

MOBILE COUNTY COMMISSION

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

BID INVITATION

NO. 93-12

July 27, 2012

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

ANNUAL JANITORIAL SERVICES BID FOR MOBILE COUNTY LICENSE COMMISSION MICHAEL SQUARE LOCATION AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FIRM FROM OCTOBER 1, 2012 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, 8th floor south tower, Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) 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, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

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.

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. _____ AUGUST 22 _____, 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, \$ _____ PER MONTH.
Delivery can be made in _____ days from receipt of award.

RESPECTFULLY

BY _____

E-Verify



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer: Mobile County Commission

Connie Hudson

Name (Please Type or Print)

Title

Electronically Signed

Signature

12/21/2011

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

12/21/2011

Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name **Mobile County Commission**

Company Facility Address: **205 Government Street**

8th Floor South Tower

Mobile, AL 36644

Company Alternate

Address:

County or Parish: **MOBILE**

Employer Identification

Number: **636001644**

MOBILE COUNTY COMMISSION

BID FORM

Date: _____

BID #93-12

ANNUAL JANITORIAL SERVICES BID FOR MOBILE COUNTY LICENSE COMMISSION:

Company _____

Company Representative _____
(Print)

Company Representative _____
(Signature)

Address _____

Phone number () _____ **Fax number** () _____

Federal ID Number _____

Email Address _____

Company Web Address _____

Janitorial Specifications
Office of the License Commissioner
3925 Michael Boulevard, Suite F
Mobile, AL 36609

1. Janitorial services are to be performed Monday through Friday, except on County holidays. Work schedule is to begin at 4:00 pm and completed by 9 pm. Adequate personnel is required to complete assignments outlined in janitorial service specifications as well as supervision of the janitorial service employees.
2. Square footage of the building: 32,000 square feet
3. Contractor will provide all cleaning equipment, cleaning supplies, trash liners, sanitary liners, and labor and supervision necessary to perform services.
4. All expendable items, i.e., hand soaps, toilet tissue, paper towels, etc. will be furnished by the County of Mobile, as well as a special cleaner for the Fritz tile located in the lobby.
5. **Contractor and employees of the contractor will be required to wear apparel identifying name of janitorial service company.**
6. 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. Proper 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. Vendor will bill monthly for services rendered the preceding month. Invoices must contain the specific month of service, location, bid number, and a mailing address and telephone number of the Vendor. The Vendor shall submit invoices to:

Mobile County Commission
ATTN: Accounts Payable
P. O. Box 1443
Mobile, AL 36633
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. Wages: The vendor shall be responsible for all applicable company wages in accordance with the federal, state and local laws and ordinances.

10. 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.
- A. Conduct that shall not be tolerated, and may be cause for immediate termination of the contract:
1. Theft, abuse or misuse of supplies or equipment at any location in the building.
 2. Verbal, physical or sexual abuse or harassment of any person.
 3. Use of, or displaying the effect of the use of alcohol or drugs at the work site.
 4. Failure to follow specific security instructions.
 5. Allowing to be brought or the bringing of children, or other persons who are not legally employed by the vendor to the facility.
 6. Smoking in building.

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.

11. Building to be bid "as is."
12. The successful bidder hereby agrees, by accepting this contract, to indemnify and save harmless the County, License Commissioner and its employees 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 agreement. 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.
13. Janitorial Service will have a minimum of three employees on site each day, to include a supervisor and two employees.
14. **A Mandatory Pre-Bid Conference will be held at Michael Square, August 8, 2012 at 9:00 a.m. Contact: Shirley Byrd-Wade, License Operations Administrator at 574-5484.**

Exhibit A: Janitorial References

Janitorial References

Please provide a list of four (or as many as possible) of your past /current clients. Two (2) must be of the same type building as this bid covers. Each list will be kept in strict confidence. It is also helpful that you notify these clients and inform them of our efforts.

Name: _____
Firm: _____
Type of Facility (Office Building, Manufacturing, Hospital, etc.)

Address: _____
Telephone: _____ Fax: _____
Facility Size (sq. ft.): _____ Cost per month: _____
Number of Employees used to clean facility: _____

Name: _____
Firm: _____
Type of Facility (Office Building, Manufacturing, Hospital, etc.)

Address: _____
Telephone: _____ Fax: _____
Facility Size (sq. ft.): _____ Cost per month: _____
Number of Employees used to clean facility: _____

Name: _____
Firm: _____
Type of Facility (Office Building, Manufacturing, Hospital, etc.)

Address: _____
Telephone: _____ Fax: _____
Facility Size (sq. ft.): _____ Cost per month: _____
Number of Employees used to clean facility: _____

Name: _____
Firm: _____
Type of Facility (Office Building, Manufacturing, Hospital, etc.)

Address: _____
Telephone: _____ Fax: _____
Facility Size (sq. ft.): _____ Cost per month: _____
Number of Employees used to clean facility: _____

Regular Services to be Performed:

Washrooms

Daily

1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, and hand basins.
2. Clean and sanitize all flush rings, drain and overflow drains
3. Clean and polish all chrome fittings
4. Clean and disinfect toilet seats on both sides
5. Clean and polish all glass and mirrors
6. Empty all containers and disposals, insert liners as required.
7. Empty and sanitize interior and exterior sanitary containers.
8. Remove spots, stains, splashes from tile areas adjacent to hand basins.
9. Remove stains under the basins.
10. Wash and sanitize exterior of soap dispensers and paper towel dispensers, as well as trash container.
11. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
12. Refill all dispensers to normal limits, soap, tissue, towel, liners, etc. Public restrooms – Do not leave half empty rolls on top of dispensers. Tag Clerk restroom: Always leave two complete rolls of tissue in dispenser and left over tissue on top of dispenser.
13. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, tables, and frames.
14. Sweep, mop and sanitize all tile floors.
15. Empty trash receptacles and wipe if needed.
16. Wet mop and rinse restroom floors with disinfectant.

Weekly

1. Wash and sanitize metal partitions.
2. High dust above hand height all horizontal surfaces such as moldings, ledges, and partitions.

Lobby

Daily

1. Dust mop and/or sweep entire lobby with a non-treated dust mop. Damp mop problem areas with special Fritz tile cleaner only.
2. Empty wastebaskets
3. Damp wipe telephones using a disinfectant.
4. Clean, polish and sanitize drinking fountains.
5. Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, picture frames, shelves, counters, benches, tables, podiums, work stations.
6. Spot clean lobby glass including front doors. Remove finger marks on glass doors.
7. Clean and sanitize all counter tops with a high co-efficient disinfectant.
8. Spot clean lobby interior glass, including workstation glass. Remove fingerprints from glass at workstations.
9. Remove finger prints from doors, frames, light switch, kick and push plates, handles and railings.
10. Damp clean seats in lobby
11. Information Booth: Empty trash, sweep and dust

Every Other Work Day

1. Damp mop entire lobby with special Fritz tile cleaner. Use floor products only provided by License office on the Fritz tile in lobby!
2. Vacuum entrance mats.

Weekly

1. Clean and sanitize lobby interior glass including workstation glass.
2. Clean and sanitize counter tops at each workstation. Do not disturb client papers at workstations.
3. Dust all file cabinets.
4. Dust all open surfaces such as tables, chairs, copiers, shelves, ledges, chair railing.
5. Clean and sanitize interior and exterior wastebaskets.
6. Hand dust wood paneling.
7. High dust above hand height all horizontal surfaces such as moldings, ledges, and partitions.
8. Clean glass in Information Booth
9. Damp wipe phone using a disinfectant.

Tag Clerk/Customer Service/Driver License Area

Daily

1. Dust all workstations. Client papers at workstations are not disturbed.
2. Sweep and damp mop floor area at each workstation.
3. Empty wastebaskets
4. Dust counter tops at each workstation. Do not disturb client papers at workstations.
5. Vacuum carpet areas around the workstations and desks
6. Dust all desks and credenzas. Do not disturb client papers at desks.
7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Weekly

1. Clean and sanitize counter tops at each workstation. Do not disturb client papers at workstations.
2. Dust all file cabinets.
3. Dust all open surfaces such as tables, chairs, copiers, shelves, ledges, chair railing and wooden chairs, printer stands, computer stands.
4. Damp wipe telephones using a disinfectant.
5. Clean all workstation glass.
6. High dust above hand height all horizontal surfaces such as moldings, ledges, and partitions.

Tag Mail Area

Daily

1. Dust all workstations, counters and desks. Client papers at workstations are not disturbed.
2. Vacuum floor area.
3. Empty wastebaskets
4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Weekly

1. Clean and sanitize counter tops at each workstation. Do not disturb client papers at workstations.
2. Dust all file cabinets.
3. Dust all open surfaces such as tables, base of chairs, shelves, ledges, chair railing and wooden chairs, printer stands.
4. Damp wipe telephones using a disinfectant.

5. Clean all glass.
6. High dust above hand height all horizontal surfaces such as moldings, ledges, and partitions.

Tag Clerk Work Area (Area to be cleaned after all clerks have left)

Daily

1. Dust all counters. Client papers not to be disturbed.
2. Dust mop floor area.
3. Empty wastebaskets
4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Weekly

1. Dust all open surfaces, cabinets, ledges, lockers
2. Dust swinging doors
3. Damp mop floor - must be coordinated with supervisor of Tag Clerk Department.

Switchboard

Daily

1. Dust all counters. Client papers not to be disturbed.
2. Vacuum floor area.
3. Empty wastebaskets
4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Weekly

1. Dust all open surfaces, cabinets, ledges, base of chairs, etc.
2. Damp wipe telephones using a disinfectant.
3. Clean all glass

Tag Supervisor Office
(Area to be cleaned between 5:00 and 5:15 p.m.)

Daily

1. Dust desk and credenza. Client papers not to be disturbed.
2. Vacuum floor area.
3. Empty wastebaskets

Weekly

1. Dust all open surfaces, cabinets, ledges, base of chairs, etc.
2. Damp wipe telephones using a disinfectant.
3. Clean all glass
4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Training Room and Private Discussion Room

Daily

1. Dust all open surfaces, counters, and tables
2. Empty wastebaskets
3. Clean glass on desk in Private Discussion Room and glass in doors
4. Vacuum floors
5. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
6. Do not close door to the Training Room as it will lock

Weekly

1. Clean glass in Private Discussion Room
2. Damp wipe telephones using a disinfectant.

Computer Printer Room and Computer Room

**(These two areas are off limits except for emptying waste baskets on a daily basis.
Special cleaning will be coordinated with License Operations Administrator)**

Daily

1. Empty wastebaskets

Weekly

1. Clean glass outside of computer room and dust ledges.
2. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Upon Request

1. Sweep and vacuum rooms
2. Clean glass
3. Dust all surfaces
4. Damp wipe telephones using a disinfectant.
5. Damp mop computer printing room

Break Room

Daily

1. Damp wipe and sanitize table tops.
2. Damp clean seats and backs of chairs
3. Damp mop floors
4. Clean and sanitize counter tops
5. Check coffee pots, and if necessary remove coffee grounds
6. Empty trash cans
7. Clean glass in door and sanitize push/pull plates
8. Clean, polish and sanitize drinking fountains
9. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Weekly

1. Sanitize interior and exterior trash cans.
2. Clean and sanitize outside of refrigerators, microwaves.
3. Wipe wooden cabinets
4. Dust ledges, picture frames, etc.
5. Clean mirrors

Sales and Use Tax Department

Daily

1. Dust all workstations and desks. Client papers at workstations are not disturbed.
2. Vacuum all areas
3. Empty wastebaskets
4. Dust counter tops. Do not disturb client papers at workstations.
5. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, etc.
6. Dust all desks and credenzas. Do not disturb client papers at desks.
7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
8. Clean glass at customer windows
9. Private Discussion Room: Dust desk, vacuum floor, and clean glass

Weekly

1. Clean and sanitize counter tops at each workstation. Do not disturb client papers at workstations.
2. Dust all file cabinets.
3. Dust all open surfaces such as tables, chairs, copier, shelves, ledges, chair railing and wooden chairs, printer stands, computer stands. Do not disturb computers, printers or paper.
4. Damp wipe telephones using a disinfectant.
5. Clean all workstation glass.
6. High dust above hand height all horizontal surfaces such as moldings, ledges, and partitions, and overhead files at workstations.
7. Damp mop floor in Sales and Use Tax File Room
8. Clean all glass.

Monthly

1. Dust all shelves in the Sales and Use Tax File Room. Do not dust shelves within the media carousel unless supervised by a License Commissioner employee.

Records

Daily

1. Dust all workstations and desks. Client papers at workstations are not disturbed.
2. Vacuum all areas
3. Empty wastebaskets
4. Dust counter tops. Do not disturb client papers on counter tops.
5. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, etc.
6. Dust all desks and credenzas. Do not disturb client papers at desks.
7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Weekly

1. Clean and sanitize counter tops. Do not disturb client papers at workstations.
2. Dust all file cabinets.
3. Dust all open surfaces such as tables, chairs, copier, shelves, ledges, chair railing and wooden chairs, printer stands, computer stands. Do not disturb computers, printers or paper.
4. Damp wipe telephones using a disinfectant.
5. Clean glass in doors and in Records Department.
6. High dust above hand height all horizontal surfaces such as moldings, ledges, and partitions.

Vault Room

(Area to be cleaned between 4:00 - 5:00 p.m.)

Daily

1. Empty wastebaskets

Weekly

1. Vacuum carpet
2. Dust desk and table
3. Damp wipe telephones using a disinfectant.

Upon Request and with Supervision

1. Sweep and damp mop vault room floor

Mail Room

(Area located in Records Dept) to be cleaned between 4:00 - 5:00 p.m.)

Daily

1. Empty wastebaskets
2. Dust counters. Do not disturb client papers on counter tops.
3. Dust mop or sweep floor.
4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Weekly

1. Damp mop floor in Mail Room.
2. Clean glass in door and windows

Administrative Offices

(Cleaned between 4:00 - 5:00 p.m.)

Daily

1. Check box for special instructions
2. Empty wastebaskets
3. Clean and sanitize restroom in License Commissioner's office.
- 4.

Do not enter offices without knocking and seeking permission to enter.

Weekly (to be completed at convenience of office personnel)

1. Vacuum office
2. Clean conference table
3. Dust all desks in each office and clean glass on desktops and credenzas.
4. Damp wipe telephones using a disinfectant.
5. Mop restroom floor in License Commissioner's office
6. Dust mop and clean as necessary the back foyer.
7. Dust shelves in back foyer
8. Dust all open surfaces such as tables, chairs, copier, shelves, ledges, chair railing and wooden chairs, printer stands, computer stands. Do not disturb computers,

- printers or paper.
9. Dust mini blinds
 10. Dust picture frames
 11. Dust door frames
 12. Dust cubby hole shelves
 13. Clean and sanitize counter and sink
 14. Clean all glass in doors.
 15. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Conference Room and Library

1. Vacuum carpet (weekly)
2. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc. (weekly)
3. Dust all furniture (daily)
4. Use glass cleaner on glass top tables (weekly)
5. Dust shelves in Library (monthly)
6. Empty wastebaskets (daily)

General

Daily

1. Transport all trash to designated area. Trash must be placed in proper container bags and secured so loose material will not spill out
2. Empty three (3) 48 gallon receptacles located in front of building and replace liner on a daily basis.
3. Clean ashtray located above two of the 48 gallon receptacles on a daily basis.
4. Hallways lights should remain on at all times and designated lights within the offices.
5. **Do not enter or exit the building other than through the east side automatic door after all employees have left the building. Back doors are armed and alarm will sound. Janitorial Service will be responsible to pay for any accidental alarm events (\$100) per event.**
6. Set alarm and secure building
7. Sweep front sidewalk.
8. Dust mop and damp mop tile floors in hallways
9. It is the responsibility of the cleaning crew to keep both Janitor's Closets clean and orderly.
10. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
11. Strip, clean refinish and machine polish tile floors (except Fritz tile) quarterly.
12. Scrub and refinish tile floor (except Fritz tile) to maintain adequate protective

- coating every other month.
13. Clean lobby floors according to Fritz Tile cleaning product guidelines twice a year.
 14. Spray buff tile open areas at tag clerk stations monthly.
 15. Clean chair mats monthly.
 16. Thorough vacuum entire carpet areas daily.
 17. Remove spots and stains from carpet as needed.
 18. Pick up and properly dispose of trash located within the boundaries of the Office of the License Commissioner's parking lot.

Weekly

1. Owner of company must report once a week to review tasks of cleaning personnel and meet with License Operations Administrator
2. Wash exterior foyer glass
3. Dust chair railing
4. Dust the outside of fire extinguisher cases located in hallways

Monthly

1. Remove dust and cobwebs from ceiling areas
2. Remove insects from light panels in break room and hallways
3. Dust all doorframes
4. Remove all fingerprints and marks from around light switches and doorframes.

Twice A Year

Power wash the front sidewalks.

Do not mop floors while customers and employees are in the building unless given special permission.

In addition to the regular services outlined, there shall be an initial overall cleaning to consist of the following (please bid separately):

1. Strip, clean, refinish and machine polish all tiled areas. Products specifically formulated for the Fritz tile in the lobby of Michael Square will be used.
2. Machine shampoo all carpet areas, to be cleaned from a truck mounted unit pulling 20 horsepower.
3. Remove spots, stains, marks and soil on all doors and walls in the foyer, lobby and hallways and offices.

4. Thoroughly clean and sanitize all bathrooms, walls, stall walls, toilets (inside and out), mirrors, fixtures, etc.
5. Clean glass doors at entrance foyers and all interior and exterior glass.