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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 Montgomery County Annex I and Annex II Buildings

Bid Date: May 15, 2023	Bid Number: 51901-23B-015	Return Quotation By: June 2, 2023 10:00 a.m. CST
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Please submit a sealed price quotation on the conditions and requirements listed below. (**Faxed bids will not be accepted.**) The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street, Montgomery AL 36104 until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

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, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama at (334) 832-1267.

Florence M. Cauthen
County Administrator and 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. Late bids will not be opened.
4. 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.
5. 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.**
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 the date of award and ending one (1) year thereafter with an option to renew for an additional two (2) years, in one (1) year periods. At the end of the one (1) year contract period, a price increase may be allowed, but shall not exceed five percent (5%) per year.
9. The successful vendor must provide proof of the following insurance requirements: and maintain throughout the duration of the contract:

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/complete operations contractual, independent contractors.

Automobile Liability

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

Any automobile including hired, non-owned, and employee-owned vehicles, each occurrence

Worker Compensation and Employers Liability

\$100,000 – Each Occurrence

Umbrella Coverage

\$1,000,000 –Each Occurrence

\$1,000,000 - Aggregate

10. The successful vendor awarded the contract/purchase order must provide documentation of its enrollment in the e-verify program.
11. Montgomery County Commission or the successful vendor reserves the right to cancel the contract with a sixty (60) day written notice at any time during the contract.
12. 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.
13. 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*.

14. 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.
15. 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.
16. The selected bidder may not assign, transfer, convey, or otherwise dispose of the contract or its rights, title or interest in or the same, or any part thereof, without written consent from Montgomery County Commission.
17. 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.
18. Montgomery County Commission may review bidder's qualifications and references as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the County all such information and data for this purpose as the County may request.
19. Montgomery County Commission reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
20. While the bid award may be made to the lowest bidder meeting all specifications, Montgomery County Commission will not award the bid on the basis of the low bid only.
21. Quality, conformity with specifications, terms of delivery, past service history, and experience are among factors that may be considered in determining the lowest responsible bidder.

22. Montgomery County Commission reserves the right to award the bid in any manner that is in the best interest of the County.

SCOPE OF WORK

Montgomery County Commission is accepting bids from a professional commercial cleaning company for janitorial services at Montgomery County Annex I and Annex II buildings. The successful vendor shall provide all personnel including on-site supervision, supplies, equipment, and transportation necessary to perform the services during the days and hours listed.

Daily – General

1. All trash containers must be emptied, exterior surface wiped cleaned as needed and returned to their original location with clean liners. The interior of containers will be cleaned and disinfected as needed. Collected waste must be placed in designated receptacles.
2. All horizontal surfaces shall be cleaned and dusted. Wood surfaces are to be dusted with soft dust cloths. Vinyl, formica and glass surfaces may be dusted with a treated or damp cloth. Horizontal surfaces include, but are not limited to desktops, countertops, tables, filing cabinets, etc. There shall be no oil spots or smudges on surfaces.
3. Cabinets, windowsills, window blinds, ledges, and shelves under six feet, and other desk top equipment shall be dusted with a treated damp cloth.
4. Corners, crevices, molding, and ledges shall be swept, vacuumed, or dusted.
5. Carpets must be vacuumed in traffic lanes and around desks. Carpets shall be spot cleaned, as needed to remove spills or stains.
6. Walls are to be spot cleaned around light switches, handrails, doorknobs, and other heavy traffic areas.
7. Tile floors are to be dust mopped with chemically treated mops or wet-mopped as specified. Spills and stains are to be spot mopped.
8. Inter-office glass panels are to be spot cleaned to remove fingerprints and smudges.
9. Interior glass ledges or other surfaces must be dusted.
10. Countertops in work areas, conference rooms and breakrooms are to be cleaned if they are reasonably clear of equipment, documents, etc.

Daily- Corridors, Entranceways, Lobbies

1. Trash containers must be emptied, wiped clean and returned to their original location with a clean liner. Collected waste must be placed in designated receptacles.
2. Ledges and other surfaces must be dusted.
3. Walls are to be spot cleaned as needed around light switches, handrails, doorknobs, and other heavy traffic areas.
4. Water fountain dispensing areas 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 are to be cleaned.
6. Carpeted floors are to be thoroughly vacuumed and spot cleaned as required.
7. 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 successful vendor shall use its best efforts to use the necessary practices to preserve the finish on the marble, wood, tile, granite, and porcelain flooring.
8. Exterior concrete at entryways to buildings must be swept.
9. Janitorial closets will be cleaned, and shelves stocked with a minimum supply of paper towels, toilet tissue, and liners.

Daily –Restrooms

All restrooms are to be cleaned and serviced daily. Special attention must be given to prevent mold, fungi, and bacterial growth.

1. Dispensers must be checked and filled when necessary (soap, toilet tissue, paper towels, etc.).
2. Trash containers must be emptied, the exterior and interior of containers cleaned and disinfected and returned to their original location with a clean liner. Use proper chemicals for surfaces to be cleaned at proper dilution. After the item has been cleaned completely, wipe item with approved disinfectant solution and allow to air dry. Collected waste must be placed in designated receptacles.
3. Thoroughly clean and dry inside and out of wash basin, including bottom, faucets, and spigots, with approved crème cleaner. Rinse thoroughly to remove all cleaner residue, then wipe each item with approved disinfectant solution and allow to air dry.

4. Thoroughly clean all glass and mirrors using an approved alcohol-based glass cleaner. Surface should be streak, smear, and smudge free. Attached frames, edges and shelves must also be cleaned and dried.
5. Thoroughly clean and rinse toilets, toilet seats, and urinals with an approved acid-free bowl cleaner. Wipe each toilet, toilet seat, and urinal completely with approved disinfectant. Bright metal parts are to be dry shined.
6. Thoroughly clean all walls including switch and electrical 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.
7. Thoroughly damp mop floors with an approved disinfectant daily to include under all easily movable objects (chairs, waste receptacles, etc.) Return objects to their original location after the floor has dried completely. The finished floor must be clean and streak free. Allow floor to air dry.
8. Thoroughly clean all showers, including bottom, faucets, and spigots, with approved cleaner. Thoroughly clean all walls, floors, including electrical covers, doors (interior and exterior of entrance doors), 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 prevent mold, fungi and bacterial growth.**

Daily – Stairwell

1. Spot sweep steps, landings, and handrails.

Daily- Elevators

1. Thoroughly vacuum and clean all interior cab floors. Damp mop as needed to remove spills and stains. Clean and shine elevator door tracks.
2. Wipe all walls, handrails, and doors with approved cleaners.
3. Interior elevator walls and doors should be cleaned in accordance with the manufacturer's recommendations.

F. Weekly- All Areas

1. Vertical furniture surfaces are to be dusted with a treated cloth.
2. Thoroughly vacuum or sweep all steps and landings. Spot clean landings and steps to remove stains, scuffs, etc.
3. Dust baseboards and low vents.
4. All carpet throughout the buildings shall be thoroughly vacuumed in all areas inclusive of 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 the refrigerator in break areas.
8. Clean baseboards in restrooms and around bottom of fixtures.

Monthly

1. Vacuum upholstered furniture using proper attachments.
2. Horizontal blinds are to be dusted, including dusting ledges and window mullions. Blinds should be returned to their original position. 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. Thoroughly dust ceiling vents, air duct vents, ceiling around vents, door closures, door frames and ledges above six feet.

Quarterly

1. Draperies to be dusted using special treated dusting tools.
2. Stairwell walls and handrails must be dusted and wiped.

Every Six Months- All Areas

1. Carpet in high traffic areas (halls, walking paths, lobby areas) must be shampooed or steam cleaned. A schedule must be coordinated at least one week in advance with the Director of General Services.
2. Air condition vents must be cleaned thoroughly.

Annually

1. Carpets in all areas must be shampooed or steam cleaned. A schedule must be coordinated at least one week in advance with the Director of General Services.

As Directed

1. Computer rooms and work rooms will be cleaned as directed by the County.

It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided by the successful vendor.

Vendor Requirements

1. **A mandatory pre-bid meeting will be held on May 24, 2023 at 10:00 a.m., at Montgomery County Commission Annex III Bldg. 101 South Lawrence Street, Montgomery, AL in the Purchasing Department.** Bidders/authorized representatives must attend this meeting to be eligible to bid.
2. Bidder must furnish the following with their bid:
 - A. A minimum of three (3) of its 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.
 - B. One (1) page narrative explaining qualifications, experience, years in business, company's philosophy, and any unique benefits your company will provide Montgomery County.
 - C. One (1) page narrative describing how you plan to manage this project. Describe your management and supervision plan to maintain the facilities as outlined in the specifications.

3. Bidder must currently have under contract a building totaling at least 10,000 square feet under one roof.
4. Bidder must have and always maintain an adequate number of trained employees to satisfy all the specification listed in the bid.
5. Vendor shall furnish all equipment and supplies, other than supplies specified herein to be provided by the County.
6. Prior to commencement of the contract, a list of all materials and equipment to be used in providing cleaning services shall be furnished to the Director of General Services. The General Service Director may approve or disapprove any product or equipment on the list. Material Safety Data Sheets (MSDS) pertaining to the cleaning supplies must be filed and kept on Montgomery County Commission's premises at all times. Containers shall be labeled accordingly.
7. Vendor shall provide a work schedule for the entire year within seven (7) days after the award of the contract, to include cleaning frequencies. Any deviations from the work schedule must be approved by the Montgomery County Administrator or Deputy Administrator.
8. Vendor shall furnish all power equipment such as floor machines, vacuums, and carpet cleaning equipment. Equipment shall be new or in good condition when placed on Montgomery County Commission premises. Equipment will be kept in a presentable condition at all times. Replacement and/or repair of equipment will be made as necessary, off-site at the expense of the vendor.
9. 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.
10. 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.
11. Vendor shall be held responsible for any breakage, damage or loss incurred through carelessness of any of its employees.
12. Vendor will ensure that any articles of any personal or monetary value found by its employees will be turned in to the Director of General Services.
13. Vendor will post, within the building, the rules and regulations governing the vendor's employees while in the building(s), as well as a copy of the cleaning schedule.
14. 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.

15. Vendor will be responsible for turning off all lights and locking all doors in serviced areas where applicable.
16. Vendor shall furnish ample safety devices (caution wet floor signs, ribbons, etc.) positioned appropriately when mopping floors.
17. Vendor's supervisor will maintain a current inventory of the County's janitorial supplies.
18. Employees must pass a background check.
19. Vendor shall provide and/or ensure the following:
 - 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.
 - All employees are trained and capable.
 - A list of emergency contacts.
 - A supervisor is on site at all times.
 - All employees must wear County issued identification badges that are visible to Montgomery County Staff. Upon termination, the employee's badge must be turned in immediately to the Director of General Services.
 - Employees do not consume food or beverages in public view while on duty.
 - Employees use designated break areas to consume food or beverages.
 - Employee are identified with company uniforms.
 - Employees will not bring or meet personal visitors (children, relatives, etc.) on Montgomery County premises.
 - Employees will not receive or initiate personal telephone calls from county owned or operated telephones or other office equipment.
 - Employees limit personal cell phone use while on duty.

Montgomery County Commission's Responsibilities

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

BID FORM

Square footage is an estimate only.

Item	Location/ Approximate Square Footage of Area to be Cleaned	Days/Hours	Monthly	Annual
1.	Annex II 125 Washington Ave. 25,300 sq. ft.	Monday-Friday 10:00 am -11:30 am	 \$ _____	 \$ _____
2.	Annex I 100 South Lawrence St. 89,246 sq. ft.	Monday-Friday 6:00 am – 10:00 am	 \$ _____	 \$ _____

Total annual cost for Items 1-2 \$ _____

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

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 (3) companies/public agencies that you have performed janitorial services for in the last two (2) years.

1.	_____	_____
	Company/Public Agency	Square Footage of Building
	_____	_____
	Name of Contact Person/Title	Type of Facility
	_____	_____
	Phone Number	Email Address
2.	_____	_____
	Company/Public Agency	Square Footage of Building
	_____	_____
	Name of Contact Person/Title	Type of Facility
	_____	_____
	Phone Number	Email Address
3.	_____	_____
	Company/Public Agency	Square Footage of Building
	_____	_____
	Name of Contact Person/Title	Type of Facility
	_____	_____
	Phone Number	Email Address

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

_____ Caucasian

_____ 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