



TRUSSVILLE CITY SCHOOLS

476 Main Street
Trussville, AL 35173
(205) 228-3000 FAX (205) 228-3001

Dr. Stephen Ward
Board President

Dr. Patrick Martin
Superintendent

Date: May 6th, 2026

Bid # 26-11

HTHS Sports Facilities Cleaning

Sealed bids for the **HTHS Sports Facilities Cleaning** will be received by the Trussville City Board of Education at the Central Office located at 476 Main St Trussville AL until **9:30am CST on June 3rd, 2026**, at which time they will be publicly opened and read.

You may access this bid using this link to the Trussville City Schools web site <https://www.tcsk12.us/departments/bids-and-vendor-information>. Click the bid number listed above from the list under Building and Facilities Bids to view the bid. If you would like to request a hard copy of this bid, you may call 205-228-3062.

In the event the Trussville City School system is closed due to unforeseen circumstances on the mandatory pre-bid date, or the bid opening date please visit <https://www.tcsk12.us/> to view the **District News** section for new dates and times.

The specifications and bid information attached should be *read carefully*. On the final page, you must enter your bid amount and sign. If the document is not submitted as requested, it may be such that we cannot classify this offer as a legitimate bid. All bids must comply with the Alabama State Bid Law.

A **mandatory pre-bid** conference has been set for **9:20am CST on May 27th, 2026**, at the Central Office located at 476 Main St, Trussville, Alabama. It is the responsibility of each Bidder/Vendor to visit the school for the purpose of viewing/questioning item specifications.

The bid will be awarded to the lowest Bidder/Vendor meeting specifications. Trussville City Schools reserves the right to reject any and or all bids and to waive informalities in awarding this bid to the lowest responsible bidder. If you have any questions concerning this bid, please contact the writer at 205-228-3062.

Sincerely,

Brian Pharris
Facilities Director
476 Main Street
Trussville, AL 35173
(205) 228-3062

**HTHS Sports Facilities Cleaning
Bid 26-11**

**Bidder/Vendor are requested to retain these instructions, conditions and specifications for future reference.
Once awarded this is your contract document.**

I. GENERAL INFORMATION

- A. Bidder/Vendor must use our form for submitting their bid.
- B. All bid envelopes must be sealed and marked with the following in the lower left hand corner: Bid #, Name of the bid, opening time and date and company name. Late bids will not be opened.
- C. Trussville City Schools is tax exempt under State and Federal law. Bids will not include State Sales Tax, Federal Excise Taxes or any other fee.
- D. Records showing successful Bidder/Vendor and prices quoted will be placed on file and may be examined upon request. If the contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file.
- E. Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.
- F. Any necessary amendments to this Bid will be posted on our web page at <https://www.tcsk12.us/departments/bids-and-vendor-information>. While Trussville City Schools will make an effort to communicate all amendments, monitoring the web page for amendments will be considered the Bidder/Vendors responsibility.
- G. Any Request for Information (RFI) should be submitted to sadie.logan@tcsk12.us and will be addressed via email to all bidders.

II. SPECIFICATIONS

- A. The Bidder/Vendor shall state the manufacturer's warranty for each item quoted and will be responsible for all warranty service as required.
- B. You shall obtain a City of Trussville Business license thirty (30) days after award of bid and send copy to Trussville City Schools.
- C. Your bid must include a Chemical Application license (if applicable).
- D. Your bid must include a Certificate of Insurance (COI) in the minimum amount of 1 million dollars and a Workman's compensation certificate.
- E. The venue for this contract shall be Jefferson County, Alabama. The state of Alabama shall be the governing law for this contract.
- F. Bidder/Vendors wishing to bid shall have a minimum of five (5) years' experience doing business under the same firm name in which bids are submitted. Joint venture contracts must be pre-approved.
- G. Each Bidder/Vendor shall submit a list of educational facilities with the name of the facility and

the contact person where they have performed the duties described in this bid.

III. DISQUALIFICATION OF BIDS

Bids may be disqualified before the awarding of the contract for any of the following:

- A. Failure to mark envelope as required.
- B. Failure to include requested information or other details of the bid.
- C. Excessive errors.
- D. Failure to complete "Bid Form for Alabama Immigration Law Compliance" and return appropriate documentation. MUST be included even if previously submitted
- E. Failure to have an original signature on the Bid Form, a faxed copy is not acceptable.
- F. The failure to include the acknowledgment of addendum form (if applicable)
- G. This Bid shall not be altered by the Bidder/Vendor in any way. Any and all changes from those specified shall be listed as deviation. Failure to abide by this requirement may result in the bid being disqualified from consideration.

IV. MATERIALS BID (if applicable)

- A. All items quoted shall be new packed in manufactures original containers and shall meet or exceed the specific specifications shown. Re-built or remanufactured equipment will not be considered.
- B. The Bidder/Vendor shall state the manufacturer's warranty for each item quoted and will be responsible for all warranty service as required.
- C. Bidder/Vendor shall quote the brand and/or model specified. If bidding a substitute, Bidder/Vendor must identify the differences in writing on additional sheet(s). Bidder/Vendor must submit product specification sheets for all items being quoted. All bids not complying with the statement may be rejected. (if applicable)

V. CONTRACT PERIOD/PRICING OPTIONS

- A. The bid award or any contract entered into as a result of the bid award cannot be assigned, subcontracted out or franchised out to any contractor(s). The company submitting the bid must be the company that actually performs the work, and no assignment whatsoever shall be permitted.
- B. Prices should be good for the length of this contract. The contract will be based on a period of 12 months with the option to renew for four (4) years from the date the contract was awarded.
- C. Trussville City Schools reserves the right to terminate this contract with a 30-day written notice to the vender.
- D. The bid will be awarded to the lowest Bidder/Vendor meeting specifications. Trussville City Schools reserves the right to reject any and or all bids and to waive informalities in awarding this bid to the lowest responsible bidder. If you have any questions concerning this bid, please contact the

writer at 205-228-3062.

VI. PROPOSAL FORM

- A. Proposal form shall be filled out in full.
- B. Each item quoted shall be described by brand name and model number.
- C. Each item shall be assigned a unit cost. Failure to provide this information on proposal form may be cause for rejection of bid.

VII. METHOD OF AWARD and DELIVERY

- A. The award will be made to the lowest responsible Bidder/Vendor meeting specifications. It is not the policy of Trussville City Schools to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, past service and experience are among the factors that may be considered in determining the responsible bidder.
- B. In the event the low Bidder/Vendor refuses to accept the entire requirements without deviation, the bid may be awarded to the next lowest bidder.
- C. Award will be made to the responsible Bidder/Vendor offering a proposal that is deemed the most acceptable and advantageous to the Trussville City School System.
- D. F.O.B. ADD ADDRESS FOR FOB. The title and risk of loss of the goods will not pass to Trussville City Schools, departments or local school until receipt and acceptance takes place at the FOB point. Bidder/Vendor will notify Trussville City Schools 24 hours prior to delivery.

VIII. SPECIFICATIONS/SCOPE OF WORK

The facilities included on this **daily cleaning** bid are as follows:

- HTHS Soccer Facility – Total square footage – 1,478 sq. ft.
Soccer restrooms – 578 sq. ft.
Soccer Locker rooms – 900 sq. ft.
 - HTHS Field House - Total square footage - 12,036 sq. ft.
 - HTHS Stadium and Sport Complex – Total square footage 14,810 sq. ft.
Press box top floor – 1,330 sq. ft.
Press box Husky Room – 900 Sq. ft.
Press box Ground Floor restrooms – 3,000 sq. ft.
Home Locker room and coaches/trainers offices – 3,000 sq. ft.
Band/Track and side restroom – 1,500 sq. ft.
Visitor locker and restrooms – 5,080 sq. ft.
- ❖ **HTHS will supply schedules for home football/soccer games and other events held at these facilities.**
 - ❖ **Daily cleaning of the facilities listed above is to start at 9:00 pm.**
 - ❖ **After all home football games cleaning crew will report to stadium and field house at midnight to clean.**
 - ❖ **Cleaning for the Soccer Facility after each home game will take place the following day.**
 - ❖ **HTHS will supply trash bags and paper products. Vender to supply own cleaning supplies and equipment.**

July (first week of July) Wax for all VCT in the Field House

Service area (Affected areas are all VCT areas) shall be swept, mopped and any excessive debris scrubbed. Area shall be machine scrubbed with an appropriate cleaning solution. Area shall be rinsed to remove any residue and then at **least three even coats of wax applied to the floor**. All furniture will be removed from affected areas and returned when wax is thoroughly dry. Cleaning solution and wax should be carefully applied to avoid baseboards and walls.

NOTE: AAA Ultra Shine85 is to be used in the waxing task

HTHS Soccer Facility

Boys Soccer Locker Room

- Locker Rooms
 - Clean and sanitize
 - Sweep and mop
 - Dust lockers at least once a week
 - Clean and sanitize water fountains with stainless steel polish
 - **Every two days use fog machine with chemicals to disinfect all locker rooms to maintain infections**
 - Empty all trash receptacles and replace liner
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass

Girls Soccer Locker Room

- Locker Rooms
 - Clean and sanitize
 - Sweep and mop
 - Dust lockers at least once a week
 - Clean and sanitize water fountains with stainless steel polish
 - **Every two days use fog machine with chemicals to disinfect all locker rooms to maintain infections**
 - Empty all trash receptacles and replace liner
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass

Girls Restroom outside Locker Room

- Restrooms
 - Clean and sanitize
 - Clean toilet thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
 - Empty and clean sanitary napkins bins

Boys Restroom outside Locker Room

- Restrooms
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass

- Wipe down wall and stalls, remove graffiti

Girls Restroom outside Concession Stand

- Restrooms
 - Clean and sanitize
 - Clean toilet thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
 - Empty and clean sanitary napkins bins

Boys Restroom outside Concession Stand

- Restrooms
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti

Additional Responsibilities

- Gum, candy, stickers, etc. should be removed from any surfaces daily
- All marks should be removed from walls daily. This includes the cloth panels.
- Vandalism should be removed immediately and notify coordinator by e-mail of any vandalism unable to be removed.
- Water fountains must be cleaned with stainless steel cleaner nightly
- Trash cans should be cleaned inside and out as needed, but a minimum of twice a month.
- Damaged ceiling tiles should be reported daily
- Light fixtures should be checked daily for bugs. It will be your responsibility to open the lens of any light fixture that has bugs inside and clean the lens.
- Cleaning staff must be able to climb ladder and dust out light fixtures
- Refill all soap dispensers, paper holders, paper towels, etc. as needed
- **Pick up trash in/under bleachers and empty trash cans and replace trash can liners.**
- **Empty all trash cans and replace trash can liners in dugouts.**

HTHS Field House Facility

Training Room including office and restroom

- Restrooms:
 - Clean and sanitize
 - Empty and clean sanitary napkins bins
 - Clean toilets thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
- Office
 - Dust
 - Empty trash receptacles and replace liners
 - Sweep and mop
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
- Training Room
 - Sanitize bed
 - Dust
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week

Weight Room and Classroom

- Vacuum weight room with rubber mat floor
- Sanitize mats nights and clean up any spills
- Wipe down all workout equipment in weight room including benches, weights and weight bars
- **Every 2 days use fog machine with chemicals to disinfect all locker rooms and weight rooms to maintain infections**
- Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Dust air vents twice a week
- Empty trash receptacles and replace liners

Entrance – Hallway

- Sweep floors removing all soil and debris
- Auto scrub entrance floor nightly using soft scrub pad, hand mop any area not reached by the auto scrub such as corners and around the edge of baseboards
- Vacuum all walk off mats top and bottom
- Clean doors and thresh hold of all debris
- Empty any trash receptacles in foyer area and replace liners as needed
- Place "**Wet Floor**" signs in area while work is being done
- Clean window area above doors
- Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Dust air vents twice a week

Coaches Office including locker room and restroom

- Coaches Office
 - Dust countertops, window seals, and bookshelves
 - Sweep and mop
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
- Locker Room
 - Dust lockers
 - Sweep and mop
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
- Restroom and Shower
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sink
 - Clean and sanitize showers
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week

Head Coaches Office including locker room and restroom

- Head Coaches Office
 - Dust countertops, window seals, and bookshelves
 - Sweep and mop
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
- Restroom
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sink
 - Clean and sanitize shower
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week

Laundry Room

- Clean and sanitize
- Dust
- Sweep and mop
- Empty all trash receptacles and replace liners
- Dust air vents twice a week
- Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass

Varsity Locker Rooms, Showers, and Restrooms

- Locker Rooms
 - Clean and sanitize
 - Sweep
 - Auto scrub floor nightly using soft scrub pad, hand mop any area not reached by the auto scrub such as corners and around the edge of baseboards in locker room
 - Dust lockers at least once a week
 - Clean and sanitize water fountains with stainless steel polish
 - **Every two days use fog machine with chemicals to disinfect all locker rooms to maintain infections**
 - Empty all trash receptacles and replace liner
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Showers
 - Clean and sanitize
 - Sweep and mop
 - Clean walls
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Restrooms
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
 -

Freshman Locker Rooms, Showers, and Restrooms

- Locker Rooms
 - Clean and sanitize
 - Sweep
 - Auto scrub floor nightly using soft scrub pad, hand mop any area not reached by the auto scrub such as corners and around the edge of baseboards in locker room
 - Dust lockers at least once a week
 - Clean and sanitize water fountains with stainless steel polish
 - **Every two days use fog machine with chemicals to disinfect all locker rooms to maintain infections**

- Empty all trash receptacles and replace liner
- Dust air vents twice a week
- Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Showers
 - Clean and sanitize
 - Sweep and mop
 - Clean walls
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Restrooms
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls. remove graffiti

Additional Responsibilities

- Gum, candy, stickers, etc. should be removed from any surfaces daily
- All marks should be removed from walls daily. This includes the cloth panels.
- Vandalism should be removed immediately and notify coordinator by e-mail of any vandalism unable to be removed.
- Water fountains must be cleaned with stainless steel cleaner nightly
- Trash cans should be cleaned inside and out as needed, but a minimum of twice a month.
- Damaged ceiling tiles should be reported daily
- Light fixtures should be checked daily for bugs. It will be your responsibility to open the lens of any light fixture that has bugs inside and clean the lens.
- Cleaning staff must be able to climb ladder and dust out light fixtures
- Refill all soap dispensers, paper holders, paper towels, etc. as needed

HTHS Stadium and Sport complex

Home Side Locker Rooms, Showers, and Restrooms, Training Rooms and offices

- Locker Rooms
 - Clean and sanitize
 - Sweep
 - Auto scrub floor nightly using soft scrub pad, hand mop any area not reached by the auto scrub such as corners and around the edge of baseboards in locker room
 - Dust lockers at least once a week
 - Clean and sanitize water fountains with stainless steel polish
 - **Every two days use fog machine with chemicals to disinfect all locker rooms to maintain infections**
 - Empty all trash receptacles and replace liner
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Showers
 - Clean and sanitize showers
 - Sweep and mop
 - Clean walls
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Restrooms
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
 - Empty and clean sanitary napkins bins
- Training Rooms
 - Sanitize bed
 - Clean and sanitize
 - Dust
 - Sweep and mop
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
- Training Room Restroom
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors

- Empty trash receptacles and replace liners
- Dust air vents twice a week
- Clean and sanitize showers
- Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Wipe down wall and stalls, remove graffiti
- The office including its restroom and shower
 - Office
 - Dust
 - Clean and sanitize
 - Sweep and mop
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
 - Restroom and Shower
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Clean and sanitize showers
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
- Home Side Stadium Restrooms
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
 - Empty and clean sanitary napkins bins
- Ticket Booths – **Cleaning after all home events.**
 - Clean window
 - Clean countertop and sanitize
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Referee room, Restroom and shower
 - Referee Room
 - Dust

- Empty trash receptacles and replace liners
 - Sweep and mop
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
 - Clean tables and sanitize
 - Restrooms and Shower
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Clean shower
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
 - Empty and clean sanitary napkins bins
- The Tower
 - Elevator
 - Vacuum, remove any spots and spills
 - Clean elevator with stainless steel cleaner
 - 2nd Floor
 - Dust countertops, window seals, tv, etc.
 - Clean and sanitize
 - Sweep and mop
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
 - Clean and wipe down sink with stainless steel cleaner
 - Vacuum rooms
 - Clean inside windows
 - Clean and wipe down refrigerator with stainless steel cleaner
 - 2nd Floor Restrooms
 - Clean and sanitize
 - Clean toilet thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
 - Empty and clean sanitary napkins bins
 - 3rd floor
 - Dust countertops, window seals
 - Clean and sanitize
 - Sweep and mop

- Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
 - Clean and wipe down sink with stainless steel cleaner
 - Clean inside windows
 - Vacuum rooms
 - 3rd Floor Restrooms
 - Clean and sanitize
 - Clean toilet thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
 - Empty and clean sanitary napkins bins
- Locker Rooms
 - Clean and sanitize
 - Sweep
 - Auto scrub floor nightly using soft scrub pad, hand mop any area not reached by the auto scrub such as corners and around the edge of baseboards in locker room
 - Dust lockers at least once a week
 - Clean and sanitize water fountains with stainless steel polish
 - **Every two days use fog machine with chemicals to disinfect all locker rooms to maintain infections**
 - Empty all trash receptacles and replace liner
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Showers
 - Clean and sanitize showers
 - Sweep and mop
 - Clean walls
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Restrooms
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass

- Wipe down wall and stalls, remove graffiti
 - Empty and clean sanitary napkins bins
- Training Rooms
 - Sanitize bed
 - Clean and sanitize
 - Dust
 - Sweep and mop
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
- Training Room Restroom
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Clean and sanitize showers
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
- The office including its restroom and shower
 - Office
 - Dust
 - Clean and sanitize
 - Sweep and mop
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
 - Restroom and Shower
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Clean and sanitize showers
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
- Visitor Side Stadium Restrooms
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks

- Replace toilet paper, paper towels and hand soap as needed
- Sweep and mop floors
- Empty trash receptacles and replace liners
- Dust air vents twice a week
- Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Wipe down wall and stalls, remove graffiti
- Empty and clean sanitary napkins bins

Track/Band Locker Rooms, Showers, and Restrooms, Training Rooms and offices

- Locker Rooms
 - Clean and sanitize
 - Sweep
 - Auto scrub floor nightly using soft scrub pad, hand mop any area not reached by the auto scrub such as corners and around the edge of baseboards in locker room
 - Clean and sanitize water fountains with stainless steel polish
 - **Every two days use fog machine with chemicals to disinfect all locker rooms to maintain infections**
 - Empty all trash receptacles and replace liner
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
- Restrooms
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Wipe down wall and stalls, remove graffiti
 - Empty and clean sanitary napkins bins
- Offices Restroom Shower
 - Dust countertops, window seals,
 - Clean and sanitize
 - Sweep and mop
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
 - Restroom
 - Clean and sanitize
 - Clean toilet and urinals thoroughly inside and out
 - Clean mirrors
 - Clean sinks
 - Replace toilet paper, paper towels and hand soap as needed
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week

- Clean and sanitize showers
- Training Rooms
 - Clean and sanitize
 - Dust
 - Empty trash receptacles and replace liners
 - Cleaning staff must be able to climb a ladder to dust/clean debris and bugs out of light fixtures and clean all glass
 - Dust air vents twice a week
 - Sweep and mop floor
 - Clean and sanitize
 - Clean sinks
 - Sweep and mop floors
 - Empty trash receptacles and replace liners
 - Dust air vents twice a week
- Home games
 - After each varsity home game (Friday night or Saturday morning), which is a minimum 5 per year and possible playoff game(s), the vendor will clean all areas inside the fence at the stadium. This shall include the removal of all trash and any other debris, empty garbage cans and replace liners on both the home and visitor side bleacher area, the area around the track, around the concession stands and the concourse area under the home and visitor side bleachers.

Additional Responsibilities

- Gum, candy, stickers, etc. should be removed from any surfaces daily
- All marks should be removed from walls daily. This includes the cloth panels.
- Vandalism should be removed immediately and notify coordinator by e-mail of any vandalism unable to be removed.
- Water fountains countertops must be cleaned with stainless steel cleaner nightly
- Trash cans should be cleaned inside and out as needed, but a minimum of once a week.
- Damaged ceiling tiles should be reported daily
- Light fixtures should be checked daily for bugs. It will be your responsibility to open lens of any light fixture that has bugs inside and clean the lens.
- Cleaning staff must be able to climb ladder and dust out light fixtures
- Refill all soap dispensers, paper holders, paper towels, etc. as needed

SUPERVISION, ADMINISTRATION AND BILLING

Cleaning Staff

1. Staff must be properly trained in the use of all equipment, chemicals and cleaning techniques necessary to perform janitorial duties.
2. All staff must have a completed background check in their personnel file. File must be available to TCS upon request.
3. All cleaning staff will wear a picture identification badge at all times while on Trussville City School property.
4. Cleaning staff will wear a uniform that will identify them as janitorial staff, at all times while they are on Trussville City School property.
5. Use of profanity and tobacco products on Trussville City School property is strictly prohibited and violators will be written up and/or terminated
6. Staff will include an onsite supervisor
 - A. Supervisor shall report to work 1 (one) hour before (4:00 p.m. for example) workers arrive to interact with school personnel in an effort to correct, coordinate and best direct janitorial staff.
 - B. Supervisor shall be responsible for: training staff, inspections, scheduling staff, communicating with school staff, tracking and ordering supplies for staff.
 - C. Supervisor shall ensure that all work has been completed each night before staff is dismissed
 - D. Bidder supplies all equipment necessary for completing the contracted tasks.

Time Reporting

1. Janitorial staff shall use an internet based time reporting system to clock in and clock out each night. The bidder is responsible for his own time reporting system.
2. Each staff member's time worked each night will be available for review at any time by designated school personnel.

Billing

1. Billing will be based on the day to day cleaning specified in the scope of work.
2. Billing must be submitted on a monthly basis (12 months) starting at the end of the first regular contract period in October. **(Bill TCS the first of each month for the previous month services: invoice(s) must be to our office by the first of each month).**

Security

1. Security of the facilities will be turned over at 9:00 pm – cleaning company should set alarm and lock all doors and any gates.
2. All employees will enter and exit through the front door of the facilities.
3. Emergency evacuation plan will be posted on our website-Trussville City Schools.com

Parking

1. Cleaning company personnel should park in the front parking lot. Vehicles may not occupy fire lanes, loading ramps or dumpster areas. Improperly parked vehicles and vehicles left overnight may be towed at owner's expense.

EQUIPMENT AND CHEMICALS are the vendor/bidder's responsibility

The bidder will supply TCS with data sheets on all chemicals utilized.

The Bidder will supply TCS with data sheet on disinfectant showing all pathogens including COVID 19.

This contract is the entire agreement between the parties and supersedes any previous oral and written agreement.

Bid Form

Alabama Immigration Law Compliance

Sec 31-13-9(a & b) of the **Code of Alabama 1975**, requires that as a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the state of Alabama, the business entity or employer shall:

1. Not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.
2. Provide documentation establishing that the business entity or employer is enrolled in the E-Verify program
3. Participate in the E-Verify program during the performance of the contract, and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

As a condition of this bid, to be considered a responsible bidder, you **MUST** complete the following information and provide all required documentation. **FAILURE** to do so **WILL** disqualify your bid.

Company Name ("The Company"): _____

Company assigned E-Verify Number (if applicable): _____

Address: _____

City: _____ St: _____ Zip: _____

Company Representative: _____

Please Print or Type

Company Representative Title: _____

Please Print or Type

Choose one:

A: ___ "The Company" does or will employ one or more employees within the State of Alabama.

Or

B: ___ "The Company" does NOT or will NOT employ one or more employees within the State of Alabama

Representative Signature: _____

*******Required Documentation:**

If "A" was marked above then submit a copy of the company's E-Verify Memorandum of Understanding (MOU) including the Employer and Department of Homeland Security signature page and a completed W-9 must be included even if previously submitted.

If "B" was marked above then submit a completed W-9. The E-Verify and Memorandum of Understanding (MOU) is not applicable.

Bid Document Check List

All Bid packages must contain the following information to be consider valid. Bids packages will be disqualified for not containing the required documentation.

Note: Bidder/Vendors who continuously turn in bids with excessive errors and/or omission of required documents will be removed from the TCS Bid List

All bid envelopes must be sealed and marked with the following in the *lower left hand corner* **Bid # Name of the bid, opening time and date, and company name**. Late bids will not be opened.

Any necessary amendments to this Bid will be posted on our web page at <https://www.tcsk12.us/departments/bids-and-vendor-information>. While Trussville City Schools will make an effort to communicate all amendments, monitoring the web page for amendments will be considered the Bidder/Vendors responsibility.

ADDENDA: The Bidder/Vendor acknowledges receipt of Addenda Nos. ____ through ____ inclusively. *(If there are any addenda(s) they must be acknowledged in writing here).*

W-9 - Request for Taxpayer Identification Number and Certification

Failure to complete “Bid Form for Alabama Immigration Law Compliance”.

- ❖ **If “A” was marked above then submit a copy of the company’s E-Verify Memorandum of Understanding (MOU) including the Employer and Department of Homeland Security signature page and a completed W-9 must be included even if previously submitted.**
- ❖ **If “B” is marked on the Alabama Immigration Law Compliance bid form submit a completed W9. The E-Verify Memorandum of Understanding (MOU) is not applicable.**

Failure to have an original signature on the bid form, a faxed copy is not acceptable.

Failure to sign the *Bid Forms*.

Failure to include requested information or other details of the bid.

Each Bidder/Vendor shall submit a list of educational facilities with the name of the facility and the contact person where they have performed the duties described in this bid.

Your bid must include a Certificate of Insurance (COI) in the minimum amount of 1 million dollars and a Workman’s compensation certificate.

Signature

Date

BID FORM

The undersigned offers these price, terms and delivery as per bid specifications. A bid must be submitted for all locations listed. By signing this from he/she swears/affirms that he/she has not been a party to agreement or collusion that would restrain competition.

Total Bid Amount: _____

- **Lowest responsible Bidder/Vendor price on premium equipment/software/services will be used to award the bid. This total price is the amount that will be considered for award purposes.*
- *Note: Any exceptions from specifications must be fully explained.*

Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Name (Print or type): _____

Signature: _____

Are you a Minority Owned Company? _____

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Compliance may be verified by state and local law enforcement agencies or representatives of the Trussville City Board of Education at any time. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.