



September 2011

INVITATION TO BID

**STATE OF ALABAMA
COUNTY OF SHELBY**

SEALED BIDS FOR JANITORIAL SERVICES AS PER SPECIFICATIONS

Sealed bids for Janitorial Services for Shelby County will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street, Columbiana, Alabama 35051 until September 22, 2011 at 2:00 p.m. at which time bids will be opened publicly and read. The County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive and responsible bidder. Bids submitted are firm and no claims for errors will be considered after bids are opened and subsequent thereto.

If you have any questions concerning this bid or the specifications, contact Michele Glenn or Johnny Padgett at 205/670-6461. After the pre-bid meeting, all questions must be submitted in writing to fax 205/669-3920. Responses will be in the form of an addendum. No questions will be entertained within 48 hours of bid opening.

There will be a **mandatory pre-bid conference held on September 15, 2011 at 10:00 a.m.** in the County Administration Building, 200 West College Street, Work Session Conference Room, Columbiana, Alabama 35051. The pre-bid conference begins promptly at 10:00 a.m. No late arrivals will be admitted. No bid will be accepted from a Contractor who does not have representation at the pre-bid conference.

Immediately following the pre-bid conference, a tour of the County facilities included in this bid package will be conducted. This will be the final opportunity to tour the facilities prior to bids being received.

No building square footages will be provided by the County.

GENERAL INFORMATION

Shelby County Commission requires a bid bond that equals not less than 5% of your bid amount based on an annual total. Bid bond shall not exceed \$10,000. Company checks that are not bank certified will not be accepted as bond. Cashier's check drawn on an Alabama bank or bid bond executed by a surety company duly authorized and qualified to make such bonds in Alabama are acceptable. If you have questions concerning bid bonds, please contact Kim Reynolds at 205/670-6501.

Upon bid award, Contractor must execute a performance bond or convert the bid bond cashiers check or bid bond into a performance bond which equals 5% of the annual contract price of awarded work before commencing work.

All bidders must use our form for submitting their bid. All bids must be sealed and marked in the lower left hand corner **"BIDS – JANITORIAL SERVICES"** with opening date and time. Late bids will not be opened. Bids will not include State sales tax or Federal Excise Tax.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file and Commission Minutes.

Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

SITE VISIT

It is strongly recommended that interested contractors visit the buildings included in the work. Failure to do so will not relieve the contractor from meeting all contract requirements. Visits must be coordinated with Michele Glenn or Johnny Padgett at (205) 670-6461.

Immediately following the pre-bid conference, a tour of the County facilities included in this bid package will be conducted. This will be the final opportunity to tour the facilities prior to bids being received.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the bid document;
- C. Failure to include requested information or other details of the bids; or
- D. Failure to include Bid Bond.

METHOD OF AWARD

The award will be made to the lowest responsive and responsible bidder meeting specifications. It is not the policy of the Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder. Bidders must submit a minimum of three commercial client references with at least one reference covering janitorial servicing of 50,000 square feet or more of commercial office space for two or more years commensurate with the janitorial services denoted within these specifications.

Upon the awarding of this contract and bid, Shelby County has the sole right to end said contract at any time at Shelby County's sole discretion.

CONTRACT PERIOD / PRICING

The period of this contract will be for one (1) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties with the pricing remaining the same as the initial bid.

Pricing may be adjusted each year, on the anniversary date of this contract, based on the Consumer Price Index for all Urban Consumers (CPI-U) as determined by the Bureau of Labor Statistics of the United States Department of Labor.

REQUIREMENTS FOR CONTRACTORS

The Bidding Contractor will provide with bid, a list of all cleaning compounds, chemicals, sealers, floor finish, etc. by manufacturer's name with MSDS sheets. Also provide a list of expendable supplies to be provided by Contractor stating item quality and manufacturer's name.

Supplies and chemicals used for cleaning will be checked regularly in order to ensure the appropriate quality and quantities are maintained.

Bidding Contractor will be required to provide evidence of a Certificate of Insurance which provides Workman's Compensation for contractor's employees for duration of contract, and a minimum \$1,000,000 (One Million Dollars) in liability insurance naming Shelby County as an additional insured. The above noted insurance must be with an A or A+ company. Evidence of all insurance coverages must be submitted with bid.

Bonds and evidence of insurance and complete execution of contract shall be received within 20 days after bid award. Bidder is required to have on-site non working supervisor during the hours his/her employees are working. Building inspection reports will be made daily, and kept on file for review by the Shelby County Commission and/or County Manager. Contract is subject to begin November 1, 2011.

Bids will be valid for sixty (60) days.

Alex Dudchuck
County Manager