

MOBILE COUNTY COMMISSION

205 Government Street 8TH FL South
Mobile, Alabama 36644

BID INVITATION

BID NO. 90-24

July 12, 2024

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items: **ANNUAL JANITORIAL SERVICES FOR MOBILE COUNTY LICENSE COMMISSION AND MOBILE COUNTY REVENUE COMMISSION OFFICES AT THE CITRONELLE MUNICIPAL COMPLEX LOCATED AT 19135 S MAIN STREET #2406 CITRONELLE, AL 36522 AS PER ATTACHED SPECIFICATIONS:**

NOTE: PRICES MUST REMAIN FIRM FROM OCTOBER 1, 2024, THROUGH SEPTEMBER 30, 2026.

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent, 205 Government Street, 8th FL South, Mobile, Alabama 36644, susan.holland@mobilecountyal.gov prior to the bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$30,000.00: provided that bonding is available for services, equipment or materials. Bid bond will be accepted in the form of a certified check, cashier's check, or postal money order, etc.

Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall furnish proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at www.mobilecountyal.gov.

THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. July 31, 2024.

ALL BIDS MUST BE SEALED, "BID NUMBER, COMPANY'S NAME, AND NAME OF THE BID ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE." THE BIDDER WILL RETURN THE ENTIRE BID PACKAGE. BIDS MUST BE DELIVERED TO THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR SOUTH TOWER OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

MOBILE COUNTY COMMISSION


E. EDWIN KERR, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum of

\$see attached list.

Delivery can be made in _____ days from receipt of order.

RESPECTFULLY

BY _____



IMPORTANT

**THIS DOCUMENT MUST BE COMPLETED,
SIGNED AND RETURNED WITH YOUR BID**

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at www.uscis.gov/everify and www.Verify.Alabama.gov.

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

_____ (company name) has no employees in the
State of Alabama

Or

_____ (company name) is enrolled in E-Verify and a
copy of the electronically signed signature page of the company's Memorandum of Understanding is
attached.

Date

Signature

Title



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Mobile County Commission	
Connie Hudson	
Name (Please Type or Print)	Title
Electronically Signed	12/21/2011
Signature	Date
Department of Homeland Security - Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed	12/21/2011
Signature	Date
Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name:	Mobile County Commission
Company Facility Address:	205 Government Street
	8th Floor South Tower
	Mobile, AL 36644
Company Alternate Address:	
County or Parish:	MOBILE
Employer Identification Number:	836001644

Bid Documents

PROJECT NAME: SERVICE CONTRACT – JANITORIAL SERVICES FOR THE
MOBILE COUNTY LICENSE COMMISSION AND MOBILE
COUNTY REVENUE COMMISSION

PROJECT LOCATION: CITRONELLE MUNICIPAL COMPLEX
19135 S MAIN STREET #2406
CITRONELLE, AL 36522

BID NUMBER: BID NO. 90-24

TERM OF AGREEMENT:

1. Term of this Agreement shall commence on the date of written Notice to Proceed, issued by the County and ending on September 30, 2026.

COMPENSATION:

1. Monthly Fee: The Service Contractor agrees to charge, and the County agrees to pay the monthly fee as determined by the agreed amount pricing as present on the Bid Form for the term of the contract, for the required monthly janitorial services. Service Contractor shall bill monthly for services rendered the preceding month. All invoices submitted shall consist of an original and clearly reference the Bid Number and a sufficient description to identify services for which payment is requested.
2. Under Construction: When a room(s) or area(s) is under construction, being remodeled, or otherwise taken out of service, for more than Thirty (30) continuous calendar days, Service Contractor shall be relieved of all or part of the contract obligations for the area designated. As the Service Contractor will not be performing full service in those areas, the monthly payments will be reduced by the actual number of square footage that is taken out of service.
3. Present Billing Rates: Any work not covered by the Scope of Work of the contract shall be billed at the Service Contractor's Additional Rates as described in the Bid Form, all additional services will be invoiced separately from the monthly invoice.
4. Special and Emergency Event Services: At the request of the Mobile County Commission's Service Contract Administrator, Special Event Services and Emergency Event Services will be invoiced per the Additional Rates as described in the attached Bid Form. All Invoices for special and emergency services shall include the following attachments: Synopsis of hours worked, list of employees' names (last names only), Name and Date(s) of event, Location, and attach email authorization. No claim for Work furnished by the Service Contractor not specifically provided for herein shall be paid by Mobile County Commission.

INQUIRIES:

1. Questions regarding this project should be directed to the Service Contract Administrator at april.holifield@mobilecountyal.gov no later than Three (3) business days prior to the bid opening. Responses to questions may be handled as an addendum if the response provides clarification to the requirements of the bid. All such addenda shall become part of the contract documents.

FAMILIARITY WITH THE WORK

1. The Service Contractor, by submitting a bid, acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof. The County will not be responsible for any misunderstanding of the work to be furnished or completed, or any of the conditions surrounding the performance thereof. It is understood that execution of the Agreement by the Service Contractor serves as the stated commitment to fulfill all requirements and conditions referred to in this Agreement.

MANDATORY PRE-BID CONFERENCE AND SITE VISIT

1. All prospective bidders shall have a representative present at a **MANDATORY** Pre-bid Conference that will be held on **MONDAY, JULY 22, 2024 at 10:00am, Local Time**, on site at the Mobile County License Commission and Mobile County Revenue Commission location at the Citronelle Municipal Complex, 19135 S Main Street #2406, Citronelle, AL 36522. Any Service Contractors not having a representative at this meeting will be disqualified from bidding on this project.

INSURANCE REQUIREMENTS

1. Service Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Service Contractor and the Mobile County Commission (MCC) at limits and coverages specified herein. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to protect the Service Contractor fully and adequately. If requested by MCC, Service Contractor will provide copies of policies within 10 days of request.
2. All insurance shall be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A- VII and must be acceptable to MCC. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to MCC for prior approval.

NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY MCC.

a. Worker's Compensation and Employers Liability

Part One: Statutory Benefits as required by the State of Alabama
Part Two: Employers Liability \$1,000,000 Each Accident
 \$1,000,000 Each Employee
 \$1,000,000 Policy Limit

Policy shall contain a Waiver of Subrogation Endorsement in favor of MCC.

b. Commercial General Liability

Coverage on an Occurrence form with a combined single limit (Bodily Injury and Property Damage combined) as follows:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

Aggregate Limit applies per Project.

Coverage to include:

- Premises and operations
- Personal Injury and Advertising Injury
- Products/Completed Operations
- Independent Contractors
- Contractual Liability
- Explosion, Collapse and Underground hazards
- Excess/Umbrella Liability

The Commercial General Liability policy shall name MCC as Additional Insured for claims arising out of the Service Contractors and/or any Subcontractors' work. The ISO Forms CG 20 07 04 and CG 20 37007 04 or a comparable form that is no more restrictive shall be required. The additional Insured form MUST include the current Operations and Products/Completed Operations of each contractor. The naming of the additional insured does not obligate the additional insured to pay any premiums due.

Aggregate limits to be on a "per project" basis.

c. Automobile Liability

Covering all Owned, Non-Owned, and Hired vehicles with a Combined single limit (bodily injury and property damage combined) of \$1,000,000 for each accident. The policy shall name MCC as Additional Insured.

d. Certificate of Insurance

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by MCC, **PRIOR** to commencement of any work on the contract. Each policy shall be endorsed to provide Thirty (30) days prior written notice of cancellation to the MCC. **A sample Certificate of Insurance is attached, see Exhibit C.**

CANCELLATION PROCEDURE

1. The Service Contractor shall be notified in writing of any problems pertaining to the performance of the janitorial services. This notification will be written by the County's Service Contract Administrator as specified in the Agreement. A follow-up letter will come from the Director of Facilities and Maintenance. If no satisfactory corrections are made by the Service Contractor within Ten (10) working days, Mobile County Commission may, at its discretion, cancel the Agreement immediately. If terminated, the Service Contractor will be removed from the bid list. Cancellation procedures will be strictly enforced.
2. The Service Contractor and/or the County may cancel the contract by giving written notice of such, no less than Thirty (30) calendar days, notice of intent to cancel the contract. If the Service Contractor initiates the cancellation, the Service Contractor must also forfeit Fifty Percent (50%) of the charge for janitorial service for their last complete month of service. In the event of cancellation by either party, proration of the custodial charge will be based on a Thirty (30) day month.

MISCELLANEOUS PROVISIONS

1. Indemnify: To the fullest extent permitted by law, the Service Contractor shall indemnify and hold harmless the County, and its agents and employees from and against all claims, damages, losses, and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the Work.
2. Subcontractors: The Service Contractor shall not employ Subcontractors without the express written permission of the County.
3. Uniforms: Service Contractor's employees are required to wear a uniform or some type of garment that will identify employees working for the company while on the premises.
4. Conduct: The Service Contractor shall require employees to comply with all instructions pertaining to conduct and building regulations issued by Service Contract Administrator and Court Police Officers, if applicable. The Service Contractor shall prohibit their employees from the following: disturbing papers on desks; opening desk drawers; opening file drawers or on any furniture; using telephones or office equipment; stealing/taking County property or personal property; using illegal drugs, alcohol, or other prohibited substances; being under the influence of illegal drugs or alcohol while on County property; carrying or using guns, knives, or other dangerous weapons; and/or unplugging computers or other equipment. Due to the security nature of the Mobile County License Commission and Mobile County Revenue Commission at the Citronelle Municipal Complex, Service Contractor's employees shall be issued County issued identification security cards, if applicable. The County shall reserve the right to have any Service Contractor's personnel removed, relocated, and/or barred from access to the Mobile County License Commission and Mobile County Revenue Commission at the Citronelle Municipal Complex at any time. Service Contractor shall replace the employee immediately upon notification by the Service Contract Administrator. The Service Contractor's personnel shall immediately return the County issued identification security card, if applicable.
5. Criminal Record Check: Service Contractor shall obtain criminal background checks, at its expense, on all personnel at the start of this contract or upon employment. The criminal background check is to include federal, state, and local including any location that the employee has resided within the past Five (5) years. Ten (10) days prior to the start of work, Service Contractor shall provide Service Contract Administrator with documentation illustrating background checks have been successfully completed. No employee will be allowed to work at the Mobile County License Commission and Mobile County Revenue Commission at the Citronelle Municipal Complex that has a criminal record/history for the past Five (5) years, if applicable.
6. Qualifications of Employees: A fully qualified, and trained for their specific duties, workforce shall be on board by the end of the first Thirty (30) days of the contract and shall be maintained throughout the period of the contract.
7. All employees assigned by the Service Contractor to perform the work under this contract shall be physically able to do their assigned work and shall be in good health. It shall be the Service Contractor's responsibility to ensure that all employees meet the physical standards needed to perform the work assigned. All personnel employed by the Service Contractor shall be trained and experienced, qualified in this type of work, fully aware of their responsibilities and duties.
8. Supervision of Employees: Service Contractor shall at all times provide adequate on-site supervision (minimum of One (1) supervisor/lead custodian per shift) of employees to ensure complete and satisfactory performance of all work in accordance with the

Agreement. The Service Contractor's site supervisor shall be available on-site at all times when the work is being performed. The Service Contractor's supervisors shall be fully and adequately trained, with a minimum of Two (2) years of experience in cleaning supervision, sufficient in scope to meet the approval of the Service Contract Administrator.

9. Contractor Qualifications: Service Contractor must have been in business at least Five (5) consecutive years. Service Contractor shall provide references to recent janitorial service experience in multi-story buildings equivalent to approximately 2,747 sq. ft. Failure to provide evidence of at least Five (5) consecutive years in business or references will be cause to reject bid.
10. The Revenue Commissioner's Office area will be closed from April to October every year. Actual closing and opening dates will be provided.

Remainder of Page Left Intentionally Blank

End of Section

BID FORM

The following Bid Format shall be used. Bids submitted on alternate forms may be rejected. Fill in all blank spaces with an appropriate entry. Bid Form must be signed by an officer of the company and notarized.

DATE: July 31, 2024

TO: PURCHASING DEPARTMENT, MOBILE COUNTY COMMISSION
205 GOVERNMENT BLVD.
8TH FL. S. TOWER
MOBILE, AL. 36644

RE: PROJECT NAME: SERVICE CONTRACT – JANITORIAL SERVICES FOR
THE MOBILE COUNTY LICENSE COMMISSION AND
MOBILE COUNTY REVENUE COMMISSION

PROJECT LOCATION: CITRONELLE MUNICIPAL COMPLEX
19135 S MAIN STREET #2406
CITRONELLE, AL 36522

BID NUMBER: BID NO. 90-24

In compliance with the Bid Documents and having carefully and thoroughly examined said documents for the subject Work prepared by the Purchasing Department, Mobile County Commission and dated July 12, 2024 and all Addenda (before submitting any bid it is the Bidder's responsibility to check with the Purchasing Department for all Addenda or special instructions that may impact the Bid) thereto, receipt of which is hereby acknowledged, the premises and all conditions affecting the Work prior to making this Proposal, the Undersigned Bidder,

COMPANY

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

BUSINESS LICENSE NUMBER: _____

The Bidder hereby proposes to furnish all labor, materials, tools, insurance, equipment, and supplies, and to sustain all the expenses incurred in performing the Work on the above captioned Project in accordance with the terms of the Contract Documents, Scope of Work, and all applicable laws and regulations for the sum listed below.

The Work shall commence on the date of the written Notice to Proceed, issued by the Mobile County Commission's Facilities Design & Construction Department. **The term of the Contract shall extend and will terminate on September 30, 2026.**

BID:

Location	Year 1 - Monthly	Year 1 - Annual	Year 2 - Monthly	Year 2 - Annual	TOTALS
License Commission	\$	\$	\$	\$	\$
Revenue Commission	\$	\$	\$	\$	\$
TOTALS:	\$	\$	\$	\$	\$

Year 1: \$.00
Year 2: \$.00
Contingency Allowance: \$ 5,000.00
Total : \$.00

Bids shall include all applicable sales and use taxes and shall be provided in whole dollar amount with no cents.

Total Bid Amount (Year 1 + Year 2 + Contingency Allowance): _____

_____ and 00/100 Dollars (\$ _____)
(Amount in Words) (Amount in Numbers)

The Total Bid Amount listed in words supersedes the amounts in numbers and anywhere else in this Bid Document.

The Contingency Allowance of Five Thousand and 00/100 Dollars (\$5,000.00) is to cover any unforeseen circumstances and/or additional service requests during the term of this Agreement.

UNIT PRICES – for Additional Services as specified in Scope of Work:

Floor Cleaning Only: \$ _____/sq. ft.
VCT Flooring – Strip and Wax: \$ _____/sq. ft.
Carpet Cleaning: \$ _____/sq. ft.

Special Event Services – Supervisor: \$ _____/hour
Special Event Services – Worker(s): \$ _____/hour
Emergency Cleaning Services - Supervisor: \$ _____/hour
Emergency Cleaning Services – Worker(s): \$ _____/hour

Hourly Rates: For work performed outside the basic scope of services and not included in the total Bid:

- A. Regular Time (8am to 5pm, Monday through Friday):
Supervisor: Year 1 \$ _____ per hour, Year 2 \$ _____ per hour.
Worker: Year 1 \$ _____ per hour, Year 2 \$ _____ per hour.

B. Overtime (5pm to 8am, Monday through Friday, and Weekends):

Supervisor: Year 1 \$_____ per hour, Year 2 \$_____ per hour.

Worker: Year 1 \$_____ per hour, Year 2 \$_____ per hour.

C. Overtime Holidays (Company Holidays):

Supervisor: Year 1 \$_____ per hour, Year 2 \$_____ per hour.

Worker: Year 1 \$_____ per hour, Year 2 \$_____ per hour.

Parts/Material: Service Contractor's direct cost plus Fifteen Percent (15%).

The Mobile County Commission reserves the rights to add, remove, and modify services, as needed during the term of this Agreement.

1. BID INCLUDES:

Addendum Number _____, Dated _____

Addendum Number _____, Dated _____

Addendum Number _____, Dated _____

2. BID SECURITY: The undersigned Bidder agrees that the attached Bid Security, payable to The Mobile County Commission, in the amount of Five Percent (5%) of the total bid amount, but in no event more than \$10,000 as is the proper measure of liquidated damages which the Mobile County Commission will sustain by the failure of the undersigned to execute the Contract and to furnish Surety Bonds (if required). Said Bid Security shall become the property of the Mobile County Commission as liquidated damages as specified in the Contract Documents.

An Irrevocable Letter of Credit (ILOC) from a bank MAY be supplied in lieu of the Bid Bond or Cashier's Check. A sample Irrevocable Letter of Credit is attached, see Exhibit D.

3. REFERENCES: Please list a minimum of Three (3) professional references, contact information, type of work performed, and date(s) performed. You may add additional references on a separate sheet, if needed.

A. Reference #1:

Company Name: _____

Company Address: _____

Telephone: _____ Email: _____

Type of Work: _____

Date(s): _____

B. Reference #2:

Company Name: _____

Company Address: _____

Telephone: _____ Email: _____

Type of Work: _____

Date(s): _____

C. Reference #3:

Company Name: _____

Company Address: _____

Telephone: _____ Email: _____

Type of Work: _____

Date(s): _____

4. SIGNATURE: If the undersigned Bidder is incorporated, the entire legal title of the company followed by "a corporation" should be used. If Bidder is an individual, then that individual's full legal name followed by doing business as (d/b/a) and name of firm, if any, should be used. If Bidder is a partnership, then full name of each partner should be listed followed by "d/b/a" and name of firm, if any. Ensure that name and exact arrangement thereof is the same on all forms submitted with this Bid. If a word is abbreviated in the official company name, such as "Co.", then use that abbreviation. If not abbreviated in the official name, spell out. Bidder agrees not to revoke or withdraw this Bid until Sixty (60) calendar days following the time and date for receipt of bids. If notified in writing of the acceptance of this Bid within this time period, Bidder agrees to execute a Contract based on this Bid on the prescribed form within Ten (10) calendar days of said notification.

COMPANY NAME:

BY: _____
(Signature of Authorized Company Officer)

COMPANY OFFICER: _____
Print Name

TITLE _____

DATE _____, _____

Sworn to and subscribed before me this _____ day of _____

Notary Public

End of Section

SCOPE OF WORK

BID NO. 90-24

Scope of Services:

Work to be performed by Service Contractor under this Agreement is an enhanced level of services to consist of furnishing all labor, materials, insurance, tools, equipment and supplies, and all associated travel time and expenses required to provide and maintain the janitorial services at the Mobile County License Commission and Mobile County Revenue Commission at the Citronelle Municipal Complex located at 19135 S Main Street #2406, Citronelle, AL 36522, in accordance with the following:

General Requirements:

1. Coordinate all work with the Service Contract Administrator and give adequate advance notice. Regular workdays shall be Tuesday and Friday beginning at 4:00pm with the exception of the Revenue Commission being closed throughout the months of April until October.
2. Service Contractor shall not be required to perform janitorial services for Mobile County Revenue Commission at the Citronelle Municipal Complex during the months of April until October. The Mobile County License Commission at the Citronelle Municipal Complex shall remain open and require janitorial services. Exact dates of closures and openings shall be provided to the Service Contractor.
3. Service Contractor shall furnish adequate personnel to perform the specified work and shall allow sufficient time to properly do the work (i.e. Service Contractor must not cut work short if overtime pay is required to complete all tasks satisfactorily). This contract does NOT allow for overtime.
4. Work must be supervised to assure that all work is satisfactorily performed.
5. Service Contractor's employees must be carefully screened, trained, and supervised by Service Contractor.
6. Service Contractor shall obtain criminal background checks, at its expense, on all personnel at the start of this contract or upon employment. The criminal background check is to include federal, state, and local including any location that the employee has resided within the past Five (5) years. Any person who has been convicted of a felony and/or certain misdemeanors will not be allowed access to provide services to the Mobile County License Commission and Mobile County Revenue Commission at the Citronelle Municipal Complex, if applicable.
7. When working, Service Contractor's employees shall be neat in appearance, always wear approved company uniform, and wear company approved identification on their persons, as well as the County issued identification security cards, if applicable. The County shall reserve the right to have any Service Contractor's personnel removed, relocated, and/or barred from access to the Mobile County License Commission and Mobile County Revenue Commission at the Citronelle Municipal Complex at any time. Service Contractor shall replace the employee immediately upon notification by the Service Contract Administrator. The Service Contractor's personnel shall immediately return the County issued identification card, if applicable.
8. Service Contractor's employees shall not use personal telephones, radios, televisions, or other electronic devices while on duty.

9. Service Contractor's employees shall turn on lights only while cleaning and only in the area being cleaned. All lights (except those designated by the County) shall be turned off when cleaning is complete.
10. Service Contractor shall provide all equipment necessary to provide the work as described in this section, including but not limited to waste can liners, mops, clean mop heads, commercial vacuum cleaners, carts, rags, toilet bowl brushes, extension poles, gloves, personal protective equipment, training, etc.
11. The County shall provide hand soap, toilet tissue, paper towels, and toilet seat covers, if applicable, as well as any special cleaners. Service Contractor shall provide weekly inventory list on all necessary items to the Service Contract Administrator in a timely manner.
12. Service Contractor shall provide all cleaning solutions and chemicals and must make sure that the cleaning supplies are available at all times during the term of this Agreement.
13. Whenever chemicals or cleaning solutions are required, apply them in the concentration and quantity as recommended by the manufacturer in accordance with all applicable codes. Service Contractor shall provide and keep updated copies of the Safety Data Sheets (SDS). A proper and approved SDS Book shall be located in each janitorial closet as required. All areas shall be properly and thoroughly prepared to receive chemicals and cleaning solutions.
14. Service Contractor's employees shall use all means necessary to protect floors, walls, and furnishings from damage caused by Service Contractor's equipment, cleaning materials, cleaning techniques, and personnel.
15. If Service Contractor causes damage to any of Mobile County's property in the course of its work, Service Contractor shall immediately notify the County and shall have all repairs or replacements made at no cost to Mobile County.
16. Service Contractor shall coordinate time, building access, and other conditions necessary for cleaning with the Service Contract Administrator.
17. Service Contractor shall coordinate scheduling of services with the County's Service Contract Administrator and/or designated building representative(s).
18. In the event of discrepancies, immediately notify the Service Contract Administrator. Do not proceed with cleaning until all discrepancies have been fully resolved.
19. All building areas shall be cleaned according to these specifications and at the time and frequencies designated.
20. No invoices shall be approved for payment if areas are not adequately cleaned. The Service Contractor shall increase cleaning to whatever degree may be found appropriate and subject to approval of authorized personnel. Follow-up shall be continued as long as the problem persists at no additional cost to the County.
21. Do not disturb papers on client desks, tables, chairs, etc. If paper is on floor and there is doubt of the paper's importance, confirm with individual as to if they want the paper moved or left in place. In no circumstance is Service Contractor's personnel to move, touch, disturb items without authorization.
22. All surfaces designated shall be dusted with clean cloths, dusters, brushes, etc. Any surface with fingerprints, dirt, markings, etc. shall be cleaned with a clean damp cloth and the appropriate cleansers.
23. All telephones shall be cleaned and sanitized with clean cloths and disinfectant for bacteria, germs, and odor.
24. All drinking fountains, containers, toilet partitions/fixtures, etc. shall be cleaned, sanitized, and disinfected with the appropriate cleanser standardized in the industry.

25. Remove fingerprints, spots, dirt, etc. from furniture, doors, frames, etc. with a clean damp cloth and cleanser standardized in the industry. No streaks or stains shall remain.
26. Clean all glass with a glass cleaner and process standardized in the industry.
27. All non-carpeted flooring shall be mopped clean with clean water and the appropriate cleanser standardized in the industry for that type of flooring. Floors shall be polished to maintain protective coating. Floors shall be stripped, cleaned, refinished, and machine polished per the schedule in **Exhibit D – Specific Cleaning Requirements**. Appropriate sealers shall be used on all hard surface flooring.
28. Carpeted flooring shall be thoroughly vacuumed per the schedule in **Exhibit D – Specific Cleaning Requirements**. All paper, visible dirt, stains, etc. shall be removed daily. Remove all light furniture and vacuum through and around the heavier furniture.
29. Carpeted flooring shall be shampooed per the schedule in **Exhibit D – Specific Cleaning Requirements**, or as needed per the Service Contract Administrator's request. The carpeted flooring shall be shampooed using rotary discs and non-soiling shampoo to penetrate fibers. Clean with absorption disc. Vacuum carpet the day after shampooing. Use shampoo that is compatible with carpet and as recommended by the manufacturer of the shampoo and the carpet. High power vacuum loose grit and soil from carpet. Carpet shall be pre-treated to remove any stains. Carpet shall be shampooed clean using rotary discs and a non-soiling shampoo solution. Clean or rinse, extract using high performance extraction equipment. Deodorize carpet with specified chemical agent to control odors.
30. All work shall be in accordance with the Clean Water Act; the Alabama Water Pollution Control Act; the current version of the Alabama Handbook for Erosion Control, Sediment Control, and Stormwater Management on Construction Sites and Urban Areas; and the current version of the Mobile, Alabama City Code Chapter 17 Stormwater Management and Flood Control. All wastewater with oils, grease, etc. shall be properly contained and disposed of. It cannot be directed into the storm drains. Work to be performed shall:
 - a. Provide protection and construct janitorial services in ways that comply with all applicable environmental laws and regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - b. Comply with all Mobile County Commission, City of Mobile, and Alabama Department of Environmental Management requirements. Pay particular attention to Water Regulation and Allowable Discharges.
 - c. Obtain any necessary permits that may be required due to discharges.
31. A full list of floors within the Mobile County License Commission and Mobile County Revenue Commission at the Citronelle Municipal Complex is attached, see **Exhibit A – Locations**.
32. A full list of Mobile County Commission's Holidays is attached, see **Exhibit B – County Holidays**.
33. A sample Certificate of Insurance is attached, see **Exhibit C – Certificate of Insurance**.
34. An Irrevocable Letter of Credit (ILOC) from a bank MAY be supplied in lieu of the Bid Bond or Cashier's Check. A sample Irrevocable Letter of Credit is attached, see **Exhibit D – Irrevocable Letter of Credit**.
35. Specific cleaning requirements and building layouts are attached, see **Exhibit E – Specific Cleaning Requirements**.
36. During the term of the Agreement, the County may ask the Service Contractor for extra cleaning services outside of the regular schedule as described in **Exhibit E – Specific Cleaning Requirements**, the Service Contractor shall provide a quote for the extra cleaning

services using the Unit Pricing for Labor and Parts Rates, Additional Services as described in the Agreement.

37. The County may also during the course of this Agreement request that the Service Contractor provide personnel to provide Special Events Services. The Service Contractor shall provide a quote for the services requested by the County using Unit Pricing for Labor and Parts Rates, Special Event Pricing as described in the Agreement.
38. The Service Contract Administrator shall meet with the Service Contractor on a regular basis to provide feedback on all services provided.
39. Service Contractor shall perform an annual deep clean of the entire building focusing on the small details, including but not limited to mopping, vacuuming, and dusting from ceiling to floor.

Remainder of Page Left Intentionally Blank

End of Section

EXHIBIT A – LOCATION

CITRONELLE MUNICIPAL COMPLEX
19135 S MAIN STREET #2406
CITRONELLE, AL 36522

FLOOR	SQUARE FOOTAGE	PUBLIC RESTROOMS	PRIVATE RESTROOMS
License Commission and Revenue Commission	2,747	2 – 6/6	0

**Approximate Square Footage, Service Contractor to verify exact dimensions, restroom locations, number of toilets, sinks, and showers.

End of Section

EXHIBIT B – COUNTY HOLIDAYS

HOLIDAY	NUMBER OF DAYS CLOSED
Columbus Day	1
Veteran's Day	1
Thanksgiving	2
Christmas	2
New Years	1
Dr. Martin Luther King, Jr. and Robert E. Lee's Birthdays	1
Mardi Gras	2
Memorial Day	1
Juneteenth	1
Independence Day	1
Labor Day	1

**County holidays are subject to change. Service Contractor shall be notified of any additions, substitutions, or deletions. Additionally, in the case of unplanned closures of the Mobile County Revenue Commission and Mobile County License Commission at the Citronelle Municipal Complex, due to hurricanes, winter storms, etc., Service Contractor shall be notified as soon as possible.

End of Section

EXHIBIT C – CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
MM/DD/YY

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Broker or Agent Name and Address	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Company Name and Address	INSURER(S) AFFORDING COVERAGE	
	INSURER A: COMPANY NAME	NAIC # 12345
	INSURER B: COMPANY NAME	12345
	INSURER C: COMPANY NAME	12345
	INSURER D: COMPANY NAME	12345
	INSURER E: COMPANY NAME	12345
	INSURER F: COMPANY NAME	12345

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			A123456789	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			12-3456789-00	MM/DD/YY	MM/DD/YY	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$			123456789	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	12345	MM/DD/YY	MM/DD/YY	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
E	Fidelity Bond			ABC12345	MM/DD/YY	MM/DD/YY	50,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Bid #XXX-XX, Annual Janitorial Services for (FACILITY NAME)							

SAMPLE DOCUMENT

CERTIFICATE HOLDER	CANCELLATION
Mobile County Commission 205 Government Street Mobile, AL 36602	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Signature Here</i>

EXHIBIT D – IRREVOCABLE LETTER OF CREDIT

THIS LETTER IS TO BE PRINTED ON
OFFICIAL BANK LETTERHEAD STATIONARY

CURRENT DATE

**SAMPLE
DOCUMENT**

IRREVOCABLE LETTER OF CREDIT

We hereby establish our irrevocable letter of credit in your favor for ACCOUNT NAME, in an amount not to exceed 5% OF BID AMOUNT, Which will remain available to (Company name) for use in conducting Business with the Mobile County Commission.

BANK NAME

BANK REPRESENTATIVE SIGNATURE

NAME AND TITLE

End of Section

EXHIBIT E – SPECIFIC CLEANING REQUIREMENTS

Area: General Private Offices, Lobbies, Public Areas, Conference Rooms, and Break Rooms

- A. Daily
 1. Empty trash.
 2. Transport trash to designated area.
 3. Sanitize all high touch points – light switches, door handles, handrails, door release buttons, etc.
 4. Dust all furniture, including desks, chairs, tables, etc. Client papers on desks, chairs, tables, etc. are not to be disturbed.
 5. Dust all exposed filing cabinets, bookcases, and shelves.
 6. Vacuum common areas, including floor mats.
 7. Dust tables in conference rooms.
 8. Dust mop or sweep floors.
 9. Dust window ledges.
 10. Dust computer monitors and keyboards.
 11. Sanitize telephones and handles.
 12. Clean and sanitize drinking fountains.
 13. Clean and sanitize countertops, tables, and sinks in break rooms.
 14. Clean and sanitize tables and chairs in break rooms.
 15. Clean all glass and doors in lobby area.
- B. Weekly
 1. Dust pictures, frames, charts, etc.
 2. Clean all desks after permission from clients.
 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings, etc.
 4. Vacuum office areas, including under desks/work areas.
 5. Damp mop floors.
 6. Clean and sanitize trash cans in lobby.
 7. Clean plexiglass barriers.
 8. Dust, damp wipe, and sanitize chairs.
 9. Clean chair mats.
- C. Monthly
 1. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges, etc.
 2. Remove dust and cobwebs from ceiling areas; clean vents and diffuser outlets.
 3. Dust blinds.
- D. Semi-Annually (or as needed)
 1. Strip, clean, refinish, and machine polish floors.
 2. Vacuum and clean carpeted areas.

E. Annually

1. Strip, clean, refinish, and machine polish floors.
2. Vacuum and clean carpeted areas.
3. Clean windowsills and windows.
4. Wipe baseboards.
5. Dust all furniture including desks, chairs, tables, and shelves. Client papers on desks, tables, cabinets, etc. are not to be disturbed.)
6. Clean and sanitize countertops and sinks in kitchen areas.
7. Remove dust and cobwebs from ceiling areas, clean vents, and diffuser outlets.
8. Sanitize all high touch points – light switches, door handles, handrails, door release Buttons, etc.
9. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges, Etc.
10. Dust blinds.

Area: Restrooms

A. Daily

1. Clean and polish all chrome fittings.
2. Clean and sanitize toilet seats, bowls, and urinals.
3. Clean and sanitize all flush rings, drains, and overflow outlets.
4. Clean and sanitize sinks and countertops.
5. Clean and polish all glass and mirrors.
6. Empty all containers and disposals, insert liner as needed.
7. Empty and sanitize interior of sanitary containers.
8. Dust mop or sweep floors.
9. Damp mop floors.
10. Dust partitions.
11. Remove spots, stains, and splashes from wall area adjacent to hand basins.
12. Remove fingerprints and sanitize all high touch point areas: doors, frames, light switches, kick and push plates, handles, etc.
13. Refill all dispensers to normal limits: napkins, soap, toilet tissue, towels, liners, etc.
14. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, and heat outlets.

B. Weekly

1. Clean and sanitize exterior of all containers.
2. Clean and sanitize toilet and urinal partitions.
3. High dust above hand height all horizontal surfaces, including shelves, ledges, and moldings.

C. Quarterly

1. Wax and buff floors according to manufacturer's recommendations.

D. Semi-annually (or as needed)

1. Strip clean, refinish, and machine polish floors.

E. Annually

1. Strip, clean, refinish, and machine polish floors.
2. Wipe baseboards.
3. Clean and sanitize countertops and sinks.
4. Remove dust and cobwebs from ceiling areas, clean vents, and diffuser outlets.
5. Sanitize all high touch points – light switches, door handles, handrails, door release buttons, etc.

Area: Exterior

A. Daily

1. Sweep sidewalks located in front of facility.
2. Empty trash cans.
3. Empty and damp clean ash trays.
4. Pick up any trash in parking lot area located in the vicinity of the facility.

B. Weekly

1. Clean and sanitize trash cans.

C. Monthly

1. Clean interior and exterior of building's windows.

D. Annually

1. Pressure wash exterior of building, including sidewalks around facility.