

**MORGAN COUNTY COMMISSION
INVITATION TO BID
BID INVITATION NUMBER: 21-16
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, 5TH Floor, 302 Lee Street, Decatur, Alabama 35602, until

Monday, September 27, 2021 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 21-16
Cleaning – Farm Services
September 27, 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 jsmith@morgancounty-al.gov.

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 must be included with your bid package.**
- 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 bid shall be valid for a period of October 1, 2021 through September 30, 2022, with the option to renew for two (2) additional one (1) year periods at the same pricing.

Bidders Initials: _____

BID SPECIFICATIONS FOR MORGAN COUNTY FARM SERVICE BULIDING CLEANING CONTRACT

Term: October 1, 2021 through September 30, 2022 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 need to be cleaned, including removing insects from them.

QUARTERLY:

- Wax all vinyl floor covering.
- Damp wipe all garbage cans, doors, windowsills 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: _____

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.

Pre-Bid Meeting

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. A signed Certificate of Attendance will be provided after meeting and must be included with each submitted bid. Bids offered without this signed certificate shall be rejected. 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.

Bidders Initials: _____

OTHER TERMS OR REQUIREMENTS OF CONTRACT:

- The building should always have an overall general look of cleanliness. The tile floors are always to appear clean with a buffed shine. (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 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.
- 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. **A signed Certificate of Attendance will be provided after meeting and must be included with each submitted bid. Bids offered without this signed certificate shall be rejected.** 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: _____

**Morgan County Commission
BID PROPOSAL FORM
Bid Invitation Number 21-16
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: _____

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.**

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	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. <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 <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ 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. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

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									
or									
Employer identification number									

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-INT (interest earned or paid)

- 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)

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.