MOBILE COUNTY COMMISSION

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

BID INVITATION **BID NO. 97-21**

SEPTEMBER 16, 2021

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 BUILDING MAINTENANCE DEPARTMENT COMPLEX AS PER ATTACHED SPECIFICATIONS:

NOTE: PRICES MUST REMAIN FIRM FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2023.

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent 251-574-8613, 205 Government St. 8th Fl. S., Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding $15,000: 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, 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 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 13, 2021.

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

Glenn L. Hodge

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 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
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 #97-21

ANNUAL JANITORIAL SERVICES FOR MOBILE COUNTY BUILDING MAINTENANCE DEPARTMENT COMPLEX:

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

1. Janitorial services are to be performed Monday, Wednesday and Friday, except on County holidays. Work is to be performed at the following location:

   BUILDING MAINTENANCE
   554 SOUTH ROYAL STREET
   MOBILE, AL. 36603

   Hours in which services are to be performed are from 7:00 am until 10:30 am.

2. Square footage of building to be cleaned:

   Approximate square ft. 6900 including Electronics Department

3. Contractor will provide all cleaning equipment, cleaning supplies, labor (2 people) and supervision necessary to perform services. Janitorial services must supply their own trash liners for all trash containers.
4. All expendable items, i.e., hand soaps, toilet tissue, paper towels, etc., will be furnished by the County of Mobile.
5. Contractor shall provide insurance coverage as set forth below and deliver to the County of Mobile 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 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.
6. Contractor will bill monthly for services rendered the preceding month.

   Mobile County Commission
   ATTN: Accounts Payable
   P. 0. Box 1443 Mobile, AL 36633

7. No change orders will be authorized once contract has been awarded.
8. **This contract will remain firm from Date of Award through September 30, 2023.**
9. Cancellation Procedure. The vendor 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 locations specified in the contract. If no satisfactory corrections are made by the vendor within two (2) weeks, the County of Mobile may upon notification by the department specified in the contract, cancel the contract immediately. If terminated, you will be removed from the bid list the following year. The vendor may cancel the contract by giving the Mobile County Commission no less than thirty (30) days (including Saturday, Sunday and official County of Mobile holidays) notice of intent to cancel the contract. The vendor must also forfeit fifty percent (50%) 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 successful bidder hereby agrees, by accepting this contract, to indemnify and save harmless the county 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 Service, its officers, agents, servants or employees, 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.
11. **A mandatory pre-bid conference will be held on date: Tuesday September 28, 2021 time 9:00 am The Building Maintenance Office, 554 South Royal St., Mobile, AL.**
    Contact: Jim Stokley, 251-574-4444. All attendees are required to wear face coverings.
    Emergency contact: Victor Tipp, 251- 421-3494

GENERAL PRIVATE OFFICES, LOBBY

REGULAR SERVICES TO BE PERFORMED:	**EACH VISIT**	**OTHER**
1) Empty wastebaskets	X	
2) Transport trash to designated area	X	
3) Dust all furniture including desks, chairs and tables	X	
4) Client papers on desks, tables, cabinets etc. are not disturbed	X	
5) Dust all exposed filing cabinets, bookcases and shelves	X	
6) Dust all telephones	X	
7) Clean and sanitize telephones		weekly
8) Clean and sanitize drinking fountains	X	
9) Low dust all horizontal surfaces to hand height (70") Including Window sills, ledges, moldings, picture frames, shelves, etc.	X	
10) High dust above hand height all horizontal surfaces, including Shelves, molding and ledges		monthly
11) Spot clean desk tops	X	
12) Clean counter tops	X	
13) Spot clean lobby glass including front doors	X	
14) Clean entire lobby interior glass		weekly
15) Remove finger prints from doors, frames, light switches, Kick and push plates, handles, railings	X	
16) Dust blinds		
17) Remove dust and cobwebs from ceiling areas, diffuser		monthly

RESTROOMS

REGULAR SERVICES TO BE PERFORMED:	EACH VISIT	OTHER
1) Clean, sanitize and polish all vitreous fixtures including Toilet bowls, urinals and hand basins.	X	
2) Clean and sanitize all flush rings, drain and overflow outlet	X	
3) Clean and polish all chrome fittings	X	
4) Clean and sanitize toilet seats	X	
5) Clean and polish all glass and mirrors	X	
6) Empty all containers and disposal, insert liners as Required	X	
7) Wash and sanitize exterior of all containers		weekly
8) Spot clean partitions	X	
9) Clean and sanitize partitions		bi-weekly
10) Remove spots, stains, splashes from wall area adjacent To hand basins	X	
11) Remove fingerprints from doors, frames, light switches Kick and push plates, handles, etc.	X	
12) Refill all dispensers to normal limits, towels, soap, Toilet tissue and can liners.	X	
13) Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames and heating outlets	X	
14) High dust above hand height all horizontal surfaces including shelves, ledges, moldings	X	

FLOORS

REGULAR SERVICES TO BE PERFORMED:	EACH VISIT	OTHER
VINYL TILE		
1) Dust mop or sweep	X	
2) Damp mop (lobby, hall, offices, break rooms)	X	
3) Sanitize restrooms	X	
4) Spray buff open areas including knee holes of desks		weekly
5) Scrub and refinish to maintain adequate protective Coating		bi-monthly
6) Strip, clean refinish and machine polish		semi annually
ALL CARPETED AREAS		
1) Spot vacuum open area	X	
2) Remove spots and stains if possible	X	
3) Thorough vacuum entire carpet areas		weekly
4) Machine shampoo all carpet areas		quarterly

REGULAR SERVICES TO BE PERFORMED:	EACH VISIT	OTHER
Furniture		
Fabric		
1) Vacuum		weekly
Plastic		
1) Damp wipe		weekly
ALL BREAK ROOMS		
Wash and sanitize table tops, damp clean chair seats and backs		weekly
Empty all garbage containers and sanitize interiors	X	
GENERAL		
1) Leave notice of any irregularities found on site		
2) Report of evacuation of building to Warehouse Manager or personnel	X	
3) Customer service visit		weekly
4) Formal customer review		bi-monthly

NOTE:

In addition to the regular services outlined, there shall be an initial overall cleaning to be completed within the first month of service to consist of the following:

1) Give advance notice to **designated contact** of initial cleaning.
2) Strip, clean, refinish and machine polish all tiled areas.
3) Machine shampoo all carpet areas.
4) Remove spots, stains, marks and soil on all doors and walls in the general office areas and hallways and lobby.
5) Clean glass doors at entrance foyers and all interior and exterior glass doors.
6) Initial cleaning to be scheduled on the weekend with the **designated contact.**