

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

AltaPointe Health Systems Inc.

PURCHASING DEPARTMENT

759 Congress St Mobile, AL 36603

(251) 450-5904

1. **DEFINITIONS**

For the purpose of this contract, the following definitions will apply:

- 1.1. "AltaPointe Health" shall mean AltaPointe Health Systems Inc., its agents, and representatives.
- 1.2. "Vendor" and/or "Contractor" shall mean the successful RFP holder.
- 1.3. "Contract" shall mean the RFP terms, conditions, and specifications contained herein, related documents, purchase orders and any other written agreements associated with providing services under this RFP.
- 1.4. "Acceptance" shall mean the time when AltaPointe Health determines the product has been delivered to the satisfaction of AltaPointe Health.

2. **CONTRACT TERM AND TERMINATION**

- 2.1. This Contract between the Vendor and AltaPointe Health shall remain in force for two (2) years, with the option to renew for up to three (3) additional one (1) year terms.
- 2.2. Contract may be canceled by either party with a 60-day written notice.
- 2.3. If, through any cause, Vendor shall fail to fulfill in a timely and proper manner the obligations in this Contract, AltaPointe Health shall have the right to terminate Contract by given written notice to Vendor and specifying the effective date thereof. Administrative, contractual, or legal remedies, in instances where the vendor violates or breaches the terms and conditions of the Contract, shall be as follows: Upon any failure by Vendor to correct same after the receipt of notice of breach from AltaPointe Health provided for in this RFP, AltaPointe Health may at its election, and in lieu of cancelling Contract, impose a monetary penalty measured by AltaPointe Health's unreimbursed cost, if any, of providing for such services during the continuation of Vendor's inability or failure to perform.
- 2.4. If either party shall fail or be unable to perform or observe any of the terms or conditions of this Contract for any reason other than excused performance reasons stated, the party claiming such failure shall give the other party a written notice of such breach. If, within

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

thirty (30) days from such notice the failure has not been corrected, the injured party may cancel the agreement by giving thirty (30) days written notice, or, in the case of AltaPointe Health effect such other arrangements as AltaPointe Health deems desirable during the continuation of the Vendor's inability or failure to perform.

- 2.5. Contract is made under and shall be governed and construed in accordance with the laws of the State of Alabama. The place of this Contract, its suits and forum shall be Alabama, where all matters, whether sounding in Contract or tort relating to its validity, construction, interpretation, and enforcement shall be determined.
- 2.6. By entering a response to this RFP, Vendor certifies that the corporation, firm, or person is submitting a proposal for the same materials, supplies, equipment, or services as specified in the RFP. Vendor certifies that the proposal is in all respects fair and without collusion or fraud. Vendor certifies that they understand that collusive responses are a violation of federal law and can result in fines, prison sentences and civil damage awards.

3. VENDOR REQUIREMENTS

- 3.1. Vendor is required to participate in E-Verify and submit E-Verify Memorandum of Understanding with RFP response.
- 3.2. Vendor personnel are required to complete Relias computer-based training modules as specified in the Appendix, prior to being permitted on-site.
- 3.3. Vendor personnel will go through site specific training on the information needed to keep the employee and our populations environment safe.
- 3.4. Vendor must be able to provide a Certificate of Insurance evidencing all coverage requested herein upon successful award of Contract.
- 3.5. Vendor shall provide AltaPointe Health with a schedule of employees, assigned locations, and hours to be worked as part of the RFP. Specific locations and assignments shall be provided to AltaPointe Health two full calendar weeks prior to the commencement of operation.
- 3.6. Vendor shall not subcontract any work in this Contract without the prior written approval of AltaPointe Health.
- 3.7. Vendor shall submit, with its RFP, a completed State of Alabama Disclosure Statement.
- 3.8. Vendor shall submit, with its RFP, a complete W-9.

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

3.9. Vendor shall provide one (1) customer service representative to service as the central point of contact with AltaPointe Health for all questions, concerns, scheduling, or issues related to this Contract.

4. SCOPE OF WORK

AltaPointe Health is seeking proposals for the provision of Janitorial Services for AltaPointe Health's North Region detailed below.

5. SPECIFICATIONS REQUIRED

5.1. Location Information

- AltaPointe Health/Accordia Health
9518 US HWY 231
Rockford, AL 35135
5000 sq. ft.
- AltaPointe Health
83900 Hwy 9
Ashland, AL 36251
5947 sq. ft.
- AltaPointe Health Burton Center
16 Bemiston Ave
Talladega AL 35160
10535 sq. ft.
- AltaPointe Health Caradale Building
1721 Old Birmingham Hwy
Sylacauga, AL 35150
2300 sq. ft.
- AltaPointe Health
351 West Third St
Sylacauga, AL 35150
3420 sq. ft.
- AltaPointe Health
706 Main St
Roanoke, AL 36274
2000 sq. ft.
- AltaPointe Health
1661 Old Birmingham Hwy
Sylacauga, AL 35150
15000 sq. ft.

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

- AltaPointe Health Outpatient
10 Bemiston Ave
Talladega, AL 35160
6000 sq. ft.

- 5.2. Vendor is required to provide all cleaning equipment, supplies and chemicals to be used by the janitorial service in each facility, including wax for the floors.
- 5.3. Vendor must provide a list of all chemicals and corresponding Safety Data Sheets that will need to be approved by AltaPointe Health's Environment of Care (EOC) department prior to use.
- 5.4. Vendor is required to provide all required PPE (masks, N95s, gloves, etc.) per facility guidelines for all Vendor's personnel. Vendor acknowledges that wearing a N95 requires respirator fit testing, and this shall be performed at the Vendor's expense.
- 5.5. See Appendix for individualized specifications by location.
- 5.6. Vendor will be responsible for all costs of delivery of equipment, supplies and chemicals, including wax. Delivery shall be F.O.B. the location of the services. Vendor will stock all janitorial supplies when delivered and when needed throughout facility (Vendor to incur all associated shipping costs).

6. WARRANTY/GUARANTEE

Vendor shall clearly state in writing to AltaPointe Health what is included in the Guarantee.

7. SPECIFICATIONS, DEVIATIONS AND EXCEPTIONS

- 7.1. Vendor shall meet the terms, conditions, and specifications of this RFP. Vendor must describe fully in its response all deviations or exceptions, thereto. In the absence of such a description, the Vendor's response shall be deemed not to contain such deviation or exception and shall be accepted as if in strict compliance with the terms, conditions, and specifications of this RFP invitation.
- 7.2. If the response contains deviations or exceptions, AltaPointe Health, in its sole discretion, may reject the response.
- 7.3. AltaPointe Health also reserves the right to accept a response with deviations or exceptions, to waive any technicality in the response, and to accept any part of the response.
- 7.4. The specifications set forth the minimum acceptable specifications.

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

8. BILLING AND PAYMENT

- 8.1. AltaPointe Health shall pay 100% of the RFP price after final acceptance of the service. Payment terms for any and all invoices shall be net 30.
- 8.2. AltaPointe Health shall be set up as one primary account, with multiple locations. One statement per month shall be issued for the entire account, with each location having a unique invoice number with itemized detail under the main statement/account.

9. PERSONNEL

- 9.1. All Vendor personnel will be subject to the rules and regulations of AltaPointe Health while on the AltaPointe Health premises.
- 9.2. All Vendor personnel must meet the following requirements whether they are permanently assigned or a substitute employee:
 - 9.2.1. U.S. Citizen or permanent resident
 - 9.2.2. 23 years of age or older
 - 9.2.3. Valid U.S. driver's license or state issued photo ID
 - 9.2.4. Must pass criminal background check
 - 9.2.5. Must pass drug screen
 - 9.2.6. Must complete TB skin test
 - 9.2.7. Must be in vendor uniform for easy and quick identification and must be able to wear uniform neatly and be well groomed
- 9.3. Vendor must provide the contents of their hiring guidelines or job description with response. See below for preferred staff qualifications:
 - 9.3.1. Be able to stoop, bend, reach, crouch, and squat.
 - 9.3.2. Have full body range of motion including ability to reach from floor to overhead levels, manual and finger dexterity, and eye-hand coordination.
 - 9.3.3. Strong customer service skills.
- 9.4. Employees hired by the Vendor are subject to such salary and benefits that the vendor provides. Vendor must employ enough staff to complete all duties mentioned in the specifications of this RFP.
- 9.5. Vendor shall be responsible for supervising personnel, including, but not limited to, control over their hiring, termination, promotion, discipline, levels of compensation and work duties. Supervision activities include employee and labor relations, personnel development, and hiring and termination.

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

- 9.6. Vendor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Act (40 USC 327-330), as supplemented by Department of Labor regulations (29 CFR 5). In addition, the Vendor shall comply with all provisions of any other applicable federal, state, or local law or regulation with respect to its personnel providing services hereunder.
- 9.7. Vendor shall comply with Executive Order 11246 entitled “Equal Employment Opportunity” as amended by labor regulations (41 CFR 60). Neither AltaPointe Health nor Vendor shall discriminate because of race, color, religion, sex, age, national origin, disability, or status as a Vietnam veteran, as defined and prohibited by applicable law, in the recruitment, selection, training, utilization, promotion, termination, or other employment related activities concerning employees assigned to duty in AltaPointe’s facilities. Vendor affirms that it is an equal opportunity and affirmative action employer and shall comply with all applicable Federal, State, and local laws.
- 9.8. Vendor shall comply with provisions of the Fair Labor Standards Act; provisions of the Occupational Safety and Health Act and the standards and regulations issued thereafter. Vendor shall comply with applicable Federal, State, and local laws and regulations pertaining to wages, hours, and conditions of employment. Vendor shall employ a substitute employee when an employee is absent to manage the flow of work and prevent violations of existing labor laws.
- 9.9. Vendor shall provide Worker’s Compensation coverage for its employees. Vendor agrees to provide worker’s compensation insurance as statutorily required by law, including employee liability coverage up to \$1,000,000. A Certificate of Insurance evidencing all coverage requested is required before work commences under the terms of this Contract.
- 9.10. AltaPointe Health may request in writing the removal of an employee of the vendor who conducts him/herself in a manner that is detrimental to the physical, mental, or moral well-being of students or site personnel. Vendor shall immediately restructure staff to avoid a disruption of service. AltaPointe Health shall not be liable for actions of Vendor personnel.
- 9.11. Vendor shall be solely responsible for all personnel actions and all claims arising out of injuries occurring on the job regarding their employees.
- 9.12. Vendor shall withhold all applicable Federal, State, and local employment taxes and payroll insurance with respect to its employees, insurance premiums, contributions to benefit and deferred compensation plans, licensing fees and worker’s compensation costs and shall file all required documents and forms.

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

- 9.13. Vendor required, for all employees assigned to AltaPointe Health, to test for drugs and alcohol required by the RFP. Vendor will not place in any AltaPointe Health owned site any employee of the Vendor who has tested positive for controlled substances in violation of AltaPointe Health's Drug Free Workplace policy or any employee that has been convicted of, pled guilty or no contest to or received a prayer for judgement continued for any felony or for any misdemeanor involving drugs, crimes of moral turpitude, or violation behavior of any kind. Vendor must conduct drug testing prior to hiring employees who will perform services at any AltaPointe Health sites. Applicants that fail the drug test may not be hired to perform services at any AltaPointe Health site. The results of drug tests must be available to AltaPointe upon request.
- 9.14. Vendor must conduct criminal background checks on all employee's that are scheduled to work at any AltaPointe Health location. The background checks must extend back at least ten (10) years. If the individual has lived outside of Alabama during the last ten (10) years, the criminal record checks shall extend beyond Alabama to include each county/state the person has resided in for the last ten (10) years. All criminal record checks must be provided to AltaPointe Health upon request.
- 9.15. Vendor is required to have all personnel working at any AltaPointe Health location to have a baseline TB skin test performed at the Vendor's expense prior to placing them in any AltaPointe Health facility to work. Vendor will be required to show proof upon request from AltaPointe Health.

10. IMMIGRATION CLAUSE

- 10.1. By signing this Contract, the contracting parties affirm, for the duration of the Contract, 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 Contract and shall be responsible for all damages resulting therefrom.
- 10.2. During the performance of the contract, the Vendor 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. Vendor also certifies that it will obtain sworn affidavits signed notary from any subcontractors furnishing goods/services under this contract attesting to the fact that they do not employ, hire for employment, or continue to employ an unauthorized alien and that they participate in the E-Verify Program and verify every employee that is required to be verified according to the applicable federal rules and regulations.

11. BOYCOTTING

For the purpose of this section, the following terms shall have the following meaning:

11.1. **BOYCOTT.** To blacklist, divest from, or otherwise refuse to deal with a person or business entity when the action is based on race, color, religion, gender, or national origin of the targeted person or entity or is based on the fact that the boycotted person or entity is doing business in a jurisdiction with which this state can enjoy open trade and with which the targeted person or entity is doing business.

11.2. **BUSINESS ENTITY.** A corporation, partnership, limited liability company, organization, or other legal entity conducting or operating any trade of business in Alabama or a corporation, organization, or other legal entity operating in Alabama that is exempt from taxation under Section 201 (C)(3) or (4) of the Internal Revenue Code.

11.3. **GOVERNMENTAL ENTITY.** The state or any political subdivision thereof, or any department, agency, board, commission, or authority of the state, or any political subdivision, or any public corporation, authority, agency, board, commission, state college, or university, municipality, or other governmental entity controlled by the state or any political subdivision.

11.4. **JURISDICTION WITH WHICH THIS STATE CAN ENJOY OPEN TRADE.**
Includes World Trade Organization members and those with which the United States has free trade or other agreements aimed at ensuring open and nondiscriminatory trade relations.

11.5. A governmental entity may not enter into a contract governed by Title 39 or Chapter 16, Title 41, with a business entity unless the contract includes representation that the business entity is not currently engaged in, and an agreement that the business entity will not engage in, the boycott of a person or an entity based in or doing business with jurisdiction with which this state can enjoy open trade.

12. RESPONSE AND STATEMENT OF COMPLIANCE

12.1. If any exceptions are taken the Vendor must include, with the quotation, a Statement of Compliance that cites each of the above terms, conditions, and specifications by number, and either state “Comply” to indicate that the service offered under this RFP meets the term, condition or specification, or states “Exception” to identify a deviation from the term, condition, or specification. All exceptions must be briefly explained.

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

12.2. A RESPONSE THAT DOES NOT INCLUDE A STATEMENT OF COMPLIANCE (PRESENTED IN THE FORMAT OUTLINED ABOVE) INDICATES FULL ACCEPTANCE OF AND COMPLIANCE WITH ALL OF ALTAPOINTE HEALTH'S TERMS, CONDITIONS AND SPECIFICATIONS (INCLUDING ALL APPENDICES) CONTAINED HEREIN, IN THEIR ENTIRETY.

13. RFP PROCEDURES

13.1. In accordance with the terms, conditions and specifications listed in this RFP request, we respond as shown. **Signing the below quotation section indicates acceptance of AltaPointe Health's terms, conditions and specification in their entirety unless otherwise notes in the rfp's Statement of Compliance.** The undersigned must be authorized to sign this RFP for the Vendor.

13.2. Final acceptance of any Contract because of response to this RFP shall be subject to approval by AltaPointe. The RFP becomes the official Contract when approved, awarded, and officially signed.

13.3. Vendor shall use the following **"Quotation Section"** to submit the pricing portion of the RFP response.

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

14. QUOTATION SECTION

- 14.1. Monthly rate for 9518 US Hwy 31 \$ _____
- 14.2. Monthly rate for 83900 Hwy 9 \$ _____
- 14.3. Monthly rate for 16 Bemiston Ave \$ _____
- 14.4. 1721 Old Birmingham Hwy \$ _____ \
- 14.5. 351 West Third St \$ _____
- 14.6. 706 Main St \$ _____
- 14.7. 1661 Old Birmingham Hwy \$ _____
- 14.8. 10 Bemiston Ave \$ _____

NAME OF Vendor _____

VENDOR TAX ID# _____

COMPANY ADDRESS _____
(Street and/or PO Box, City, State Zip)

AUTHORIZED SIGNATURE _____

PRINTED NAME _____

TITLE _____

IMPORTANT: THIS PAGE MUST BE SIGNED AND RETURNED WITH THE RFP RESPONSE. OTHERWISE, THE RFP WILL BE REJECTED.

Cleaning Specifications

CUSTOMER: AltaPointe Health/Accordia Health
ADDRESS: 9518 US HWY 231
Rockford, AL 35136

*for both sides
of building*

THREE times per week

1. Empty all trash, replace liner if needed and take to the dumpster
2. Wipe out inside of trash cans when needed
3. Vacuum all floor mats and carpet
4. Dust & damp mop tile floors
5. Clean all entry door glass
6. Spot clean glass and windows throughout service area
7. Clean and sanitize restrooms
 - a. Dust mop and damp mop with disinfectant
 - b. Clean and sanitize sink
 - c. Clean mirrors
 - d. Polish fixtures (including dispensers)
 - e. Clean and sanitize base and bowl of toilet
 - f. Clean and sanitize restroom walls and doors
 - g. Clean and sanitize counters
8. Refill tissue paper, soap, and towel dispensers as needed from client's supply
9. Clean break room
 - a. Clean and disinfect table and chairs
 - b. Clean and disinfect countertops and fronts
 - c. Clean and disinfect sink
 - d. Clean and disinfect inside and outside of microwave
 - e. Clean outside only of refrigerator
10. Clean and disinfect water fountain
11. Return Magazines and other literature to appropriate areas
12. Spot clean new carpet spots (upon request)

Once per Week

1. Dust uncovered areas of all main floor furniture, bookcases, filing cabinets, ect.
2. Dust computers and phones

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

3. Dust window treatments (mini blinds or vertical blinds)
4. Remove cob webs from corners of ceilings and base boards
5. Spot clean doors and walls

Once per Month

1. Dust base boards (wash as needed)
2. Dust overhead vents
3. Dust overhead light fixtures (excludes removing light fixture)

Cleaning Specifications

CUSTOMER: AltaPointe Health
ADDRESS: 83900 Hwy 9
Ashland, AL 36251

TWO times per week

1. Empty all trash, replace liner if needed and take to the dumpster
2. Wipe out inside of trash cans when needed
3. Vacuum all floor mats and carpet
4. Dust & damp mop tile floors
5. Clean all entry door glass
6. Spot clean glass and windows throughout service area
7. Clean and sanitize restrooms
 - a. Dust mop and damp mop with disinfectant
 - b. Clean and sanitize sink
 - c. Clean mirrors
 - d. Polish fixtures (including dispensers)
 - e. Clean and sanitize base and bowl of toilet
 - f. Clean and sanitize restroom walls and doors
 - g. Clean and sanitize counters
8. Refill tissue paper, soap, and towel dispensers as needed from client's supply
9. Clean break room
 - a. Clean and disinfect table and chairs
 - b. Clean and disinfect countertops and fronts
 - c. Clean and disinfect sink
 - d. Clean and disinfect inside and outside of microwave
 - e. Clean outside only of refrigerator
10. Clean and disinfect water fountain
11. Return Magazines and other literature to appropriate areas
12. Spot clean new carpet spots (upon request)

Once per Week

1. Dust uncovered areas of all main floor furniture, bookcases, filing cabinets, ect.
2. Dust computers and phones

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

3. Dust window treatments (mini blinds or vertical blinds)
4. Remove cob webs from corners of ceilings and base boards
5. Spot clean doors and walls

Once per Month

1. Dust base boards (wash as needed)
2. Dust overhead vents
3. Dust overhead light fixtures (excludes removing light fixture)

Cleaning Specifications

CUSTOMER: AltaPointe Health Burton Center
ADDRESS: 16 Bemiston Ave
Talladega, Al 35160

FIVE times per week

1. Empty all trash, replace liner if needed and take to the dumpster
2. Wipe out inside of trash cans when needed
3. Vacuum all floor mats and carpet
4. Dust & damp mop tile floors
5. Clean all entry door glass
6. Spot clean glass and windows throughout service area
7. Clean and sanitize restrooms
 - a. Dust mop and damp mop with disinfectant
 - b. Clean and sanitize sink
 - c. Clean mirrors
 - d. Polish fixtures (including dispensers)
 - e. Clean and sanitize base and bowl of toilet
 - f. Clean and sanitize restroom walls and doors
 - g. Clean and sanitize counters
8. Refill tissue paper, soap, and towel dispensers as needed from client's supply
9. Clean break room
 - a. Clean and disinfect table and chairs
 - b. Clean and disinfect countertops and fronts
 - c. Clean and disinfect sink
 - d. Clean and disinfect inside and outside of microwave
 - e. Clean outside only of refrigerator
10. Clean and disinfect water fountain
11. Return Magazines and other literature to appropriate areas
12. Spot clean new carpet spots (upon request)

Once per Week

1. Dust uncovered areas of all main floor furniture, bookcases, filing cabinets, ect.

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

2. Dust computers and phones
3. Dust window treatments (mini blinds or vertical blinds)
4. Remove cob webs from corners of ceilings and base boards
5. Spot clean doors and walls

Once per Month

1. Dust base boards (wash as needed)
2. Dust overhead vents
3. Dust overhead light fixtures (excludes removing light fixture)

Cleaning Specifications

CUSTOMER: AltaPo nte Health Caradale Building
ADDRESS: 1721 Old Birmingham Hwy
Sylacauga, AL 35150

ONE time per week

1. Empty all trash, reline liner if needed and take to the dumpster
2. Wipe out inside of trash cans when needed
3. Vacuum all floor mats and carpet
4. Dust & damp mop floors
5. Clean all entry door mats
6. Spot clean glass and windows throughout service area
7. Clean and sanitize restrooms
 - a. Dust mop and damp mop with disinfectant
 - b. Clean and sanitize sink
 - c. Clean mirror
 - d. Polish fixtures (including dispensers)
 - e. Clean and sanitize base and bowl of toilet
 - f. Clean and sanitize restroom walls and doors
 - g. Clean and sanitize counters
8. Refill tissue paper, soap, and towel dispensers as needed from client's supply
9. Clean break room
 - a. Clean and disinfect table and chairs
 - b. Clean and disinfect countertops and fronts
 - c. Clean and disinfect sink
 - d. Clean and disinfect inside and outside of microwave
 - e. Clean outside only of refrigerator
10. Clean and disinfect water fountain
11. Return Magazine and other literature to appropriate areas
12. Spot clean new carpet spots (upon request)

Once per Week

1. Dust uncovered areas of all main floor furniture, bookcases, filing cabinets, ect.
2. Dust computers and phones

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

3. Dust window treatments (mini blinds or vertical blinds)
4. Remove cob webs from corners of ceilings and base boards
5. Spot clean doors and walls

Once per Month

1. Dust base boards (wash as needed)
2. Dust overhead vent
3. Dust overhead light fixtures (excludes removing light fixture)

Cleaning Specifications

CUSTOMER: AltaPointe Health
ADDRESS: 351 West 3rd Street
Sylacauga, AL 35150

TWO times per week

1. Empty all trash, replace liner if needed and take to the dumpster
2. Wipe out inside of trash cans when needed
3. Vacuum all floor mats and carpet
4. Dust & damp mop tile floors
5. Clean all entry door glass
6. Spot clean glass and windows throughout service area
7. Clean and sanitize restrooms
 - a. Dust mop and damp mop with disinfectant
 - b. Clean and sanitize sink
 - c. Clean mirrors
 - d. Polish fixtures (including dispensers)
 - e. Clean and sanitize base and bowl of toilet
 - f. Clean and sanitize restroom walls and doors
 - g. Clean and sanitize counters
8. Refill tissue paper, soap, and towel dispensers as needed from client's supply
9. Clean break room
 - a. Clean and disinfect table and chairs
 - b. Clean and disinfect countertops and fronts
 - c. Clean and disinfect sink
 - d. Clean and disinfect inside and outside of microwave
 - e. Clean outside only of refrigerator
10. Clean and disinfect water fountain
11. Return Magazines and other literature to appropriate areas
12. Spot clean new carpet spots (upon request)

Once per Week

1. Dust uncovered areas of all main floor furniture, bookcases, filing cabinets, ect.
2. Dust computers and phones

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

3. Dust window treatments (mini blinds or vertical blinds)
4. Remove cob webs from corners of ceilings and base boards
5. Spot clean doors and walls

Once per Month

1. Dust base boards (wash as needed)
2. Dust overhead vents
3. Dust overhead light fixtures (excludes removing light fixture)

Cleaning Specifications

CUSTOMER: AltaPointe Health
ADDRESS: 706 Main Street
Roanoke, AL 36274

TWO times per week

1. Empty all trash, replace liner if needed and take to the dumpster
2. Wipe out inside of trash cans when needed
3. Vacuum all floor mats and carpet
4. Dust & damp mop tile floors
5. Clean all entry door glass
6. Spot clean glass and windows throughout service area
7. Clean and sanitize restrooms
 - a. Dust mop and damp mop with disinfectant
 - b. Clean and sanitize sink
 - c. Clean mirrors
 - d. Polish fixtures (including dispensers)
 - e. Clean and sanitize base and bowl of toilet
 - f. Clean and sanitize restroom walls and doors
 - g. Clean and sanitize counters
8. Refill tissue paper, soap, and towel dispensers as needed from client's supply
9. Clean break room
 - a. Clean and disinfect table and chairs
 - b. Clean and disinfect countertops and fronts
 - c. Clean and disinfect sink
 - d. Clean and disinfect inside and outside of microwave
 - e. Clean outside only of refrigerator
10. Clean and disinfect water fountain
11. Return Magazines and other literature to appropriate areas
12. Spot clean new carpet spots (upon request)

Once per Week

1. Dust uncovered areas of all main floor furniture, bookcases, filing cabinets, ect.
2. Dust computers and phones

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

3. Dust window treatments (mini blinds or vertical blinds)
4. Remove cob webs from corners of ceilings and base boards
5. Spot clean doors and walls

Once per Month

1. Dust base boards (wash as needed)
2. Dust overhead vents
3. Dust overhead light fixtures (excludes removing light fixture)

Cleaning Specifications

CUSTOMER: AltaPointe Health
ADDRESS: 1661 Old Birmingham Hwy
Sylacauga, AL 35150

FIVE times per week

1. Empty all trash, replace liner if needed and take to the dumpster
2. Wipe out inside of trash cans when needed
3. Vacuum all floor mats and carpet
4. Dust & damp mop tile floors
5. Clean all entry door glass
6. Spot clean glass and windows throughout service area
7. Clean and sanitize restrooms
 - a. Dust mop and damp mop with disinfectant
 - b. Clean and sanitize sink
 - c. Clean mirrors
 - d. Polish fixtures (including dispensers)
 - e. Clean and sanitize base and bowl of toilet
 - f. Clean and sanitize restroom walls and doors
 - g. Clean and sanitize counters
8. Refill tissue paper, soap, and towel dispensers as needed from client's supply
9. Clean break room
 - a. Clean and disinfect table and chairs
 - b. Clean and disinfect countertops and fronts
 - c. Clean and disinfect sink
 - d. Clean and disinfect inside and outside of microwave
 - e. Clean outside only of refrigerator
10. Clean and disinfect water fountain
11. Return Magazines and other literature to appropriate areas
12. Spot clean new carpet spots (upon request)

Once per Week

1. Dust uncovered areas of all main floor furniture, bookcases, filing cabinets, ect.
2. Dust computers and phones

FOR: ALTAPOINTE HEALTH JANITORIAL SERVICES

3. Dust window treatments (mini blinds or vertical blinds)
4. Remove cob webs from corners of ceilings and base boards
5. Spot clean doors and walls

Once per Month

1. Dust base boards (wash as needed)
2. Dust overhead vents
3. Dust overhead light fixtures (excludes removing light fixture)

Cleaning Specifications

CUSTOMER: AltaPointe Health Outpatient
ADDRESS: 10 Berniston Ave
Talladega, AL 35160

FIVE times per week (Foyer, Restrooms, Lunchroom/Break Areas only)

1. Empty all trash, replace liner if needed and take to the dumpster
2. Wipe out inside of trash cans when needed
3. Vacuum all floor mats and carpet
4. Dust & damp mop tile floors
5. Clean all entry door glass
6. Spot clean glass and windows throughout service area
7. Clean and sanitize restrooms
 - a. Dust mop and damp mop with disinfectant
 - b. Clean and sanitize sink
 - c. Clean mirrors
 - d. Polish fixtures (including dispensers)
 - e. Clean and sanitize base and bowl of toilet
 - f. Clean and sanitize restroom walls and doors
 - g. Clean and sanitize counters
8. Refill tissue paper, soap, and towel dispensers as needed from client's supply
9. Clean break room
 - a. Clean and disinfect table and chairs
 - b. Clean and disinfect countertops and fronts
 - c. Clean and disinfect sink
 - d. Clean and disinfect inside and outside of microwave
 - e. Clean outside only of refrigerator

THREE times per week (Areas not services FIVE times per week)

1. Empty all trash, replace liner if needed and take to the dumpster
2. Wipe out inside of trash cans when needed
3. Vacuum all floor mats and carpet
4. Dust & damp mop tile floors
5. Clean all entry door glass
6. Spot clean glass and windows throughout service area
7. Clean and sanitize restrooms
 - a. Dust mop and damp mop with disinfectant
 - b. Clean and sanitize sink
 - c. Clean mirrors
 - d. Polish fixtures (including dispensers)
 - e. Clean and sanitize base and bowl of toilet
 - f. Clean and sanitize restroom walls and doors
 - g. Clean and sanitize counters
8. Refill tissue paper, soap, and towel dispensers as needed from client's supply
9. Clean break room
 - a. Clean and disinfect table and chairs
 - b. Clean and disinfect countertops and fronts
 - c. Clean and disinfect sink
 - d. Clean and disinfect inside and outside of microwave
 - e. Clean outside only of refrigerator
10. Clean and disinfect water fountain
11. Return Magazines and other literature to appropriate areas
12. Spot clean new carpet spots (upon request)

Once per Week

1. Dust uncovered areas of all main floor furniture, bookcases, filing cabinets, ect.
2. Dust computers and phones
3. Dust window treatments (mini blinds or vertical blinds)
4. Remove cob webs from corners of ceilings and base boards
5. Spot clean doors and walls

Once per Month

1. Dust base boards (wash as needed)
2. Dust overhead vents
3. Dust overhead light fixtures (excludes removing light fixture)