



Wilma Kelly
Purchasing Manager

City of Alexandria

Purchasing Department
P.O. Box 71
Alexandria, Louisiana
71309-0071



Office: (318) 441-6180
Fax: (318) 441-6185

Requests for Proposals will be received until 2:00 PM, Monday, June 21, 2021, and opened at the City of Alexandria Purchasing Department.

City of Alexandria Request for Proposal #1625P
Page: 1 of 12
Date Specifications Prepared: May 27, 2021

Bid Bond Requirements: A bid bond or check for N/A% of the total amount of bid.

Performance Bond Requirements: In the event bid is accepted, a performance bond shall be required in the amount of N/A%.

Please file proposal with the following:
Casey Barnes, Senior Buyer
City of Alexandria - Purchasing
2021 Industrial Park Road
Building WH
Alexandria, LA 71303
Phone: 318-441-6180 Fax: 318-441-6185

INTRODUCTION

JANITORIAL SERVICES - UTILITY CUSTOMER SERVICE BUILDING

It is the intent of the City of Alexandria to secure pricing on Janitorial Services for the Utility Customer Service Building, located at 625 Murray St., Alexandria, LA 71301. Bidder shall be responsible for providing all personnel, equipment, tools, materials, supervision and other items and services necessary to perform Janitorial services as defined in the quote.

Contractors wishing to submit quotes for this service shall have a minimum of three (3) years of experience in the custodial/janitorial service business and should attach to their proposal a list of at least three (3) references for whom they have performed custodial/janitorial services.

The contract shall remain in effect for a period of twelve months from bid award date. Contingent upon the availability of funds and the ability of the successful bidder to honor the quoted prices, the City reserves the right to renew the existing contract for a period of two (2) additional years, in twelve (12) month increments.

Contractors wishing to submit quotes for this service should perform an “on site” inspection prior to the quote submittal. Contact Karolyn Surgent, Utility Customer Service Manager, at 318-441-6319, between the hours of 8:00 AM and 3:00 PM, Monday through Friday.

Quotations may be returned either by fax to (318) 441-6185; or hand delivered to City of Alexandria Purchasing Department, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71303; or e-mailed to casey.barnes@cityofalex.com.

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY

1. Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
8. Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

General Conditions for Bidders - Please Read Carefully (Continued)

12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but SHALL NOT be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
18. The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.
19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
 - (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
 - (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
 - (c) By satisfactory completion of all services and obligations described in the contract.

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

General Conditions for Bidders - Please Read Carefully (Continued)

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

General Conditions for Bidders - Please Read Carefully (Continued)

23. In-State preferences shall not apply to procurements involving federal funds.
24. Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website (www.cityofalexandria.com) and posted on Central Bidding's website (www.centralauctionhouse.com) if applicable.
25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Master Agreement, to include all applicable federal clauses.
- a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at www.sam.gov/portal/sam, under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT* Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's *AFEAT* goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

Alexandria Fairness, Equality, Accessibility and Teamwork Program (AFEAT)

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org . Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

Sincerely,

City of Alexandria

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

SPECIFICATIONS

SCOPE:

This contract shall provide for all personnel, equipment, tools, materials, supervision and other items and services necessary to perform janitorial services at the City of Alexandria – Utility Customer Service Building located at 625 Murray Street, Alexandria, LA 71301. This facility is a three-story building, each floor is approximately 16,000 square feet (including the stairwells at each floor.)

Performance Evaluation Meetings:

The Contract Manager may be required to meet at least weekly with Ms. Karolyn Surgent Utility Customer Service Department Manager, for the first few months of the contract. Meetings shall be as often as deemed necessary by Mrs. Surgent thereafter.

Personnel:

The awardee shall provide a Contract Manager who shall be responsible for the performance of the work. The name of this person, as well as the name of an alternate Contract Manager shall be provided as indicated on the Price Page.

The awardee shall list the name and telephone number of their designated representative responsible for resolving any problems that may arise during the term of this contract. The designated contact person shall be accessible by phone between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

Physical Security:

The awardee shall be responsible for safeguarding all City property used during the performance of this contract. At the close of each work period, it shall be the Contractor's responsibility to ensure that all Government facilities, equipment and materials have been secured.

Any keys issued to the Contractor or his employees to gain building access for the performance of this contract, are the sole responsibility of the Contractor. If a key is lost, the Contractor shall, at his expense, have the corresponding lock cylinder re-keyed.

Frequency of Service:

Services shall be performed five (5) days per week, Monday through Friday. Services shall begin no earlier than 6:30 PM.

Recognized Holidays for Which No Service is Required:

January 1st – New Year's Day
3rd Monday in January – Martin Luther King Birthday
Good Friday
July 4th – Independence Day
1st Monday in September – Labor Day
November 11th – Veteran's Day
4th Thursday & Friday in November – Thanksgiving
December 25th – Christmas Day

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

SPECIFICATIONS (Continued)

Lost & Found Property:

It is the responsibility of the Contractor to ensure that all items of possible personal or monetary value found by the Contractor's employees are turned in to Ms. Karolyn Surgent, Utility Customer Service Department Manager.

Conservation of Utilities:

The Contractor shall instruct his/her employees in utility conservation practices. The Contractor shall be responsible for operating under conditions which preclude the waste of utilities, which shall include but is not limited to:

1. Lights shall be used only in areas where and when work is actually being performed.
2. Mechanical equipment controls for heating, ventilation and air conditioning shall NOT be adjusted by the Contractor's employees.
3. Water faucets or valves shall be turned off after the required usage has been accomplished.

City of Alexandria Furnished Supplies:

The City of Alexandria shall provide without cost to the Contractor, the following items:

1. Paper towels
2. Toilet paper
3. Liquid soap

Insurance requirement:

INSURANCE: Bidder shall furnish, attached to the bid document, a current copy of his Certificate of Insurance indicating limits of General Liability, Automobile Liability and Worker's Compensation in force at the time of the bidding. Evidence of reliable insurance to fully indemnify against long-term liabilities shall be part of the evaluation criteria for award of this bid. Certificate of Insurance shall have a General Liability Aggregate of One Million (\$1,000,000) Dollars and a per person/per occurrence of Five Hundred Thousand (\$500,000) Dollars. Automobile Liability will have a Combined Single Limit of Two Million (2,000,000). Also on the Certificate, the City shall be named as an "additional insured" and a waiver of subrogation in favor of the City of Alexandria. On the Certificate of Insurance under Worker's Compensation, it shall state that "This is a standard Worker's Compensation Policy", with statutory limits. Cancellation of any Certificate of Insurance should require sixty (60) days notice to the City of Alexandria, but under no circumstances less than thirty (30) days notice. Also, the following wording must be removed before acceptance of the Certificate: "Endeavor to" or "But failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives." Certificate holder shall be the City of Alexandria, P.O. Box 71, Alexandria, LA 71309-0071, Attention: Purchasing Manager.

Restrictions:

Smoking in any City owned building is PROHIBITED.

Janitorial Bond:

The awardee may be required to furnish a Janitorial Bond for a minimum amount of \$5,000.

Work Performance:

DAILY - For all Three Floors:

1. Clean and polish drinking fountains.

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

SPECIFICATIONS (Continued)

2. Dust desks, counters, tables, conference tables, file cabinets, bookcases, and all other flat horizontal surfaces.
3. Spray buff all hard surfaced floors, as required, to maintain a high gloss, non-yellowing finish.
4. Dust and wet mop all hard surfaced floors.
5. Spot clean carpets, as required.
6. Empty all wastebaskets and large receptacles and replace trash can liners.
7. Sweep and clean outside entrance ways.
8. Vacuum all carpeting.
9. Clean coffee areas (excluding coffee pots and dirty dishes).
10. Clean all glass doors and panels.
11. Fill up dispensers in kitchen and restroom areas.
12. Clean commodes, urinals, counters, mirrors, wash basins in all restrooms. Contractor shall furnish disinfectant.
13. Sweep and damp mop all stairs and landings in stairwell areas.
14. Performance work statements shall be furnished on a daily basis to Ms. Karolyn Surgent, City of Alexandria Utility Customer Service Manager.

WEEKLY - For all Three Floors:

1. Wipe down walls and partitions in bathrooms with damp sponge using disinfectant.
2. Clean all baseboards.
3. Wipe off all telephones utilizing a disinfecting agent.
4. Clean all "high-touch" areas such as light switches, door knobs, etc.

QUARTERLY - For all Three Floors:

1. Clean windows inside and out for 1st floor only.
2. Clean windows inside only for 2nd and 3rd floors.
3. Wax furniture - all floors.

SERVICES AS REQUIRED - Frequency of service to be determined by Utility Customer Service Manager:

1. Shampoo carpet in offices (all floors).
2. Strip and re-wax all hard surfaces and tile floors utilizing a high gloss, non-yellowing floor finish that resists dirt and wax buildup (all floors).

* The contractor will be responsible for moving all waste collections every evening to one of the assigned dumpster(s) which are located at 1000 9th Street, Alexandria LA or 625 Murray Street, Alexandria LA. Under no circumstance will waste remain in the customer service building overnight. Contractor must maintain the ability to remove waste daily and dispose of waste at either of the above addresses.

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

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Acknowledgement:

I have read completely, understand and comply with all the terms and conditions contained in the preceding pages and understand that not complying with any or all of these conditions may constitute grounds for rejection of my entire submitted proposal.

(Authorized Company Representative)

(Date)

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

PRICE PAGE

0001 Base Contract Period – July 2021 through July 2022

Janitorial Services for twelve (12) month period,
for all three (3) floors of building: \$ _____/Per Month

Shampoo Carpets as required: \$ _____/Per Square Foot

Strip and Re-wax all hard surface floors as required: \$ _____/Per Square Foot

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0002 1st Option Year Period – July 2022 through July 2023

Janitorial Services for twelve (12) month period,
for all three (3) floors of building: \$ _____/Per Month

Shampoo Carpets as required: \$ _____/Per Square Foot

Strip and Re-wax all hard surface floors as required: \$ _____/Per Square Foot

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0003 2nd Option Year Period – July 2023 through July 2024

Janitorial Services for twelve (12) month period,
for all three (3) floors of building: \$ _____/Per Month

Shampoo Carpets as required: \$ _____/Per Square Foot

Strip and Re-wax all hard surface floors as required: \$ _____/Per Square Foot

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CONTACT PERSONNEL

Contract Manager's Name: _____ Telephone #: _____

Alternate Contract Manager's Name: _____ Telephone #: _____

Complaint Manager's Name: _____ Telephone #: _____

**CITY OF ALEXANDRIA SPECIFICATIONS FOR:
Janitorial Services – Utility Customer Service Building – Twelve (12) Month Period**

PRICE PAGE (Continued)

Requirement Check List:

	<u>Yes</u>	<u>No</u>
1. List of three (3) references attached.	_____	_____
2. On-Site Inspection Performed.	_____	_____
3. Insurance Certificate attached.	_____	_____

Note: Failure to submit any documents, etc. required by this RFP, may result in rejection of the proposal.

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Bidder Information:

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone #: (_____) _____ Fax #: (_____) _____

E-Mail Address: _____

Authorized Printed Name and Title: _____

Authorized Signature: _____

(Per LA R.S. 38:2212(A)(c)(i) - See General Conditions Item #22, Pages 3-4 of these bid specifications.)