

TROY UNIVERSITY

PURCHASING DEPARTMENT
100 UNIVERSITY PARK
TROY, AL 36082
334-670-3946

NOTICE TO VENDORS – REQUEST FOR BIDS # 20-027

Panama City, FL Janitorial Services

SPECIFICATIONS ON ATTACHED SHEETS

SEALED BIDS WILL BE ACCEPTED IN THE PURCHASING DEPARTMENT BUILDING AND THEN BE PUBLICLY OPENED AND READ AT THE FOLLOWING DATE & TIME:

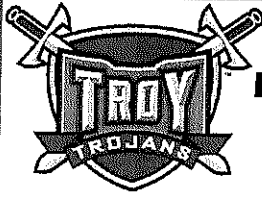
DAY: Thursday
DATE: May 28, 2020
TIME: 11:00 A.M. CST

POSTED - 5-7-2020 M

REMOVED -

NOTE: 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.

CANCELLATION FOR LACK OF FUNDING: This contract may be cancelled without any further obligation on the part of TROY University in the event that funds are not appropriated or sufficient funding is unavailable to assure full performance of terms.



TROY UNIVERSITY

Sealed bids will be accepted on the goods and/or services described within this document - until the time and date provided below when responses will be publicly opened and read. TROY UNIVERSITY reserves the right to reject any and all bids and be the sole judge of quality versus cost. All quotes must be F.O.B. TROY UNIVERSITY (TO SPECIFIED LOCATION).

QUOTE ON THE ITEM(S) LISTED ON THE ATTACHED PAGE(S). NO EMAILED OR FAXED BIDS WILL BE ACCEPTED. TROY UNIVERSITY DOES NOT PRE-PAY BID ITEMS.

FILL IN THE FOLLOWING INFORMATION AND RETURN WITH BID:

- > SIGN AND RETURN THIS FORM WITH YOUR BID
- > THE OUTSIDE OF THE ENVELOPE SHOULD STATE BID #, TIME, AND OPENING DATE

TROY UNIVERSITY BID # 20-027 Panama City, FL Janitorial Services

Day:

Date: May 28, 2020

Time 11:00 A.M. CST

SUBMIT SEALED BIDS TO: Troy University Purchasing Department, **Attn:** Vanessa Maulden
100 University Park Troy, AL 36082 334-670-3946

VENDOR INFORMATION: ALL ITEMS MUST BE LEGIBLE.

COMPANY NAME _____

ADDRESS _____

PHONE _____

SIGNATURE _____ DATE _____

PRINT NAME _____

EMAIL ADDRESS (REQUIRED) _____

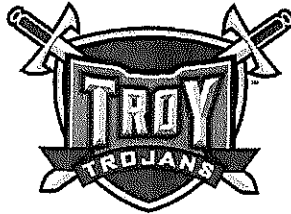
SHORTEST ESTIMATED SHIPPING TIME FOLLOWING INTENT TO AWARD: _____

NOTE THE FOLLOWING ITEMS:

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.

CANCELLATION FOR LACK OF FUNDING: This contract may be cancelled without any further obligation on the part of TROY University in the event that funds are not appropriated or sufficient funding is unavailable to assure full performance of terms.

A list of terms and requirements follows. All applicable items on check list are required at the time of the bid opening.



Bid# 20-027 - Panama City, FL Janitorial Services

Troy University is accepting bids for janitorial services at our Panama City, FL site as per the following specifications. The awarded vendor **will be required** to provide a Performance Bond and Vendor Disclosure Statement. Please note, TROY is tax exempt.

An authorized Purchase Order will not be issued until the Performance Bond and Statement is received. Troy University reserves the right to cancel services at any time with a thirty-day notice should the University decide the services rendered are not satisfactory, if funding becomes unavailable or any other reason (location closes/moves, etc.). This bid is for a term of one year, with the option to renew two additional years for a total of three years.

ALL BID RETURNS SHOULD HAVE THE BID NUMBER, TIME AND OPENING DATE CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE. ANY BID RETURN NOT CLEARLY MARKED WILL NOT BE CONSIDERED

Site Address:

527 Airport Road
Panama City, FL 32405

Scope of Services:

<u>Service</u>	<u>Frequency</u>
Sweep, clean, and mop hard surface floors	Daily
Vacuum carpet to include area adjacent to base boards	Daily
Empty waste baskets and shredder/replace liners as needed	Daily
Place Trash Container at Curb	Daily
Clean glass doors in/out	Daily
Dust desks, counters, and other horizontal surfaces	Daily
Dust partitions, window sills, frames, ledges	Daily
Clean and sanitize drinking fountain	Daily
Clean and sanitize commodes, urinal, sink, counter-tops, mirrors, floors	Daily
Restock all towels, tissues, soaps as needed	Daily
Dust corners, ceiling, light fixtures	Bi-Monthly
Clean walls and woodwork for handprints, smudges	Bi-Monthly
Dust air vents, grills	Monthly

Proposal pricing should include consumable items (toilet tissue, paper towels, bathroom soap).

Site Contact:

Lisa Kitto or Matthew Wright

panamacity@troy.edu

(850) 747-0634

PRICING

Bid 20-027 Panama City, FL Janitorial Services

<p>Price per month (Including Consumable Supplies)</p>	<p>\$</p>
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List any additional comments below:
