



**REQUEST FOR PROPOSALS TO PROVIDE GAME RELATED
AND RENTAL EVENT CLEANING SERVICES AT JSU STADIUM**

**GAMECOCK SUITES
AND COLONNADE GROUP**

JUNE 2019

**REQUEST FOR PROPOSAL
SIGNATURE CERTIFICATION PAGE**

Proposal Number: JSU-19-07-09-0020

Description: Gamecock Suites Cleaning Services RFP

Due Date: July 9, 2019 **Time:** 3:00 P.M. CST

RFP Issue Date: June 11, 2019

PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL PACKAGE AND ENVELOPE MUST BE SEALED AND PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND TIME OF OPENING AND RESPONDENT'S RETURN ADDRESS.

One (1) original and two (2) copies should be submitted. It is the responsibility of the respondent to ensure that the proposal packet arrives in the Procurement and Fixed Assets office on time. The proposal packet should be hand delivered or sent by FedEx or UPS. No electronic copies will be accepted.

Company Name: _____

Name (Type or Print) _____

Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Jacksonville State University reserves the right to accept or reject all proposals or any portion thereof. JSU assumes no liability for expenses incurred by firms in the preparation of their responses to this RFP. Once received, all proposals become the property of JSU.

Signature of authorized agent: _____

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**REQUEST FOR PROPOSALS FOR PREMIUM SEATING
CLEANING SERVICES AT JSU STADIUM**

SECTION I: INTRODUCTION

BACKGROUND

The Jacksonville State University Athletics Department (“JSU” or “University”) has contracted with Colonnade Group (“CG” or “Colonnade”), an event management company headquartered in Birmingham, Alabama. The Colonnade Group has managed hospitality initiatives for Jacksonville State University since 2010, as well as other luxury suite programs throughout the Southeastern Conference, Atlantic Coast Conference, Big 12 Conference, and American Athletic Conference. Colonnade Group will be Jacksonville State University’s representative for management of the hospitality in all premium areas operated by JSU’s Athletics Department.

Colonnade Group is soliciting formal proposals from qualified, professional cleaning companies to provide cleaning services for designated areas of William A. Meehan Hall at JSU Stadium. JSU Stadium is located on JSU’s campus in Jacksonville, Alabama. This request for proposal has three parts: Pre & Post Game, Game Day, and Rentals.

Companies may respond to any or all of the individual parts likewise the contract may be awarded in part or in whole to one or more companies. The contract will be for one year with an option to extend the contract for two additional one-year terms upon agreement from both Jacksonville State University and vendor. Vendor must agree to accept a purchase order as contract for services. The State of Alabama Competitive Bid law requires a **\$500.00** performance bond (or a cashier’s check made payable to Jacksonville State University) for this contract prior to the issuance of a purchase order to the awarded vendor. **The notarized State of Alabama Disclosure Statement and documentation of registration with the Federal E-Verify system should be submitted with the bid response. These documents must be received prior to bid award.**

A mandatory Pre-Bid Conference will be held Tuesday, June 25, 2019 at 2:00 p.m. CST in the 5th Floor Stadium Club area. Vendor must have a representative present at this meeting in order to submit a bid.

DESCRIPTION OF SERVICE AREAS

The Gamecock Suites are located on the South side of Burgess-Snow Field at JSU Stadium. There are three levels of Gamecock Suites (located on the 5th, 6th, and 7th floors), and a total of thirty-four (34) suites. The breakdown of the suite levels is as follows:

Premium Level	Number of Suites	Accommodations
Level Five	Two (2) suites	Accommodates thirty-two (32) guests each
Level Six	Eleven (11) suites	Ten (10) suites accommodate twenty (20) guests, while one (1) suite accommodates sixteen (16) guests
Level Seven	Twenty-one (21) suites	Twenty (20) suites accommodate twenty (20) guests, while one (1) suite accommodates forty-eight (48) guests

Other areas on each premium level include, but are not limited to:

- Elevator lobby areas (including exterior of elevators)
- Premium level restrooms
- Kitchen Prep Rooms
- Stairwells and landings on levels 5, 6, and 7
- Interior of Service Elevator
- Services Elevator Foyer and Landing (outdoors on ground level) on Level 1R
- Media area, media concession area, and individual media booths located on the sixth floor

There is a 1,026 person, approximately 12,000 sq. feet, Stadium Club level on the fifth (5th) level of William A. Meehan Hall at JSU Stadium. Areas to clean include, but are not limited to:

- Interior lounge and table seating area
- Buffet and drink station areas
- Floating shelf bars located around columns
- Interior windows
- Restrooms
- Elevator lobby area (including exterior of elevators)
- Kitchen Prep Rooms
- Stadium Club restrooms

The Gamecock Suites and Stadium Club have been decorated to provide maximum comfort in a beautifully designed environment. Some of the finishes that impact cleaning procedures include, but are not limited to:

- Carpeting throughout the living room and viewing areas
- Time in the reception areas
- Linoleum in pantry/kitchen area
- Countertops in all suites
- Countertops in suite hallways and on Stadium Club level
- Shelf bars located around the columns on Stadium Club level
- Floor to ceiling glass windows and doors
- Two (2) coolers in each suite
- Two (2) refrigerators in each suite
- Theatre style seating inside of the suite
- Floor to ceiling cabinetry in each suite
- Concrete stairwell
- Stainless steel elevator – interior and exterior

SECTION II: SCOPE OF WORK

PART A – PRESEASON CLEANING, PRE-GAME CLEANING, & POST-GAME CLEANING

Preseason Cleaning

On Monday prior to the first home game, the cleaning service crew will clean the following, but not limited to: all suites, prep kitchens (including all prep areas and interior and exterior of refrigerators), restrooms, stairwells, services elevator, all interior windows, and the Stadium Club. A more detailed cleaning list is included below. They will return on Friday to inspect all suites and touch up as needed, giving special attention to dusting.

Pre-Game Cleaning

On Friday prior to each home game, the cleaning service crew will inspect each suite, prep kitchen, restroom, stairwell, service elevator, and the Stadium Club for oversights and other small touch-up cleaning which may result from maintenance crews working in the suites. Special attention must be given to dust which has collected since the thorough post-game cleaning. (Sometimes, there could be two weeks or more between home games.) Cleaning service crew should also remove any trash, cardboard boxes, etc. accumulated during servicing of suites and lockers on Fridays prior to home games.

Post-Game Cleaning

Immediately following each home game, the caterer will remove all serving pieces, plates, and flatware. The chosen cleaning service will be responsible for cleaning anything that may result in permanent damage if left over the weekend (spills on the carpet or tile, spills on hard surfaces, etc.), and for the removal of all trash throughout the premium areas.

On Monday following a home game, and any subsequent days required to complete the cleaning process, the cleaning service crew will report for post-game cleanup. The Stadium Club, each suite, media common area, all media booths, and the common areas throughout the premium areas should be thoroughly cleaned and prepared for the following home game.

Cleaning tasks include, but are not limited to:

- Clean/wash trash bins in each suite and on the Stadium Club and replace garbage bags
- Clean all interior glass on the Stadium Club level, in all suites, and the glass on each suite door
- Dust all furniture, end tables, and coffee tables on the Stadium Club level and in the suite common areas
- Dust all fixtures, baseboards, doors, etc. throughout the premium areas
- Dust all cabinetry and countertops in the common areas throughout the Stadium Club level and all suite levels and in each suite
- Clean the interior and exterior of all chest coolers, refrigerators, and tabletop coolers in all suites
- Vacuum
- Clean restrooms thoroughly and restock (toilet paper, paper towels, foam soap, etc.)
- Clean all reception, lounge, and elevator lobby areas (windows, dusting, vacuuming, elevator exterior, etc.)
- Clean/wipe down refrigerators and prep surfaces in all prep kitchens
- Sweep and mop all prep kitchens
- Sweep and mop the 5th, 6th, and 7th floor stairwells
- Clean the service elevator, service elevator foyer, and service elevator landing

PART B – GAME DAY

There should also be adequate attendants on-site for each level at each home game to fulfill all required duties; a minimum of six (6) total attendants should be present during each home game. Cleaning crew will arrive to the stadium no later than three (3) hours prior to kickoff of the home football game.

During the game, responsibilities and duties include, but are not limited to:

- Cleaning of all spills
- Cleaning of all eating surfaces throughout the premium areas, as needed
- Monitor trash (in open areas and in all suites)
- Monitor restroom supply levels
- Monitor restroom cleanliness
- Other cleaning duties, as assigned

PART C – RENTALS

In addition to game day cleaning, a separate proposal is requested for Gamecock Suites, conference rooms, and Stadium Club level cleaning after rental events. The Stadium Club level and conference rooms are available to be rented year-round, and the suites are available to be rented to their licensees throughout the year. Cleaning services would be notified immediately of any rental contracts so that proper staffing could be scheduled.

SECTION III: EQUIPMENT

The cleaning service must supply their own cleaning supplies and equipment to include proper cleaning products, vacuums, and cleaning carts. Please include the specific type and brand of cleaning products that will be used in the written proposal. The cleaning service will be responsible for maintaining inventory of all supplies needed including restroom trash bags and paper supplies.

SECTION IV: INSURANCE REQUIREMENTS

Jacksonville State University requires general liability insurance in increments of \$1,000,000.00 per individual per incident with a maximum of \$3,000,000.00 per incident with three individuals involved. **Proof of insurance should be provided with proposal.**

SECTION V: PROPOSAL GUIDELINES

Please supply the following information as well as any other information which you consider helpful:

- A list of references including name, address, phone number, and years of service.
- Proposed number of staff persons dedicated to the Stadium Club and Gamecock Suites for:
 - Part A: Preseason Cleaning, Pre-Game Cleaning, and Post-Season Cleaning

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- Part B: Game Day
- Part C: Rentals
- Listing of all equipment and supplies that you propose to use.
- Photos of cleaning service personnel uniforms
- All inclusive price for providing cleaning services to the Stadium Club and Gamecock Suites for all JSU home football games. **The 2019 JSU home football schedule is attached.**

SECTION VI: PROPOSAL REVIEW AND CRITERIA

Please submit a signed written proposal and two (2) copies by **Tuesday, July 9, 2019 3:00 p.m. CST.**

Proposals will be evaluated by both JSU and Colonnade Group staff. Evaluative criteria to be considered by the university will include, but will not be limited to the following:

- Overall compliance with RFP process
- Price of the eligible products and services
- Quality of service based on company's given references
- Prior experience in commercial cleaning
- Number of proposed staff members
- Travel distance to JSU Stadium

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Following the proposal review and evaluation process, the chosen company will be notified of the awarded contract.

For questions pertaining to this request for proposal, please email:

Meghan Frugé

Gamecock Suites Office

gsdirector@jsu.edu

(256) 782-8530

For questions pertaining to the bid process, please email:

Denise Hunt, Director of Procurement and Fixed Assets

Jacksonville State University

purchasing@jsu.edu

(256) 782-5152

ATTACHMENTS

2019 JSU Home Football Schedule

Sample Gamecock Suites Cleaning Checklist

Pricing Worksheet

State of Alabama Disclosure Statement

2019 JSU HOME FOOTBALL SCHEDULE

DATE	KICKOFF	OPPONENT
Saturday, September 7 th	6:00 p.m.	Chattanooga
Saturday, September 14 th	3:00 p.m.	Eastern Washington
Saturday, September 21 st	6:00 p.m.	North Alabama
Saturday, October 5 th	6:00 p.m.	Tennessee Tech
Saturday, October 19 th	3:00 p.m.	Southeast Missouri
Saturday, October 26 th	3:00 p.m.	Murray State
Saturday, November 23 rd	1:00 p.m.	Eastern Kentucky
NCAA Playoff Games	TBD	TBD

Please note:

- (1) There is potential for home playoff games following the final regular season game.**
- (2) All kickoff times are subject to be changed at any time.**

SAMPLE CLEANING CHECKLIST

I. Restrooms

- _____ Clean all surfaces including countertops, sinks, and fixtures
- _____ Clean mirrors
- _____ Clean toilets and urinals
- _____ Restock (toilet paper, soap, paper towels)
- _____ Sweep and mop floors

II. Hallways/Common areas

- _____ Make sure all walls and baseboards are clean
- _____ Clean all countertops and cabinetry
- _____ Vacuum
- _____ Pick up trash on chairs and sofas
- _____ Spot clean any stains on chairs and sofas
- _____ Wipe down all prep kitchen surfaces to include prep tables and the interior and exterior of refrigerators
- _____ Sweep and mop all tile surfaces in all lobbies and prep kitchens

III. Suite Interiors

- _____ Vacuum all carpeted surfaces
- _____ Pick up trash on chairs and all surfaces
- _____ Vacuum chair cushions, and spot clean any stains, if necessary
- _____ Dust all furnishings and fixtures
- _____ Vacuum under furnishings
- _____ Place chairs in order around center cocktail table
- _____ Pick up any trash by hand that the vacuum cannot get
- _____ Clean ALL windows and window ledges
- _____ Clean counters, tables, sinks and fixtures
- _____ Wipe down cabinetry
- _____ Clean inside and exterior of refrigerators
- _____ Make sure all coolers are clean and sanitized
 - _____ **This includes all chest coolers, mini fridges, and tabletop coolers*
- _____ Clean glass windows and doors
- _____ Wipe down stadium seats, and spot clean any stains, if necessary
- _____ Make sure trash bin is washed and clean, inside and out
- _____ Make sure walls are clean

PRICING WORKSHEET

- Price for JSU Football Season Cleaning (5-7 home games per season plus potential post-season games including all pregame, game time, and post-game servicing) \$ _____
- Stadium Club Rental Events (Per event including restrooms, prep kitchen, and stairwell from the rental floor only) \$ _____
- Suite Cleaning (Per suite including restrooms) \$ _____
- Conference Room Cleaning (Per room including restrooms, prep kitchen, and stairwell for rental floor only) \$ _____
- Percent of price increase for second optional year _____ %
- Percent of price increase for third optional year _____ %

Please submit a signed written proposal and two (2) copies by Tuesday, July 9, 2019 3:00 p.m. CST to:

Jacksonville State University
Denise Hunt, Director of Procurement and Fixed Assets
700 Pelham Road N
324 Bibb Graves Hall
Jacksonville, AL 36265

Vendor Disclosure Statement Information and Instructions

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2001-955

Family Member of a Public Employee - The spouse or a dependent of the public employee.

Family Member of a Public Official - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

Family Relationship - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

Person - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

Public Official and Public Employee - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.



State of Alabama

Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP TELEPHONE NUMBER

This form is provided with:

- Contract
 Proposal
 Request for Proposal
 Invitation to Bid
 Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.