

**MORGAN COUNTY COMMISSION  
INVITATION TO BID  
BID INVITATION NUMBER: 18-11  
CLEANING CONTRACT AT FARM SERVICES BUILDING LOCATED AT  
3120 Highway 36 West, Hartselle, Alabama**

Morgan County Commission is soliciting sealed bids for the services listed above. Bids will be received by the Morgan County Commission at the Morgan County Courthouse, Commission Office, 5<sup>TH</sup> Floor, 302 Lee Street, Decatur, Alabama 35602, until

**Monday, September 17, 2018 at 9:00 a.m. C.D.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 18-11  
Cleaning – Farm Services  
September 17, 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](mailto: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.**
- 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 bid shall be valid for a period of October 1, 2018 through September 30, 2019, with the option to renew for two (2) additional one (1) year periods at the same pricing.

Bidders Initials: \_\_\_\_\_

**Supplies**

**The Morgan County Commission furnishes the following cleaning supplies: All sizes of garbage can liners or bags; the C-Fold towels for the restrooms, hand soap and toilet tissue for the restrooms.**

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

Bidders Initials: \_\_\_\_\_

**Morgan County Commission  
BID PROPOSAL FORM  
Bid Invitation Number 18-11  
CLEANING – FARM SERVICES BUILDING**

Name of Your Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Person & Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Total Bid: \_\_\_\_\_

USDA AREA	\$ _____	PER MONTH
EXTENSION AREA	\$ _____	PER MONTH
FIRE DEPARTMENT	\$ _____	PER MONTH

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Bidder Representative Signature**

\_\_\_\_\_  
**Date**

Bidders Initials: \_\_\_\_\_

**BID SPECIFICATIONS FOR MORGAN COUNTY FARM SERVICE BUILDING  
CLEANING CONTRACT**

**Term: October 1, 2018 through September 30, 2019 with the option to renew for two (2) additional one (1) year periods at the same pricing.**

**SPECIFICATIONS: To be completed as outlined below:**

**DAILY:**

- Empty all trash receptacles and replace trash bags.
- Sweep entrances, offices, lobbies, stairs and corridors.
- Spot sweep floors and spot vacuum carpets.
- Clean drinking fountains.
- Sweep and damp mop or scrub toilet rooms.
- Clean all toilet fixtures and stall partitions and replenish toilet supplies.
- Dispose of all trash and garbage generated in or about the building.
- Keep trash cans washed of food and spills, especially in kitchen.
- Wash dishes in kitchen area.
- Dust horizontal surfaces that are readily available and visibly require dusting.
- Spray buff resilient floors in main corridors, entrances, and lobbies.

**WEEKLY:**

- Sweep sidewalks, parking areas, loading dock areas and platforms, if applicable.
- Clean glass entry doors to the Government-demised area.
- Damp mop and spray buff all resilient floors in toilet rooms and kitchen
- Clean both the inside and outside concrete entrances to the building.

**TWICE WEEKLY:**

- Vacuum carpets.
- Dust desk surfaces and furniture.

Bidders Initials: \_\_\_\_\_

**EVERY TWO WEEKS:**

- Spray Buff all entrances, lobbies and secondary corridors not included in daily cleaning routines.
- Dust and clean the HVAC returns and vents inside the building.

**MONTHLY:**

- Thoroughly dust furniture, fixtures, file cabinets, etc.
- Completely sweep and/or vacuum carpets.
- Spot clean wall surfaces and doors to provide a clean appearance.
- All light fixtures needs to be cleaned, including removing insects from them.

**QUARTERLY:**

- Wax all vinyl floor covering.
- Damp wipe all garbage cans, doors, window sills and frames.
- Shampoo entrances.

**TWICE ANNUALLY:**

- Wash all interior and exterior windows and other glass surfaces.
- Strip and finish resilient floors by applying 4 coats of finish (bathrooms)
- Strip and finish main corridors and main traffic areas.
- Spot clean carpet in main corridors and other heavy traffic areas.

**ANNUAL:**

- Wash all venetian blinds.
- Clean light fixtures
- Wash all windows (inside and out).
- Shampoo carpets in corridors and lobbies.
- Strip and refinish floors in offices, lobbies and corridors.
- Shampoo all carpets.

Bidders Initials: \_\_\_\_\_

**OTHER TERMS OR REQUIREMENTS OF CONTRACT:**

- The building should always have an overall general look of cleanliness. The tile floors are to appear clean with a buffed shine at ALL times. (No exceptions).
- Morgan County requests the contractor perform a visual cleaning inspection on the building at least three days a week.
- The contact person for all cleaning supplies will be the Office of District 2 Commissioner Randy Vest at 256-773-7383
- The hours for cleaning should be after normal working hours unless approved in advance by Lessee.
- Morgan County requests the bidder to submit the bid for services based on a monthly amount for services rendered. The bidder must submit a monthly invoice and will be paid by the 15<sup>th</sup> 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.
- Direct questions to: District 2 Commissioner's Office at 256-773-7383.
- All bidders are required to meet with District 2 Commissioner Randy Vest or his designee at the Farm Service Center, 3120 Highway 36 West, Hartselle, Alabama, to view the facility. Please call the District 2 Commissioner's Office at 256-773-7383 to schedule an appointment. Office hours are Monday thru Thursday from 6:00 a.m. to 4:30 p.m.
- The bid is to be separated in three units, USDA area, Extension area and Volunteer Fire Department area. The total bid will be determined by adding the three areas together. Each bidder must break out the bid into three areas.
- Any questions regarding these specifications should be directed to Randy Vest at 256-773-7383.

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: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																			
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																	
Social security number																			
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Employer identification number																	
Employer identification number																			

<b>Part II Certification</b>	
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).	
<b>Certification instructions.</b> 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 on page 4.	

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

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

**Purpose of Form**  
 A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.