

## **BIDDER PRE-QUALIFICATIONS AND INFORMATION PACKAGE**

Mobile County, "COUNTY" as Owner and Awarding Authority, requests Submittals from Service Contractors to identify qualified Bidders for the Janitorial services of:

**Mobile County Government Plaza  
205 Government Street  
8<sup>th</sup> Floor  
Mobile, Alabama, 36602  
Pre-Qualification  
Bid #84-26**

Pre-Qualification submittals shall be received by the Purchasing Department **via mail or hand delivery to: Pre-Qualification Packet Bid #84-26, 8<sup>th</sup> Floor South Tower, 205 Government Street, Mobile, Al, 36602, no later than 10:00am local time by Wednesday, June 24, 2026. Any submission received after the date/time listed shall be returned to sender and not opened or reviewed.**

### **A. SERVICE CONTRACTOR BIDDER PRE-QUALIFICATIONS:**

The prequalification procedure is intended to identify responsible and competent Service Contractor bidders relative to the requirements of the Janitorial Bid Documents. Only approved Service Contractor bidders who have been pre-qualified will be eligible to submit a bid for the Janitorial Contract. Bid documents will be made available via mail from Mobile County Commission.

Service Contractor Bidders interested in submitting a proposal must apply for pre-qualification and provide a current and valid City of Mobile and Mobile County Business Licenses. A copy of both shall be included in the pre-qualification submittal.

To be considered, the completed application package must be received no later than **via mail or hand delivery to: Pre-Qualification Packet Bid #84-26, 8<sup>th</sup> Floor South Tower, 205 Government Street, Mobile, Al, 36602, no later than 10:00am local time by Wednesday, June 24, 2026. Any submission received after the date/time listed shall be returned to sender and not opened or reviewed.**

Requests for information or clarification shall be submitted to Jamila Carter ([jamila.carter@mobilecountyal.gov](mailto:jamila.carter@mobilecountyal.gov)) at least Three (3) business days prior to the due date.

Notification of successful respondents will be issued via email, at which time final bid documents will be mailed with information of the pre-bid date and time.

The County reserves the right to waive any technical errors in application or to abandon the pre-qualification process if the interest of the County appears to be promoted thereby.

**B. BIDDER PRE-QUALIFICATION APPLICATION:**

- All prospective bidders shall complete and return the Pre-Qualification Packet no later than Wednesday, June 24, 2026, by 10:00 am local time. Completed packet shall be hand delivery or mail to: **Pre-Qualification Packet, 8<sup>th</sup> Floor South Tower, 205 Government Street, Mobile, Al, 36602, no later than 10:00am local time by Wednesday, June 24, 2026.** Any submissions received after the appointed time will not be accepted. Failure to complete the Pre-Qualification Packet requirements will be considered an automatic disqualification.
- Only those bidders that score 70% or greater will be invited to the Mandatory Pre-Bid Conference and Site Visit, to be allowed to provide a bid.

**1. COMPANY PROFILE (Maximum 30 pts)**

*Points will be assigned according to the completeness of this section.*

**Concisely respond to the following:**

- A. Contractor Qualifications:** Service Contractor must have been in business at least Seven (7) consecutive years. **Service Contractor shall also provide evidence of recent janitorial service experience in multi-story and multi-buildings equivalent to at least 500,000 sq. ft. or more.**
- Business Name/Location
  - Contact Name
  - Company Physical and Mailing Addresses
  - Contact Information – telephone and email
  - List and Biographical information of company officers
  - Length of consecutive years in operation
  - Description of service experience – location(s), type(s) of service, size, etc.
  - List of previous work with governmental agencies of any size
  - Mission Statement
  - E-Verify Documentation
  - Number of current employees who can pass the background check
- B.** The Service Contractor, by submitting this pre-qualification, acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof. The County will not be responsible for any misunderstanding of the work to be furnished or completed, or any of the conditions surrounding the performance thereof. It is understood that execution of the Agreement by the Service Contractor serves as the stated commitment to fulfill all requirements and conditions referred to in this Agreement.

**2. RELEVANT EXPERIENCE (Maximum 25 pts)**

*Points will be assigned relative to the extent of previous janitorial experience similar in scope and complexity to this project. The applicant must list a minimum of (3) three similar projects.*

- Name of Facility & Owner - include contact information
- Contract amount and method of award
- Type & Area size of the building(s)
- Services rendered
- Years in service at this location
- Years of experience in cleaning and maintaining granite flooring

**3. CURRENT WORKLOAD AND CAPACITY TO COMPLETE THIS PROJECT (Maximum 25 pts)**

*Points will be assigned relative to the reviewer's evaluation that the applicant has sufficient resources to complete the job including proper staff and resources.*

List of major projects your organization has in progress as outlined below:

- Name of Project & Owner - include contact information
- Contract amount and method of award
- Type & Area size of the building(s)
- Services rendered
- Granite cleaning and maintenance

**4. INSURANCE (Maximum 10 pts)**

*Points will be assigned according to the completeness of this section.*

- A.** Service Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Service Contractor and the Mobile County Commission (MCC) at limits and coverages specified herein of no less than \$5,000,000 in General Aggregate, see Exhibit A – Insurance Requirements. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to protect the Service Contractor fully and adequately. If requested by MCC, Service Contractor will provide copies of policies within 10 days of request.
- B.** All insurance shall be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A- VII and must be acceptable to MCC. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to MCC for prior approval.

**5. DRUG TESTING & SAFETY PROGRAMS (Maximum 10 pts)**

*Points will be assigned according to the thoroughness of programs currently utilized by the applicant to maintain a safe working environment.*

- A. Describe in detail your company's policy regarding drug testing.
- B. The applicant must demonstrate a good safety record pertaining to its own forces, to subcontracted forces and to third parties. Request for qualification must include a listing of all OSHA citations, claims filed, etc., that have occurred over the past five years related to demolition activities.

**C. SCOPE OF WORK:**

Work to be performed by Service Contractor for which Service Contractor must be qualified is an enhanced level of janitorial services to consist of furnishing all labor, materials, insurance, tools, equipment and supplies, and all associated travel time and expenses required to provide and maintain the janitorial services at Government Plaza located at 205 Government Street, Mobile, AL 36602, in accordance with the following:

**General Requirements:**

1. Coordinate all work with the Service Contract Administrator and give adequate advance notice. Regular workdays shall be Monday – Friday beginning at 4:30pm (for the Court Police's Offices Only), 5:30pm to 4:00am the next day. Day Porter Employees shall be regular hours Monday – Friday, 7:00am to 4:00pm.
2. Service Contractor shall furnish adequate personnel to perform the specified work and shall allow sufficient time to properly do the work (i.e. Service Contractor must not cut work short if overtime pay is required to complete all tasks satisfactorily). This contract does NOT allow for overtime.
3. Work must be supervised by the appointed supervisor of the company to assure that all work is satisfactorily performed.
4. Service Contractor's employees must be carefully screened, trained, and supervised by Service Contractor.
5. Service Contractor shall obtain criminal background checks, at its expense, on all personnel at the start of this contract or upon employment. The criminal background check is to include federal, state, and local including any location that the employee has resided within the past Five (5) years. Any person who has been convicted of a felony and/or certain misdemeanors will not be allowed access to provide services to Government Plaza, if applicable.
6. When working, Service Contractor's employees shall be neat in appearance, always wear approved company uniform, and wear company approved identification on their persons, as well as the County issued identification security cards, if applicable. The County shall reserve the right to have any Service Contractor's personnel removed, relocated, and/or barred from access to Government Plaza at any time. Service Contractor shall replace the employee immediately upon notification by the Service Contract Administrator. The Service Contractor's personnel shall immediately return the County issued identification card, if applicable.
7. Service Contractor's employees shall not use personal telephones, radios, televisions, or other electronic devices while on duty.

8. Service Contractor's employees shall turn on lights only while cleaning and only in the area being cleaned. All lights (except those designated by the County) shall be turned off when cleaning is complete.
9. Service Contractor shall provide all equipment necessary to provide the work as described in this section, including but not limited to waste can liners, mops, clean mop heads, commercial vacuum cleaners, carts, rags, toilet bowl brushes, extension poles, gloves, personal protective equipment, training, etc.
10. The County shall provide hand soap, toilet tissue, paper towels, and toilet seat covers, if applicable, as well as any special cleaners. Service Contractor shall provide weekly inventory list on all necessary items to the Service Contract Administrator in a timely manner.
11. Service Contractor shall provide all cleaning solutions and chemicals and must make sure that the cleaning supplies are always available during the term of this Agreement.
12. Whenever chemicals or cleaning solutions are required, apply them in the concentration and quantity as recommended by the manufacturer in accordance with all applicable codes. Service Contractor shall provide and keep updated copies of the Safety Data Sheets (SDS). A proper and approved SDS Book shall be in each janitorial closet as required. All areas shall be properly and thoroughly prepared to receive chemicals and cleaning solutions.
13. Service Contractor's employees shall use all means necessary to protect floors, walls, and furnishings from damage caused by Service Contractor's equipment, cleaning materials, cleaning techniques, and personnel.
14. If Service Contractor causes damage to any of Mobile County's, the City of Mobile's, and/or the State of Alabama's property in the course of its work, Service Contractor shall immediately notify the County and shall have all repairs or replacements made at no cost to Mobile County, the City of Mobile, or the State of Alabama.
15. Service Contractor shall coordinate time, building access, and other conditions necessary for cleaning with the Service Contract Administrator.
16. Service Contractor shall coordinate scheduling of services with the County's Service Contract Administrator and/or designated building representative(s).
17. In the event of discrepancies or unusual circumstances, immediately notify the Service Contract Administrator. Do not proceed with cleaning until all discrepancies and questions have been fully resolved.
18. All building areas shall be cleaned according to these specifications and at the time and frequencies designated.
19. No invoices shall be approved for payment if areas are not adequately cleaned. The Service Contractor shall increase cleaning to whatever degree may be found appropriate and subject to approval of authorized personnel. Follow-up shall be continued as long as the problem persists at no additional cost to the County.
20. Do not disturb papers on client desks, tables, chairs, etc. If paper is on the floor and there is doubt of the paper's importance, confirm with individual as to if they want the papers moved or left in place. In no circumstance is Service Contractor's personnel to move, touch, disturb items without authorization.
21. All surfaces designated shall be dusted with clean cloths, dusters, brushes, etc. Any surface with fingerprints, dirt, markings, etc. shall be cleaned with a clean damp cloth and the appropriate cleansers.
22. All telephones shall be cleaned and sanitized with clean cloths and disinfectant for bacteria, germs, and odor.
23. All drinking fountains, containers, toilet partitions/fixtures, etc. shall be cleaned, sanitized, and disinfected with the appropriate cleanser standardized in the industry.

24. Remove fingerprints, spots, dirt, etc. from furniture, doors, frames, etc. with a clean damp cloth and cleanser standardized in the industry. No streaks or stains shall remain.
25. Clean all glass (interior only) with a glass cleaner and process standardized in the industry.
26. All non-carpeted flooring shall be mopped clean with clean water and the appropriate cleanser standardized in the industry for that type of flooring. Floors shall be polished to maintain protective coating. Floors shall be stripped, cleaned, refinished, and machine, semi-annually.
27. Carpeted flooring shall be shampooed per the schedule in, or as needed per the Service Contract Administrator's request. The carpeted flooring shall be shampooed using rotary discs and non-soiling shampoo to penetrate fibers. Clean with absorption disc. Vacuum carpet the day after shampooing. Use shampoo that is compatible with carpet and as recommended by the manufacturer of the shampoo and the carpet. High power vacuum loose grit and soil from carpet. Carpet shall be pre-treated to remove any stains. Carpet shall be shampooed clean using rotary discs and a non-soiling shampoo solution. Clean or rinse, extract using high performance extraction equipment. Deodorize carpet with specified chemical agent to control odors.
28. All work shall be in accordance with the Clean Water Act; the Alabama Water Pollution Control Act; the current version of the Alabama Handbook for Erosion Control, Sediment Control, and Stormwater Management on Construction Sites and Urban Areas; and the current version of the Mobile, Alabama City Code Chapter 17 Stormwater Management and Flood Control. All wastewater with oils, grease, etc. shall be properly contained and disposed of. It cannot be directed into the storm drains. Work to be performed shall:
  - a. Provide protection and construct janitorial services in ways that comply with all applicable environmental laws and regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
  - b. Comply with all Mobile County Commission, City of Mobile, and Alabama Department of Environmental Management requirements. Pay particular attention to Water Regulation and Allowable Discharges.
  - c. Obtain any necessary permits that may be required due to discharges.
29. Floor drains in all public restrooms shall be refilled with water and cleaner to always maintain appropriate levels, on a regular schedule.
30. A full list of floors within the South Tower, Mezzanine, and North Tower of Government Plaza will be attached in the bid documents.
31. A full list of the City of Mobile's, the Mobile County Commission's, and the State of Alabama's Holidays will be attached in the bid documents.
32. Specific cleaning requirements and building layouts will be attached in the bid documents.
33. During the term of the Agreement, the County may ask the Service Contractor for extra cleaning services outside of the regular schedule as described in the bid documents. The Service Contractor shall provide a quote for the extra cleaning services using the Unit Pricing for Labor and Parts Rates, Additional Services, as described in the Agreement.
34. During the course of this Agreement, the County may also request the Service Contractor to provide personnel for Special Events Services. The Service Contractor shall provide a quote for the services requested by the County using Unit Pricing for Labor and Parts Rates, Special Event Pricing, as described in the Agreement.
35. The Service Contract Administrator shall meet with the Service Contractor on a regular basis to provide feedback on all services provided.
36. Service Contractor shall assist with the setup or breakdown of seating, tables, displays, and other meetings or events as needed.

## **INSURANCE REQUIREMENTS**

### **Contractors**

Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Contractor and the Mobile County Commission (MCC) at limits and coverages specified herein. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the Contractor. If requested by MCC, Contractor will provide copies of policies within 10 days of request.

All insurance will be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A- VII and must be acceptable to MCC. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to MCC for prior approval.

**NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY MCC.**

**(a) Worker's Compensation and Employers Liability**

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employers Liability	\$1,000,000 Each Accident
	\$1,000,000 Each Employee
	\$1,000,000 Policy Limit

Policy shall contain a Waiver of Subrogation Endorsement in favor of MCC.

**(b) Commercial General Liability**

Coverage on an Occurrence form with a combined single limit (Bodily Injury and Property Damage combined) as follows:

Each Occurrence	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Products/completed Operation Aggregate	\$2,000,000
General Aggregate	\$5,000,000

- Aggregate Limit applies per Project
- Coverage to include
  - Premises and operations
  - Personal Injury and Advertising Injury
  - Products/Completed Operations

- Independent Contractors
  - Contractual Liability
  - Explosion, Collapse and Underground hazards
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- The Commercial General Liability policy, shall name MCC as Additional Insured for claims arising out of the Contractors and/or any Subcontractors work. The ISO Forms CG 20 07 04 and CG 20 37007 04 or a comparable form that is no more restrictive shall be required. The additional Insured form MUST include the current Operations and Products/Completed Operations of each contractor. The naming of the additional insured does not obligate the additional insured to pay any premiums due.
  - Aggregate limits to be on a “per project” basis.

**(c) Automobile Liability**

Covering all Owned, Non-Owned, and Hired vehicles with a Combined single limit (bodily injury and property damage combined) of \$1,000,000 each accident. The policy shall name MCC as an Additional Insured.

**Certificate of Insurance**

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by MCC **PRIOR** to commencement of any work on the contract. Each policy shall be endorsed to provide thirty (30) days prior written notice of cancellation to the MCC