



PROCUREMENT

February 10, 2022

Dear Madam/Sir:

REF: RFP 3083-2022 Facilities Management and Operations

Subject specifications for **ASU BID #3083-2022 Facilities Management and Operations** are forwarded for your consideration/bid proposal. Your "sealed bid/proposal" (i.e., in a sealed envelope/container) marked "**ASU RFP 3083-2022 DO NOT OPEN**" must reach the Procurement Department, P O Box 271, Montgomery, AL 36101-0271 (Mailing Address) or 1301 West Fifth Street (Physical Address) by **Monday, February 28, 2022 @ 3:00 P.M. (CST)**. **Late/Faxed/Emailed/Unsealed bids will not be considered.**

If you have any questions, please contact me at (334) 229-6997.

Respectfully,

Patricia Thomas, DM
Director of Contracts and Acquisition

Attachments (Bid/RFP Specs – 23 pages)

Please acknowledge receipt of specifications as soon as possible by Fax (334) 229-4954 or Email pthomas@alasu.edu.

Received by: _____ Date: _____

ALABAMA STATE UNIVERSITY Company: _____

If not submitting a proposal, please provide reason. Thanks.

P.O. Box 271
MONTGOMERY,
ALABAMA
36101 0271

ALABAMA STATE UNIVERSITY

**Request for Proposals
3083-2022**

Facilities Management and Operations
Provide Facilities Management Services for
Alabama State University

**ISSUED BY
PROCUREMENT DEPARTMENT**

**REQUESTED BY
OFFICE OF THE VICE PRESIDENT
FACILITIES AND OPERATIONS**

**ISSUED DATE:
Thursday, February 10, 2022**

**OPENING DATE
Monday, February 28, 2022
3:00 p.m. CST**

ALABAMA STATE UNIVERSITY

Procurement Department

(334)229-6997

(334)229-4954 Fax

Sealed bid proposals in original, subject to (1) the terms and conditions of the Request for Proposals (RFPs), (2) the accompanying schedule, which is incorporated herein by reference, and (3) such other contract provisions and specifications as are attached or incorporated by reference in the schedule, will be received at the above department until, **Monday, February 28, 2022 at 3:00 P.M. CST** and at that time will be publicly opened for furnishing the supplies or services in the accompanying schedule, for delivery, f.o.b. Montgomery, AL 36104. **(Late/Faxed/Emailed/Unsealed Bids will not be accepted). Alabama State University is tax-exempt.**

Contact Information for Questions

Any information provided by Alabama State University to any Vendor prior to the release of this Invitation to Bid, verbally or in writing, is considered preliminary and is not binding on Alabama State University. The Vendor must not make available nor discuss any cost information contained in the sealed copy of the bid proposal to or with any employee of Alabama State University from the date of issuance of this Invitation to Bid until the contract award has been announced, unless allowed by **Alabama State University Procurement Department** in writing for the purpose of clarification or evaluation. No interpretation of the meaning of the specifications, or other bidding documents, or correction of any ambiguity, inconsistency, or error therein will be made orally to any Vendor. Every request for such interpretation or correction should be in writing, addressed to Alabama State University, Dr. Patricia Thomas, Director of Contracts and Acquisitions, Procurement Department, 1301 W. 5th Street, Montgomery, AL 36104 or pthomas@alasu.edu.

Submittal of Questions

Dr. Patricia Thomas, Director of Contracting and Acquisitions/Procurement Department, will administer the solicitation process and will be the point of contact for purposes of this Invitation to Bid. All questions and inquiries should be emailed to pthomas@alasu.edu.

In case Alabama State University finds it expedient to supplement, modify, or interpret any portion of the bidding documents prior to the proposed bid date, such procedure will be accomplished by the issuance of written addenda to the Invitation to Bid which will be emailed, faxed or mailed to all prospective Vendors at the respective addresses furnished for such purpose.

Addenda: All addenda will become part of this Invitation to Bid and must be responded to by each Vendor. All addenda must be acknowledged in writing in the bid submitted by the Vendor. This Invitation to bid, any subsequent addenda, and any written responses to questions take precedence over any information previously provided.

Vendors that obtain specifications from the internet sites are responsible for obtaining any addenda that may be added at a later time.

Confidentiality of Documents: Alabama State University considers all information, documentation and other materials requested to be submitted in response to this invitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure.

SCOPE OF SERVICES

PURPOSE: Alabama State University (ASU) is seeking proposals from qualified Companies to provide facilities management services for its campus. This document is a Request for Proposal (RFP) for the services described below and does not obligate ASU to accept responses from eligible Companies. The RFP establishes minimum requirements a company must meet to be eligible for consideration as well as information to be included in the Company's proposal.

Based on this RFP, the University intends to award a contract to the responsible bidder whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered. The University reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the University to be in its best interest.

Through this RFP, the terms Company, Vendor, and Contractor are all exchangeable, and has the same meaning. Company shall comply with all procedural instructions issued by the Office of Facilities Management and Operations Administration (the Administration).

ASU believes that its physical plant including facility maintenance, grounds and custodial services are essential services supporting its educational responsibilities and activities. These services are a contributing force in the continued well-being and support of our students and community members in their academic, administrative, and residential areas of campus. A successful physical plant is expected to offer quality and courteous maintenance, grounds and cleaning services provided by well-trained and experienced personnel, enhancing positive public relations while utilizing economically sound operating practices. All programs should support an awareness of the priorities of recycling and waste reduction, as well as energy and natural resource conservation.

ASU intends to award the contract to the Company that is most responsive to its needs and offers the best operational program with a realistic, economical fiscal investment with a commitment to regular performance evaluation. Companies are encouraged to demonstrate how their expertise and resources will contribute to the long-range planning and upkeep of the facilities and grounds and include specific benchmarks and data regarding funding information (i.e. dollars per square foot per year) and other best practices and benchmarks in the facilities management field. All contracted services at the ASU are considered to be an integral part of the campus. All companies are encouraged and expected to become involved in our community and take an ownership interest in our mission.

It is expected that the selected Company will exhibit a commitment to regular evaluation of performance through the development of key performance indicators and that performance will be continually measured against benchmarks. These measures must include evaluation of work quality, operational efficiency and faculty, staff and student satisfaction levels.

ASU requests submittals for the following services:

- Facilities Management (management of physical plant operations)
- General Facility Maintenance
- Grounds Maintenance
- Custodial Services

For each of these services, ASU requests proposals for a full-service contract with companies providing all staff and human resource support services for that team. ASU requests that a full-service contract include the guarantee that all current facilities employees be given an opportunity to interview with the Company for possible placement at the ASU site or other sites of the Company. The welfare of current employees is a major consideration in the evaluation of any proposals received.

The proposal should include specific Company-provided budget support for the operations along with expected ASU budget support of operations. In addition to the requested submittals, proposals may include other services under the other value-added section. ASU reserves the right to select or reject any value-added proposals.

The Company may be required to meet with the Office of Facilities Management and Operations Administration prior to award of this contract or prior to the start of the contract. At this time the Company may be required to submit a plan of operation or explain the method of calculation they used to arrive at their bid prices. The Contractor may also be required to meet periodically with the Administration to discuss all services.

The Company will be solely responsible for obtaining and maintaining all permits, following all applicable regulations licenses or approvals required by any governmental agency, including but not limited to federal, state or local.

SPECIFIC SCOPE OF SERVICES REQUESTED

1) Facilities Management Services

a. Management Organization

The Company will provide an experienced Facilities Management Director who reports directly to the Vice President for Facilities Management and Operations. In addition, the Company will provide a Supervisor for each major function; Maintenance, Custodial Services, and Groundskeeping.

b. Normal Hours and Emergencies

Maintenance and custodial services are required to be on-call 24 hours per day seven days per week. A Work Control Center will be required to be staffed Monday-Friday 7:00 am 4:00 pm. The Company must also provide the means to request emergency maintenance services after normal hours.

A College campus is active 24 hours/day and 7 days/week during the year. It is expected that the Company will provide essential support for evening and weekend activities in addition to the typical work schedules outlined in this section.

During emergencies, or under emergency conditions, the Company may be directed to perform services other than those scheduled within the building or area being serviced. The Company must respond immediately to all emergency service calls. Emergency work may be required after normal working hours, weekends, holidays, etc.

The Company is responsible for water vacuuming in the event of a water line break or other water problems. The Company will be required to reassign people from other duties as required to handle water vacuuming (wet vac) work and the placement of dehumidifiers.

c. Subcontractors

It is assumed that "specialty" outside Subcontractors will be required in limited circumstances. Company must provide oversight and management. Company will request proposals for services and provide ASU with a minimum of three proposals for any contract that shall exceed \$15,000. Currently, qualified Subcontractors are currently used to provide the following services: elevator maintenance and repair, elevator inspections , interior and exterior pest and rodent control, termite treatment , alarm tests and inspections, fire extinguisher and fire suppression maintenance, chiller and cooling tower maintenance, Building control Systems (BAS/BMS) alarm monitoring, waste hauling, and grease trap maintenance.

d. Major vs. Minor Repairs

"Major Repairs" and "Major Projects" will be defined as any repair or project that exceeds a cost of \$5,000.00. Therefore any "Minor Repair" or "Minor Project" would be any repair or project with a cost under \$5,000.00. The Company's staff will be expected to perform any minor repairs and assist in any major repairs that are within the Company's scope of work. All major repairs and projects will require approval from ASU before the work is initiated.

e. Building Drawings

The Company is responsible for managing and maintaining the drawings of the various buildings on campus existing at the time of contract as well as any rendered during the contractual term.

f. Facilities Audit

A Facilities Condition Assessment will be performed and submitted to ASU at commencement of the contract. The initial audit will be due within six months of contract starts date. Sufficient detail is required to develop a comprehensive maintenance and capital plan and budget. This audit should include specifications and ages of facilities and equipment maintained. It should also include a listing of any deferred maintenance.

g. Supplies

Company must supply all cleaning supplies and equipment. Company must supply all custodial equipment to include but not limited to vacuums, floor machines, mops, buckets, ringer, etc. Company will replace or repair equipment as necessary.

Company must supply all tools and equipment for building and operations maintenance, and landscaping maintenance that may be necessary to complete contracted services. Company will replace or repair equipment as necessary. Existing grounds equipment, vehicles condition will be assessed with age and condition to determine if awardee will utilize these in the operations after the contract begins. Buy out amount to be determined through negotiations.

2) General Facilities Maintenance Services

Overview

The following Maintenance Services are required: Minor Project Management (projects under \$50,000, with a not to exceed amount established annual through negotiations), Exterior Building Maintenance and Repair, Interior Building Maintenance and Repair, Equipment & Systems Operation, Heating and Air Conditioning, Plumbing, Electrical Systems, Preventive Maintenance and Miscellaneous Services.

a. Buildings Serviced

All ASU facilities will be included in the contract. These include facilities on the main campus as well as ASU owned buildings and other facilities in the local community. **For this project, the total square footage is 1,801,363+/-.**

b. Project Management

Company will provide appropriate staff to manage contracts for the entire Plant Operation and Maintenance function. If significant college capital projects, then scope and duration shall be determined if full-time or part-time project manager is needed.

c. Exterior Building Inspection. Maintenance and Repair

Company must conduct visual inspections of all building exterior areas and provide a written report annually. Inspections shall include, but are not limited to the building structures, exterior lighting, interior of below grade space for evidence of water penetration, roofing, flashing, edge strips, drains, gutters,

awnings, balconies and roofs. The Company is responsible for minor repairs and for reporting areas needing major repairs.

d. Interior Building Inspection, Maintenance and Repair

Company must also conduct visual inspections of all building interiors. Interior building maintenance and repairs must be carried out based on a combination of activities which include the formal inspections, preventive maintenance actions and demand repair work as well as routine inspections. These inspections and maintenance shall include, but is not limited to tile, vinyl flooring, carpet, plaster and gypsum wallboard, acoustical ceiling tile, signage, doors, trim, windows, window coverings, lighting, fixtures, hardware, wallpaper and paint.

e. Equipment & Systems Operation

Company must operate all building systems. In addition, Company must inspect and record the condition of all systems and components that have local alarms, indicators, and gauges. Company shall take the necessary actions to maintain their normal condition or necessary corrective actions to return them to normal condition or to reverse a trend toward an abnormal condition. All actions shall be in accordance with recommendations of each system manufacturer.

f. Heating and Air Conditioning

Company shall be responsible for the operation, minor repair, and preventive maintenance for all the heating and cooling systems, subsystems, and components. All heating and cooling equipment shall be operated in accordance with State, local and Federal laws, regulations, and permits.

Company will provide qualified HVAC Technician(s), with experience in heating, heat transfer, refrigeration, water treatment and purification systems. Company personnel will remain current with technological improvements and advances in engineering and design of high and low temperature hot water heating systems, water cooling systems, and water treatment systems.

Company personnel shall be thoroughly knowledgeable of all new EPA regulations regarding reclaiming refrigerant from air conditioning, refrigeration and freezer systems. Company personnel shall provide all minor and routine repair services such as replacing pumps, belts, wall units, thermostats, etc.

As part of submittal for this RFP, within 9 months of the start date of the agreement, the contractor, shall conduct a preliminary energy audit, and make recommendations to ASU for energy conservation measures that will save money as well as reduce the carbon footprint. If any existing energy performance contract is in place, the contractor shall review the status and provide report on the financial and energy benefits to the school.

As a part of ongoing construction and renovation activities, warranties are provided to ASU on numerous systems and components of the campus. Company's maintenance services shall be coordinated with such warranties and/or other maintenance agreements. In addition, Company shall initiate requests for warranty and/or service agreement work.

A preventive maintenance program shall be prepared, and scheduled maintenance activities shall be conducted according to manufacturer's instructions. Examples of scheduled maintenance include such functions as inspecting and cleaning or changing fan coil units, filters, condensers, pressure relief valves, steam traps, pumps, belts and strainers.

g. Maintenance Vehicle Fleet

Company shall provide necessary transportation to carry out all contracted services. This will include but is not limited to trucks, vans, golf carts, utility carts and trailers. An inventory of existing college fleet used for the facilities management functions shall be provided to contractor to determine if these assets can be "bought-out" by the contractor. Determined through negotiations once awarded contract. It will be the sole responsibility of the Company to insure, maintain and fuel all vehicles. Company will also be

required to assist in the management and maintenance of College vehicles. This is to include transporting vehicles for service and repairs, fueling vehicles, maintaining service logs and vehicle usage scheduling.

h. Plumbing

Company shall provide for plumbing maintenance and repair activities. Major repairs or system renovations will be contracted for by College. Company shall generally be responsible for unclogging drains or toilets and repairing or replacing certain fixtures or valves.

i. Fire Protection Systems

Maintenance on the fire protection systems (sprinklers) shall consist of monthly inspections conducted by Company personnel. Annual inspections are conducted by an outside Company coordinated by the Company. Inspections will be performed on the condition of all components for corrosion and rust by an outside Company. Major system inspections shall be performed by a certified fire protection systems Company contracted for by College.

j. Aquatic Center

Company shall provide routine and minor maintenance for the Aquatic Center. The pool shall be kept clean and free of algae and debris. Major repairs or renovations shall be contracted for by ASU.

k. Electrical Systems

Company shall be responsible for operation, maintenance and repair of the power and wiring systems and components that are utilized. Regularly scheduled maintenance functions shall include checking transformers, panels, breakers, switch gear, bypass circuits and wires.

Company shall work with local utility to ensure proper power supply, distribution, energy conservation and billing.

l. Painting

Company will provide painting as required for routine touch up or painting projects throughout the year. A maintenance schedule shall be kept ensuring high traffic areas such as entrances, lobbies, doors and corridors are properly maintained in a timely manner.

m. Preventive Maintenance

Company is responsible for preparing and maintaining the complete and detailed preventive maintenance schedule for all components maintained by Company. Company's preventive maintenance program will minimize equipment or system breakdown or failure. If a manufacturer's written preventive maintenance instructions and schedule does not exist, Company must develop a preventive maintenance instruction and schedule.

n. Warehouse Management

The Company will provide the management of the storage areas including inventory control and organization.

o. Miscellaneous Services

The following miscellaneous services are required:

- Provide coverage for special events at nights and on weekends by request.
- Schedule and supervise annual elevator maintenance.
- Maintenance of all local codes including NFPA 25 and OSHA reporting/recording guidelines.
- Project Management assistance on renovation and new construction projects, as requested by College.
- Coordination of campus recycling program.

- Coordination and oversight of campus solid waste management, including dumpster placement and management during student move in and out.
- Hazard Communication program covering chemicals handled by Facilities Management personnel.
- Residence hall inspections, at check in and check out for Fall, Spring and Summer terms.

3) Custodial Service Requirements

Overview

The following Custodial Services are required: Project Management, Residence Halls, Academic and Other Buildings, and Miscellaneous Services.

a. Buildings Serviced

All ASU facilities will be included in the contract. These include facilities on the main campus as well as ASU owned buildings and other facilities in the local community. Exterior cleaning of all buildings must be included. All outdoor areas must be free of debris.

b. Residence Halls

Company must clean the following areas in the residence halls:

Company must schedule custodial services during the daytime and will provide coverage during regular working hours of ASU. Company should use a team cleaning approach where possible. Areas where team cleaning is not advised will be cleaned by individual team members.

Entrance ways, lobbies, lounges, corridors, stairwells, laundry rooms and kitchens will be cleaned daily. Company -must empty, clean and damp wipe all receptacles with a disinfectant cleaner and remove wastepaper and rubbish from the premises. Company must vacuum rugs and carpet. Company must dust mop and spot damp mop hard surface floors. Miscellaneous duties include, but are not limited to: cleaning furniture, fixtures, spot cleaning carpet, rugs, walls, doors, entrance glass and partitions, and removing tape from doors, windows, and walls. In kitchen areas, countertops will be cleaned as well as microwave ovens and stove tops. Ovens will be cleaned over summer break and as needed through the school year.

Company must clean public or community rest rooms and shower rooms daily. Company must mop floors with a disinfectant cleaner. Clean and polish all mirrors, fixtures, and enameled surfaces. Company must disinfect all basins, urinals, and bowls using non-abrasive cleaner.

Company must empty and sanitize all receptacles and damp wipe them with a disinfectant cleaner and remove waste paper and rubbish from the premises. Miscellaneous duties include, but are not limited to: washing all partitions, tile walls, to include grout and outside surfaces of all dispensers and receptacles with a disinfectant cleaner. Company must restock toilet tissue, hand soap and towel dispensers. Company must scrub and disinfect all shower walls floors, to include grout, doors and curtains to remove soap scum and mildew.

Public rest rooms will be checked and cleaned as required on Saturday and Sunday and trash will be removed.

Resident Rooms

Company must clean resident rooms after move outs and/or before weekly camps from May through August, other summer resident events, and before check in. Cleaning will consist of removing trash and litter, cleaning furniture, fixtures, walls, windows, bathrooms and cleaning carpet or stripping and refinishing hard surface floors. Company must arrange furniture in rooms where needed.

There are several events that require multiple cleanings in the summer. Company will clean resident rooms after conferences and camps. Cleaning will consist of removing trash and litter, spot clean furniture, fixtures, bathrooms, walls, windows, carpet and tile.

Prior to opening of residence halls (in August) there will be a building inspection with the Company manager and each resident director one week after the conference season followed by a "white glove"

crew who will be assigned to each resident director by Company to fulfill final custodial/maintenance needs prior to opening of the residence halls.

Private bathrooms should be cleaned during after move outs and/or before weekly camps from May through August, other summer resident events, and before check in. Anytime an occupied, private room is entered throughout the school year (including Christmas and Spring Break), more than one custodian should be present. In private bathrooms, the Company must mop floors with a disinfectant cleaner.

Clean and polish all mirrors, fixtures, and enameled surfaces. Company must disinfect all basins, urinals, and bowls using non-abrasive cleaner. Company must empty and sanitize all receptacles and damp wipe them with a disinfectant cleaner and remove waste paper and rubbish from the premises. Miscellaneous duties include, but are not limited to: washing all partitions, tile walls, to include grout and outside surfaces of all dispensers and receptacles with a disinfectant cleaner. Company must scrub and disinfect all shower walls floors, to include grout, doors and curtains to remove soap scum and mildew.

In the common area spaces cleaning will consist of removing trash and litter, cleaning furniture, fixtures, walls, windows and vacuuming and cleaning carpet or sweeping and mopping hard surface floors.

Project Work

Company must shampoo carpets and strip, scrub, and refinish hard surface floors on a scheduled basis. Company must polish all hard surface floors commensurate with daily traffic to maintain a good appearance at all times. Miscellaneous project duties include but are not limited to: washing exterior windows that are easily reachable by Company's on-site personnel and pressure washing walkways and balconies. Company must clean ovens in kitchen areas on a semi-annual basis.

Trash should be removed once a day over the weekend from Residence Hall receptacles. Company will extract carpet in medium to high traffic areas as required to maintain a neat and clean appearance a minimum of four times per year.

c. Academic and Other Building Services

Company must clean these facilities as to not disturb office or academic personnel. Certain buildings should be cleaned prior to 8:00 AM. Company must clean the following areas in the academic and other buildings:

Public Areas (Daily Five (5) Days Per Week)

Entrance ways, lobbies, lounges, corridors and stairwells will be cleaned daily. Company will empty; clean and damp wipe all receptacles with disinfectant cleaner and remove waste paper and rubbish from the premises.

Company will vacuum rugs and carpet. Company will dust mop and spot damp mop hard surface floors. Miscellaneous duties include but are not limited to: dusting and vacuuming furniture and fixtures, spot cleaning carpet, rugs, walls, doors, entrance glass and partitions removing tape from doors, windows, and walls.

Rest Rooms (Daily Five (5) Days Per Week)

Company must mop and scrub floors with a disinfectant cleaner. Company will clean and polish all mirrors, fixtures, and enameled surfaces. Company will disinfect all basins, urinals, and bowls using a non-abrasive cleaner. Company will empty and sanitize all receptacles, damp wipe them with a disinfectant cleaner and remove waste paper and rubbish from the premises. Miscellaneous duties include, but are not limited: to washing all partitions, tile walls, and outside surfaces of all dispensers and receptacles with a disinfectant cleaner. Company will restock toilet tissue, hand soap and towel dispensers.

Office Areas (Once Per Week)

Company will empty, clean and damp wipe all waste receptacles with a disinfectant cleaner and remove waste paper and rubbish from the premises. Company will vacuum rugs and carpet. Company will dust mop and spot damp mop hard surface floors. Company will clean all water coolers. Miscellaneous duties include but are not limited to: dusting furniture to include desks, credenzas, lamps and mini blinds; fixtures, window sills, spot clean carpet, rugs, walls, doors, entrance glass and partitions.

Classrooms (Daily Five (5) Days Per Week)

Company will empty; clean and damp wipe all waste receptacles with a disinfectant cleaner and remove waste paper and rubbish from the premises. Company will clean and erase all chalk boards, white boards and chalk trays. Company will vacuum all carpet, and dust mop and spot damp mop all hard surface floors. Straighten furniture in an orderly fashion according to plan. Miscellaneous duties include but are not limited to: dusting furniture to include desks and mini blinds; fixtures, window sills, spot clean carpet, rugs, walls, door entrances, glass and partitions. Classrooms scheduled to be used by evening programs will be spot cleaned prior to 5:45 PM, Monday-Friday.

Laboratories (Daily Five (5) Days Per Week)

Company will empty; clean and damp wipe all waste receptacles with a disinfectant cleaner and remove waste paper and rubbish from premises. Company will dust mop and spot damp mop all hard surface floors in the lab areas. Company will clean and erase all chalk boards and chalk trays. Miscellaneous duties include, but are not limited to: dusting furniture, fixtures, window sills, spot cleaning carpet, rugs, walls, door entrances, glass and partitions. Laboratories scheduled to be used by evening programs will be spot cleaned prior to 5:45 PM, Monday- Friday.

Project Work

Company will shampoo carpets and strip, scrub, and refinish hard surface floors on a scheduled basis. Company will polish all hard surface floors commensurate with daily traffic to maintain a good appearance at all times.

Miscellaneous project duties include but are not limited to: dusting bookshelves in the library (library personnel must remove books), washing exterior windows (a minimum of twice annually) and pressure washing walkways and balconies.

Note: Special weekend cleaning services may be required for Saturday classes, athletic and special weekend events, when adequate notice will be given. Trash removal should occur once over each weekend.

4) Grounds Maintenance Requirements

Overview

ASU includes approximately 136 acres+/- requiring mowing and intensive care. Routine services will consist of the following:

a. Mowing

The season will dictate the frequency of mowing. Company will maintain grass at appropriate heights. Included in this task shall be the maintenance of mowing equipment to assure clean and even cutting, prevention of rutting of turf by equipment, avoidance of scalping and the avoidance of damage to trees and shrubs. If clippings are present on paved areas after mowing, paved areas shall be swept or blown.

b. Trimming

Company will trim grass on lawns at the heights and on the frequencies of mowing.

c. Edging

Company will edge turf along sidewalks, driveways, and curbs on the same frequencies of mowing. Properly edged turf shall not extend over curbs, sidewalks and driveways.

d. Fertilization

Fertilization and pest control, including fire ants, will be the responsibility of the Company. Fertilization is to be done on an as needed basis to keep turf and other landscaping plants healthy.

e. Athletic Fields

The Athletic Fields should be properly maintained according to appropriate guidelines.

f. Weed Control

Company will keep grounds free of weeds by cultural control or timely application of appropriate herbicides, to control grass and weeds on walks, drives and parking lots.

g. Tree, Shrub and Ground Cover Maintenance

All beds and planters containing exposed soil shall be cultivated and mulched. Company will keep planting beds and tree rings free of weeds by manual removal or by the timely application of herbicides.

Company shall maintain hedges at an appropriate height and shall hand prune when necessary to facilitate new growth.

Company will regularly prune trees and shrubs as required. Work will be accomplished by persons who have been trained by a Company Landscaping Technician.

h. Mulch

All beds shall be mulched at least once annually or as necessary to maintain a fresh, clean bed presentation. Mulch will be provided by Company.

i. Gardens and Plantings

The Company will maintain the established gardens/landscaping. All major landscaping services and all major grounds projects are Company managed. The Company will provide and plant perennials, annuals, and bushes. Tree removal will be done within the capabilities of Company's onsite staff.

j. Parking Lot Maintenance

Company will oversee surface parking lot maintenance, which is to include, regular maintenance walk-throughs, replacement of lights, re-striping, spot pressure washing, the management of monthly sweeping (which may be provided in-house or out-sourced if approved by ASU), and the management of annual complete pressure washing.

k. Pavements

Company will inspect all paved surfaces regularly and patch or repair as required. Major repairer renovation projects will be approved in advance by College. All paved areas will be kept clean.

l. Trash Removal

The Company will be responsible for all cost associated with trash removal and recycling. Trash removal services are Company managed. Company personnel will be responsible for transporting trash to dumpsters and recycled trash to the appropriate collection site on and off campus.

m. Leaf Removal

Company will remove leaves from beds, roof tops & gutters and drains as needed.

n. Irrigation System

Monthly irrigation maintenance and repair will be Company managed. Company will make all repairs needed to lawn irrigation.

SUBMISSION REQUIREMENTS

1) Submission Format

ASU provides the following standard response format to aid in the development and review of proposals:

Tab 1: Executive Summary

How does Company proposal plan to provide, satisfy, and exceed the RFP requirements? The Summary should outline the programs, service commitments, proposed staffing levels and a description of the resources and investment the Company will make to ensure successful operation of the program.

Tab 2: Company Overview and References

A brief history of your company's presence in the services included in proposal, especially as it relates to the higher education market, including revenue level, number of current accounts, years in business, number and make up of staff.

Current clients: Evidence that your company has a minimum of three (3) years of successful business experience performing comparable services to those under this RFP. Provide a list of your company's current educational clients.

Former clients: Provide a list of companies where your company's services have been terminated (either by your company or by the client) within the past three (3) years.

Copies of your company's audited financial statements, including balance sheet, income statement and statement of cash flows, for the past two (2) fiscal years.

Tab 3: Staff

a. Personnel

Provide a Personnel Plan that includes the following:

- A complete program operating plan that includes an organizational chart and supporting information that illustrates the proposed staffing plan for each operation on a daily, weekly, and monthly basis for all type of positions included in the proposal (maintenance, custodial, grounds and management). ASU requests data on specific staffing levels (Company provided), assigned disciplines, employee qualifications for the positions, full-time/part-time status, process for staffing and adjustments, etc.
- The organizational chart should also include the District and Corporate levels for your company. Note the physical office location of the first level of external management responsible for this proposed operation and a schedule for on-site inspections/visits.
- Summary of the fringe benefits program proposed for employees under the Company.
- Basic employee policies and procedures to include methods for hiring, promotion, evaluation, termination and other personnel policies;
- Explanation of your company's capacity for hiring and developing personnel at the management level;
- Discussion of any program services to be sub-contracted ,
- Discussion of how proposed staffing adjustments by the Company will be communicated and mutually agreed upon
- Discussion of any circumstances that would lead to additional billing for staffing from the Company.
- Resumes for the proposed site manager(s) and key management staff for this account. Include any assistant managers with responsibility for operations and any other managerial level positions along with resumes. Resumes should include education, experience, background, specific professional accomplishments and any special qualifications.

- Description of proposed methods for assuring that your company's employees maintain satisfactory performance levels. Include any incentives or reward programs used to motivate employees.

Tab 4. Program Implementation Plan

Provide a plan for implementation of the proposed program with a timeline and information that will assure a smooth, professional and organized transition. Please include what circumstances will lead to additional billing for program services from the Company.

Tab 5: Financial & Other Resources

a. Financial

Include a financial outline that provides the College with a detailed description of costs/charges to ASU. An annual physical plant operating budget projection for ASU should be included. This budget projection should include a cost allocation between ASU and Company.

b. Equipment

Provide a list of equipment required to perform the services and identify who shall be responsible for securing and maintaining the equipment. Other information to include should address the following topics:

- Plan for adding additional equipment when needed and to replace any equipment not working properly
- Plan for determining ownership of replacement equipment

ASU is interested in balancing efficiency with quality work/study/living environments by controlling the total cost for physical plant operations including maintenance, grounds and custodial services while maintaining and ultimately improving the quality of the services and plant. The Company's response should indicate how its program and management assistance with budget projections, controlling costs and evaluating results can assist in achieving this objective.

Tab 6: program Operations Systems

Include a discussion of the Company's program features including a description of the Company's computerized management systems, operating procedures, quality control systems and communication tools. Specifically, using the information contained in section V (Specific Scope of Services Requested), please include information related to:

a. Maintenance Methods

Indicate if the Company will develop its own method used in providing maintenance services. If so, explain how the methods will be developed (combination of materials, equipment, frequency, operator training, etc.) and how they are coordinated with maintenance recommendations provide by the manufacturer of major campus equipment.

b. Preventative Maintenance

ASU seeks a computerized Preventative Maintenance program that will cover all aspects of campus facilities. This program should produce reports, help extend the life of the equipment, track costs, parts and labor, incorporate all new facilities and equipment and meet manufacturer specifications on said equipment.

c. Work Orders

The Company's computerized programs should include a well- defined, yet simple work order system. This would include a database for tracking labor and material costs for specific tasks. Some information to include would address the ease of use by campus personnel; who supplies the hardware for the system; who's responsible for on-going upgrades and replacements, etc. Indicate how work orders will be prioritized and how the timeliness of completion will be monitored. The work order system must include functionality for communicating with faculty, staff and students for submission and monitoring of work orders.

d. Professional Resources

ASU seeks assistance in planning facility upgrades and repairs and in locating replacement parts for outdated or noncompliant equipment and facilities. Some additional information to include would address what general resources the Company would make available concerning these issues, on recommending new equipment and renovation/constructions to meet regulations.

e. Roads and Grounds

Provide information as to programs and capabilities in management of this campus component.

f. Systems Support

Please provide specific resources the Company would make available to respond to issues related to the following areas:

- 1) Alarms and Monitoring
- 2) Building Monitoring Systems
- 3) Communication Systems and radios for plant operations
- 4) Fire, Safety and Security
- 5) Environmental Health and Safety
- 6) APPA Standards
- 7) Selection of Specialized Equipment (Utility Vehicles, Bucket Trucks or High Lift Devices, Lawn Mowers, etc.)

g. Custodial Methods

Indicate if the Company will develop its own method used in providing custodial services. If so, explain how the methods will be developed (combination of materials, equipment, frequency, operator training, etc.) and how they are coordinated with the cleaning and maintenance recommendations provide by the manufacturer of materials, e.g. floor, wall, ceiling materials and finishes,

h. Standards and Inspection

Provide the Company's internal quality assurance program, including samples of any inspection/quality audit forms used as part of any district/regional/corporate visitations. Describe follow up procedures for customer complaints including what will be done to assure that the same problems are not repeated. Indicate a plan for ongoing as well as periodic customer service monitoring.

i. Procurement of Disposables

Provide the Company's plan or expectations of ASU for the procurement of disposables (i.e. toilet paper, garbage bags).

Tab 7: Training Program

Provide a description of training and recognition/incentive/motivation programs for management and hourly associates (Company provided and/or ASU staff). The objective is to improve efficiency while simultaneously reducing expenses and improving quality of services.

Responses should succinctly outline the training resources available to and used by the Company along with a description of the scope of training material available. Include how training is administered and how many training hours (per year) are allotted for continuing employees. Indicate if training materials, awards, etc. are budgeted as a specific expense.

Tab 8: Accountability and Performance Monitoring

The Company must demonstrate a commitment to continuous improvement in the quality of delivered services. Provide a description of performance measures that will be identified to continually monitor performance in all service areas against expectations.

OTHER REQUIREMENTS

Permits and Licenses

The successful Company shall have, maintain and post (as required) valid and appropriate permits and licenses for complying with Local, County, and State regulations, meet all codes, pay promptly all charges and fees and give all notices necessary and incidental to the due and lawful operation at ASU.

Insurance

The successful Company must agree to provide certificates of insurance containing amounts and coverages specified by ASU.

VALUE ADDED SERVICES (OPTIONAL)

The Company may propose additional services not specifically mentioned in this request for proposal as a way to add value to their response. This may include a specific investment in the ASU physical plant, or facilitation/investment in the ASU's infrastructure. Service proposals to monetize physical plant assets would also be welcome.

PROPOSAL EVALUATION PROCESS

The objective of the evaluation process is to identify the proposal which represents the best value to ASU based on a combination of technical and cost factors. Based on the results of the initial evaluation, ASU may or may not elect to negotiate technical and/or cost factors as further described in the RFP. Once the evaluation process has been completed (and any negotiations ASU desires to conduct have occurred), the apparent successful Company(s) will be required to enter into discussions with ASU to resolve any exceptions to the ASU contract.

ASU RESPONSIBILITIES

- ASU shall furnish adequate outside refuse containers and service for removal of refuse.
- ASU shall provide an office and adequate storage space.
- ASU will provide necessary telephone extensions and local telephone service to the Company.
- ASU will be responsible for its utility systems, their maintenance and cost, exclusive of cost resulting from Company negligence.
- ASU will provide reasonable security to protect any and all Company equipment and supplies against damage, theft or vandalism. It will be understood between both parties that the College will be held blameless and without liability for any loss or damage to or act(s) of vandalism against any equipment on property of ASU regardless of the cause of such loss, damage or act(s) and for any suit for product liability.
- ASU will be responsible for the repairs and maintenance of furnishings and large equipment that is owned by ASU.
- ASU will be responsible for the removal of trash from the campus collection points (from dumpsters and roll off containers).
- ASU will be responsible for the cost of re-keying and replacing lock cylinders if the University chooses to change its locks campus-wide.

Total Bid Prices must include all products, installation and any other associated cost. **Alabama State University is tax-exempt, exemption certificate will be provided upon award.** In compliance with the above, the undersigned offers and agrees, if this bid is accepted, to furnish, any or all of the items upon which prices are quoted at the price set opposite each item, delivered at the designated point(s) within the time specified in the schedule.

SCHEDULE OF DATES

Invitation to Bid Issued Date	Thursday, February 10, 2022
Site Visit	Wednesday, February 16, 2022 @ 2:00 P.M CST
Questions from Vendors/Suppliers Received	Tuesday, February 22, 2022 no later than 5:00 P.M. CST
Addendum Issued (if applicable)	Thursday, February 24, 2022
Bid Proposals Due and Opening	Monday, February 28, 2022 @ 3:00 P.M. CST

NOTE:

No later than, Wednesday, February 15, 2022 @ 3:00 P.M. CST, SITE VISITS may be requested by contacting the Office of Facilities Management and Operations: 334-229-4199, jgknight@alasu.edu or 334-229-6995, bmwilliams@alasu.edu.

VENDOR'S INFORMATION

FEIN or SSN _____ **Company Name** _____

Address _____

Representative _____ **Email** _____

Telephone # _____ **Toll Free #** _____ **Fax #** _____

NON-COLLUSION AFFIDAVIT - I have read the entire bid documents and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement of collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

CERTIFICATION PURSUANT TO ACT NUM. 2006-557: Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and Local Sales, Use and/or Lease Tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557. They are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledge that the awarding authority may declare the contract void if the certification is false.

Authorized Signature _____ **Date** _____

Type or Print Signer's Name _____ **Title** _____

Sworn to and subscribed before me this _____ **day of** _____ **2022.**

Notary's Signature _____ **Date Notary Expires** _____
Must include Notary Seal

1. **SCOPE:** This solicitation is for Facilities Management Services on Alabama State University. This is a one-time contract.
2. **LICENSING:** _____ Applicable X Not Applicable
General contractors (persons, firms, or corporations) must show evidence of a state license before their bid is considered. **THE CURRENT LICENSE NUMBER MUST BE INCLUDED ON THE OUTSIDE OF THE SEALED ENVELOPE** in which the bid proposal is delivered; otherwise, the bid will be rejected/not considered. Also, a legible copy of the license shall be included with the bid.
3. **GENERAL CONTRACTOR:** _____ Applicable X Not Applicable
Section 34-8-1 (Chapter 8 of Title 34, Code of Alabama 1975, as amended), provides: "(a) For the purpose of this chapter, a "general contractor" is defined to be one who, for a fixed price, commission, fee, or wage undertakes to construct or superintend or engage in the construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation, or demolition of any building, highway, sewer, structure, site work, grading, paving or project or any improvement in the State of Alabama where the cost of the undertaking is fifty thousand dollars (\$50,000) or more, shall be deemed and held to have engaged in the business of general contracting in the State of Alabama. (b) For the purpose of this chapter, a "general contractor" is defined to include one who, for a fixed price, commission, fee, or wage exceeding five thousand dollars (\$5,000), undertakes to construct, superintend the construction of, repair, or renovate, any swimming pool, and anyone who shall engage in the construction, superintending of the construction, repair, or renovation of any swimming pool in the State of Alabama, where the cost of the undertaking exceeds five thousand dollars (\$5,000), shall be deemed and held to have engaged in the business of general contracting in the State of Alabama and shall be subject to this chapter. (c) For the purpose of this chapter a "subcontractor" is defined to be one who constructs, superintends, or engages in the construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation, or demolition of any building, highway, sewer, structure, site work, grading, paving, or project or any improvement in the State of Alabama where the cost of the undertaking is fifty thousand dollars (\$50,000) or more under contract to general contractor as defined in subsection (a) or another subcontractor." Section 230-X-1-.17 provides "a license is required for the installation of machinery or equipment that becomes affixed to a structure."
4. **FOREIGN CORPORATIONS (Out-of-State Firms):** Alabama law provides that a foreign corporation (out of-state company/firm) may not transact business in the State of Alabama until it obtains a certificate of authority from the Secretary of State. (Section 10-2B-15.01, Code of Alabama 1975). To obtain forms for a certificate of authority, contact the Secretary of State, Corporations Division. The certificate of authority does not keep the vendor from submitting a bid.
5. **MINORITY PARTICIPATION:** Provide any information with respect to your plans for utilization of minorities on this project and documentation which evidences your past utilization of minorities.
6. **OWNER:** Whenever the term "University" is used in these specifications it refers to Alabama State University.
7. **WITHDRAWAL:** Bids may be withdrawn on written or telegraphic request received from bidder(s) prior to the opening. Negligence on the part of the bidder in preparing the Bid confers no right for withdrawal of the Bid after it has been opened.
8. **BID OPENING and BID RESULTS:** Interested parties are invited to attend the bid opening. At the time fixed for the opening of the Bid, the contents will be made public for the information of bidders and others properly interested, which may be present in person or by representative.

9. **EQUAL OR APPROVED EQUAL:** Where a definite material and/or item are specified, it is not the intention to discriminate against an equal product made by another manufacturer. It is rather intended to set a definite standard. Bidders who intend to furnish another product as an equal to that specified, must submit with their bid current catalogs or brochures, including pictorials and sufficient specifications to support said claim of equality. Bids submitted with insufficient evidence to determine the claim of equal/better quality will be considered non-responsive. Any product that fails to meet the specifications, performance requirements or compatibility requirements will be rejected and returned to vendor at no cost to the University.
10. **AWARD OF CONTRACT:** A. The contract will be awarded as soon as possible to the lowest Responsible Bidder provided his/her bid is reasonable and in the best interest of the University to accept. B. The University reserves the right to (1) Waive any informality in bids received when such waiver is in the interest of the University, (2) To accept any item in the bid unless otherwise specified by the University or the Bidder, (3) Award the contract by low bid on each item, low bid on all items, all or none, or products groups. C. The University reserves the right to reject any and all bids when such rejection is in the interest of the University, and to reject the bid of a bidder who is not in a position to perform the contract. The decision of the University on all such questions shall be final. In the event of any adverse decision by the University, no claim of any sort shall be made or allowed against the University.
11. **ACCEPTANCE AND PAYMENT:** Upon delivery and with reasonable time to inspect the items/service, and upon acceptance thereof, payment will be made within a reasonable time thereafter.
12. **EXAMINATION OF BID DOCUMENTS:** Each bidder shall examine bid documents carefully and shall make written request to the ASU Purchasing Office for interpretation/clarification/correction of any ambiguity, inconsistency or error therein which he/she may discover. Any interpretation/correction will be issued as an Addendum by the Purchasing Office. Only a written interpretation/correction by Addendum shall be binding. No bidder shall rely upon any interpretation/correction given by any other method.
13. **NON-COLLUSION AFFIDAVIT:** Section 41-16-25 provides: "Any Agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise shall render the bids of such bidders void.
14. **DISCLOSURE STATEMENT:** The successful bidder will be required to file with ASU Procurement Department a **STATE OF ALABAMA VENDOR DISCLOSURE STATEMENT** of relationship between contractors/grantees and employees/officials of the University. This form must be completed prior to issuance of a purchase order by the University.
15. **DEFAULT OF CONTRACTOR:** Where the University determines the contractor to be in default, the University reserves the right to purchase any or all products or Services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from defaulting contractor will be considered.
16. **DELIVERY:** Upon agreement and acceptance of contract.

17. Before commencing work, the Contractor shall secure any/all necessary permits, and shall comply with all applicable federal, state and local laws, ordinances, codes, rules and regulations pertaining to this type project.
18. Contractor shall assume all liability for and shall indemnify and save harmless, the University from all damages and liability for injury to any person, and injury to or destruction of property, including the loss thereof, by reason of any accident or occurrence arising from operations under the contract, whether such operations be by the Contractor, Subcontractor, or anyone directly or indirectly employed by either, occurring on or about the work site during the term of the contract or any extension thereof.

RETURN SEALED BID PLUS TWO COPIES TO:

Via Regular Mail

Alabama State University
Procurement Department
ASU Bid #3083-2022-Do Not Open
PO Box 271
Montgomery, AL 36101-0271

Via Courier

Alabama State University
Procurement Department
ASU Bid #3083-2022-Do Not Open
1301 West 5th Street
Montgomery, AL 36104

CONTRACTOR QUALIFICATIONS

In order to qualify as a responsible bidder it must be documented that your firm is capable of satisfactorily complying with the terms, conditions and specifications of this ITB. Qualified bidder must have at least 3 years of experience in this area of services. The following information must be provided in order for the University to make an informed decision regarding your firm's capabilities. Your signature certifies under oath the truth and correctness of all statements and all answers provided in this ITB document.

Submitted by
Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

() Corporation () Partnership () Individual () Joint Venture () Other _____

Tax Identification Number _____

1. How many years has your organization been in business as a service contractor? _____

2. How many years has your organization been in business under its present business name? _____

3. If a corporation, answer the following:

Date of Incorporation: _____

State of Incorporation: _____

President: _____

Vice President(s): _____

Secretary: _____

Treasurer: _____

4. Date of Organization: _____

Type of partnership: _____ (such as general or limited)

5. Name and address of all partners: (Note: Attach separate sheets as required)

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

6. If other than a corporation or partnership, describe organization and name principals:

7. Have you ever failed to complete any work awarded to you? If so, indicate when, where and why:

8. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a service contracts? _____ If so, state circumstances:

9. List major service contracts your organization has had under contract within the past twelve (12) months. Attach additional pages if necessary. The contractor must provide evidence that **other schools or facilities are comparable with the contract being bid by ASU.**

Building	Owner	Square Footage (or appropriate description)	Contract Amount	Contract Date	Length of Contract

10. List major service contracts your organization has had in the last five years. Attach additional pages if necessary.

Building	Owner	Square Footage (or appropriate description)	Contract Amount	Contract Date	Length of Contract

EVALUATION

To insure that all RFP's are fairly evaluated, scored and ranked, it is very important that the RFP's are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

Point System: All proposals will be evaluated on the following point scale.