

**MOBILE COUNTY COMMISSION**

205 Government Street  
Mobile, Alabama 36644  
PO BOX 1443  
Mobile, AL 36633

**BID INVITATION**

**NO. 146-11**

**DECEMBER 16, 2011**

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items

**JANITORIAL SERVICES FOR JON ARCHER AGRICULTURAL CENTER OFFICES AS PER ATTACHED SPECIFICATIONS:**

**NOTE: PRICES MUST REMAIN FIRM FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2013.**

Any questions or comments concerning the bid requirements must be brought to the attention of the Purchasing Agent, Susan Holland, 251-574-8613, 205 Government Street, 8<sup>th</sup> floor south tower, Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five (5%) percent bid bond on any contract exceeding \$15,000: provided, that bonding is available for services, equipment or materials.

Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall provide proof of registration to transact business in this state. Alabama law requires that a successful bidder, prior to the award of a contract (1) attest that it will not knowingly hire, employ or continue to employ an unauthorized alien; and (2) provide proof of enrollment in E-Verify [www.uscis.gov/everify](http://www.uscis.gov/everify).

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at [mobilecountyal.gov](http://mobilecountyal.gov).

This inquiry is to establish a price and a source of supply for the above listed items by Mobile County Commission and the incorporated areas therein. Purchases by political subdivisions are optional with those agencies.

**THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.**

F.O.B. Mobile DATE OF DELIVERY \_\_\_\_\_ TERMS \_\_\_\_\_ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

**BIDS WILL BE RECEIVED UNTIL 10:00 A.M. JANUARY 11, 2012**

**ALL BIDS MUST BE SEALED, THE WORD "BID", THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR , 205 GOVERNMENT STREET ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.**

MOBILE COUNTY COMMISSION

\_\_\_\_\_  
JOHN PAFENBACH, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum

of \$ \_\_\_\_\_ INITIAL CLEANING, \$ \_\_\_\_\_ MONTHLY PRICE  
Delivery can be made in \_\_\_\_\_ days from receipt of award.

RESPECTFULLY

BY \_\_\_\_\_

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

*BID #146-11*

*JANITORIAL SERVICES FOR JON ARCHER AGRICULTURAL CENTER OFFICES:*

**Company** \_\_\_\_\_

**Company Representative** \_\_\_\_\_  
(Print)

**Company Representative** \_\_\_\_\_  
(Signature)

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone number** (    ) \_\_\_\_\_      **Fax number** (    ) \_\_\_\_\_

**Federal ID Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Company Web Address** \_\_\_\_\_

## JANITORIAL SPECIFICATIONS

1. Building maintenance services are to be performed Monday through Friday, except on County holidays. Work is to be performed as follows:

Jon Archer Agricultural Center Office  
1070 Schillinger Road North  
To be cleaned after 4:00 p.m.
2. Square footage of building:

Total Building Square Feet: 15,000 square feet
3. Contractor will provide all cleaning equipment, cleaning supplies, labor and supervision necessary to perform services. Janitorial services must supply their own trash liners for all trash containers.
4. All expendable items, i.e., hand soaps, toilet tissue, paper towels, etc., will be furnished by the County of Mobile.
5. Contractor shall provide insurance coverage as set forth below, and deliver to the County of Mobile certificates of insurance upon request:
  - A. Statutory Workmen's Compensation
  - B. Comprehensive Liability
    - (1) Bodily injury-limits of \$200,000 per person and \$500,000 per occurrence.
    - (2) Property damage-limits of \$100,000.
  - C. Fidelity Bond of \$10,000.
  - D. Automobile Liability for owned, non-owned and hired vehicles-limits of \$250,000/\$500,000 bodily injury and \$100,000 property damage or \$300,000 single limit aggregate.

6. Contractor will bill monthly for services rendered the preceding month.
7. No change orders will be authorized once contract has been awarded.
8. **The Mobile County Commission reserves the option to extend this contract for two (2) additional years in one (1) year increments.**
9. Cancellation Procedure. The vendor will be notified in writing of any problems pertaining to the performance of the janitorial specifications. This notification will be written by the person in charge of the location specified in the contract. If no satisfactory corrections are made by the vendor within two (2) weeks, the County of Mobile may upon notification by the department specified in the contract, cancel the contract immediately. If terminated, you will be removed from the bid list the following year.

The vendor may cancel the contract by giving the Mobile County Commission no less than thirty (30) days (including Saturday, Sunday and official County of Mobile holidays) notice of intent to cancel the contract. The vendor must also forfeit fifty percent (50%) of the charge for janitorial service for his last complete month of service. In the event of cancellation by either party, proration of the janitorial charge will be based on a thirty (30) day month.

10. The successful bidder hereby agrees, by accepting this contract, to indemnify and save harmless the County from liability, damage, claims, suits or actions of every name and description and any expenses incurred in connection herewith for or on account of any injuries or damages to persons or property arising out of, resulting from or in connection with any act or omission of Service, its officers, agents, servants or employees, arising from or growing out of Service's operations under this

Service shall further be liable to the County for any damage to property of the County arising from acts or omissions on the part of Service, its officers, agents, servants or employees.

11. **A mandatory pre-bid conference will be held on January 04, 2012, 1:30 p.m., Jon Archer Agricultural Center, 1070 Schillinger Road, N., Mobile, AL.  
Contact: Diane Anthony 574-8445**
  
- 12 Emergency contact person:  
Jim Todd 574-8445

**REGULAR SERVICES TO BE PERFORM:****FREQUENCY OF SERVICES**

	<u>DAILY</u>	<u>OTHER</u>
<u>GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, AUDITORIUM AND STAGE AREAS, ETC.</u>		
1. Empty wastebaskets	X	
2. Transport trash to designated area	X	
3. Empty and damp clean ash trays	X	
4. Dust all furniture including desks, chairs and table	X	
5. Client papers on desks, tables, cabinets, etc. are not disturbed	X	
6. Dust all exposed filing cabinets, bookcases and shelves	X	
7. Dust all telephones	X	
8. Clean and sanitize telephones		Weekly
9. Clean and sanitize drinking fountains	X	
10. Low dust all horizontal surfaces to hand height (70"), including sills, ledges, moldings, pictures frames, shelves, etc.	X	
11. High dust above hand height all horizontal surfaces, including shelves, molding, ledges		Monthly
12. Spot clean desk tops	X	
13. Clean counter tops	X	
14. Spot clean lobby glass inc. front doors	X	
15. Clean entire lobby interior glass		Weekly

- |                                                                                                    |            |
|----------------------------------------------------------------------------------------------------|------------|
| 16. Remove finger prints from doors, frames, light switch, kick and push plates, handles, railings | Weekly     |
| 17. Dust Venetian blinds                                                                           | Bi-monthly |
| 18. Damp clean back boards, if requested                                                           | Monthly    |
| 19. Remove dust and cobwebs from ceiling areas, diffuser outlets                                   | Monthly    |
| 20. Hand dust wood paneling                                                                        | Monthly    |
| 21. Sweep/vacuum and dust stairways                                                                | X          |
| 22. Dust and spot clean elevators                                                                  | X          |
| 23. Breakdown chairs and tables, place in storage racks and place in storage                       | As Needed  |
| 24. Office doors are to be closed after cleaning or when meetings are being held in the auditorium | As Needed  |

WASHROOMSDailyOther

- |                                                                                                                          |   |           |
|--------------------------------------------------------------------------------------------------------------------------|---|-----------|
| 1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins.                     | X |           |
| 2. Clean and sanitize all flush rings, drain and over flow outlets                                                       | X |           |
| 3. Clean and polish all chrome fittings                                                                                  | X |           |
| 4. Clean and sanitize toilet seats                                                                                       | X |           |
| 5. Clean and polish all glass and mirrors                                                                                | X |           |
| 6. Empty all containers and disposal, insert liners as required                                                          | X |           |
| 7. Wash and sanitize exterior of all containers                                                                          |   | Weekly    |
| 8. Empty and sanitize interior of sanitary containers                                                                    | X |           |
| 9. Empty and damp clean ash trays                                                                                        | X |           |
| 10. Dust metal partitions                                                                                                | X |           |
| 11. Spot clean metal partitions                                                                                          |   | Weekly    |
| 12. Wash and sanitize metal partitions                                                                                   |   | Bi-weekly |
| 13. Remove spots, stains, splashes from wall area adjacent to hand basins                                                | X |           |
| 14. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.                          | X |           |
| 15. Refill all dispensers to normal limits, napkins, soap, tissue, towel, liner, etc.                                    | X |           |
| 16. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets | X |           |
| 17. High dust above hand height all horizontal surfaces including shelves, ledges, moldings                              |   | Weekly    |

FLOORS

ALL Tiled

- |                                                                                      |   |               |
|--------------------------------------------------------------------------------------|---|---------------|
| 1. Dust mop or sweep                                                                 | X |               |
| 2. Damp mop (lobby)<br>(restrooms & lounges)                                         | X | Semi-weekly   |
| 3. Sanitize restrooms                                                                | X |               |
| 4. Spray buff open areas, including knee<br>holes of desks                           |   | Weekly        |
| 5. Scrub and refinish to maintain adequate<br>protective coating                     |   | Bi-Monthly    |
| 6. Strip, clean refinish and machine polish<br>GIVE OFFICE ADVANCE NOTICE OF ITEM 6. |   | Semi-annually |

ALL CARPETED AREAS

DAILY

OTHER

- |                                                  |   |        |
|--------------------------------------------------|---|--------|
| 1. Spot vacuum open areas                        | X |        |
| 2. Remove spots and stains if possible           | X |        |
| 3. Thorough vacuum entire carpet areas           |   | Weekly |
| 4. Machine shampoo all carpet areas<br>Quarterly |   |        |

FURNITURE

- |              |  |        |
|--------------|--|--------|
| A. Fabric    |  |        |
| 1. Vacuum    |  | Weekly |
| B. Plastic   |  |        |
| 1. Damp Wipe |  | Weekly |

ALL BREAK ROOMS

- |                                                                          |   |  |
|--------------------------------------------------------------------------|---|--|
| 1. Wash and sanitize table tops, damp clean<br>seats and backs of chairs | X |  |
|--------------------------------------------------------------------------|---|--|

- |                                                            |   |        |
|------------------------------------------------------------|---|--------|
| 2. Empty all containers and disposal and sanitize interior | X |        |
| 3. Wash and sanitize exterior of all containers            |   | Weekly |

STAIRWAYS AND HALLS

- |                                                                |   |  |
|----------------------------------------------------------------|---|--|
| 1. Dust mop or sweep steps                                     | X |  |
| 2. Damp mop steps                                              | X |  |
| 3. Thorough vacuum carpet areas of hallways and stair landings | X |  |

ELEVATORS (Where Applicable)

- |                                      |   |         |
|--------------------------------------|---|---------|
| 1. Thorough vacuum all carpet areas  | X |         |
| 2. Remove spots and stains in carpet | X |         |
| 3. Machine Shampoo                   |   | Monthly |
| 4. Damp clean walls and railing      |   | Weekly  |

GENERAL

- |                                                                                      |   |            |
|--------------------------------------------------------------------------------------|---|------------|
| 1. Leave "At your Service", notice on any observed irregularities                    | X |            |
| 2. Turn off all lights except those to be left on. Close windows and lock all doors. | X |            |
| 3. Report evacuation of building to security organization                            | X |            |
| 4. Customer Service visit                                                            |   | Weekly     |
| 5. Formal customer review                                                            |   | Bi-Monthly |

EXTERIOR

- |                                  |   |        |
|----------------------------------|---|--------|
| 1. Sweep front steps to sidewalk | X |        |
| 2. Wet mop/hose off steps        | X |        |
| 3. Wash foyer exterior glass     |   | Weekly |

NOTE:

In addition to the regular services outlined, there shall be an initial overall cleaning to consist of the following:

1. Give advance notice to office of initial cleaning.
2. Strip, clean, refinish and machine polish all tiled areas
3. Machine shampoo all carpet areas.
4. Remove spots, stains, marks and soil on all doors and walls in the general office areas and hallways and lobby.
5. Clean glass doors at entrance foyers and all interior and exterior glass doors.