

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 COVID-19 Sanitizing Services

Bid Date:	Bid Number:	Return Quotation By:
October 7, 2020	51100-21B-001	October 26, 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 professional COVID-19 sanitizing services, per the Center for Disease Control recommendations, for three upcoming special elections at 33 polling places and on an on-call, as needed basis for any future elections, at up to 49 polling places, prior to January 1, 2022. The areas to be sanitized include those spaces and restrooms used for voting at each location. (A list of addresses of all polling places is attached.)

In addition, Montgomery County Commission reserves the right to add other locations within Montgomery County as needed at the same rate per square foot. The successful vendor shall provide all personnel, cleaning supplies, equipment, and transportation necessary to perform the services described herein.

Scope of Work

Vendor shall utilize a CDC approved disinfectant fogging system for COVID-19 to sanitize all polling locations, including restrooms, **before and after each election at polling locations on dates specified by the Elections Center.**

Vendor shall dispose of any and all waste generated from the cleaning.

Vendor Requirements

1. All bidders must provide three references with contact information for sanitizing services performed during the last 12 months, preferably for public agencies.
2. Successful vendor shall be held responsible for any breakage, damage or loss incurred through carelessness of any of its employees.
3. Successful vendor employees shall be identified with company uniforms.
4. Successful vendor must register their business entity with the Alabama Secretary of State Office.
5. Successful vendor is responsible for contacting each facility's personnel directly to schedule cleaning periods.
6. Quoted prices must remain firm until December 31, 2021, regardless of number of locations to be sanitized.

Price per Square Foot \$ _____

**REPUTATION, PAST PERFORMANCE, AND REFERENCES ARE CRITICAL
CONSIDERATIONS FOR AWARD OF THIS BID.**

Poll Locations

Precincts No.

101	Drum Theater/Huntington College -1125 East Fairview Avenue
102	Vaughn Park Church of Christ - 3800 Vaugh Road
104	Whitfield United Methodist Church - 2673 Fisk Road
105	Aldersgate United Methodist Church - 6610 Vaughn Road
106	City of Refuge Church - 3820 Woodley Road
107	Trenholm State (Patterson Campus, Bldg. D) - 3920 Troy Highway
201	St. Paul AME Church - 706 East Patton Avenue
202	Beulah Baptist Church - 3703 Rosa L. Parks Avenue
203	Hayneville Road Community Center - 3315 Hayneville Road
204	AFED Conference Center (FKA – Fresh Anointing) -150 East Fleming Road
205	Southlawn Baptist Church - 5340 Mobile Highway
206	Macedonia Miracle Kingdom & Worship Center - 3070 Selma Highway
207	Hunter Station Community Center - 20 Melton Street
208	Catoma Elementary School - 1760 Mitchell Young Road
209	First Southern Baptist Church - 1125 Wasden Road (Hope Hull)
210	Pintlala Volunteer Fire Department - 250 Federal Road (Hope Hull)
211	Rufus Lewis Library - 3095 Mobile Highway
301	Dalraida Church of Christ - 3740 Atlanta Highway
302	Eastern Hills Baptist Church - 3604 Pleasant Ridge Road
303	Eastmont Baptist Church - 4505 Atlanta Highway
304	Lagoon Park Fire Station - 2710 Lagoon Park Drive
305	Frazer United Methodist Church - 6000 Atlanta Highway
306	Eastdale Baptist Church - 400 Burbank Drive
401	St. James Baptist Church - 3424 South Court Street
402	McIntyre Community Center - 1240 Hugh Street
403	Cleveland Avenue YMCA - 1201 Rosa L. Parks Avenue
404	Alabama State University/Acadome - 1595 Robert C. Hatch Drive
405	Houston Hills Community Center - 207 N. Hall Street
406	Newtown Community Center - 1765 North Decatur Street
407	King Hill Community Center - 814 Claremont Avenue
408	Highland Gardens Community Center - 2805 Willena Avenue
409	Chisholm Community Center - 545 Vandiver Boulevard
410	Sheridan Heights Community Center - 3501 Faro Drive
411	Union Academy Baptist Church - 4748 Lower Wetumpka Road

- 412 Union Chapel AME Church - 3100 Old Wetumpka Highway
- 413 Passion Church Montgomery - 6825 Wares Ferry Road
- 501 First Christian Church - 1705 Taylor Road
- 502 Snowdoun Women's Club - 6145 Norman Bridge Road
- 503 Lapine Baptist Church - 164 Webster Street (Lapine)
- 504 Ramer Library - 5444 State Highway (Ramer)
- 505 Covenant Ministries International, Inc. - 4870 Woodley Road
- 506 Davis Crossroads Fire Station - 6475 Mt. Zion Road (Ramer)
- 507 Dublin Fire Station - 8898 State Highway 94 (Ramer)
- 508 Pine Level Fire Station - 393 Moore Road (Ramer)
- 509 Woodland United Methodist Church - 4428 Wallahatchie Road (Pike Road)
- 510 Georgia Washington Middle School - 696 Georgia Washington Road (Pike Road)
- 511 Arrowhead County Club - 50 Ocala Drive
- 512 St. James United Methodist Church 9045 Vaughn Road

REFERENCE LIST

This reference list shall be completed and attached to the bid form when submitted to the Purchasing Office. Bids received without this completed reference list will be disqualified.

List three agencies, preferably government agencies, that you have performed sanitizing services for in the last twelve (12) months.

1. _____
Public Agency

Name of Contact Person/Title

Phone Number Email Address

2. _____
Public Agency

Name of Contact Person/Title

Phone Number Email Address

3. _____
Public Agency

Name of Contact Person/Title

Phone Number Email Address

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