

MOBILE COUNTY COMMISSION

205 Government Street 8TH FL South
Mobile, Alabama 36644

BID INVITATION

NO. 90-22

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 FOR LICENSE/REVENUE COMMISSIONS CITRONELLE OFFICE AS PER ATTACHED SPECIFICATIONS::

NOTE: PRICES MUST REMAIN FIRM FROM OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2024.

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



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

MOBILE COUNTY COMMISSION

BID FORM

Date: _____

BID #90-22

ANNUAL JANITORIAL SERVICES FOR LICENSE/ REVENUE COMMISSIONS CITRONELLE OFFICE:

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

Mobile County License Commission –Mobile County Revenue Commission— Citronelle Office
90-22

1. Building maintenance services are to be performed Tuesday and Thursday except on County holidays.
2. **Square Footage of Building:**
 - 2,747 square feet — License Commission
 - 2126 square feet --- Revenue Commission
3. Contractor will provide all cleaning equipment, cleaning supplies, labor and supervision necessary to perform services.
4. All expendable items, i.e., hand soap, toilet tissue, paper towels, etc., will be furnished by Mobile County.
5. Contractor shall provide insurance coverage as set forth below, and deliver to Mobile County 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 each owned, non-owned and hired vehicle — 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.

Mobile County Commission ATTN: Accounts Payable
P. O. Box 1443
Mobile, AL 36633
7. No change orders will be authorized once the Contract has been awarded.
8. **The term of this contract is two years.**
9. **Cancellation Procedure:** The Contractor 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. If no satisfactory corrections are made by the Contractor within two (2) weeks, the County of Mobile may, upon notification by the Department specified in the Contract, cancel the Contract immediately. If terminated, the Contractor will be removed from the bid list the following year.

The Contractor may cancel the Contract by giving Mobile County Commission no less than a thirty (30) days' notice (including Saturday, Sunday and official County of Mobile holidays) notice of intent to cancel the Contract. The Contractor must also forfeit fifty (50%) percent 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. The building will be bid "as is".
11. The successful bidder hereby agrees, by accepting this Contract, to indemnify and save harmless the Mobile County Commission, the License Commissioner, 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 Contractor, its officers, agents, servants or employees, arising from or growing out of Contractor's operations under this Contract. Contractor shall further be liable to the County for any damage to property of the County, arising from acts or omissions on the part of Contractor, its officers, agents, servants or employees.
12. Janitorial service employees are required to wear a uniform or some type of garment that will identify them as working for the company while on the premises of the License Commission.
13. JANITORIAL SERVICE IS REQUIRED TO HAVE A MINIMUM OF TWO (2) EMPLOYEES ONSITE WHEN CLEANING TO INCLUDE A SUPERVISOR AND A TEAM MEMBER.
14. A MANDATORY PRE-BID COFERENCE WILL BE HELD AT THE CITRONELLE OFFICE LOCATED AT 19135 S MAIN STREET, CITRONELLE, ALABAMA ON WEDNESDAY, AUGUST 3, 2022 AT 1:00 PM. ANY QUESTIONS SHOULD BE DIRECTED TO ADAM BOURNE, DEPUTY LICENSE COMMISSIONER AT 251-574-8790/ DAVID WATTS REVENUE COMMISSION AT 251-574-5731.
15. Awarded Contractor must have a local office and contact.

REGULAR SERVICES TO BE PERFORMED:**FREQUENCY OF SERVICES**

			1X/WEEK	1X/MONTH
		TUESDAY/THURSDAY		
1.	Empty wastebaskets	X		
2.	Clean & sanitize trash cans		X	
3.	Transport and dispose of Trash in designated area	X		
4.	Dust all furniture including Desks, chairs, tag cabinets	X		
5.	Clean & sanitize all phones		X	
6.	Spot clean desk tops	X		
7.	Clean & sanitize counter tops	X		
8.	Clean glass around clerks' Workstations	X		
9.	Dust & polish wood around Clerk's windows	X		
10.	Dust venetian blinds		X	

Bathroom

1.	Clean & sanitize all vitreous Fixtures, including toilet & sink	X
2.	Mop bathroom floor	X
3.	Clean & sanitize hand rail(s)	X
4.	Clean & sanitize walls, doors & knobs	X
5.	Wash mirror	X
6.	Empty & sanitize trash can	X

Floors

1.	Dust mop & damp mop all Tiled areas	X	
2.	Buff & refinish floors		X
3.	Strip, clean & machine polish All tiled areas	(2 times per quarter)	

Break Room

1.	Clean & sanitize table tops, counters & sink	X	
2.	Empty trash can	X	
3.	Clean & sanitize trash can		X

Note: In addition to the above-listed requirements, there shall be an initial clean and this service should be quoted and billed separately (at the beginning of each new fiscal year).