



Birmingham-Jefferson Civic Center Authority

address 2100 Richard Arrington Jr. Blvd North
Birmingham, AL 35203

website www.bjcc.org **phone** 205.458.8400

ADDENDUM #2

TO ALL POTENTIAL BIDDERS OF Event Contract Cleaning Services Formerly Known as Protective Stadium Contract Cleaning Services

BJCC is making the following clarification to the bid specifications:

The BJCC complex, including Protective Stadium, will NOT sell peanuts in shells.

BJCC is making the following changes to the bid specifications:

Bid Opening: Please change the bid opening date **to July 29, 2021 @ 10:00 am**. The location has not changed; it is BJCC East Meeting Room "D" located at 2100 Richard Arrington Jr. Blvd., N., Birmingham, AL 35203.

Please submit bid using the attached Exhibit 2 – updated bid form. Pressure Washing was added.

BJCC will provide a golf cart or similar vehicle and a driver for trash removal. The Successful Bidder will not provide vehicles.

Please replace the entire section 12 and the bid form with the information below. Sections with changes are highlighted in yellow, and the change is in bold font:

12 DETAILED SPECIFICATIONS

- 12.1** The Successful Bidder must verify and attest that all employees who perform work under this agreement shall be legally authorized to work in the United States, and Bidder shall maintain records on site to verify that each worker has the necessary papers to verify his or her legal status. All non-United States citizens who perform any work pursuant to this agreement shall have all necessary papers to verify their right to legally work in the United States, and such paperwork shall be available for inspection during normal business hours by BJCC. If any worker(s) are non-English speaking the supervisors must be bilingual.
- 12.2** The Bidder is required to conserve energy and resources of the facility.
- 12.3** The Bidder is responsible for the safety of all personnel and for assuring the continuing safety of the Authority's facility. The Bidder is responsible for assuring that all personnel, equipment, and materials are in conformance with the Occupational Safety and Health Act (OSHA) and all other applicable state, local and federal law as and regulations. Safety training must be conducted a minimum of once per year.
- 12.4** All cleaning work is to be performed in a first-class workmanlike manner, to the satisfaction of BJCC's management representative. BJCC may elect to implement its own independent inspection or may jointly inspect the facilities with the Bidder's Operations Manager. It is required that all deficiencies, revealed by the above inspections or by other sources, be corrected by midnight of the same day reported or noted. The Bidder's management will conduct similar inspections at least once per month. The Bidder will furnish copies of the monthly inspection report to BJCC.

- 12.5 Bidder will complete annual training on the following items: Restroom Cleaning, Hard Floor Care, Carpet Care, Equipment, and Chemicals. New employees shall be trained within 30 days of hire. Additional training may be requested by BJCC.
- 12.6 BJCC must approve the cleaning plan, including the number of employees and the number of hours, prior to event. The Bidder's cleaning hours will be flexible and will be established by BJCC. Cleaning may be 365 days per year, including holidays. Protective Stadium, **Legacy Arena, Concert Hall, Theatre, and Exhibition Halls** cleaning will be completed mainly during and after events. On occasion Successful Bidder may be asked to assist with cleaning other areas on the BJCC complex.
- 12.7 It is possible that future modifications to the facilities will require a change in the scope and specifications hereof. Should that occur, a scope revision and equitable adjustment in fees will be mutually agreed upon.
- 12.8 The undersigned Bidder agrees that this bid must not be modified, withdrawn or canceled during the ninety (90) day period following the time and date designated for the receipt of bids.
- 12.9 Uniforms will be determined at a later date. BJCC has the final decision on any and all uniforms. **BJCC will require three (3) different uniforms:**
- 12.9.1 Uniforms with the Protective Stadium logo
 - 12.9.2 Uniforms with the Legacy Arena logo
 - 12.9.3 Uniforms with the BJCC logo
- 12.10 Successful bidder at their sole expense shall provide a time keeping system, such as Janitime or time clocks in addition to sign in sheets. System must be approved by BJCC Authority. **Please include with your bid a written plan.** (See Invoice and Billing section)
- 12.11 All workers will be employees of the successful bidder. Workers must be at least 18 years old.
- 12.12 **INVOICE AND BILLING**
- The Successful Bidder's invoice should include hours worked per position. Backup documentation such as, but not limited to, time cards, sign in sheets with employees names, **location**, and hours worked should be provided with each invoice. BJCC requests an invoice for the 1st to the 15th and the 16th to the end of the month. The Authority requires an invoice by the 5th business day after the end of a mutually agree upon invoicing period. Failure to provide proper backup documentation may result in the termination of the contract after three (3) or more occurrences.
- 12.13 **SUPPLIES, MATERIAL AND EQUIPMENT**
- All supplies, materials, **a golf cart and driver** shall be furnished by BJCC. All equipment, **except a golf cart**, shall be furnished by Successful Bidder. All supplies, materials, and equipment will be stored in a secure, enclosed storage areas designated and provided by BJCC. Sufficient quantities of supplies, materials and equipment shall be maintained in the janitor's closets for routine needs. BJCC shall have the responsibility for care and custody of all supplies, materials, **and golf cart**. The Successful Bidder shall have the responsibility for care and custody of all equipment, **except golf cart**. The bidder will request in writing for supplies for specific jobs such as stripping wax, overnight cleaning, etc. **Successful Bidder will provide fuel needed to operate equipment.**
- The Successful Bidder will provide all equipment to be used, except golf cart.** The equipment will be new or in good working condition and of a name brand. The Successful Proposer's equipment shall be of the size and type suitable for accomplishing the various phases of the work described herein. Equipment considered by the BJCC to be improper or inadequate for the purpose shall be removed from the job and replaced with satisfactory equipment. Successful Bidder will be expected to repair, replace or rent appropriate equipment as necessary to perform cleaning services. Notice must be provided to the BJCC if any equipment is deemed non-operational for any period.

12.14 **WASTE DISPOSAL**

BJCC will be responsible for providing waste disposal equipment and service. The Bidder will be responsible for bagging all trash generated in the buildings during the course of normal operations. The Bidder will deposit all bagged trash in the waste disposal equipment nightly and notify appropriate management when waste equipment is full and needs to be emptied.

12.15 **SECURITY**

BJCC is developing a security program regarding complex access for established vendors. Once the program is in place, all employees of Successful Bidder will be required to display

a worker identification badge that is approved by BJCC. Identification badges must include name and photo of employee. The cost of the identification/badges shall be the responsibility of the Bidder. This will be discussed at the pre-bid meeting.

12.16 **BIDDER REQUIREMENTS**

12.16.1 Bidder must have extensive experience in facilities that are similar in size and scope and must be active in operating a cleaning service in a facility comparable to BJCC.

12.16.2 Bidder must submit with the bid, five (5) current business references for contact (company name, address, telephone number and person to contact). These must be business references from like venues.

12.16.3 Bidder must submit with the bid, one (1) current bank reference for contact (bank name, address, telephone number, person to contact, and email address).

12.16.4 Bidder must submit with the bid, a balance sheet and income statement for 2019 and 2020.

12.16.5 Bidder shall submit a sample of the following documentation, used by bidder to perform work:

- 12.16.5.1 Equipment work orders
- 12.16.5.2 Pre/post event checklists
- 12.16.5.3 Supply request form
- 12.16.5.4 Daily/Nightly, weekly/monthly/semi-annual checklist
- 12.16.5.5 Supply inventory sheets
- 12.16.5.6 Training Material

These must be professional, custom designed for each building. These instructions/checklists forms shall be reviewed and updated continually. **A sample shall be submitted with the bid.**

12.16.6 Bidder will provide direct supervision of their employees.

12.16.7 Bidder will provide labor as requested.

12.16.8 Bidder must have a Company “drug testing policy” in place to include a pre-employment drug screening. BJCC reserves the right under a reasonable amount of suspicion to have any worker tested. All cost shall be the responsibility of the Bidder. **The “drug testing policy” shall be submitted with the bid.**

12.16.9 Bidder must have a Company “criminal background check policy” in place. Successful bidder will not employ any convicted felons at the BJCC. **The “criminal background check policy” shall be submitted with the bid.**

12.16.10 Successful bidder must comply with the “Fair Labor Standards Act”.

12.17 **GLOSSARY** - For mutual understanding, terms used in the cleaning program are defined. Only routine procedures (i.e., not requiring unusual chemicals, equipment expertise or effort) and Appropriate Solutions (i.e., recommended by the manufacturer) will be used in these tasks. The client and the contractor will decide whether unusual procedures and/or solutions are necessary and negotiate the additional cost.

12.17.1	Sanitize	Wipe exposed surfaces with disinfectant and rub dry to eliminate streaks.
12.17.2	Dust	Wipe accessible surfaces with a damp or treated cloth.
12.17.3	Damp/Wet Wipe	Remove soil from exposed surfaces with wet cloth and rub dry to eliminate streaks.
12.17.4	Polish	To remove marks and restore gloss.
12.17.5	Dust Mop	Apply a dry or treated mop to floors to remove normal debris, surface dirt and gum.
12.17.6	Sweep	Apply a broom to floors to remove normal debris, surface dirt and gum.
12.17.7	Spot Mop	Remove soil and spillage, which cannot be removed by dust mopping and sweeping.
12.17.8	Damp Mop	Apply one time to remove soil.
12.17.9	Wet Mop	Apply solution, mop, scrub and remove solution. Rinse if necessary to avoid streaking.
12.17.10	Buff	Damp mop if necessary and machine buff to restore gloss.
12.17.11	Spray Buff	Damp mop or spray on a finish, then machine buff to remove marks and restore gloss, dust mop when completed, if necessary.
12.17.12	Rinse	Damp clean, wet mop or vacuum to remove solutions residue.
12.17.13	Scrub	Lightly scrub and apply one coat of finish.
12.17.14	Refinish	Apply as many coats of finish as necessary to restore polished appearance.
12.17.15	Seal	Apply a base coat of sealer on resilient tile or as the finish coat on concrete, marble, terrazzo, or other hard floors.
12.17.16	Strip	Chemically remove all coats of floor finish from the floor surface and rinse preparation for sealing and/or refinishing.
12.17.17	Contract Labor	Labor that is provided by the custodial contractor based on specific daily functions, services or specific amounts of workers on a regular basis (annual).

12.18 SCOPE OF WORK

12.18.1 Successful Bidder shall recruit, train, supervise, direct, discipline, and if necessary, discharge personnel working on Successful Bidder’s behalf for BJCC. Employees and service providers will adhere to BJCC’s practices, policies, an procedures including grooming standards, drug abuse, smoking, eating, using offensive language, fighting, etc. Successful Bidder shall cause all its employees and service providers to behave in a friendly, respectable, and courteous manner toward all guests, patrons, BJCC staff, management, and Licensee. Thorough knowledge of the BJCC company policies will be the responsibility of the Successful Bidder and all staff employed by the Successful Bidder. Successful Bidders’ employees will abide by all policies that BJCC employees abide by unless mutually agreed upon by both parties.

12.18.2 Successful Bidder shall perform general janitorial duties to include but not limited to picking up and bagging litter, mopping, sweeping, pressure washing, dusting and cleaning restrooms inside buildings, as well as on the outside grounds, parking deck, parking lots, vacant building lots, and parking garage. Duties may include lifting bags of litter, mop buckets, etc. and carrying them up and down stairs. Bidder shall monitor restrooms, sweep & mop floors, empty trash receptacles, mop spills, refill dispensers (towel, tissue, and hand soap) as needed, throughout the event in the complex, if needed.

12.18.3 Bidder shall perform stripping and waxing of tile, vinyl, concrete, and terrazzo floors, to include but not limited to, operating electric and/or propane buffer machines.

12.18.4 Successful Bidder shall clean areas that are deemed appropriate by BJCC personnel. The facilities to be serviced are:

12.18.4.1 Protective Stadium located at 1020 24th Street N, Birmingham, AL 35203.

12.18.4.2 Legacy Arena located at 1898 9th Ave N, Birmingham, AL 35203

12.18.4.3 Concert Hall located at 2100 Richard Arrington Jr Blvd. N, Birmingham, AL 35203

12.18.4.4 Theatre located at 2100 Richard Arrington Jr. Blvd. N, Birmingham, AL 35203

12.18.4.5 Exhibition Halls located at 2100 Richard Arrington Jr. Blvd., N. Birmingham, AL 35203

12.19 PERSONNEL TO BE PROVIDED

12.19.1 Personnel provided should include, but not be limited to:

12.19.1.1 LABOR

12.19.1.1.1 Sweeper porters

12.19.1.1.2 Restroom porters

12.19.1.1.3 Trash/Cardboard runners

12.19.1.1.4 Grounds

12.19.1.1.5 Pressure wash laborers

12.19.1.2 SUITE TOWER CUSTODIAL TECH

12.19.1.2.1 Suite/Club Matrons

12.19.1.3 SUPERVISORS

12.19.1.3.1 On-Site Manager

12.19.1.3.3 Suite and Club Manager

12.19.1.3.4 Command Center Supervisor

12.20 ON-SITE MANAGER MINIMUM QUALIFICATIONS

12.20.1 BASIC FUNCTION – Manages bidder’s personnel. Assists BJCC’s Custodial Manager with operational activities relating to the custodial and housekeeping function and tasks of BJCC, to ensure the complex is maintained in a clean and orderly condition.

12.20.2 RESPONSIBILITIES/ACCOUNTABILITIES

- 12.20.2.1 Assist with planning and coordinating all custodial functions to include floor care, carpet care, bathroom cleanliness, and overall cleanliness consistent with BJCC standards.
- 12.20.2.2 Meet with Custodial Manager to outline work schedules and assignments.
- 12.20.2.3 Assist with preparing contract labor work schedules to assure adequate coverage.
- 12.20.2.4 Develop, conduct, and document employee training programs, to include but not limited to, proper cleaning procedures and safety standards.
- 12.20.2.5 Inspect on a regular basis, restrooms, meeting rooms, outside grounds and other areas throughout the complex.
- 12.20.2.6 Direct and motivate subordinates in a manner conducive to full job performance and high morale.
- 12.20.2.7 Perform other related duties as required.

12.21.3 MINIMUM QUALIFICATIONS REQUIRED

12.21.3.1 Education and Experience

12.21.3.1.1 At least five years of experience in custodial work, preferably in an entertainment complex setting or health care.

12.21.3.1.2 Five years related supervisory experience in the facility operations field.

12.21.3.2 Knowledge, Skills and Abilities

12.21.3.2.1 Knowledge of and sense of timing as to what activities should be taking place within a time frame to accomplish necessary tasks to ensure a successful event.

12.21.3.2.2 Knowledge of correct cleaning methods to ensure proper care and maintenance of all hard-surfaced floors and carpeted floors.

12.21.3.2.3 Knowledge of the materials, methods and practices used in housekeeping operations.

12.21.3.2.4 Knowledge of the operation, use, and care of housekeeping equipment, tools, and supplies.

12.21.3.2.5 Knowledge of Local, State and Federal Laws and Guidelines relating to safety in the workplace.

12.21.3.2.6 Ability to develop improvements by evaluating work procedures and BJCC cleanliness.

12.21.3.2.7 Ability to communicate clearly with staff in English or bilingual, both orally and in writing.

12.22.3.3 Physical Requirements

12.22.3.3.1 Must be able to climb steps and perform manual lifting.

12.22.3.3.2 Requires extensive amount of walking throughout complex.

12.22.3.3.3 Requires ability to visually inspect.

12.22.3.3.4 Requires physical ability to push loaded dolly and operate a variety of building service equipment.

12.23 SUITE AND CLUB MANAGER AND SUPERVISOR MINIMUM QUALIFICATIONS

12.23.1 **BASIC FUNCTION** – Suite/Club Manager supervises matrons and club techs in the suite area. Supervisor supervises staff and performs general custodial work, involving routine or special custodial functions, to maintain a clean and orderly Protective Stadium, **Legacy Arena, Concert Hall, Theatre, and Exhibition Halls.**

12.23.2 RESPONSIBILITIES/ACCOUNTABILITIES

12.23.2.1 Prepare work schedules to fill labor orders.

12.23.2.2 Ensure dress code is followed.

12.23.2.3 Maintain employee’s time for accurate invoicing.

12.23.2.4 Ensure areas of responsibility are cleaned according to instructions and departmental standards.

12.23.2.5 **Inspect and perform tasks such as buffing, waxing, dusting and emptying trash receptacles in Protective Stadium, Legacy Arena, Concert Hall, Theatre, and Exhibition Halls as assigned.**

12.23.2.6 Report material needs to BJCC’s Custodial Manager.

12.23.2.7 Ensure work processes are performed according to safety standards and utilizes all safety precautions such as wet floor signs, MSDS, hazard communications, etc.

12.23.2.8 Clean windows and glass as required.

12.23.2.9 Meet with Custodial Manager(s) and subordinates to discuss work plans.

12.23.2.10 Perform stripping and finishing of floors, and steam cleaning carpets.

12.23.2.11 Perform other related duties as required.

12.23.3 MATERIALS AND EQUIPMENT

Chemicals	Wax	Mops
Cleaning Equipment	Sweeper	Mop Bucket
Hand Mop	Vacuum Cleaner	Rest-Room Specialist
Scrubber	Buffer	Steam Cleaner

12.23.4 Minimum Education and Experience

Ability to read, write and verbal communicate bilingually.

One to two years of experience in custodial work.

Working knowledge of overall custodial operations and safety procedures.

12.23.5 Knowledge, Skills and Abilities

Knowledge of chemical safety and industrial cleaning techniques.

Knowledge of materials, methods and techniques of custodial practices in a public facility.

Ability to use floor scrubbers, buffers, strippers, vacuum cleaners and other related custodial equipment.

Ability to follow oral and written instructions and to keep simple custodial records.

12.23.6 Physical Requirements

Extensive walking, standing, climbing stairs, bending, pulling, and pushing. Must be able to lift approximately 40 – 50 pounds.

12.24 LABOR MINIMUM QUALIFICATIONS

12.24.1 BASIC FUNCTION

Perform general custodial work, involving routine or special custodial functions, to maintain a clean and orderly Convention Complex.

12.24.2 RESPONSIBILITIES/ACCOUNTABILITIES

Clean and vacuum floors.

Mop, wax, dust, buff and empty trash receptacles in area assigned.

Report material needs to supervisor.

Clean and scrub basins, sinks, lavatories, cabinets, closets, shelves, vents, ashtrays, toilets, and replenishes soap, tissue, towels and similar supplies.

Clean windows and glass as required.

Perform other related duties as required.

12.24.3 Education and experience

Prefer some experience in custodial work in large facility.

12.24.4 Knowledge, Skills, and Abilities

Ability to follow oral and written instructions and to keep simple custodial records.

12.24.5 PHYSICAL REQUIREMENTS

Extensive walking, standing, climbing stairs, bending, pushing, and pulling. Must be able to lift approximately 40 – 50 pounds.

12.25 Minimum Pay

12.25.1 **Minimum pay:** BJCC further requires that the following minimum pay to workers in a 3-year period format as defined by dates below or in one-year increments from contract initiation:

Minimum Pay: Labor

July 22, 2021 to July 21, 2022 \$14.00 per hour

July 22, 2022 to July 21, 2023 \$14.39 per hour

July 22, 2023 to July 21, 2024 \$14.79 per hour

Minimum pay: Suite Tower Custodial Tech

July 22, 2021 to July 21, 2022 \$15.50 per hour

July 22, 2022 to July 21, 2023 \$15.89 per hour

July 22, 2023 to July 21, 2024 \$16.29 per hour

Minimum pay: Supervisors

July 22, 2021 to July 21, 2022 \$18.00 per hour

July 22, 2022 to July 21, 2023 \$18.48 per hour

July 22, 2023 to July 21, 2024 \$18.97 per hour

12.26 Communications (System provided by Successful Proposer)

12.26.1 BJCC approved radios and base station

12.26.1.1 Successful Bidder will provide determined amount of radios for day-to-day staff.

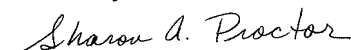
12.26.1.2 Successful Bidder will provide determined amount of radios to supervisors for event staffing. NOTE: The total number of radios will be determined at time of awarded contract.

12.26.1.3 The Successful Bidder will supply all event-related materials, including, but not limited to, lanyards, printed materials such as Protective Stadium, Legacy Arena, Concert Hall, Theatre, Exhibition Halls, and complex maps, etc. for custodial use.

12.26.1.4 Successful Bidder will provide radios that are compatible with BJCC house radios to ensure proper communication throughout the complex. The BJCC utilizes a house radio system for communication using Digital Motorola XPR3300 radios with Digital Motorola MotoTurbo Repeaters. The successful vendor may rent or purchase radios. The cost of a rented communication system will be billed as a pass thru cost for all events. BJCC has a preferred radio vendor, but Successful Bidder may select any vendor.

12.27 The deadline to ask questions is Tuesday, July 20, 2021 @ 12:00 pm local time.

Sincerely,



Sharon A. Proctor
Purchasing Manager
Birmingham-Jefferson Civic Center Authority



Birmingham-Jefferson Civic Center Authority
address 2100 Richard Arrington Jr. Blvd North
 Birmingham, AL 35203
website www.bjcc.org **phone** 205.458.8400

Bid Form

(Bidder must use this form; Fill in all spaces.)

The Bidder, in compliance with the Invitation for Bid for **Event Contract Cleaning Services Formerly Known As Protective Stadium Contract Cleaning Service** as specified, for the Birmingham-Jefferson Civic Center Authority, having examined the specifications and related documents, hereby proposes to furnish all labor, and/or services in accordance with the contract documents, within the time set forth herein, and at the prices stated below. These prices cover all expenses incurred in providing the labor, taxes, insurance, benefits, equipment, accessories, materials and/or services, including delivery and fuel surcharges, under the contract documents, of which this bid is a part, and F.O.B. delivery of same to BJCC. **BJCC’s decision shall be final regarding the acceptability of any substitute item proposed in this bid.**

Bid to furnish Event Contract Cleaning Services per the detailed specifications:

Hourly Cost: Labor

\$ _____ Labor 1st year of contract

\$ _____ Labor 2nd year of contract

\$ _____ Labor 3rd year of contract

Hourly Cost: Supervisor

\$ _____ Supervisor 1st year of contract

\$ _____ Supervisor 2nd year of contract

\$ _____ Supervisor 3rd year of contract

Hourly Cost: Suite Tower Custodial Tech

\$ _____ Suite Tower Custodial Tech 1st year of contract

\$ _____ Suite Tower Custodial Tech 2nd year of contract

\$ _____ Suite Tower Custodial Tech 3rd year of contract

Hourly Cost: Pressure Washing Equipment (Equipment only; labor cost is listed above)

\$ _____ Pressure Washing Equipment 1st year of contract

\$ _____ Pressure Washing Equipment 2nd year of contract

\$ _____ Pressure Washing Equipment 3rd year of contract

This bid cannot be considered valid unless signed and dated by an authorized agent of the Bidder.

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____