



SPECIFICATIONS

Initial Cleaning

All buildings are to be cleaned five days per week except the Sheriff's North Sub-Station at Heardmont Park, Landfill Scale House, the Sheriff's Training Center office and the Historical Society. These buildings will be scheduled for 3 days per week. All buildings cleaned 3 days per week shall be cleaned on Sunday, Tuesday, and Thursday after 5:00 p.m.

Each building must be immediately brought up to its highest level of maintenance. Tile floors will be stripped and waxed, carpets cleaned, walls wiped, restrooms sanitized and scrubbed, stained concrete floors will be cleaned, sealed and coated, and all glass cleaned. The above stated initial cleaning "floors stripped and waxed and carpets cleaned" at the Courthouse will be completed within one calendar month (30 days) after contract is awarded. All other buildings must have the initial cleaning completed within 45 days of contract award. During the initial cleaning process, all daily procedures must be performed according to specifications.

Any needed repairs noticed by contractor in any of the buildings should be immediately reported to the Manager, Facilities & General Services office (Reed Prince) by fax at 205/669-3920 or by placing a letter of notice on his Administrative Assistant's chair.

It is the intention of Shelby County to maintain all buildings at the highest level of cleanliness possible. Any additional services, other than specified in this bid, must be approved by the Manager, Facilities & General Services.

Interior carpet mats will be located at each entrance to County buildings. Contractor will service these mats as specified for carpeted areas.

Exterior mats located at the entrance doors are to be vacuumed nightly. Trash receptacles located immediately outside the doors are to be emptied nightly and any trash or debris on or around the receptacles will be removed.

Quarterly cleaning will be performed within 90 days of the completion date of initial cleaning for each building.

DAILY SERVICE

Wastebaskets and Trash Containers:

Containers are to be emptied, wiped clean, and returned to original location. Plastic liners are to be installed in waste receptacles as needed with liners to be furnished by the Contractor. Liners should fit the size container being lined. All waste is to be deposited into the available dumpsters around said building(s). Containers outside the entryway doors are considered part of the contract responsibilities.

General Dusting:

Hand dusting of the following using a treated cloth or in cases where called for, a damp cloth: miscellaneous cabinets, window sills, coat racks, ledges, desktops, counters, hallway stair tops, interior window shelves, air supply and return vents. Feather type dusters are only to be used around computers.

Chairs and File Cabinets:

Chairs will be dusted on all horizontal surfaces. Fabric upholstered seats and arms are to be spot whisked. Side chairs are to be treated in a like manner. All chairs are to be replaced in original position to maintain an overall orderly and neat appearance.

Entrance Areas:

Entrance areas will be given special attention on a daily basis. Dust mop and spray buff tile floors as necessary.

Carpets:

All carpets and interior mats will be vacuumed daily paying particular attention to knee well areas under desks and counters.

Tile Floors:

Tile floor areas are to be clean mopped daily with chemically treated mops. Use of dirty water for mopping will not be acceptable. All spills and stains are to be thoroughly addressed on a daily basis.

Marble Floors:

All marble floors shall be dust mopped with clean, non-treated dry dust mop. Spot cleaning shall be performed using products approved for marble floors.

Wood Floors:

Daily Service: Dust mop or vacuum to ensure removal of grit and dust. Quarterly Service: Scrub and wax after removing grit and dust. Do not use water based cleaner. All cleaning products must be compatible with wood floor finish and must be approved by Owner. Contact Owner before performing quarterly service.

Walls:

Wall surfaces around light switches, handrails, door knobs, and other heavy traffic areas are to be spot cleaned as needed and should be evaluated daily.

Drinking Fountains:

Drinking fountains will be cleaned using a disinfectant cleaner and wiped dry. Calcium deposits i.e. white circles and marks must be removed weekly at a minimum.

**Specifications – Cleaning Contract
Daily Service**

Hallways Non-Carpet:

Hallways that are non-carpeted are to be dust mopped with chemically treated dust mops. Spills and stains are to be spot cleaned on a daily basis.

Steps and Landings:

Steps and landings will be swept and mopped with a detergent disinfectant solution.

Commodes and Urinals:

Commodes and urinals will be washed and dried. Seats shall be washed top and bottom. This work will be performed using an acceptable, non-pungent germicidal disinfectant solution. Bright metal parts are to be dry shined.

Washbasins:

Washbasins are to be washed inside and out. Bright metal parts are to be dry shined.

Mirrors:

Mirrors are to be cleaned and dry shined.

Waste Receptacles:

All waste receptacles are to be emptied and interiors wiped out. Sanitary napkin waste disposal containers are to be emptied, sprayed with an approved disinfectant spray and wiped dry. The contents of the containers will be emptied into special carry out containers for removal from the premises.

Paper Products:

Toilet tissue, white paper towels, and liquid hand soap will be furnished by Shelby County. All dispensing units are to be filled as needed and are to be kept clean.

Air Fresheners:

Air freshener products will be placed within the restrooms and replaced as needed. The Contractor shall provide the air freshener and said freshener fragrance shall be approved by the County. The air fresheners should be the battery pack dispensing units.

Tile Floors within Office Areas/Suites:

Sweep loose paper and debris from tile floors. Mop floors with a detergent disinfectant solution using a scraper for adherents.

Tile Floors in Restrooms:

Restroom floors will be mopped clean with a chemical to disinfect and particularly ensure the cleaning of the areas between the floor tile and the commode.

Break Areas:

Break areas will be cleaned on a daily basis using an acceptable, non-pungent germicidal disinfectant solution. Tables and chairs will be wiped off, trash will be collected and removed, microwave ovens will be cleaned both interior and exterior. The exterior of refrigerators will be wiped down with cleaning solvent. The refrigerators will be emptied and cleaned on a six-month basis. Contractor shall post notices at least five days in advance on outside of refrigerator before emptying and cleaning inside. **Only the refrigerators in Break Areas will be cleaned on a six month basis.** Contents shall be removed for cleaning and replaced after cleaning. Cleaning is to

**Specifications – Cleaning Contract
Daily Service**

be coordinated through the Facilities Office, and scheduled a minimum of one full week in advance.

Stained Concrete Floors:

Dry mop / dust mop to remove loose soil.

Supervisor Reports:

Reports must be turned in to the Administrative Assistant at the Facilities & General Services Warehouse on a daily basis. Reports must be filled in completely and signed by the working AND non working supervisor.



Specifications – Cleaning Contract Weekly Service

WEEKLY SERVICE – Sunday, Unless Otherwise Approved in Writing by Manager, Facilities & General Services

Restroom Walls:

Restroom walls will be cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.

Restroom Toilet Partitions:

Tops of all partitions will be dusted. Partition walls will be cleaned with a detergent disinfectant solution (top and sides).

Glass Partitions and Glass Doors:

Glass panels and doors are to be cleaned with glass cleaner to remove fingerprints and smudges.

Carpet Stains:

All carpet stains are to be sprayed with stain removing agent and cleaned.

Pictures:

All wall hung pictures and other wall adornments are to be dusted.

Telephones:

Sanitize all telephone receivers.

Tile Floors:

Tile floors will be dust mopped and spray buffed. **Spray used must not make a slippery/slick surface.** Dust must be removed from corners and behind doors. Courthouse First Floor corridor from main entry to elevator/stair will be machine scrubbed and polished.



MONTHLY SERVICE

Baseboards and Ceiling Vents:

Baseboard and ceiling vents are to be dusted. Either treated cloths, soft dust cloths, or vacuums may be used for this operation.

Tile Floors:

All ceramic tile floors and grout to be machine scrubbed and wet vacuumed. No wax or finish to be applied.

All VCT tile floors will be machine scrubbed and polished. Care will be exercised in the operation of floor machines and equipment so as to prevent damage to furniture and baseboards. Floor finish will not be allowed to build up around edges or corners. Splash marks will be removed from baseboards, doors, walls, etc. Courthouse First Floor corridor from main entry to elevator/stair will be stripped and waxed (see Quarterly Service for details).

Stained Concrete Floors:

It is the intent that the Contractor use HILD Ultra Glo products as specified in the care and maintenance of stained concrete floors.

One source of these products is: [confirm contact information Jeffco Concrete](#)

Jeffco Concrete Contractors
10945 Commercial Drive
Tuscaloosa, AL 35405
Telephone: 205/345-3443, Toll Free 800/226-2668
Facsimile: 205/752-0973
Email: info@jeffcoconcrete.com

MSDS sheets for the HLD Ultra Glo products are on file with the County.

- 1) Clean floor:
 - a. Brush baseboards and other perimeter areas to loosen dust and debris.
 - b. Vacuum entire floor using a medium brush attachment
 - c. Clean floor with auto-scrubber (white pad or red pad)
 - d. Damp mop, rinse with CLEAN cool water
 - e. Let floor dry before applying finish
- 2) TAA (Thermo Adhesion Activator) by Hild Ultra Glo Systems:
 - a. Pour TAA directly on DEDICATED 24-oz. rayon mop, NOT INTO BUCKET
 - b. This mop must be dedicated to TAA
 - c. Mop aggressively one (1) thin coat of TAA wall to wall.
 - d. Dries in 10-15 minutes.
 - e. Burnish IMMEDIATELY after drying
 - f. Burnish with 1500-2000 RPM high speed buffer. NATURAL HAIR burnishing pads.
 - g. Burnish AGGRESSIVELY and slowly to crystal clear shine.
 - h. TAA must be burnished more aggressively and slowly than standard coatings.



QUARTERLY SERVICE

Carpets:

Carpets on all floors in all areas are to be cleaned by the steam extraction method with extra care given to break areas and high traffic areas. Heavily soiled areas and spots are to be pre-soaked before extracting. Carpet cleaning must occur on a Friday night or Saturday morning before 12:00 noon to ensure drying time before Monday morning.

Tile Floors:

VCT flooring in all areas is to be stripped and waxed with special attention to high traffic areas. Corners and edges should not have build up. Wax on baseboards or walls shall be removed. Floors are to be stripped, two (2) coats of sealer applied, and three (3) coats of floor finish with not less than 28% solid applied. Thoroughly clean floors to remove dirt and debris before application of sealer. All floors will have a high gloss without embedded dirt and debris.

Marble Floors:

Marble floors to be cleaned, sealed, and polished using products specifically formulated and approved for marble. Products containing acid shall not be used.

Blinds:

All window and door blinds will be cleaned using either a vacuum or a damp cloth.

Stained Concrete Floors:

Products refer to HILD Ultra Glo Systems

- 1) Clean Floor
 - a. Brush baseboards and other perimeter areas to loosen dust and debris.
 - b. Vacuum entire floor using a medium brush attachment
 - c. Clean floor with auto-scrubber (white pad or red pad)
 - d. Damp mop, rinse with CLEAN cool water
 - e. Let floor dry before applying finish
- 2) Sealer
 - a. Apply two (2) coats of Sim Sealer
 - b. Allow sealer to cure over night
- 3) Tuff-Stuff (four coats)
 - a. Use dedicated clean synthetic wax/finish mop, apply even medium coats
 - b. Let each coat dry to touch
 - c. Floor will streak if partially dried material on mop is deposited on subsequent coats. This is not acceptable.
- 4) TAA (Thermo Adhesion Activator)
 - a. Pour TAA directly on DEDICATED 24-oz. rayon mop, NOT INTO BUCKET
 - b. This mop must be dedicated to TAA
 - c. Mop aggressively one (1) thin coat of TAA wall to wall.
 - d. Dries in 10-15 minutes.
 - e. Burnish IMMEDIATELY after drying
 - f. Burnish with 1500-2000 RPM high speed buffer. NATURAL HAIR burnishing pads.
 - g. Burnish AGGRESSIVELY and slowly to crystal clear shine.
 - h. TAA must be burnished more aggressively and slowly than standard coatings.



Specifications – Cleaning Contract Additional Specifications and Clarifications

ADDITIONAL BID SPECIFICATIONS AND CLARIFICATIONS

- Mandatory weekly meetings/inspections will be held each Thursday at 7:30 a.m. with Johnny Padgett, County Facilities Maintenance Supervisor or other designated County personnel and a representative from the cleaning company who is awarded the contract for cleaning. These meetings will be conducted in properties selected by the County.
- Contractor must have an established, operating office within fifty (50) miles of Columbiana, Alabama (Shelby County).
- Proposal forms shall include pricing for all buildings.
- Work Release and Animal Services are not included in the pricing. There will be occasional floor work needed at these locations. Proposals will be requested from the Contractor at that time. Any work performed will be invoiced separately after work is completed and accepted.
- At the County Services Building in Pelham, the space occupied by the E-911 offices is not included in pricing.
- The refrigerators in all building will be emptied and cleaned on a six-month basis. Contractor shall post notices at least five days in advance on outside of refrigerator before emptying and cleaning inside. **Only the refrigerators in Break Areas will be cleaned on a six month basis.** Contents shall be removed for cleaning and replaced after cleaning. Cleaning is to be coordinated through the Facilities Office, and scheduled a minimum of one full week in advance.
- The Contractor must ensure that the contractor's building supervisors inspect all cleaning areas **before crew departs building on a daily basis.** It is the Cleaning Supervisor's responsibility to ensure all doors are locked and lights turned off. The final inspection is to be completed by the Quality Control Manager after the crews have finished. If a task is not completed as specified within the bid specifications, the County will notify the Contractor by email or fax on the first occurrence. Should the County notify the contractor a second time concerning the same task not being performed as specified, including not securing doors, the County will deduct five percent (5%) from the Contractor's monthly invoice for that building as a non-performance penalty. The non-performance penalty deduction will increase by 5% for each occurrence within a quarter and shall continue each month thereafter when the cleaning tasks or areas are subsequently missed.
- The Contractor, as a part of his proposal will provide his manpower plan for daily janitorial services. This information will be used to determine the responsiveness of Contractor's bid. List Supervisor(s) and workers per area with anticipated hours. Acceptance of the Contractor's proposal and subsequent award of contract shall not serve as a guarantee by the County that Contractor's manpower plan is adequate to perform the contract requirements. Contractor shall provide all labor necessary to perform in accordance with the contract requirements. Supervision shall be adequate to ensure inspection of work performed each day. Supervisor shall be replaced at request of the County.



Specifications – Cleaning Contract Additional Specifications and Clarifications

Area	Buildings Included	Staffing Anticipated per Area		Hours Anticipated per Area	
		# of Supervisors	# of Workers	Supervisor Hours	Worker Hours
1.	Courthouse Complex (includes Courthouse, Courthouse Annex (Public Defender's Office), IT Bldg., Butch Ellis Bldg. and Administration Bldg., new License Office after completion)				
2.	Columbiana (includes Ray Bldg., Sheriff's Training Center, Agri-Center, Historic Society, Landfill, Juvenile Detention, Facilities Offices & Warehouse)				
3.	Pelham (includes County Services, Estes Sr. Center, Sheriff's North Sub-station Bldg. and Inverness Tag & License Office)				
4.	Westover Water Authority				

- It is the responsibility of the Contractor to replenish the supply of all paper products and hand soaps so these supplies do not run out during the workday. The County will provide these products to the building for Contractor use. Contractor must provide advance notice to County when replenishment of supplies is needed.
- It will be the responsibility of the Contractor to provide to the County a schedule of the quarterly carpet cleaning, floor stripping, and waxing cycles for each building.
- If Contractor damages or finds something damaged or in need of repair (furniture, appliances, plumbing, sinks, toilets, carpet, etc.), it is the responsibility of the Contractor to report it to the County within 24 hours.
- Daily Service – General dusting is to include but not be limited to the Judge's benches and tables within the Courtrooms. Glass on tables should be cleaned daily with glass cleaner.
- Weekly Service – Courtroom benches are to be dusted and/or vacuumed (all Courtrooms with cloth seats will need vacuuming; all others will need to be dusted). Table tops covered with glass will be dusted by removing glass and dusting the surface.
- All services rendered on this contract shall be performed after 5:00 p.m. Sunday through Thursday.
- All buildings covered under "Daily Services" - will have restroom air fresheners installed and maintained by the Contractor. The air fresheners should be the battery pack dispensing units. The actual fragrance and strength to be used will be pre-approved by the County.
- All buildings covered under "Weekly Services" – the spray buffing of tile floors shall occur at all traffic areas and in areas where there are stains. The Contractor will have to use good judgment and physically inspect all locations to ensure the spray buffing occurs in all areas that require attention.



Specifications – Cleaning Contract Additional Specifications and Clarifications

- Quarterly floor stripping and waxing shall include the stripping and waxing of the VCT tile in all restrooms and/or building entrances.
- Any items (cleaning supplies, materials, solvents, etc.) not clearly denoted as being furnished by the County shall be furnished by the Contractor. Before work begins, Contractor will submit for approval a detailed list of all cleaning products proposed for use under this contract, including MSDS information.
- Contractor is responsible to ensure that all doors are maintained secure during work operation and before departing each area/building.
- Contractor to ensure all building lights are turned off before departing.
- Contractor **MUST** have a non-working supervisor (Quality Control Manager) to walk each space after the cleaning crew is complete to verify the accuracy of work. A supervisor report (attached) must be turned in to the Facilities and General Services Administrative Assistant daily. The non working supervisor must have no regular daily cleaning responsibilities.
- Any employee working in the Courthouse must have an access card. In order to receive an access card, the company must comply with the following:
 - o The Company/Individual requesting access must submit a completed “Request For Access Card” and “Agreement for Use” form (attached) for each individual seeking access.
 - o The “Request” must be submitted via email, fax or mail to the Court Administrator for review and background investigation.
 - o Approval or denial, with further instructions, will be emailed from the Court Administrator to the Company/Supervisor/Manager.
 - o The Company/Supervisor/Manager must provide an email address to County Facilities & General Services or the Court Administrator.
- No person is allowed in the Courthouse for cleaning or otherwise without the proper access card. Anyone found allowing access to the Courthouse to anyone without an access card will be removed from the access list immediately.
- All employees who will need Courthouse clearance must be listed on the proposal form and we will require that there be 2 additional employees with Courthouse clearance (along with Courthouse crew listed) be listed as back up.

Schedule:

In addition to the requirement to provide a schedule of the quarterly cleaning, the Contractor will provide written notice to the County that quarterly service has been performed. This will be provided for each building.

Mailing Address:

Reed Prince, Manager
Facilities & General Services
P. O. Box 467
Columbiana, AL 35051

Bids must be within a sealed envelope marked “Janitorial Services Bid” in lower left hand corner.



Specifications – Cleaning Contract Additional Specifications and Clarifications

American Village **General Buildings**

Nightly

- Trash containers emptied
- Ash trays cleaned
- Furniture and equipment dusted
- Carpets vacuumed in traffic areas
- Tile/Hardwood floors dust mopped/Clean Spots
- Glass partitions and Glass Doors spot cleaned
- Toilets, toilet seats and urinals cleaned and disinfectant, metal polished
- Washbasins washed disinfected and dried inside, metal polished
- Paper products will be replaced and cleaned – furnished by American Village
- Mirrors spot cleaned
- Walls spot cleaned
- Restroom stall partitions dusted and spot cleaned
- Restroom floors swept and mopped
- Put tables and chairs into storage as needed for floor cleaning after events

Weekly

- Carpets vacuumed thoroughly in corners and edges
- Tile/Hardwood floors wet mopped with neutrals cleaner
- Pictures dusted and straightened
- Baseboards and low vents dusted
- Telephones wiped with disinfectant solutions
- Wall surfaces around light switches as needed

Monthly

- High dusting ceiling vents and ledges that can be reached from the floor
- Upholstered furniture vacuumed
- Mini blinds dusted on both sides
- Vertical furniture surfaces dusted on sides of all furniture
- All floors scrubbed
- Walls and stall partitions cleaned and disinfected
- High dusting ceiling fans, high ledges, and door closers dusted

Quarterly

- Exterior/Interior Window Cleaning on all buildings



Specifications – Cleaning Contract Additional Specifications and Clarifications

American Village

Public Areas

Nightly

- Trash containers emptied
- Ash trays emptied and cleaned
- Ledges and handrails dusted
- Directory glass cleaned and polished
- Carpets vacuumed in traffic lanes
- Tile floors dust mopped
- Water fountains washed with a disinfectant and polished
- Entrance areas spot cleaned
- Entrance mats vacuumed inside and outside
- Put tables and chairs into storage as needed for floor cleaning after events

Weekly

- Pictures dusted and straightened
- Baseboards and low vents dusted
- Entrance areas glass doors cleaned on both sides
- Walls spot cleaned around wall switches and door frames

Monthly

- High dusting around vents and ledges
- Upholstered furniture vacuumed

Kitchens/Break rooms

Nightly

- Trash cans emptied
- Ash trays emptied and cleaned
- Countertops and cabinets cleaned
- Microwave ovens inside and outside cleaned
- Tables and chairs cleaned
- Tile floors swept and mopped
- Refrigerator/Stove exterior surface cleaned

Weekly

- Walls spot cleaned around light switches and door frames

Floor Maintenance

Weekly

- Spray buff (wood floors)



Specifications – Cleaning Contract Additional Specifications and Clarifications

Day Porter Duties

9:00am – 2:00pm

Monday – Friday

5 hours per day for Day Porter

Review communication log/Report to Facilities Assistant

Pick up golf cart and radio

Be sure golf cart has needed supplies & kept clean

Use designated carts only

Inspect all public restrooms

Police property for trash and debris from Level 1 and Level 2

Be available for emergency clean ups

Assist with all event set ups

Process group lunches

Process group beverage orders

Stock offices with beverages

Remove trash from picnic area and barn after lunch – replace with new trash liners

Polish brass doorknobs and plates

Report all noticeable damages, leaks and bulb outages ASAP

Report to American Village weekly inventory of paper products

Property Levels

Level 1	Grass Cut area
Level 2	Highway Outside Fence
Level 3	Grass that is bush hogged

Paper products furnished by American Village

Toilet Paper
Paper Towels
Feminine Napkin Bags
Hand Soap
Trash Can Liners
Air Fresheners

American Village employees must meet Janitorial employees prior to working

American Village must have a copy of background checks of janitorial employees prior to working

American Village requests some type of identification for all janitorial employees to be visible at all times



**Specifications – Cleaning Contract
Additional Specifications and Clarifications**

Estimated Square Footage of Buildings

***This information is not intended to be used as a basis
for calculating your bid.**

Building	Estimated Sq. Footage
Shelby County Courthouse	73,000
Courthouse Annex	
Community Services Bldg. (Butch Ellis Bldg.)	7,520
County Administration Bldg.	17,388
IT Building	16,250
Shelby County License Office	8,560
Ray Building	13,580
John E. Jones Agri-Center	15,160
Facilities Offices / Warehouse	14,960
Regional Juvenile Detention	14,809
County Services Building	30,070
Inverness Tag & License Office	
Mary Ellen Estes Community Center	5,468
Westover Water Authority	
Historical Society	6,664
Landfill Scale House	840
Sheriff's Training Center	6,572
Sheriff's North Substation	2,100
American Village	38,200