



Alabama Port Authority – Port of Mobile
Invitation to Bid

BID PURPOSE AND REQUIREMENTS
ALABAMA PORT AUTHORITY JANITORIAL SERVICES CONTRACT

The Alabama Port Authority (APA) will accept sealed bids for Janitorial Services to be performed at the following restricted (R) & nonrestricted (NR) facilities:

1. Port Police Building & Main Gate Guard House; 900 ASD Blvd (R)
2. Port Police Annex Building; 1107 ASD Blvd. (R)
3. Central Maintenance Trailers; 1100 ASD Blvd. (R)
4. Administration Building; 1400 ASD Blvd. (R)
5. Building 50; 1901 13th Street (R)
6. Building 55; 1900 13th Street (R)
7. Pinto Terminal & Guard House; 910 Dunlop Drive (R)
8. McDuffie Coal Terminal (Administration Bldg.); 1901 Ezra Trice Blvd. (R)
9. McDuffie Coal Terminal (Break Room); Yeend Street (right of Guard House) (R)
10. McDuffie Coal Terminal (Beach House Building); 1768 Yeend Loop (R)
11. Marine Liquid Bulk Terminal Guard House; 7811 Rangeline Road (R)
12. International Trade Center Building, 250 N. Water Street (NR)
13. Truck Control Building; 90 Industrial Canal Road East (NR)
14. Terminal Railway (Diesel Shop); 118 Industrial Canal Road East (NR)
15. Terminal Railway (Maintenance of Way); 90 Dekle Road (NR)
16. Mobile Middle Bay Port Building 100 & Guard House; 7611 Lake Road South (NR)

Requested:

 Joy Lang Date
 Fixed Assets & Service Contracts

Approved:

_____ Kelly Sims Date Real Estate Manager	_____ Judith Adams Date V.P. Internal & External Affairs
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_____ Linda Paaymans Date CFO, Secretary/Treasurer	_____ John C. Driscoll Date Director & CEO
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No allowance will be made for errors, either of omission or commission, on the part of the bidders. It must be assumed that bidders have fully informed themselves as to all conditions, requirements, and specifications before submitting proposals and they cannot expect to be excused or relieved from the responsibility assumed by their proposals on the plea of error. In case of error in extension of prices, the unit price will govern. The APA reserves the right to reject at will any employees of the Contractor to perform work on APA property.

BID PURPOSE AND REQUIREMENTS

This Janitorial Service contract shall be for a period of twelve (12) months effective October 1, 2022 and ending September 30, 2023. The Alabama Port Authority reserves the sole right to renew the contract in one (1) year increments at no cost to the APA for a period of up to five (5) years, with the first renewal year contract beginning October 1, 2023. The APA may cancel this contract at its sole discretion for any reason, including but not limited to non-performance of service, by providing a 30-day written notice of termination to Contractor. The APA also reserves the right to amend this contract at any time without penalty.

The APA reserves the right to reject any and all bids deemed for the interest of the Alabama Port Authority and to strike out any item or items in the proposals, and to waive any defect or irregularity not a violation of law or to make any modification in the several conditions herein stipulated that are deemed to be in the best interest of the APA, including the separation of items of a class in making awards. In general, awards will be made at the sole discretion of the APA to the lowest satisfactory and responsible bidder. The APA reserves the right to reject, at will, any employees of the Contractor to perform work on APA property.

No allowance will be made for errors, either of omission or commission, on the part of the bidders. It must be assumed that bidders have fully informed themselves as to *all* conditions, requirements, and specifications before submitting proposals and they cannot expect to be excused or relieved from the responsibility assumed by their proposals on the plea of error. In case of error in extension of prices, the unit price will govern.

All bidders are to carefully examine the site(s) of the proposed work as outlined during the *mandatory* pre-bid meeting and tour and to thoroughly review the contract requirements prior to submission of a bid proposal. Each Bidder shall satisfy oneself as to the character, quality, and quantities of work to be performed, and as to the requirements of the proposed contract. The submission of a proposal shall be proof that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the proposed contract.

Prospective bidders must attend a **MANDATORY** Pre-bid Meeting and Tour of the facilities on Monday, June 27th, 2022 at 9:00 am CST. The meeting will begin on the 4th floor of the International Trade Center; 250 North Water Street; Mobile, AL 36602. Due to TWIC escort regulations, only one person per company is allowed to attend the pre-bid tour. The Pre-Bid Meeting & Tour may last up to four hours. **Confirm your attendance at the mandatory pre-bid meeting to Joy Lang at joy.lang@alports.com no later than noon, Thursday, June 23, 2022.** Failure to confirm your attendance may result in you not being able to attend the mandatory pre-bid meeting and tour, which is required in order to bid. Masks will be required in the van. The purpose of the meeting and tour is to allow prospective bidders to tour the facilities and familiarize themselves with the specific locations. The submission of a proposal shall be proof that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the proposed contract. **Prospective bidders must have a valid photo ID issued by a city, state or federal agency in order to attend the pre-bid tour.**

When submitting your proposal, please include a copy of your City of Mobile Business license. Non-residents of the State must show evidence of having qualified with the Secretary of State to do business in Alabama. Where applicable, also include evidence of holding a current license from the State Licensing Board for General Contractors, Montgomery, Alabama, as required by Chapter 8 of Title 34 of the Code of Alabama, 1975. Also, bidders must return a signed and notarized copy of the attached STATE OF ALABAMA DISCLOSURE STATEMENT as required by Alabama Act 2001-955. Failure to enclose the aforementioned signed and notarized form in the sealed bid submission will invalidate the bid entirely.

For bids submitted in the amounts of \$50,000 and above, the following will apply: Pursuant to Section 34-8-1 (A) of the Code of Alabama, each bidder must submit with their bid proof of licensing through the Alabama State Board of Licensing for General contractors, with approved maximum bid limits sufficient to cover the bid related to this specification. Failure to comply will be cause for the rejection of the bid. Bidder must furnish license number. A copy of the bidder's current years' license will expedite the evaluation process. As further clarification regarding the General Contractors License, if your bid is over \$50,000, you must have evidence of a valid general Contractors License included in your bid, i.e., your license number or furnish a copy of the license. Upon opening a bid, if the bid is over \$50,000 and the bidder does not provide evidence of a valid General Contractors License, the bid will be disqualified. ASPA will not wave this requirement if the bid is over \$50,000.

Questions pertaining to this bid must be sent via email to Joy Lang, at joy.lang@alports.com before 5:00 pm CST, Thursday, July 1, 2022 or will be forever waived. Answers to questions will be posted to APA's website as an addendum prior to the bid opening date.

Sealed bid proposals must be delivered via mail courier to the Alabama Port Authority, 250 N. Water Street, Suite 330, Mobile, AL 36602 any time prior to bid opening. Bids *must* be sealed and *must* state the Bid Title ("*Alabama Port Authority's Janitorial Services Bid*") on the outside of the envelope. Failure to mark and/or seal the Bid Package with the Bid Title may invalidate the bid. Sealed bid proposals may also be hand delivered to aforementioned address any time prior to the bid opening. All submitted bids will be publicly opened at 9:00 AM CST on Monday, July 11, 2022, on the 4th floor of the International Trade Center; 250 North Water Street, Mobile, AL. 36602. THE ALABAMA PORT AUTHORITY WILL NOT ACCEPT BIDS VIA EMAIL OR FAX.

PAYMENT:

All invoices shall contain the APA issued Purchase Order Number and shall be mailed to:

Alabama Port Authority
Attn: Accounts Payable
P. O. Box 1588
Mobile, AL 36633-1588

or sent via email to accountspayable@alports.com w/Joy Lang at joy.lang@alports.com in copy.

Invoices should indicate work performed at the location in the contract and date(s) worked. Invoices should be received no later than the fifth (5th) business day of each month and net thirty (30) days payment. Itemization of each item is for the APA's internal purposes only. Prospective bidders should consider all costs associated with this bid, including, but not limited to APA credentials, TWIC cards, travel time, travel expenses, materials and warranty and insurance, as the APA will award all items listed in the bid as one contract. Bidders shall show separate total pricing for cleaning supplies and paper products and a separate total price for labor required to fulfill the scope of janitorial obligations under this contract. Said total bid prices shall be the contractor's total bid price to the APA.

Pursuant to the Code of Alabama, 1975, Title 40-23-4 (A) (11), the Alabama State Port Authority is exempt from paying taxes. An exemption letter will be furnished upon request.

The successful bidder must provide documentation that verifies their use of environmentally friendly supplies & chemicals. All cleaners and chemicals used by the janitorial staff shall be specified in the contract. Material Safety Data Sheets (MSDS) for all cleaners and chemicals used at APA facilities must be supplied at signing of the contract and posted in each supply closet. In addition, these shall be the only products used to service APA facilities. Bidders will specify actual practices and procedures that will be used by their employees that prevent cross-contamination and eliminates the migration of germs from one surface to another. Bidders will provide training records for employees that show actual instruction has been given on the procedures and application of the contractor's sanitary practices. All janitorial equipment used on site, including but not limited to, service carts, vacuum cleaners, dusters, mops, mop buckets, brooms, toilet brushes, gloves, protective clothing, etc. necessary to fulfill janitorial service obligations under this contract, shall be in good and constant working order. Mops must be cleaned after *each* use and before being put away. The successful bidder will ensure that reused materials are not multipurpose (e.g., cleaning cloths used on toilets shall not be used on any other surface area). Failure of equipment or inadequate supplies and materials to fulfill the janitorial service obligations under this contract *does not* excuse failure to perform services. It is the intent of the APA that janitorial companies will restock paper products and trash can liners made from recycled materials. Empty cleaning product containers shall be recycled, if possible. In the event of equipment failure or failure to supply personnel with supplies and materials may result in APA seeking a prorated rate reduction and/or refund of payment for services not rendered, or termination of the janitorial services contract. Services will be provided with a concerted effort to minimize the generation of waste, including, but not limited to rags, cloths, chemicals, water, paper towels, and other disposable products. All dispensers currently in place (paper towel, napkin, toilet paper, soap) on APA property will remain. Replacement dispensers will be purchased as needed. The successful bidder must furnish supplies to be used in dispensers currently in place.

The Janitorial Services contract will include providing services for the APA's office single-stream recycling program which includes cardboard The contract will include specifications on proper collection and disposal of recyclable materials.

All janitorial personnel placed in service at the Alabama Port Authority's facilities must wear the Janitorial Service's company uniform at all times, so that said personnel are easily identified as authorized personnel of said janitorial service company. Uniforms, at a minimum, shall consist of a shirt/vest bearing the logo or name of the company, trousers – straight leg style, and sturdy closed toe and heel shoes. No exceptions will be accommodated for any reason.

The APA will require the successful bidder to conduct monthly inspections of janitorial service performed by its personnel, for the purposes of quality assurance and quality control and to ensure consistency in services rendered. Such inspections shall be conducted by a Supervisor/Manager employed by the janitorial service company. It shall be the sole discretion of the contractor as to when to conduct spot inspections but said inspections must be conducted while personnel is engaged in performing the services of this contract. The contractor shall provide reports to Joy Lang. The reports must contain sufficient information that identifies the facility inspected: the name and position of the Inspector and specific task inspected, including the adherence to all of the Contractor's sanitary protocols. The inspection reports should reflect diversity in tasks and facilities inspected to demonstrate thoroughness and due diligence. Inspection Reports are due to within three (3) business days of the date of the contractor's actual inspection.

IMPORTANT NOTICE TO BIDDERS REGARDING ACCESS TO RESTRICTED FACILITIES:

Successful bidders requiring access to the Alabama Port Authority's restricted facilities to fulfill any obligations set forth in this bid must comply with the Authority's Access Policy found in its entirety at <https://www.alports.com/port-access/> It is the policy of the APA that all persons (operators, supervisors, truck drivers, etc.) seeking unescorted access to port facilities must obtain an APA issued photo ID badge, an APA vehicle decal and a Transportation Worker Identification Credential (TWIC) in their possession, *no exceptions*. Information about the Transportation Workers Identification Credential is available online at www.tsa.gov/twic or by calling 1-855-347-8371. The local TWIC Enrollment Center is located at IdentoGo at 3761 Government Blvd.; Suite E1; Mobile, AL 36693. Information on MANDATORY Security Awareness Training classes can be found at <https://www.alports.com/port-access/> All prospective bidders are encouraged to review these policies and consider these requirements in preparing bid submissions as this bid will require an APA photo ID & vehicle decal and a TWIC card for access to the APA's restricted facilities.

IMPORTANT NOTICE TO BIDDERS REGARDING EMPLOYMENT PRACTICES: Effective October 1, 2011, the Beason-Hammon Alabama Taxpayer & Citizen Protection Act requires that any business entity contracting with or approving any grant or incentives to the state, including the APA, certify compliance with the Act. Alabama's law requires business entities conducting business with the state register with E-Verify on or before January 1, 2012. E-Verify is an Internet-based system that allows an employer to determine the eligibility of that employee to work in the United States. The E-Verify system is operated by the Department of Homeland Security in partnership with the Social Security Administration. E-Verify is available in Spanish. All bidders must certify such compliance by executing the enclosed Certificate of Compliance with the Beason-Hammon Alabama Taxpayer & Citizen Protection Act and returning it to the APA with your bid package. The Certificate must be witnessed. For more information about this system, please log on to http://www.dhs.gov/files/programs/qc_1185221678150.shtm.

Bids will be awarded on an all or none basis unless otherwise stated. By signing this bid, I affirm the stipulated services will begin within ten (10) days from receipt of written notification to proceed by APA. Bidders *must* furnish with sealed bids, all insurance, City of Mobile business license and *a list of all chemicals by manufacturer's name with MSDS sheets, which must be approved by the Environmental Protection Agency and State of Alabama Agriculture and Industries*, and appropriate certificates as received from federal, state and/or local agencies (to include, but not limited to, current Department of Agriculture and Industries permit), which verify qualifications to do such work listed in this bid. Bidders *must* also include a brief company history reflecting experience in the services listed in this bid and provide three commercial references. All bids over \$15,000 must be notarized.

CONTRACTOR'S RESPONSIBILITY: The Contractor shall be responsible for all damages to persons or property that occur on APA property, as a result of the contractor's fault or negligence, as well as that resulting from acts of the Contractor's employees, agents and subcontractors. The Contractor shall also save and keep harmless the APA against any or all lost cost, damage claims expenses or liability in connection with the performance of this contract.

PROTECTION OF THE ALABAMA PORT AUTHORITY'S BUILDINGS AND EQUIPMENT: The Contractor shall use reasonable care to avoid damaging existing buildings and/or equipment on APA property. If the Contractor fails to do so and damages any such buildings or equipment, the Contractor shall replace or repair the damage at no expense to the APA. If the Contractor fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost thereof, which may be deducted from the contract price.

PROJECT DESCRIPTION & SCOPE OF WORK TO BE PERFORMED:

The contractor shall furnish all labor, materials, cleaning supplies, paper products, equipment and supervision, to maintain the aforementioned facilities in a clean and sanitary condition and in accordance with the following specifications: All services are to be performed during APA nonworking hours, Monday – Friday commencing at but no earlier than 5:00 PM CST, until such time that all janitorial services work is completed, *unless* otherwise stated in this bid document. The contractor shall define the hours and assign personnel necessary to complete the daily and periodic scope of work as defined by this contract. To gain access to APA facilities, the designated employee must report to the APA’s Port Police Building, located at the main gate (900 ASD Blvd, Mobile, AL 36602) to sign out keys for the facilities. At the conclusion of all work, the designated employee shall return the keys to Port Police at the aforesaid location before leaving the facilities. The APA requires careful safeguarding and handling of all issued keys to janitorial employees. Lost keys will carry a penalty assessable to and payable by the Contractor of up to \$500.00 per lost key incident. This provision is added to ensure all possible costs incurred by the APA to adequately identify and duplicate all lost keys are recovered from contractor.

The Alabama Port Authority will provide notice of any holiday closings, as several APA facilities have regular business hours during some holidays. **The Port Police Building is a 24-7, year-round, facility.** In the event of severe weather, i.e., Tropical Storm or Hurricane, advance notices will be provided to all port users and service providers

The APA has specifically designated several offices that requires specific cleaning requirements. The contractor shall define in the bid submission the time cleaning services will start in these offices in order to complete the daily scope of work for these specific areas. The contractor shall also define in the bid submission supplies and labor costs necessary to complete the daily scope of work for these specific offices. The APA reserves the right to work with the contractor to amend the daily start time for these offices as necessary and as needed:

Service required seven (7) days per week (Sunday – Saturday) prior to 4:00 PM CST:

- Port Police Building; 900 ASD Blvd, Mobile, AL
Contractor’s Start Time Requirement:
- Terminal Railway (Diesel Shop); 126 Industrial Canal Road East. Mobile, AL.
Contractor’s Start Time Requirement:

Service required (5) days per week (Monday – Friday) prior to 4:00 PM CST.

- H.R. Health Services & Training Offices; 1st floor of ITC; 250 N. Water St., Mobile, AL
Contractor’s Start Time Requirement:

Service required (5) days per week (Monday – Friday) prior to 5:00 PM CST.

- Terminal Railway (Diesel Shop) Manager’s & Assistant Manager’s Offices and Electrician’s Shop Office; 126 Industrial Canal Road East, Mobile, AL.
Contractor’s Start Time Requirement:
- Terminal Railway Payroll Offices; 2nd floor of the ITC; 250 N. Water St., Mobile, AL
Contractor’s Start Time Requirement:

Service required five (5) days per week (Monday – Friday) prior to 4:30 PM. CST.

- Port Police Annex Building, 1107 ASD Blvd, Mobile, AL
Contractor’s Start Time Requirement:

A. JANITORIAL SERVICES SCOPE OF WORK TO BE PERFORMED DAILY

Deliberate and specific care must be exercised at all times and contractor's sanitary/disinfection procedures must be followed by all Contractor's employees in order to prevent cross-contamination and the migration of germs occurring across non-compatible surface areas being cleaned.

1. Stock all restrooms with recycled paper products that have been preapproved for use by the Authority which shall consist of toilet paper and roll and c-folded paper towels, and antibacterial hand soap. Bidders also shall supply trash can liners for all office trash cans, exterior trash cans located at the building entry ways (please note all exterior trash cans vary in size at various locations and these trash cans must be serviced daily as required by the bid and specifically note the exterior trash cans at the Terminal Railroad facilities.) and tall trash cans located in all break rooms/kitchens. Trash liners shall be made of recyclable material. Roll and/or C-Folded Paper Towels should be supplied to all facilities with break rooms, kitchenettes & full kitchens.
- Disinfect ALL handles, knobs and buttons & switches that hands touch (building entry & exit doors, office doors, stairwells, light switches, etc.)
2. **All Floors – Carpet Cleaning and Spot Cleaning**
Thoroughly vacuum all carpeted areas. Move and vacuum under all easily moveable objects. All objects moved to vacuum must be replaced to their original location. After vacuuming all carpeted floors and sweeping all non-carpeted edges and non-carpeted floor surfaces, all floors shall be clean, free from dust balls, dirt and other discernible debris. As part of the vacuuming process, carpet spot cleaning is required on an ongoing, as needed, daily basis.
3. **All Floors - Damp Mopping**
Damp mop all non-carpeted floors including underneath all easily movable objects. All objects moved to mop must be replaced to their original location after the floor has completely dried. Clean water must be used at all times and mop water must be changed often. No excess water will be left behind. Cleaning products must carry the USEPA Safer Choice label and be used at proper dilution ratios. No dirt shall be left in corners, behind HVAC equipment, under furniture, behind doors, or in any area covered by this cleaning contract. When damp mopping floors, "Wet Floor" caution signs must be posted in sufficient numbers to provide adequate warning of the wet floor surface area prior to pedestrian traffic coming in contact with the wet floor. Absolutely no exceptions to this safety requirement will be tolerated under any circumstances.
4. **Disinfect/Deodorize All Restrooms**
 - a. Clean and disinfect sinks (basins, faucets, surfaces/splash boards, etc.) with a non-abrasive and environmentally friendly cleanser. Thoroughly rinse all items as required to remove any residual cleanser and wipe each item to remove any excess water.
 - b. Clean glass and mirrors thoroughly using an USEPA Safer Choice glass cleaner. Use only soft, clean, non-abrasive, glass appropriate cloths on all glass surfaces. Ensure attached frames, edges, and shelves are also cleaned and dried as well as the glass surface.
 - c. Thoroughly clean and disinfect toilets and urinals utilizing an environmentally friendly toilet bowl cleaner and toilet scrub brush. Wipe each toilet, toilet seat and urinal completely with a disinfectant solution. Disinfect all fixtures, light switches, doorknobs, faucet knobs and levers, toilet paper holders, paper towel dispenser buttons and

handles, and toilet flush handles that are touched during normal use, and clean wipe all ledges, edges, shelves, exposed pipes, and door frames to kill potential viruses.

d. Mop floors using a biodegradable disinfectant cleaning solution. When damp mopping, "Wet Floor" caution signs must be posted as previously specified. Absolutely no exceptions to this safety requirement will be tolerated under any circumstances.

e. Clean and disinfect waste receptacles and dispensers inside and outside.

f. Deodorize all restrooms using only environmentally friendly, asthmatic-sensitive, non-chemical odor producing deodorizing products.

5. Clean and Disinfect All Drinking Fountains

Thoroughly clean entire exterior surface of hallway water fountains with an approved environmentally friendly, non-abrasive cleanser. Thoroughly rinse and remove all residual cleanser from drinking water dispensing nozzles and flush all drinking water dispensing nozzles with clean, fresh, potable water until certain that no residual cleanser is being dispensed in the drinking water. Wipe entire drinking fountain surface with a biodegradable disinfectant cleaning solution.

6. Clean, Disinfect and Polish (as needed) All Elevators

Wipe clean interior walls, disinfect operational buttons, sweep and spot damp mop floor areas (do not leave wet, dry completely by hand). Wipe interior & exterior doors with a non-abrasive, environmentally friendly stainless-steel cleaner & clean, soft cloth.

7. Common activities for all designated service areas:

-Remove and empty trashcan liners from all trashcans and replace with new liners daily. Replace trash liners *ONLY* if soiled. Place all trash in the designated container marked "Garbage/Solid Waste Only" located outside each building.

-*Remove and empty all recyclable cardboard and place in the designated container marked "Recycling Materials Only," in these locations: Administration Building, Building 50, Central Garage, Central Maintenance, International Trade Center, McDuffie Beach House, McDuffie Coal Terminal, Mobile Middle Bay Port, Pinto Terminal, Port Police, Terminal Railroad – Diesel Shop, Terminal Railroad – M.O.W. and Truck Control.

*These designated areas participate in the APA's single-stream recycling program and are subject to revision as necessary with provision of required notification and on an as needed basis.

B. JANITORIAL SERVICES SCOPE OF WORK PERFORMED WEEKLY

1. Dust Horizontal Surfaces

Thoroughly dust all horizontal surfaces using a disposable electrostatic dusting cloth. These surfaces include, but are not limited to, lobby and office *desks, tables, side tables, credenzas, bookcases, file cabinets, chairs, shelves, light fixtures, desk lamps, and handrails. *Only dust desk that do not have paperwork/personal items on them.

2. Polishing Furniture

After dusting, use non-abrasive, environmentally friendly furniture polish.

3. Disinfecting Showers and Restroom Walls

Clean and disinfect restroom walls, doors and partitions with a biodegradable disinfecting solution. Restrooms shall be deodorized using an environmentally friendly, asthmatic-sensitive deodorizing agent. Shower drains, walls, floors, faucets, spigots & doors shall be cleaned and disinfected with a non-abrasive, environmentally friendly cleanser.

C. JANITORIAL SERVICES SCOPE OF WORK PERFORMED MONTHLY

- **Mopping of Stairwells**

Damp mop stairwell floors using clean water. Change the water as often and as needed to ensure the water being applied is clean. No excess water should be left behind. Appropriate biodegradable deodorizing cleaning chemicals at manufacturer's recommended dilution ratios must be used. No dirt shall be left in corners or behind doors. When damp mopping stairwell floors, the "Wet Floor" caution signs must be posted, until area is completely dry.

D. JANITORIAL SERVICES SCOPE OF WORK TO BE PERFORMED QUARTERLY

1. **Carpet / Shampooing**

Carpet shall be shampooed with commercial grade equipment only. The contractor shall utilize a dry-cleaning process for all carpet cleaning. Remove all movable items from areas to be shampooed and thoroughly vacuum the area prior to shampooing. Spray the area to be shampooed with an environmentally friendly carpet shampoo solution. Treat stubborn stains with an environmentally friendly pre-treatment stain lifting solution. Replace all items removed for shampooing to their original locations and orientations, after carpet is completely dry.

2. **Stripping and Buffing Floors**

Remove all movable objects from area to be stripped and buffed. Apply an environmentally friendly stripping solution to area. Remove old flooring finish using a commercial-grade buffer with a wax stripping pad. Clean stripped floor finish and stripper solution from all surfaces. Thoroughly mop areas with clean cotton mop and clean water until all stripped flooring finish and stripping solution is removed. Ensure walls, doors, baseboards, furniture, etc. are cleaned to remove any residual flooring finish and/or stripping solution. Apply an environmentally friendly commercial-grade wax. Buff the floor using a commercial-grade buffer and lightly spray the floor with an environmentally friendly buffing finishing solution mixed to manufacturer's recommended dilution ratios. Continue buffing until floor has a high, clear, streak free luster. The floor shall be damp mopped once buffing is completed to remove buffing dust. "Wet Floor" caution signs must be posted as until worked is complete. The requirements for this section do not apply to the ceramic floors located in APA Administration Building and Building 50 (see section D).

*See attached instructions for the Mannington Plank for the ITC 2nd and 3rd Floors.

3. **Dusting Non-Horizontal Surfaces**

Dust all ceiling vents, lighting devices and fixtures, window blinds, corners, molding, and ledges until free of dust and cobwebs using a dusting apparatus with pre-applied dust collecting/attracting agent.

E. JANITORIAL SERVICES SCOPE OF WORK TO BE PERFORMED ANNUALLY

1. **Administration Building & Building 50:** Remove all movable objects from area. Thoroughly mop areas with clean cotton mop and clean water. Rinse walls, doors, baseboards, etc. to remove any residue. Reapply wax. Lightly spray the area with an environmentally friendly buffing finishing solution mixed to manufacturer's recommended dilution ratios. Use a floor buffer at the lowest rate of speed possible and equip it with the least abrasive pad as possible. Buff until floor has a high, clear, streak free luster. The floor shall be damp mopped once buffing is complete to remove all buffing dust. The "Wet Floor" caution signs must be posted until service is complete.

2. International Trade Center: The scope of work to be performed shall entail all labor and materials for an annual cleaning of all interior windows located on the 1st – 4th floors. Windows shall be cleaned to a non-abrasive, environmentally friendly solution that leaves a streak free appearance. Windowsills & frames shall be wiped clean of dust and residue. The following information provides the width and height of each window size in inches and the count by size:

Size (w x h)	Quantity	Size (w x h)	Quantity
102" x 72"	25	38" x 30"	12
76" x 30"	56	32" x 76"	2
72" x 72"	36	26" x 76"	6
72" x 24"	191	26" x 18"	2
72" x 12"	2	26" x 14"	49
42" x 18"	2		

Bidders Submitted Prices for Scope of Work for Items A through E:

Cost for Labor for Location 1:
\$ _____ per year

Cost for Labor for Location 9:
\$ _____ per year

Cost for Supplies for Location 1:
\$ _____ per year

Cost for Supplies for Location 9:
\$ _____ per year

Cost for Labor Location 2:
\$ _____ per year

Cost for Labor for Location 10:
\$ _____ per year

Cost for Supplies for Location 2:
\$ _____ per year

Cost for Supplies for Location 10:
\$ _____ per year

Cost for Labor for Location 3:
\$ _____ per year

Cost for Labor for Location 11:
\$ _____ per year

Cost for Supplies for Location 3:
\$ _____ per year

Cost for Supplies for Location 11:
\$ _____ per year

Cost for Labor for Location 4:
\$ _____ per year

Cost for Labor for Location 12:
\$ _____ per year

Cost for Supplies for Location 4:
\$ _____ per year

Cost for Supplies for Location 12:
\$ _____ per year

Cost for Labor for Location 5:
\$ _____ per year

Cost for Labor for Location 13:
\$ _____ per year

Cost for Supplies for Location 5:
\$ _____ per year

Cost for Supplies for Location 13:
\$ _____ per year

Cost for Labor for Location 6:
\$ _____ per year

Cost for Labor for Location 14:
\$ _____ per year

Cost for Supplies for Location 6:
\$ _____ per year

Cost for Supplies for Location 14:
\$ _____ per year

Cost for Labor for Location 7:
\$ _____ per year

Cost for Labor for Location 15:
\$ _____ per year

Cost for Supplies for Location 7:
\$ _____ per year

Cost for Supplies for Location 15:
\$ _____ per year

Cost for Labor for Location 8:
\$ _____ per year

Cost for Labor for Location 16:
\$ _____ per year

Cost for Supplies for Location 8:
\$ _____ per year

Cost for Supplies for Location 16:
\$ _____ per year

F. JANITORIAL SERVICES SCOPE OF WORK PERFORMED PRIODICALLY AT REQUEST

1. Cleaning and Shampooing of Upholstered Furniture

Vacuum, clean and shampoo, utilizing a cleaning process approved by the furnishings manufacturer. Whenever possible and only if approved by the furnishings manufacturer, the cleaner used for upholstered furniture shall be environmentally friendly.

2. Cleaning & Shampooing of Carpeted Floors on the 4th Floor of the ITC

Carpet shall be shampooed with commercial-grade equipment only. The contractor shall utilize a dry-cleaning process for all carpet cleaning. All movable items must be removed, and area must be vacuumed prior to shampooing. Spray the area to be shampooed with an environmentally friendly dry carpet shampooing solution. Treat stubborn stains with an environmentally friendly pre-treatment stain lifting solution. Replace all items removed to their original locations and orientations once service is complete.

3. Clean and Buff Tiled Floor Located on the 4th Floor, International Trade Center

Damp mop floor to remove dirt and debris. Buff by lightly spraying area with buffing chemical and use a floor buffer with buffing chemical at approved dilution. Buff until floor has a high, streak free luster. Floor shall be dust mopped after spray buffing is completed. When performing floor work, "Wet Floor" caution Signs must be posted. Remove all movable objects from area to be stripped and buffed. Apply environmentally friendly stripping solution to area to be stripped. Remove all old flooring finish using a commercial-grade buffer with a wax stripping pad. Clean up stripped floor finish and stripper solution from all surfaces. Thoroughly mop areas with clean cotton mop and clean water until all stripped flooring finish and stripping solution is removed. Ensure walls, doors, baseboards, etc. are also thoroughly cleaned to remove any residual flooring finish and/or stripping solution. Apply environmentally friendly commercial-grade wax evenly on stripped floor. Buff floor using a commercial-grade buffer and by lightly spraying area with environmentally friendly buffing finishing solution mixed to manufacturer's recommended dilution ratios. Continue buffing until floor has a high, clear, streak free luster. Floor shall be damp mopped once buffing is completed to remove all buffing dust. When stripping and reapplying floor wax, "Wet Floor" caution signs must be posted as previously stated herein.

4. Clean, Disinfect, and Deodorize Kitchen Surfaces Located on the 4th Floor, International Trade Center

- a. Clean and disinfect stainless steel surfaces and sinks, including basin, faucets and surfaces/splash boards with a non-abrasive, environmentally friendly cleanser. Thoroughly rinse to remove any residual cleanser, and then wipe each item to remove excess water.
- b. Clean and disinfect waste receptacles and dispensers using a biodegradable disinfectant inside and outside.
- c. Damp mop kitchen floor. Damp mop floors including underneath equipment and any easily movable objects. All objects must be replaced to their original location after the floor has dried completely. Use clean water at all times and change water often. No excess water can be left behind. Appropriate environmentally friendly, asthmatic-sensitive deodorizing cleaning chemicals at proper dilution ratios must be used. No dirt shall be left in corners, behind HVAC equipment, under equipment, or behind doors.

5. Clean Mirrors and Countertop Surfaces Located in the Lounge and Main Dining Room Located on the 4th Floor, International Trade Center

Clean glass and mirrors thoroughly using environmentally friendly glass cleaner. Use a soft, clean, non-abrasive cloth made for cleaning glass. Ensure attached frames, edges, and shelves are also cleaned and dried as well as the glass surface to a clean, streak-free finish.

6. Thoroughly vacuum all carpeted areas in the Main Dining Room, Hallways and Lounge on the Fourth Floor, International Trade Center.

Move and vacuum under all easily moveable objects. All objects moved to vacuum must be replaced to their original location. After vacuuming, all carpeted floors shall be clean, free from dust balls, dirt, and other discernible debris.

7. Clean tables in the Main Dining Room and Lounge (to include the bar), Fourth Floor, International Trade Center with an environmentally friendly cleanser.

Thoroughly rinse all tables as required to remove any residual cleanser and wipe each item to remove any excess water.

Bidders Submitted Prices for Scope of Janitorial Services Listed Under Items F1-F7:

Supplies for Item E1	\$ _____	Labor for Item E4	\$ _____
Labor for Item E1	\$ _____	Supplies for Item E5	\$ _____
Supplies for Item E2	\$ _____	Labor for Item E5	\$ _____
Labor for Item E2	\$ _____	Supplies for Item E6	\$ _____
Supplies for Item E3	\$ _____	Labor for Item E6	\$ _____
Labor for Item E3	\$ _____	Supplies for Item E7	\$ _____
Supplies for Item E4	\$ _____	Labor for Item E7	\$ _____

G. BIDDER'S REPLACEMENT PRICE FOR ONE OF EACH OF THE LISTED DISPENSERS:

Bidder's replacement price per soap dispenser	\$ _____
Bidder's replacement price per paper towel dispenser	\$ _____
Bidder's replacement price per toilet paper dispenser	\$ _____
Bidder's replacement price per napkin dispenser	\$ _____

PLEASE SEE ATTACHED INDEMNIFICATION SHEET & DISCLOSURE STATEMENT

***Instructions for Mannington Plank – 2nd & 3rd Floors, ITC Building**

OVERVIEW

Quantum Guard HP (“QGHP”) is Mannington’s patented high performance urethane wearlayer with aluminum oxide particles, cured by a UV (ultra violet) process. Through this proprietary technology, Mannington is able to offer, low maintenance floor solutions that provide superior appearance retention, cleanability, and durability, and does not require the use of polish or wax.

The following products incorporate QGHP: **INSIGHT PLUS, BIOSPEC MD, LIFELINES II, MANNINGTON ASSURANCE II, ASSURANCE SQUARED, NATURE’S PATHS, NATURE’S PATHS LOCK SOLID, NATURE’S PATHS SELECT, CREATE, PRIMUS, RELAY RE and REALITIES**; and the maintenance instructions below should be followed for these products.

Note: For Mannington Commercial Hardwood please reference maintenance instructions related to commercial wood products.

INITIAL MAINTENANCE FOR A NEWLY INSTALLED FLOOR

Proper cleaning is an essential part of keeping your floor attractive and these guidelines will help extend the appearance and life of your Mannington Commercial flooring product(s).

1. Allow the floor to bond to the underlayment/subfloor for at least 48 hours prior to cleaning the floor.
2. When moving furniture, etc into a room protect floor with appropriate runner boards and moving dollies.
3. Sweep or vacuum thoroughly.
4. Remove any marks on the floor’s surface. Residual adhesive can be removed using a clean white cloth dampened with mineral spirits.
5. Damp mop the floor as required, using a neutral cleaner. Follow container instructions for proper dilution ratio.

NO POLISH, NO BUFFING MAINTENANCE OPTION

Routine maintenance options for applications with normal commercial traffic include:

1. Dry sweep or dust mop the floor to remove the loose debris and grit.

Note: Using entryway systems / walk-off mats (non-staining types) at entrances to buildings prevent dirt, sand, grit and other substances from being tracked onto the floor and can reduce subsequent maintenance requirements.

2. Damp mop or utilize an auto scrubber with a properly diluted neutral cleaner on a regular basis in order to maintain an attractive floor appearance.
3. As necessary, wet scrub with appropriate scrubbing pad to prevent accumulation of stubborn soil, sticky substances, etc.

Note: Wet floors can be slippery. Wet floor signs should be conspicuous when wet maintenance is being performed.

ALTERNATIVE MAINTENANCE OPTIONS

Alternative maintenance options may include the use of polish, finish, wax or spray buffing. Polish is optional with Mannington Commercial products that incorporate QGHP. Alternate maintenance options may include:

POLISH OPTION:

1. When utilizing a polish on a newly installed Mannington Commercial flooring products with QGHP, it is required to thoroughly clean the floor with a “strong or deep cleaner” (not stripper) using an auto-scrubber or slow speed scrubbing machine using a tan or red pad or soft bristle brush. Rinse and allow the floor to dry before applying polish.
2. Apply two coats of commercial acrylic polish, making sure there is adequate dry time between coats.
3. Follow routine maintenance procedures. See above.

TIP: If planning to use a polish contact the polish manufacturer for recommendations regarding maintenance materials that best match your equipment, type and amount of traffic, desired gloss level and cleaning schedule.

SPRAY BUFF OPTION:

Spray buffing and high speed buffing or burnishing with machines operating at greater than 1500 rpm in order to restore gloss is not normally required for Mannington Commercial products with QGHP. If utilizing spray buffing or high speed burnishing make sure there is an adequate foundation of polish.

Note: Cleaning and maintenance frequency varies based on specific traffic volume and area of use. Use of entryway systems/walk-off mats, combined with daily sweeping and a reasonable wet cleaning frequency will help minimize more extensive maintenance steps.

Note: Areas that receive an excessive amount of traffic or heavy loads such as direct entryways, ER’s, or common areas may require alternative maintenance options for optimal appearance.

Company

Representative

Phone

Email

FOR ALL BIDS \$15,000 AND OVER
STATE OF _____)
COUNTY OF _____)

On this ___ day of _____, 20____, before me appeared _____, to me personally known, who, being by me duly sworn, did say that such person executed the foregoing instrument as the free act and deed of such person, having been duly authorized to execute such instrument in such capacity.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public, State of _____

Print Name

My commission expires: _____

Receipt of following addendums is acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Contractor's Signature:

Contractor Company:

Name

Title

Date

INSTRUCTIONS FOR BIDDERS ALABAMA PORT AUTHORITY

This instruction sheet is provided as a guide to facilitate the bid process and highlight important points for consideration by bidders. Each bidder is responsible for fully reading and complying with the instructions on the Alabama Port Authority bid form. This instruction sheet is to be used as a guide ONLY.

1. Alternate bid proposals and/or suitable attachments may be rendered, with proper support.
2. If your company is not prepared to submit a bid, so state and sign to avoid being deleted from the prospective bidder's list.
3. The Alabama Port Authority reserves the right to reject any and all bids if deemed in the Alabama Port Authority's interest.
4. No allowance will be made for error, either omission or commission.
5. Unit price governs in errors relating to extension of prices.
6. Alabama Port Authority policy has changed. Bids will not be accepted via FAX or EMAIL. All bids must be sealed and sent via mail courier or hand delivered to APA Fixed Assets Office located in the International Trade Center Building, 250 N. Water St., Mobile, Al., 3rd floor, Suite 330, before the specified date and time.
7. The Alabama Port Authority accepts no responsibility for facilitating the receipt of bids.
8. Bids over \$15,000 per year must be NOTARIZED.
9. Bids received after the specified opening time will be returned to the bidder unopened. Bidders are requested to show a return address on the bid envelope.
10. Bid proposals must be filled out completely, including the name, address, telephone number, fax number (if possible), and signature of responsible person.
11. Questions may be directed in writing to Joy Lang at joy.lang@alports.com .
12. Notarization not required on "SALE" BIDS.
13. 250 North Water Street is the street address.
14. Please specify the bid title on envelope.

ALABAMA STATE PORT AUTHORITY
INSURANCE REQUIREMENTS FOR CONTRACT WORK

INDEMNIFICATION

The Contractor shall assume all liability for and shall indemnify and save harmless the State of Alabama and the Alabama State Port Authority, doing business as Alabama State Docks (ASD), and its officers and employees from all damages and liability for injury to any person or persons, and injury to or destruction of property, including the loss of use thereof, by reason of an accident or occurrence arising from operations under the contract, whether such operations are performed by himself or by any subcontractor or by anyone directly or indirectly employed by either of them occurring on or about the premises, or the ways and means adjacent during the term of the contract, or any extension thereof, and shall also assume the liability for injury and/or damages to adjacent or neighboring property by reason of work done under the contract.

INSURANCE REQUIREMENTS

The Contractor shall not commence work under the contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by ASD, nor shall the Contractor allow any subcontractor to commence work until all similar applicable insurance has been obtained by the subcontractor or the Contractor has provided coverage for the subcontractor. The Contractor shall provide, at his expense, insurance in accordance with the following:

General Requirements (applicable to all policies)

All policies of insurance must be written with companies acceptable to ASD. The Contractor shall furnish to ASD certificates of insurance, signed by the licensed agent, evidencing required coverages. ASD reserves the right to require certified copies of any and all policies. Each policy of insurance shall provide, either in body of the policy or by endorsement, that such policy cannot be substantially altered or cancelled without thirty (30) days' written notice to ASD and to the insured. **Except for Workers Compensation, said policies will identify Alabama State Port Authority, its officers, officials, agents, servants and employees as Primary and Non-contributory Additional Insureds in connection with work performed for, on behalf of, or on the property of ASD.**

Commercial General Liability

The Contractor shall take out and maintain during the life of the contract Commercial General Liability insurance, including Blanket Contractual and Completed Operations coverages, in an amount not less than \$2,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

Business Automobile Liability

The Contractor shall take out and maintain during the life of the contract Business Automobile Liability insurance covering any auto in an amount not less than \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

Workers Compensation

The Contractor shall take out and maintain during the life of the contract Workers Compensation and Employers Liability insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than that required by Alabama law.

Where applicable, Contractor shall take out and maintain during the life of the contract insurance providing coverage as required by Federal statute, including but not limited to U.S. Longshoremen and Harborworkers' Compensation Act (USL&H), Jones Act, and Railroad Federal Employers Liability Act (FELA).

State of _____

County of _____

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject):

_____ by and between
_____ (Contractor/Grantee) and
_____ (State agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (Act 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act."

2. Using the following definitions from Section 3 of the Act, select the initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession or occupation for gain, benefit, advantage or livelihood, whether for profit or not for profit. "Business entity" shall include, but not limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm corporation, partnership, joint stock, association, agent, manager, representative, foreman or other person having control or custody of any employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

___ (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

___ (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20_____.

Name of Contractor/Grantee/Recipient

By: _____

Its: _____

The above certification was signed in my presence by the person whose name appears above, on

this _____ day of _____ 20_____.

WITNESS: _____

Printed Name of Witness



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

OVER

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.