

Khristie Davis, Buyer II
khristiedavis@mc-ala.org
(334) 832-1267

Cynthia Hill, Buyer I
cynthiahill@mc-ala.org
(334) 832-2526

Tammy Turner, Buyer II
tammyturner@mc-ala.org
(334) 832-1603



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:
January 7, 2020	January 15, 2020 10:00 a.m. CST	51901-20B-005	January 28, 2020 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, to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to Tammy Turner, Buyer II, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1603.

Florence M. Cauthen
Deputy Administrator

GENERAL CONDITIONS AND INSTRUCTIONS

1. The bid number 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. All pricing shall be F.O.B., Montgomery, Alabama. Deliveries shall be to the site and designated location of the ordering department listed on the purchase order. The bid price shall include all freight/delivery, fuel, surcharge, handling, packaging, services charges, paid by the vendor.
6. Bidders must attach to bid a copy of a 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 bidder is not required to have a City of Montgomery Business license or a Montgomery County business license, bidder must specify why license is not required.**
7. Bidders 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.
8. 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 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.
9. The successful bidder awarded the contract must provide documentation of its enrollment in the e-verify program.
10. Successful bidder shall file proof of the following insurance coverage and limited liability with the Purchasing Department before beginning work with Montgomery County:

General Liability

\$1,000,000 – Bodily injury and property damage combined occurrence

\$1,000,000 – Bodily injury and property damage combined aggregate

\$1,000,000 – Personal injury aggregate

Comprehensive form including premises/operation, products/completed operations contractual, independent contractors.

Broad form property damage and personal injury.

Automobile Liability

\$1,000,000 – Bodily injury and property damage combined coverage

Any automobile including hired and non-owned vehicles

Worker Compensation and Employers Liability

\$100,000 – Limited each occurrence

Umbrella Coverage

\$1,000,000 – Each occurrence

\$1,000,000 – Aggregate

11. 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.
12. If a bidder desires to protest a bid, 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*.

13. The selected bidder 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 bidder agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful bidder also agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.
14. The selected bidder affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the agreement. 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.
15. The Montgomery County Commission is committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; to ensure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the contracting and bidding process in Montgomery County.

Montgomery County Commission (MCC) is accepting bids for janitorial services at various county buildings. The successful bidder shall provide all personnel (including on-site supervisors), tools, materials, equipment, and other items and services necessary to perform the services described herein. Services will be performed during the hours and days listed per specifications or at such other times as mutually agreed upon by MCC and Contractor. The required objective is to maintain the building in such a manner to provide a clean, healthy and safe work environment which includes, but not limited to the following:

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

Scope of Work

A. Daily-General

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.
2. Desks will be thoroughly cleaned and dusted on all horizontal surfaces. Wood desk tops are to be dusted with soft dust cloths. Vinyl, Formica and glass tops may be dusted with a treated or damp cloth. Horizontal surfaces include, but are not limited to, countertops, tables, file cabinets, etc.
3. Hand dusting of the following should be done with a treated cloth or in some cases, where a damp cloth is called for: miscellaneous cabinets, window sills, window blinds, ledges, and shelves under six feet, and other desk top equipment. 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 are to be spot-cleaned as needed around light switches, handrails, door knobs and other heavy traffic areas.
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 spot-cleaned to remove fingerprints and smudges. Any interior glass ledges or other surfaces prone to dust accumulation are to be dusted.
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.

B. Daily-Corridors, Entranceways, Lobbies

1. Wastebaskets and trash containers are to be emptied, wiped clean and returned to original location. Plastic liners will be replaced as needed. All waste will be collected and removed to a central waste disposal area.
2. Dust all ledges and other surfaces prone to dust accumulation.
3. Walls are to be spot-cleaned as needed around light switches, handrails, door knobs and other heavy traffic areas.
4. To insure clean, healthy conditions at the water fountain, the dispensing area and bowls 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.
5. All glass doors and metal trim at entrance ways are to be cleaned daily.
6. Carpeted floors are to be thoroughly vacuumed and spot-cleaned as required. Walk-off mats will be utilized as directed by the County.
7. 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.
8. Marble, tile, wood and porcelain floors will be swept and mopped daily. High traffic areas will be spray-buffed or recoated as required to maintain proper appearance. The contractor shall use its best efforts to use the necessary practices to preserve the finish on the marble, wood, tile, granite and porcelain flooring. Exterior concrete at entry ways to building must be swept daily.

C. 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 out of wash basins, including bottom, faucets, and spigots, with approved crème cleaner. Rinse thoroughly as all crème cleanser residues must be removed. 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. Surface should be streak, smear, and smudge free. Attached frames, edges and shelves must also be cleaned and dried as well.
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 (including entrance doors inside and outside), 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. 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.
9. Toilet tissue, paper towels and hand soap will be installed by Contractor. These items will be furnished by the County.

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. Sides of desk credenzas and other furniture are to be dusted with a treated cloth.
2. Thoroughly vacuum or sweep all steps and landings in stairwells. Spot clean landings and steps to remove stains, shoe polish scuff, etc.
3. Baseboards and low vents must be dusted weekly.
4. All carpet throughout the buildings is to be thoroughly vacuumed in all areas, including corners, edges and behind doors.
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 is to be vacuumed using proper attachments designed for that purpose.
2. 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. Carefully wipe off switch, outlets and telephone covers with a soft, dry dust cloth.
4. Ceiling vents, air duct vents, door closures, door frames and ledges above six feet are to be thoroughly dusted. Clean ceiling around vents.

Note: White leather furniture in Annex III is to be cleaned with professional leather cleaner only.

H. Quarterly

1. Draperies (if any) are to be dusted using specially treated dusting tools.

2. Dust stair well walls. Wipe hand rails.

I. Every Six Months-All Areas

1. Shower clean and wax floors.
2. Clean HVAC vents thoroughly.
3. Shampoo or steam clean carpet in high traffic areas (halls, walking paths, lobby areas).
A schedule must be coordinated at least one week in advance with Director of General Services.

J. Annually

1. Shampoo or steam clean carpet in all areas. A schedule must be coordinated at least one week in advance with Director of General Services.

Montgomery County Commission Responsibilities

1. Provide secure storage space on one or more levels for the vendor's supplies and equipment.
2. Provide water and electricity as necessary to perform the services.
3. Provide soap, toilet paper and paper towels for all dispensers.
4. Allow successful vendor to work weekends when necessary with reasonable notice.

Responsibilities of Successful Bidder

1. Furnish all equipment and supplies, other than supplies specified herein to be provided by the County.
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. MCC 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. 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 Director of General Services.

3. All bidders must submit a one page narrative illustrating qualifications, experience, years in business, company, philosophy and any unique benefits bidder will provide MCC.
4. All bidders must provide a one page narrative describing a management and supervision plan to maintain the facilities as outlined in the specifications.
5. Successful bidder shall furnish all power equipment, including floor machines, vacuum systems, carpet cleaning systems. Equipment shall be new or in good condition when placed on the jobsite. Equipment will be kept in a presentable and working condition at all times. Replacement and repair of equipment will be made as necessary at the expense of the vendor.
6. Successful bidder will maintain a chart or schedule of periodical cleaning assignments, including weekly, monthly, quarterly, bi-annual and annual assignments and will provide a copy to the General Services Director.
7. Successful bidder 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 MCC or the flooring and furniture manufacturer.
8. Successful bidder shall be held responsible for any breakage, damage or loss incurred through carelessness of any of its employees.
9. Successful bidder will insure that any articles of any personal or monetary value found by employees will be turned in to the Plant Maintenance Manager.
10. Successful bidder will post in each building the rules and regulations governing the vendor's employees while in the building, as well as a copy of the cleaning schedule.
11. HVAC systems will not be adjusted by the janitorial employees. Water faucets or valves shall be turned off after the required usage has been accomplished.
12. Successful bidder shall furnish ample safety devices (caution-wet floor signs, ribbons, etc.) positioned appropriately when mopping floors.
14. Successful bidder shall provide and/or ensure the following:
 - a. A record of keys signed in/out by each employee. Successful bidder may be required to replace, re-key or to reimburse MCC for the replacement of locks or re-keying as a result of lost keys.
 - b. A trained and capable staff with all training at the expense of the successful bidder.
 - c. A list of contacts for emergency situations.
 - d. A supervisor on site at all times.

- e. All employees must wear County issued identification badges that are visible at all times. Upon termination, employee badge will be turned in immediately to General Services Director.
 - 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.) on site.
 - i. Employees shall not receive or initiate personal telephone calls from county telephones.
 - j. Employees must limit personal cell phone use while on duty.
- 15. Supervisor will maintain a current inventory of the janitorial supplies provided by MCC.
 - 16. Successful bidder must have had under contract a building totaling at least 10,000 square feet under one roof within the past five years and must provide contact information for the owner. Bidder must include in its bid references from a minimum of three 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.
 - 17. All janitorial employees must pass a background check.

A mandatory pre-bid meeting will be held at 101 S. Lawrence Street, Montgomery, Alabama on Thursday, January 15, 2020, at 10:00 a.m. CST to tour the buildings and ask any questions.

The bid will be awarded based on the lowest bid of the most responsible bidder.

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.	Monday- Friday 1:00 pm to 3:00 pm	\$ _____	\$ _____
2B	Community Corrections 301 Adams Ave. Building 2 1,482 sq. ft.	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/Revenue Office 5449 Atlanta Hwy 8,200 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	Probate/Revenue Office South 3425 McGhee Rd. 7,089.99 sq. ft.	Monday-Friday After 5:00 pm	\$ _____	\$ _____

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

Total annual cost for Items 1- 9 \$ _____

Total Bid \$ _____

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

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