

MOBILE COUNTY COMMISSION

205 Government Street 8TH Fl. South
Mobile, Alabama 36644

BID INVITATION

BID NO. 134-25

SEPTEMBER 15, 2025

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:

ICE VENDING MACHINE SERVICES BID FOR MULTIPLE MOBILE COUNTY PARKS AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FIRM FORM DATE OF AWARD THROUGH SEPTEMBER 30, 2028.

Any questions or comments concerning the bid requirements must be brought to the attention of Matthew Jones Deputy Environmental Services Director, matthew.jones@mobilecountyal.gov; 205 Government St. 7th Fl. S., Mobile, Alabama 36644, prior to bid opening or will be forever waived.

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 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.

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. OCTOBER 8, 2025

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



E. EDWIN KERR, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum

of \$ _____ (%) for ice vending machines gross sales per month.
Delivery can be made in _____ days from receipt of award.

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 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

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:	636001644

Date: _____

BID NO. 134-25
ICE VENDING MACHINE SERVICES BID FOR MULTIPLE MOBILE COUNTY PARKS

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.

ICE 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 ice machine services in Mobile County Parks.

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: matthew.jones@mobilecountyal.gov.

3.0 BID SUBMISSION

3.1 Each bid must specify the percentage of gross sales 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 ice vending machine services for Mobile County Parks. (see specifications)
- 6.2 Bidder shall include in the bid the types of vending services 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 ice machine vending services in the Mobile County Parks. The Owner will award the bid to the highest bidder that complies with these specifications.
- 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 Commission. The term "Start-up Plan" refers to the procedures and/or arrangements made to place vending equipment in operation in Mobile County Parks.
- 7.2 Gross sales are defined as total receipts derived from vending machines.

8.0 VENDING MACHINE SERVICE

- 8.1 Vendor will furnish all ice vending machines. Prior to installing vending machines, all vending machines must be approved by the Mobile County Parks' 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.
- 8.3 **Mobile County Commission reserves the right to add or delete machines throughout the contract term.**
- 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 15th 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 machines are maintained and supplies stocked regularly.

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

9.1 Vendor shall purchase and maintain in full force the following insurance to protect the service contractor and the Mobile County Commission at limits and coverages specified herein.

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 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 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.

10.3 Provide owner with a list of the machine types

10.4 Insurance and Worker's Compensation Requirements

10.5 Vendors are to hold Mobile County Commission harmless and indemnify for acts or omissions relating to performance.

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

11.1 Start-up plan.

11.2 Provide the number and type of machines, supply intervals, time needed for placement and operation of machines.

11.3 Completed Insurance Certificate Form.

11.4 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.

ICE MACHINE SPECIFICATIONS:

1. Provide 1400 pounds of Ice Per day (Upgradeable to 3900)
2. Vend at least 140, 10-pound bags per day (Upgradeable to 390)
3. Fully automated vending - Frozen, Bagged and Dispensed on site (Never touched by human hands)
4. Run on 220V 100amp single phase electrical service
5. Take Cash, Credit, and Advanced payment methods
6. Provide software-driven sales tracking reports on demand
7. Monitored electronically 24 hours a day to prevent vandalism
8. Sends machine failure notifications to prevent downtime
9. Fits in 7 feet by 5 feet space with 9 feet or less height requirement