



INVITATION TO BID

The Water Works and Sewer Board of the City of Anniston, Alabama (AWWSB)

Janitorial and Cleaning Services

Sealed Bids for furnishing **JANITORIAL AND CLEANING SERVICES** according to the Bid Specifications and Contract Documents will be received by The Water Works and Sewer Board of the City of Anniston, Alabama (AWWSB), **until 10:00 a.m. local time, on Friday, July 12, 2019**, at which time they will be publicly opened and read. No Bids will be accepted or opened after the date and time set forth herein.

The Bid Specifications and Contract Documents are open for public review and copies may be obtained at the AWWSB Main Office, 931 Noble Street, Suite 200, Anniston, AL 36201. The Specifications and Contract Documents are also available for review and download from the AWWSB website at www.awwsb.org. Please note that Bid Specifications and Documents will NOT be mailed to prospective bidders.

Answers to questions, clarifications, corrections, and additions to the Bid Specifications will be issued in the form of Addenda to the Specifications. Such Addenda will not be distributed by delivery or mail but, rather, shall only be posted on the AWWSB website and AWWSB Bulletin Board. It shall be the responsibility of the bidder to frequently visit the AWWSB website to view or download such Addenda, if any are issued.

This Invitation to Bid, the Bid Specifications, and the Bid/Proposal form(s) will comprise the total bid invitation package and should be read carefully. Bidders should submit all information requested on the Bid/Proposal forms provided with additional information attached as directed. Each proposal must be signed. If the bid is not submitted as requested, it may be grounds for disqualification of the bid and/or bidder.

In the event a bid is received from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within the local preference zone established and the bid is no more than five percent greater than the bid of the lowest responsible bidder, the awarding authority may award the contract to the resident responsible bidder. In the event only one bidder responds to the invitation to bid, AWWSB may reject the bid and negotiate the purchase or contract, providing the negotiated price is lower than the bid price. AWWSB reserves the right to reject any or all Bids, to waive any informality in any Bid, and to accept any Bid considered as being the most beneficial to AWWSB.

In compliance with the BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN ACT, the successful bidder will be required to submit proof of Immigration Compliance as the law applies. The following language is required by § 31-13-9 (k) Code of Alabama 1975 to be placed in all contracts covered by the Act: "By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

The Water Works and Sewer Board of the City of Anniston, Alabama (AWWSB)

Janitorial Services Bid

GENERAL TERMS AND CONDITIONS

1. All bid openings and any scheduled pre-bid conferences will be held in the AWWSB Board Room located on the Second Floor, Suite 200, 931 Noble Street, Anniston, Alabama. A pre-bid conference may be requested to review and answer any pertinent questions concerning the bid and the specifications.
2. Each bid must be submitted in a separate sealed envelope and received by AWWSB at the address stated above. All bidders must use our bid form(s). Any bid received after the opening date and time will not be considered. If it becomes necessary to revise any part of this bid, a written addendum will be posted to the AWWSB website (www.awwsb.org).
3. Copies of the Bid Request are available on the AWWSB website (www.awwsb.org) under opportunities.
4. AWWSB will not give verbal answers to inquiries regarding information in this bid, or verbal instruction prior to the submission deadline. All questions shall be submitted in writing to Jarrod Simmons, Finance Director at jsimmons@awwsb.org. Failure to request clarification of any inadequacy, omission or conflict will not relieve the vendor of any responsibilities under this solicitation or any subsequent contract. It is the responsibility of the interested vendor to assure they receive responses to questions if they are issued.
5. AWWSB provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, disability, religion or age in consideration for an award.
6. The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of structure, equipment, supply, and/or service AWWSB is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.
7. The name of a certain brand, make, manufacturer, or definite specification is to denote the quality standard of the article desired but does not restrict the bidder to the specified brand, make, manufacturer or specification names. It is set forth to convey the general style, type, character, and quality of the article desired by AWWSB. Whenever the words "or approved equal" appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named, and which is suited to the same use as that named and which is approved by AWWSB administration. Vendor shall incur all cost involved in obtaining an independent analysis if AWWSB deems it necessary to determine the suitability of items as being approved equal.
8. It will be assumed that all bids are based upon the specifications unless the bidder stipulates to the contrary on the proposal form; in which case, the bidder shall point out in detail any and all deviations from the specifications. Minor exceptions from the specifications may be considered if they do not alter the performance for the intended purpose.
9. All bids shall be typewritten or printed in ink on the form(s) provided by AWWSB. Bids prepared in pencil, facsimiles, or electronically submitted proposals will not be accepted. All proposals must be signed by officials of the corporation or company duly authorized to sign bids. Original signatures in ink are required. Facsimile or rubber-stamped signatures will not be accepted. Any bid submitted without being signed will automatically be rejected.
10. All corrections or erasures shall be initialed and dated by the person authorized to sign bids. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.
11. Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. AWWSB will assume no transportation or handling charges other than specified in this bid. AWWSB is exempted from sales and use tax by Section 11-50-322, Alabama Code (1975).
12. Prices quoted to the AWWSB shall remain firm for a minimum of 90 days from the date of opening of the bid, unless so stated differently in the bid.

13. The delivery schedule must be entered in the appropriate space in order for the bid to be considered. If all items cannot be delivered on the same schedule, please note variances.
14. The bidder shall assume full responsibility for warranty of all components of the equipment. A statement shall be attached with the proposal setting out the conditions of the warranty. The manufacturer's standard warranty shall be furnished.
15. AWWSB reserves the right to request a demonstration of any and all items bid before making the award.
16. AWWSB reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and / or take such other steps deemed necessary and in the best interest of the AWWSB. Issuance of this Request for Proposal does not bind AWWSB to award a contract, nor does the AWWSB in any way assume liability for expenses incurred in the preparation of any bids.
17. All bids will be awarded to the lowest responsive and responsible bidder. This determination may involve all or some of the following factors: price, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable. When bids are equal, local vendor shall be favored. A local preference for a vendor located within the city limits of the City of Anniston or within the service area of AWWSB may be allowed in the percentage amount provided by the Code of Alabama (1975).
18. Unless Special Terms and Conditions of the bid specify otherwise, AWWSB reserves the right to make an award in whole or part to one or more bidders whenever deemed necessary and in the best interest of AWWSB.
19. The successful bidder agrees, by entering into this contract, to defend, indemnify, and hold the AWWSB harmless from any and all causes of action or claims of damages arising out of or related to bidder's performance under this contract.
20. All items bid will be inspected by a representative of AWWSB upon delivery to ascertain compliance with the specifications. Items not in compliance with the specifications will be rejected until proper remedial measures are taken to assure compliance.
21. Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:
 - a. Failure to use the bid forms furnished by AWWSB.
 - b. Lack of signature by an authorized representative on the bid form.
 - c. Failure to properly complete the bid form.
 - d. Evidence of collusion among bidders
 - e. Unauthorized alteration of the bid form.
22. AWWSB assumes no legal liability to purchase items or services under any contract unless funds are appropriated for that particular fiscal year.
23. AWWSB reserves the right to terminate, without cause, any award made as a result of this bid solicitation by providing a thirty (30) day letter of cancellation notification to the successful bidder. Failure on the part of the successful bidder to comply with all terms and conditions of this bid shall give cause for AWWSB to terminate the award immediately, and to relieve the AWWSB of any and all legal obligations associated with the award. In the event the bidder cannot comply with the terms and conditions of a bid on a particular item or transaction, AWWSB reserves the right to obtain the particular item from other vendors.
24. AWWSB is to be protected against any increase above the price in the bid. Any bid containing an "Escalator Clause" will not be considered unless so stipulated in the Special Terms and Conditions.
25. In accordance with the Alabama Competitive Bid Law, as amended, the AWWSB may enter into multi-year leases, purchase, and lease purchase contracts for the acquisition of goods, supplies, materials and all other types of personal property, real property and services for a period not to exceed three years with the following provisions:
 - a. Prices quoted shall be effective for one (1) year beginning from the date of the award, unless otherwise stipulated, with the option to renew for two (2) additional one (1) year periods.

Renewals will require mutual agreement with both AWWSB and the awarding vendor with the bid price remaining the same.

- b. Contracts may provide for automatic renewal unless positive action is taken by the AWWSB to terminate such contract and the nature of such actions shall be determined by AWWSB and specified in the contract.
26. AWWSB will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to AWWSB by the deadline stated in the bid request.
27. The vendor/bidder/contractor agrees to comply fully with the Americans with Disabilities Act and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Bidders must comply with the President's Nos. 11246 and 11375 which prohibit discrimination in employment regarding race, creed, color, sex or national origin. Bidders must also comply with Title IV of the Civil Rights Act of 1964 and the Davis-Bacon Act, when it is applicable. Each vendor/bidder/contractor will indemnify and hold harmless AWWSB from all costs, including but not limited to damages as well as attorney's fees and staff time, in any action or proceeding brought alleging a violation of either of the above-mentioned Acts.
28. By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
29. City Ordinances mandate that anyone who transacts business within the city limits of Anniston by one or all of the following situations is subject to obtain a City of Anniston business license:
 - a. A physical location within the City.
 - b. A representative of your company calls on customers or solicits business within the City.
 - c. Merchandise is delivered into the City on / in a vehicle other than by common carrier.
30. The successful bidder shall produce a copy of a current City of Anniston business license in bidders' company name and address prior to delivery if physically delivering to any location within the city limits of Anniston, Alabama using bidder's business owned transport / carrier.

BY SUBMISSION OF MY PROPOSAL, I CERTIFY THAT I HAVE READ AND UNDERSTAND THESE INSTRUCTIONS AND AFFIRM THAT I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS OR PROSPECTIVE BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION. UPON AWARD OF THIS BID, I WILL NOT SUBSTITUTE ANY ITEM ON THIS BID UNDER ANY CIRCUMSTANCES. I ALSO UNDERSTAND THAT THE GENERAL TERMS & CONDITIONS ARE STANDARD AND THAT ANY CONTRADICTING REQUIREMENTS OF THE SPECIAL TERMS AND CONDITIONS OR REQUEST FOR BIDS SUPERSEDE THESE GENERAL TERMS & CONDITIONS.

THE WATER WORKS AND SEWER BOARD OF THE CITY OF ANNISTON, ALABAMA (AWWSB)

Janitorial Services Bid

SPECIAL TERMS AND CONDITIONS

Omission of any items that are requested as part of submission will be cause for rejection of proposal

The Water Works and Sewer Board of the City of Anniston, Alabama (AWWSB) is seeking a single janitorial service provider to perform high quality Janitorial Services for AWWSB facilities mentioned in this solicitation. A complete listing of the facilities, contact information and services requested per facility follow. Each proposer is highly encouraged to read this entire document carefully.

AWWSB expects to achieve at a minimum the following with this solicitation:

- Establish a term agreement to guarantee quality, reliability and stability of services.
- Have a single contract provider for all sites.
- Provide a guarantee of uninterrupted services, ensuring appropriate janitorial/custodial care is maintained.

Sections of the bid form must be filled out completely. AWWSB reserves the right to request clarification of information submitted and to request additional information. AWWSB staff may choose to meet with the top-rated bidder(s) and may make such investigations as it deems necessary to determine the ability of the Contractor to perform the work. Any additional information requested shall be considered as part of the proposal and evaluated as such. The contract shall be awarded in whole or part to the vendor(s) who can provide services at the best value for AWWSB. AWWSB reserves the right to negotiate a best and final offer with selected vendor(s).

AWWSB reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps deemed necessary and in the best interest of AWWSB. Issuance of this Request for Proposal does not bind AWWSB to award a contract, nor does AWWSB in any way assume liability for expenses incurred in the preparation of any bids.

Negotiations

Nothing herein prohibits AWWSB from opening discussions with the highest ranked apparent successful bidder in order to negotiate modifications to either the proposal or the contract terms and conditions; to align the proposal or the contract to best meet AWWSB needs within the scope sought by the request to bid.

Contract Period

The initial contract will be awarded to the successful bidder for a one (1) year period effective on the date of award with the option to renew for two additional one-year periods provided all terms and conditions remain in full force and effect. Renewal will be subject to the availability of funding, vendor performance, mutual agreement by both parties and the approval of AWWSB administration. The option to renew, if exercised, is to be executed in the form of a letter of agreement to be issued no sooner than ninety (90) days prior to expiration of this contract, nor later than the final day of the contract period. Refusal by either party to exercise the option for extension will cause this contract to expire on the original or mutually agreed upon date. All renewals / extensions shall be based on existing terms, conditions and price structures set forth in the original bid award and any subsequent amendments.

Contract Terms and Conditions

Vendors are to price and submit proposals with the understanding that all specifications, requirements, terms and conditions and licensure is mandatory for the vendor. Proposers are responsible to review all specifications, requirements, terms and conditions, insurance requirements, licensure and other requirements. Submittal of a

proposal is agreement to comply without exception, unless modified by AWWSB. The contract cannot be assigned or subcontracted without prior written consent of AWWSB. All terms, agreements and requirements shall be in conformance with the laws and codes of the State of Alabama and the City of Anniston.

Any deviations from specifications must be explained in detail. Please attach separate documentation outlining the specifics of any exceptions proposed.

Default by Contractor

Contractor may be considered in default of contract under any one or more of the following circumstances and the City may request a service credit for any violation of the agreement:

- Failure of contractor to provide service within the time frame agreed upon after notification.
- Failure of contractor to correct deficiencies in service or failure of contractor to provide adequate administrative and supervisory functions.
- Failure of contractor to provide adequate personnel.
- Submission of inaccurate invoices, timesheets, or site reports.
- Failure of contractor to maintain the required insurance policies in full force and effect.
- Failure of contractor to remove an employee at City's request.
- Failure of contractor to maintain licenses and permits as required by any governmental agency.
- Failure of contractor to fulfill any other obligation contained within the contract award.

Failure of AWWSB to terminate the contract for any of the reasons stated above or to insist upon strict performance of any of the terms of the contract shall not constitute a waiver of any part of the contract. The contract shall be and remain in full force and effect until AWWSB calls a formal default and demands remedy.

The performance of work under this agreement may be terminated by AWWSB in accordance with this clause, in whole or in part, whenever AWWSB shall determine that the contractor has failed to meet the performance requirements of the agreement. AWWSB has the right to terminate for default if the contractor fails to perform the service within the time specified in the agreement, or if the contractor fails to perform any provision specified in these specifications. Failure of a contractor to deliver or perform the required services within the time specified or within reasonable time as interpreted by AWWSB, shall constitute authority for AWWSB to proceed with the award of work to the next lowest responsible bidder. On all such matters, the contractor or his surety shall reimburse AWWSB within a reasonable time specified by AWWSB, for any expense incurred in excess of the agreement prices.

Assignment of Bid

This contract or any right/interest hereunder shall not be assigned or transferred by contractor without the prior written consent of AWWSB and subject to such additional terms and conditions that AWWSB may impose. Contractor shall not delegate or subcontract the furnishings of any of the complete or substantially complete items required by the contract without the prior written approval of AWWSB.

Changes to the Bid Request/Addenda

Any changes to this request for proposal will be by formal written addendum issued by AWWSB administration and becomes part of this bid and resultant contract. It is the responsibility of the interested vendor to assure they receive addenda if issued. An addendum will be posted to the AWWSB website at www.awwsb.org. AWWSB will try to provide all interested parties that have acknowledged receipt of bid invitation a notice through emails that changes or addendums have been posted to our website. Notwithstanding such efforts, it remains the obligation and responsibility of the vendor to learn of such addendums, responses or notices. Efforts by AWWSB to provide notice or to provide it on the website do not relieve the vendor from the sole obligation for learning of such material. Some third-party services independently post AWWSB bids on their websites. AWWSB does not guarantee that such services have accurately provided proposers with all information, particularly addendums or changes to bid.

License and Permits

The vendor must meet all licensing requirements that apply to their business. Contractor and assigned personnel shall possess all licensure and permits as required by the State of Alabama. Each bidder will supply with bid, their license. Copies of such requirements are to be provided upon request. The successful proposer and any subcontractors will be required to comply with all applicable federal, state, local laws and statutes, certifications and regulations.

Worker's Compensation and Employer's Liability Insurance

The contractor shall, before commencing any work to be conducted under this contract, procure Worker's Compensation and Employer's Liability insurance with an insurance company authorized to write such policies of insurance in the State of Alabama. It shall be the further responsibility of the Contractor to require that all subcontractors have in full force and effect, a policy of Worker's Compensation and Employer's Liability insurance before proceeding with any of the work required under this contract.

General Liability Insurance and Automobile Liability Insurance

Commercial General Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damages. This insurance shall include coverage for bodily injury and property damage and indicate on the Certificate of Insurance, which of the following coverage is not included in the policy, if any:

- Premises / Operations
- Broad Form Contractual Liability
- Products and Completed Operations
- Use of Contractors and Subcontractors
- Personal Injury
- Broad Form Property Damage

Hold Harmless

The contractor agrees to indemnify, hold harmless and defend AWWSB, its officers, servants, agents and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorney's fees which AWWSB, its officers, servants, agents or employees may hereafter sustain, incur, or be required to pay, arising wholly or in part due to any act or omission of the contractor, its agents, servants or employees, in the execution, performance or failure to adequately perform contractor's obligations pursuant to this contract.

Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless AWWSB, its elected and appointed officials, employees, administrators, officers, agents and specified volunteers, from and against all claims, damages, losses and expenses including but not limited to attorney's fees, arising out of or resulting from the performance of the services under this Agreement or lack thereof. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person described in this text. The Contractor shall save harmless AWWSB, its administrators, officers, employees and agents, from and indemnify it and them against all claims, liens, and suits for labor and material furnished by the contractor. The contractor shall defend on behalf AWWSB, its administrators, officers, employees and agents, and suits jointly against the contractor and AWWSB against AWWSB alone, or against any administrator, officer, employee or agent of AWWSB, for or arising out of any or all of the aforesaid causes. All claims against AWWSB, or any of its administrators, officers, employees or agents by any employee of the contractor, any subcontractor,

anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor, or any subcontractor under worker's compensation acts, disability benefits acts or other employee benefit acts.

Account Manager

Awarding vendor must agree to assign an experienced account manager who shall be responsible for assuring that all requirements described herein are fulfilled. This person must be a proven manager who will be able to interact effectively with AWWSB management and assigned personnel. Corrective action must be taken in response to all complaints received concerning service under the provisions of this contract within a 24-hour period of receipt of the complaint. Failure to respond with prompt corrective action may provide a basis for termination for default.

Use of AWWSB Equipment

At no time shall assigned personnel use AWWSB telephones or other equipment for personal business without prior approval of the facility site supervisor. Unauthorized use of any AWWSB equipment may be cause for request of termination of agreement.

Pricing

Each proposal must be complete and represent the entire cost of the services. The entire cost must include all labor, fees, permits, taxes and other cost associated with performing the services.

Payments

AWWSB issues payment to the Vendor approximately thirty days after receipt of the correct original invoice/statement. All invoices/statements must contain the proper pricing as specified by the Vendor in the proposal response. Submit invoices/statements to:

Anniston Water Works and Sewer Board

Attn: Rosalind Cooley

P.O. Box 2268, Anniston, AL 36202

References

Bidders are required to submit three (3) current or past contracts for which your firm has performed or is performing work of similar type, scope and complexity within the past five (5) years. Must include the name, address, email address and phone number of the contracting party as well as a description of the services performed under the contract.

Notice to Bidders

Each bidder, before submitting a bid, shall become fully informed as to the extent and character of the work required. No consideration will be granted for any alleged misunderstandings of the work to be done. No bid will be accepted from, or contract awarded to any person, firm or corporation that:

- Is in arrears or is in default to AWWSB upon any debt or contract.
- Is in default upon any obligation to AWWSB or the City of Anniston.
- Has failed to perform faithfully any previous contract with AWWSB.

The successful bidder acknowledges and agrees that AWWSB has the right to deduct from total amount of consideration to be paid, if any, to the successful bidder under this agreement all unpaid, delinquent or overdue fees, taxes, fines, penalties and other amounts due AWWSB from the successful bidder.

Submission Requirements

Submit a certificate or other documentation in which you incorporated that shows your company legal name. When preparing forms use the legal name. Bidders must submit the following with their bid in addition to other requirements as mentioned throughout this proposal request. Failure to comply will result in the bid being rejected.

- Bid Form
- References
- Documentation of enrollment in E-Verify
- Anti-collusion Certificate
- Relevant licensure

Hard Copy Submittal

Bidders are required to submit one (1) original proposal and two (2) hard copies of the proposal. Each proposal must be separately bound. Any changes or corrections to a bid response must be initialed. Forms requiring signatures must be signed in ink by the person(s) legally authorized to bind bidder to the contract. See item number eight (8) of the General Terms and Conditions of this document.

Bid Bond

No bid bond is required for this solicitation.

THE WATER WORKS AND SEWER BOARD OF THE CITY OF ANNISTON, ALABAMA (AWWSB)

Janitorial Services Bid Specifications

Omission of any items that are requested as part of submission will be cause for rejection of proposal.

Scope of Work

All necessary cleaning equipment needed for the performance of the work specified shall be furnished by the successful contractor. Such equipment shall be the size and type customarily used for this kind of work. AWWSB will furnish all cleaning supplies. The successful bidder shall conduct cleaning in such a manner that there will be no interruption in, or interference with the proper execution of AWWSB business.

Each bidder shall submit, with their proposal, the number of persons and the estimated hours to complete the cleaning of each facility. The contractor shall have sufficient trained personnel that will perform the services. The awarding vendor shall furnish AWWSB a current list of all employees that will perform work at an AWWSB facility prior to beginning work under this contract. Contractor's employees may not bring children or receive visitors to facilities while performing services.

Site Inspection

Bidders are required to satisfy themselves by personal examination of the site of the work, and by examination and study of the contract documents as to the conditions existing and the difficulties likely to be encountered in performing the work. Proposers, if desired, must contact the location representative to initiate and schedule a site inspection/visit prior to bid submission. It is the responsibility of each proposer to acquire full knowledge of each site and any special circumstances regarding service at that location.

Building Access

AWWSB will furnish keys for applicable workers under the contract. Access to the facilities shall be directed by each facility site manager. It is the responsibility of the contractor to ensure that the building is locked and secured upon exiting the building. At no time shall the contractor allow anyone into the building(s) other than bona fide employees of the contractor. The contractor must sign for these keys. If contractor loses any keys, they will be charged for replacements. The contractor must notify the appropriate AWWSB personnel within five (5) working days when anyone leaves the employment of the Contractor without returning keys. The contractor must return all issued keys at the termination of contract or upon request of site supervisor or other authorized AWWSB personnel.

Protection and Damages

The successful bidder shall without additional expense to AWWSB, be responsible for all damages to persons or property that occurs as a result of the contractor's fault or negligence in connection with the execution of the work, and shall be responsible for the proper care and protection for work performed. Breakage or loss of office equipment or other property, including that of an AWWSB employee, which may occur in or about a building as a result of the contractor's employee, shall be repaired or replaced at the contractors' expense. The Contractor is responsible for selecting and properly applying cleaning chemicals designed and suitable for their intended purpose. The successful contractor shall take all precautions necessary for the protection against injury of all persons engaged at the site in the performance of the work. The contractor shall observe all pertinent safety practices and comply with applicable safety regulations.

The Contractor shall report any damaged facilities and/or broken items that need to be replaced so as not to be held accountable.

Tobacco Free Buildings

No tobacco products may be used in AWWSB facilities. Tobacco products may be used in designated area(s) outside the buildings.

The Contractor by submitting a proposal and entering into this Contract acknowledges they have satisfied themselves as to the nature and locations of the work, the general and local conditions, availability of labor, or other physical conditions at each site, and all other matters which can in any way affect the work or the cost thereof under this Contract. Any failure by the contractor to acquaint themselves with all the available information concerning these conditions will not relieve them from responsibility for estimating properly the difficulty or cost of successfully performing the work.

AWWSB Office	
Address	931 Noble Street
Approximate Area	1st Floor - 3,000 sq. ft. 2nd Floor - 6,500 sq. ft. Basement - 2 bathrooms
Contact Information	Jarrold Simmons, Finance Director 256-241-5006 jsimmons@awwsb.org
Preferred Cleaning Time	After 5:00 PM – Monday - Friday

General Public Areas and Offices	Daily	As needed
Mop hard surface floors	X	
Empty and remove trash and replace liner if necessary	X	
Vacuum all carpet	X	
Spot clean walls, light switches and doors		X
Spot clean carpet, hard surface floors and furniture concentrating on any stains		X
Damp wipe all horizontal services and use appropriate cleaner		X
Clean indoor glass surfaces	x	
Spot clean display cases to remove finger prints and smudges		x
Restrooms – 2 nd Floor and Basement (basement weekly)	Daily	As needed
Empty trash and sanitary receptacles and replace liners	x	
Refill and restock consumables	x	
Clean and disinfect restroom fixtures	x	
Sanitize sinks, toilets and urinals	x	
Clean mirrors, counters and chrome	x	
Sweep and mop floors	x	
Kitchens	Daily	As needed
Mop hard surface floors	x	
Empty and remove trash and replace liner if necessary	x	
Refill and restock consumables	x	
Spot clean walls, light switches and doors		x
Damp wipe all horizontal services and use appropriate cleaner	x	
Clean indoor glass surfaces	x	
Thoroughly clean refrigerator and range		x

AWWSB Operations Center	
Address	217 West 13 th Street
Approximate Area	4,500 sq. ft. (Does not include warehouse/garage)
Contact Information	John Hall, General Superintendent 256-241-5036 jhall@awwsb.org
Preferred Cleaning Time	After 5:00 PM – Monday-Friday

General Common Area	Daily	As needed
Mop hard surface floors	X	
Empty and remove trash and replace liner if necessary	X	
Clean, sanitize and polish drinking fountain(s) and / or water coolers	X	
Spot clean spills		X
Spot clean indoor glass surfaces		X
Vacuum all carpet	X	
Spot clean walls, light switches and doors		X
Restrooms	Daily	As needed
Empty trash and sanitary receptacles and replace liners	X	
Refill and restock consumables	X	
Clean and disinfect restroom fixtures	X	
Sanitize sinks, toilets and urinals	X	
Clean mirrors, counters and chrome	X	
Sweep and mop floors	X	
Offices	Daily	As needed
Mop hard surface floors	X	
Empty and remove trash and replace liner if necessary	X	
Vacuum all carpet	X	
Spot clean walls, light switches and doors		X
Spot clean carpet and furniture, concentrating on any stains		X
Damp wipe all cleared horizontal surfaces and use appropriate cleaner	X	
Kitchen/Meeting Room	Daily	As needed
Mop hard surface floors	X	
Empty and remove trash and replace liner if necessary	X	
Refill and restock consumables	X	
Spot clean spills		X
Spot clean walls, light switches and doors		X
Damp wipe all horizontal services and use appropriate cleaner	X	
Clean indoor glass surfaces	X	
Thoroughly clean refrigerator and range		X

AWWSB Additional Locations/Special Services	
Contact Information	John Hall, General Superintendent 256-241-5036 jhall@awwsb.org

Washing and cleaning interior and exterior of windows at Knowlton Water Treatment Plant located at 150 Jennifer Lane, Oxford, AL 36203. This service will be performed on an as needed basis, which has historically been annually. Quote a price per occurrence.

Stripping and waxing of floors at Operations Center located at 217 West 13th Street, Anniston, AL 36265. The area is approximately 3,700 square feet. This service will be performed on an as needed basis, which has historically been quarterly. Quote a price per occurrence.

**THE WATER WORKS AND SEWER BOARD OF THE CITY OF ANNISTON, ALABAMA
(AWWSB)**

Janitorial Services

MANDATORY BID FORM

AWWSB is seeking a single janitorial service provider for all sites listed in this solicitation. The contract may be awarded in whole or part to the vendor or vendors who can provide services at the best value. Bidders are encouraged to read all terms, conditions and specifications of this request carefully. Bidders are required to familiarize themselves by personal examination of the site and / or sites of the work in which they are submitting a proposal.

Monthly Cost of Janitorial Services	
AWWSB Main Office	\$
AWWSB Operations Center	\$
Total Bid for Monthly Services	\$

Cost of Special Services (per occurrence)	
Knowlton WTP Window Cleaning	\$
Operations Center Floor Strip & Wax	\$

I hereby certify that I have read and understand the specifications and affirm that the bid is in compliance with the specifications. As owner or authorized representative of the below company, I hereby certify that I understand and accept the provisions of the specifications issued by AWWSB. I certify that our company has the equipment and personnel to provide the services in the specifications attached hereto and that our company has and will maintain the levels of required insurance throughout the length of the contract should we be the successful bidder.

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Company Name

Owner/Authorized Representative Signature

Federal Tax ID Number

Name of Signer Typed or Printed

Date

Address

Phone Number

City, State, Zip

Email Contact

STATE OF ALABAMA IMMIGRATION ACT

Act No. 2011-535

The following Notice, Declaration and Mandatory Affidavit of US Citizenship and/or Lawful Presence of an Alien is required in compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 dealing with immigration (Immigration Act).

In order to comply with the Act, the AWWSB must obtain from each individual, including an individual who is a sole proprietor or partner in a partnership, a declaration, either of citizenship or lawful presence.

**MANDATORY
AFFIDAVIT**

**Act No. 2011-535
Citizenship Declaration**

Under penalty of perjury, I, _____,
(Print Name)

the undersigned do hereby declare that I am a citizen of the United States Citizen or that I am a lawfully present alien of the United States of America.

Declarant's Signature

Date

ANTI-COLLUSION CERTIFICATE

The offeror certifies that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same product and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The bidder understands collusive bidding is a violation of federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The bidder also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Signed: _____

Date: _____

Company: _____

REFERENCES

Name: _____

Address: _____

Contact Person: _____

Contact Email: _____

Phone / Fax: _____

Service(s) provided: _____

Name: _____

Address: _____

Contact Person: _____

Contact Email: _____

Phone / Fax: _____

Service(s) provided: _____

Name: _____

Address: _____

Contact Person: _____

Contact Email: _____

Phone / Fax: _____

Service(s) provided: _____
