ATHENS STATE UNIVERSITY

300 North Beaty Street, Athens, AL 35611

Bid Number: 12027

Opening Date/Time: December 16, 2026, 2:00 P.M.
Opening Location: Founders Hall, Room 109
Contact Person: jonathan.craft@athens.edu

November 2, 2026

INTRODUCTION

Athens State University intends to award a contract for custodial services. For ease of reference, each organization submitting a response to this proposal invitation will hereinafter be referred to as an **offeror**. An **offeror** whose proposal would result in a formal agreement will hereinafter be referred to as a **contractor**. It is our intent to grant the successful contractor rights to furnish supervision, cleaning personnel, equipment, supplies, tools and other materials and services as required for custodial services for Athens State University at each location identified herein. Athens State is seeking a company with an established record of providing custodial services in keeping with high standards for an educational institution from the perspectives of sanitation, public relations and safety of the physical facility. Offerors must have been in the commercial cleaning business for a minimum of ten (10) years. In partnering with the right company, Athens State is prepared to offer a 3 year and 3 month contract with the right to renew, upon mutual agreement, for two additional one year terms, without a requirement of a competitive solicitation. Performance will be reviewed annually.

ATHENS STATE UNIVERSITY BACKGROUND

Athens State University is located in the northernmost part of the state in the city of Athens, Alabama. The Institution was founded in 1822 and existed as a private institution until 1974 when the Institution sought affiliation with the State of Alabama. In June 1975, the Institution was accepted by the Alabama State Board of Education and charged to serve the graduates of state junior, community, and technical colleges/institutes. In October 2012, the Alabama legislature approved the first autonomous board to govern the University since it became a public institution in 1975.

Athens State University is one of a few institutions in the country to offer upper division educational services (only junior and senior level courses). As such, all of our students are transfer students primarily from two-year schools in the Postsecondary Education System in the State of Alabama. The University operates on a semester system. Enrollment is just under 3000 students, consisting primarily of non-traditional students with an average age of 30 years. Athens State does not have on-campus housing, so all students are either commuter or online students. Currently, over 70% of students are taking all online classes and over 90% of students are taking at least some classes online. We are dedicated to providing academic excellence in instruction through our 90 full-time professors and over 90 adjunct professors. Athens State University awards the baccalaureate degree and select graduate degrees and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

SPECIFIC REQUIREMENTS

A. **Business Operations**

The Contractor must maintain a corporate business office within 75 miles of the University. The Contractor shall conduct all of its business operations related to the University in its own name, and shall not bind the University in any way. The Contractor shall not represent expressly or implied that it is an agency of the University in its acts on behalf of the University. The Contractor will make all contracts in its own name, and will be responsible for any goods purchased by the contractor, or for any other obligations or liabilities assumed or created by the contractor. Purchase, delivery, storage and payment considerations related to custodial services shall be at the sole risk and expense of the contractor. The University shall not be responsible for any equipment, supplies, materials, etc. purchased by the contractor.

B. **Building Space**

To the extent possible, detailed information on building square footages has been furnished in Appendix I. However, through actual measurements, use of existing drawings, and/or other means, it shall be the responsibility of the offeror to verify measurements as deemed applicable for the submission of a proposal. The University does not maintain usage charts for campus facilities.

C. **Hours of Operation**

All housekeeping shall be done with a minimum of disruption to normal University functions. Normal University hours of operation are 8:00 a.m. until 4:30 p.m., Monday through Friday. Classes are offered during weekdays in designated buildings at various times; however, all classes generally end by 9:00 p.m. There are occasional weekend classes, campus and community events and other educational activities. These are maintained internally and will be provided to the Contractor through calendar access. The University requests that custodial services be conducted during both daytime shifts (7 a.m. – 3 p.m.) and nighttime shifts (4 p.m. – 12 a.m.). Shifts will be a minimum of six hours.

Scheduled events to be included in bid proposal include three graduation ceremonies (Fall, Spring, and Summer), the Fiddler's Convention held the first weekend in October each year, the October Storytelling Festival, the University Homecoming in the Summer, and the Spring Honors and Awards ceremony. Other University or non-University events may be billed separately, if necessary, using the Emergency and Unscheduled work rates provided on the pricing worksheet of the bid proposal.

D. **Management Services**

The Contractor will be responsible for providing management services for Contractor provided personnel. As part of these management services, the Contractor will be expected to provide a manager dedicated to custodial operations for the University. Managerial oversight responsibilities will include, but are not limited to, inspection of work and quality control, scheduling and training. The manager assigned by the Contractor should have at least 5 years of experience in management of custodial operations and shall be interviewed and accepted by the University prior to assuming managerial responsibilities. The manager shall continue service here only so long as the manager demonstrates good customer service skills and their work is acceptable to the University. Bid proposals **MUST** include the name of the proposed manager along with a resume and/or list of credentials. The manager will be expected to meet with the Director of Facility Operations periodically as needed at such time and place designated by the University to address problems and to initiate any changes in operations for improvement of the custodial operations.

E. **Staffing**

The Contractor shall maintain staffing of capable employees who are thoroughly trained and qualified in the work assigned to them and who possess good customer service skills. In order to meet this level of expected quality and to prevent turnover, the University is requiring a minimum wage for Contractor employees of $15.00 per hour. The staffing must also be in sufficient number to maintain the level of cleanliness required for an institution of this size. Athens State anticipates requiring minimum staffing levels as follows:

- 4 Contractor provided daytime shift employees
- One of the 4 Contractor provided employees must additionally serve as a shift supervisor if the Contractor provided manager does not work the day shift
- 6 Contractor provided nighttime shift employees
- One of the nighttime shift employees must additionally serve as a shift supervisor if the Contractor provided manager does not work the night shift. **NOTE:** Either a shift supervisor or manager must be onsite at all times.

Personnel policies shall be consistent with federal, state, and local laws and institution directives. Evidence of stated qualifications shall be made available to the University upon request. The Contractor will ensure that its employees utilize a dress code that will include proper identification and prohibit apparel that

reflects poorly on the contractor and/or the University. Any employee of the Contractor whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon request of the University.

For every Contractor employee placed at the University during the life of the agreement, a background check must be conducted at the Contractor's expense. Background check must include, but is not limited to, the following: National Sex Offender Registry, Alabama Judicial System, National Criminal Database and Local Police Records from area where employee resides. All Contractor personnel must be approved by the University prior to starting work on campus facilities. Background checks must be provided to the University for review. Additionally, all employees must be bonded in the amount of $50,000 by a third party fidelity bond.

No employee who has a police record other than minor offenses may be assigned duties under this contract. All employees' background information will be checked by University security personnel prior to acceptance.

F. **Laws, Ordinances, Rules, Regulations and Licenses**

The Contractor will obtain and provide any and all federal, state, and local licenses necessary at the time the awarded contract is executed, covering the services to be provided by the contractor to the University. The Contractor shall pay all business license fees, ad valorem taxes, workers compensation insurance, unemployment compensation, and all taxes that may be imposed upon or as a result of providing custodial services.

The requirements for federal contractors and subcontractors as they relate to Equal Opportunity and Affirmative Action are incorporated by reference and made a part of this agreement. Athens State University is an equal opportunity employer. It is the University's policy to provide equal opportunity for employment and advancement to all applicants and employees without regard to race, color, national origin, religion, age, disability, marital status, or gender, as provided in federal and state law.

When awarded, the contract shall be subject to provisions of Title 7 of the Civil Rights Act of 1964 and parts II, III, and IV of the Executive Order 11246, dated September 4, 1965. In connection with the execution of any resulting contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, age, color, gender, veteran status, national origin, or disability.

The Contractor shall comply with all laws, ordinances, rules, and procedures of the City of Athens, AL and the State of Alabama. This invitation and any resulting contract shall be governed in all respects by the laws of the State of Alabama, and is subject to change or cancellation due to changes in local, state, or federal laws and regulations.

G. **Insurance Requirements**

The Contractor shall provide proof of insurance listing the University as an additional insured, as detailed below, that meets with the University's approval. By signing and submitting a proposal under this invitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the work commences. Additionally, it will maintain this coverage during the entire term of the contract. The University must have ten (10) days notice of cancellation or change in insurance coverage. This coverage shall be purchased from insurance companies authorized to sell insurance in the state of Alabama.

Worker's Compensation	Statutory
Comprehensive General Liability	$1,000,000 each person
1. Bodily Injury	$1,000,000 each occurrence
2. Property Damage	$1,000,000 each occurrence
Comprehensive Automobile Liability	
1. Bodily Injury	$1,000,000 combined single limit
2. Property Damage	$1,000,000 combined single limit

The Contractor agrees to save the University (and/or its employees, agents, and officers) harmless from any and all claims, demands, actions, debts, liabilities, judgments, costs and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to property or injuries to or by death if any and all persons whatsoever, in any manner, caused or contributed to by the Contractor, his agents, servants, or employees, while in, or about the University premises on which the work under this contract is to be done, or while going to or departing from same, and to save the University(and/or its employees, agents, and officers) harmless from and on account of, damages of any kind which the University (and/or its employees, agents, and officers) may suffer as the result of the acts of any of the Contractor's agents, servants, or employees in or about the performance of any contract between the contractor and the University.

The Contractor shall indemnify and hold harmless the University (and/or its employees, agents, and officers) for any liability incurred by the University (and/or its employees, agents, and officers) as a result of the non-payment, for any reason, of any debt or obligation for which the contractor has agreed to bear responsibility for payment, including the same's attorney fees, costs of litigation and the amount of any judgment or extra judicial settlement entered into by the same, including interest.

CONTRACTOR INSTRUCTIONS

A. In addition to normal cleaning supplies, the contractor shall furnish all paper towels, soap, and toilet paper for restrooms, labs, break rooms, and all sink areas as well as garbage bags for all facilities. Contractor shall remove trash from each building daily/nightly and transport to the dumpster located near the Athens State Facilities Building. Additionally, when available, materials collected in recycling containers shall be transported to the recycle bins on campus.

B. The University shall be responsible for providing mats for the inside/ outside of building entrances. The University will replace mats as needed. The contractor shall be responsible for cleaning mats each day as needed.

C. The Contractor shall be responsible for stripping/waxing floors and shampooing carpets and providing all necessary chemicals for these functions.

D. The Contractor shall be responsible for cleaning exterior windows and high (above arm's reach) interior windows on a semi-annual basis. The line item price provided in the pricing worksheet should include all window cleaning for all buildings.

E. The University shall provide office space, limited securable storage space and utilities for Contractor's on-site operations. The University will not be responsible for losses of Contractor's equipment/supplies, which may be incurred due to theft and/or vandalism.

F. The Contractor shall be responsible for all alterations, maintenance and repair of its assets on site. Contractor shall be responsible for the repair or replacement cost to the satisfaction of the University of any damage to the facility caused by any employee of the Contractor.

G. The Contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and students of the University. All equipment shall be maintained properly and kept in clean condition. The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all occupants and property of the University.

   A listing of all chemicals and equipment which will be used by the Contractor must be submitted for approval prior to initial service. Changes may be made only after duly authorized. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Safety Data Sheets will be maintained for all chemicals used in the cleaning process. Contractor is responsible for safe storage, application and disposal of all chemicals used in the scope of the work performed.

H. The Contractor shall be responsible for training employees in security requirements of the University and shall be responsible for the enforcement of the same.
    - The Contractor shall be responsible for safeguarding against loss, theft, or damage of all University property, materials, equipment and accessories which might be exposed to the Contractor's personnel.
    - Guns or other dangerous weapons shall not be allowed on campus.
    - Alcohol and drugs are prohibited on campus.
    - Keys should be properly handled to maintain property security and safety. Additionally, the Contractor shall be fully responsible for the replacement of any lost Master Keys at a cost of $250.00 per key plus $50.00 per door re-keyed. Broken keys will be replaced free with part of the key. Keys must be maintained by the on-site manager and will be checked out and in daily/nightly by all custodial personnel. Keys must not leave the University campus.

PRPOSAL RESPONSE

Response Format:

- Submit one (1) copy of your proposal as well as an exact copy of the proposal on one (1) USB flash drive. The proposal must be made in the official name of the firm or individual under which business is conducted. The business address must be shown. The proposal must be signed by a person authorized to legally bind the prospective vendor. Failure to include original signed copies may be grounds for rejection of your proposal without further evaluation.
- Proposals must be printed in ink or type-written, and no erasures are permitted.
- Proposals are to be hand delivered or mailed in a **sealed envelope** which bears the above bid number and opening date on the outside of the envelope. Proposals delivered by delivery services must have the above bid number and opening date on the package. It is the prospective vendor's responsibility to make sure that their proposal is delivered so as to ensure timely receipt by the University. Proposals or unsolicited amendments to proposals that are received after the bid opening time will not be considered.
- Your response shall include the information and required submittals described in the Content section, **tabbed and numbered as shown below,** with all information appearing in the Tab in which it was requested.
- All information and required submittals requested shall be in hardcopy form and included in your written response. Proposals must be submitted on the forms provided to ensure complete uniformity of wording of all proposals. Responses shall not refer the University to electronic media such or websites in order to obtain the required information or submittals.
- Information submitted that is not requested by the University may be considered to be supplemental, not subject to evaluation.
- If there is any information or required submittals which due to size or binding cannot be incorporated following the proper tab, you must provide information following the numbered tab, indicating where the information can be found in your response.
- By submitting a proposal, the prospective vendor agrees to be governed by the terms and conditions as set forth in this document. Any proposal containing variations from terms and conditions set forth herein may, at the sole discretion of the University, render such proposal unresponsive.
- Athens State University reserves the right to purchase according to the availability of funds and to reject any or all proposals, or any part thereof.
- Athens State University expects to award the bid within 60 days of the bid opening. The bid prices should remain in effect for a minimum of 60 days from the bid opening.
- The responsibility of determining the acceptability of any offering rests solely with Athens State University.

Response Content:

- Tab 1: An executive summary of your proposal, including brief descriptions of your company's expertise and experience dealing with a contract the size and scope of Athens State University custodial services. In this section, please provide a description of how the services and operations will be managed. For example, how will the company handle monitoring the work performed by both the on-site manager and the custodial staff, especially if the physical business is located in another city or state.
- Tab 2: Contact name(s) and title(s) of the individual(s) responsible for the company's proposal and negotiation during this process. Additionally, complete the attached business structure form.
- Tab 3: A listing of all colleges/universities where the offeror is currently providing custodial services. This listing should include the name and telephone number of the college/university contact administrator/liaison officer, as well as the name and telephone number of the chief business officer of each college/university listed.
- Tab 4: A listing of at least two (2) commercial accounts that are similar in size and have comparative programmatic complexity. This listing should include the name and telephone number of the business contact(s) for each account listed.
- Tab 5: A listing of all accounts that canceled or did not renew with the offeror during the last five years. This listing should include the name and telephone number of the business or college/university contact(s) for each account listed.
- Tab 6: Complete description of the proposed staffing plan and policies. Explain the proposed staffing and management plan and specify numbers of proposed employees. Provide resumes for key management employees and the name and resume for the proposed On-site manager. The staffing plan should address the process for selecting staff and how and where the staff members will be recruited. Additionally, please provide a staffing matrix for hours proposed to meet the requirements specified in the bid.
- Tab 7: Complete description of the proposed operations plan and policies to include the following:
    - Quality control procedures
    - Accountability for service problems and failures
    - Emergency cleaning procedures
    - Training plans and procedures that will be implemented
    - List grades, qualities, and brand name of chemicals that would be used
    - Security plans and procedures
- Tab 8: Copy of the company's audited annual financial statement and tax return as well as a letter from a financial institution addressing the company's financial condition.
- Tab 9: Proof of required insurance
- Tab 10: Submit pricing information on the attached form.
- Tab 11: Completion of the attached Qualification Statement, Compliance Form, Vendor Form, and Business Structure Form.

SCHEDULE OF EVENTS

Notice of Intent to Propose - Each potential offeror should submit a Notice of Intent to Propose by the deadline in the schedule below. The notice should be emailed to Jonathan Craft at jonathan.craft@athens.edu and should include:

- Offeror's name
- Name and title of contact person
- Address, telephone number and email address of the contact person

Note: A Notice of Intent to Propose creates no obligation and is not a prerequisite for making a proposal. However, it is necessary to ensure receipt of amendments and other communications regarding this request.

Pre-Bid Conference - Offerors **must** attend a pre-bid conference scheduled for November 20, 2026. Participating companies shall make all investigations at their own cost, to thoroughly inform themselves regarding the scope of services referenced in the proposal request. No plea of ignorance by those responding to the proposal request or by the successful company, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the company to make the necessary examinations and investigations, or failure to fulfill the requirements of the contract documents, will be accepted as a basis for varying the requirements of the proposal request or to the contract, including compensation, with the successful company.

Offeror Questions - Questions that may arise after the pre-bid conference should be written and submitted to Jonathan Craft, Vice-President for Financial Affairs, by the deadline in the schedule below. The University will respond in writing and make questions and answers available to all vendors that have submitted an intent to propose by the deadline listed below. No department or individual except Jonathan Craft has the authority to receive responses to this proposal request.

RFP Schedule of Events

Notice: The University reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. The University will communicate any adjustment to the schedule to potential offerors who have submitted a Notice of Intent to Propose.

Event	Time (CST)	Date
University Issues Request	--	November 2, 2026
Notice of Intent to Propose Deadline	4:00 p.m.	November 13, 2026
Pre-Bid Conference	2:00 p.m.	November 20, 2026
Written Question/Comment Deadline	2:00 p.m.	December 2, 2026
University Responds to Written Questions	4:00 p.m.	December 9, 2026
Proposal Deadline and Opening**	2:00 p.m.	December 16, 2026
** Proposals to be delivered to Athens St. Security Ofc at 312 E Bryan Street due to Shipping/Receiving being closed during the holiday break OR hand delivered on the day of the opening.		

EVALUATION PROCESS

Proposals will be evaluated by the University Vice-President for Finance and Director of Facilities Operations to determine offerors whose written response best addresses the University's requirements, as previously stated. These companies will continue in the evaluation process, and the University reserves the right to ask for additional information or presentations from such offerors that may be essential for a complete and thorough evaluation of the bid.

However, offerors are cautioned that the University is not obligated to ask for, or accept after the proposal opening date, data for a complete and thorough evaluation of the proposals. Instead the University may award a contract based on the initial proposals received, without the discussion of such proposals with a vendor. Accordingly, each initial proposal should be submitted on the most favorable and complete terms possible.

Proposals will remain firm and unaltered after opening for sixty (60) days or until the University signs a contract with a successful offeror, whichever is earlier.

A contract shall ultimately be awarded to the offeror whose proposal is determined to be most advantageous to the University in light of the requirements as previously stated. The University is not bound to accept any proposal based solely on pricing, but will make an award based on all requirements set forth herein. The University may also consider factors such as the relative quality of services, the offeror's financial responsibility, skill, record, experience, information gained from references, interviews of offeror's personnel/management, and any other factor that would impact which proposal is the most advantageous to the University. The University reserves the right to reject any and all proposals, and to waive any informality in proposals. The University is the sole judge as to whether or not the offeror's proposal has or has not satisfactorily met the requirements of this request for proposal.

The awarded contractor will be required to submit to Athens State University the following documents, completed and properly executed:

- State of Alabama Vendor Disclosure
- Alabama Immigration Law Certificate of Compliance

Participating companies shall make all investigations at their own cost, to thoroughly inform themselves regarding the scope of services referenced in the proposal request. No plea of ignorance by those responding to the proposal request or by the successful company, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the company to make the necessary examinations and investigations, or failure to fulfill the requirements of the contract documents, will be accepted as a basis for varying the requirements of the proposal request or to the contract, including compensation, with the successful company.

SOLE POINT OF CONTACT

The University's sole point of contact for all matters relating to this proposal request is:

Jonathan Craft, Vice-President for Finance
300 North Beaty Street
Athens, AL 35611
256-216-3310
jonathan.craft@athens.edu

Any individual associated with any company participating in this proposal request who contacts any other university employee regarding any aspect of this proposal request, whether such contact be in person, telephone, or through electronic or written correspondence, may be determined to have violated the terms and conditions of this solicitation. If that determination is made, any proposal received from such an individual OR his or her company may be rejected as non-responsive, not subject to evaluation. If there are any changes or additions to the sole point of contact information at any time in the process, participating companies will be notified via an addendum to the proposal request.

MISCELLANEOUS

After the award of the contract, note that all proposals may be open for public inspection and review. Trade secrets, test data, financial data, and similar proprietary information will, to the extent allowed by law, remain confidential, provided that such material is so marked upon submission by the vendor.

The University will not enter into a contract which contains a clause requiring the University to indemnify or hold harmless any party. Any exception will be limited to the terms and limits of the University's general liability insurance coverage or an Alabama Board of Adjustment ruling.

The University will not enter into any contract which contains a clause limiting its remedies against any party. Any exception will be only to the extent permitted by Alabama law.

A contract shall not be assignable or transferable by the successful vendor in whole or in part without the express written permission of the University. No part of the required work may be sub-contracted to any other party during the term of the contract. All personnel must be employees of the awarded vendor.

If the awarded vendor fails to fulfill its obligation under an awarded contract properly and on time, or otherwise violates any provision of the resulting contract, the University may terminate the contract at any time, upon written notice to the vendor. The date of the termination will be determined at the sole discretion of the University, and the notice shall specify the acts or omissions relied upon as a cause for termination.

The University may terminate an awarded contract, without cause, upon thirty (30) days written notice to the vendor. The vendor may terminate the awarded contract, without cause, upon ninety (90) days advance written notice to the University.

CERTIFICATION PURSUANT TO ACT NO. 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 ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE

Sincerely,



Jonathan Craft
Vice-President for Finance

Athens State University
Bid #12027
Appendix I
Buildings and Square Footages

BUILDING NAME	APPROXIMATE NET ASSIGNABLE SQ. FT.*
Founders Hall	18,295
McCandless Hall	11,907
Waters Hall	24,488
Sandridge Student Union	23,508
Sanders Hall	7,655
Kares Library	27,206
Classroom Building	12,283
Facilities Building	10,903
McCain Hall	7,538
Security Office	706
Chasteen Hall	5,597
University Marketing house – (Pryor St)	1,480
Brown Hall	5,100
Nazaretian Alumni/Welcome Center	2,333
President's house	4,194
AMSTI	38,478
Launchbox	8,679
College Street Center	2,880
Art Studio – 216 Johnston St. Decatur	11,386 **Includes weed control
University Advancement house (Beaty St)	3,843
415 Hargrove Street (lab space)	1,262
413 Hargrove (University Events staff)	780

*NOTE 1: Total building square feet (used by Athens State), not cleanable square feet.

*NOTE 2: Carter Hall is currently offline for renovation and is expected to be open during Spring 2028. The estimated square footage of 55,300 will be priced separately on the pricing worksheet.

Athens State University
Bid #12027
Appendix II
Cleaning Schedules

Locked Out Areas

Areas that are "locked out" and night and must be cleaned during regular business hours include:

- President's Home
- VP for Finance Office
- Payroll Office

I. CLASSROOMS/LABS

A. DAILY
1) Empty all trash receptacles; damp clean, sanitize exterior and replace liners
2) All classrooms must be disinfected after each class session. The University will provide a daily class schedule.
3) Clean to hand height (70") glass partitions and glass doors
4) Clean wall to hand height (70")
5) Dust mop, sweep or vacuum floors
6) Spot clean carpet, tile and composition floors
7) Sanitize all desks, tables, and counter tops
8) Erase and clean all chalk boards, white boards and clean trays
9) Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

B. WEEKLY
1) Sweep baseboards, corners, around and under desk
2) Dust/clean intake vents
3) Mop composition and tile floors
4) High dust above hand height
5) Spray buff floors
6) Remove bugs from light fixtures – Monthly
7) Sanitize keyboards and phones
8) Clean window ledges

C. SEMI-ANNUALLY
1) Shampoo upholstered furniture

II. LOBBY, COMMON AREA, LOUNGE CORRIDORS AND VENDING AREAS

A. DAILY
1) Clean door glass
2) Empty all trash receptacles, clean and sanitize and replace liners
3) Dust and spot clean all furniture
4) Sweep, mop and vacuum under furniture
5) Clean, polish and sanitize all metal door handles
6) Clean walls to hand height (70")
7) Remove tape, paper, cobwebs, etc. from all glass doors, walls and ceilings
8) Clean and sanitize tables
9) Clean directory boards
10) Clean and sanitize water fountains
11) Vacuum and clean all entrance mats
12) Dust mop/mop all composition and tile floors
13) Vacuum carpets
14) When raining/snowing, entrances shall be kept dry and "wet floor" signs posted as necessary and then removed promptly when weather conditions allow.

B. WEEKLY
1) Spray buff composition floors
2) High dust above hand height all horizontal surfaces including any shelves, moldings, ledges, pipes, ducts, vents, and heating outlets
3) Clean baseboards along walls and corners
4) Clean intake vents
5) Clean and remove bugs from light fixtures – Monthly
6) Dust and clean all wall framed pictures and prints
7) Clean windows within arm's reach, sills and clean chrome.

C. SEMI-ANNUALLY
1) Shampoo all upholstered furniture and wash vinyl furniture
2) Vacuum drapes
3) Wash walls and clean paneling
4) Wash blinds

D. OUTSIDE AREAS - DAILY
1) Empty all trash cans
2) Clean around the sitting and patio areas

III. OFFICE AREA/CONFERENCE ROOMS

A. DAILY
1) Empty all trash receptacles, sanitize exterior and replace liners
2) Dust furniture tops, chairs, exposed filing cabinets, bookcases, and shelves

3) Sanitize counter tops
4) Vacuum and spot clean carpets
5) Sweep and spot mop composition or tile floor
6) Clean door glass and partition glass
7) Clean and sanitize water fountains
8) Low dust all surfaces to hand height (70")

B. WEEKLY
1) High dust all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts and heating outlets
2) Sweep, dust or vacuum around and under desks, baseboards and corners
3) Clean or dust desk tops (where possible)
4) Spray buff all composition floors
5) Sanitize all telephones
6) Remove dust and cobwebs from ceiling area
7) Clean entrance glass and remove fingerprints from door frames, light switches, kick push plates, handles and moldings around doorways and sanitize
8) Remove bugs from light fixtures – Monthly
9) Scrub tile grout floors

C. MONTHLY
1) Dust blinds

D. SEMI-ANNUALLY
1) Clean upholstered furniture
2) Clean ceilings

IV. RESTROOMS

A. DAILY
1) Clean and sanitize all vitreous fixtures including toilet bowls, toilet seats, urinals, and hand basins
2) Clean and sanitize all flush rings, drains, and overflow outlets
3) Clean and polish all chrome fittings, glass and mirrors
4) Wash and sanitize walls, doors, partitions, hand dryers, soap shelf, torpedo cans, etc.
5) Mop floors with disinfectant
6) Empty, clean and sanitize exterior of all trash and feminine hygiene containers
7) Clean and sanitize metal partitions and window sills
8) Remove spots, stains, splashes from wall area adjacent to hand basins, toilets and urinals
9) Sanitize and remove fingerprints from doors, frames, light switches, handles, etc.

10) Dust above hand height including sills, moldings, ledges, shelves, frames, and ducts
11) Wash and sanitize all walls
12) Clean all windows, vents and returns
13) Remove bugs from light fixtures – Monthly
14) Scrub and disinfect shower walls and floors
15) Clean mirrors, sinks, and plumbing underneath sinks

V. STAIRWELLS

A. DAILY
1) Sweep/vacuum and mop stairs and landings
2) Clean exit doors
3) Clean and sanitize hand rails, window sills and door handles
4) Remove bugs and clean light fixtures
5) Remove cobwebs
6) Scrub steps and landings

VI. ELEVATORS

A. DAILY

1) Sweep, mop and/or vacuum floors
2) Clean and sanitize key board panel inside and outside
3) Clean interior walls and doors

B. WEEKLY
1) Clean door tracks

VII. BREAKROOMS/KITCHENS

A. DAILY
1) Sweep and mop composition floors
2) Spot clean and vacuum carpets
3) Clean and sanitize tables, chairs and counters
4) Empty trash containers and replace liners
5) Clean and sanitize interior and exterior of trash container
6) Clean sinks, wipe interior and exterior of microwave
7) Spot clean walls

VIII. ADMINISTRATIVE HOUSING

A. WEEKLY (1 time per week)
1) Empty all trash receptacles; damp clean, sanitize exterior and replace liners
2) Clean to hand height (70") glass partitions and glass doors
3) Clean walls to hand height (70")

4) Dust mop, sweep or vacuum floors
5) Spot clean carpet, tile and composition floors
6) Mop composition and tile floors
7) High dust above hand height

IX. SUPPLY ROOMS AND CLOSETS

A. SEMI-ANNUALLY
1) Clean vents/lights
2) Wash walls
3) Wash shelves and sinks

Athens State University
Bid # 12027
Business Structure Information

Business Name _____

Business Address _____

Principal Office Address (if different) _____

( ) Corporation ( ) Partnership ( ) Individual

( ) Joint Venture ( ) Other _____

How many years has your organization been in business? _____

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

If a corporation:

Date of incorporation _____ State of incorporation _____

President _____

Vice President(s) _____

_____

_____

Secretary _____

Treasurer _____

If a partnership:

Date of organization _____ Type of partnership _____

Name and addresses of all partners

_____

_____

_____

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

_____

_____

_____

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

_____

_____

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

_____

_____

_____

Athens State University
Bid # 12027
Pricing Worksheet – Year 1 and 3 months – 2027-2028

For the opportunity to provide custodial services for Athens State University as defined in this bid and in accordance with all bid specifications, including an office location at _____(within 75 miles of the University)
_____ submits the following bid:
(Name of Vendor)

Annual price for custodial staffing and all requested supplies	$
Price for semi-annual window cleaning	$
TOTAL ANNUAL PRICE	$
ANNUAL PRICE PER SQUARE FOOT	$
MONTHLY PRICE	$

Price for Carter Event Center when online (anticipated Spring 2028) to be added to the above total annual price for remainder of the contract $_____.

If space needs to be added or removed during the term of the contract, it shall be done at the rate of

$_____ per square foot per month.

Emergency and/or Unscheduled Work

	Per hour per employee	Minimum hours required, if any
Monday – Friday	$_____	_____
Saturday	$_____	_____
Sunday/Holiday	$_____	_____

Submitted by: _____ Date: _____
Vendor Authorized Signature

Athens State University
Bid # 12027
Pricing Worksheet – Year 2 – 2028-2029

For the opportunity to provide custodial services for Athens State University as defined in this bid and in accordance with all bid specifications, including an office location at _____(within 75 miles of the University) _____ submits the following bid:
(Name of Vendor)

Annual price for custodial staffing and all requested supplies	$
Price for semi-annual window cleaning	$
TOTAL ANNUAL PRICE	$
ANNUAL PRICE PER SQUARE FOOT	$
MONTHLY PRICE	$

Price for Carter Event Center when online (anticipated Spring 2028) to be added to the above total annual price for remainder of the contract $_____.

If space needs to be added or removed during the term of the contract, it shall be done at the rate of

$_____ per square foot per month.

Emergency and/or Unscheduled Work

	Per hour per employee	Minimum hours required, if any
Monday – Friday	$_____	_____
Saturday	$_____	_____
Sunday/Holiday	$_____	_____

Submitted by: _____ Date: _____
Vendor Authorized Signature

Athens State University
Bid # 12027
Pricing Worksheet – Year 3 – 2029-2030

For the opportunity to provide custodial services for Athens State University as defined in this bid and in accordance with all bid specifications, including an office location at _____(within 75 miles of the University)
_____ submits the following bid:
(Name of Vendor)

Annual price for custodial staffing and all requested supplies	$
Price for semi-annual window cleaning	$
TOTAL ANNUAL PRICE	$
ANNUAL PRICE PER SQUARE FOOT	$
MONTHLY PRICE	$

Carter Hall to be included in the total price.

If space needs to be added or removed during the term of the contract, it shall be done at the rate of

$_____ per square foot per month.

Emergency and/or Unscheduled Work

	Per hour per employee	Minimum hours required, if any
Monday – Friday	$_____	_____
Saturday	$_____	_____
Sunday/Holiday	$_____	_____

Submitted by: _____ Date: _____
Vendor Authorized Signature

Athens State University
Bid # 12027
Pricing Worksheet – Year 4 – 2030-2031

For the opportunity to provide custodial services for Athens State University as defined in this bid and in accordance with all bid specifications, including an office location at _____(within 75 miles of the University) _____ submits the following bid:
(Name of Vendor)

Annual price for custodial staffing and all requested supplies	$
Price for semi-annual window cleaning	$
TOTAL ANNUAL PRICE	$
ANNUAL PRICE PER SQUARE FOOT	$
MONTHLY PRICE	$

Carter Hall to be included in the total price.

If space needs to be added or removed during the term of the contract, it shall be done at the rate of

$_____ per square foot per month.

Emergency and/or Unscheduled Work

	Per hour per employee	Minimum hours required, if any
Monday – Friday	$_____	_____
Saturday	$_____	_____
Sunday/Holiday	$_____	_____

Submitted by: _____ Date: _____
Vendor Authorized Signature

Athens State University
Bid # 12027
Pricing Worksheet – Year 5 – 2031-2032

For the opportunity to provide custodial services for Athens State University as defined in this bid and in accordance with all bid specifications, including an office location at _____(within 75 miles of the University)
_____ submits the following bid:
(Name of Vendor)

Annual price for custodial staffing and all requested supplies	$
Price for semi-annual window cleaning	$
TOTAL ANNUAL PRICE	$
ANNUAL PRICE PER SQUARE FOOT	$
MONTHLY PRICE	$

Carter Hall to be included in the total price.

If space needs to be added or removed during the term of the contract, it shall be done at the rate of

$_____ per square foot per month.

Emergency and/or Unscheduled Work

	Per hour per employee	Minimum hours required, if any
Monday – Friday	$_____	_____
Saturday	$_____	_____
Sunday/Holiday	$_____	_____

Submitted by: _____ Date: _____
Vendor Authorized Signature

Athens State University
Bid # 12027
QUALIFICATION STATEMENT

I certify that I have read all the instructions and specifications of this request and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for bidder. I agree to abide by all conditions of this bid request.
Please type or print in black ink.

Name of Company	**Authorized Signature**
Address	**Printed/typed Name**
City State Zip Code	**Title**
Telephone	**Fax** **Email**
Federal Tax Number	**Date**

Minority Information

If this business is minority owned please qualify below: (Example – small, female owned business.

ATHENS STATE UNIVERSITY – COMPLIANCE WITH SECTION 31-13-9 OF THE *CODE OF ALABAMA*

Section 31-13-9 of the *Code of Alabama*, as amended (see Alabama Act No. 2012-491) (the "Act") is applicable to all contracts entered into with Athens State University via a competitive bidding process.

Be advised that as a condition for the award of any contract that is competitively bid and awarded by Athens State University to a business entity or employer that employs one or more employees, the Act requires that the business entity or employer shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

Be further advised that as a condition for the award of any contract that is competitively bid and awarded by Athens State University to a business entity or employer that employs one or more employees within the State of Alabama, the Act requires that the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

Information about "E-verify" can be found at web address: https://e-verify.uscis.gov/enroll and the program is operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

Be further advised that the Act requires that any subcontractor, on a project paid for by a contract that is competitively bid and awarded by Athens State University, shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama and shall also enroll in the E-Verify program prior to performing any work on the project. During the performance of the contract, the subcontractor shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. A business entity or employer who has been awarded a contract with Athens State University through a competitive bidding process should maintain records of such compliance in case verification is required by Athens State University or a law enforcement agency.

Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, termination of employees, and possibly suspension or revocation of business licenses and permits in accordance with the Act, among other things.

All bidders must complete the following information and return this form with their bid information.

1. Are you a business entity or employer that employs one or more employees within the State of Alabama?

☐No

☐Yes, and I have enclosed documentation along with this form establishing that I am enrolled in the E-Verify program. If you answered "Yes," then you must provide such

documentation with this form. A copy of your E-Verify Memorandum of Understanding is acceptable documentation.

2. Pursuant to the Act and by operation of law, the following provision shall be incorporated into any contract that is awarded by Athens State University as a result of this competitive bid process, regardless of whether or not the same is expressly set forth in the written documents relating to such contract:

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. 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.

I represent and affirm that my response to #1 above is true and correct, that I fully agree and accept the statement in #2 above, and that Athens State University may fully rely on the same. I also acknowledge that I have received notice of and reviewed all of the information contained in this document.

If Bidder is a Business Entity

Name of Bidding Party:_____

Signature: _____

Printed Name of Signatory: _____
Its: _____(Position)
Date: _____

If Bidder is an Individual

Name of Individual: _____

Signature: _____

Date: _____

ATHENS STATE UNIVERSITY

Office of Financial Affairs
300 North Beaty Street
Athens, AL 35611
256-233-8100

Substitute W-9 **Request for Taxpayer Identification Number and Certification** **Give Form to the Athens State University. Do not send to the IRS.**

Part I: Taxpayer Information

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. *(Check only one)*

○ Individual/sole proprietors ○ C Corporation ○ S Corporation ○ Partnership ○ Trust/Estate
○ LLC Single Member ○ LLC C Corporation ○ LLC S Corporation ○ LLC Partnership
○ Other _____

4. Exemptions (codes apply only to certain entities, not individuals)

Exempt code (if any) _____ Exemption from FATCA reporting code (if any) _____

5. Legal Address (number, street, and apt. or suite no.)

City, state, and ZIP code

6. Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding.

Social security number _____ **Or** Employer identification number _____

Part II: Remittance Information

1. Accounts Receivable Contact Person _____
2. Accounts Receivable Email Address _____
3. Accounts Receivable Phone Number _____
4. Accounts Receivable Fax Number _____

5. Purchase Order Address (if different from legal address.)	**6.** Remittance Address (if different from legal address)

Part III: Entity Type (Attach Certification)

Business Type: ☐ Disadvantaged-Owed ☐ Minority-Owned ☐ Veteran-Owned ☐ Woman-Owned ☐ Small Business

Part IV: Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Sign Here ▶ Signature of U.S. Person Date