

MOBILE COUNTY COMMISSION

205 Government Street 8TH FL South
Mobile, Alabama 36644

BID INVITATION

NO.55-23

AUGUST 8, 2023

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 GUARD SERVICES BID FOR MOBILE COUNTY COMMISSION AS PER ATTACHED SPECIFICATIONS:**

NOTE: PRICES MUST REMAIN FIRM FROM OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2026.

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. SEPTEMBER 6, 2023.

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

\$ _____ per hour.
Delivery can be made in _____ days from receipt of order.

RESPECTFULLY

BY _____

THIS LETTER IS TO BE PRINTED ON
OFFICIAL BANK LETTERHEAD STATIONARY

CURRENT DATE

IRREVOCABLE LETTER OF CREDIT

We hereby establish our irrevocable letter of credit in your favor for ACCOUNT NAME, in an amount not to exceed 5% OF BID AMOUNT. Which will remain available to (Company name) for use in conducting Business with the Mobile County Commission.

BANK NAME

BANK REPRESENTATIVE SIGNATURE

NAME AND TITLE

SAMPLE

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.EVerifyAlabama.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	
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:	636001644

Date: _____

BID #55-23

ANNUAL GUARD SERVICES BID FOR MOBILE COUNTY COMMISSION:

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.

**MOBILE COUNTY
SECURITY GUARD SPECIFICATIONS
GENERAL REQUIREMENTS**

1. Successful bidder must furnish proof of Liability Insurance in the amount of one hundred thousand dollars (\$100,000.00), (one (1) certificate) to cover all locations and name Mobile County Commission as an additionally insured party. The successful bidder hereby agrees, by accepting this contract, to indemnify and hold harmless the Mobile County Commission, and the License Commissioner and its employees 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 damages to persons or property 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.
2. Successful bidder must furnish proof of Workmen's Compensation Insurance.
3. The guard must be armed and trained in the use of same.

Background check and drug test results should be available by the awarded bidder for Mobile County to review for each guard that is working at the various Mobile County locations upon request.

3. The guard will make hourly rounds of the facility to include but not limited to the parking lot (front, back, side), areas where employees and customers are parked and submit daily written reports to the facility supervisor. (Report form supplied by Guard Service can be either emailed to facility supervisor or a hard copy can be given).

Successful bidder will have a supervisor or owner make frequent inspections of the guard(s) on duty and meet quarterly with the facility supervisor or when requested by department if a problem exist. **A written summation of the quarterly meeting with the department is to be emailed to the designated department head or representative within 48 hours of each meeting.**

4. Successful bidder will provide 24 hour guard service at certain locations for each County holiday and weekends, if applicable; see attached schedule.

5. All locations require one guard per shift, except at the Mobile License Commission Main Office. Please see location.
6. Hours at each location are subject to change.
7. Guards will be provided with a copy of the rules for each facility and shall enforce them.
8. County can add and delete sites, and number of guards as needed @ bid price, with written notice.
9. Successful bidder must be able to communicate with guard(s) at each site at all times.
10. Guard(s) should not leave premises during appointed shift unless properly relieved and notice provided to Mobile County.
11. The guard (s) must not sit in vehicles during appointed shift.
12. Successful bidders will be notified in writing of any problems pertaining to the performance of the guard service specifications. This notification will be written by the person in charge of the location specified in the contract. (All written notifications must be copied to Mobile County Purchasing Department). Corrections are to be made by the successful bidder within two weeks.

IF AT ANY TIME THE LOW BIDDER FAILS TO FULFILL OR ABIDE BY ANY OF THE SPECIFICATIONS OR CONDITIONS HEREIN SPECIFIED, MOBILE COUNTY COMMISSION RESERVES THE RIGHT TO CANCEL ITS AGREEMENT.

SPECIFICATIONS FOR EACH SITE:

***County Garage, 560 Virginia Street**-Guard service will be provided from 3:30 p.m. until 7:00 a.m., Monday through Friday, 24 hours/day on the weekends and on all County holidays.

***James T. Strickland Youth Center, 2315 Costarides Street**-Guard service will be provided from 5:00 p.m. until 8:00 a.m., Monday Friday, 24 -hours a day on the weekend and on all County holidays.

License Commission Main Office, 3925 Michael Blvd Ste F.- Guard Service will be provided on an as needed basis as determined by the License Commissioner. Guard Service will be assigned specifically to the License Commissioner's office. The guard will patrol inside the lobby area, public restrooms, as well as random checks of the parking lot area.

License Commission, 5808 US Highway 90 W., Ste D- Guard Service will be provided on an as needed basis as determined by the License Commissioner. Guard Service will be assigned specifically to the License Commissioner's office. The guard will patrol inside the lobby area, public restroom, as well as random checks of the parking lot.

License Commission, 4557 St. Stephens Road - Guard service will be provided from 6:00 a.m. until 6:00 p.m. (or until last employee and customer leave the building after closing) Monday, Tuesday, Thursday and Friday. Only one (1) guard is required unless otherwise requested. The guard will patrol inside the lobby area, as well as random checks of the public restrooms (down hallway from common entry area), as well as random checks of the parking lot area.

Revenue Commission Main Office, 3925 Michael Blvd. Suite G- Guard Service will be provided on an as needed basis as determined by the Revenue Commissioner. Guard Service will be assigned specifically to the Revenue Commissioner's office. The guard will patrol inside the lobby area, public restroom, as well as random checks of the parking lot. During heavier traffic, guard may be required to stay until last customer and employees leave the building. Revenue Commission reserves the right to request replacement of any inactive guard service employee at site location.

Revenue Commission, 5808 US Highway 90 W, Suite G- Guard Service will be provided on an as needed basis as determined by the Revenue Commissioner. Guard Service will be assigned specifically to the Revenue Commissioner's office. The guard will patrol inside the lobby area, public restroom, as well as random checks of the parking lot. During heavier traffic, guard may be required to stay until last customer and employees leave the building. Revenue Commission

reserves the right to request replacement of any inactive guard service employee at site location.

Revenue Commission, 4557 St. Stephens Road Guard Service will be provided on an as needed basis as determined by the Revenue Commissioner. Guard Service will be assigned specifically to the Revenue Commissioner's office. The guard will patrol inside the lobby area, public restroom, as well as random checks of the parking lot. During heavier traffic, guard may be required to stay until last customer and employees leave the building. Revenue Commission reserves the right to request replacement of any inactive guard service employee at site location.

***Mobile County Public Works Camp III - 18325 Hwy 45 N. Citronelle, AL** Guard Service will be provided from 3:00 p.m. until 7:00 a.m. Monday through Friday, 24 hours on weekends and on all County Holidays.

24- HOUR NOTICE SERVICES

The following locations will need availability as required upon receipt of 24-hour notice. This service will be used to supplement existing security personnel:

Mobile County Public Works Camp I - 1200 N. Schillinger Road.

Mobile County Public Works Camp II-7075 McDonald Road, Irvington, AL

The offices with an asterisk (*) require guard service on all County holidays.

24- HOUR NOTICE SERVICES

The following locations will need availability as required upon receipt of 24-hour notice. This service will be used to supplement existing security personnel:

Mobile County Public Works Camp I - 1200 N. Schillinger Road.

Mobile County Public Works Camp II-7075 McDonald Road, Irvington, AL

The offices with an asterisk (*) require guard service on all County holidays.

COUNTY HOLIDAYS

HOLIDAY	NUMBER OF DAYS CLOSED
Columbus Day	1
Veteran's Day	1
Thanksgiving	2
Christmas	2
New Years	1
Dr. Martin Luther King, Jr. and Robert E. Lee's Birthdays	1
Mardi Gras	2
Memorial Day	1
Juneteenth	1
Independence Day	1
Labor Day	1

**County holidays are subject to change. Service Contractor shall be notified of any additions, substitutions, or deletions. Additionally, in the case of unplanned closures of Mobile County Revenue Commission and Mobile County License Commission at Various Locations, due to hurricanes, winter storms, etc., Service Contractor shall be notified as soon as possible.