



October 30, 2024

Alabama Administrative Office of Courts

Janitorial Services Request for Proposal

**Service Location: Heflin-Torbert Judicial Building
300 Dexter Avenue
Montgomery, Alabama 36104**

REQUEST FOR PROPOSAL NO. 2024-01

Request for Proposal Administrators

**Alicia T. Cannon, Assistant Director of Purchasing
State of Alabama
Administrative Office of Courts
Finance Division
300 Dexter Avenue
Montgomery, Alabama 36104
(334) 954-5029**

**Jody Stewart, Staff Attorney
State of Alabama Administrative
Office of Courts
Legal Division**

**300 Dexter Avenue
Montgomery, Alabama 36104
Telephone (334) 954-5113**

Email questions:

**Jody Stewart
Administrative Office of Courts
Legal Division
Jody.Stewart@alacourt.gov**

**Alicia T. Cannon
Administrative Office of Courts
Finance Division
Alicia.Cannon@alacourt.gov**

THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK

SECTION I.

INTRODUCTION

1.1 Purpose and General Information

The purpose of this Request for Proposal (hereafter referred to as, “RFP”), is to obtain firm price quotations from qualified Vendors for janitorial services for the Heflin-Torbert Judicial Building (hereinafter referred to as, “HTJB”) of the Judicial Branch for the State of Alabama, located at 300 Dexter Avenue, Montgomery Alabama. The HTBJ is a secure facility and contains a total of three hundred thirty-eight thousand (338,000) square feet and houses the Supreme Court of Alabama, the Alabama Court of Civil Appeals, the Alabama Court of Criminal Appeals, the Alabama State Law Library, and the Alabama Administrative Office of Courts.

1.2 Responsibility to Read and Sign

By responding to this solicitation, Vendor will be held to have read and thoroughly examined the RFP. Failure to read and thoroughly examine the RFP will not excuse any failure to comply with the requirements of the RFP or any resulting contract, nor will such failure be a basis for claiming additional compensation. If Vendor suspects an error, omission, or discrepancy in this solicitation, or if Vendor has questions regarding the RFP, Vendor must notify Ms. Alicia T. Cannon and Mr. Jody Stewart, AOC’s points of contact, by 4:00 p.m. CST November 7, 2024, by email at the email addresses provided in 1.11 (c) of this RFP. The AOC will issue written responses, if appropriate, by email by 5:00 p.m., November 8, 2024.

1.3 Pricing

Contract Amount: Prices proposed by Vendor should be submitted on a price schedule. It is recommended that the Vendor submit a price schedule for a total of twenty-four (24) months. The contract length will be to establish a twelve (12) month contract with an option to extend for an additional twelve (12) month period with same terms and conditions. Renewals will be considered only if the successful Vendor provides satisfactory service, in accordance with the terms of the contract. Any successive extension must have written approval of both the AOC and Vendor no later than thirty (30) days prior to expiration of the previous twelve (12) month period. Vendors will contact

Jody Stewart on November 8, 2024, at (334) 954-5113, to schedule a Walk-through during the time period of November 13, 2024-November 15, 2024.

1.4 Reservations

The AOC reserves the following rights: (1) to reject all proposals; (2) to reject individual proposals for failure to meet any requirement; and (3) to waive minor defects. The AOC may seek clarification of the proposal from Vendor at any time, and failure of the Vendor to respond is cause for rejection. Clarification is not an opportunity to change the proposal. The submission of a proposal confers on Vendor no right of selection or to a subsequent contract. This process is for the benefit of the AOC only and is to provide the AOC with competitive information to assist in the selection process. All decisions on compliance, evaluation, terms, and conditions will be made solely at the discretion of the AOC and made to favor the State.

1.5 Rejection

No subcontracts will be allowed for this proposal. Proposals shall be considered non-responsive and may be rejected for any of the following reasons, including those reasons found in 1.4, above:

- (a) Submissions are not received by 4:00 p.m. on November 22, 2024, in the manner specified in paragraph 3.1;
- (b) Submissions do not include the Vendor Proposal Form contained in “Attachment A.”
- (c) If the submission is not signed by the Vendor’s president or chief financial officer and notarized on the Vendor’s letterhead;
- (d) Prior to the commencement of the contract, the successful proposers will furnish a certificate of insurance, as described in paragraph 2.1 of Section II. The coverage must be approved by the Legal Division counsel, forwarded to:

Alabama Administrative Office of Courts
Attention: Jody Stewart
Legal Division
Heflin-Torbert Judicial Building
300 Dexter Avenue

Montgomery, Alabama 30104

1.6 Cost of Preparation

The AOC is not responsible for, and will not pay, any costs associated with, the preparation and submission of Vendor's proposal, regardless of whether Vendor is selected for negotiations. Any costs associated with any oral presentations to the AOC will be the responsibility of Vendor and will in no way be charged to the AOC.

1.7 Vendor Contact

The AOC will consider the person who signs Vendor's proposal submission as the contact person for all matters pertaining to the proposal unless Vendor designates another person in writing.

1.8 Selection

The AOC will make its selection by December 10, 2024.

1.9 Contract Negotiations

Selected Vendor will be required to enter contract negotiations, after December 10, 2024. If an agreement cannot be reached to the satisfaction of the AOC within thirty (30) days, the AOC will reject Selected Vendor's proposal or revoke the selection and begin negotiations with the next Selected Vendor.

1.10 Entire Agreement

The resulting contract(s) shall include the provisions in this RFP and any addendum or attachments thereto and will include the relevant portions of the Selected Vendor's proposal that are expressly agreed upon and adopted by the AOC. Any proposed changes, as well as the final contract, must be approved and signed by the appropriately authorized AOC official(s).

1.11 Communications

(a) From the date of receipt of notice of this RFP until a binding contractual agreement exists with the Selected Vendor, or when the AOC rejects all proposals, informal communications shall cease. Informal communications shall include, but will not be limited to the AOC’s Single Points of Contact, for information, comments, or speculation.

(b) From the date of receipt of this RFP until a binding contractual agreement exists with the Selected Vendor, or when the AOC rejects all proposals, all communications between the AOC and the Vendor will be formal, as provided in this RFP, or as requested by the AOC. Formal Communications shall include but will not be limited to negotiations.

(c) All formal inquiries for information should be directed to the Single Points of Contact, Mr. Jody Stewart, by email at jody.stewart@alacourt.gov and Ms. Alicia T. Cannon at alicia.cannon@alacourt.gov, and include in the subject line “RFP No. 2024-01: Janitorial Services.”

(d) Failure to comply with this provision could result in disqualification of the Vendor from continuing in this process.

SECTION II.

CERTIFICATIONS

2.1 Insurance Coverage

Before signing the contract, the Selected Vendor must file with the AOC a certificate from Selected Vendor’s insurer showing the amounts of insurance carried and the risk covered thereby. Selected Vendor must carry general liability insurance coverage with one million dollars (\$1,000,000.00) combined single limit for personal injury and property damage that incorporates said coverage for all of Selected Vendor’s employees and sub-vendors. This coverage is required to extend to services performed at the HTJB. Selected Vendor will also be required to provide a certificate naming the AOC as an additional insured prior to contract execution. Coverage required must include, but not be limited to, Comprehensive General Liability, Worker’s Compensation, and Employee’s Liability.

SECTION III.

DEADLINES AND INSTRUCTIONS TO VENDORS

3.1 Deadlines

<u>Activity</u>	<u>Date*</u>
Issue RFP	10/30/24
Vendors Deadline for Questions	11/7/24
Answers to Questions Deadline	11/8/24
Schedule Walk-Through Deadline	11/8/24 (Call)
Walk-throughs	11/13/24 - 11/15/24
Deadline for Submission of Proposals	11/22/24
Deadline for Contract Award	12/10/24

*These dates are best estimates and are subject to change. Vendors are responsible for viewing the web site daily to determine whether any changes are made.

Sealed Proposals, including completed Vendor Proposal Form (Please see “Attachment A”), must be received **by 4:00 p.m., Central Standard Time, on November 22, 2024**, at the below listed address. Responses are to be submitted in a sealed envelope (Please see “Attachment B”) and clearly marked:

Alabama Administrative Office of Courts
Attention: Jody Stewart
Legal Division
Heflin-Torbert Judicial Building
300 Dexter Avenue
Montgomery, Alabama 30104

SECTION IV.

SCOPE OF WORK

JANITORIAL SERVICES

CARPET: Carpets are to be vacuumed each day thoroughly in all areas of the building.

Courtrooms will be vacuumed as specified and authorized by the Heflin-Torbert

Judicial Building Management (“Building Management”).

DIRECTORY GLASS: This area, usually one of the first items a visitor sees, must be cleaned, dry shined each day.

ELEVATORS: Maintain cleanliness daily and nightly. Polish all reflective surfaces, as needed. Check all elevators once each hour. Elevator carpets should be vacuumed multiple times a day, as needed, as well as spot-cleaned. Vacuum as needed. Elevator rails should be polished.

INTERIOR STAIRWELLS: Sweep, vacuum, daily. All hand/stair rails are to be wiped down from top to bottom.

EXTERIOR STAIRWELLS: Sweep, blow, weekly. All hand/stair rails are to be wiped down from top to bottom.

ENTRANCE AREAS: (Daily) All glass doors are to be cleaned on both sides. Side panels are to be spot cleaned when soiled or as directed by the Building Management. Fabric-coated entrance mats are to be vacuumed. Rubber or vinyl mats are to be swept or brushed, as the situation dictates. Fabric mats are to be cleaned as is appropriate.

GENERAL DUSTING: (Daily) All desks are to be thoroughly dusted with a soft cloth. Bottles, cup rings and/or any other spillages are to be cleaned when observed. Services to desktops will of necessity be limited to those tops which are reasonably clear of work papers. Desktops that are heavy with papers are to be

dusted only in the exposed areas. Chairs are to be dusted. Fabric-upholstered seats and arms and side chairs are to be spot and soil whisked as needed. Dust computer monitors and printers.

The following surfaces and items will be hand-dusted using a treated cloth or a damp cloth as needed. Also, miscellaneous cabinets, windowsills, coat racks, ledges, shelves under six feet, and telephones are to be dusted. Handling of desktop personal effects such as vases and other decorations are to be held to a minimum. Glass-top desks are to be damp wiped with glass cleaner. The wood is to be polished routinely. All chairs are to be returned to original positions, to maintain an overall orderly and neat appearance, in each respective room.

HIGH DUSTING: (Daily) either treated clothes, soft dust cloths, or vacuums may be used for this operation on all shifts.

INTERIOR GLASS DOORS & PARTITIONS: (Daily) are to be cleaned with glass cleaners to remove fingerprints and smudges on all shifts.

LUNCH ROOMS/BREAK ROOMS: (Daily) clean surfaces to include counters, sinks, and faucets. Clear debris from tables and chairs. Clean tables with wet cloths and cleaning solutions. Sweep and mop floors. Clean between and around all vending machines. Wipe spills from all walls. If the day shift has cleaned and events/activities require, the night shift shall repeat the cleaning.

RESTROOMS: (Daily) All restrooms (Public and Private) are to be thoroughly

cleaned. Cleaning is not limited to refilling soap dispensers, paper towels and toilet tissue. Public restrooms must be inspected hourly. They must be cleaned and disinfected as often as needed. Cleaning/sanitation of commodes, urinals and basins to be cleaned from top to bottom. Private restrooms are to be cleaned daily and as necessary upon request. Commodes, urinals, and washbasins are to be dried inside and outside, after cleaning. Bright metal parts are to be dry shined. Spots, emergencies, and visible soiled matters are to be cleaned immediately. All tile walls and stall dividers will be cleaned and disinfected. Mirrors are to be cleaned with glass cleaning solutions, and dry shined. This work is to be performed using federally approved germicidal disinfectant solutions.

TILE FLOORS: (Daily) Sweep and mop all tile floors, daily. If spills, or soils occur during a shift, the service workers are to clean the appropriate areas. Emergencies, spills and soils during a shift should be reported to the Building Management for correction, immediately. Tile or terrazzo areas are to be dust mopped with a specially treated mopping tool. During inclement weather, tile or other hard surface floors will be damp mopped around entryways when wet or soiled, as needed.

VACUUM: (Daily) Vacuuming to be accomplished in a safe manner not to damage furnishings.

WALLS: Wall surfaces around light switches, handrails, doorknobs, and other heavy traffic areas are to be spot-cleaned when soil is observed. Special care will be given to the fabric wall covering. This area will only be dusted or vacuumed.

WASTEBASKETS AND TRASH CONTAINERS: (Daily) Wastepaper containers and other waste receptacles will be emptied, have a liner inserted, and returned to all original locations. Plastic liners will be furnished as needed by the Building Management. All waste will be collected and removed to a central waste disposal area before the end of the shift.

WATER FOUNTAINS: (Daily) To ensure a clean, healthful condition at water fountains, the dispensing area and bowls are to be washed with disinfectant solution and dry-shined. The sides of the metal housing will be damp wiped to remove streaks on all shifts.

FITNESS/EXERCISE ROOM: (Daily) Vacuum, dust, and disinfect surfaces.

FITNESS/EXERCISE ROOM SHOWERS AND MENS AND LADIES

LOCKER ROOMS are to be thoroughly cleaned and disinfected weekly; no exceptions.

LUNCHROOMS/BREAKROOMS: Clean exterior surfaces of appliances & microwave interiors. Ensure microwave cleanliness on all shifts.

Refrigerators and ice makers will be defrosted and thoroughly cleaned quarterly. Employees should be given a forty-eight (48) hour notice of the date and time of the cleaning.

BASEBOARDS, TRIMS: Clean all baseboards, and molding monthly.

BLINDS/DRAPES: Are to be completely dusted monthly using a treated cloth or when needed, with a damp cloth.

ALL TRASH: Trash collected on all shifts must be placed in the dumpsters on the Loading Dock before the end of each shift.

BI-ANNUAL CLEANING

WINDOWS: All interior and exterior windows are to be cleaned twice each year. General cleaning tasks as agreed upon by the contractor & building management, as needed, at no addition charge. Smudges on all interior windows are to be cleaned as needed.

SPECIALTY CLEANING AS DIRECTED BY THE BUILDING MANAGEMENT BALCONY CLEANING: DAILY

BALCONY: Will be inspected and left free of debris.

DOORS: Doors will be locked upon exiting the area and double-checked upon completion of duties. No doors are to be propped open.

FRONT STEPS, TERRACE, MAIN VESTIBULE, LOADING DOCK, PARKING DECKS, COURTYARD, AND SIDEWALKS ADJACENT TO THE BUILDING

These areas will be inspected twice daily. All trash and debris will be picked up.

These areas will be maintained by sweeping, hosing off, or washing with soap and water, whichever is appropriate.

Sweep the Loading Dock, weekly. Sweep or dust gates weekly.

The Parking Decks are to be blown/swept, dusted for spider webs/spiders, weekly.

The Parking Decks will be thoroughly cleaned monthly. Grease and oil spills are to be removed, as needed.

The Parking Decks Grey Areas in front of each door entryway must be swept and mopped, daily.

The ADA Ramp in the Visitor Parking Deck must be swept and mopped, daily.

All entryways into the Building, whether from the outside, the Parking Decks, or the Courtyard must be swept and kept free of debris, daily.

The Courtyard walking surfaces are to be cleared of leaves and debris by a combination of sweeping & blowing, as needed. Courtyard tables and chairs will be cleaned with cleaning cloths & materials.

JANITORIAL STORAGE CLOSETS

Workers' closets must be orderly, neat, and clean. These closets must reflect a professional approach to business.

KEY SECURITY

All keys will be assigned a coded number and secured in a key box. Vendor will be held accountable to Marshal of the Appellate Courts of Alabama for the security of all keys associated with the work performance.

LUNCHEONS/MEETINGS/PROGRAMS:

Thorough cleaning of Classroom, conference areas, dining areas and outdoor terrace before and after meetings, programs, luncheons and assembly affairs.

MAINTENANCE DEFICIENCIES

Any building maintenance or repair problems that Vendor's employees see will be reported on a daily basis to the supervisor, who will then provide a written report to Building Management.

MANAGERS

Vendor's supervisory employees are to inspect its employees work daily and nightly to make sure the specifications are being accomplished by its employees. Any deficiencies must be documented and remedied, immediately.

MISCELLANEOUS

LIGHTS: All burned-out lights will be reported as soon as possible to the Building Management, by the close of the business day or night.

I.D. BADGES, ATTIRE, AND SECURITY: Workers are to be

identifiable by I.D. badges. Workers must be neatly dressed and well-groomed in their work attire and appearance. Uniforms, company shirts, or smocks with a company logo must be worn at the Contractor's cost. This is specified for all working shifts. All Vendor workers will enter and depart the HTJB through the Alabama Supreme Court's Marshall's Station and will be subject to search. All Vendor workers will have a fingerprint background search performed prior to entry to the HTJB and must be approved by the Alabama Supreme Court Marshall.

RED DOT DOORS: Areas located behind doors designated with a red dot sticker are not to be cleaned at night, but only during the day.

LIMESTONE/MARBLE FLOORS: No chemicals can be used on these floors. These floors must be cleaned by sweeping, warm-water mopping, and an untreated dust mop.

STAFFING AND HOURS

Required Staffing and Hours:

- Two (2) Daytime Shift Service Workers-Working Hours: 6:00 am.-3:00p.m.
One (1) Lead Daytime Shift Service Worker-Working Hours: 8:30 a.m. -5:30 p.m.
- Eight (8) Evening Shift Service Workers-Working Hours: 5:30 p.m. -9:30p.m.
One (1) Evening Shift Supervisor-Working Hours: 5:30 p.m. -9:30 p.m.

These hours exclude official State holidays. Each shift worker will sign in on a roster sheet to be maintained by the building management. Any absent worker at

the start of the shift must be reported to the Heflin-Torbert Judicial Building Management within (15) minutes of start of the shift and replaced during the shift.

THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK

ATTACHMENT A
VENDOR PROPOSAL FORM

Failure to complete and provide this form with the proposal submission will result in rejection of your proposal. For any portions for which no response is necessary for your company or the program you are submitting a proposal by bidding on, please mark the response as "N/A."

1. General Qualifications and Experience

a) Provide company name, primary contact, mailing address (including city, state, and zip code), phone number, and e-mail address*.

*Note: The e-mail address may be used for formal communications from the AOC.

b) Indicate the length of time you have been in business providing this type of good or service:

Years: _____ Months: _____

c) Provide Vendor's FIN or FEI Number and Vendor's Alabama Business License Number.

d) Provide background information about Vendor including its size, number of employees, and annual volume of business.

e) Provide a list of all clients, where Vendor's business was terminated by clients within the last three (3) years, including a contact name, title, telephone number, and e-mail address. In addition, state the length of service of the account and reason for loss of business relationship. If your company has not lost any such business relationship with clients in the last three (3) years, indicate so by stating, "[Vendor] has not lost any such client relationship."

f) Provide a statement that the Vendor's corporate office is registered with the Secretary of State to do business in the State of Alabama or provide proof of having submitted an application to do business with the assurance that Vendor will be licensed prior to assuming the contract.

- g) Provide a complete copy of Vendor’s Memorandum of Understanding with DHS showing enrollment in the E-Verify system (this can be printed from your business’s screen once logged in to E-Verify). Complete and attach the “CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT” as required by Act 2011-535, and as amended by Act 2012-491.**

2. Certification

I/we agree to furnish the services required in this proposal. The Vendor further declares the site of the work has been examined and is informed fully regarding to all conditions pertaining to the place where the work is to be performed. The undersigned offers and agrees to comply with all terms, conditions, and certifications as stated in this RFP and furnish the goods and services and prices in accordance with the attached signed proposal and Pricing Spreadsheet submitted, or as mutually agreed upon by subsequent negotiation.

Authorized Signature (ink)

Authorized Name (typed)

Title of Authorized Person

Sworn to and subscribed before me and given under my hand and official seal this the _____ day of _____, 2024.

My Commission Expires:

NOTARY PUBLIC

**ATTACHMENT B
PROPOSAL SUBMISSION ENVELOPE LABEL SAMPLE
FOR DIRECT DELIVERY BY UPS OR FEDEX**

Vendor's Name:
Vendor's Address:

**Alabama Administrative Office of Courts
Attention: Jody Stewart
Legal Division
Heflin-Torbert judicial Building
300 Dexter Avenue
Montgomery, Alabama 36104**

**AOC Director of Courts
RFP NUMBER: 2024-01
Janitorial Services
RFP Hour and Due Date:
4:00 p.m. CST, November 22, 2024**