

# MOBILE COUNTY COMMISSION

205 Government Street 8<sup>TH</sup> Fl. South  
Mobile, Alabama 36644

## BID INVITATION

BID NO. 17-20

JANUARY 31, 2020

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:

VENDING MACHINE SERVICES BID FOR MOBILE COUNTY REVENUE COMMISSION MICHAEL SQUARE LOCATION  
NOTE: PRICES MUST REMAIN FIRM FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2022.

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent 251-574-8613, 205 Government St. 8<sup>th</sup> Fl. S., 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. Bid bond will be accepted in the form of a certified check, cashier's check, postal money order, etc.

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](http://mobilecountyal.gov).

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. FEBRUARY 19, 2020

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

  
GLENN L. HODGE, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum

of \$ \_\_\_\_\_ (%) for drink machine. \$ \_\_\_\_\_ (%) for snack machine.  
Delivery can be made in \_\_\_\_\_ days from receipt of award.

RESPECTFULLY

BY \_\_\_\_\_



**IMPORTANT**

**THIS DOCUMENT MUST BE COMPLETED, SIGNED AND RETURNED  
WITH YOUR BID**

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at [www.uscis.gov/everify](http://www.uscis.gov/everify) and [www.Verify.Alabama.gov](http://www.Verify.Alabama.gov).

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

\_\_\_\_\_ (company name) has no employees in the State of Alabama,

Or

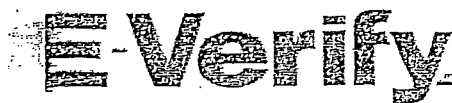
\_\_\_\_\_ (company name) is enrolled in E-Verify and a copy of the electronically signed signature page of the company's Memorandum of Understanding is attached.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

SAMPLE



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

12/21/2011

Signature

Date

Department of Homeland Security - Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

12/21/2011

Signature

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: 838001644

MOBILE COUNTY COMMISSION

BID FORM

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

BID NO. 17-20  
VENDING MACHINE SERVICES BID FOR MOBILE COUNTY REVENUE COMMISSION  
MICHAEL SQUARE LOCATION

Name of Company: \_\_\_\_\_

Company Representative: \_\_\_\_\_  
(Print)

Company Representative: \_\_\_\_\_  
(Signature)

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No. (        ) \_\_\_\_\_ Fax No. (        )  
\_\_\_\_\_

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

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

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

Please attach a current W-9.

## **VENDING MACHINE SERVICES**

### **1.0 THE INTENT OF THE ITB**

The intent of the "Invitation to Bid" (ITB) is to solicit bids for the provision of vending services at Mobile County Revenue Commission Michael Square location.

### **2.0 VENDOR INQUIRIES**

If additions, deletions, modifications, or clarifications to the ITB become necessary, the changes in the ITB will be noted in writing to the vendors. It shall be understood that nothing presented orally, through Vendor inquiries, will modify or alter the specifications. All required clarifications, revisions, and/or modifications will be made by written addendum only. All inquiries concerning this ITB should be sent to: **David Watts, Mobile County Revenue Commission 3925 Michael Blvd Ste. G Mobile, Alabama 36609. 251-574-5731.**

### **3.0 BID SUBMISSION**

- 3.1 Each bid must specify the percentage to be paid to Owner on the Bid Signature Form signed by an authorized representative of the Vendor. Additionally, the bid should include the name(s) of the person(s) authorized to negotiate with the Owner.
- 3.2 An original and one copy of the bid response must be provided. Bid responses shall be written clearly and legibly and submitted in a sealed envelope plainly marked on the outside with the word "BID", the bid number, and name "Vending Services."
- 3.3 Bids must be received by the Owner on or before the date and time shown on the "Invitation to Bid" letter. Bids not received by this date and time will be not be considered.

### **4.0 BASIS OF AWARD**

The Owner will review all qualified bids to ensure compliance with the bid requirements and award the bid to the bidder that proposes to pay the Owner the highest percentage of gross sales, as described in Section 6.3 below.

### **5.0 CONTRACT TERMS**

The term of this agreement is for three (3) years, commencing signatures are received by all parties. Notwithstanding any of the other provisions contained in the agreement, the Owner reserves the right to terminate this agreement upon proper notice, which shall be in writing, and provided to the Vendor at least thirty (30) days prior to termination of the agreement.

## 6.0 BID REQUIREMENTS

- 6.1 Bidder is to submit a proposal to provide comprehensive vending services for Mobile County Revenue Commission Michael Square location. The vending services include snack and drink machines.
- 6.2 Bidder shall include in the bid the types of vending services, prices, and schedules for stocking and re-supplying machines.
- 6.3 Each bidder must specify on the Bid Signature Form the percentage of gross sales that will be paid to the Owner as a monthly fee for maintaining vending services at Revenue Commission Michael Square location according to the list on Attachment 1. If the percentages are different for the snack and drink machines, please specify. The Owner will award the bid to the highest bidder that complies with these specifications. This is not an all or none bid.
- 6.4 Bidder shall submit all deliverables as listed in Section 11.0.

## 7.0 DEFINITIONS

- 7.1 For purposes of this bid, the term "Vendor" has been used to refer to the provider of services. The term "Bidder" is used interchangeably with "Vendor" to refer to the Vendor submitting the bid. The "Owner" and the "County" have been used to refer to the Mobile County Revenue Commission. The term "Start-up Plan" refers to the procedures and/or arrangements made to place vending equipment in operation in Mobile County Revenue Commission, to include dates, times, and type of machines.
- 7.2 Gross sales are defined as total receipts derived from vending machines.

## 8.0 VENDING MACHINE SERVICE

- 8.1 Vendor will furnish one drink and one snack machine. Prior to installing vending machines, all vending machines must be approved by the Mobile County Revenue Commissioner or their designated representative as identified in the start-up plan.
- 8.2 Owner and the successful bidder will jointly agree on prices charged for vending products, specific machine placement, locations, and machine types. Only recognized commodities will be permitted (national brands only).
- 8.3 The vending machines shall dispense only drinks, chips, crackers, candies, and other similar items, and not prepared foods such as sandwiches, soups or other similar items. Drink machine should contain both bottles and cans and should accept both coins and bills (preferably black and silver in color). The snack machine should have six rows and be black and silver in color.

- 8.4 Successful bidder shall pay a monthly fee based on a percentage of gross sales for the operation and management of the vending services. Monthly commission percentage will be paid by the 15<sup>th</sup> day of the following month to: **Mobile County Commission, Finance Department, PO Box 1443, Mobile, Alabama 36633.** A report shall accompany the payment outlining the gross amount collected, the month of collection, and the total commission paid.
- 8.5 Successful bidder will ensure vending items are stocked weekly and items rotated so that expired food items are promptly removed.

9.0 **INSURANCE AND WORKER'S COMPENSATION REQUIREMENTS**

- 9.1 Vendor shall purchase from and maintain in a company or alternative program with an A.M. Best rating of A- or higher that is lawfully authorized to do business in the State of Alabama, the following coverage:

Worker's Compensation, General Liability, and Business Auto Liability.

The insurance will be issued for not less than the following, or greater limits, if required by law:

1. Worker's Compensation

a). State: Statutory

b). Employer's Liability

\$1,000,000 per Accident

\$1,000,000 per Disease, Policy Limit

\$1,000,000 per Disease, each Employee

2. General Liability (including Premises - Operations; Independent Contractors; Products Completed Operations; Broad Form Property Damage; Personal Injury; Contractual)

- General Aggregate \$1,000,000
- Products and Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000

1). Product and Completed Operations to be maintained for one year after expiration of contract.

2). Name the Mobile County Revenue Commission as an additional insured.

3). Business Auto Liability (includes owned, non-owned, and hired vehicles)

4) Bodily Injury and Property Damage Combined

Each Accident \$1,000,000

- 9.2 The successful bidder must provide Owner with an insurance certificate, which will fully satisfy the minimum requirements of this proposal. The certificate shall contain a provision that should any of the policies be canceled before the expiration date, a 30 day prior written notice will be provided to the Mobile County Revenue Commission.
- 9.3 Vendors that cannot comply with the insurance requirements shall state why they cannot comply with the Owner's insurance requirements.

#### **10.0 VENDOR'S RESPONSIBILITIES**

- 10.1 Furnish and maintain vending machines.
- 10.2 Provide Owner a contact person and telephone number for problem resolution and coordination of vending-related activities. (placed on each machine)
- 10.3 Provide owner with a list of the machine types to be located in the Revenue Commission breakroom.
- 10.4 Insurance and Worker's Compensation Requirements
- 10.5 Vendors are to hold Mobile County Revenue Commission harmless and indemnify for acts or omissions relating to performance.

#### **11.0 DELIVERABLES** (To be provided with bid.)

- 11.1 Bidder shall attach the following documents to the proposal:

List of vending services currently operating in the Mobile metropolitan area along with the following on each:

- a). Client, location, contract name, and phone number.
- b). Type of service (concession or vending), and location.
- c). Number of vending machines and whether machines are owned or leased.

- 11.2 Start-up plan.
- 11.3 Provide the number and type of machines, supply intervals, time needed for placement and operation of machines.
- 11.4 Completed Insurance Certificate Form.
- 11.5 Proposed price list of vending machines and items.
- 11.6 Name and telephone number of vendor's point of contact.



12.0 OWNER'S RESPONSIBILITIES

12.1 Furnish building space for vending machines.

12.2 Identify Owner's responsible person and his or her duties.

12.3 Assist successful bidder in identifying locations and types of machines.

ATTACHMENT 1

MOBILE COUNTY REVENUE VENDING MACHINES

DIMENSIONS: 72"H X 39"W X 33"D

Drink Machines: 1 located in breakroom (BOTTLES AND CANS)

Snack Machines: 1 located in breakroom (6 ROWS)