

# CITY OF SPRINGVILLE

P.O. BOX 919  
160 WALKER DRIVE  
SPRINGVILLE, AL 35146

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DAVE THOMAS, MAYOR  
KATRINA HENNINGS, MAYOR PRO TEM  
LYNN PORTER, CITY CLERK

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COUNCIL MEMBERS  
HERBERT TOLES                      TIM WALKER  
DAVID VINSON                      MARSHALL PARKER  
AUSTIN PHILLIPS                      SHERRY REAVES

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Dear Bidder:

The City of Springville, Alabama is requesting proposals for professional janitorial services at the following locations: 160 Walker Drive, 200 Walker Drive, 210 Walker Drive, 151 Industrial Drive, 209 Robinson Street, 6315 US-11, 385 Village Springs Rd, 370 Springville Station, and 480 Springville Station. The services provided shall be in accordance with the Terms and Conditions and Statement of Work set forth herein. Bids shall be returned to City Hall, 160 Walker Drive, PO Box 919, Springville, AL 35146, by 1:00 pm on Wednesday, November 15th. All bids shall be placed in a sealed envelope clearly marked "Bid – City of Springville Janitorial Services".

The City will be contracting for an initial 3-year term anticipated November 30<sup>th</sup> 2023 to November 30<sup>th</sup> 2026. Questions about this bid and appointments to view the buildings should be directed to Deputy City Clerk Kim Stone at 205-467-6134.

The successful bidder must obtain a City of Springville business license prior to commencement of the project.

The bidder's name, address, telephone number and fax number, and the name of a contact person shall be included on the bid sheet. Bid prices shall be good for a period of thirty (30) days.

The City of Springville reserves the right to reject any or all bids and to waive informalities.

10/25/2023

I, Kim Stone, Deputy City Clerk of the City of Springville, Alabama, hereby certify the foregoing bid has been posted in accordance with the law.

POSTED AT THE FOLLOWING LOCATIONS:

|                         |       |         |
|-------------------------|-------|---------|
| SPRINGVILLE CITY HALL   | _____ | WITNESS |
| SPRINGVILLE POST OFFICE | _____ | WITNESS |
| SPRINGVILLE WATER WORKS | _____ | WITNESS |

Statement of Work

**1. General Description**

- a. The City has a need for a Contractor to perform janitorial services at various city buildings between the hours of 6:00 pm and 12:00 am on varying days or as approved by each individual department.

| Location                                     | Approx Square Feet* |
|--|---------------------|
| 160 Walker Drive – City Hall/Police Building | 9000                |
| 200 Walker Drive – Fire Station #1           | 1323                |
| 210 Walker Drive – Storm Shelter             | 1150                |
| 151 Industrial Drive – Public Works Building | 600                 |
| 209 Robinson St – Senior Center              | 1250                |
| 6315 US-11 – Library & Annex                 | 4300                |
| 385 Village Springs Rd - VFW                 | 2850                |
| 370 Springville Station – Storm Shelter      | 1540                |
| 480 Springville Station – Park & Rec Office  | 1335                |

***\*Rough estimates, a visit at each location is highly recommended before bid submittal***

- b. Amenities at each location

| Location                | Total Restrooms | No. of Stalls | No. of Kitchen/Break Areas | No. Of offices to be serviced | No. of Conference Rooms |
|-------------------------|-----------------|---------------|----------------------------|-------------------------------|-------------------------|
| 160 Walker Drive        | 8               | 6             | 3                          | 3                             | 2                       |
| 200 Walker Drive        | NA              | NA            | NA                         | NA                            | NA                      |
| 210 Walker Drive        | NA              | NA            | NA                         | NA                            | NA                      |
| 151 Industrial Drive    | 2               | 0             | 1                          | 0                             | 0                       |
| 209 Robinson St         | 2               | 0             | 1                          | 1                             | NA                      |
| 6315 US-11              | 2               | 0             | 0                          | 0                             | 0                       |
| 385 Village Springs Rd  | NA              | NA            | NA                         | NA                            | NA                      |
| 370 Springville Station | NA              | NA            | NA                         | NA                            | NA                      |
| 480 Springville Station | 1               | 0             | 1                          | 1                             | 1                       |

## 2. Technical Specifications for Janitorial Services – Specific Requirements

### *160 Walker Drive, 209 Robinson Street, & 6315 US -11*

| <b>Extent of Services</b>  | <b>Frequency of Service</b> |
|--|-----------------------------|
| Sanitize Chairs/Hard Surfaces                                    | 2x a week                   |
| Vacuum carpeted areas/rugs                                       | 2x a week                   |
| Dust Mop & Damp Mop Hard Floors (including any stairs)           | 2x a week                   |
| Restrooms: Clean toilets, fixtures, sinks, surfaces, and mirrors | 2x a week                   |
| Empty trash and insert new liners                                | 2x a week                   |
| Sanitize sink/counter in kitchen/break areas                     | 2x a week                   |
| Clean window glass   | 1x a month                  |
| Flip and clean entrance Mats                                     | 1x a month                  |
| Dust from floor level above                                      | 1x a month                  |
| Spot Clean walls, areas around fixtures, doors                   | 1x a month                  |
| Carpet Cleaning  | 2x a year                   |
| Floor Buffing  | 1x a year                   |
| Wax & Strip tile   | As needed                   |

### *151 Industrial Drive & 480 Springville Station*

| <b>Extent of Services</b>  | <b>Frequency of Service</b>                  |
|--|--|
| Sanitize Chairs/Hard Surfaces                                    | 1x a week                                    |
| Vacuum carpeted areas/rugs                                       | 1x a week                                    |
| Dust Mop & Damp Mop Hard Floors                                  | 1x a week                                    |
| Restrooms: Clean toilets, fixtures, sinks, surfaces, and mirrors | 1x a week                                    |
| Empty trash and insert new liners                                | 1x a week                                    |
| Sanitize sink/counter in kitchen/break areas                     | 1x a week                                    |
| Clean window glass   | 1x a month                                   |
| Flip and clean entrance Mats                                     | 1x a month                                   |
| Dust from floor level above                                      | 1x a month                                   |
| Spot Clean walls, areas around fixtures, doors                   | 1x a month                                   |
| Carpet Cleaning  | 1x a year (excludes 480 Springville Station) |
| Wax & Strip tile   | As needed                                    |

### *200 Walker Drive, 210 Walker Drive, 385 Village Springs Rd, 370 Springville Station*

| <b>Extent of Services</b> | <b>Frequency of Service</b>                                  |
|---------------------------|--|
| Carpet Cleaning           | 2x a year (excludes Village Springs and Springville Station) |
| Floor Buffing             | 2x a year  |

### **3. Miscellaneous Services**

Miscellaneous Services shall be included in the total monthly cost.

### **4. Changes to the Specific Requirements**

The City reserves the right to add or delete any given type of janitorial work to the requirements described in this Statement of Work. The cost shall be calculated or negotiated at the time the change is required. There may be a need for janitorial services on weekends for special after hour's events, including but not limited to special events held after hours or weekend events that continue after hours; notification will be given to the Contractor identifying the type of service and areas to be serviced. No modification or change to this Agreement, including any changes to this Statement of Work, will be valid without written approvals by the City in the form of an amendment, as set forth in General Terms and Conditions

### **5. General Requirements**

a. Contractor shall furnish all necessary labor, supervision, travel, equipment, Materials cleaning supplies, and equipment to perform the services described in this Statement of Work.

b. Contractor shall provide sufficient labor and supervision at all times to carry out the Work satisfactorily and shall ensure that only competent workers who are skilled in the type of work specified are employed. If the City determines that a person is incompetent or unsuitable, the Contractor shall immediately remove such person from performing any further service and make sure all keys/badges and any other items that belong to the City are returned to the City within 24 hours.

c. Contractor shall notify the City of any irregularities noted during performance of services including, but not limited to, doors left unlocked, lights not working or left on, defective plumbing, broken windows, broken bathroom fixtures, unstable or broken furniture, graffiti, vandalism and/or damage to the building or its contents.

d. No unauthorized visitors or workers will be allowed on the Facilities premises. The City must approve all individuals visiting or working in the Facilities.

e. Contractor employees are prohibited from using, tampering with, or removing from City premises City equipment, including, but not limited to, computers, networks, photocopiers, fax machines, telephones, printers, consumable supplies and office supplies. The removal of City equipment or consumable supplies is prohibited and the City will seek prosecution of any individual(s) who may do so. The City will also seek financial restitution for the use and/or removal of equipment and or supplies from the City. Contractor employees are also prohibited from moving or otherwise disturbing papers on desks or other work areas, removing any food stored in refrigerators or on desks, and opening any drawers or cabinets.

## Pricing Sheet

Please provide your total monthly costs in the appropriate space in the table below to perform the Work as described in, Statement of Work. The quoted costs and rates shall include all taxes and shall be fixed for a period of at least one year, unless a change in governmental regulations such as change in the prevailing wage, necessitates a revision to the costs or rates.

| Location                                     | Total Monthly Cost |
|--|--------------------|
| 160 Walker Drive – City Hall/Police Building | \$                 |
| 200 Walker Drive – Fire Station #1           | \$                 |
| 210 Walker Drive – Storm Shelter             | \$                 |
| 151 Industrial Drive – Public Works Building | \$                 |
| 209 Robinson St – Senior Center              | \$                 |
| 6315 US-11 – Library & Annex                 | \$                 |
| 385 Village Springs Rd – VFW                 | \$                 |
| 370 Springville Station – Storm Shelter      | \$                 |
| 480 Springville Station – Park & Rec Office  | \$                 |
| Total Per Month                              | \$                 |

### Bid Checklist for Vendors

- Cover Page – including contact information, authorized signature, and name of submitting authority and Vendor Information
- Included Narrative with Statement of Work, Qualifications, and Experience
- Pricing Sheet
- Three (3) References
- Submitted sealed bid to be received by the City no later than Wenesday, November 15<sup>th</sup>, 2023 at 1 pm addressed to:

Kim Stone  
City of Springville  
PO Box 919  
Springville, AL 35146