

**MOBILE COUNTY COMMISSION**

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

BID INVITATION

NO. 117-25

DATE: SEPTEMBER 5, 2025

GREASE TRAP MAINTENANCE AND PUMPING AT SEVERAL MOBILE COUNTY LOCATIONS AS PER ATTACHED SPECIFICATIONS FOR MOBILE COUNTY BUILDING MAINTENANCE DEPARTMENT.

PRICES MUST REMAIN FIRM FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2028:

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: Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Chief Procurement Officer, 205 Government Street, 8<sup>th</sup> FL South, Mobile, Alabama 36644, [susan.holland@mobilecountyal.gov](mailto:susan.holland@mobilecountyal.gov) prior to the bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$30,000.00: 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, or 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 furnish 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 [www.mobilecountyal.gov](http://www.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. SEPTEMBER 24 \_\_\_\_\_, 2025.

**ALL BIDS MUST BE SEALED, "BID NUMBER, COMPANY'S NAME, AND NAME OF THE BID ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE." THE BIDDER WILL RETURN THE ENTIRE BID PACKAGE. BIDS MUST BE DELIVERED TO THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR SOUTH TOWER 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



E. EDWIN KERR, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum of

\$ see attached list.

Delivery can be made in \_\_\_\_\_ days from receipt of order.

RESPECTFULLY

BY \_\_\_\_\_

# E-Verify



**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

# 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	
<b>Connie Hudson</b>	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date
Department of Homeland Security - Verification Division	
<b>USCIS Verification Division</b>	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date

**SAMPLE DOCUMENT**

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:	639001644

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

BID # 117-25

GREASE TRAP MAINTENANCE AND PUMPING AT SEVERAL MOBILE COUNTY LOCATIONS FOR THE MOBILE COUNTY BUILDING MAINTENANCE DEPARTMENT:

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

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

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

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number( ) \_\_\_\_\_ Fax Number( ) \_\_\_\_\_

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

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

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

Please attach a current W-9.

## SPECIFICATIONS FOR GREASE TRAP MAINTENANCE AND PUMPING

### GENERAL OVERVIEW:

#### SECTION 001 – SCOPE OF WORK

#### Scope of Services:

This Service Contractor shall provide quarterly inspections of the grease traps at various Mobile County Commission Building Maintenance locations, as listed in Exhibit A – Grease Trap Locations. Each facility is unique and will have an in-ground grease trap containment unit containing 100 to 1,000 gallons, depending on the location.

#### Basic Services:

The Service Contractor will be required to perform inspections, maintenance & pumping of each tank per the Mobile Area Water & Sewer System's (MAWSS), Food Service Facility Grease Control Manual, January 2004, revised January 2010. Inspections must include using the "25% Rule", visual inspections, and any mechanical inspections, as required.

The Service Contractor shall completely remove all grease waste from the grease trap by backwashing, steaming, hydro blasting, and additional vacuuming to remove all waste materials, etc. (as approved by the MAWSS). Removal of the manhole cover may be required as part of this process to allow the cleaning to be performed and will be the responsibility of the Service Contractor to replace and secure the manhole cover once cleaning is completed.

Proper disposal of all waste materials shall be the responsibility of the Service Contractor and shall be performed as per the MAWSS Food Service Facility Grease Control Manual and in accordance with all MAWSS procedures and policies.

The maximum number of gallons to be pumped under Basic Services is 30,000 gallons per year. Additional pumping over 30,000 gallons per year will be performed under Additional Services as specified below. If less than 30,000 gallons are pumped per year, Service Contractor will be paid for only the number of gallons pumped in accordance with the Inspections, Maintenance & Pumping of Grease Traps listed under Contract Sum, Section 3.1 of the Agreement.

All required documentation for each location shall be submitted to the Service Contract Administration or his designee upon completion of any work at each location in a timely manner to facilitate accurate record keeping. Contact person is Christopher Schofield.

**Christopher Schofield**  
Warehouse Manager  
554 S. Royal St.  
Mobile, AL 36603

Office: 251-574-6435  
Cell: 251-421-3767  
Email: [Christopher.Schofield@mobilecountyal.gov](mailto:Christopher.Schofield@mobilecountyal.gov)

**Additional Services:**

Additional pumping over 30,000 gallons per year and required maintenance not covered under Basic Services and the Mobile Area Water & Sewer System (MAWSS), Food Service Facility Grease Control Manual (current edition), will be performed as Additional Services and shall be billed against the Allowance in accordance with the Unit Prices listed in the Agreement.

Prior to beginning any Additional Service work, a report on existing conditions along with a request for Additional Services with a cost estimate shall be submitted to the Service Contract Administrator for review and approval. No work shall be performed by the Service Contractor without written approval by the Service Contract Administrator.

The Service Contractor, upon executing this Agreement, acknowledges and accepts full responsibility for all activities related to this Scope of Work and all work performed under this Agreement. The Service Contractor, upon executing this agreement also agrees to compensate Mobile County Commission Building Maintenance for any fines, fees, or penalties that it may incur due to the service contractor's negligence or failure to provide services as stated in this agreement.

**Please note that additional Mobile County locations may be added during the term of this contract for the same cost per gallon.**

**END OF SECTION**

**SECTION 001 – SCOPE OF WORK**

**Grease Trap Inspections, Maintenance & Pumping**

**EXHIBIT A – GREASE TRAP LOCATIONS**

	<b>Location Name</b>	<b>Address</b>	<b>Size</b>
1	Strickland Youth Center Annex (1430) 2315 Costarides St, Mobile, AL 36617		3 X 1,000 gallons per month
2	325 Main Min. Security Facility (1250) 450 St Emanuel St, Mobile, AL 36603		3 X 1,000 gallons per month
3	Metro Jail (1200) 450 St Emanuel St, Mobile, AL 36603		3 X 1,000 gallons per month

BASIC PUMPING & MAINTENANCE PRICE PER GALLON UP TO 30,000 GAL PER YEAR	PRICE FOR PUMPING AND MAINTENANCE PER GALLON OVER 30,000 GALLONS PER YEAR
\$	\$