

## INVITATION TO BID

STATE OF ALABAMA

COUNTY OF BALDWIN

**NOTICE IS HEREBY GIVEN** that the County Commission of Baldwin County, (“Commission”), Alabama, will receive bids in the Purchasing Office on February 2, 2016, at 1:00 P.M., for the Provision of Janitorial Services for the Baldwin County Solid Waste Department located in Summerdale, Alabama. Bids will be opened on February 2, 2016 at 1:30 A.M., in the Purchasing Conference Room located at 257 Hand Ave., Bay Minette, Alabama. Bids received after the February 2, 2016, at 1:00 A.M., deadline will not be considered. All times to be determined solely by the clock on the wall of the Purchasing Conference Room. For all purposes and uses herein, a bid and all required paperwork is “received” at the time and date indicated on the Purchasing Office file stamp which shall be impressed on the face of all such documents when and as presented at the Purchasing Office.

### **SEE ATTACHED SPECIFICATIONS**

This invitation package consists of **EIGHT (8)** pages. Bidders shall verify that have received all pages as indicated. If all pages have not been received, then it is the responsibility of the bidder to contact the Purchasing Manager, Wanda Gautney at (251) 580-2520 phone, (251) 580-2536 fax.

### **GENERAL BID INFORMATION**

**Bidders shall carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Bidders shall direct all requests for explanation or additional information concerning the meaning or interpretation of the conditions or attached specifications of this invitation to Wanda Gautney in writing or by e-mail (wgautney@baldwincountyal.gov) in sufficient time for a reply before submission date of bids. The Commission cannot, and does not, guarantee that such inquiries sent by mail or e-mail will be received timely or prior to the required submission date and time. It is the responsibility of the bidder to contact the Purchasing Manager, Wanda Gautney at (251) 580-2520 if a reply is not received.**

The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment considered best suited for Baldwin County.

Contact initiated by a potential bidder with a county official will be only as specifically set out in this invitation. Any other contact with a county official initiated by a potential bidder or bidder regarding this bid, **between the date of this invitation to the date of bid award**, shall be deemed and treated as an attempt to unduly influence the bid award, and may be grounds for rejection of the bid submitted by the bidder initiating such other contact, at the discretion of the Baldwin County Commission.

### **BIDDER QUALIFICATIONS**

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular, and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non confidential evidence or documentation demonstrating that the fact they are presently licensed and permitted under Alabama law. Such non confidential evidence or documentation is encouraged to be submitted with the Bid Package.

The bidder expressly acknowledges, to and for the benefit of the Baldwin County Commission, that this Agreement may be funded with **federal grant monies** and, therefore, bidder expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. For more information about the Federal regulations visit the website <http://www.gpoaccess.gov/index.html> Code of Federal Regulations.

**All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.**

**All vendors, contractors and grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at [www.baldwincountyal.gov](http://www.baldwincountyal.gov) Please complete and submit with your Bid Response the E-Verify package.**

#### **PREPARING THE BID**

Bids must be typed or hand written in ink. A bid submitted in pencil is unacceptable. The Bid Guarantee and Bid Response Form must be the original paperwork; copies are not acceptable. All required paperwork must be received in the sealed Bid Package.

These specifications exhibit the general intent and purpose of Baldwin County regarding this bid; and they shall be so considered by the bidders. Accordingly, the bidder admits and agrees that said specifications are not complete in every detail. The bidder also agrees that the work and materials not indicated, or expressly mentioned in these specifications, but which are reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work the same as if fully and expressly indicated and specified.

The Bidders shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. The exceptions shall be labeled "**EXCEPTION(S) TO BID CONDITIONS AND SPECIFICATIONS,**" and shall be attached to the front of the

bid inside the Bid Package. Additional features and/or capabilities not included in the specifications may be included in the bid.

To facilitate the bid evaluation and tabulation, bids should be submitted with specifications identified in the order in which they appear in this document. If applicable, the bidder will provide cost in two (2) categories:

(1) Cost using material as specified.

(2) Cost using material as specified of at least 25% recycled material, if available.

It is the intent of the Commission to award bids which include recycled material when not prohibitive in cost and when in compliance with all other terms and conditions of the Alabama Competitive Bid Law.

**A BID GUARANTEE OF \$250.00 WILL BE INCLUDED WITH THE BID.** Such bid guarantee shall be in the form of a bid bond (individual or annual, provided, that bonding is available for such services, equipment or materials), postal money order, certified check, cashier's check, or Letter of Credit. **No exceptions will be allowed.** In the event that a bidder is unable to, or does not, accept the bid award, the bid guarantee may be forfeited to the County at the County's discretion.

#### **SUBMITTING THE BID**

In the event that a bidder is financing the product(s) through another agency other than itself, the financing agency must sign the Bid Response Form along with the bidder. A copy of the financing agreement and all conditions must be included with the Bid Response Form. The bidder and the Financing Agency will be held to the requirements stated in the Invitation to Bid. Any assignment of the financing agreement must be approved by the financing agency and the County Commission. Failure to disclose the financing information and all conditions will disqualify the Bidder at the County's discretion.

Bidders that are returning a **NO BID** statement shall write on the outside of the Bid Package, the **Bid Number (i.e. WG16-15) with "NO BID"** written underneath. The Bid Package will not be opened in public, but it will be noted that the bidder did respond.

Bids may be hand delivered at any time prior to the bid opening date and time to the Baldwin County Purchasing Office, Annex III Building, 257 Hand Avenue, ATTN.: Wanda Gautney, **(mailing) 312 Courthouse Square-Suite 15, Bay Minette, Alabama 36507**. The Commission cannot guarantee that bids sent by mail or courier will be received will be received on or before the bid opening day and time as required. Bids received after the deadline shall not be accepted and shall be returned.

All bids received must be in a sealed envelope plainly marked, **"WG16-15" "PROVISION OF JANITORIAL SERVICES FOR THE BALDWIN COUNTY SOLID WASTE DEPARTMENT."** Bids submitted by "Express/Overnight" services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Bidders and any other interested individuals are invited to attend the bid opening.

## **BID AWARD**

The Baldwin County Commission, at its discretion, may offer an extension of the Contract awarded to the successful bidder for an additional period not to exceed twelve (12) months or until such time that a new contract can be bid and awarded. Any extension will be at the same prices, terms and conditions. Any extension must have the written approval of both the County and Awarded Bidder within sixty (60) days prior to the expiration of the original contract.

All factors stated in this invitation package will be considered in determining the successful bidder, and any omission(s) of the stated requirements may be cause for rejection of the bid (s), all as determined solely by the Baldwin County Commission.

The County Commission reserves the right to study bids as to their correctness and may award the bid within a thirty (30) day period but the County Commission reserves the right to extend the bid award for an additional thirty (30) days until an award decision can be made.

The Baldwin County Commission reserves the right to reject any and all bids, to waive any informality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

## **TITLE 39/CODE OF AL COMPLIANCE**

As a condition of any Bid Award and the respective contract(s) pursuant thereto, the County places full reliance upon the fact that it is the sole responsibility of any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works, to ensure that they and/or any of their respective agents comply with all applicable provisions of Title 39-1-1 et seq. Code of AL 1975.

More specifically, any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works shall be in compliance with, and have full knowledge of, the following provisions of Title 39:

“(f) The Contractor shall, immediately after the completion of the contract give notice of the completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done, for a period of four successive weeks. A final settlement shall not be made upon the contract until the expiration of 30 days after the completion of the notice. Proof of publication of the notice shall be made by the contractor to the authority by whom the contract was made by affidavit of the publisher and a printed copy of the notice published . . .” §39-1-1(f) Code of AL 1975.

“(g) Subsection (f) shall not apply to contractors performing contracts of less than fifty thousand (\$50,000) in amount. In such cases, the governing body of the contracting agency, to expedite final payment, shall cause notice of final completion of the contract to be published one time in a newspaper of general circulation, published in the county of the contracting agency and shall post notice of final completion on the agency’s bulletin board for one week, and shall require the contractor to certify under oath that all bills have been paid in full. Final settlement with the contractor may be made at any time after the notice has been posted for one entire week.” §39-1-1 (g) Code of AL 1975.

**NOTE: Any failure to fully comply with this section or any applicable laws of the State of Alabama shall be deemed a material breach of the terms of both the Bid Award and the respective contracts resulting there from. Furthermore, Baldwin County takes no responsibility for resulting delayed payments, penalties, or damages as a result of any failure to strictly comply with Alabama Law.**

Done this 5th day of January, 2016.

Tucker Dorsey s/s  
TUCKER DORSEY, Chairman  
Baldwin County Commission

**BID #WG16-15 SPECIFICATIONS**

The following specifications pertain to all locations within this bid.

Bidders are only required to submit the Bid Response Form along with any other documents required or requested throughout the bid package.

Upon agreement of both the individual building contact person and the successful bidder the cleaning specifications may be changed to better serve the needs of the County. This will be done with written notification by the County contact person and the Contractor must agree in writing.

Paper Products and soap for bathroom dispensers will be supplied by the County. All other supplies and maintenance equipment will be supplied by the Contractor.

**Insurance certificates, proper bonding documents and references must be submitted in each bid response to the Baldwin County Commission.**

The contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance for all of their employees to be engaged in work under this contract.

County employees or members of their immediate family will not be allowed to submit bids.

The janitorial services to be provided by this bid may be **terminated** by either party upon written notification by US Certified Mail, such termination to take effect thirty (30) days after receipt of such written notification.

If the cleaning services are not being performed to the satisfaction of the County contact person, the County Representative will contact the bidder verbally and with a written notification to give the Bidder an opportunity to correct the problem. If after this contact, the problem is not corrected to the County's satisfaction or if cleaning services remain unsatisfactory to the County contact person, the thirty (30) day termination clause will be invoked. The next low responsible bidder will then be awarded the remainder of the bid.

All prices quoted are firm for the period the bid is in effect.

In the event that the Contractor cannot clean on a designated day, the Contractor will submit in writing to the County contact person the day on which the service will be made up. In the event that the day is not made up then the daily rate will be deducted from the monthly charge. This does not include holidays honored by the County. If the holiday falls on a scheduled clean day, The Contractor will clean the day before holidays.

**The bid is for a three (3) year period to begin on February 16, 2016 and ending January 2, 2019.**

**All bidders should contact the location and make an appointment with the County contact person to look at the buildings and ask questions. The prices are firm for the period stated.**

**SOLID WASTE OFFICE AND BUILDINGS**

**Administration Building, Maintenance Shop, Scale House, Residential Garbage Collections Bldg  
15140 County Rd 49 Summerdale, AL**

Contact Person: Ms. Susan Kilby at 251-972-6878 ext. 2780

**Named Areas:**

Entryways, Reception Areas, Hallways, Offices, Kitchen/Break Room, Conference Rooms, Training Rooms.

**BASIC ACTIVITIES**

Stripping and waxing of all hard surface floors three (3) times per year, (once every four months) or as directed by contact person. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured, or damaged during these procedures, taking care to get into corners, along edges and beneath furniture.

Deep scrubbing of ceramic tile /grout floors in bathrooms three (3) times per year, (once every four months) or as directed by contact person.

Emptying all trash containers and returning to original position with clean liners each visit.

Vacuuming floors and rugs each visit.

Dust mop hard surface floors with a non-treated dust mop.

Wet mopping of hard surfaces at each visit.

Each visit, disinfect, bowls, walls, clean mirrors, polish all bright works, in all bathrooms.

Clean and polish water fountains.

Bathroom is to be totally disinfected once a week, which includes mopping floors.

Bathroom fixtures are to be filled with soap and paper products which are furnished by the Baldwin County.

Glass door and entrance ways are to be wiped clean each visit with the appropriate cleaning materials.

Clean break room area each visit, includes cleaning/disinfecting sink mopping/sweeping floor, washing dirty dishes, cleaning/straightening chairs and table, cleaning appliances such as coffee pots etc...

Microwaves are to be wiped clean on inside and cleaned with the appropriate cleaning materials on the outside each visit.

Refrigerator should be wiped clean once a week on the inside and the appropriate cleaning materials used on the outside.

Thoroughly dust all horizontal surfaces: including desktop, telephones, files, windowsills, chairs, tables, pictures, and all manner of furnishing in above named areas.

Building windows (inside) are to be cleaned once a month.

Cleaning service will be two (2) nights per week, to begin after normal working hours on Wednesday and Saturday. If additional cleanup is needed then the contact person will notify the Contractor.

In the event that the Contractor is called in to perform cleanup other than the designated days, this will be charged by the day as indicated on the Bid Response Form and will include all normal daily activity.

**BID #WG16-15 RESPONSE FORM**  
**BALDWIN COUNTY SOLID WASTE OFFICE AND BUILDINGS**  
**Administration Building, Maintenance Shop, Scale House, Residential Garbage Collections Building**  
**15140 Co. Rd 49, SUMMERDALE, AL**  
**Contact Person: Ms. Susan Kilby at 251-972-6878 ext. 2780**

Date: \_\_\_\_\_

Out of State      Yes or      No If yes, \_\_\_\_\_  
Registration Number

Company Name: \_\_\_\_\_

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

Company Rep. \_\_\_\_\_  
(Rep. Name Typed or Printed)

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**New Administration Building**  
**Basic Services**

Cost per Month \$ \_\_\_\_\_

Cost per Day \$ \_\_\_\_\_

**Maintenance Shop**  
**Basic Services**

Cost per Month \$ \_\_\_\_\_

Cost per Day \$ \_\_\_\_\_

**Scale House**  
**Basic Services**

Cost per Month \$ \_\_\_\_\_

Cost per Day \$ \_\_\_\_\_

**Residential Garbage Collections Building**  
**Basic Services**

Cost per Month \$ \_\_\_\_\_

Cost per Day \$ \_\_\_\_\_