

**MORGAN COUNTY COMMISSION  
INVITATION TO BID  
BID INVITATION NUMBER: 17-09  
Laundry & Dry Cleaning Services**

Morgan County Commission is soliciting sealed bids for the items 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, April 3, 2017 at 8:00 a.m. C.S.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 17-09  
Laundry and Dry Cleaning  
April 3, 2017 at 8:00 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 Belinda Ealey at 253.351.4735 or [bealey@co.morgan.al.us](mailto:bealey@co.morgan.al.us).

Bidder Initials: \_\_\_\_\_

**Morgan County Commission**  
**General Terms and Conditions**

- All bids must be typed or hand written in ink on the attached Bid Proposal Form. 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.
- The successful bidder agrees, by entering into this contract, to defend, indemnify and hold harmless Morgan County, Morgan County Commission, its officers and employees from any and all causes of actions or claims of damages arising out of or related to bidders performance of this contract.
- Prices 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 E-Verify affidavit of compliance with the requirement of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided.
- 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.
- Non Appropriation of Funds: Continuation of any agreement between Morgan County 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 County as a result.

Bidder Initials: \_\_\_\_\_

- 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.
- Bidders agree that these specifications are part of the contract and by signing this contract, 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. Bidders agree that such contractor is not currently engaged in, and an agreement that the contractor 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.

Bidder Initials: \_\_\_\_\_

**Morgan County Commission  
 BID PROPOSAL FORM  
 Bid Invitation Number 17-09  
 Laundry & Dry Cleaning**

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

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

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

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

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

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

<u>ITEMS</u>	<u>BID AMOUNT</u>
• DRY CLEAN UNIFORM SHIRT	
• DRY CLEAN UNIFORM PANT	
• DRY CLEAN UNIFORM JACKET	
• DRY CLEAN TIE	
• DRY CLEAN RAINCOAT	
• DRY CLEAN BLAZER, SPORTS COAT	
• DRY CLEAN TWO PIECE DRESS SUIT	
• DRY CLEAN OVERCOAT	
• LAUNDRY UNIFORM SHIRT	
• LAUNDRY UNIFORM PANT	
<b><u>TOTAL: (TO DETERMINE BID AWARD)</u></b>	

Bidder Initials: \_\_\_\_\_

<u>MINOR REPAIRS (As Needed Basis):</u>	<u>COST PER ITEM:</u>
• Button Replacement	
• Stitching Repair	
• Sewing on Two Patches	

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

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

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

Bidder Initials: \_\_\_\_\_

**SPECIFICATIONS FOR INVITATION TO BID LAUNDRY AND DRY CLEANING**

**For Morgan County**

1. Contractor must offer same day service when needed, Monday through Friday. Garments must be in no later than 10:00 a.m. to be guaranteed same day service.
2. Must have a site located in the city limits of Decatur for drop-off and pick-up, Monday through Friday.
3. A listing of employees using the service will be provided and updated as necessary, listing the employees wearing street clothes.
4. The approximate usage is five suits per week per employee, with an estimated employee count of 50 employees.
5. Items are to be bid separately and a total bid of all items will be used to determine bid award.
6. Contractor shall reimburse Morgan County 75 % (seventy five percent) of original cost of any garments lost or damaged.
7. Billing shall include tickets in alphabetical order by Department.
8. If multiple locations are available for employees who use this service a listing of locations should be included with your bid information.
9. All monthly invoices must be billed separately to the individual departments and should be submitted at month end.
10. This is a 12 month contract beginning for the period of May 1, 2017 through April 30, 2018 with an option to issue a second and third 12 month contract with the same pricing, terms and conditions. The second and/or third contract, if agreed by both parties, would begin the day after the first or second contract expires.
11. The County Commission reserves the right to cancel this contract with a 30 day written notice, if service is not satisfactory.
12. Any questions pertaining to these bid specifications should be submitted in writing by email to Belinda Ealey, [bealey@co.morgan.al.us](mailto:bealey@co.morgan.al.us).

Bidder 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: \_\_\_\_\_

Bidder Initials: \_\_\_\_\_

