

MOBILE COUNTY COMMISSION

205 Government Street 8TH FL South
Mobile, Alabama 36644

BID INVITATION

NO. 93-22

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 MOBILE COUNTY LICENSE COMMISSION MICHAEL SQUARE BID 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

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 #93-22

ANNUAL JANITORIAL SERVICES FOR MOBILE COUNTY LICENSE COMMISSION MICHAEL SQUARE:

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
Office of the License Commission
3925 Michael Boulevard, Ste F
Mobile, AL 36609

1. Janitorial services are to be performed Monday through Friday, except on County approved holidays. The work hours are 4:00 P.M. —9:00 P.M. Adequate personnel are required to complete assignments outlined in the service specifications, as well as provide supervision of the janitorial staff.
2. **The building is 32,000 square feet.**
3. The Contractor will provide all cleaning equipment, cleaning supplies, trash can liners, sanitary disposal liners, labor and supervision necessary to perform the outlined services.
4. All expendable items, i.e., hand soaps, toilet tissue, paper towels, etc., will be furnished by Mobile County.
5. Contractor and all **employees of the Contractor will be required to wear apparel identifying the name of the janitorial service company. STRICTLY ENFORCED.**
6. Contractor is responsible for 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 — limit 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.
7. Contractor will bill monthly for services rendered the preceding month. **Invoices must contain the specific month of service, location, bid number, mailing address and telephone number for Contractor. Invoices should be submitted to:**
Mobile County Commission, ATTN: Accounts Payable-P.O. Box 1443, Mobile, AL 36633.
8. No change orders will be authorized once the contract has been awarded.

9. **The contract is for a term of two years.**

10. **Wages: Contractor will be responsible for all applicable company wages in accordance with the federal, state and local laws and ordinances.**

11. **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**, Mobile County may, upon notification by the department named in the contract, cancel said contract immediately. If terminated, you will be removed from the bid list the following year.

A. Conduct that shall not be tolerated, and may be cause for immediate termination of the contract:

1. Theft, abuse or misuse of supplies or equipment at any location in the building;
2. Verbal, physical or sexual harassment or abuse of any person;
3. Any use of drugs and/or alcohol; displaying the effect of drugs and/or alcohol while at the work site;
4. Failure to follow specified security instructions;
5. Allowing to be brought or bringing children or other persons not legally employed by the Contractor to the facility or in the facility; and
6. Smoking in the building.

B. Contractor may cancel the contract by giving Mobile County Commission no less than thirty (30) days (including Saturday, Sunday and official Mobile County approved holidays) notice of intent to cancel. The Contractor must also forfeit fifty (50%) percent of the charge for janitorial service for the 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.

12. Building to be bid "as is".

13. The successful bidder hereby agrees, by accepting this Contract, to indemnify and save harmless the County, License Commission, 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 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 Agreement. Contractor shall be further liable to Mobile County for any damage to property of the County arising from acts or omissions on the part of Contractor, its officers, servants and/or employees.

14. Contractor shall have a minimum of four employees onsite each day, to include a supervisor and three employees.

15. Contractor or an appointed representative will be required to visit the facility bi-weekly to review tasks of cleaning personnel and meet with Deputy License Commissioner or designee.

16. A mandatory pre-bid conference will be held at Michael Square (3925 Michael Blvd., Ste. F) on Wednesday August 3, 2022 at 9:30 am. Please contact Adam Bourne, Deputy License Commissioner at 251-574-8790 if you should have questions.

Services to be performed and frequency
License Commissioner's Office — Michael Square
4:00 P.M. — 9:00 P.M.

Area: Administration — cleaned between 4:30 PM — 5:00 PM daily (unless otherwise instructed)

Check w/secretary and/or receptionist for special requests	Daily	Check w/secretary prior to entering any office			
		Weekly	Bi-Weekly	Semi-Annual	Annual
Clean/sanitize trash cans	X				
Empty trash/change bags	X				
Clean/sanitize License Commissioner's restroom		Daily as needed or instructed			
Dust & sanitize desks, counters tops & cabinets		X			
Wash glass in doors		1X ea week			
Vacuum		1X ea week as needed			
Spot sweep	X				
Empty Shredder	X				
Wipe/sanitize phones		1X ea week			
Wipe/sanitize chairs		1X ea week			
Damp mop chair mats		1X ea week			
Dust Admin conf room		1X ea week or as needed			
Sweep mat/back hallway	X				
Damp mop back hallway		1X ea week			
Dust book shelves — back hallway		X			
Dust copiers & shelves	X				

Area: Vault Room — Cleaned between 4:00 — 4:15 daily

Clean/sanitize trash cans	X				
Empty trash/change bag	X				
Spot sweep		X			
Vacuum		X			
Dust desk tops/cabinets	X				
Damp mop mats/vault floor		1X ea week			

Area: General Lobby

	Daily	Weekly	Bi-Weekly	Semi-Annual	Annual
Clean/sanitize trash cans	X				
Empty trash/change bags	X				
Dust/damp wipe/sanitize chairs	X				
Dust/sanitize counter space	X				
Sweep floor daily & damp mop floor	X				
Machine scrub floor			1st & 15th of ea month		
Dust air/heat vents		X			
Wash/sanitize trash cans inside lobby area			X		
Clean glass (around clerks' area)	X				

Area: Greeters' Station

	Daily	Weekly	Bi-Weekly	Semi-Annual	Annual
Clean/sanitize trash cans	X				
Empty trash & change bags	X				
Dust/sanitize counter space	X				
Dust/sanitize chairs	X				
Sweep & damp mop floor (remove mats)	X				
Vacuum Mats	X				
Straighten mats	X				
Machine scrub floor			1st & 15th of ea month		

Area: Supervisors' desks & Clerks (tag line) & Tag Mail Dept:

To be cleaned after all clerks have left

	Daily	Weekly	Bi-Weekly	Semi-Annual	Annual
Clean/sanitize trash cans	X				
Empty trash & change bags	X				
Dust/damp wipe chairs					
Sanitize phones	X				
Sweep/damp mop floor space at ea window (move mats)		2X ea week			
Move mats & top scrub w/machine			X		
Damp mop all chair mats		1X/week			
Dust cabinet tops, bookcases, shelves	X				
Clean, dust window & sanitize window sills	X				
Wash glass	X				
Dust air/heat vents		X			

Area: Supervisor's Office

	Daily	Weekly	Bi-Weekly	Semi-Annual	Annual
Dust venetian blinds		X			
Dust & damp wipe furniture	X				
Clean/sanitize trash cans	X				
Empty trash/change bag	X				
Vacuum floor		X			

Area: All Bathrooms (employees & public)

	Daily	Weekly	Bi-Weekly	Semi-Annual	Annual
Sanitize toilets, urinals	x				
Sanitize sinks	x				
Wipe chrome fittings	x				
Sanitize flush rings/overflow drains	x				
Clean/sanitize trash cans and sanitary containers	X				
Empty all trash/sanitary containers	x				
Wash mirrors	x				
Wipe/sanitize partitions		X			
Wipe soap spots, stains, splashes from wall	X				
Wipe doors, frames, switches, etc sanitize	X				
Check/fill soap dispensers/paper towel & tissue	X				
Mop/sanitize floor	X				

Areas: Records/Accounting/Mail Room

Sanitize trash cans/empty trash/change bags	X				
Dust desks, cabinets, credenzas, etc	X				
Empty shredder	X				
Damp mop chair mats		1X/ week			
Wipe/sanitize phone	X				
Wash glass	X				

Area: Sales & Use Tax

Empty trash/change bags					
Clean/sanitize trash cans	X				
Empty trash/change bags					
Dust desks, cabinets, credenzas, etc	X				
Damp mop chair mats		1X/week			
Wipe/sanitize phones	X				
Wash glass	X				
Dust table/wash glass private discussion rm	X				
Supervisor's office:					
Empty trash/change bag	X				
Dust desk/cabinets	X				
Damp mop floor/mat		X			
Vacuum carpeted areas	X				

*****Dust printers / copiers in all areas once each week.**

General:

Break room - **daily**

- damp wipe/sanitize table tops and chairs (backs & seats)
- empty trash can and sanitize inside and outside
- damp wipe and sanitize counter top
- mop floor

Break room — **weekly**

- damp wipe/sanitize outside of cabinets and drawers
- remove insects from overhead light fixtures

Foyer — **daily**

- wash windows
- sweep/vacuum mats
- sweep/damp mop floor, sanitize

All Tiled areas -

- machine scrub **twice** each month (approximately 1st & 15th of ea month)
- strip & wax **once** each quarter
- spot mop (**daily**)
- **damp mop all tiled hallways 2x/week**

Side walk in front of building — **daily**

- sweep sidewalk area (east & west sides)
- power wash **2x per year**
- empty trash cans & change bags, sanitize cans
- empty smokers' urns
- wash & sanitize trash cans — **once each week**
- pick up and dispose of any trash located within the boundaries of the License Commission parking lot out front

Front glass windows — should be professionally cleaned once each month; however finger prints, smears, etc should be spot cleaned daily

No mopping of any floor is permitted if there are customers or employees present

Note: In addition to the regular services outlined, there shall be an overall initial clean to consist of (this service should be bid separate from monthly amount):

- Strip and wax all tiled areas
- Machine shampoo all carpeted areas (truck mounted unit with 20 horsepower)
- Dust and sanitize all areas, i.e., desk tops, telephones, vents, blinds
- Sanitize and remove all spots, stains, marks (all restrooms)
- Remove all spots, stains, marks, etc., from all doors, door plates, switches
- Wash all glass — windows, door glass, etc.