



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 6/11/2026

**File ID:** TMP-7057

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**Department:** Finance

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into an Agreement to award the Janitorial Services - Administration Building contract, previously awarded pursuant to Resolution No. 26-413, to PJH Cleaning, Inc., d/b/a Alabama Cleaning Service

Resolution No.

**Finance Information:**

**Account Number:** N/A

**City Cost Amount:** \$ N/A

**Total Cost:** \$ N/A

**Special Circumstances:**

**Grant Funded:** \$ N/A

**Grant Title - CFDA or granting Agency:** N/A

**Resolution #:** N/A

**Location: (list below)**

**Address:** N/A

**District:** District 1  District 2  District 3  District 4  District 5

**Additional Comments:**

Office Pride of North Alabama was unable to secure the performance bond required as a condition of the contract thus was deemed to be in default of the contract terms, conditions, and requirements. PJH Cleaning, Inc. was deemed the second lowest responsive and responsible bidder meeting the specifications as outlined in the invitation for bid and possessing the ability to meet the terms and conditions of the contract.

**RESOLUTION NO. 26 - \_\_\_\_\_**

**WHEREAS**, on May 14, 2026, pursuant to Resolution No. 26-413 the City Council of the City of Huntsville, Alabama awarded the Janitorial Services – Administrative Buildings to Office Pride of North Alabama, Inc., hereinafter referred to as Office Pride; and

**WHEREAS**, the Invitation for Bid issued on March 23, 2026, provided notice to potential bidders that a performance bond equal to one hundred (100%) of the contract would be required as a condition of contract award; and

**WHEREAS**, Office Pride was unable to secure and furnish the required performance bond; and

**WHEREAS**, Alabama Code (1975) §41-16-57 provides that if an awarding authority documents that the lowest responsible and responsive bidder defaults under the terms of the original award, the awarding authority may terminate the award to the defaulting bidder and make the award to the second lowest responsive and responsible bidder for the remainder of the award period without rebidding, provided the award to the second lowest responsive and responsible bidder is in all respects made under the terms and conditions contained in the original bid specifications and Contract; and

**WHEREAS**, in accordance with the terms and conditions of the Contract, PJH Cleaning, Inc. dba Alabama Cleaning Services was deemed the second lowest responsive and responsible bidder; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into agreement the PJH Cleaning, Inc. the second lowest responsive and responsible bidder, for the provision of Janitorial Services – Administrative Buildings in accordance with and identified as “Proposal Submission” consisting of a total of twenty-eight (28) pages which is incorporated herein as part of the contractual agreement between the City of Huntsville, Alabama and PJH Cleaning, Inc.

**ADOPTED** this the 11th day of June 2026.

\_\_\_\_\_  
President of the City Council  
of the City of Huntsville

**ADOPTED** this the 11th day of June 2026.

\_\_\_\_\_  
Mayor of the City of Huntsville

## ASSIGNMENT OF CONTRACT

This Assignment of Contract agreement is made and entered into on the 11<sup>th</sup> day of June 2026, by and between the **CITY OF HUNTSVILLE, ALABAMA**, a municipal corporation in the State of Alabama, hereinafter referred to as the “City,” and **PJH CLEANING, INC DBA ALABAMA CLEANING SERVICES**, an Alabama limited liability company, hereinafter referred to as “ACS” an Alabama limited liability company,.

### WITNESSETH:

**WHEREAS**, pursuant to Resolution No. 26-413 the City awarded the Janitorial Services – Administrative Buildings contract #39-2026-14, hereinafter referred to as “Contract”, to Office Pride of North Alabama, Inc., hereinafter referred to as “Office Pride”; and

**WHEREAS**, Office Pride was unable to fulfill the contractual obligations of the Contract and was subsequently deemed non-responsible; and

**WHEREAS**, Alabama Code (1975) §41-16-57 provides that if an awarding authority documents that the lowest responsible and responsive bidder defaults under the terms of the original award, the awarding authority may terminate the award to the defaulting bidder and make the award to the second lowest responsive and responsible bidder for the remainder of the award period without rebidding, provided the award to the second lowest responsive and responsible bidder is in all respects made under the terms and conditions contained in the original bid specifications and Contract; and

**WHEREAS**, in accordance with the terms and conditions of the Contract, ACS was deemed the second lowest responsive and responsible bidder; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into agreement the PJH Cleaning, Inc. dba Alabama Cleaning Services, the second lowest responsive and responsible bidder, for the provision of Janitorial Services – Administrative Buildings in accordance with and identified as “Proposal Submission” consisting of a total of twenty-eight (28) pages which is incorporated herein as part of the contractual agreement between the City of Huntsville, Alabama and PJH Cleaning, Inc.

**BE IT FURTHER RESOLVED**, the Parties agree that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic email, may substitute for the original signature and shall have the same legal effect as the original signature.

**PJH CLEANING, INC.**

By: Patrick M. Hennessy  
Its: Vice President

**ATTEST**

By: Heather Dutton  
Its: Director of Human Resources

**CITY OF HUNTSVILLE, ALABAMA**

By: \_\_\_\_\_  
Tommy Battle  
Its: Mayor

**ATTEST**

By: \_\_\_\_\_  
Shaundrika Edwards  
Its: City Clerk

## APPENDIX A BIDDER PRICING FORM

The City reserves the right to make an award in whole or part to one or more Bidders whenever deemed necessary and in the best interest of the City. Per the Advertisement for Bids – Notice to Bidders, bids will be evaluated as a whole or on a category basis. All minimum quantities provided are considered to be estimates only.

Bidder must include in its Bid price all labor, supervision, materials, equipment, and tools of the trade required to meet the Contract requirements. Prices quoted shall be in U.S. Dollars, delivered prices, F.O.B. destination, exclusive of all federal or state excise, sales, and manufacturer's taxes. The City will not accept charges for transportation, handling, packaging, installation or out-of-pocket expense other than as specified in the Bid.

Prices quoted to the City shall remain firm for a minimum of ninety (90) days from the date of opening of the bid, unless so stated differently in the bid. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. The City will be protected against any increase above the price in the bid. Any bid containing an "Escalator Clause" will not be considered unless so stipulated in the Invitation for Bid. Discounts will be considered in determining the lowest responsible bidder, however, any payment term based on less than 30 days will not be considered. Discounts will be figured from the date of acceptance by the City regardless of date of delivery or invoice.

Bidder shall acknowledge receipt of all addenda in the space provided on the Bidder Pricing Form below. Failure to acknowledge receipt of addenda shall not relieve Bidder of full responsibility for all requirements contained in addenda.

**We acknowledge receipt of the following addenda:** 1 and 2

**\*\*\*PLEASE SUBMIT ATTACHED PRICING SHEET FOR ALL LOCATIONS IN ADDITION TO THE UNIT PRICES BELOW\*\*\***

Description	Hourly Rate/Unit Price	Estimated Quantity	Subtotal
<b>PRICING PART A</b>			
Laborer, per hour	\$ 35.40	8 HR	\$ 283.20
<b>PRICING PART B</b>			
Extraction per request	\$ .40 per sf	100 SF	\$ 40
High Speed Spray Buffing per request	\$ .25 per sf	100 SF	\$ 25
Each Additional Coat of Wax per Square Foot	\$ .15 per sf	100 SF	\$ 15
Scrubbing/Waxing (Two Coats) per request (Per Square Foot)	\$ .40 per sf	100 SF	\$ 40
Stripping/waxing (Three Coats) per request (Per Square Foot)	\$ .50 per sf	100 SF	\$ 50
<b>TOTAL</b>			<b>\$ 453.20</b>
<b>TOTAL SUM OF ALL FACILITIES FROM JANITORIAL SERVICE SCHEDULE – 2026 – ADMIN PRICING SHEET</b>			<b>\$ 120,975.27 per month / \$1,451,703.24 per year</b>

- Quantities provided are for evaluation purposes only. Actual amounts will be subject to amounts needed.

This Price Bid Form is hereby submitted by the undersigned. I affirm that I understand and agrees that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for the original signature and shall have the same legal effect as the original signature.

PJH Cleaning, Inc. dba Alabama Cleaning Service

Printed legal name of Bidder

*Patrick M. Hennessy*

Signature

Patrick M. Hennessy - Vice President

Printed name of individual/corporate officer/general partner/joint venturer AND Title

04/10/2026

Date

Location #	Facility Name and Address	Facility Type	Elemental SF	Approximate Number of Occupants per Day	Central - Days of the Week to Clean and Staff Times	Central - Weekend Days to Clean, No Clean and Staff Times	Days of the Week	Hours of Maximum Times	Notes	Building Type/Cleaning Schedule	Monthly Service and Supplies	Annual Total Cost
001	001 Administration Building	Office	4812	150	M - F Starting at 6:00 pm	Day Porter	M, M, F	8:00 am - 5:00 pm		Office and Administrative Bldg.	1044,151	2023,18
002	002 Public Works Administration - 4209 East Schimbel	Office	7874	70	M - F Starting at 6:00 pm	Day Porter	M, M, F	8:00 am - 5:00 pm		Office and Administrative Bldg.	2381,06	2864,72
003	003 Public Works Administration - 203 Maple Hill Drive	Office	1176	10	M - F Starting at 6:00 pm	Day Porter	M, M, F	8:00 am - 5:00 pm		Office and Administrative Bldg.	754,41	9052,97
004	004 JUPAC Annex - 320 Memorial Pkwy	Office	13065	60	M - F (Between 9am and 3pm)	Day Porter	1, M, F	8:00 am - 5:00 pm		Office and Administrative Bldg.	2791,29	8195,48
005	005 JUPAC Annex - 320 Memorial Pkwy	Office	3383	12	M - F Starting at 7:00AM	Day Porter	1, M, F	8:00 am - 5:00 pm		Office and Administrative Bldg.	515,84	6170,08
006	006 Traffic Engineering - 2100 Clinton Avenue St	Office	1753	8	M - F Starting at 6:00 pm					Office and Administrative Bldg.	744,71	8936,52
007	007 Lowe Mill Complex - 2431 W. Avenue	Office	20160	35	M - F Starting at 6:00 pm					Office and Administrative Bldg.	1852,93	22295,18
008	008 Landpage Maintenance Shop - 3242 E Leeman Ferry Road	Office	109133	500	7 days a week, starting at 6:00 am	Sun, Sat, 8:00 am - 3:00 pm	1, 7 days	Sun, Mon, Sat, 5:00 pm - 10:00 pm		Office and Administrative Bldg.	1841,38	23298,26
009	009 Administration Building - 4950 Transa BHE	Office	5133	100	M - F Starting at 6:00 pm					Office and Administrative Bldg.	1852,13	22389,24
010	010 Health and Wellness - 2527 Drake Avenue Suite 216 & 217	Office	5333	100	M - F Starting at 6:00 pm					Office and Administrative Bldg.	2005,54	24520,04
011	011 Health and Wellness - 2527 Drake Avenue Suite 216 & 217	Office	5333	100	M - F Starting at 6:00 pm					Office and Administrative Bldg.	1854,68	22380,16
012	012 Health and Wellness - 2527 Drake Avenue Suite 216 & 217	Office	5333	100	M - F Starting at 6:00 pm					Office and Administrative Bldg.	1918,42	23021,04
013	013 Health and Wellness - 2527 Drake Avenue Suite 216 & 217	Office	5333	100	M - F Starting at 6:00 pm					Office and Administrative Bldg.	411,35	4938,13
014	014 Health and Wellness - 2527 Drake Avenue Suite 216 & 217	Office	6458	55	M - F Starting at 6:00 pm					Office and Administrative Bldg.	1327,12	3985,44
015	015 Health and Wellness - 2527 Drake Avenue Suite 216 & 217	Office	12240	60	M - F Starting at 6:00 pm					Office and Administrative Bldg.	1453,9	17468,8
016	016 North Public Safety Complex - 6014 North Memorial Pkwy	Office	2200	100	M - F Starting at 6:00 am - 12:00 pm					Office and Administrative Bldg.	895,26	10748,12
017	017 CID at Holman - 2820 Holman Avenue	Office	2185	27	M - F Starting at 7:00am					Office and Administrative Bldg.	1854,68	22380,16
018	018 Maple Hill Maintenance Building - 203 Maple Hill Drive	Office	2040	10	M - F Starting at 6:00 am					Office and Administrative Bldg.	1918,42	23021,04
019	019 Public Works North 1st - 2814 B Jordan Lane (Building #5)	Office	4086	5	M - F Starting at 6:00 pm					Office and Administrative Bldg.	82,92	971,81
020	020 Public Works North 1st - 2814 B Jordan Lane (Building #5)	Office	1034	5	M - F Starting at 6:00 pm					Office and Administrative Bldg.	206,64	2515,64
021	021 Landpage Maintenance - 2824 C Jordan Lane (Building #3)	Office	12895	150	M - F Starting at 6:00 pm					Office and Administrative Bldg.	829,64	9935,68
022	022 Landpage Maintenance - 2824 C Jordan Lane (Building #3)	Office	12895	150	M - F Starting at 6:00 pm					Office and Administrative Bldg.	796,41	9579,16
023	023 Public Works North 1st - 2814 B Jordan Lane (Building #5)	Office	1086	15	M - F Starting at 6:00 pm					Office and Administrative Bldg.	791,45	9497,4
024	024 Public Works North 1st - 2814 B Jordan Lane (Building #5)	Office	1845	4	M - F Starting at 9:00 am					Office and Administrative Bldg.	714,98	8579,52
025	025 Public Works North 1st - 2814 B Jordan Lane (Building #5)	Office	5763	15	M - F Starting at 9:00 am					Office and Administrative Bldg.	1332,71	15992,52
026	026 Ecol Services - 2739 Holman Road	Office	7868	45	Monday - Friday	Day Porter	1, M, F	7:00 am - 3:00 pm		Office and Administrative Bldg.	847,42	10187,04
027	027 Ecol Services - 2739 Holman Road	Office	2000	20	M - F Starting at 6:00 pm					Office and Administrative Bldg.	836,03	10068,6
028	028 Ecol Services - 2739 Holman Road	Office	522	10	M - F Starting at 6:00 pm					Office and Administrative Bldg.	742,85	8974,3
029	029 Ecol Services - 2739 Holman Road	Office	1877	30	M - F Starting at 6:00 pm					Office and Administrative Bldg.	121,45	1477,33
030	030 Ecol Services - 2739 Holman Road	Office	1034	30	M - F Starting at 6:00 pm					Office and Administrative Bldg.	362,41	4349,14
031	031 Ecol Services - 2739 Holman Road	Office	2000	10	M - F Starting at 6:00 am - 12:00pm					Office and Administrative Bldg.	3121,96	37487,76
032	032 Ecol Services - 2739 Holman Road	Office	13146	10	M - F Starting at 6:00 am					Office and Administrative Bldg.	6048,09	72727,08
033	033 Ecol Services - 2739 Holman Road	Office	25780	30	M - F Starting at 6:00 pm					Office and Administrative Bldg.	174,11	2089,56
034	034 Ecol Services - 2739 Holman Road	Office	15927	30	M - F Starting at 6:00 pm					Office and Administrative Bldg.	3612,92	43415,84
035	035 Ecol Services - 2739 Holman Road	Office	2600	10	M - F Starting at 8:00 am					Office and Administrative Bldg.	790,88	9483,76
036	036 Ecol Services - 2739 Holman Road	Office	2000	745	Monday starting at 9:00 am					Office and Administrative Bldg.	992,42	11883,04
037	037 Ecol Services - 2739 Holman Road	Office	745	7	7 days a week, starting at 7:00 am					Office and Administrative Bldg.	947,96	11325,72
038	038 Ecol Services - 2739 Holman Road	Office	3310	7	7 days a week, starting at 8:00 pm					Office and Administrative Bldg.	163,17	1944,03
039	039 Ecol Services - 2739 Holman Road	Office	7068	2345	M - F Starting at 5:00 pm					Office and Administrative Bldg.	306,5	3634
040	040 WPC Admin - 1800 Vermont Road	Office	2245	20	Every other Thursday	Starting at 9:00am				Office and Administrative Bldg.	4700,99	57247,08
041	041 WPC Admin - 1800 Vermont Road	Office	2245	20	7 days a week, starting at 6:00 pm					Office and Administrative Bldg.	778,72	9344,84
042	042 Convention Visitors Bureau - 500 Church Street	Office	14000	150	M - F Starting at 8:00 pm					Office and Administrative Bldg.	2060,18	24721,64
043	043 Sports Commission	Office	3930	150	M - F Starting at 8:00 pm					Office and Administrative Bldg.		
044	044 Northville Tennis Center - 1305 Airport Road	Office	3930	150	M - F Starting at 8:00 pm					Office and Administrative Bldg.		

## APPENDIX B DETAILED REQUIREMENTS CHECKLIST

The following specifications are being provided to potential bidders as guidelines which describe the minimum type and quality of service the City of Huntsville is requiring. The Bidder must indicate compliance or list exceptions to each specification item for consideration and/or acceptance. **Failure** to comply with this provision shall be cause for rejection of the bid as non-responsive.

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
	<b>A. NOTICE TO BIDDERS</b>		
1.	Each bidder, before submitting a bid shall become fully informed as to the extent and character of the work required. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a bid is an agreement with all of the items and conditions referred to herein.	X	
	<b>B. LAW AND REGULATIONS</b>		
2.	The contractor shall perform in accordance with all applicable state, local and federal regulations and legal requirements in his performance of the contract.	X	
	<b>C. LICENSES, APPROVALS, PERMITS, ETC.</b>		
3.	The successful contractor must have in place, before the award of the bid, any and all local, state and federal licenses, approvals, permits, authorizations and/or certifications which would be applicable for all services to be rendered during the term of the agreement.	X	
	<b>D. SCOPE OF SERVICES</b>		
4.	The contract shall be a fixed price service rate with reimbursement for materials. The contractor must furnish all labor, materials, tools of the trade, equipment, subcontractor work, supervision, and other services, without exception, for the proper execution and completion of the contract.	X	
	<b>E. CONTRACTOR REQUIREMENTS</b>		
5.	Bidders have three years of experience in Janitorial Services and possess all tools of the trade.	X	
6.	Local office must be located within 50 miles of Huntsville City Hall (305 Fountain Circle; Huntsville, AL 35801)	X	
	<b>F. RESPONSIBILITY OF THE CONTRACTOR</b>		
7.	The successful contractor must inspect each job and provide a written estimate of the materials and labor hours at the hourly contract rate per labor category in a timely manner. Any estimate of \$100,000 or more shall not be authorized under this contract.	X	
8.	A purchase order will be issued based upon the estimate which will also serve as the contractor's authorization to proceed. No work shall be performed without a purchase order from the General Services Department.	X	
9.	At the completion of work, an invoice must be submitted for the actual cost and itemized in accordance with the contract for each labor category. Under no circumstances shall any invoice exceed the original estimate unless approved in writing by the General Services Representative.	X	
10.	The contractor is responsible to familiarize himself with local conditions, nature and extent of work, and to carefully examine the specifications.	X	
11.	The contractor must provide competent workers and supervision.	X	
12.	Take all precautions necessary to protect persons and property from injury or damage during the performance of this contract. The contractor is responsible for any injury to himself, his employees, or others as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by him or his employee's fault or negligence.	X	

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
13.	Perform work without unnecessarily interfering with the City of Huntsville activities or other contractor(s).	X	
14.	The successful bidder will use the manufacturers recommended product strengths. The contractor is to furnish all cleaning equipment, supplies, paper products, soap, deodorant and chemical disinfectant, and tools of the trade. All cleaning products shall be commercial grade cleaning products, and subject to the approval of General Services. All paper products provided by the contractor must meet EPA Recycled Guidelines. Bleach based cleaning products, such as Clorox, shall not be used. All supplies and equipment costs shall be included in bid. Contractor will be responsible for reporting all leaks and needed repairs discovered while on shift performing duties, (i.e., broken faucets, toilets, broken soap and paper dispensers, etc.).	X	
15.	All Day Porters/Matrons will be required to assist customers as needed throughout facility, to include maintaining bathrooms, kitchens, facility areas, etc. with necessary supplies, spot mop of spills, vacuuming, and other janitorial needs.	X	
16.	All 2 <sup>nd</sup> shift personnel must not start work before 6:00 p.m. and shall complete janitorial tasks by 12:00 a.m. midnight unless previously approved by the General Services Custodial Supervisor.	X	
17.	Unless otherwise authorized, all facilities that have a 7:00 a.m. starting time must be completed no later than 2:00 p.m.	X	
18.	Additional stripping or waxing of the floors, other than those found in the cleaning schedule, will be done by work order/purchase order and are not included within the base bid.	X	
19.	Cleaning of light fixtures and ventilation grills will be required weekly as described in the Scope of Work.	X	
20.	In the event that a janitorial employee does not report for work, the successful bidder shall have a system in place that provides coverage. Bidders must submit specific details on how they manage employees who do not show up as scheduled.	X	
21.	Overall carpet cleaning will be done daily or as need and is included within the base bid.	X	
22.	City-sponsored events/projects such as sporting athletic, entertainment, etc., that are above and beyond daily services shall be extra billable work per occurrence.	X	
23.	The City shall provide the materials for additional work order/purchase orders related to City-sponsored events.	X	
24.	In incidents such as vandalism, accidental damage or other situations that damage the bidder's janitorial supplies, the City will reimburse the cost of those materials and authorize work necessary to remediate the damage or loss.	X	
25.	Responsibility for receiving and storing janitorial supplies shall be the duty of the bidder. The City will provide locked storage for designated locations.	X	
26.	Additional cleaning of the inside and outside of all windows on the exterior of the facility, other than those contained in the cleaning schedule, shall be done by work order/purchase order.	X	
27.	All equipment and transportation costs associated with performing the tasks required within the bid shall be embedded with the bidder's proposed pricing structure.	X	
28.	Athletic gyms and pools are not considered part of cleanable square footage. Associated offices and public areas are part of cleanable square footage.	X	
29.	Janitorial supplies shall not be stored at park locations without approval from General Services.	X	
30.	All feminine supplies will be provided by the City with the expectation of wax envelope bags.	X	
31.	The successful bidder shall provide the City with samples for approval of paper towels, toilet tissue, trash can receptacle liners and product dispensers if they propose to use a different dispenser than currently utilized by the City at no additional cost.	X	
32.	Day porters and matrons shall not be used to do scheduled work.	X	

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
33.	The City will not be required to pay for work in cases where employees do not show up as scheduled and alternative coverage has not been provided.	X	
34.	The Contractor shall implement and maintain a comprehensive digital inspection and quality assurance program utilizing a recognized platform (e.g., Compuclean or equivalent) to monitor and document cleaning performance. The Contractor shall provide summary reports at least quarterly highlighting inspection scores, trends, recurring issues, and corrective actions taken. Additional or more frequent reporting shall be provided upon request by the City. Reports shall be exportable in common formats (e.g., PDF, Excel).  Inspection frequency shall be established in coordination with the City of Huntsville upon contract award, based on facility type, usage, and criticality.	X	
<b>G. GENERAL CLEANING</b>			
35.	Dusting (High and Low): The removal of visible, dry, foreign matter from the hard surfaces of office and plant furnishings and equipment by use of a dry rag, duster, dusting tool, or other device specifically designed for the purpose.	X	
36.	Spot Cleaning: The removal of visible, foreign deposits from cleanable surfaces with appropriate damp cleaning process including a damp rag, paper wipes and spray cleaner, or other method designed for the purpose. Spot cleaning is most commonly applied to ancillary surfaces such as light switch faceplate, doorframes, door push plates, etc.	X	
37.	Vacuuming: The passing of an electric vacuum cleaner over fabric, texture, resilient, or carpeted surfaces to remove visible foreign matter.	X	
38.	Detail Vacuuming: The passing of an electric vacuum cleaner over fabric, texture, resilient, or carpeted surfaces, including all areas visible and accessible and including corners and edges and close places, and including the use of special tools for the vacuum cleaner, to effectively remove all visible foreign matter from the entire accessible surface area.	X	
39.	Hard Floors: Hard floors should be free of dirt, debris, and foreign matter at the end of each cleaning cycle.	X	
40.	Trash Cans: Office trashcans will be emptied at each cleaning cycle. Appropriate liners will be placed in the cans. The exterior of the cans will be kept clean of spills, runs, or unsightly foreign matter. The inside of the cans will be cleaned of leakage and spills as appropriate to reduce odor.	X	
41.	Lighting: The exterior of light fixtures will be dusted and cobwebs removed.	X	
42.	Break Rooms: Cleaning of the break rooms is required. This includes cleaning microwaves, dusting, spot cleaning, vacuuming, hard floors, trashcans, lighting, etc. (It does not include cleaning dishes or cleaning the refrigerators).		
43.	Individual offices will include vacuuming as indicated herein while removal of trash will be daily.	X	
44.	<b>RESTROOMS</b>	X	
45.	Supplies: The restroom dispensers for toilet tissue, hand towels, hand soap, and toilet seat covers will have an adequate supply of the appropriate product in them at all times. The current dispensers at these locations are universal. Any changed from these universal dispensers must be approved by the requesting City Department and must be made at a cost to the vendor.	X	
46.	Trash cans: Restroom trash cans will be emptied at each cleaning cycle. Appropriate liners will be placed in the cans. The exterior of the cans will be kept clean of spills, runs, or unsightly foreign matter. The inside of the cans will be cleaned of leakage and spills as appropriate to reduce odor.	X	
47.	Bright: All bright, chrome or mirrored finishes will be cleaned and dry shined with a proper cleaning solution to a high luster. (Cleaning agent must be approved for this use) Scale and mineral deposits will be removed.	X	

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
48.	Stainless Steel: All stainless steel will be cleaned and polished with appropriate stainless steel polish to leave a uniform, streak free appearance.	X	
49.	Toilets: All surfaces associated with the toilet fixture will be thoroughly cleaned, then disinfected with a certified disinfectant, and dry wiped to prevent spotting.	X	
50.	Sinks: All surfaces associated with the sink fixture will be thoroughly cleaned, then disinfected with a certified disinfectant, and dry wiped to prevent spotting. Attention will be given to undersides of sinks, including exposed plumbing, etc. to assure satisfactory appearance of entire sink fixture.	X	
51.	Glass/mirrors: All glass and mirrors will be thoroughly cleaned and dry shined to a high luster, streak free appearance.	X	
52.	Partitions/Walls: Partitions and walls will be cleaned of foreign matter, smudges, dust, etc. Partitions and walls adjacent to toilets and sinks will be cleaned and disinfected.	X	
53.	Drains/Vents: Drains and vents will be kept free of surface debris and foreign matter. Drains will be flushed and disinfectant applied to fill P-Trap appropriately to reduce odor.	X	
54.	Floors: Floors should be free of dirt, debris, and foreign matter at the end of each cleaning cycle. Floors will be mopped with a disinfectant solution at each cleaning cycle. Non-finished floors will be left clean of all foreign matter and have no finish applied. Special attention is given to corners, baseboards and edges.	X	
55.	Lighting: The exterior of light fixtures will be dusted and cobwebs removed.	X	
56.	<b>JANITORIAL CLOSETS</b>		
57.	Cleanliness: The janitor closet will be free of dirt, debris and trash at all times. Mop buckets and trash carts will be emptied before storage.	X	
58.	Organization: All items in the janitorial closet will be stored in a neat and orderly fashion. As many items as possible will be stored off the floor on shelves or hooks. All individual items shall be clean and neat.	X	
59.	SDS/HazCom: All products and chemicals will comply fully with the OSHA HazCom standard. Employees will be advised of their "right to know". All products and chemicals will be properly labeled, and an SDS sheet available in the closet for each chemical stored there.	X	
60.	Supplies/equipment: Supplies and equipment will be stores neatly with cords rolled up and placed carefully in the closet. As many supply items as possible will be stored off the floor. Equipment will be stored clean and in good order.	X	
61.	<b>HALLS/CORRIDORS</b>		
62.	Hallways: Hallways will be free of debris, dust and other foreign matter. Hallways will be vacuumed, swept, dust mopped, mopped, and cleaned as appropriate for the hallway floor composition. Vents and lighting will be dusted. Special attention will be given to hallways to assure the high image of the public or common area is maintained.	X	
63.	Elevators: Elevators will be dusted, spot cleaned, and detail vacuumed at each cleaning cycle. All surfaces will be cleaned as appropriate. Elevator door tracks will be free of dirt, debris, and foreign matter. Exterior elevator doors will be cleaned as appropriate.	X	
64.	Lobby entranceway: The lobby entranceway will be dusted, spot cleaned, detail vacuumed, swept, and/or moped as appropriate. Special attention will be given to glass doors, thresholds, and immediate exterior.	X	
65.	Lighting: The exterior of light fixtures will be dusted and cobwebs removed.	X	
66.	Stairwells: Must be cleaned daily.	X	
67.	<b>ENTRY WAYS</b>	X	
68.	Sweeping/policing: Hard surfaces will be swept or policed for loose debris, cigarette butts, cans, and etc.	X	
69.	Ashtrays: Ashtrays will be emptied and cleaned at each cleaning cycle. Ashtrays will be wiped clean with a disinfectant cleaner and thoroughly dried. Extinguishing media will be used as required.	X	

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
70.	Doors/entry glass: All doors and entry glass will be thoroughly cleaned and dry shined.	X	
71.	Trash: Exterior trashcans will be emptied at each cleaning cycle. Appropriate liners will be placed in the cans. The exterior of the cans will be kept clean of spills, runs, or unsightly foreign matter.	X	
72.	Entry ways must be policed to ten feet away from buildings and around any dumpster on the property.	X	
73.	<b>DAY SERVICE</b>		
74.	(Day Service or Porter): Adequate staff is provided to the customer solely at the customer's request and at the customer's discretion. Day service personnel are to perform a variety of tasks as designated by the customer and subject to frequent and regular modification. A list of porters currently requested is found in Appendix "F" herein.	X	
75.	<b>WINDOWS</b>		
76.	Glass: This bid only includes interior glass to be cleaned. (Exterior glass, including the interior surface, along the exterior envelope of the facility is not included in this bid). Glass is to be thoroughly cleaned with proper glass cleaner and applicable equipment to give a dry bright and polished appearance inside facility as needed.	X	
77.	Sills/frames: All inside window sills and frames will be dusted and free of dust and cobwebs. Periodic spot cleaning will occur as necessary.	X	
	<b>H. BACKGROUND CHECKS</b>		
78.	The successful bidder must have police background checks completed at their expense, on all employees that will be in City facilities. For employees that will provide services at any of the City of Huntsville Public Safety Facilities, an additional and more extensive background check will be performed at no cost to the successful bidder. The names of such employees will need to be provided to the Custodial Supervisor for submittal. The background check must be maintained at the bidders place of business and be available for review at reasonable times by the General Services Department Director or his agent. Any negative history indicated on the background check must be immediately brought to the attention of the General Services Department. Any employees with a negative history on the background check must be approved by the General Services Department before entering a City facility to work on any portion of this bid.	X	
	<b>I. OSHA &amp; EPA</b>		
79.	Contractor shall be in compliance with all appropriate regulatory agencies that are applicable.	X	
	<b>J. ADDITIONAL VENDOR REQUIREMENTS</b>		
80.	<b>Check-In/Check-Out</b> At the City's option, the contractor may be required to check-in or check-out using one of the following methods: a. The contractor shall post in a conspicuous place, at site locations, a check sheet and enter thereon the date of each service visit, the name of the individual performing the service, and the time of the service. b. The contractor shall call, from the work site location phone, the requesting department and give the operator the name of the individual performing the service, work order numbers, and the time of the start and stop of service. c. The contractor shall call, from the work site location phone, the requesting department and log into an automated check in system at the time of the start and stop of service.	X	
81.	The Contractor will be responsible for providing their lead personnel with cellular or digital portable telephones whereby they can be contacted and can contact the requesting department at all times.	X	

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
	<b>K. CONTRACTOR'S PERSONNEL</b>		
82.	The contractor's personnel must wear appropriate attire and have a picture I.D. badge visibly worn at all times. All of the Contractor's personnel must have nationwide background checks. Copies of the background checks must be kept on the vendor's premises for the City to review during regular working hours. No employees shall be on the City's property that has not completed the background check. Any negative background check must be brought to the City requested Department's attention immediately. No employees may bring family or friends to work at City facilities. Employees must do the tasks they are assigned, without using anyone else's property. When in the work space, employees must not go through drawers, cabinets, refrigerators, or use anyone else's devices including TV's, Phones, CD's, etc.	X	
83.	The contractor must provide adequate day time and night time supervisors dedicated to the City of Huntsville's Janitorial Bid account to ensure compliance of performance to the contract. These supervisors are primarily to ensure quality and completion of work and not to be included in base cleaning labor force. Anytime janitorial employees are working, there must be supervisors on duty supervising which are dedicated to the contract. Contract supervisors must be on site during the City of Huntsville night time supervisor shifts starting at 1:00 p.m. to 10 a.m. Monday through Friday and 1:00 p.m. noon until 10:00 a.m. Saturday and Sunday. The price for all supervision shall be incorporated into the price in Appendix F. Contact information for the supervisors must be available to the requesting City Department or his agent. The Contractor will provide call back services at no additional charge to the City of Huntsville. Call back services will be provided upon request by the City of Huntsville when services provided fail to meet the requirements of the contract. An awarded bidders employees may be required to clock in and out on a time keeping system. The contractor must provide one dedicated account manager.	X	
84.	The contractor must provide a detail sheet for any problems reported by the janitorial crews.	X	
85.	The janitorial supervisors must be provided with a cell phone and/or pager capabilities in the event of an emergency or immediate need that is to be reported to City of Huntsville General Services Office, (256) 427-5660 (i.e. stopped up commode) etc.	X	
86.	In the event that the janitorial staff discovers any maintenance emergencies, such discoveries must be reported to the City of Huntsville General Services Office at 256-427-5660.	X	
	<b>PERSONNEL EXPECTATIONS</b>		
87.	The City may also request the Contractor to immediately remove a worker from the work site(s) should it be determined that individuals are being assigned to duty who have been disqualified for either suitability or security reasons, or who are found to be unfit for performing their duties during their employment. The Contractor must comply with these requests and provide replacement personnel immediately. The City retains the right, however, to permanently remove any employee from performing duties under this contract should the employee performance so warrant. In the event an employee through negligence or willful misconduct causes damage(s) to the real property or causes injuries to any person, the City of Huntsville and Contractor will jointly investigate claim and attempt to reach a mutually beneficial resolution with the property owner, or individual. However, in all instances, the City of Huntsville or its assigned representative shall retain the right to make final determination of fault and responsibility.	X	
88.	Upon termination of the contract, the Contractor shall render an accounting of all access cards and keys, which has come into his possession under this contract. Lost or stolen keys may be subject to a fee for replacement or rekeying for unreturned keys. The Contractor shall be responsible for the safeguard and protection of City Property and shall be responsible for reporting to the General Services Representative the malfunctioning or disrepair of any City equipment used by the Contractor. The	X	

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
	Contractor shall not undertake the repair of City furnished property; if the Contractor does so, he shall be liable for all damages and repair costs. The Contractor shall assure all property used for this contract is used with appropriate safety measures and safeguard at all times.	X	
89.	For clarification, a determination that an employee is unfit may be made for, but not limited to, incidents involving the most immediately identifiable types of misconduct or delinquency as set forth below: A. Neglect of duty, including sleeping while on duty, unreasonable delays or failure to carry out assigned tasks. B. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting. Also, participation in disruptive activities which interfere with the normal and efficient operations of the City. C. Theft, vandalism, immoral conduct, or any other criminal actions. D. Selling, consuming, or being under the influence of, or impaired by intoxicants, drugs or substances which produce similar effects. E. Improper use of official authority or credentials. F. Unauthorized use of communications equipment or City property. G. Unauthorized equipment abandonment. H. Failure to follow safety guidelines as directed. I. Possessing a weapon on-person and/or on City property.	X	
90.	In the event of an on-duty accident which causes personal injury or property damage, the worker must consent to drug and alcohol testing immediately subsequent to the accident if the judgement of the City, such testing is deemed necessary.	X	
91.	All accidents and incidents should be recorded immediately in a written Accident/Incident Report. This report should contain an Accident/Incident Report Number, name of the person reporting and name of victim. Accidents and Incidents requiring immediate attention should be properly reported to the General Services Director or his agent. The following are examples of accidents and incidents which should be recorded using this report and notify the proper authority: A. Fire, smoke, and other safety hazards B. Damage to equipment and loss of property C. Mechanical malfunctions D. Acts of vandalism or property damage E. All accidents or injuries F. Policy violations G. Incidents involving property damage and/or personal injury.	X	
92.	Items to be furnished by the City of Huntsville: A. Keys and Access cards to provide services at each location. B. Building utilities and services will be afforded to the Contractor's labor on duty, which includes the use of restrooms.	X	
<b>L. REPAIR STATUS, WHEN A DELAY</b>			
93.	Notify the requesting department whether project has been completed or if job site is abandoned to pick up or order materials to complete project and estimated time frame to return to job.	X	
<b>M. EXECUTION OF WORK</b>			
94.	When possible and practical, Janitorial Supervisor will instruct the contractor of what the work consists of and, when applicable, the materials and equipment to be used. A Purchase Order will be issued to the Contractor based upon an estimate before any work is performed outside of normal scope. The estimate must be itemized including labor and materials. Any project, which is estimated at \$100,000 or more in cost, will be separately bid. No project shall be split in order to avoid this limitation.	X	
95.	Work schedule shall be coordinated with the General Services representative to minimize the effect on the building occupants.	X	

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
	<b>N. RESPONSE TIME</b>		
96.	The contractor shall have personnel available to provide repair and/or maintenance services on a twenty-four (24) hour a day, seven (7) days a week basis.	X	
97.	All work shall be started within one (1) hour for emergencies and twenty-four (24) hours for non-emergencies after notification to proceed unless further delay is authorized by General Services. All such work shall be completed in accordance with the compilation schedule submitted as part of the written estimate.	X	
98.	It is the intention of this contract that equipment be maintained so as to preserve the operating characteristics in line with the original design. Contractor must respond (including weekends) within the times listed in the main specification of the request for service. Should the City of Huntsville find through its own investigation or that of its representative that these standards are not being maintained, the contractor shall be given fourteen (14) days notice to restore the performance to the required level. Failure by the contractor to restore the performance to the required level within that time shall constitute sufficient cause for termination of the contract by reason of default.	X	
	<b>O. INSPECTION AND ACCEPTANCE</b>		
99.	The City of Huntsville inspection and acceptance of contractual compliance will be accomplished by a representative of General Services. General Services Management will approve a record of time and materials used for the job as maintained by the contractor, and state on the invoice that they inspected and accepted the work performed.	X	
	<b>P. CALL BACK SERVICES</b>		
100.	Call back service for previous maintenance will be on a twenty-four (24) hour, seven (7) days a week basis at no additional cost to the City, and response time will be within one (1) hour of notification for emergencies and two (2) hours for non-emergencies unless further delay is authorized.	X	
	<b>Q. ALLOWANCE OF IN-HOUSE WORK</b>		
101.	No section or portion of this contract shall be construed or interpreted to preclude the City from accomplishing any task or undertaking any operation or project utilizing its own work force.	X	
	<b>R. MATERIALS &amp; EQUIPMENT</b>		
102.	New or added materials or equipment installed shall be invoiced at the Contractor's actual cost to include any and all discounts offered by their supplier. The Contractor must furnish all labor, tools, materials, equipment and subcontractor work required to provide all required services as outlined in this IFB. Material prices are subject to verification. The City of Huntsville may, at its option, furnish the materials or equipment. The successful bidder shall furnish materials unless otherwise directed by the City of Huntsville.  Such materials, equipment rental and subcontractor work not required for base bid scope of work shall be itemized and billed at the bidder's actual cost plus ten percent (10%).  A copy of the invoice for the materials must be furnished to the City along with the invoice for the work performed under this contract. Taxes will be reimbursed but will not be subject to the 10% markup.	X	
103.	If during the term of the contract and extension(s) thereto, regulations are passed which require the contractor to purchase or obtain equipment that is necessary for compliance of those regulations in relation to the trade, the contractor shall obtain the required equipment at no liability to the City.	X	
104.	All subcontractor work and equipment rental must be pre-approved by the City of Huntsville.	X	

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
	<b>S. SUMMARY REPORT</b>		
105.	Using the Summary Report the contractor must complete matching invoice with break-down of costs to include: hours, total material, date, invoice#, mark-up with sub-total, grand total. A detailed written report must be submitted to the General Services Department outlining work performed at facilities. Attach all copies of tickets/work orders/invoices to the Summary Report.	X	
	<b>T. INVOICING</b>		
106.	The contractor will invoice the City on a job-by-job/project basis to include a copy of the Summary report. The contractor's invoice shall contain a complete account of all activity for that job/project, cost of parts sold to the City and cost of transportation and special shipping for special order requests on direct charge and/or nonstock items as specified in the resulting contract. All freight charges must be approved by the City in advance. All items that come from stock must be approved along with the price. The City reserves the right to require any information considered necessary to monitor the contractor's operation and to receive reports on whatever frequency needed (i.e. daily, weekly or monthly).	X	
107.	Original invoices shall be submitted at the completion of each job with the following information:  City of Huntsville Finance Department – Accounts Payable Division P.O. Box 308 Huntsville, Alabama 35801 <a href="mailto:accountspayable@huntsvilleal.gov">accountspayable@huntsvilleal.gov</a>  1. Name and address of Contractor 2. Invoice date 3. Invoice # 4. Bid Number 5. Description, quantity, unit of measure, unit price and extended price of services performed for each location. 6. Name, title, phone number and mailing address of person to be notified in event of a defective invoice. 7. A Job Summary Report with work order number	X	
108.	Invoices should be submitted as soon as possible but no later than 14 calendar days after the work order is closed.	X	
	<b>U. LABOR CHARGES</b>		
109.	The City does not pay overtime or holiday pay.	X	
110.	The City of Huntsville will not incur any transportation or travel costs, including trip or fuel charges, under this contract.	X	
	<b>V. TRAVEL TIME</b>		
111.	No travel time will be permitted. The City of Huntsville will pay only for time spent at the job site.	X	
	<b>W. HOUR ROUNDING</b>		
112.	For purposes of processing invoices, labor will be rounded up to the next ¼ hour of time spent on the job site.	X	
	<b>X. EXCESS PROJECT AMOUNT</b>		
113.	When practical, a Purchase Order will be issued to Contractor based upon an estimate before any work is performed. The estimate must itemize anticipated hours. It is required the contractor must obtain approval from the requesting department prior to beginning work. Any project which is estimated to exceed \$100,000.00 in cost will be	X	

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
	subject to a separate competitive bid. No project shall be split in order to avoid this limitation.	X	
	<b>Y. FAILURE FORM</b>		
114.	Contractor's failure to perform will be documented. The document is called a "Vendor Complaint Form". The Contractor will receive a copy of the "Vendor Complaint Report", and given an opportunity to respond. A copy of the report will be sent to Procurement Services for their files.	X	
115.	In the event of failures, Procurement Services will make a determination to terminate the award by providing a ten (10) day letter of cancellation notification	X	
	<b>Z. OWNER'S RIGHT TO AWARD MULTIPLE CONTRACTS</b>		
116.	The City of Huntsville reserves the right to award contracts to multiple bidders/contractors to ensure that the needs of the City are being achieved.	X	
	<b>AA. TERMINATION FOR DEFAULT</b>		
117.	The Contractor's right to perform this contract may be terminated by the City of Huntsville in the event services are not performed, as required, in the contract. In the event services are not performed, as required in the contract, the City may have the service performed by others and the Contractor shall be liable for all costs to the City in excess of the contract price for the remaining portion of any incomplete job.	X	
	<b>BB. TERMINATION FOR CAUSE OR CONVENIENCE</b>		
118.	If the City of Huntsville elects to terminate this contract, written notice will be given at least thirty (30) days in advance of the effective date. The Contractor will be paid for all labor and material provided as of the termination date. No consideration will be given for anticipated loss of revenue on the canceled portion of the contract.	X	
119.	The chosen bidder shall be required to give the City of Huntsville 90 days' notice before cancellation of the contract, should the bidder wish to end service before the contract expires.	X	
	<b>CC. 24 HOUR CONTACT</b>		
120.	Provide 3 contact names listing each 24-hour phone numbers.		
121.	Contact #1: Name: Tim Halls - Regional Manager Phone Number(s): 256-957-8034	X	
122.	Contact #2: Name: Greg Baugher - Director of Operations Phone Number(s): 256-986-0932	X	
123.	Contact #3: Name: Mac Hennessy - Vice President Phone Number(s): 256-566-9257	X	
	<b>DD. REFERENCES</b>		
124.	Bidder must provide three (3) references from similar repair/maintenance contracts in which your company has held within the past two (2) years.		
125.	Company Name: Blue Origin Contact Name: Quincy Brown Address: 1100 Explorer Blvd NW Huntsville, AL 35806 Phone Number: 256-777-3735 E-mail Address: QBrown@blueorigin.com	X	
126.	Company Name: GE Appliances Contact Name: Sean Black Address: 2328 Point Mallard Dr SE Decatur, AL 35601 Phone Number: 256-566-0099 E-mail Address: sean.black@geappliances.com	X	
127.	Company Name: Calhoun Community College Contact Name: Clint Young	X	

Line Ref #	SPECIFIC FUNCTIONAL REQUIREMENTS	VENDOR COMPLIANCE	
		YES	NO
	Address: 6250 US-31 Tanner, AL 35671 Phone Number: 256-306-2566 E-mail Address: clint.young@calhoun.edu	X	

This Detailed Requirement Checklist Form is hereby submitted by the undersigned:

PJH Cleaning, Inc. dba Alabama Cleaning Service

Printed legal name of Bidder

*Patrick M. Hennessy*

Signature

Patrick M. Hennessy - Vice President

Printed name of individual/corporate officer/general partner/joint venturer AND Title

04/10/2026

Date

**APPENDIX C  
BIDDER INFORMATION & ACKNOWLEDGEMENTS**

**1. BIDDER INFORMATION**

Business Organization

Name of Proposer (exactly as it would appear on an agreement):

PJH Cleaning, Inc.

Doing-Business-As Name of Proposer:

Alabama Cleaning Service

Principal Office Address:

Principal Office: 918 Church Street NE Decatur AL 35601

Huntsville Office: 3077 Leeman Ferry Road, Suite 3077J Huntsville, AL 35801

Telephone Number:

256-301-1338

Fax Number:

256-301-1664

Form of Business Entity [check one ("X")]

Corporation            

Partnership            

Individual            

Joint Venture            

Other (describe):            

Corporation Statement

If a corporation, answer the following:

Date of incorporation: 09/2003

Location of incorporation: Alabama

The corporation is held: Publicly  Privately

Names and titles of corporate officers:

Patrick J. Hennessy - President

Patrick M. Hennessy - Vice President

Partnership Statement N/A

If a partnership, answer the following:

Date of organization: N/A  
Location of organization: \_\_\_\_\_  
The partnership is: General \_\_\_ Limited \_\_\_

Name, address, and ownership share of each general partner owning more than five percent (5%) of the partnership:

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

Joint Venture Statement

If a Joint Venture, answer the following: N/A

Date of organization: N/A  
Location of organization: \_\_\_\_\_  
JV Agreement recorded? Yes \_\_\_ No \_\_\_

Name, address of each Joint Venturer and percent of ownership of each:

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

**2. CITY OF HUNTSVILLE EMPLOYEE, MEMBER OF HOUSEHOLD OR BUSINESS ASSOCIATE**

Code of Ala. 1975§36-25-11 requires that contracts entered into with a public official, a public employee, a member of the household of the public official or public employee, or a business with which a public official or public employee associates be filed with the Alabama Ethic Commission. If you are awarded the contract, and if you are a City employee, or if a member of your household is a City employee or public official, or if your business associates with a City employee or public official, you must comply with the provisions of Code al Ala. 1975§36-25-11.

City Employee Yes \_\_\_ No **X** \_\_\_  
If "Yes," Department \_\_\_\_\_

Member of Household City Employee Yes \_\_\_ No **X** \_\_\_  
If "Yes," Name (s) \_\_\_\_\_

Anyone associated with your company a City Employee Yes \_\_\_ No **X** \_\_\_  
If "Yes," Name (s) \_\_\_\_\_

**3. CONTRACTOR E-VERIFY – NOTICE**

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Code of Alabama (1975) § 31-13-1 through 31-13-30 (also known as and hereinafter referred to as "the Alabama Immigration Act") as amended by Act No. 2012-491 on May 16, 2012 is applicable to all competitively bid contracts with the City of Huntsville. As a condition for the award of a contract and as a term and condition of the contract with the City of Huntsville, in

accordance with § 31-13-9 (a) of the Alabama Immigration Act, as amended, any business entity or employer that employs one or more employees shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

During the performance of the contract, such business entity or employer 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. The business entity or employer shall assure that these requirements are included in each subcontract in accordance with §31-13-9(c). Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, and possibly suspension or revocation of business licenses and permits in accordance with §31-13-9 (e) (1) & (2).

Code of Alabama (1975) § 31-13-9 (k) requires that the following clause be included in all City of Huntsville contracts that have been competitively bid and is hereby made a part of this contract:

“By signing this contract the contracting parties affirm, for the duration of the agreement, 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 agreement and shall be responsible for all damages resulting therefrom.”

#### 4. ACKNOWLEDGEMENTS

**I hereby certify that I have read and understand the City of Huntsville’s General Terms and Conditions. I hereby certify that I agree to comply with all of the General Terms and Conditions of this IFB. I also understand that the General Terms & Conditions are standard and that any contradicting requirements of the IFB supercede.**

**I affirm that I have not been in any agreement or collusion among Proposers or prospective Proposers in restraint of freedom of competition.**

**Upon award of this bid, I will not substitute any item on this bid under any circumstances.**

**By signing this submittal, the Bidder represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.**

**I affirm that I understand and agrees that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for the original signature and shall have the same legal effect as the original signature.**

Patrick M. Hennessy  
Signature of Proposer

Patrick M. Hennessy  
Print or Type Name of Proposer

04/10/2026  
Date

PJH Cleaning, Inc. dba Alabama Cleaning Service  
Legal Name of Firm

PO Box 2356  
Mailing Address

Decatur, AL 35602  
City State Zip Code

256-301-1338      256-301-1664  
Phone Fax

mhennessy@acs1.biz  
Email Address

acs-clean.com  
Website Address

## APPENDIX D REPORT OF OWNERSHIP FORM

**A. General Information.** Please provide the following information:

- Legal name(s) (include "doing business as", if applicable): PJH Cleaning, Inc. dba Alabama Cleaning Service
- City of Huntsville current taxpayer identification number (if available): 20-0842453 ; 25345  
(Please note that if this number has been assigned by the City and if you are renewing your business license, the number should be listed on the renewal form.)

**B. Type of Ownership.** Please complete the un-shaded portions of the following chart by checking the appropriate box below and entering the appropriate Entity I.D. Number, if applicable (for an explanation of what an entity number is, please see paragraph C below):

Type of Ownership (check appropriate box)	Entity I. D. Number & Applicable State
<input type="checkbox"/> Individual or Sole Proprietorship	Not Applicable
<input type="checkbox"/> General Partnership	Not Applicable
<input type="checkbox"/> Limited Partnership (LP)	Number & State:
<input type="checkbox"/> Limited Liability Partnership (LLP)	Number & State:
<input type="checkbox"/> Limited Liability Company (LLC) (Single Member)	Number & State:
<input type="checkbox"/> LLC (Multi-Member)	Number & State:
<input checked="" type="checkbox"/> Corporation	Number & State: <u>AL 20-0842453</u>
<input type="checkbox"/> Other, please explain:	Number & State (if a filing entity under state law):

**C. Entity I.D. Numbers.** If an Entity I.D. Number is required and if the business entity is registered in this state, the number is available through the website of Alabama's Secretary of State at: [www.sos.state.al.us/](http://www.sos.state.al.us/), under "Government Records". If a foreign entity is not registered in this state please provide the Entity I.D. number (or other similar number by whatever named called) assigned by the state of formation along with the name of the state.

**D. Formation Documents.** Please note that, with regard to entities, the entity's formation documents, including articles or certificates of incorporation, organization, or other applicable formation documents, as recorded in the probate records of the applicable county and state of formation, are not required unless: (1) specifically requested by the City, or (2) an Entity I.D. Number is required and one has not been assigned or provided.

Please date and sign this form in the space provided below and either write legibly or type your name under your signature. If you are signing on behalf of an entity please insert your title as well.

Signature: Patrick M. Hennessy Title (if applicable): Vice President  
 Type or legibly write name: Patrick M. Hennessy Date: 04/10/2026

Company ID Number: 427132

**Approved by:**

<b>Employer</b> PJH Cleaning Inc.	
<b>Name (Please Type or Print)</b> Heather D Dutton	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 06/28/2011
<b>Department of Homeland Security – Verification Division</b>	
<b>Name (Please Type or Print)</b> USCIS Verification Division	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 06/28/2011

Company ID Number: 427132

<b>Information Required for the E-Verify Program</b>	
<b>Information relating to your Company:</b>	
Company Name	PJH Cleaning Inc.
Company Facility Address	918 Church St. Decatur, AL 35601
Company Alternate Address	PO Box 2356 Decatur, AL 35602
County or Parish	MORGAN
Employer Identification Number	7118399
North American Industry Classification Systems Code	811
Parent Company	
Number of Employees	100 to 499
Number of Sites Verified for	1

Company ID Number: 427132

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

ALABAMA

1 site(s)

Company ID Number: 427132

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name Sarhonda N Slate  
Phone Number (256) 301 - 1338  
Fax Number (256) 301 - 1664  
Email Address sslate@acs1.biz

Name Heather D Dutton  
Phone Number (256) 301 - 1338  
Fax Number (256) 301 - 1664  
Email Address hdutton@acs1.biz



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Kelly Parker	
Stovall Marks Insurance		PHONE (A/C, No, Ext): (256) 355-7951	FAX (A/C, No): (256) 350-2022
2601 Danville Rd SW		E-MAIL ADDRESS: kwilliams@stovallmarks.com	
Decatur AL 35603		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Union Insurance Company of Providence	NAIC #: 21423
		INSURER B: Employers Mutual Casualty Company	21415
		INSURER C: ACE American Insurance Co	22667
		INSURER D:	
		INSURER E:	
		INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: CL25121011787 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			5D88513	07/13/2025	07/13/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			5E88513	07/13/2025	07/13/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 50,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			5J88513	07/13/2025	07/13/2026	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	600-13381 & HDOG48956300	01/01/2026	12/31/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L EACH ACCIDENT \$ 1,000,000 E.L DISEASE - EA EMPLOYEE \$ 1,000,000 E.L DISEASE - POLICY LIMIT \$ 1,000,000
B	Crime			5F88513	07/13/2025	07/13/2026	Employee Theft \$100,000 deduct \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

#53-2023-14B

**CERTIFICATE HOLDER****CANCELLATION**

City of Huntsville Attn: Procurement Services  
P O Box 308

Huntsville

AL 35804

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# ACS Alabama Cleaning Service

918 Church St.

Decatur, AL 35601

Phone: 256-301-1338

Fax: 256-301-1664

## Performance Bond

ACS will purchase a performance bond if we are awarded as the successful bidder.



Keeping insurance human

May 21, 2026

City of Huntsville, Alabama  
305 Fountain Circle SW  
Huntsville, AL 35801

**RE: Bonding Reference Letter for Alabama Cleaning Service, Inc.**

To Whom It May Concern,

It is our pleasure to present Alabama Cleaning Service, Inc. to you in association with your pre-qualification process.

Currently, this contractor is bonded by Employers Mutual Casualty Company (EMCC), which has a treasury limit of \$179,095,000 along with an A.M. Best rating of "A XIV" (Excellent).

Subject to our normal underwriting considerations, EMCC remains willing to consider bid, performance, and labor and materials bonds for Alabama Cleaning Service, Inc. for single limits in the \$1,500,000 range.

This correspondence is for the sole purpose of providing a bonding reference and was requested by Alabama Cleaning Service, Inc. EMCC makes no representation about any assumption of liability, nor is there any intent or representation that this document is or could be considered a bid or performance bond.

If you have any questions regarding this account, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in black ink that reads "Ryan Crosby". The signature is written in a cursive style with a large, sweeping "R" and "C".

Ryan Crosby  
Senior Bond Underwriter  
Ph. 913.523.7118  
Email: [Ryan.D.Crosby@EMCIns.com](mailto:Ryan.D.Crosby@EMCIns.com)

717 Mulberry Street, Des Moines, IA 50309    P.O. Box 712, Des Moines, IA 50306    Phone: 515-280-2511    800-447-2295    [emcinsurance.com](http://emcinsurance.com)

Employers Mutual Casualty Company  
Dakota Fire Insurance Company  
Union Insurance Company of Providence

EMC Reinsurance Company  
EMCASC0 Insurance Company  
Illinois EMCASC0 Insurance Company

EMC Property & Casualty Company  
EMC Risk Services, LLC  
EMC National Life Company (affiliate)



