



CITY OF BESSEMER
REQUEST FOR PROPOSAL (RFP)
For
Cleaning Services

Due:

Wednesday, July 5, 2023 at 4:00 p.m.

Submit Proposals to:

Wanda D. Taylor

City Clerk
City of Bessemer
1700 3rd Avenue North
Bessemer, Alabama 35020

TABLE OF CONTENTS

SECTION I - GENERAL INFORMATION

| | |
|---|---|
| Request for Proposal | 5 |
| Schedule of Request for Proposal Events | 5 |
| Official Contact | 5 |
| Proposal Due Date..... | 5 |
| Proposal Withdrawal | 6 |
| Solicitation Protest | 6 |
| Addenda | 6 |
| Cancellation, Delay or Suspension of Solicitation, Rejection of Proposals | 6 |
| Irregularities | 7 |
| Selection Process Generally | 7 |
| Incurred Costs | 7 |
| Ownership of Documents..... | 7 |
| Confidentiality of Information..... | 7 |
| Public Record | 7 |
| Equal Opportunity Policy for Vendors | 7 |
| Recyclable Products | 8 |

SECTION II - PROPOSALS

| | |
|--------------------------|---|
| Proposal Submittal | 8 |
| Proposal Content..... | 8 |

SECTION III – EVALUATION/SELECTION OF PROPOSALS

| | |
|---------------------------|---|
| Evaluation Criteria | 9 |
|---------------------------|---|

| | |
|--|----|
| Selection Process | 9 |
| Clarifications | 9 |
| Award | 9 |
| Notice of Intent to Award, Term and Renewal, & Basis of Payment..... | 10 |
| SECTION IV – SCOPE OF WORK | |
| Specifications | 10 |
| Building List | 10 |
| Responsibilities of Contractor | 11 |
| SECTION V - EXHIBITS | |
| Certification Statement V-1 | 13 |
| Bid Proposal Form V-2..... | 14 |

Advertisement

CITY OF BESSEMER

Cleaning Services for Bessemer City Hall

REQUEST FOR PROPOSAL

The City of Bessemer invites qualified firms or individuals who are both licensed and bonded to submit proposals to serve as an independent contractor to provide Cleaning Services for Bessemer City Hall located at 1700 3rd Avenue N. Bessemer, AL 35020.

To qualify to submit a written proposal, all qualified firms or individuals must be present on Tuesday, June 13, 2023, at 2:00 p.m. to tour the facility. All persons must meet in the lobby of Bessemer City Hall to receive a guided tour with Christopher Warren, the Mayor's Assistant. The tour will begin promptly at 2:15 p.m.

Written Proposals will be received by Wanda D. Taylor, City Clerk, 1700 3rd Avenue North, (1st Floor), Bessemer, AL 35020 no later than **4:00 p.m.** Central Standard Time (CST) on **Wednesday, July 5, 2023.** Late proposals will be kept by the City, but not considered for award. The City will not consider for award any proposals submitted via facsimile, email or other forms of electronic transmission.

The complete Request for Proposal is on file with and may be obtained from the City Clerk's Office, Wanda D. Taylor - City Clerk, 1700 3rd Avenue North, (1st Floor), Bessemer, Alabama. The Request for Proposal can also be obtained from the City's website <https://www.bessemeral.org/bid-opportunities/> .

It is the responsibility of the Vendor to check the website to stay current on all Q&A and any addendums. It will not be the City's responsibility to ensure that the most current information is available in any additional way other than posting on the website.

The City of Bessemer's programs, services, employment opportunities, and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

Wanda D. Taylor
City Clerk
City of Bessemer

SECTION I – GENERAL INFORMATION

I-1 Request for Proposal (RFP)

The City of Bessemer is requesting proposals for a two (2) year contract for cleaning services for Bessemer City Hall.

Schedule of Request for Proposal Events

| | |
|---|-----------------------|
| RFP Issued | May 8, 2023 |
| Deadlines for Inquiries | June 11, 2023 |
| *Mandatory Site Visit at 2:00 p.m. | June 13, 2023* |
| Proposals Due by 4:00 p.m. | July 5, 2023 |
| City Council Approval (projected) | July 18, 2023 |
| Commencement of Services (projected) | August 1, 2023 |

Dates are approximate and subject to change.

* All bidders must attend the mandatory site visit on Tuesday, June 13, 2023. You are to meet Christopher Warren, Mayor’s Assistant, **at 2:00 p.m.** in the lobby of Bessemer City Hall, 1700 3rd Avenue North, Bessemer, Alabama 35020. **If you do not sign in, your proposal will not be considered.**

I-2 Official Contact

Questions regarding this RFP must be labeled “Cleaning Services for City Hall Query” and directed to:

Wanda D. Taylor, City Clerk
City of Bessemer
1700 3rd Avenue North
Bessemer, Alabama 35020
(205) 424-4060 ext. 4192
Email: cityclerk@bessemeral.org

I-3 Proposal Due Date

One (1) original and five (5) copies of the proposal must be delivered to:

Wanda D. Taylor, City Clerk
City of Bessemer
1700 3rd Avenue North
Bessemer, Alabama 35020

no later than **Wednesday, July 5, 2023 at 4:00 p.m. CST**. Proposals must be sealed and clearly addressed and marked with “*PROPOSAL FOR CLEANING SERVICES FOR CITY HALL.*” Late proposals will be kept by the City, but not considered for award. The City will not consider for award any proposals submitted via facsimile, email or other forms of

electronic transmission.

I-4 Proposal Withdrawal

Any proposal may be withdrawn at any time before the “Proposal Due Date” and time, by providing a written request for the withdrawal of the proposal to the issuing office. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

I-5 Solicitation Protest

A proposer may protest or request a change of a solicitation provision, evaluation criterion, scope of work, specification or contract term no later than seven (7) calendar days prior to the proposal due date. No protest of or request to change a solicitation provision, evaluation criterion, scope of work, specification or contract term or a protest of the selection of a consultant or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification or contract term will be considered after such time. The protest or request for change shall include the reason for the protest or change, any proposed language, and why the proposed language would benefit the City. The City shall consider the protest or request for change and may reject the protest or request for change, issue an addendum or cancel the RFP. The protest must be submitted to the City at the following address:

City of Bessemer
Attention: Wanda D. Taylor, City Clerk
1700 3rd Avenue North
Bessemer, Alabama 35020

I-6 Addenda

The City may modify the RFP at any time prior to the RFP due date, by issuance of a written addendum to all proposers who are participating in the process at the time the addendum is issued and posted on the city’s website (<https://www.bessemeral.org/bid-opportunities/>). Addenda will be numbered consecutively. Only through a written addendum may the City modify the RFP. Any other modifications, verbal or otherwise, to the RFP specifications shall not be binding upon the City. It is the sole responsibility of proposers to check the City’s website for any addenda the City may issue.

I-7 Cancellation, Delay or Suspension of Solicitation, Rejection of Proposals

The City may cancel, delay or suspend this solicitation if doing so is in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if doing so is in the best interest of the City as determined by the City.

I-8 Irregularities

The City reserves the right to waive any non-material irregularities or information in the RFP or in any proposal.

I-9 Selection Process Generally

This RFP is not an offer to contract but seeks the submission of proposals from qualified, professional respondents that may form the basis for negotiation of a contract or agreement. *The City of Bessemer reserves the right to reject any or all proposals and solicit additional proposals if it is determined to be in the best interest of the City of Bessemer.*

I-10 Incurred Costs

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

I-11 Ownership of Documents

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

I-12 Confidentiality of Information

All information and data furnished to the Proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

I-13 Public Record

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

I-14 Equal Opportunity Policy for Vendors

The City of Bessemer requires all Proposers to comply with equal opportunity polices. The City of Bessemer's programs, services, employment opportunities, volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation. In addition, all Proposers must comply with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. More information available at: <http://immigration.alabama.gov> .

I-15 Recyclable Products

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposal and in the performance of the work set forth in this RFP.

SECTION II - PROPOSALS

II-1 Proposal Submittal

- i) Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP, and should be easily reproducible. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.
- ii) All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the Proposal Content list below.

II-2 Proposal Content

The proposal must provide the following information in the following sequence.

1. Bid Proposal Form/Checklist (Exhibit V-2)
2. Title Page
3. Letter of Transmittal
4. Table of Contents
5. A completed Certification Statement (Exhibit V-1) with proposal.
6. Executive Summary highlighting the firm's proposal. The complete name of the firm or person(s) submitting the proposal, the main office address, the primary and secondary contact person(s) and their perspective telephone numbers and email addresses.
7. Company Background including:
 - a. How long the person or company has been in business.
 - b. A brief description of the company's size and organization.
 - c. Number of support personnel.
 - d. A list of any sub-proposers the firm proposes to use.

8. A letter on company letterhead authorizing an official of the firm to negotiate a transaction with the City.
9. Certificate of Insurance and Certificate of Licensure
10. List of four (4) references including: name, telephone number, address and email.

SECTION III – EVALUATION/SELECTION OF PROPOSALS

III-1 Evaluation Criteria

The City will evaluate vendors on their ability to provide the services including the overall cost for said services. All proposal prices are to be firm for ninety (90) days. The City reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

III-2 Selection Process

- i) At its discretion, the City of Bessemer may require proposers to provide a demonstration of products and equipment used. These demonstrations provide an opportunity for the proposers to clarify their proposal for the City. All such demonstrations will be scheduled by the City. Representatives of the City may choose to visit client references to observe the work of the vendor. The award/negotiation sequence will be based on a selection of the most advantageous regarding price, quality of services, the Vendor's qualifications, and capabilities to provide the specified service, and other factors which the City of Bessemer may consider.
- ii) Each proposal will be evaluated by the appropriate staff. If necessary, three (3) vendors will be placed on a "short list" and may be asked to come in for an interview. The vendors that are selected to come in for an interview may be asked to submit additional information. The City reserves the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all proposals can be conducted. If three (3) or fewer proposals are received, the City reserves the right to terminate this process and begin again or to choose from the submissions.

III-3 Clarifications

The City reserves the right to seek clarification of each proposal submitted. The City also reserves the right to require additional evidence of technical, managerial, financial, or other abilities prior to selection.

III-4 Award

- i) Once the proposals are opened, the City of Bessemer will evaluate each proposal, taking into consideration the criteria and methodology stipulated in this RFP. The City of Bessemer will be the sole judge in evaluation considerations and may make an

award to the vendor(s) who submit the proposal judged by the City to be most advantageous. A recommendation as to which system best meets the interests of the City (as determined by the Mayor) will be presented to the Bessemer City Council. The award will only be to the responsible proposer(s) qualified by experience to perform the services specified herein and in consideration of the City's best interests.

- ii) The City reserves the right to reject any or all proposals, in whole or in part and is not necessarily bound to accept the lowest price but instead will accept and award to the proposal that is most responsible and best suites the City and the City's services. The City reserves the right to waive minor irregularities. A proposal may be rejected if it is in any way incomplete or irregular and preference will be given to local Vendors.

III-5 *All proposals submitted shall be valid for a period of ninety (90) calendar days from the date of the proposal opening.*

III-6 Notice of Intent to Award, Term and Renewal, & Basis of Payment

- i) Upon completion of the evaluation process, the City Clerk will advise the Proposers of the City's number one selection.
- ii) The term of the Contract shall be for two (2) years unless earlier terminated. The Contract may be terminated by either party with a sixty (60) day written notice. The Contract may be terminated by either party with or without cause in less than sixty (60) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.
- iii) Payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice. The invoice shall state the amount and the date the service was performed. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

SECTION IV – SCOPE OF WORK

IV-1 Specifications

The specifications outline the requirements for cleaning services for one (1) City of Bessemer building. The address and approximate square footage are outlined to assist you in your quote.

A walkthrough can be scheduled by appointment to view the building beforehand.

IV-2 Building List

City Hall – 1700 3rd Avenue North, Bessemer, Alabama 35020

Three floors –approximately 29,000 sq. ft. Includes entryway and main hallway, Mayor's Suite, Council Suite, Council Chambers, bathrooms, kitchenettes, Finance

Department, City Clerk's Office, Building Department, Office of Economic and Community Development, Payroll and Accounts Payable Office, IT Department and any other office areas.

IV-3 Responsibilities of the Contractor

- A. The Contractor is to provide daily cleaning service to the Bessemer City Hall. The Contractor shall provide one employee to be on site at City Hall from 7:30 a.m. to 5:00 p.m. for the purposes of cleaning throughout the day (i.e. dusting, for cleaning of spills, maintaining trash in bathroom and the overall cleanliness of the facility).
- B. Contractor shall provide extensive cleaning services each night the facility closes (i.e. mopping, buffing of floors, cleaning of walls, etc.) to ensure that when the facility re-opens the following business day that the facility is in top notch shape.
- C. Each calendar year the City of Bessemer posts the holidays it will observe and be closed. If a quarterly cleaning (i.e. stripping of floors, washing of windows, conditioning of wood or other like material) falls on an observed holiday, Contractor is permitted to perform said cleaning on the next available business day. Provided, said cleaning must be finished in a manner that occupation of the facility is permitted the following day. Should any extensive cleaning occur that has extensive fumes or other hazardous gases, Contractor is expected to perform this cleaning on the weekend so as to allow for the proper time for the appropriate ventilation.
- D. The City of Bessemer WILL NOT supply any cleaning equipment, chemicals, trash bags, paper towels, hand soaps or toilet paper. Bid prices should include price per unit of each item. However, the City may elect at a later date to supply some or all of the materials provided herein and Contractor will be responsible for coordinating with the appropriate department to ensure supplies are stocked.
- E. The Contractor shall promptly report to the Mayor's Office any damaged facilities and/or broken items that need to be replaced to not be held accountable weekly.
- F. The Contractor is tasked with the proper maintenance and care of the cleanliness of the facility. Should any damage be noticed by the Contractor, you are to immediately notify the City. This includes if you witness any accident or other issue that you believe to be an issue. The expectation of the Contractor is to keep the facility in top notch shape. It is imperative that you attend the walk-through to gather the insight needed to provide an appropriate quote.
- G. This list is not all exhaustive and is meant to be a guide to formulating a bid. Any additions or deletions should be noted. **Provide in your proposal the price per unit on any supplies; a daily cleaning schedule; weekly cleaning schedule, monthly cleaning schedule, and quarterly cleaning schedule for the items as provided herein.** If there are additions, please note them also in your quote. Please note at follows:

Refer to Exhibit V-2 Bid Proposal Form and return the exhibit in your proposal submission. Follow the instructions provided on the form.

SECTION V – EXHIBITS

EXHIBIT V-1 CERTIFICATION STATEMENT

All proposals must include this certification statement signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule.

- A. Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.
- B. Proposal and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the City.
- C. The Proposer has not and will not discriminate against a sub-vendor in the awarding of a subcontract based on race, creed, sex, age, national origin or familial status.
- D. Proposer’s Federal Taxpayer Identification number _____.
- E. The Proposer certifies that it has received any addenda the City may have issued and has accounted for such addenda in its proposal. The Proposer certifies that it has not either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract.
- F. The Proposer certifies that it has not knowingly employed, hired for employment or continued to employ an unauthorized alien as defined in the Beason-Hammon Alabama Taxpayer & Citizen Protection Act (Alabama Act No. 2011-535). Further, the Proposer agrees as a condition for the award of the contract, to provide documentation establishing that the Bidder is enrolled in the E-Verify program. During the performance of the Contract, the Proposer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

Proposer’s Signature:

Date

Print: Name

Date

BID PROPOSAL FORM – EXHIBIT V-2

This Bid Proposal is submitted on behalf of Company Name: _____ by _____ as its _____. I aver that this bid price includes the cost of a day porter from 7:30 a.m. to 5:00 p.m. from Monday through Friday of each week for cleaning throughout the day and for spills or other related duties, the cost of a nightly cleaning crew from Monday through Friday of each week to provide all area services as provided herein prior to the building reopening to include a supervisor and 2 to 5 persons to expedite accordingly, and fully understand that this bid proposal price includes all cleaning supplies and paper products for the restrooms/kitchen area, in the amount of:

A. Bid Price: \$_____ per month, \$_____ annually.

Signed: _____ (initials)

Please check and place initials acknowledging each item in the provided blanks. If no box is checked or initial given, failure to answer may constitute disqualification.

_____ I acknowledge that I was notified of the requirement to visit the property to view the layout, materials, take measurements (where appropriate) and have asked the questions that I felt necessary (where applicable).

OR

_____ I did not view the property prior to preparing or placing my bid proposal for consideration.

Signed: _____ (initials)

_____ I understand there are sixty-four (64) items that indicate service area/service required and the required frequency and that in order for my bid to be considered that each item has been appropriately marked by a check or X under the appropriate heading of: “Yes”; “Yes with Additions (Yes &)”; or “Not offered (No)”. If a response of Yes is recorded, you will be expected to perform exactly what is provided and otherwise negotiated upon award of the contract. If you respond “Yes &” or “No”, you must provide an explanation of services on a separate sheet of paper in the corresponding numerical order.

Signed: _____ (initials)

Please check and place initials acknowledging each item in the provided blanks. If no box is checked, it will constitute a failure to answer and may constitute disqualification.

| Service Area/Service Required | Required Frequency | Yes | Yes & | <u>Not offered</u> |
|--|---------------------------|------------|------------------|---------------------------|
| | | | | |
| ALL AREA SERVICES MUST INCLUDE | | | | |
| 1. Review customer communication logbook prior to starting service/notify city of concerns | Every Service | | | |
| 2. Clean all light switches, door knobs, and picture frames | Every Service | | | |

| | | | | |
|---|----------------------|--|--|--|
| 3. Clean and disinfect water fountains and/or water coolers, removing watermarks and splashes on sides, fronts and surrounding walls. | Every Service | | | |
| 4. Disinfect all phones | Every Service | | | |
| 5. Dust all computer monitors and keyboards. | Every Service | | | |
| 6. Dust all door frames, moldings and chair railings | Every Service | | | |
| 7. Dust all horizontal surfaces (i.e. desks, tables, work surfaces, shelves) | Every Service | | | |
| 8. Dust and damp mop edges, corners and non-high traffic hard floor surfaces | Every Service | | | |
| 9. Dust and damp mop high traffic areas | Every Service | | | |
| 10. Dust window sills | Every Service | | | |
| 11. Empty trash and replace liners as needed, remove trash to collection point | Every Service | | | |
| 12. Spot clean all partition glass with squeegee | Every Service | | | |
| 13. Vacuum high traffic carpeted areas and any walk off mats | Every Service | | | |
| 14. Dust televisions and remove smudges, fingerprints or the like | Every Service | | | |
| 15. Polish Conference room table and chairs | Every Service | | | |
| 16. Spot clean carpeting as needed | Every Service | | | |
| 17. Wipe down desks & office furniture if desk completely clear of items | Every Service | | | |
| 18. Dust blinds with a microfiber cloth or wand | Monthly | | | |
| 19. Dust all ceiling fans | Monthly | | | |
| 20. Dust all lighting fixtures and damp wipe to smudge free shine | Monthly | | | |
| 21. Damp wipe all windows & glass frames | Quarterly (at least) | | | |
| 22. Clean all ceiling vents and returns within reach | Weekly | | | |
| 23. Clean baseboards | Weekly | | | |
| 24. Spot clean walls, light switches, doors to remove fingerprints, smudges, & spills | Weekly | | | |
| 25. Vacuum edges, corners and non-high traffic carpeted areas | Weekly | | | |
| 26. Remove all cobwebs as soon as visible | Weekly/As Needed | | | |
| 27. Wipe clean tops & all sides of all trash receptacles | Weekly | | | |

| 1ST FLOOR SERVICE AREA | | | | |
|--|---------------------------|------------|------------------|---------------------------|
| <i>Entrance/Lobby/Waiting Area</i> | | | | |
| 28. Arrange magazines neatly | Every Service | | | |
| 29. Clean entrance glass and receptionist glass | Every Service | | | |
| 30. Vacuum walk off mats | Every Service | | | |
| Service Area/Service Required | Required Frequency | Yes | Yes & | <u>Not offered</u> |
| 31. Detail clean all entrance door glass | Every Service | | | |
| <i>Kitchen/Breakroom</i> | | | | |
| 32. Clean and disinfect exterior of appliances and vending machines | Every Service | | | |
| 33. Clean and disinfect kitchen countertops, tables, sinks | Every Service | | | |
| 34. Clean and disinfect outside and inside of microwave | Every Service | | | |
| 35. Dust and damp mop floors with disinfectant | Every Service | | | |
| 36. Restock all paper and soap products/clean & polish dispensers | Every Service | | | |
| 37. Spot Clean all cabinets | Every Service | | | |
| 38. Detail clean all cabinets | Weekly | | | |
| 39. Clean and disinfect inside of refrigerator (Posting Notice One Week Prior that all food containers, Tupperware or the like will be discarded). | Monthly | | | |
| COMMON AREAS | | | | |
| <i>Stairs/hard floors</i> | | | | |
| 40. Dust mop and damp mop all stairs and landings | Every Service | | | |
| 41. Wipe all hand rails | Every Service | | | |
| 42. Spot clean walls (as needed) | Every Service | | | |
| RESTROOMS | | | | |
| 43. Clean and disinfect all countertops, sinks, toilets and urinals | Every Service | | | |
| 44. Clean and polish dispensers, fixtures and mirrors | Every Service | | | |
| 45. Dust and damp mop tile floors with disinfectant | Every Service | | | |
| 46. Restock all paper and soap products | Every Service | | | |

| | | | | |
|---|--|------------|------------------|---------------------------|
| 47. Spot Clean tile walls and partitions | Every Service | | | |
| 48. Complete all high dusting around vents, along ceiling | Weekly | | | |
| 49. Detail clean and disinfect tile walls and partitions on all sides | Weekly | | | |
| 50. Pour fresh water down floor drains | Weekly | | | |
| 51. Dust horizontal surfaces, including partitions, tops of mirrors, frames | Every Service | | | |
| 52. Immediately report any needed restroom repairs to maintenance | Every Service | | | |
| 53. Toilet seats to be cleaned on both sides | Every Service | | | |
| Service Area/Service Required | Required Frequency | Yes | Yes & | <u>Not offered</u> |
| ADDITIONAL REQUIREMENTS FOR ALL AREAS | | | | |
| 54. Day Porter on-site Monday - Friday from 7:30a to 5:00p | Every Service | | | |
| 55. Nightly Deep Cleaning Service to Accomplish All Listed Herein Before Building Opens | Every Service | | | |
| 56. Supply all restroom toilet paper, hand towels, hand soaps | Every Service | | | |
| 57. Supply all trash receptacle liners | Every Service | | | |
| 58. All carpeted areas will be cleaned by hot water extraction | Quarterly | | | |
| 59. All ceramic floors will be machine scrubbed | Quarterly at minimum but also as needed/recommended to maintain flooring integrity and shine | | | |
| 60. All VCT floors will be stripped and waxed | Quarterly at minimum but also as needed/recommended to maintain flooring integrity and shine | | | |
| 61. Clean the interior & exterior of all 1st floor windows & other glass | Quarterly | | | |
| 62. Clean interior of all 2nd & 3rd floor windows & other glass | Quarterly | | | |
| 63. Buff all VCT floors | Monthly | | | |
| 64. Special Attention Cleaning of City Council Chambers After Each Meeting | Every Service | | | |

This Bid Proposal is submitted this _____ day of _____, _____ for consideration to provide Cleaning Services to Bessemer City Hall in conjunction with the Request for Proposals of Cleaning Services duly advertised and published by the City Clerk. I provide this Bid Proposal after having read it in its entirety, filling in all blanks, checking the appropriate boxes, and by providing the proper explanation where applicable.

_____(signature)

Submitted by: _____(print)

_____(company name)

_____(Title)