

**INVITATION TO BID FOR JANITORIAL SERVICES
Bid #24MPL11BGV**

July 10, 2024

Mobile Public Library (also referred to as “Library” or “MPL” herein) invites responses to provide janitorial/custodial services to the listed locations. Respondents (also referred to as “bidder,” “Contractor,” or “Service” herein) must meet qualifications to provide the services as described in the Scope of Work specified and agree to contract provisions as stated. Bids must follow the Instructions and Conditions and be submitted on the Bid Form supplied.

Deliver signed and sealed bids, in duplicate, no later than:

2:00PM CDT, Monday, August 12, 2024

At which time they will be publicly opened and read aloud. Submissions must be clearly identified with “Bid #24MPL11BGV” on the outside of the sealed envelope.

Address Bids to:

Robert Hyde, Comptroller

Mobile Public Library

Janitorial Services Bid#24MPL11BGV

700 Government Street, Mobile, Alabama 36602-1403

Address Questions to:

Grace Smith, Office Manager

700 Government Street, Mobile, Alabama 36602-1403

251-545-3352

gsmith@mplonline.org

INSTRUCTIONS AND CONDITIONS (JANITORIAL SERVICES)

1. The contract(s) will be for a period of two years, to become effective September 1, 2024, or upon proper cancellation notice to current Contractor(s). The contract may be extended under the same terms for one additional year, if mutually agreed by both parties. During the contract period, Contractor may request, in writing, rate adjustments due to changes in Federal minimum wage standards. The rate will be adjusted by the same percentage as any increase in the Federal required minimum wage rate.
2. All proposals must be submitted on the Bid Form and signed by an officer of the Bidder's firm. Obligations assumed by such signature must be fulfilled. Additionally, Bidder is to identify on the Proposal Form a designated contact person for the Mobile Public Library account, with all telephone numbers, email address, etc.
3. All quotations must be verified before submission as they cannot be corrected after being opened. Bidders are expected to prepare their bid pricing to include all necessary material, labor, bonds, permits, overhead, profit, taxes, insurance, delivery, etc. costs. It is not the obligation of Mobile Public Library to bring mistakes or omissions in the bid to the Bidder's attention. In case of error in extension of prices, the unit price will govern.
4. Each Bidder may submit only one bid response. A Bidder withdrawing their bid prior to award of the contract will remain eligible to bid on future MPL contracts; however, withdrawing after entering the contract commitment does cause the Vendor to become ineligible for consideration on all future MPL contracts and bid invitations.
5. Submit your proposal for janitorial/custodial services, as per the Scope of Work specified, on the provided form(s). Identify your submission prominently with "Bid#24MPL11BGV" clearly visible on the outside of the sealed physical package or envelope, addressed to Robert Hyde, Comptroller, Janitorial Services, Bid#24MPL11BGV, 700 Government Street, Mobile, AL 36602-1403.
6. Bids must be received at MPL Administrative Offices, in duplicate (i.e., two full and complete copies of your entire response, including completed Bid Form and all required documentation, any attachments, and, if applicable, samples), as per the Instructions and Scope of Project specified, **not later than 2:00PM, Monday, August 12, 2024**. Proposals received after the specified time will remain unopened. Do not deliver proposals to Library branches, as there is no assurance that your submission would be transferred to the Administration Office location prior to the deadline.
7. All valid submissions will be on paper, received in hard copy only. There is no provision for facsimile or electronic submissions of any kind. All documents and samples submitted by the contractor shall become the property of Mobile Public Library and will not be returned. If bid results are desired, enclose a self-addressed and stamped envelope with your bid.
8. Any request for interpretation of the specifications or other pre-bid documents are to be in writing, telephone communications or by e-mail and addressed to Grace Smith, Office Manager, Mobile Public Library (gsmith@MPLonline.org, 251-545-3352). To be given consideration, requests must be received at least eight business days prior to the date set for the opening of proposals. Any resulting interpretations and supplemental instructions will be in the form of written addenda issued to all known prospective bidders and posted on MPL website bid page:

<https://www.mobilepubliclibrary.org/about/bids.php> . To be specifically included on said notifications list of known prospective bidders, you may provide your email address to gsmith@MPLonline.org , stating you intend to bid and wish to be notified of addenda and supplemental instructions.

9. This is NOT an All-Or-None Bid. Separate contract(s) may be awarded for each Library branch. This bid is for the following MPL location(s):
 - a. MAIN Campus (Consisting of the Ben May Main Library, Administration Offices, Local History & Genealogy, and Development Office.)
 - b. Only the above one Library branch/location is offered for bidding at this time.
10. The proposal for service shall be presented as an hourly rate. Specify a separate hourly rate for each location in which you have interest. Your rate is not required to be the same across locations for which you choose to bid. The various locations' contract(s) may or may not be awarded to the same bidder. Bidders must not bid rates dependent on expectation of being awarded contract(s) for multiple locations. In other words, if you are the winning bidder for one or more of the locations you bid, you are required to honor those rates for those locations whether or not you win the contract(s) on any or all of the remaining locations for which you submitted a bid amount.
11. Service must be performed during hours scheduled with each location manager. Payment will be made for hours worked and properly documented. Payment will not be made for MPL holidays, or unscheduled closings due to weather or other emergencies. A holiday schedule for Mobile Public Library will be given to Contractor to avoid scheduling service on days the library will not be open.
12. Typical weekly custodial worker schedule by location is attached for your information and is based on scheduling during operational hours. The Library does not generally schedule cleaning when buildings are closed. The Library reserves the right to reconfigure and adjust custodial staffing hours as our needs dictate. In response to budgetary or funding issues, or in cases where the library needs to make operational or service changes, the total number of custodial staff hours could also change, up to and including the complete discontinuance of services at a library location. From time to time, the library may request additional custodial assistance at an off-site location in connection with a special event. All hours, including any pre-authorized beyond the usual schedule, are paid at the contracted rate. (i.e. This is not "overtime" and is not to be billed at a different rate.).
13. Changes in the Scope of Work, schedule, and total number of hours may be accomplished after the execution of the Agreement, and without invalidating the Agreement, by a written consent and modification. Any changes in the Scope of Work, schedule, and/or total number of hours shall be performed under applicable provisions of this document, and the Contractor shall proceed promptly, unless otherwise directed by the Library.
14. Contractor must provide an easily accessible contact person, including adequate telephone numbers, cell phone numbers, email addresses, etc.
15. Contractor must assign fully trained janitorial employee(s) to perform daily duties. It is the responsibility of the Contractor to train employees new to a job site or any substitutes for a regularly assigned employee. Supervision is required as specified in Scope of Work.

16. All work must be completed in a workmanlike manner according to standard practices. Assigned workers must be familiar with and perform the “**Scope of Work**” (Pages 8-10) and have physical abilities to perform all job requirements. For example, the ability to lift and remove items designated to be disposed (with use of a dolly provided by Library, if needed) and use of a ladder for performing some duties are requirements. Branch managers may change daily cleaning assignments, if necessary.
17. Workers must be neat and clean in appearance and have good personal hygiene.
18. Contractors with employees must test workers for drugs/alcohol before placing on the job and, thereafter, perform random drug testing. NO EMPLOYEE is to remain on Library premises upon testing positive for drugs.
19. Any complaint concerning sexual harassment will be fully investigated and appropriate action taken, including removal of employee from Library premises.
20. All rules of Mobile Public Library are to be followed without exception.
21. Mobile Public Library retains the right to relieve a custodian from their position for unacceptable performance or behavior, personality conflicts, or for any or no reason, and request replacement with a qualified, fully trained employee.
22. Contractor’s workers are required to use the Library time clock or designated work/time verification device to record hours worked each day. Each timecard begins with Sunday and ends with Saturday. This record will be used by the library to verify hours worked and to approve invoices provided by Contractor.
23. No worker is to take a lunch break on Library time. An unpaid break may be scheduled with the appropriate library manager if working more than 4 (four) hours a day. The library’s punch clock or designated time verification method will be utilized for start and end of lunch breaks. Service employees must stagger their break schedule such that no two custodians are taking breaks at the same time.
24. Contractor shall invoice total hours separately for each location on a weekly basis, Sunday through Saturday. All invoices must include the Contract Purchase Order number and be billed to Mobile Public Library, 700 Government Street, Mobile, AL 36602-1403. Authorized additional hours or service, if any, requires its own Purchase Order and must be billed separately.
25. Contractors shall furnish labor, materials, tools, equipment, and supplies and sustain all expenses incurred necessary to provide equipment, supplies, and perform services as specified in this document, with the exception of toilet paper, paper towels, liquid hand soap refills, and specialized cleaning products for Library specific/unique surfaces, which will be provided by MPL.
26. All cleaning supplies and equipment must be appropriate and effective, within the warranty requirements for the various surfaces (such as marble, stainless steel, etc.) and approved by Library management. Contractors shall provide to the Library MSDS sheets for each product used. Use of chlorine bleach or products containing bleach is not permitted. Chlorine bleach and any product containing bleach are not allowed in MPL facilities.

27. Vacuum cleaners (including vacuum cleaners with hand-vac capabilities) must be approved by the Library, be of commercial grade and be maintained in good working condition. The Library reserves the right to request Contractor to replace a vacuum cleaner when performance is an issue.
28. **A Pre-Bid facility tour may be scheduled prior to your bid submission by contacting the Building Manager directly at least 2 weeks prior to the bid due date.** This is for the purpose of allowing all bidders to familiarize themselves with the size and unique requirements of each building.
- a. MAIN Ben May Main Library: 701 Government St.
Contact Lucy Coleman at 251-340-1532.
 - b. LHG Local History and Genealogy: 753 Government St.
Contact Elizabeth Theris-Boone at 251-494-2190.
 - c. ADM & DEV Administration and Development Offices: 700 and 702 Government St.
Contact Courtney Chastang at 251-494-2262.
29. Contractor must provide at least two (2) current and local references that may be contacted regarding work performance. References must be long-standing accounts.
30. Every Contractor must maintain Bodily Injury and Property Damage Liability Insurance for the duration of the agreement. Contractors with employees must maintain Workmens Compensation Insurance for the duration of the agreement. If available, furnish evidence of insurance with bid submission; otherwise include letter of intent to obtain required insurance upon notice of winning bidders. Insurance requirements are as follows:
- a. Comprehensive General Liability including coverage for premises, product and completed operations, and blanket contractual liability, specifically covering the obligations assumed by Contractor.
 - i. Bodily Injury Liability:
 - 1. \$1,000,000 each person
 - 2. \$1,000,000 each occurrence
 - ii. Property Damage Liability - \$1,000,000 each occurrence
 - b. Comprehensive Automobile Liability including coverage to cover any auto, including all owned, non-owned, and hired vehicles.
 - i. Bodily Injury Liability:
 - 1. \$1,000,000 each person
 - 2. \$1,000,000 each occurrence
 - c. Excess/Umbrella Liability Insurance
 - i. \$1,000,000 combined single limit of liability each occurrence for bodily injury and/or property damage.
 - ii. Provide form coverage for Employer's Liability Comprehensive General Liability and Automotive Liability.
 - d. Workers Compensation Insurance – in the amounts required by all applicable laws, rules or regulations of the State of Alabama.
 - e. All Certificates of Insurance shall name Mobile Public Library, the City of Mobile, and the Mobile County Commission as an Additional Insureds.
 - f. All policies of insurance shall be endorsed to provide that all such insurances are

primary and non-contributing with any other insurance maintained by Mobile Public Library, the City of Mobile, and the Mobile County Commission.

- g. All policies of insurance shall be endorsed to waive rights of subrogation in favor of Mobile Public Library, the City of Mobile, and the Mobile County Commission.
31. Contractor **must** have an active City of Mobile Business License as applicable to City Revenue Regulations and Ordinances, upon award of contract(s) for locations within City of Mobile. If available, furnish Business License with bid submission; otherwise include letter indicating intent to comply with this requirement upon notice of winning bidders.
32. Contractors shall abide by provisions of City of Mobile Ordinance #02-050, 1968, prohibiting discrimination in employment by contractors and subcontractors performing any work for Mobile Public Library.
33. Mobile Public Library, as a Department of the City of Mobile, is exempt from State, County, and City sales and use taxes.
34. The State of Alabama Immigration Law (Act #2011-535, as amended by Act #2012-491), requires that contractors not violate Federal Immigration Law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. In addition, service contractors with employees are required to enroll in the federal E-Verify program (e-verify.gov) and submit verification of enrollment to MPL along with a completed Alabama Immigration Compliance Form (page 14).
35. Bidders shall comply with the provision of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against individuals with disabilities.
36. Preference to Resident Contractors: Section 39-3-5, Code of Alabama, 1975, provides that a non-resident (out of state) bidder domiciled in a state which grants a preference to local contractors is to be awarded a public contract on the same basis as the non-resident bidder's state awards contract(s) to Alabama bidders. Alabama bidders are given a preference to the same extent that a non-resident bidder received a preference in his/her home state. A non-resident bidder must include, with all written bid documents, a written opinion of an attorney licensed to practice in the non-resident bidder's state declaring what preferences, if any, exists in the non-resident's state.
37. All non-resident (out of state) corporations must register with the Secretary of State of Alabama and obtain a Certificate of Authority before doing business in the State of Alabama. Out of state bidders should register and secure the required Certificate before submitting a bid. The account number shall be included on the bid form.
38. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless Mobile Public Library, City of Mobile, and Mobile County Commission, their agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the contractor, anyone directly or indirectly employed by him/her or anyone for whose act he/she may be liable, regardless of whether or not such a claim, damage, loss or expense is caused in part by a party indemnified

hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section. In claims against any person or entity indemnified by an employee of the contractor anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or from the contractors under Workers' Compensation acts, disability benefit acts or other employee benefit acts.

39. A Bid Bond is not required for this invitation to bid.
40. Unless otherwise provided in the Contract Documents, Contractor shall provide and pay for labor, materials, products, equipment, tools, transportation, and other facilities and services necessary for the proper execution and completion of the Scope of Work.
41. Failure to observe all instructions and conditions will constitute grounds for rejection of a proposal.
42. An evaluation of the bids and preliminary award and notification will be made within ten days after opening the bids. However, all contract(s) and bid acceptances are subject to final approval by the Library Board of Trustees. Final notice will be made as soon as practicable following the next Library Board meeting. Library Board meetings are generally scheduled monthly.
43. Mobile Public Library reserves the right to reject any or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the interest of Mobile Public Library.
44. Termination of the Agreement
 - a. The Library may terminate the Agreement for cause if the Contractor:
 - i. Fails to perform service in a satisfactory manner;
 - ii. Repeatedly refuses or fails to supply properly skilled workers or proper equipment or materials;
 - iii. Repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority;
 - iv. Otherwise is guilty of substantial breach of a provision of the Contract Documents.
 - b. When any of the above reasons exist, the Library, upon determination that sufficient cause exists to justify such action, may without prejudice to any other rights or remedies of the Library and after giving the Contractor and the Contractor's surety, if any, seven (7) days written notice, withhold payments and terminate the Agreement.
 - c. The Library may, at any time, terminate the Agreement for the Library's convenience and without cause upon sixty (60) days written notice.
 - d. In case of such termination for cause or for the Library's convenience, the contractor shall be entitled to receive payment for all work executed, and costs incurred. The Library shall not make any payment for profit or damages as a result of such termination.

REQUIREMENTS OF JANITORIAL SERVICES

Scope of Work:

1. Floors – Public and Staff Areas

- a. Non-skid chemicals are to be used to prevent slippery floor surfaces. pH neutral products are required for marble, vinyl, and wood surfaces.
- b. All wood floors and stairs must be dust mopped daily. Spills such as coffee, soft drinks, and other liquids to be removed by damp cleaning daily.
- c. All vinyl, composition, ceramic, porcelain and granite or marble floors and stairs to be damp mopped daily.
- d. Marble floors to be mopped daily and cleaned monthly with pH neutral product.
- e. Remove scuff marks from all floors and stairs, as needed.
- f. All carpets must be vacuumed and any spills removed by spot cleaning daily.
- g. Entrance areas (steps, outdoor mats, walks, landings and doorways) must be swept on a daily basis.
- h. Spot clean carpet with carpet cleaning machine, as needed.

2. Dusting – Public and Staff Areas

- a. All furniture must be dusted or wiped daily, depending upon surface (wood, marble, granite, laminate, glass, etc.). All upholstered furniture to be hand vacuumed weekly.
- b. Ledges, sills, rails, moldings, and baseboards must be dusted monthly.
- c. High ledges, overhead pipes, vents, picture tops, etc. must be dusted monthly.
- d. Blinds must be dusted monthly.
- e. Shelves, including all canopies, end panels, and tops of books, are to be dusted daily by sections. All areas to be covered within a two-week period.
- f. HVAC registers and return vents to be dusted monthly.
- g. Newspaper shelves to be cleaned of newsprint regularly.

3. Restrooms

- a. All cleaning must be done using industrial disinfectant type cleaning detergent to assure a maximum level of sanitation.
- b. All floors must be cleaned and sanitized daily and deep cleaned and scrubbed monthly.
- c. Toilets, urinals, and lavatories must be cleaned and sanitized daily, and as needed.
- d. Walls, partitions, and pipes must be washed or damp cleaned, as needed.
- e. Mirrors are to be cleaned and sanitized daily.
- f. Tissue, towels, and soap must be replaced from stock daily. Stock provided by Mobile Public Library.
- g. Clean & sanitize toilet tissue dispensers, towel dispensers, soap dispensers and trash cans daily. Polish dispensers with stainless steel cleaner weekly. Clean soap dispenser liners monthly.

4. Glass – Public and Staff Areas

- a. Glass doors must be cleaned, handprints and smudges must be removed from adjacent framing and door handles daily.
- b. Interior partition glass must be cleaned daily.

5. Receptacles – Public and Staff Areas

- a. Trash must be emptied and placed in assigned container daily. Replacement trash liners

provided by Service.

- b. Boxes of newspapers, magazines, and old books identified/labeled as “trash” must be removed from premises (with use of dolly provided by library, if needed) and placed in dumpster or designated area outside library building.

6. Miscellaneous – Public and Staff Areas

- a. Drinking fountains must be cleaned with a disinfectant cleaner daily. A stainless steel cleaner to be used regularly to maintain a good shine.
- b. Handprints and smudges must be removed from and around electrical light switches and wall receptacles, door knobs, and framing as needed. Painted areas must not be damaged.
- c. All telephones shall be cleaned and sanitized with clean cloths and disinfectants for bacteria, germs and odor daily.
- d. Interior and exterior hand rails to be cleaned and sanitized daily.
- e. All brass handrails are to be wiped daily. Additionally, a section of brass is to be polished daily, with all brass having been polished within every two-week period.
- f. Elevator walls, floors and tracks to be cleaned daily. Bugs to be cleaned from elevator lighting fixtures weekly.
- g. Set up meeting rooms/auditorium for programs as needed.
- h. Pick up trash from grounds and parking lots daily.
- i. Stainless steel face plates in restrooms and kitchens must be kept clean and polished with stainless steel cleaner.
- j. Furniture Cleaning: Clean table tops and counter tops with approved products.
- k. Marble Walls and Granite Display Areas: Damp wipe as needed. In low areas, damp wipe weekly.
- l. Assist library staff with preparations for special programs and/or cleanup afterward.
- m. Other duties as assigned.

7. Janitorial supplies and equipment

- a. Service employee must inventory janitorial supplies and request items as needed from appropriate supplier (library contact or service contact) in a timely manner to maintain sufficient supply to meet the demand for cleaning and replacement needs.
- b. All cleaning products and supplies must be appropriate and effective for the various surfaces and approved by Mobile Public Library management. MSDS sheets are to be supplied to each location for each product used. Use of chlorine bleach or products containing bleach is not permitted, except for the disinfecting of mop heads.
- c. Service to provide all necessary ordinary cleaning supplies, equipment, trash bags, etc. Library will provide specialized cleaning supplies (Brass, Marble, Stainless Steel Cleaners), all paper supply products (toilet paper and paper towels), and hand soaps for dispensers.
- d. Vacuum cleaners must be commercial grade and maintained in good working condition. The Library reserves the right to request replacement vacuum cleaners when performance is an issue.

8. Reporting

- a. Report any irregularity, for example defective plumbing or unlocked doors, to Library manager or his/her assistant.
- b. If Service employee does not plan to report for work, he/she must notify Service in a timely manner and a substitute is to report to duty at the regularly scheduled time.
- c. If Service employee cannot report to work on time due to an emergency, he/she must notify

Service and Library manager or his/her assistant.

- d. A journal shall be provided for each location. Every day the Service employee will review and sign the journal. Custodians may use the journal to report concerns, request supplies, approvals, or accommodations, etc. MPL managers will use the journal to communicate feedback, request special attention to specific concerns, or notify custodian and/or supervisor of new information, etc. The supervisor will review and sign the journal weekly.

9. Supervision

- a. Service personnel will take direction from Library's Branch Manager and Library Custodian Supervisor.
- b. Service supervisor must inspect work of employee weekly to assure that the Library facility is being properly maintained by Service.
- c. Service supervisory intervention is required to resolve custodial issues. Mobile Public Library retains the right to relieve a custodian from their position for unacceptable performance or behavior, personality conflicts, or for any or no reason, and request replacement with a qualified, fully trained employee.
- d. Service supervisor shall schedule quarterly appointments to meet with each library location manager to determine if any concerns exist that Service needs to address. Library manager to complete janitorial quarterly meeting report and route to ADM Office Manager (see attached sample form).

10. Maintenance of Book Returns

- a. Every six months, clean book returns with a mild soap with no ammonia, rinse, and wax (automotive wax to be furnished by Library). Stainless Steel book returns to be cleaned with stainless steel cleaner.

11. Staff Break Room, Staff Work Areas & Meeting Room Kitchen

- a. Wipe off and disinfect tables, cabinets and counters, stove, microwaves, and sink (all surface areas) daily.
- b. Clean all appliance handles, rims and faces daily.
- c. Clean refrigerator and microwave interior as scheduled by manager.

12. Exterior Areas

- a. Sweep entrance areas and sidewalks - front and back removing leaves and debris daily.
- b. Pick up litter and debris from library parking lot and grounds (paper, soft drink cans, cups, etc.) daily.
- c. Remove fallen leaves and debris from entrances, exits, porches, and balconies, as needed.
- d. Pick up spilled garbage cans, as needed.
- e. Clean outside garbage cans, as needed.
- f. Chewing gum to be removed from outside plazas and sidewalks, as needed.

13. Other Duties

- a. The above custodial duties are not all inclusive. Reasonable tasks may be assigned as needed to ensure that all library facilities are well maintained.

PROPOSAL FORM
PROPOSAL FOR JANITORIAL/CUSTODIAL SERVICES
 Bid #24MPL11BGV

USE THIS TABLE TO QUOTE ON JANITORIAL SERVICES BY LOCATION
 FOR THE TERM OF THE CONTRACT. WRITE “NO BID” IN LOCATIONS FOR
 WHICH YOU DO NOT WISH TO BE CONSIDERED.

Library Location	Maximum Total Weekly Hours	Bid Rate Per Hour
MAIN Campus, incl Floater	102	
MLM (Moorer)	21	<i>This location is not scheduled for bid at this time.</i>
PWY (Parkway)	15	<i>This location is not scheduled for bid at this time.</i>
SEM (Semmes)	21	<i>This location is not scheduled for bid at this time.</i>
THEO (Theodore Oaks)	15	<i>This location is not scheduled for bid at this time.</i>
TVLE (Virginia Dillard Smith), includes BKM (BookMobile)	25	<i>This location is not scheduled for bid at this time.</i>
WR (West Regional)	84	<i>This location is not scheduled for bid at this time.</i>
GBAY (Grand Bay)	17.5	<i>This location is not scheduled for bid at this time.</i>

Reminders:

1. Read entire bid invitation before submitting your response.
2. Proposals must be received in the MPL Administrative Offices not later than 2:00 PM, Monday, August 12, 2024.
3. Envelopes containing the proposals must be:
 - a. Sealed and clearly identified with “Bid #24MPL11BGV” on the outside of the sealed envelope,
 - b. Submitted in DUPLICATE, meaning include two identical copies of every page of the proposal and supporting documentation, and
 - c. Addressed to:
 Robert Hyde, Comptroller
 Mobile Public Library
 Janitorial Services Bid#24MPL11BGV
 700 Government Street
 Mobile, Alabama 36602-1403
4. The “Instructions and Conditions” and “Requirements of Janitorial Services” will become the basis for the Contract between Mobile Public Library and the winning bidder(s).
5. Requests for interpretation of the specifications or other pre-bid documents must be received at least eight business days prior to the bid opening date. See item #8 of the INSTRUCTIONS AND CONDITIONS.
6. In addition to your company’s information and authorization, also include complete contact information for the individual who will be responsible for the Library contract: telephone numbers, email address, etc.
7. Verify your proposal before submission as it cannot be withdrawn or corrected after it has been opened.

PROPOSAL FORM
PROPOSAL FOR JANITORIAL/CUSTODIAL SERVICES
Bid #24MPL11BGV

PROVIDE AT LEAST TWO CURRENT LOCAL REFERENCES
THAT MAY BE CONTACTED REGARDING WORK PERFORMANCE

Please Print

1. Company: _____
Address: _____
Contact Person: _____
Title: _____
Length of Time Service Provided: _____
Size of Account: _____

2. Company: _____
Address: _____
Contact Person: _____
Title: _____
Length of Time Service Provided: _____
Size of Account: _____

3. Company: _____
Address: _____
Contact Person: _____
Title: _____
Length of Time Service Provided: _____
Size of Account: _____

4. Company: _____
Address: _____
Contact Person: _____
Title: _____
Length of Time Service Provided: _____
Size of Account: _____

PROPOSAL FORM
PROPOSAL FOR JANITORIAL/CUSTODIAL SERVICES
Bid #24MPL11BGV

Bidder agrees to provide services as outlined in “Instructions and Conditions” and “Requirements of Janitorial Services” and to contract for the proposed rate(s) per hour for only time worked by each custodial worker at each location specified. This page must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

SUBMITTED BY:

Company: _____

Address: _____

Telephone Number(s): _____

Fax Number: _____

Email Address: _____

Submitted by (Print Name): _____

Title: _____

Signature: _____

Date: _____

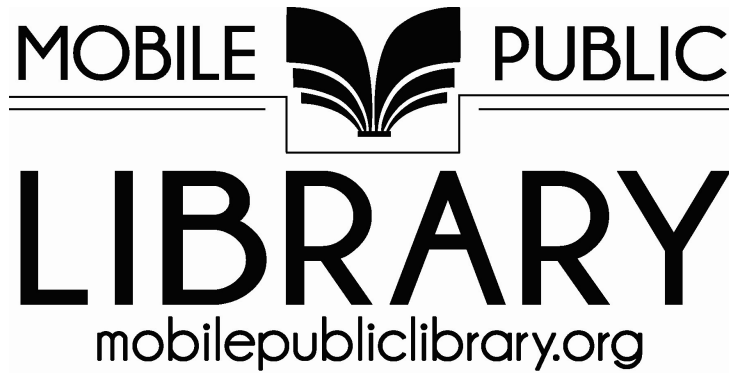
Provide your company’s designated point of contact for MPL services:

Name: _____

Telephone Number(s): _____

Fax Number: _____

Email Address: _____



**MOBILE PUBLIC LIBRARY
ALABAMA IMMIGRATION COMPLIANCE FORM**

I, _____, affirm that, for the duration of this agreement, _____ (Vendor) will not violate the federal immigration law or knowingly employ, hire for employment or continue for employment, an unauthorized alien within the State of Alabama.

Furthermore, if found in violation of this provision, Vendor acknowledges that the company shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.

Company Name

Date

Signature and Title

Go to ***<https://www.e-verify.gov/employers/enrolling-in-e-verify>*** for compliance instructions. Attach Verification of Vendor’s enrollment in the E-Verify program to this Agreement.

Weekly Custodial Schedule by Location

LOCATION	MON	TUE	WED	THR	FRI	SAT	SUN	WEEKLY HRS
*MAIN Campus	16.0	16.0	16.0	16.0	8.0	8.0	2.0	82
**MAIN FLOATER	4.0	4.0	4.0	4.0	4.0			20
MLM (Moorer)	3.5	3.5	3.5	3.5	3.5	3.5		21
PWY (Parkway)	2.5	2.5	2.5	2.5	2.5	2.5		15
SEM (Semmes)	3.5	3.5	3.5	3.5	3.5	3.5		21
THEO (Theodore Oaks)	2.5	2.5	2.5	2.5	2.5	2.5		15
TVLE (Virginia Dillard Smith)	4.0	4.0	4.0	4.0	4.0	4.0		24
BKM (BookMobile)		.5		.5				1
WR (West Regional)	16.0	16.0	16.0	16.0	16.0	4.0		84
GBAY (Grand Bay)	3.5	3.5		3.5	3.5	3.5		17.5
DAILY TOTALS	63.5	64	60	64	55.5	31.5	2	300.5

* Sunday cleaning hours are scheduled beginning the week of Labor Day until the week of Memorial Day, which consists of approximately eight months

** The FLOATER position will ordinarily be scheduled to work at Ben May Main Library, except when needed at another location for unusual situations or special projects. This may, on occasion, mean a Library branch not located on MAIN Campus. When the Floater is needed at other branches, reasonable advance notice and scheduling flexibility will be provided to the extent possible.

This is a tentative weekly schedule and is subject to change during the course of the agreement. The Library will contact the Service with any changes to the schedule with reasonable advance notice.

Bid #24MPL11BGV Locations, Managers, and Hours

Administrative Offices - ADM

Grace Smith, Office Manager
(545-3352)
700 Government Street
Mon - Fri 8 am - 4 pm

Development Office - DEV

Grace Smith, Office Manager
(545-3352)
702 Government Street
Mon - Fri 8 am - 4 pm

Ben May Main Library - MAIN

Lucy Coleman, Manager (340-1532)
701 Government Street
Mon - Thurs 9 am - 8 pm
Fri & Sat 9 am - 6 pm
Sundays 1-5 (Labor Day - Memorial Day)

Local History & Genealogy - LH&G

Elizabeth Theris, Manager (494-2172)
753 Government Street
Mon - Sat 9 am - 5 pm

Moorer/Spring Hill Branch - MLM

Veronica McCoo, Manager (494-4001)
4 South McGregor Avenue
Mon, Wed, Fri & Sat 9 am - 6 pm
Tues & Thurs 9 am - 8 pm

Grand Bay Library - GBAY

Ella Alfred, Manager (494-2207)
10329 Freeland Ave, Grand Bay
Mon & Thurs 9 am - 6 pm
Tues 10 am - 7 pm
Fri & Sat 9 am - 5 pm
Wednesday Closed

Parkway Branch - PWY

Manager (494-4401)
1924-B Dauphin Island Parkway
Mon, Wed, Fri & Sat 9 am - 6 pm
Tues & Thurs 9 am - 8 pm

Semmes Branch - SEM

Heather Williams, Manager (494-4880)
9150 Moffett Road, Semmes
Mon, Wed, Fri & Sat 10 am - 6 pm
Tues & Thurs 10 am - 7:30 pm

Theodore Oaks Branch - THEO

David Ori, Manager (580-7695)
5808 Hwy 90 West, Ste E, Theodore
Mon & Tues 9 am - 7 pm
Wed - Sat 9 am - 5 pm

Virginia Dillard Smith/Toulminville Branch - TVLE

Betty Kidd, Manager (580-7012)
601 Stanton Road
Mon & Thurs 9 am - 8 pm
Tues, Wed, Fri & Sat 9 am - 6 pm

Bookmobile (vehicle) - BKM

April Brook Manager (470-1778)
601 Stanton Road
Hours vary due to bookmobile stops

West Regional Branch - WR

Sheryl Somathilake, Manager (340-8550)
5555 Grelot Road
Mon-Thurs 9 am - 8 pm
Fri & Sat 9 am - 6 pm

SQUARE FOOTAGE ESTIMATES - MPL LOCATIONS

<u>LOCATION</u>	<u>TOTAL SQUARE FOOTAGE</u>
Bookmobile Garage (BKM) 601 Stanton Road	2,162
Toulminville Branch (TVLE) 601 Stanton Road	15,395
Development Office (DEV) 702 Government Street	1,376
Local History & Genealogy (LH&G) 753 Government Street	4,000
Ben May Main Library (MAIN) 701 Government Street	49,258
Moorer/Springhill Branch (MLM) 4 South McGregor Avenue	11,892
Parkway Branch (PWY) 1924-B Dauphin Island Parkway	8,820
Semmes Branch (SEM) 9150 Moffett Road	14,050
Grand Bay Library (GBAY) 10329 Freeland Ave	4,992
Theodore Oaks Branch (THEO) 5808 Highway 90 West, Suite E	3,452
West Regional Branch (WR) 5555 Grelot Road	66,740
Saraland Public Library (SLND) 111 Saraland Loop	7,168
Trinity Gardens Community Library (TG) 2668 Berkley Avenue	1,647

JANITORIAL DAILY, WEEKLY, MONTHLY, OR QUARTERLY MEETING RECORD

Library Location: _____ **Date of Meeting:** _____

In Attendance: _____

Suggested subjects for evaluation:

- ✓ Overall appearance of facility.
- ✓ Floors, dusting, restrooms, glass, receptacles, outdoor areas, etc.
- ✓ Availability of janitorial supplies provided by Service.
- ✓ Performance and attendance rating of custodian.
- ✓ Communications with Service contact person.
- ✓ Supervision of custodians by Service.
- ✓ Inspections of library facility by Service.

COMMENTS:

This is a sample form for bidders' reference.

ACTION REQUIRED:

Location Manager: _____

Signature

Contractor Manager: _____

Signature

ROUTE TO: ADM OFFICE MANAGER

5/2022