

**MORGAN COUNTY COMMISSION  
INVITATION TO BID  
BID INVITATION NUMBER: 19-06**

**Cleaning Contract-Morgan County Commissioner of Licenses Satellite Office Waiting Area - 231 Hwy  
31S, Hartselle AL 35640**

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

**Wednesday, March 13, 2019 at 9:00 a.m. C.S.T.**

Bids will be opened in the County Commission Office 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 19-06  
Cleaning – License Waiting Area  
March 13, 2019 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 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 April 1, 2019 through September 30, 2019, with the option to renew for two (2) additional one (1) year periods at the same pricing.

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

**BID SPECIFICATIONS FOR CLEANING SERVICES FOR MORGAN COUNTY COMMISSIONER OF LICENSES  
SATELLITE OFFICE WAITING AREA.**

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

**SUPPLIES**

The Morgan County License Commissioner's office will furnish the following supplies:

- All sizes of garbage can liners and bags.

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

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

**WEEKLY:**

- Sweep or vacuum tile floors.
- Mop tile floors.
- Clean glass doors.
- Empty trash receptacle.
- Clean any noticeable uncleanliness on waiting area chairs.

**MONTHLY:**

- Spray Buff all tile floors in waiting area.
- Clean/wipe down all chairs.

**TWICE ANNUALLY:**

- Strip and wax tile floors in waiting area.
- Dust/clean baseboards.

**OTHER TERMS OR REQUIREMENTS OF CONTRACT:**

- The waiting area 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 of 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 and Workers' Compensation 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 Sharon Maxwell, Commissioner of Licenses at 256-351-4779.
- All bidders are required to meet with Sharon Maxwell, Commissioner of Licenses or her designee at the License Commissioner's Hartselle Satellite office waiting area at 231 Hwy 31 S, Suite A2, Hartselle, Alabama, to view 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 without further review. Please contact Sharon Maxwell, Commissioner of Licenses at 256-351-4779 to schedule an appointment. Office hours are Monday through Friday 8:00am – 4:30pm.
- Any questions regarding specifications should be directed to Sharon Maxwell, Commissioner of Licenses at 256-351-4779.

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

**Morgan County Commission  
BID PROPOSAL FORM  
Bid Invitation Number 19-06  
CLEANING – LICENSE WAITING AREA**

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

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

**Mailing Address:** \_\_\_\_\_

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

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

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

**Total Bid: (Please enter monthly amount on space provided or "No Bid")**

**Morgan County License Satellite Office Waiting Area**    \$ \_\_\_\_\_ 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: \_\_\_\_\_

