitions, hand dryers, soap shelf, torpedo cans etc.
5. Mop floors with disinfectant
6. Empty, Clean and sanitize exterior of all trash and feminine hygiene containers
7. Clean and Sanitize metal partitions and window sills
8. Remove spots, stains, splashes, from wall area adjacent to hand basins, toilets, and urinals.
9. Sanitize and Remove fingerprints from doors, frames, light switches, handles, etc.
10. Dust above hand height including sills, moldings, ledges, shelves, frames, ducts, and ducts
11. Wash and sanitize all walls and machine scrub floors.
12. Clean all windows, vents and returns.
13. Remove bug from light fixture
14. Scrub and disinfect shower walls and floors
15. Clean mirrors, sinks and plumbing underneath sinks

VI. STAIRWELLS

A. DAILY

1. Sweep and mop stairs and landings
2. Clean exit doors
3. Clean and sanitize hand rails, window sills, and door handles
4. Remove bugs and clean light fixtures.
5. Wash walls and windows
6. Remove cobwebs,
7. Scrub steps and landings
8. Dust blinds

VII. ELEVATORS

A. DAILY

1. Sweep, mop and or vacuum floors
2. Clean and sanitize key board panel inside and outside.
3. Clean interior walls and doors

B. WEEKLY

1. Clean door tracks

C. SEMI-ANNUALLY

1. Refinish composition floors (apply five (5) coats of finish, mop and scrub tile or shampoo carpets), or as needed.

VIII Kitchen

A. DAILY

1. Sweep and mop composition floors Automatic Scrubbers can be used
2. Spot clean and vacuum carpets
3. Clean and sanitize tables, chairs and counters
4. Empty trash containers and replace liners
5. Clean and sanitize interior and exterior of trash container
6. Clean sinks, wipe interior and exterior of microwave, top of stove and vent hood,
7. Spot clean walls

B. WEEKLY

1. Spray buff composition floors
2. Machine scrub tile floors
3. Ceilings cobwebs, and food particles
4. Clean and remove bugs from light fixtures
5. Wash walls and windows
6. Clean corners and baseboards using putty knife and corner brush

C. SEMI-ANNUALLY

1. Refinish composition floors (apply five (5) coats of finish)
2. Scrub floors and shampoo carpets, attention to grout lines.
3. Clean stove, including oven
4. Clean cabinets, inside and outside, special attention to cabinet drawers.
5. Dust Catchers

SEMI-ANNUAL CLEANING

SUPPLY ROOMS AND CLOSETS

- A. Clean vents/light fixtures
- B. Wash walls
- C. Wash shelves and sinks
- D. Machine scrub floor and wax where acceptable.

PANDEMIC CLEANING

In the event of a health pandemic, such as COVID-19, increased cleaning and/or sanitizing measures may be required per the College's direction.

Appendix II - Buildings and Square Footages

**Shelton State Community
College Martin Campus
9500 Old Greensboro RD.
Tuscaloosa, AL 35405**

Building #1 Martin Campus Estimated at 200,000 sq. ft. Estimated map layout will be included.

Shelton State Community College does not have nor will supply to the vendors, "usage" information as to the number of Students, Faculty and Staff for each building on any given day.

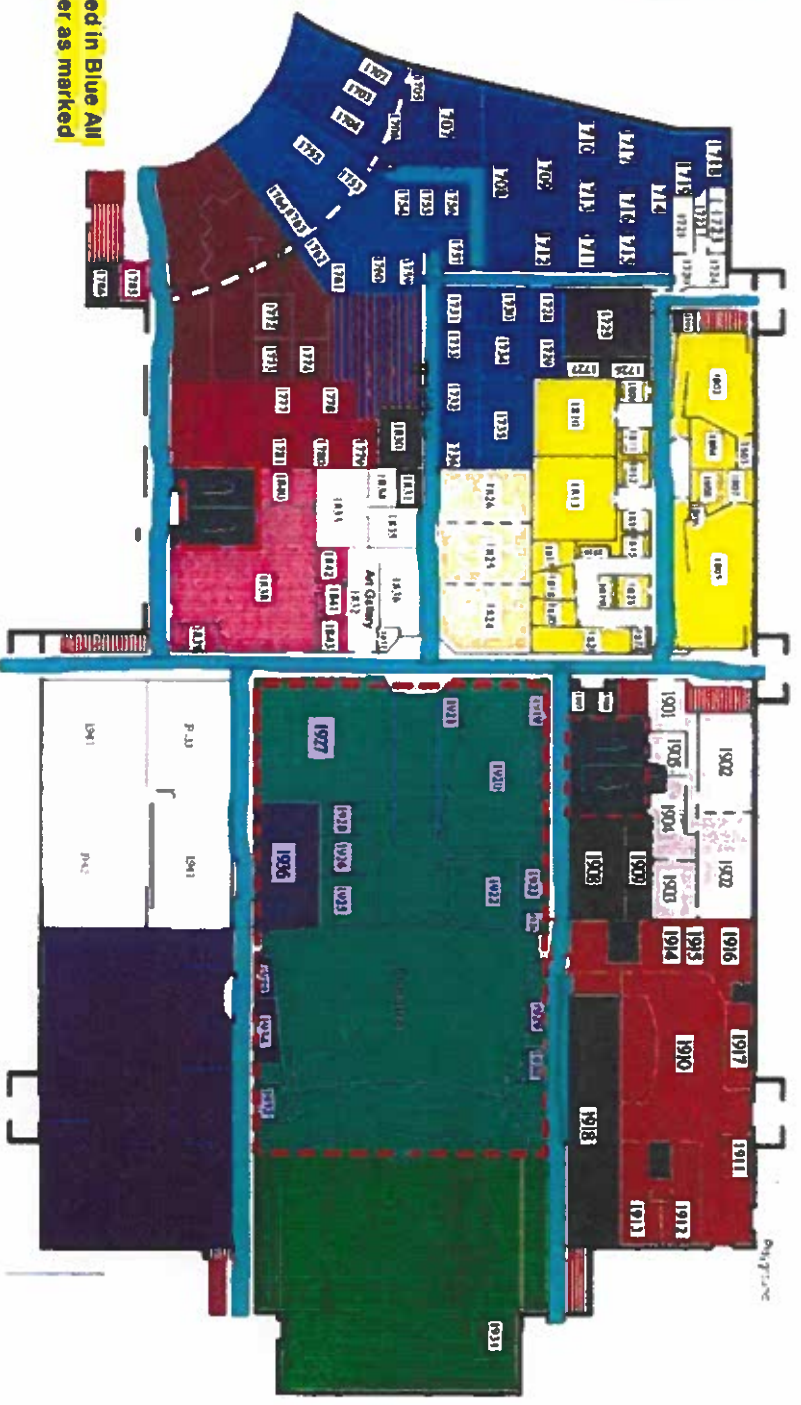
The scope of cleaning proposal laid out in this document in the estimated sq footage above will be laid out in maps attached which will include a walk through by vendors interested in placing a Proposal on this scope of work. Shelton State Community College reserve the right to change up the area to be cleaned if it is agreed upon by both parties and does not exceed the sq footage in this RFP.

Appendix III – Maps

See attached.

SHELTON STATE COMMUNITY COLLEGE MAIN CAMPUS
OLD GREENSBORO ROAD
TUSCALOOSA, AL 35405 • (205) 391-2211

Handwritten note: "See floor plan" (written vertically)

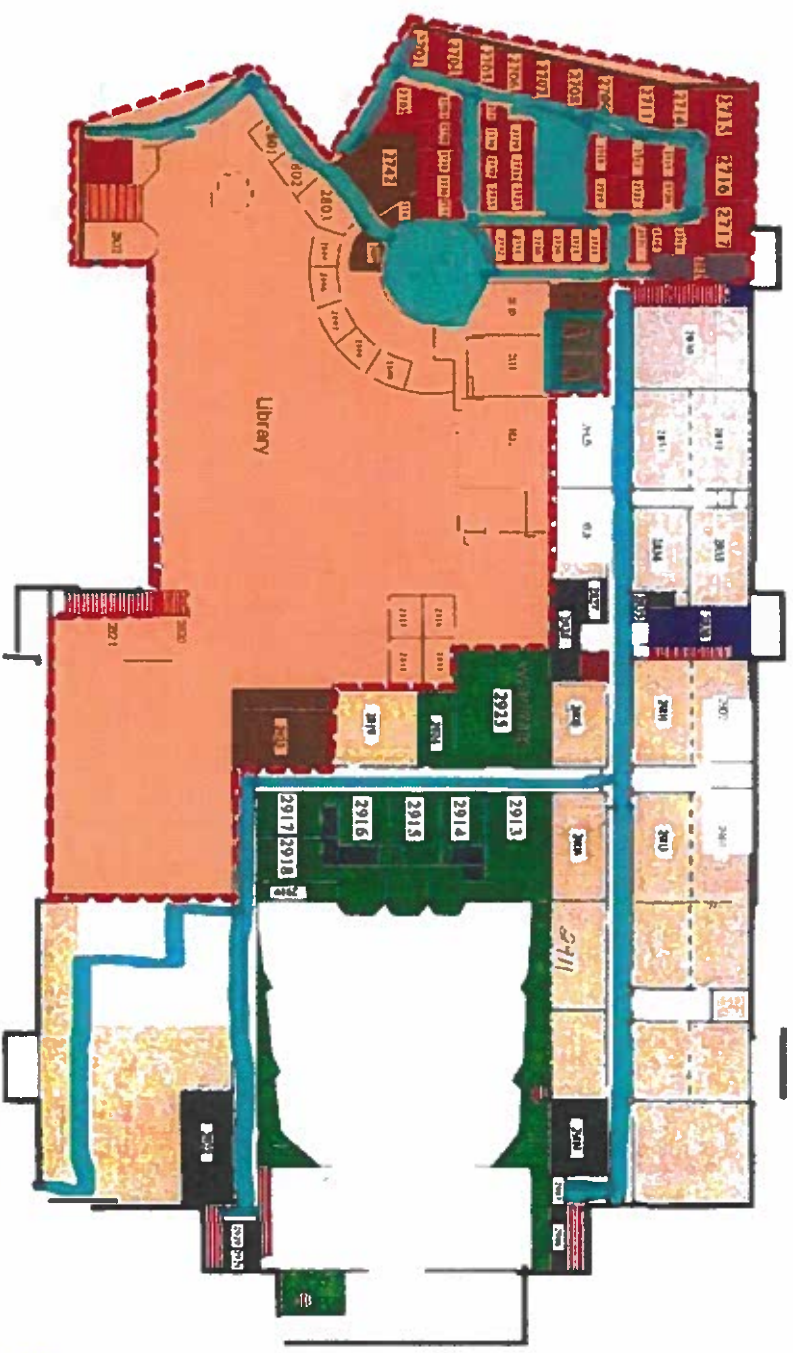


All Hallways marked in Blue All Bathrooms. Theater as marked off with red lines.

Some room numbers may have been changed during remodel this is a scale of estimated cleaning space

- Elevator
- Stairs
- Restrooms
- Theatre
- 1920-1963
- 1931
- Hallways

SHELTON STATE COMMUNITY COLLEGE MAIN CAMPUS SECOND FLOOR
 9500 OLD GREENSBORO ROAD
 TUSCALOOSA, AL 35405 (205) 391-2211



Some room numbers may have been changed during remodel this is a scale of estimated cleaning space

- Elevator**
- Faculty**
- Restrooms**
- Stairs - 2701-2742**
- Hallways**
- As lined**
- in Blue**
- Library as outlined in Red**

SHELTON STATE COMMUNITY COLLEGE MAIN CAMPUS
 OLD GREENSBORO ROAD
 TUSCALOOSA, AL 35405 • (205) 391-2211

FIRST FLOOR

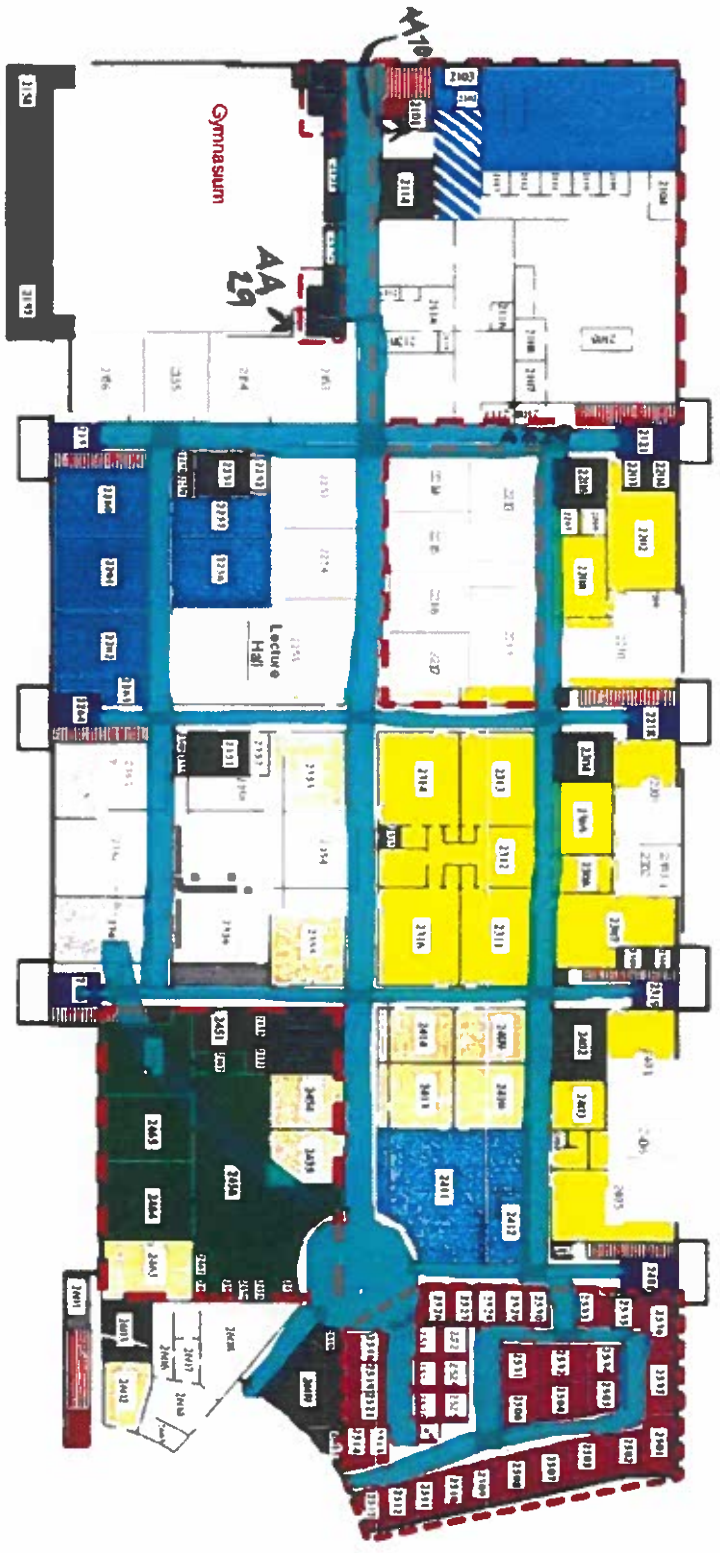


Some room numbers may have been changed during remodel this is a scale of estimated cleaning space

- Restrooms
- Elevator
- ALL Stairs
- Food Court
- Dining Area
- All Hallways
- Wellness Center 1251-1263

SHELTON STATE COMMUNITY COLLEGE MAIN CAMPUS
9500 OLD GREENSBORO ROAD
TUSCALOOSA, AL 35405 (205) 391-2211

SECOND FLOOR



- Elevator -**
- Stairs**
- All Hallways**

- Soar**
- 2451-2466**

- Barbering -**
- Cosmetology**
- 2101-2120**
- Restrooms**

- Faculty**
- Offices**
- 2501-2537**

- Nursing**
- 2211-2217**

Some room numbers may have been changed during remodel this is a scale of estimated cleaning space

Appendix IV - Staffing Worksheet

Contractor must meet the following minimum staffing requirements:

- (4) full time on-site evening/ night shift cleaners
- One (1) Working supervisor on-site daily
- One (1) floor tech
- Cleaning Formula

Project Manager Name: _____

(Make sure to include resume or bio in this bid

Years' Experience in Custodial Industry:

Years' Experience in Supervisory Capacity: _____

Years' Experience in Higher Education Facilities: _____

Total number proposed full-time employees (including project manager): _____

Total number proposed part-time employees: _____

Total number proposed supervisors: _____

Total number proposed employees: _____

Appendix VI - Pricing Worksheet

Proposal of

Hereinafter, called "Vendor", a corporation, organized and existing under the laws of the State of Alabama, a partnership, or an individual doing business as:

*(Insert Corporation, Partnership, or Individual as applicable.) TO: Shelton State Community College

The vendor, in compliance with your proposal on Custodial Services for Shelton State Community College, having examined the specifications and being familiar with all conditions in connection with the proposed project, hereby, proposes to furnish all labor and equipment required in accordance with the Bid documents at the price stated hereinafter.

SCHEDULED WORK: Annual / Monthly Price per square foot

Shelton State Community College - Martin Campus

If Shelton State requires work for events scheduled outside of normal work hours overtime rates should follow State and Federal laws and must approved and agreed upon by both parties prior to work being performed.

Building Name Month	Net Assignable (Sq. ft.) Price Per Building Annual	Price Per Building Per Annual
Martin Campus Bldg. #1 Main Building	200,000	

Shelton State Community College does not have nor will supply to the vendors, "usage" information as to the number of Students, Faculty and Staff for each building on any given day.

Note: Gross square footage values are provided for general information. These values are not cleanable square footage. In some cases, the Custodial Services will not involve the total square footage of the buildings (particularly dormitories and auxiliary buildings). Please refer to the work requirements and specifications described in this Request for Proposal for each individual building.

Addition of Square Footage:

If space needs to be added during the term of the contract, it shall be done at the rate of

per sq. ft. per month

Emergency and/or Unscheduled Work:

Per hour per employee Minimum hours required if any

Monday - Friday \$ _____

Saturday \$ _____

Sundays/Holidays \$ _____

The undersigned agrees that the proposal will not be withdrawn for a period of ninety (90) days from the date of RFP opening.

Vendor understands that Shelton State Community College reserves the right to reject any or all proposals and to waive any informalities in the Bid.

Upon receipt of written notice of acceptance of this proposal, vendor will execute and deliver certificate of insurance within ten (10) days as required.

Respectfully submitted,

Vendor

Date

No-Proposal Response Form

	X
Name of Company (Type/Print in Ink)	Authorized Signature (Sign in Ink)
Complete Address for Mailing Purchase Order and Payment	Type/Print Above Signature
City State Zip	Title (Type/Print)
Telephone Number	
	Fax Number

I HEREBY SUBMIT THIS AS A "NO PROPOSAL" FOR THE REASONS CHECKED BELOW:

- Insufficient time to respond
- We do not offer the product or service requested
- Our schedule will not permit us to respond to this Bids
- Keep our company on this vendor list for future Bids
- Remove our company name from this vendor list for future Bids
- Other (describe briefly)

Collusion/Fraud Statement

I certify that I have read the General Conditions and Instructions to Vendors of the Bids and this offer is made without prior understanding, or connection with any entity or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this Bids for the vendor. I agree to abide by all conditions of this Bids.

	X
Name of Company (Type/Print in Ink)	Authorized Signature (Sign in Ink)
Complete Address for Mailing Purchase Order and Payment	Type/Print Above Signature
City State Zip	Title (Type/Print)
Telephone Number	Fax Number

To Whom It May Concern:

According to Act 2001-955, Shelton State Community College cannot enter any contract or appropriate any public funds until the college is in receipt of the attached disclosure form. The following is information and instructions for completing the vendor disclosure form.

Vendor Disclosure Statement Information and Instructions

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grants proposals to the State of Alabama in excess of \$5,000.00.

The state of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2001-955

Family Member of a Public Employee- The spouse or a dependent of the public employee.

Family Member of a Public Official- The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parent, a sibling and his spouse, of the public official.

Family Relationship- A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

Person- An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

Public Official and Public Employee- These terms shall have the same meaning ascribed to them in Sections 3-25-1(23) and 36-25-1(24), Code of Alabama 1975, (See below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract

who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government of their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs, or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.