

# CAMPUS GENERAL MAINTENANCE SERVICES



## OFFICE OF FACILITIES & CAPITAL PROJECTS

A L A B A M A   A G R I C U L T U R A L   &   M E C H A N I C A L   U N I V E R S I T Y

BID Release Date ..... February 27, 2023

Deadline for Submitting Questions.....March 29, 2023 at 12:00 P.M. CST

Deadline for Submitting Bids..... April 5, 2023 2:00 P.M CST

**Bid No. 2K23-CGMS-1**

## ADVERTISEMENT FOR BIDS

Sealed proposals will be received by **Alabama A&M University in Normal, AL** at the office of Jeffery Robinson, Alabama A&M University, Department of Purchasing – Room 305 Patton Hall 4900 Meridian Street Normal, Alabama 35762, until 2:00 P.M. CST, April 5, 2023 for

### **Campus General Maintenance Services**

at which time and place they will be publicly opened and read.

Bid Bonds, Performance and Payment bonds are not required.

Specifications may be examined at the office of Alabama A&M Facilities Department, 453 Buchanan Way, Normal, AL 35762 and AAMU Facilities site (<https://www.aamu.edu/about/administrative-offices/facilities/index.html> )

A Pre-Bid Conference will not be held.

Questions shall be submitted via email only to [brian.shipp@amu.edu](mailto:brian.shipp@amu.edu) by 12:00 P.M. CST March 29, 2023.

Bids must be submitted on proposal forms furnished by the Owner, Architect (Engineer) or copies thereof.

The Owner reserves the right to reject any or all proposals and to waive technical errors if, in the Owner's judgement, the best interests of the Owner will thereby be promoted.

Alabama Law (Section 41-4-116, Code of Alabama) 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.

Nonresident bidders must accompany any written bid documents with a written opinion of an attorney at law licensed to practice law in such nonresident bidder's state of domicile, as to the preferences, if any or none, granted by the law of the state to its own business entities whose principal places of business are in that state in the letting of any or all public contracts.

Alabama A&M University

## **TABLE OF CONTENTS**

### **FORMS AND CONTRACTS**

BID DOCUMENTS AND FORMS

SPECIFICATIONS AND SCOPE OF WORK

DOCCUMENTS DUE AT TIME OF BID:

\*PROPOSAL FORM

\*ALABAMA E-VERIFY

\*STATE OF ALABAMA, VENDOR DISCLOSURE

INCLUDED FORMS

W-9

ALABAMA A&M UNIVERISTY AGREEMENTS' ADDENDUM

**\*items required at bid**

## **Bid Documents And Forms (use forms as needed and required)**

### **1.01 Documents**

- A. Form of Bid Bond [https://dcm.alabama.gov/PDF/forms/C-4\\_Bid\\_Bond.pdf](https://dcm.alabama.gov/PDF/forms/C-4_Bid_Bond.pdf)
- B. Vendor Disclosure Statement <https://www.alabamaag.gov/Documents/files/File-AL-Vendor-Disclosure-Statement.pdf>
- C. E-Verify <https://www.e-verify.gov/employers/enrolling-in-e-verify>
- D. Accounting of Sales Tax [https://dcm.alabama.gov/PDF/forms/C-3A\\_Sales\\_Tax.pdf](https://dcm.alabama.gov/PDF/forms/C-3A_Sales_Tax.pdf)
- E. Construction Contract [https://dcm.alabama.gov/PDF/forms/C-5\\_State\\_Constr\\_Contract.pdf](https://dcm.alabama.gov/PDF/forms/C-5_State_Constr_Contract.pdf)
- F. Performance Bond [https://dcm.alabama.gov/PDF/forms/C-6\\_Perf\\_Bond.pdf](https://dcm.alabama.gov/PDF/forms/C-6_Perf_Bond.pdf)
- G. Payment Bond [https://dcm.alabama.gov/PDF/forms/C-7\\_Pay\\_Bond.pdf](https://dcm.alabama.gov/PDF/forms/C-7_Pay_Bond.pdf)
- H. Change Order Justification [https://dcm.alabama.gov/PDF/forms/B-11\\_CO\\_Justification.pdf](https://dcm.alabama.gov/PDF/forms/B-11_CO_Justification.pdf)
- I. Change Order [https://dcm.alabama.gov/PDF/forms/C-12\\_State\\_Cntrct\\_Ch\\_Order.pdf](https://dcm.alabama.gov/PDF/forms/C-12_State_Cntrct_Ch_Order.pdf)
- J. Advertisement for Completion [https://dcm.alabama.gov/PDF/forms/C-14\\_Ad\\_Compl.pdf](https://dcm.alabama.gov/PDF/forms/C-14_Ad_Compl.pdf)
- K. Application for Certificate for Payment [https://dcm.alabama.gov/PDF/forms/C-10\\_Pay\\_App.pdf](https://dcm.alabama.gov/PDF/forms/C-10_Pay_App.pdf)

### **1.02 Document Availability**

- A. A copy of the specifications are located at <https://www.aamu.edu/about/administrative-offices/facilities/index.html>

# **CAMPUS GENERAL MAINTENANCE SERVICES**

## **SCOPE OF WORK**

### 1.1 The Purpose

Alabama A&M University (AAMU) hereby solicits submissions of a competitive bid, from qualified Respondents to Install for AAMU the services described herein, all in accordance with the terms and conditions detailed herein.

The University is interested in hiring successful bidders to conduct, general painting, glass replacements, doors, windows, door hardware and basic carpentry projects throughout the University Campus on an as-needed, unforeseen basis.

### 1.2 Right Of The University To Terminate Contract

The contract may be terminated without cause by either the University or the Contractor by giving written notice to the other at least (30) calendar days prior to the effective date of termination stated in the notice.

The University may terminate the contract if the Contractor fails to fulfill the required obligations or fails to comply with the contract provisions by giving written notice to the Contractor at least seven (7) calendar days prior to the effective date of termination stated in the notice. The notice shall state the circumstances of the alleged breach and may state a period during which the alleged breach may be cured, which cure shall be subject to the University's approval.

The University reserves the right to terminate any and all parts of the contract due to lack of or reduction in financial appropriations that fund the contract.

In the event of contract termination, all finished or unfinished documents, reports, and studies shall become the property of the University.

The Purchase Order will serve as the agreement between the University and Contractor, and will be governed by these specifications.

If service is deemed unsatisfactory, the contract will be terminated, in writing, in 15 days. Examples of unsatisfactory service include, but are not limited to the following:

- Not meeting mutually agreed appointment times
- Problems deemed solvable which are not solved
- Any action in contradiction to the specifications or directives
- Poor quality workmanship

The University reserves the right to award a service contract to multiple Contractors. Contractors may fill out the proposal form in the areas of their specialty.

### 1.3 Contractor Requirements

This section identifies the Minimum Qualifications for bidding Contractors and requires specific response and affirmation in the bid. AAMU requires partnering with a vendor team that has a proven track record through demonstrated experience in providing similar services as listed in the Scope of Services. The Minimum Qualifications of this bid require that the Proposer must:

- A. Each Bidder shall have performed the type of work specified in this document for a period of at least (3) years and shall be able to substantiate the work through a list of clients for whom such work has been performed.
- B. Contractors should have a general contracting license in the state of Alabama.
- C. Insurance Requirements: Prior to the commencement of the Agreement, each successful Respondent must Install executed certificates of insurance, which shall clearly evidence all insurance required by the State of Alabama. The policy shall Install the following minimum limits:
  - Bodily Injury           \$1,000,000 each person  
                                          \$1,000,000 each accident
  - Property Damage    \$1,000,000 each accident
- D. Failure to include all required information, in detail, may be cause to find Bidder's bid non-responsive.
- E. Bidder shall be financially sound and in good standing.

### 1.4 GENERAL REQUIREMENTS

The Contractor shall be responsible for adhering to the general requirements below, but are not limited to:

- A. Business hours are 7:00 a.m., to 4:00 p.m. unless otherwise indicated by a university's representative.
- B. Specification for products and equipment will be provided on a job-to-job basis.
- C. Any and all debris and waste accumulation from moves must be removed by the Contractor, from the project site and from University property.
- D. Any shutdown of services or utilities shall be approved first by a university's representative.
- E. If a contractor Installs unit prices and/or labor prices that are mathematically and/or materially unbalanced, the bid may be rejected as non-responsive. A mathematically unbalanced bid is one where some unit prices are nominal prices and others are enhanced prices, or where the individual unit prices are unusually high or low in relationship to current market cost.
- F. The successful Bidder's representative(s)/supervisor/foreman/lead person is required to be on-site directing its workforce throughout the entire project. Failure to meet this requirement will result in a \$100.00 per day penalty or removal from the project, which

- will be deducted from the Contractor's invoice before the University issues payment.
- G. The Contractor will submit to the University, or its representative, at the end of each day's work, a detailed listing of the equipment and chargeable personnel who worked if requested by the owner's representative. Failure to submit this listing, signed by a University representative, could delay payment.
  - H. These locations are in public, high-traffic coed areas, in view of the general public. The Contractor shall ensure that a safe environment is maintained around all activities. The University may be in session. As the Contractor's personnel could be perceived as representing the University, the Contractor's personnel shall maintain an appropriate decorum. The Contractor and his/her personnel are cautioned against creating interruptions, noise or offensive situations that may interfere with the student, or could be construed as fraternization and/or sexual harassment of anyone using University facilities, including, but not limited to, students, guests, faculty and staff. In the event the University receives a complaint regarding the behavior of an employee, the Contractor, upon receipt of such notification, shall promptly remove such employee or employees from the University's premises and take immediate steps to ensure that its performance under this contract will not be reduced.
  - I. The University is a tobacco-free campus. All types of tobacco products, on all properties, including inside of vehicles and within University parking lots is strictly prohibited. If any of the Contractor's personnel wishes to consume tobacco products, they can do so during scheduled breaks or meals on public property.
  - J. All Contractor personnel must be fully trained and dressed in clean, standardized company uniforms, t-shirts or name badges with a standardized method of identifying personnel. Contractor personnel who are not trained or not in uniform may be asked to leave the University premises.
  - K. Contractor personnel shall follow all directions of the University's representatives, especially with regard to safety requirements.
  - L. The Contractor will ensure adequate workforce and equipment commitments, at or above the minimum requirements as stated below. If there are delays because of any shortages, any associated time and material costs will be at the Contractor's expense.
  - M. Workers shall not accept gratuity or perform work for pay outside the University's scope of work.
  - N. The University will not be responsible, nor incur any additional charges for:
    - a. Time lost completing due to the lack of proper planning.
    - b. Tardiness of personnel or equipment at the work site.
    - c. Lack of proper equipment or tools to complete the move, or breakdown of vendor-Installed equipment.
    - d. Personnel or equipment shortages, or non-compliance, which could affect an on-time, efficient completion.
  - O. Permits may be needed on this contract and it will be the Contractor's responsibility to obtain them in advance.

- P. Prior to beginning work Contractor shall contact university's representative.
- Q. Safety is the sole responsibility of the Contractor. All work performed by the Contractor shall meet, at a minimum, OSHA workplace safety requirements, as well as all local, state and federal requirements.
- R. The Contractor will be held accountable for all university property committed to its care and may be required to replace any such property which may be damaged, destroyed, lost or stolen due to negligence.
- S. Contractor shall not subcontract any portion of this work without approval of the University's designee.
- T. Bid submission indicates concurrence and acceptance of the specifications, and conditions stated within this Scope of Work.

1.5 Contractor- Single Point of Contact:

Overall Program Management refers to the Contractor's team, including their direct employees and subcontractors, to manage and Install the required general maintenance services.

The Single Point of Contact performs the following functions:

Serves as a single source of accountability for all services; manages the interaction between the Contractor and the AAMU designee.

1.6 Scope of Work

A. Building Protection:

It is expected that the Contractor shall:

- Install all supervision, labor, vehicles, equipment, supplies, and services to complete work as described herein and in the following sections below:
- In this document there are specifications and standards, if not expressed, contractor shall accomplish all work in accordance with state, local and federal and meet all building codes and guidelines. All work done under this contract shall be done in a manner that will not overload or render useless any portion of the facility, and will not adversely affect the integrity of the building's structural, mechanical, electrical, fire protection, and life safety systems or any building features.
- Services that may be requested within this solicitation include, but are not limited to the following:
  - Interior and Exterior and Interior painting
  - Flooring (vinyl, carpet and etc.)
  - Concrete form work, vapor retarder, walkways and steps



- Masonry – matching existing masonry, patching, and cleaning
- Rough Carpentry – wood and metal framing
- Finish Carpentry – standing and running trim, flooring, cabinets, countertops, metal doors and frames, wood doors and frames, metal and wood windows, glazing, and door hardware
- Siding – vinyl siding, soffit and accessories, aluminum siding, soffit and accessories, wood siding, soffit and accessories
- Gypsum Board – removal, replacement single layer, cementitious backer units, fire resistance rated assemblies, smooth level five finish, and texture finish
- Acoustical Panel Ceilings – ceiling suspension systems and acoustical panels
- Roofing – shingles repair / patching replacement
- Fencing and gate repair and replacement

### **ROAD AND PARKING APPURTENANCES**

Work of this Section shall include signing, markings, and wheel stops as directed per project.

### **UNIT MASONRY**

Install unit masonry for exterior items exposed to view:

Concrete masonry bearing retaining walls.

Stone veneer

Brick Veneer: (2) colors Modular Brick with colored mortar

Precast Wall Caps, Feature Trim, and Window Sills; Rock Cast or equal, and stair treads

Clean brick after construction completed to remove all markings and incidental staining.

Misc. framing reinforcing bracing, straps, hangers, etc.

Bollards for ground mounted equipment protection.

### **ROUGH CARPENTRY**

Install rough carpentry work:

Wood and metal stud framing

Sheathing

All duties related to rough carpentry

## **FINISH CARPENTRY AND MILLWORK**

Install finish carpentry for interior items exposed to view:

Install hollow metal door frames, doors, and hardware.

Install hollow metal and aluminum storefront interior window units.

Install Fire extinguisher Cabinets and interior signage as needed.

Install closet shelving, Laminate/Melamine wrapped adjustable shelving or equal.

Install custom millwork with shop finish:

Install pre-manufactured laminate wall and base casework and cabinets

All duties related to finish carpentry

## **INSULATION**

Install building insulation of board and blanket types as applicable:

Roofs and attics (interior).

Exterior stud walls, un-faced fiberglass batt.

Interior stud walls un-faced fiberglass sound attenuation batt.

Slabs on grade, 2" polystyrene rigid insulation per drawings details.

## **ROOF SPECIALTIES AND ACCESSORIES**

Install roof accessories for the building construction as required per manufactures suggested installation including the following:

Continuous Soffit Vent materials

Continuous Fascia and trim materials

Prefinished Wall Cap Material

Guttering; continuous box

Downspouts

## **JOINT SEALERS**

Install sealants at intersection of building components and at control and expansion joints.

Install exterior sealants at intersection of wall joints, pipe & duct installations, and flashings & copings.

Install exterior sealants at brick control joints & precast component joints.

Install sealants at intersection of window & door installations, mirrors, counter tops and sink fixtures.

Insure compatibility of all sealants with adjoining materials.

## **STEEL DOOR & WINDOWS FRAMES**

Install steel doors and frames per plans and schedules; primed for field painting.

Install knock-down steel door frames for framed walls; 2" heads typ.  
Coordinate with security vendor to incorporate electric strikes and other features needed.

Coordinate with door hardware hinge requirements for wider door units.  
Install fire rated metal doors as needed.

Install knock-down steel window frames; primed for field painting.

### **WOOD DOORS**

Install stain grade birch wood door for interior use; solid core.

Prefinished wood doors to have light finish.

### **ALUMINUM ENTRANCES AND STOREFRONT**

Install exterior aluminum storefront windows & doors.

Fixed window units set in framed wall construction.

6'-0" wide double door & 4'-0" wide swing doors units with & without sidelight & transoms set in framed wall construction.

Install interior aluminum storefront windows and doors.

### **FINISH HARDWARE**

Install Locksets and latch sets for new interior doors; Extra Heavy duty (commercial)

### **GLASS AND GLAZING**

Install glass and glazing for all applications per following:

Exterior Aluminum Storefront Glazing:

Windows:

Mirrors: 1/4" tempered safety glass.

Doors Leafs and View Lite Panels:

## **GYPSUM DRYWALL**

Install gypsum drywall work:

1/2" Densglass GWB sheathing on exterior wood framing at canopy ceilings.

GWB on Interior side of wood stud exterior walls. S

GWB on Interior wood stud walls and bulkhead framing. Moisture resistant GWB at all wet walls.

Install smooth Level 5 finish.

## **ACCOUSTICAL CEILINGS**

Install ACT; 24" x 24" or 24" x 48" grid and tiles;

All ACT Ceiling Areas: Donn DX/DXL 15/16" White Grid;

## **RESILIENT FLOORING AND ACCESSORIES**

Install resilient flooring; LVT tiles; Basic standard colors.

Install sheet flooring; Vinyl Sheets 12'-0" wide rolls w/ welded seams

Install 4" or 6" vinyl wall base:

## **CARPET**

Install Carpet roll goods, solution dyed nylon, 12" rolls with 6Lb carpet pad:

Install Carpet tile with installation in office and public areas; solution dyed nylon, antimicrobial, integral backing;

Install Coved Vinyl wall base

Prep all floors including newly patched areas

## **PAINTING**

Install surface preparation and painting for all unfinished interior and exterior surfaces, including electrical and mechanical equipment with shop primed surfaces.

Exterior Wood for opaque finish (trim): Alkyd primer, 1 coat; alkyd enamel (gloss finish), 2 coats.

Exterior Ferrous metal: Zinc chromate primer, 1 coat; alkyd enamel (gloss finish), 2 coats.

Interior Drywall: Latex primer, 1 coat; interior latex (egg shell finish), 2 coats.

Interior Drywall (wet areas): Latex primer, 1 coat; interior enamel (satin finish), 2 coats.

Interior Wood for opaque finish (trim): Alkyd enamel undercoater, 1 coat; alkyd enamel (semi-gloss finish), 2 coats.  
Interior Ferrous metal: Alkyd metal primer, 1 coat; alkyd enamel (semi- gloss finish), 2 coats.

### **WINDOW TREATMENT**

Install window coverings as follows:

Size: 1” Mini blinds for all exterior suite windows.  
Color: White

### **GENERAL**

- Visit required sites to review work to be performed when notified.
- Prevent damage to all building structures involved, including, but not limited to all walls, floors, stairways, and doorways.
- Do Not block access to emergency ingress/egress points of building infrastructure hubs with staged and/or stored items. This includes, but is not limited to stairwells, main corridors, electrical closets, communications closets.
- Working hours are considered to be 7:00 am through 4:00 pm Monday thru Friday

Contractor Failure to Report:

- If a contractor fails to commence work at the mutually agreed upon time, they may be considered in default and held responsible for any resulting additional damage or increase in purchase goods.

Work Estimates:

- The Contractor shall Install a detail written, not-to-exceed estimate of the work to be performed, within 3 business days of the request. The work request could be written or verbal. Such repairs shall be made only after receipt of a purchase order or in the case of an emergency approval from a University’s representative. Actual repair work shall not exceed the Contractors estimate by 10 percent without first obtaining written approval to proceed.

Damaged property:

- Contractor will be responsible for repairing or replacing any University property damaged or lost during construction.
- Contractor will also be responsible for any damage done to building Exterior and

Interior, grounds and overhead wiring.

Invoicing:

- When services are requested, compensation to the Contractor will be based on the rates from the price proposal form.
- The Contractor shall be required to keep legible and detailed documentation on all work performed under this contract. Contractor shall Install cost estimate to owner's representative and wait for approval to proceed. All invoices shall be received within seven (7) calendar days after work is performed. Invoicing shall include all the following in the order below:
  - Purchase Order Number
  - Name of District Representative that placed service call
  - Date of service
  - Building serviced
  - Total Cost

Duration of the Agreement

The term of the Agreement shall commence on the date that the vendor contract is issued. Thereafter, unless earlier terminated, the term of the Agreement shall continue for an initial term of one (1) year. The Agreement shall reserve for AAMU the unilateral option of extending the term of the Agreement for four (4) additional terms of one (1) year(s) each, Installed that the maximum duration of the Agreement shall not exceed five (5) years. The Agreement shall also contain a provision granting to AAMU the right to terminate the Agreement, with or without cause, upon thirty (30) days' notice. (Hereinafter, the period from the time of commencement of the term of the Agreement until the time of expiration of the term of the Agreement shall be referred to as the "Agreement Term").

**PROPOSAL FORM**

To: \_\_\_\_\_

Date: \_\_\_\_\_

(Awarding Authority) In compliance with your Advertisement for Bids and subject to all the conditions thereof, the undersigned

\_\_\_\_\_  
(Legal Name of Bidder) hereby proposes to furnish all labor and materials and perform all work required for the construction of

WORK: **Campus General Maintenance Services** in accordance with Specifications, dated November 13, 2019.

The Bidder, which is organized and existing under the laws of the State of \_\_\_\_\_, having its principal offices in the City of \_\_\_\_\_, is: a Corporation Partnership individual (other) \_\_\_\_\_.

**LISTING OF PARTNERS OR OFFICERS:** If Bidder is a Partnership, list all partners and their addresses; if Bidder is a Corporation, list the names, titles, and business addresses of its officers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BIDDER'S REPRESENTATION:** The Bidder declares that it has examined and understand the specifications.

**ADDENDA:** The Bidder acknowledges receipt of Addenda Nos. \_\_\_\_\_ through \_\_\_\_\_ inclusively.

**BID:**

Hourly Rate Painter	_____
Hourly Rate Painter Helper	_____
Hourly Rate Rough Carpenter	_____
Hourly Rate Finish Carpenter	_____
Hourly Rate Carpenter Helper	_____
Hourly Rate Mason	_____
Hourly Rate Mason Helper	_____
Hourly Rate Foreman	_____
Hourly Rate Roofer	_____
Hourly Rate Roofer Helper	_____
Hourly Rate General Laborer	_____
Materials Mark up	_____
Rental Equipment Mark up	_____
Sub-contractor Mark up	_____

BIDDER'S ALABAMA LICENSE:

State License for General Contracting: (if applicable)

---

License Number	Bid Limit	Type(s) of Work
----------------	-----------	-----------------

**CERTIFICATIONS:** The undersigned certifies that he or she is authorized to execute contracts on behalf of the Bidder as legally named, that this proposal is submitted in good faith without fraud or collusion with any other bidder, that the information indicated in this document is true and complete, and that the bid is made in full accord with State law. Notice of acceptance may be sent to the undersigned at the address set forth below.

Legal Name of Bidder \_\_\_\_\_

Mailing Address \_\_\_\_\_

\* By (Legal Signature) \_\_\_\_\_

\* Name (type or print) \_\_\_\_\_

(Seal) \* Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

\* If other than the individual proprietor, or an above named member of the Partnership, or the above named president, vice-president, or secretary of the Corporation, attach written authority to bind the Bidder. Any modification to a bid shall be over the initials of the person signing the bid, or of an authorized representative.

The University reserves the right to choose multiple vendors.