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PHYSICAL LOCATION
Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

INVITATION TO BID
Janitorial Services

Bid Date:	Mandatory Pre-Bid Meeting:	Bid Number:	Return Quotation By:
October 24, 2018	November 1, 2018 10:00 a.m. CST	51901-19B-007	November 13, 2018 10:00 a.m. CST

Please submit a sealed price quotation on the items listed herein. (**Faxed bids will not be accepted.**) The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

The Montgomery County Commission reserves the right to award this bid on an all or none basis or an item by item basis; to refuse all bids; and to waive technicalities.

Questions regarding this bid should be directed to Myrtle Singleton, Purchasing Manager, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1269.

Donald L. Mims
County Administrator and Purchasing Agent

GENERAL CONDITIONS AND INSTRUCTIONS

1. Bid Number 51901-19B-007 must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
4. Bidders must submit an original and one (1) copy of its bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
5. Montgomery County Commission may add other locations, as needed, during the period of the contract.
6. Bidders must attach to bid a copy of current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If vendor is not required to have a City of Montgomery Business license or a Montgomery County business license, vendor must specify why license is not required.**
7. All pricing shall be F.O.B., Montgomery, Alabama. Delivery will be to the office of the ordering department listed on the purchase order with all freight charges paid by the vendor. Freight cost will be included in the bid price.
8. Vendors having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over vendors located outside of the legal boundaries of Montgomery County. In addition, the Montgomery County Commission reserves the right to award the contract to a local responsible bidder if the bid is within 10% of a foreign entity's bid, per Alabama Act 2015-293. A foreign entity is a business that does not have a place of business within the State of Alabama.
9. The contract period will be for one (1) year, beginning from the date of award and ending one (1) year thereafter with an option to renew for an additional two (2) years, in one year periods. At the end of the (1) year contract period, a price increase may be allowed, but shall not be more than five-percent (5%) per year.
10. The successful bidder awarded the contract/purchase order must provide documentation of its enrollment in the e-verify program.

DISPUTE RESOLUTION

If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.

BID PROTEST PROCEDURE

A formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with the *Code of Alabama 41-16-31*.

HOLD HARMLESS

The selected vendor agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of the successful vendor, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. The successful vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful vendor also, agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

ALABAMA'S IMMIGRATION LAW

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.

Scope of Work

Montgomery County Commission is requesting bids for janitorial services at various county buildings. The vendor shall provide all personnel, supervision, tools, materials, equipment, and other items (except as otherwise provided herein) and services necessary to perform the services described below. Services will be performed during the hours and days listed per specifications. The vendor shall maintain the building(s) to provide a clean, healthy and safe work environment including, but not limited to, all of the following:

- Waste receptacles
- Restrooms
- Showers
- Entrance/Lobby
- Elevators
- Stairwells
- Hallways
- Drinking fountains
- Conference/ Meeting rooms
- Staff Offices/work stations
- Floors
- Interior windows and all window treatments
- Furniture (including desks, tables, cabinets, work-surfaces, upholstery, etc.)

The Vendor must already have under contract a building totaling at least 10,000 square feet under one roof and provide contact information for the owner of the building in its bid document. Vendor must provide include in its bid references a minimum of five (5) customers that are currently in business. These references must include company name, address, telephone number, contact person, the size of the building with an estimated square footage and period service was performed.

Work Schedule

A. Daily

1. Wastebaskets and trash containers are to be emptied, exterior surface wiped cleaned as needed, and returned to original location. Plastic liners will be installed as needed. Interior of wastebaskets will be cleaned as required and disinfected. Waste containers in break rooms and conference rooms must be inspected daily and changed if needed. Place all collected waste materials in designated receptacles. Exterior trash containers at all building entrances (public and employee) shall be emptied as needed, but no less than two times per week.
2. All horizontal surfaces, including desk tops, countertops, tables, file cabinets, etc., will be thoroughly cleaned and dusted. Wood surfaces are to be dusted with soft dust cloths. Vinyl, Formica and glass tops may be dusted with a treated or damp cloth.
3. Miscellaneous cabinets, window sills, window blinds, ledges, and shelves under six feet shall be hand dusted with a treated cloth or damp cloth. Corners, crevices, molding and

ledges shall be free of all dust and cobwebs. There shall be no oil, spots, or smudges on desk or dusted surfaces.

4. Carpets are to be vacuumed in traffic lanes and around desk, paying particular attention to knee well areas. Spot cleaning is to be performed as needed to remove spillage or stains.
5. Walls around light switches, handrails, door knobs and other heavy traffic areas are to be spot-cleaned as needed.
6. All tile floors are to be dust mopped with chemically- treated mops or wet-mopped as specified. Spills and stains are to be spot-mopped on a daily basis.
7. Inter-office glass panels are to be cleaned to remove fingerprints and smudges.
8. Computer rooms and work rooms will be cleaned as directed by the County.
9. Counter tops in work areas, conference rooms and breakrooms are to be cleaned daily if they are reasonably clear of equipment, documents, etc.
10. The dispensing area and bowls of water fountains are to be washed with a disinfectant solution and dry shined. The sides of the metal housing will be damp wiped to remove streaks and runs.
11. All glass doors and metal trim are to be cleaned daily.
12. Carpeted floors are to be thoroughly vacuumed and spot-cleaned as required. Tile granite, porcelain, marble and wood floors will be dusted with a specially treated mopping tool and with cleaning agents recommended by manufacturer. Granite/marble, porcelain, stone or other hard floors will be swept, damp-mopped and spray-buffed as frequently as needed. Walk-off mats will be utilized as directed by the County. Exterior concrete at entry ways to building must be swept daily.
13. Janitorial closets will be cleaned daily and shelves will be stocked with a minimum supply of towels, tissue and liners as requested by the County.

B. Daily –Restrooms

All restrooms are to be cleaned and serviced daily. Special attention will be given to prevention of mold, fungi and bacterial growth.

1. Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, paper towels, etc.).

2. Clean and disinfect waste receptacles inside and out. Use proper chemicals for surfaces to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved disinfectant solution and allow to air dry.
3. Thoroughly clean and dry inside and outside of sinks, including bottom, faucets, and spigots, with approved crème cleaner. Rinse thoroughly. Wipe each item with approved disinfectant solution and allow to air dry.
4. Thoroughly clean all glass and mirrors using approved alcohol-based glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Attached frames, edges and shelves must also be cleaned and dried as well. Squeegee may be used if needed.
5. Thoroughly clean toilets, toilet seats, and urinals with approved acid free bowl cleaner, rinse thoroughly. Wipe each toilet, toilet seat, urinal completely with approved disinfectant. Bright metal parts are to be dry shined.
6. Thoroughly clean all walls, including switch and plug covers, doors partitions and hand rails with proper approved chemicals and proper dilution. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.
7. Thoroughly damp mop all non-carpet areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, etc.) Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Finished floor must be clean and streak free. Thoroughly damp mop floor with approved disinfectant solution. Allow to air dry.
8. Showers, Shower Walls and Stalls (Restroom/Locker Room) where applicable: Thoroughly clean all showers, including bottom, faucets, and spigots, with approved cleanser. Thoroughly clean all walls, floors, including plug covers, doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper dilution. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry. Special attention will be given to prevention of mold, fungi and bacterial growth.
9. Toilet tissue, paper towels and hand soap, will be installed by vendor. These items will be furnished by the County. Vendor will assist the County in keeping a close inventory of these items.

D. Daily – Stairwell

1. Police and/ or spot sweep steps, landings and handrails.

E. Daily- Elevators

1. Thoroughly vacuum and clean all interior cab floors. Damp mop as needed to remove spillage and stains. Elevator door tracks are to be cleaned and shined daily.
2. Wipe clean all walls, handrails and doors with approved cleansers.
3. Interior walls and doors should be cleaned in accordance with the manufacturer's recommendations.

F. Weekly- All Areas

1. Vertical furniture surfaces: Sides of desk credenzas and other furniture are to be dusted with a treated cloth.
2. Stairwells: Thoroughly vacuum or sweep all steps and landings. Spot clean landings and steps to remove stains, shoe polish scuff, etc.
3. Baseboards and low vents shall be dusted weekly.
4. All carpet throughout the buildings is to be thoroughly vacuumed in all areas inclusive of corners, edges and behind doors. Operator will exercise care to ensure that vacuum does not bump or mar furniture.
5. Wet mop and spot finish floors
6. Dust all vertical surfaces, Venetian blinds, open shelves, and top of partitions in all work areas.
7. Clean sink, stove, microwave and outside of refrigerator in break areas
8. Clean baseboards in restrooms and around bottom of fixtures

G. Monthly

1. Upholstered furniture shall be vacuumed using proper attachments designed for that purpose.
2. The horizontal blinds are to be dusted, including dusting ledges and window mullions. Blinds should be returned to original position as found. As required, blinds will be cleaned to prevent any accumulation of build-up or dirt.
3. Ceiling vents, air duct vents, door closures, door frames and ledges above six feet to be thoroughly dusted. Clean ceiling around vents. Either treated cloths, soft dust cloths or vacuums may be used for this operation.

Note: Some of the furniture in Annex III is white leather. This furniture is to be cleaned with professional leather cleaner only.

H. Quarterly

1. Draperies (if any): To be dusted using specially treated dusting tools.
2. Dust stair well walls. Wipe hand rails.
3. Clean air condition vents thoroughly.

Customer Responsibility

1. Customer will provide a secure storage space on one or more levels for the vendor's supplies and equipment.
2. Customer will provide water and electricity as are necessary to perform the services.
3. Customer will provide soap, toilet paper and paper towels for all dispensers.
4. Montgomery County Commission will allow vendor to work weekends when necessary.

Vendor Responsibility

1. Prior to commencement of contract, a list of all materials and equipment to be used in providing cleaning services shall be furnished to the customer. Customer may approve or disapprove any product or equipment on the list. Material Safety Data Sheets pertaining to the cleaning supplies shall be filed and kept on customer premises at all times. Containers shall be labeled accordingly.
2. Vendor shall provide a work schedule for the entire year within seven (7) days after award of the contract, to include cleaning frequencies. Any deviations from work schedule must be approved by the General Services Director or Montgomery County Deputy Administrator.
3. Vendor shall furnish all power equipment such as floor machines, vacuum systems, carpet cleaning systems, etc. and all other equipment. Equipment shall be new or in good condition when placed on the jobsite. Equipment will be kept in a presentable condition at all times. Replacement and repair of equipment will be made as necessary at the expense of the vendor.
4. Vendor will maintain a chart or schedule of periodical cleaning assignments. This chart will include, but will not be limited to weekly, monthly, quarterly, bi-annual and annual assignments. These charts will be visible to the County.

5. Vendor must supply all cleaners, finishes, etc. for the treatment of various type flooring, carpet, and furniture. Use only such materials as are recommended and approved by Montgomery County or the flooring and furniture manufacturer.
6. Vendor shall be held responsible for any breakage, damage or loss incurred through carelessness of any of its employees.
7. Vendor will insure that any articles of any personal or monetary value found by employees will be turned in to the General Services Director.
8. Vendor will post, within the building, the rules and regulations governing the vendor's employees while in the building, as well as a copy of the cleaning schedule.
9. HVAC Systems will not be adjusted by the janitorial service employees. Water faucets or valves shall be turned off after the required usage has been accomplished.
10. Vendor will be responsible for turning off all lights and locking all doors in serviced areas where applicable.
11. The Vendor shall furnish ample safety devices (caution-wet floor signs, ribbons, etc.) positioned appropriately when mopping floors.
12. Vendor shall provide and /or ensure the following:
 - a. A record of keys signed in/out by each employee. The vendor may be required to replace, re-key or to reimburse the County for the replacement of locks or re-keying as a result of keys lost by vendor. It is the vendor's responsibility to prohibit the use of keys by persons other than the vendor's employees.
 - b. Trained and capable staff. The cleaning staff will be trained at the expense of the vendor. The County will not be charged for site trainees and supervision thereof.
 - c. A list of contacts for emergency situations.
 - d. A supervisor/ project manager on site at all times.
 - e. All employees must wear County issued identification badges that are visible to Montgomery County Staff. Upon termination by vendor, employee badge will be turned in immediately to Purchasing Manager.
 - f. Employees may not consume food or beverages in public view while on duty. Employees may eat in designated break areas.
 - g. Employee shall be identified with company uniforms.

- h. Employees shall not bring or meet personal visitors (children, relatives, etc.) at the location-site.
- i. Employees shall not receive or initiate personal telephone calls from county owned or operated telephones or other communication equipment.
- j. Employees must limit personal cell phone use while on duty.
- k. Employees must pass a background check.

M. Insurance Protection

- 1. Vendor will keep in effect at all times and furnish the Montgomery County Commission, with certificates for the following insurance coverage placed with at least a “Best A Rated Insurer.”
 - 1. Workers Compensation Coverage with Employers’ Liability B Limits of at least \$500,000.
 - 2. Commercial General Liability Coverage, including completed operations Liability coverage:
 - a. Bodily Injury and Property Damage \$500,000
 - b. Aggregate \$500,000
 - 3. Evidence of Honesty Bond with \$50,000 limit, allowing payment of Loss Property of others.

N. Performance Bond

- 1. Vendor must provide performance bond in the amount of contract. **Such bond will be required before the start of work by the successful vendor.**

A mandatory pre-bid meeting will be held at 101 S. Lawrence Street, Montgomery, Alabama on November 1, 2018, at 10:00 a.m. CST. At this time vendors will be able to tour the buildings and ask questions.

BID FORM

Square footage is an estimate only.

Item	Location/ Approximate Square Footage of area to be cleaned	Days/Hours	Monthly	Annual
1	Annex III 101 S. Lawrence St. 73,972 sq. ft.	Monday- Friday 6:00 am to 10:00 am	\$ _____	\$ _____
2A	Community Corrections 301 Adams Ave. Building 1 5,152 sq. ft. all carpet	Monday- Friday 1:00 pm to 3:00 pm	\$ _____	\$ _____
2B	Community Corrections 301 Adams Ave. Building 2 1,482 sq. ft./ all tile floors	Monday- Friday 1:00 pm to 3:00 pm	\$ _____	\$ _____
3	Montgomery County CareHere Clinic 300 S. Hull St. 2,552 sq. ft./ all tile floors	Monday- Friday 6:00 pm to 8:00 pm	\$ _____	\$ _____
4	Probate Office 5449 Atlanta Hwy 6,800 sq. ft.	Monday-Friday after 5:00 pm	\$ _____	\$ _____
5	Revenue Office 5449 Atlanta Hwy 1,400 sq. ft.	Monday-Friday after 5:00 pm	\$ _____	\$ _____
6	Probate/ Revenue Office 3075 Mobile Hwy 9,076 sq. ft.	Monday-Friday after 5:00 pm	\$ _____	\$ _____

7	Annex II 125 Washington Ave. 25,300 sq. ft.	Monday-Friday 10:00 am -11:30 am	\$ _____	\$ _____
8	Annex I 100 South Lawrence St. 89,246 sq. ft.	Monday-Friday 6:00 am – 10:00 am	\$ _____	\$ _____
9	Court House 251 S. Lawrence St. 74,000 sq. ft.	Monday – Friday 6:00 am - 10:00 am	\$ _____	\$ _____

Total annual cost for Items 1-8 \$ _____

Total annual cost for item 9 \$ _____

Total Bid \$ _____

Facilities may be added at a cost of \$ _____ per square foot.

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.

Vendor Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Is the Company Minority Owned: _____ Yes _____ No

Is the Company Owned By: _____ Female _____ Male _____ Both

Is the Company Incorporated: _____ Yes _____ No

Ethnicity of Ownership:

_____ African American

_____ American Indian

_____ Asian American

_____ Disabled

_____ Hispanic

_____ Other (Please Specify) _____

Official Signature

Printed Name and Title

Date: _____

RESPONSE FORM TO BE ATTACHED TO BID

Company Name _____

Federal I.D. # _____

Mailing Address _____

Phone Number _____

Email Address _____

Quote F.O.B. _____

Terms of Payment _____

Delivery Date _____

Official Signature

Printed Name and Title