

MOBILE COUNTY COMMISSION

205 Government Street 8TH FL South
Mobile, Alabama 36644

BID INVITATION

NO. 122-22

JULY 26, 2022

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 JON ARCHER AGRICULTURAL CENTER AS PER ATTACHED SPECIFICATIONS:**

NOTE: PRICES MUST REMAIN FIRM FROM OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2025.

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent, 205 Government Street, 8th FL South, Mobile, Alabama 36644, 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 \$15,000.00: 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.

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 17, 2022.

ALL BIDS MUST BE SEALED, "BID NUMBER, COMPANIES 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



GLENN L. HODGE, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum of

\$ _____ Initial Cost \$ _____ Monthly Cost.
Delivery can be made in _____ days from receipt of order.

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 31-31-1, 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 and 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

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
<i>Electronically Signed</i>	12/21/2011
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	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:	636001644

Date: _____

BID #122-22

ANNUAL JANITORIAL SERVICES BID FOR JON ARCHER AGRICULTURAL CENTER:

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.

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 each building:

TOTAL SQUARE FT. 15,000

3. Contractor will provide all cleaning equipment, cleaning supplies, labor and supervision necessary to perform services. Awarded Vendor must supply their own trash liners and 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. This is a three (3) year contract.
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. A follow up letter will come from the Commission. 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. Cancellation procedures will be strictly enforced.

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. Each building to be bid "as is".
11. The successful bidder hereby agrees, by accepting this contract, to indemnify and save harmless the Mobile County Commission, 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.
12. Janitorial Service employees are required to wear a uniform or some type garment that will identify employees working for the company while on the premises.
13. Awarded vendor must have a local office and contact.
14. A mandatory pre-bid conference will be held on Tuesday August 9, 2022 at 10:00A.M at 1070 Schillinger Road. For questions please contact: Cindy Knowlton 251-574-8445

FOR EMERGENCY CONTACT Cindy Knowlton 251-574-8445

REGULAR SERVICES TO BE PERFORMED: GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, COURTROOMS, ETC.	FREQUENCY OF SERVICES	
	DAILY	OTHER
1. Empty wastebaskets	X	
2. Transport trash to designated area. Trash must be placed in proper Container bags and secured so loose Material will not spill out.	X	
3. Dust all furniture including desks, Chairs and table.	X	
4. Client papers on desks, tables, Cabinets etc. are not to be disturbed.	X	
5. Dust all exposed filing cabinets, Bookcases and shelves.	X	
6. Dust all telephones	X	
7. Clean and sanitize telephones		WEEKLY
8. Clean and sanitize drinking fountains	X	
9. Low dust all horizontal surfaces to Hand height (70") including sills, Ledges, moldings, picture frames, shelves, etc.	X	
10. High dust above hand height all horizontal Surfaces, including shelves, molding, Ledges.		MONTHLY
11. Spot clean desk tops	X	
12. Clean counter tops	X	
13. Spot clean lobby glass including front Doors.	X	
14. Clean entire lobby interior glass		WEEKLY
15. Remove finger prints from doors, frames, Light switch, kick and push plates, Handles, railings		WEEKLY

FREQUENCY OF SERVICES

DAILY

OTHER

- | | | |
|---|---|------------|
| 16. Dust venetian blinds | | BI-MONTHLY |
| 17. Remove dust and cobwebs from
Ceiling areas, diffuser outlets | | MONTHLY |
| 18. Sweep/vacuum and dust stairways | X | |
| 19. Empty and damp clean ash trays | X | |
| 20. Damp clean black boards if requested | | MONTHLY |
| 21. Hand dust wood paneling | | MONTHLY |
| 22. Breakdown chairs and tables, place in
Storage racks and place in storage | | AS NEEDED |
| 23. Office doors are to be closed after
Cleaning or when meetings are being
Held in the auditorium. | | AS NEEDED |

WASHROOMS

- | | | |
|--|---|--------|
| 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 disposals,
Insert liners as required | X | |
| 7. Wash and sanitize exterior of all
Containers | | WEEKLY |
| 8. Empty and sanitize interior of sanitary
Containers | X | |

9. Dust metal partitions	X		
10. Spot clean metal partitions		WEEKLY	
11. Wash and sanitize metal partitions		BI-WEEKLY	
12. Remove spots, stains, splashes from Wall area adjacent to hand basins	X		
13. Remove fingerprints from doors, frames, Light switches, kick and push plates, Handles, etc.	X		
14. Refill all dispensers to normal limits, Napkins, soap, tissue, towel, liner, etc.	X		
15. Low dust all horizontal surfaces To hand height, including sills, Moldings, ledges, shelves, frames, Heating outlets.	X		
16. High dust above hand height all Horizontal surfaces including shelves, Ledges, moldings		WEEKLY	
FLOORS		FREQUENCY OF SERVICES	
ALL TILED		DAILY	OTHER
1. Dust mop or sweep	X		
2. Damp mop (lobby, restrooms & lounges)	X		
3. Sanitize restrooms	X		
4. Spray buff open areas including knee Holes of desks			WEEKLY
5. Scrub and refinish to maintain adequate Protective coating			BI-MONTHLY
6. Strip, clean refinish and machine polish (GIVE OFFICE ADVANCE NOTICE OF ITEM 6)		SEMI-	ANNUALLY
ALL CARPETED AREAS			
1. Spot vacuum open areas	X		
2. Remove spots and stains if possible	X		
3. Thoroughly vacuum entire carpet areas	X		
4. Machine shampoo all carpet areas			QUARTERLY

FURNITURE

- A. Fabric
 - 1. Vacuum WEEKLY
- B. Plastic
 - 1. Damp Wipe WEEKLY

FREQUENCY OF SERVICES

DAILY OTHER

ALL BREAKROOMS

- 1. Wash and sanitize table tops, damp
Clean 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
- 4. Wash and sanitize all counter tops X
- 5. Refill paper towel dispenser to normal
Limit WEEKLY
- 6. Sweep and mop floor X

STAIRWAYS AND HALLS

- 1. Dust mop or sweep steps X
- 2. Damp mop steps X
- 3. Thoroughly vacuum carpet areas of
Hallways and stair landings X

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. Activate security code where
Applicable. X
- 3. Report evacuation of building to
Security Organization X

- | | |
|---------------------------|------------|
| 4. Customer service visit | WEEKLY |
| 5. Formal customer review | BI-MONTHLY |

FREQUENCY OF SERVICES

DAILY	OTHER
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INTERIOR

- | | |
|---|--------|
| 1. Wash all windows, including foyer
Where applicable. | WEEKLY |
|---|--------|

EXTERIOR

- | | | |
|---|---|--------|
| 1. Sweep sidewalks in front of facility | 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:

ADVANCED NOTICE MUST BE GIVEN TO THE DEPARTMENT:

1. Strip, clean, refinish and machine polish all tiled areas.
2. Machine shampoo all carpet areas.
3. Remove spots, stains, marks and soil on all doors and walls in the foyer, lobby and hallways.
4. Clean glass doors at entrance foyers and all interior and exterior glass doors.