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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 for Poll Locations**

Bid Date:	Bid Number:	Return Quotation By:
August 27, 2020	51910-20B-026	September 15, 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 Khristie Davis, Buyer, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1267

Florence M. Cauthen
County Administrator/Purchasing Agent

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 successful bidder awarded the contract must provide documentation of its enrollment in the e-verify program.
9. 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

10. 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.
11. 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*.

12. 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.

13. 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.
14. 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 is accepting bids for janitorial services at approximately forty-eight (48) poll locations in Montgomery County. The successful bidder shall provide all personnel, cleaning supplies, equipment, and transportation necessary to perform the services described herein.

Scope of Work

1. The first cleaning service of the forty-eight (48) poll locations shall be performed on **Friday, October 23, 2020 – Sunday, November 1, 2020**. The second cleaning service of the forty-eight (48) poll locations shall be performed on **Wednesday, November 4, 2020 – Tuesday, November 10, 2020**.
2. Service Company must perform a viral pathogen cleaning and decontamination adhering to current CDC standards for COVID-19.
3. EPA approved products with a hospital grade disinfectant is required.
4. Clean and disinfect all horizontal and frequently contacted surfaces and furniture.
5. Clean and disinfect restrooms to include sinks, toilets, urinals, countertops and faucets.
6. Clean and disinfect all door handles, knobs, light switches, handrails and water fountains.
7. Clean and disinfect all tables and chairs.
8. Dust mop and/or sweep all hard floor surfaces, vacuum carpeted areas.
9. Empty waste receptacles.
10. Dust ceiling air vents.
11. Mop all hard floor surfaces.
12. Service Company shall utilize a CDC approved disinfectant fogging system for COVID-19 to sanitize each location.

Vendor Requirements

1. Service Company shall be held responsible for any breakage, damage or loss incurred through carelessness of any of its employees.
2. Successful bidder shall furnish ample safety devices (caution-wet floor signs, ribbons, etc.) positioned appropriately when mopping floors.
3. Service Company employees shall be identified with company uniforms.
4. Successful bidder must register their business entity with the Alabama Secretary of State Office.

BID FORM

Item No.	Precincts No.	Poll Locations	Cost Per Facility (2 Cleanings)
1.	101	Drum Theater/Huntington College 1125 East Fairview Avenue	\$ _____
2.	102	Vaughn Park Church of Christ 3800 Vaugh Road	\$ _____
3.	104	Whitfield United Methodist Church 2673 Fisk Road	\$ _____
4.	105	Aldersgate United Methodist Church 6610 Vaughn Road	\$ _____
5.	106	City of Refuge Church 3820 Woodley Road	\$ _____
6.	107	Trenholm State (Patterson Campus, Bldg. D) 3920 Troy Highway	\$ _____
7.	201	St. Paul AME Church 706 East Patton Avenue	\$ _____
8.	202	Beulah Baptist Church 3703 Rosa L. Parks Avenue	\$ _____
9.	203	Hayneville Road Community Center 3315 Hayneville Road	\$ _____
10.	204	AFED Conference Center (FKA – Fresh Anointing) 150 East Fleming Road	\$ _____
11.	205	Southlawn Baptist Church 5340 Mobile Highway	\$ _____
12.	206	Macedonia Miracle Kingdom & Worship Center 3070 Selma Highway	\$ _____
13.	207	Hunter Station Community Center 20 Melton Street	\$ _____

14.	208	Catoma Elementary School 1760 Mitchell Young Road	\$ _____
15.	209	First Southern Baptist Church 1125 Wasden Road (Hope Hull)	\$ _____
16.	210	Pintlala Volunteer Fire Department 250 Federal Road (Hope Hull)	\$ _____
17.	211	Rufus Lewis Library 3095 Mobile Highway	\$ _____
18.	301	Dalraida Church of Christ 3740 Atlanta Highway	\$ _____
19.	302	Eastern Hills Baptist Church 3604 Pleasant Ridge Road	\$ _____
20.	303	Eastmont Baptist Church 4505 Atlanta Highway	\$ _____
21.	304	Lagoon Park Fire Station 2710 Lagoon Park Drive	\$ _____
22.	305	Frazer United Methodist Church 6000 Atlanta Highway	\$ _____
23.	306	Eastdale Baptist Church 400 Burbank Drive	\$ _____
24.	401	St. James Baptist Church 3424 South Court Street	\$ _____
25.	402	McIntyre Community Center 1240 Hugh Street	\$ _____
26.	403	Cleveland Avenue YMCA 1201 Rosa L. Parks Avenue	\$ _____
27.	404	Alabama State University/Acadome 1595 Robert C. Hatch Drive	\$ _____
28.	405	Houston Hills Community Center 207 N. Hall Street	\$ _____

29.	406	Newtown Community Center 1765 North Decatur Street	\$ _____
30.	407	King Hill Community Center 814 Claremont Avenue	\$ _____
31.	408	Highland Gardens Community Center 2805 Willena Avenue	\$ _____
32.	409	Chisholm Community Center 545 Vandiver Boulevard	\$ _____
33.	410	Sheridan Heights Community Center 3501 Faro Drive	\$ _____
34.	411	Union Academy Baptist Church 4748 Lower Wetumpka Road	\$ _____
35.	412	Union Chapel AME Church 3100 Old Wetumpka Highway	\$ _____
36.	413	Passion Church Montgomery 6825 Wares Ferry Road	\$ _____
37.	501	First Christian Church 1705 Taylor Road	\$ _____
38.	502	Snowdown Women's Club 6145 Norman Bridge Road	\$ _____
39.	503	Lapine Baptist Church 164 Webster Street (Lapine)	\$ _____
40.	504	Ramer Library 5444 State Highway (Ramer)	\$ _____
41.	505	Covenant Ministries International, Inc. 4870 Woodley Road	\$ _____
42.	506	Davis Crossroads Fire Station 6475 Mt. Zion Road (Ramer)	\$ _____
43.	507	Dublin Fire Station 8898 State Highway 94 (Ramer)	\$ _____

44.	508	Pine Level Fire Station 393 Moore Road (Ramer)	\$ _____
45.	509	Woodland United Methodist Church 4428 Wallahatchie Road (Pike Road)	\$ _____
46.	510	Georgia Washington Middle School 696 Georgia Washington Road (Pike Road)	\$ _____
47.	511	Arrowhead County Club 50 Ocala Drive	\$ _____
48.	512	St. James United Methodist Church 9045 Vaughn Road	\$ _____

Total Cost for Items 1- 48 \$ _____

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