

MORGAN COUNTY COMMISSION

INVITATION TO BID

BID INVITATION NUMBER: 19-01

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 Revenue and License Satellite Office - 231 Hwy 31S Suite A1, 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

Tuesday, November 6, 2018 at 9:00 a.m. C.S.T.

Bids will be opened in the County Commission Conference Room 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 19-01
Cleaning – Various Locations
November 6, 2018 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 jsmith@co.morgan.al.us.

Bidders Initials: _____

Morgan County Commission

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

Bidders Initials: _____

therefrom. Furthermore, this includes a representation that such contractor is not currently 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, 2018 through November 30, 2019, 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 19-01
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

Morgan County Revenue and License Satellite 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, 2018 through November 30, 2019 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, 2018 through November 30, 2019 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 REQUIREMENTS 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, 2018 through November 30, 2019 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 REQUIREMENTS 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 256-773-7383.

Bidders Initials: _____

**BID SPECIFICATIONS FOR CLEANING SERVICES AT MORGAN COUNTY REVENUE AND LICENSE
SATELLITE OFFICE
231 Hwy 31S, Suite A1, Hartselle AL 35640**

TERM: December 1, 2018 through November 30, 2019 with option to renew for two (2) additional one (1) year periods at the same pricing.

SUPPLIES

The Morgan County License/Revenue Commissioners office will furnish the following supplies:

- All sizes of garbage can liners or bags.

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

SPECIFICATIONS: To be completed as outlined below:

WEEKLY:

- Vacuum carpet, sweep or vacuum tile floors in lobby area, work area and kitchen.
- Mop all tile floors in lobby area, work area and kitchen.
- Dust all surfaces that are readily available and visibly require dusting.
- Dust and clean all work and counter surfaces.
- Clean glass on office main entrance and exit doors.
- Clean glass partisans and glass entry door into work area.
- Clean kitchen counters and kitchen table.

MONTHLY:

- Dust blinds and clean blinds.
- Spray Buff all tile floors in lobby area and work area.

TWICE ANNUALLY:

- Strip and wax tile floors in lobby area, work area and kitchen.

ANNUALLY:

- Clean inside and outside of street side windows taking care not to damage lettering on the windows.

Bidders Initials:_____

OTHER TERMS OR REQUIRMENTS OF CONTRACT FOR CLEANING SERVICES AT THE MORGAN COUNTY REVENUE AND LICENSE SATELLITE OFFICE:

- The office should always have an overall general look of cleanliness.
- The hours for cleaning should be after normal business hours.
- The contact person will be Sharon Maxwell, Commissioner of Licenses office at 256-351-4779.
- 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 Sharon Maxwell, Commissioner of Licenses or her designee at the Revenue and License Satellite Office, 231 Hwy 31 S, Suite A1, Hartselle, Alabama, to view the facility prior to bidding. Please call Sharon Maxwell, Commissioner of Licenses office at 256-351-4779 to schedule an appointment. Office hours are Monday through Friday 8:00am – 4:30pm.
- Any questions regarding these specifications should be directed to Sharon Maxwell, Commissioner of Licenses at 256-351-4779.

Bidders Initials: _____

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: _____