

MOBILE COUNTY COMMISSION

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

BID INVITATION

BID NO. 135-25

SEPTEMBER 5, 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:

VENDING MACHINE SERVICES BID FOR MOBILE COUNTY GOVERNMENT PLAZA AND MOBILE COUNTY ANNEX 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 Susan Holland, Chief Procurement Officer 251-574-8613, 205 Government St. 8th Fl. S., Mobile, Alabama 36644, to or at 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. SEPTEMBER 24, 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 drink machines. \$ _____ (%) for snack machines.
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.dhs.gov/e-verify 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

RECEIVED

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	
SAMPLE DOCUMENT	
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 NO. 135-25
VENDING MACHINE SERVICES BID FOR MOBILE COUNTY GOVERNMENT PLAZA AND MOBILE
COUNTY ANNEX**

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 in Mobile County Government Plaza and Mobile County Annex.

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: val.rogers@mobilecountyal.gov at either address listed on the Bid Signature Form.

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 Government Plaza and Annex. 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 in Government Plaza and Mobile County Annex according to the list on Attachments 1 & 2. 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 Commission. The term "Start-up Plan" refers to the procedures and/or arrangements made to place vending equipment in operation in Mobile County Government Plaza and Annex, 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 all vending machines. Prior to installing vending machines, all vending machines must be approved by the Mobile County Commissioners 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.
- 8.3 Current vending services for Government Plaza, include **16 drink and 4 snack machines**. Current vending services for Mobile County Annex include **2 drink machines**. The number and/or type of vending machines per floor depend on the desires of the department(s) on that floor, subject to the approval of the Owner. 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. **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 items are re-supplied on a frequent basis and 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 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 and locations by floors within Government Plaza and Mobile County Annex.
- 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 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.
- 12.4 If necessary, provide historical data on vending services and coordinate survey of departments to determine vending needs. Monthly average commission received during a 12-month period for drink and vending machines was \$640.

ATTACHMENT 1

GOVERNMENT PLAZA VENDING MACHINES

Drink Machines: 16

Snack Machines: 4

North Tower

South Tower

9th floor: 1 drink machine
8th floor: 2 drink machines
1 snack machine

10th floor: 1 drink machine
9th floor : 1 drink machine
8th floor: 1 drink machine
1 snack machine

7th floor: 1 drink machine
1 snack machine

6th floor: 1 drink machine
5th floor: 1 drink machine

5th floor: 1 drink machine
1 snack machine

4th floor: 1 drink machine
3rd floor: 1 drink machine

3rd floor: 1 drink machine
2nd floor: 1 drink machine

2nd floor: 1 drink machine
Basement: 1 drink machine

ATTACHMENT 2

MOBILE COUNTY ANNEX VENDING MACHINES

Drink Machines: 2

Snack Machines 2

2nd floor: 1 drink machine

2nd floor: 1 snack machine

3rd floor: 1 drink machine

3rd floor: 1 snack machine