

Date Issued: November 24, 2015

Invitation To Bid No.: 16-008

The City of Decatur will accept sealed bids for the following material, equipment or services for the Purchasing Department.

Description: Janitorial Service for Court Payment Office

Bids must be received before 2:00 pm, December 22, 2015 in the office of the Purchasing Department. Bid Opening will be held on 7th Floor, Decatur City Hall.

Mandatory Pre-Bid meeting will be held at 2:00pm, December 15, 2015.

Pre-Bid Meeting will be held on 7th floor, City Hall Building, 402 Lee St NE, Decatur, AL 35602

Include 1 original and 1 copy of your bid submission.

Return sealed bid to:

Regular Mail

City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier

City of Decatur
Purchasing Department
Third Floor
402 Lee St., NE
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise. I have read and understand all terms and conditions of this bid.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Email

Telephone

PRICE SHEET

Opening Date: December 22, 2015

Invitation to Bid No.: 16-008

Opening Time: 2:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QTY	UNIT	UNIT PRICE	YEARLY AMOUNT
1	Court Payment Office	12	Month		\$
TOTAL					\$

Prices quoted above in all bids for personal property shall be total delivered price.

- A bid bond of \$500.00 or cashier's check in that amount made payable to the City of Decatur, **is** required for this bid.
- Contractor shall start work within _____ days.
- Terms: _____ (Discounts offered in payment terms will be considered in the bid evaluation)
- Prices valid for acceptance within _____ days (not to be less than 60 days)
- Contracts for services are let for a period of one year and may be renewed for up to two additional years, provided the terms of the contract do not materially change.
- Successful bidder shall submit a completed and notarized affidavit of compliance with Section 31-13-9 of the Code of Alabama, known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. A blank copy is included in the bid package.

NOTE: FOR THIS BID TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE BID MAY BE DISQUALIFIED. BID RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Bidder Signature

Company

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE BID, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

Bid response envelopes shall be properly identified on the front with the invitation to bid number. Each individual invitation to bid shall be submitted in a separate sealed envelope. Multiple bid responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late bid responses that occur due to the U.S. Postal Service or private courier service.

Bid responses submitted without signature will be rejected.

1 original and 1 copy of the bid shall be submitted.

For a “no-bid” response, return the signature page signed (or reply to e-mail) marked “no bid”. Repeated Non-response will result in removal from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.

Bid responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department cannot accept fax or e-mail transmissions of bids.

Changes or modifications of this Invitation to Bid are allowed only by written authority of the Purchasing Agent.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality indicated will be considered, providing the bid clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the bid or the Purchasing Agent may reject the bid for that item. Reference to literature submitted with a previous bid, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to Bid when the best interest of the City is involved.

The City of Decatur is exempt from all Federal, sales and use taxes.

A Bid Bond or a cashier's check in the amount of \$ 500.00 made payable to the City of Decatur, must accompany each bid.

All bidders shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to Bid. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted bids when requested.

All Contractor employees engaged in providing direct service or work done for the city shall be legally entitled to do so and must be verified through "e-Verify" or similar service.

The City of Decatur reserves the right to terminate any contract resulting from this bid for just and reasonable cause whereby it appears to be in the best interest of the City.

The successful bidder agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to bidder's performance under this contract.

The successful bidder shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.

An electronic version of this bid is available on the City's website at www.decaturalabamausa.com or by emailing purchasing@decatur-al.gov. In order to decrease the evaluation time and insure award by the award date please enter your responses in the electronic version if possible, and return it with a hard copy with your bid response package.

The hard copy of the invitation to bid on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the bid could be considered grounds for rejection of the bid response.

Exclusion of the electronic files in a bid response is not a basis for rejection.

Bid Document Checklist

Items Required with Bid	Submission Requirements Check Sheet X = REQUIRED; BLANK=NOT REQUIRED	Items Submitted (Bidders Initials)
X	Envelope Sealed and Marked w/bid # on front	
X	Original Signatures on front page (in ink)	
X	Bid Bond or Check	
	Addendum	
X	E-Verify form	
X	Proof of Insurance	
X	Price Sheet Information Included	
X	References	
	Catalog	
X	Send in on or before given time	
	Business License	

PLEASE CALL OR EMAIL THE PURCHASING DEPT IF YOU HAVE ANY QUESTIONS ABOUT THE BID REQUIREMENTS (256) 341-4521/PURCHASING@DECATUR-AL.GOV.

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, 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 NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do 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 any contract with the City 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 City, 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 on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20____

Notary Public

My Commission Expires: _____

Specifications for Contract Custodial Services

City of Decatur Court Payment Office

INFORMATION FOR BIDDERS

The City of Decatur seeks a provider of custodial services for Magistrate Department Court Payment Office (3,595 sq. ft.) The successful contractor shall furnish all labor, equipment and supplies necessary to perform the custodial services, including cleaning, dusting, mopping, stripping, waxing, polishing, washing and removal of trash and waste materials.

The Contractor must attend a **MANDATORY PRE-BID MEETING** on December 15th, 2015, Decatur City Hall, 7th Floor 2:00 pm. The contact person for this contract is Jessica Haggard (256) 341-4685.

Any contractor that does not attend the bid will not be able to place a bid.

If you have any questions regarding the bid process, call the Purchasing Department, contact Becky Thompson (256) 341-4521 or Charles Booth (256) 341-4522.

Submitted bids shall include the following documents:

1. Insurance Evidence: Must provide evidence of the following coverage in effect
 - a. Broad Form General Liability Policy in the sum of
 - i. \$500,000 for Bodily Injury or Property Damage
 - ii. \$500,000 for Personal Injury
 - iii. \$2,000,000 excess Liability Umbrella
 - b. Workers' Compensation and Employers' Liability
 - c. \$50,000 Employee Dishonesty Coverage
2. Letters of Reference (see below) providing evidence of experience
3. Signed and notarized affidavit (enclosed) of E-Verify compliance
4. Completed pricing proposal

Contractor must provide the above Certificates of Insurance to the City of Decatur, Alabama as a certificate holder with the unconditional provision that the City will be notified in writing 30 days prior to any change in, or cancellation of any policy. Bids submitted without documentation of insurance coverage will be rejected without further review.

This contract is to be awarded for a period of one (1) year, with the option of renewal for two (2) additional years if service is satisfactory and price remains as quoted. "Year" shall be construed as a twelve (12) month period, more or less and may be adjusted by a nominal period to coordinate with fiscal years or other scheduling periods convenient to the city.

BIDDER QUALIFICATIONS

Bidders shall provide three (3) references showing a minimum of three (3) prior years' experience where the company, or its supervisors, has engaged in ***commercial or institutional*** janitorial service. The Chief Magistrate and the Purchasing Agent must be satisfied that experience provided meets the needs of the City of Decatur.

In evaluating each bidder, consideration will be given to the following criteria. Deficiency in any of the below listed areas may be adequate reason for bid rejection:

- Competitive pricing offered
- ***Commercial or Industrial*** experience
- Level of experience as evidenced by references
- Ability of the bidder to provide an adequate level of service in accordance with specifications and generally accepted standards of workmanship

By submitting and signing the bid, the Contractor acknowledges full understanding and acceptance of the scope of work to be performed.

GENERAL CONDITIONS

- The City and the Contractor shall each have the right to terminate the Contract upon thirty-day written notice to the other party.
- All work under this contract shall be inspected by Judge Cook and Chief Magistrate to insure high standards of cleanliness.
- Contractor will be responsible for all damages to building property caused by employees. Such damage shall be repaired at contractor's expense.
- Contractor shall be responsible for payment of employee payrolls including withholding taxes, social security, unemployment compensation insurance, and for payment of public liability insurance and employee bonds.
- Payment for services shall be made to the Contractor within 30 days of submission of the company's invoice.

- The Contractor shall provide all necessary machines, equipment, tools, and labor, etc., as may be necessary to perform the work outlined herein.
- The Contractor shall provide all cleaning supplies and stocked items such as paper towels, hand soap, toilet paper, hand sanitizer, etc.

PERSONNEL REQUIREMENTS AND WORK PROCEDURES

- Work done by the contractor shall be done in compliance with all local, state, and federal laws.
- All employees of the contractor shall be capable of effectively communicating with city employees.
- The Contractor shall report to the Chief Magistrate monthly to review quality of service.
- The City reserves the right to execute a background investigation on any employee of the Contractor.
- The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ or permit to remain on the job, any person considered unfit.
- All cleaning shall be completed during normal business hours, 8:00 am-5:00 pm as coordinated with the Chief Magistrate.
- Contractor shall provide adequate supervisory safeguards to prevent theft of property belonging to the city or its employees.
- Contractor's employees shall not disturb papers on desks, open drawers or cabinets. Contractor employees are not permitted to use city telephones, televisions, radios or other property for personal purposes.
- Contractor's employees shall report any observation of conditions such as leaky faucets, clogged toilet and drains, broken fixtures, etc. as well as any other unusual event in the building.
- Contractor shall not hire any actively employed City of Decatur employee.
- Contractor shall arrange his employees' schedules to conform to City schedules.

REQUIRED TASKS FOR MINIMUM ACCEPTABLE PERFORMANCE OF CONTRACT:

- **DAILY TASKS**

- Empty wastebaskets and trash containers, clean lids and return to original location.
- Plastic liners will be installed as required.
- Clean mirrors and glass surfaces
- Sweep and mop or vacuum under all desks
- Sweep entrance sidewalk
- Damp mop or dust mop lobbies, hallways and restrooms
- Spray buff lobbies and hallways as needed
- Clean break area. Clean sink, counter tops, table & chairs.
- Sweep & Mop break room and empty trash.
- Deposit trash in dumpster in back.
- Clean and stock sanitizing stations.
- Glass doors and windows will be cleaned daily

- **DAILY-BATHROOMS:**

- Wash and dry all fixtures inside and out. Seats shall be washed top and bottom, using a germicidal cleaning solution.
- Apply liquid deodorant, such as Crew[®] to drains, toilet bowls, and urinals
- Empty waste receptacles and replace liners
- Mirrors are to be cleaned using a suitable glass cleaner.
- Walls shall be spot cleaned to remove soap splashes, fingerprints and smudges.
- Clean countertop.
- Floors: Sweep loose paper and debris. Wet mop floors with a detergent disinfectant solution.
- Replenish dispensers of toilet tissue, paper towels, and hand soap.

- **DAILY-DESKS, CHAIRS, SHELVES AND FILE CABINETS:**

- Thoroughly dust all horizontal surfaces. Wood desk tops to be dusted with soft, treated dust cloth. Vinyl, Formica and glass tops may be dusted with a treated or damp cloth. Services to desk tops will of necessity be limited to those tops which are reasonably clear of work papers. Chairs shall be dusted on all horizontal surfaces. Fabric upholstered seats and arms to be spot cleaned.

- Spot clean wall surfaces around light switches, handrails, door knobs and other heavy traffic areas
- Spot clean glass interoffice glass panels, removing fingerprints and smudges
- Thoroughly clean under each desk.

- **WEEKLY TASKS**
 - Dust wall hung pictures and other wall adornments
 - Sweep and damp mop floors
 - Wash baseboards and low vents.
 - Wipe all door knobs.
 - Director shall inspect all areas of responsibility

- **MONTHLY TASKS**
 - Clean air vents and interior doors
 - Spray buff resilient floors
 - Clean windows inside
 - Clean cobwebs from windows

- **SEMI-ANNUAL TASKS**
 - **Coordinate with Chief Magistrate 2 weeks in advance before the following items are cleaned:**
 - Strip and wax resilient tile floors making certain that no wax is splashed on floor computer towers, file cabinets or walls. Once wax is striped, clean floor, then wax. No waxing over dirt.
 - Clean door seals
 - Wash all windows outside, April and September
 - Clean/Vacuum inside window blinds.

Important: The requirements listed above shall not be construed as an exhaustive list. It is understood and expected that the Contractor shall be agreeable to all reasonable requests which improve standards and help maintain a clean, safe, and healthy environment for employees and citizens.