

**MORGAN COUNTY COMMISSION
INVITATION TO BID**

BID INVITATION NUMBER: 22-01

CLEANING CONTRACTS AT THE FOLLOWING COUNTY LOCATIONS:

Morgan County Archives – 624 Bank St NE, Decatur AL 35601

Morgan County District 1 Office – 2626 Central Pkwy SW, Decatur AL 35603

Morgan County District 2 Office – 550 Shull Rd NE, Hartselle AL 35640

Morgan County Commission is soliciting sealed bids for the services listed above. **Bids will be awarded separately by location. Bidders are not required to bid on all locations.** Bids will be received by the Morgan County Commission at the Morgan County Courthouse, Commission Office, 5TH Floor, 302 Lee Street, Decatur, Alabama 35602, until

Monday, November 22, 2021 at 9:00 a.m. C.S.T.

Bids will be opened in the County Commission Chambers at the above stated time and date. Time is of the essence in submitting bids and only sealed bids received in the Commission office by the time listed above shall be opened and considered. Bidders and other interested individuals are invited to attend the bid opening.

Prospective bidders are instructed to read the General Terms and Conditions and Bid Specifications very carefully. Bid addendums will be provided to all bidders, if necessary. Bids must be made in compliance with the guidelines in the sections referred to herein and ***each page initialed by the bidder representative to denote understanding of such compliance and returned with the submitted bid.***

Bid envelopes should be sealed and marked as follows:

**Bid Invitation Number 22-01
Cleaning – Various Locations
November 22, 2021 at 9:00 a.m.**

Bids may be mailed to Morgan County Commission, P.O. Box 668, Decatur, AL 35602.

If there are any questions about bid procedures, please contact Jessica Smith at 253.351.4732 or ismith@co.morgan.al.us.

Morgan County Commission

Bidders Initials: _____

General Terms and Conditions

- All bids must be typed or hand written in ink on the attached Bid Proposal Form. Please place the Bid Proposal Form in front of all other documents included in the bid packet. Bids submitted in pencil and bids not submitted on the Bid Proposal Form will not be considered. All corrections shall be initialed and dated by the bidder representative. Bids that are submitted without being signed will automatically be rejected.
- Bid envelopes must be sealed and must indicate clearly the appropriate bid number, bid item, and bid opening date, as indicated on the cover sheet of the bid packet. Bids by Facsimiles and emails will not be accepted. The commission will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Commission office by the deadline stated in the bid request.
- The Commission provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, sex, creed, age, disability, national origin or religion in consideration for an award. Bidders must abide by the provision of the American with Disabilities Act of 1990 and assure that in connection with the performance of work under this agreement that they are an equal opportunity employer and do not discriminate on the basis of race, sex, creed, age, disability, national origin or religion.
- All bidders must comply with applicable sections of the Alabama Competitive Bid Law, Code of Alabama, 1975.
- **All bid amounts shall be submitted on the attached Bid Proposal Form.** Amount quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The Commission will assume no transportation or handling charges other than specified in the bid.
- **A completed W-9 should be included with your bid package.**
- **A completed affidavit of compliance with E-Verify and provide a complete copy of the E-Verify Memorandum of Understanding.**
- The Morgan County Commission reserves the right to cancel the contract with a 30 day written notice to the contractor if the performance of the service is unsatisfactory.
- These specifications and acceptance hereof, shall constitute exclusively and entirely the agreement for the service as described within.
- The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of equipment, supply, and/or service the Commission is seeking to purchase.
- By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom. Furthermore, this includes a representation that such contractor is not currently

Bidders Initials: _____

engaged in and an agreement that you will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which Alabama can enjoy open trade.

- All bids will be awarded to the lowest responsive and responsible bidder. This determination may involve all or some of the following factors: price, conformity to specifications, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs and other objective and accountable factors which are reasonable. When responsive and responsible bids are equal, a local vendor shall be favored. The commission reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps deemed necessary and in the best interest of the Commission. Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:
 1. Failure to use the bid forms furnished by the Commission
 2. Lack of signature by an authorized representative on the Bid Proposal Form.
 3. Failure to properly complete the bid form.
 4. Failure to furnish performance bond, when required.

Term: The bids shall be valid for a period of December 1, 2021 through November 30, 2022, with the option to renew for two (2) additional one (1) year periods at the same pricing.

Bidders Initials: _____

**Morgan County Commission
BID PROPOSAL FORM
Bid Invitation Number 22-01
CLEANING – VARIOUS LOCATIONS**

Name of Your Company: _____

Street Address: _____

Mailing Address: _____

City, State & Zip: _____

Contact Person & Phone: _____

Email address: _____

Total Bid by Location: (Please enter monthly amount on space provided or “No Bid”)

Morgan County Archives \$_____ per month

Morgan County District 1 Office \$_____ per month

Morgan County District 2 Office \$_____ per month

Exceptions/Deviations/Substitutions: (attach additional sheets if necessary) _____

Bidder Representative Signature

Date

Bidders Initials: _____

**BID SPECIFICATIONS FOR CLEANING SERVICES AT MORGAN COUNTY ARCHIVES
624 Bank St NE, Decatur AL 35601**

TERM: December 1, 2021 through November 30, 2022 with option to renew for two (2) additional one (1) year periods at the same pricing.

SUPPLIES

Morgan County Archives office will furnish the following supplies:

- All sizes of garbage can liners or bags, paper towels and toilet paper

All other items needed for this service are the responsibility of the contractor.

SPECIFICATIONS: To be completed as outlined below on the first floor only:

WEEKLY:

- Empty all trash receptacles and replace trash bags
- Vacuum all carpet, rugs and mats
- Sweep and mop 2 bathrooms and break area
- Clean all toilet fixtures and sinks and replenish toilet supplies
- Clean inside and outside of entrance door

OTHER TERMS OR REQUIRMENTS OF CONTRACT FOR CLEANING AT MORGAN COUNTY ARCHIVES:

- The hours for cleaning should be during normal business hours Monday through Friday 8:00am – 4:30pm unless approved in advance.
- The contact person will be John Allison at 256-351-4726.
- Morgan County requests the bidder to submit the bid services based on a monthly amount for services rendered. The bidder must submit a monthly invoice and will be paid by the 15th of each month.
- The successful bidder must furnish proof of liability insurance.
- Morgan County reserves the rights of cancellation of this contract with a thirty day written notice to the contractor should it become necessary.
- All bidders are required to meet with John Allison or his designee at Morgan County Archives, 624 Bank St NE, Decatur, Alabama, to view the facility prior to submitting a bid. Please call Morgan County Archives Office at 256-351-4726 to schedule an appointment. Office hours are Monday through Friday 8:00am – 4:30pm.
- Any questions regarding these specifications should be directed to John Allison, Morgan County Archivist, at 256-351-4726.

Bidders Initials: _____

**BID SPECIFICATIONS FOR CLEANING SERVICES AT MORGAN COUNTY DISTRICT 1 OFFICE
2626 Central Pkwy SW, Decatur AL 35603**

TERM: December 1, 2021 through November 30, 2022 with option to renew for two (2) additional one (1) year periods at the same pricing.

SUPPLIES

The Morgan County District 1 office will furnish the following supplies:

- All sizes of garbage can liners or bags, paper towels and toilet paper

All other items needed for this service are the responsibility of the contractor.

SPECIFICATIONS: To be completed as outlined below in the office areas, kitchen area and restrooms only:

WEEKLY:

- Empty all trash receptacles and replace trash bags
- Vacuum all carpet, rugs and mats
- Sweep and mop all tile floors
- Dust and clean desks, counter surfaces, tables and work surfaces
- Clean all toilet fixtures and sinks and replenish toilet supplies
- Clean kitchen area including microwave
- Clean inside and outside of entrance door

MONTHLY:

- Dust and clean blinds/shades.
- Clean inside and outside of windows

**OTHER TERMS OR REQUIRMENTS OF CONTRACT FOR CLEANING AT MORGAN COUNTY
DISTRICT 1 SHOP:**

- The hours for cleaning should be preapproved by District 1 Commissioner Jeff Clark.
- The contact person will be District 1 Commissioner Jeff Clark at 256-303-0995.
- Morgan County requests the bidder to submit the bid services based on a monthly amount for services rendered. The bidder must submit a monthly invoice and will be paid by the 15th of each month.
- The successful bidder must furnish proof of liability insurance.
- Morgan County reserves the rights of cancellation of this contract with a thirty day written notice to the contractor should it become necessary.
- All bidders are required to meet with Jeff Clark, District 1 Commissioner or his designee at the District 1 Office, 2626 Central Pkwy SW, Decatur, Alabama, to view the facility prior to submitting a bid. Please call 256-303-0995 to schedule an appointment. Office hours are Monday through Thursday 6:30am – 5:00pm.
- Any questions regarding these specifications should be directed to Jeff Clark, District 1 Commissioner at 256-303-0995.

Bidders Initials: _____

**BID SPECIFICATIONS FOR CLEANING SERVICES AT MORGAN COUNTY DISTRICT 2 OFFICE
550 SHULL RD NE, Hartselle AL 35640**

TERM: December 1, 2021 through November 30, 2022 with option to renew for two (2) additional one (1) year periods at the same pricing.

SUPPLIES

The Morgan County District 2 office will furnish the following supplies:

- All sizes of garbage can liners or bags, paper towels and toilet paper.

All other items needed for this service are the responsibility of the contractor.

SPECIFICATIONS: To be completed as outlined below in the office areas, breakroom and restrooms only:

WEEKLY:

- Empty all trash receptacles and replace trash bags
- Vacuum all carpet, rugs and mats
- Sweep and mop all tile and concrete floors
- Dust and clean desks, counter surfaces, tables and work surfaces
- Clean all toilet fixtures and sinks and replenish toilet supplies
- Clean kitchen area including microwave

MONTHLY:

- Dust and clean blinds/shades.
- Clean inside and outside of windows and entrance door

ANNUALLY:

- Strip and wax tile floors

**OTHER TERMS OR REQUIRMENTS OF CONTRACT FOR CLEANING AT MORGAN COUNTY
DISTRICT 2 SHOP:**

- The hours for cleaning should be preapproved by District 2 Commissioner Randy Vest.
- The contact person will be District 2 Commissioner Randy Vest at 256-773-7383.
- Morgan County requests the bidder to submit the bid services based on a monthly amount for services rendered. The bidder must submit a monthly invoice and will be paid by the 15th of each month.
- The successful bidder must furnish proof of liability insurance.
- Morgan County reserves the rights of cancellation of this contract with a thirty day written notice to the contractor should it become necessary.
- All bidders are required to meet with Randy Vest, District 2 Commissioner or his designee at the District 2 Office, 550 Shull Rd NE, Hartselle, Alabama, to view the facility prior to submitting a bid. Please call 256-773-7383 to schedule an appointment. Office hours are Monday through Thursday 6:00am – 4:30pm.
- Any questions regarding these specifications should be directed to Randy Vest, District 2 Commissioner at 256-773-738

Bidders Initials: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 85%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Notice: As a condition of a bid, contracts or grant with Morgan County, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS ENTITY: _____

APPLICANT NAME: _____

E-VERIFY AFFIDAVIT

I _____ (name), on behalf of _____ (business entity), and with lawful authority to act in its behalf, hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of this contract with Morgan County in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll>, operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicable provisions of Alabama's Immigration Law. The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the County, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification to the County.

E-Verify Employment Eligibility Verification User ID Number

Applicant Signature

Sworn to and subscribed before me this _____ day of _____, _____.

Notary

My Commission expires: _____