

Curtis "Woody" Baird
Mayor
Stephanie J. Southerland
City Clerk
Romy Stamps
Finance Director



CITY COUNCIL
Audrey "Buffy" Colvin
Council President
Scott Hardy
President Pro Tempore
Bobby L. Tapley
John Eric Brown
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281 James D. Nabors Drive • Alexander City • Alabama 35010 • (256) 329-6700
www.alexandercityal.gov

BID 24-08
CITY OF ALEXANDER CITY, ALABAMA
ALEX-YOUNG HOLLOW
JANITORIAL SERVICES

The City of Alexander City, Alabama, is requesting bids for professional janitorial services at Alex-Young Hollow located at 328 Guest House Drive off of James D. Nabors Drive, per the attached specifications. A full copy of the bid and all addendums may be obtained at [<https://alexandercityal.gov/rfps>]. Proposals must be submitted in writing to the Alexander City Clerk's office no later than February 19th, 2024. **Please place the proposals bid number and opening date on the outside of the envelope.** Proposals must be mailed or hand delivered to the address below. No proposals will be allowed to be submitted via fax or email.

Pre-Qualifications: There are no pre-qualifications for this bid.

ADDRESS ALL RETURN ENVELOPES TO: CITY OF ALEXANDER CITY
CITY CLERK'S OFFICE
281 JAMES D. NABORS DR.
ALEXANDER CITY, ALABAMA 35010

BID SOLICITATION SCHEDULE

Public Notice of Bid:	February 1 st , 2024
On-Site Inspection Date:	February 9 th , 2024 1:00 pm CST
Question Submission Deadline:	February 13 th , 2024
Bid Due Date:	February 19 th , 2024 2:30 pm CST
Evaluation Period:	February 19 th – March 1 st , 2024
Anticipated Award Date:	March 4 th , 2024

Contract Terms and Conditions

The City of Alexander City will publicly open and read aloud all bids on the date and time listed above. Bids are to be opened by the City Clerk at City Hall located at 281 James D Nabors Dr, Alexander City, Alabama. Bidders and authorized representatives are invited to be present at any bid opening.

Bids shall not be modified after the opening. Prices and notations should be in ink or typewritten on the form provided by the owner. All bid prices must be fully extended. Bids must conform to any attached detailed specifications to be eligible for consideration.

The contract shall begin on the date of the bid approval by the awarding authority. The anticipated award date for this contract is **March 4th, 2024**.

All Federal, State, and Local License and Fee requirements will be applicable.

No sales taxes of any kind are to be included in the bid prices. The City of Alexander City will furnish tax exemption certificates when necessary.

All prices and percentages must be firm for a minimum of 60 days.

Bidder must grant the City of Alexander City a 30-day net payment terms without penalty.

Bid awards will not be official until bidder is formally notified by receipt of purchase order.

The City reserves the right to add or delete any given type of janitorial services to the requirements described in the specifications. The cost shall be calculated or negotiated at the time the change is required. The janitorial services will be needed during the week and on weekends. No modification or change to the terms or specifications will be valid without written approval by the City in the form of an amendment.

The contractor shall provide all necessary labor, supervision, travel, equipment, and cleaning supplies to perform the services described in the specifications unless mentioned otherwise. If the City determines that a person is incompetent or unsuitable, the Contractor shall immediately remove such person from performing any further service and make sure all keys/codes and any other items that belong to the City are returned to the City within 24 hours.

Contractor shall notify the City of any irregularities noted during performance of services including, but not limited to, doors left opened/unlocked, lights not working, defective plumbing, broken windows, broken bathroom fixtures, unstable or broken furniture, graffiti, vandalism and/or damage to the building or its contents. Please contact Brittany Shores at brittany.shores@alexandercityal.gov or at 256-794-9462.

No unauthorized visitors or workers will be allowed on the facilities premises. The City must approve all individuals visiting or working in the facility.

Contractor employees are prohibited from using, tampering with, or removing City assets from the premises. The removal of City equipment or consumable supplies is prohibited and the City will seek prosecution of any individual(s) who may do so. The City will also seek financial restitution for the use and/or removal of equipment or supplies from the City building.

Either party may cancel this agreement by providing written notice to the other party at least 30 days prior to the intended cancellation date. Upon receipt of such notice, both parties shall work together in good faith to execute the cancellation process in a timely manner. Any obligations or liabilities incurred prior to the effective cancellation date shall remain in force and effect. This contract will be effective for one year from the date of award and will be subject to annual re-bidding.

Invoices shall be submitted by email to Accounts Payable at [ap@alexandercityal.gov] or by mail to:
City of Alexander City
Attn: Accounts Payable
281 James D. Nabors Dr.
Alexander City, AL 35010

The City of Alexander City prefers contracts that provide a sole source responsibility for all products and services provided. If the proposer requires the use of a third-party dealer, reseller, or subcontractors to provide products or services, the proposer shall list the third party to be used and address how the products or services will be delivered.

In accordance with the State of Alabama Law, a 5% variance consideration may be given to those vendors located within the City of Alexander City, City Limits and Police Jurisdiction. By Section 41-16-5, Code of Alabama 1975, with the submittal of a bid, the prospective vendor represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

If the vendor employs any persons in the State of Alabama, in accordance with Section 31-13-9, Code of Alabama 1975, Proposers shall demonstrate proof of enrollment in the E-verify program by completing the enclosed E-verify affidavit, or providing some other proof of enrollment. If the proposer employs persons (anywhere), the award of the bid is condition on the bidder not knowingly employing, hiring for employment, or continuing to employ an unauthorized alien within the State of Alabama. Upon awarding of the contract where a written contract is to be signed, the contract will contain a provision whereby the bidder promises not to violate Federal Immigration Law.

Questions and Communications Regarding this Bid

All communications must be in writing, sent by email to Brittany Shores, Executive Assistant [brittany.shores@alexandercityal.gov], Romy Stamps, Finance Director [romy.stamps@alexandercityal.gov], and Stephanie Southerland, Alexander City Clerk [stephanie.southerland@alexandercityal.gov]. The subject line of the email must include "Bid 24-08". All questions must be received no later than February 13th, 2024 at 5:00pm CST.

A running response to all vendors' questions will be provided as an addendum. The addendum can be found on the City's website at [<https://alexandercityal.gov/rfps>].

Evaluation

The award will be made to the Bidder whose proposal conforms to all conditions and requirements within the specifications of this bid. In addition, the City of Alexander City reserves the right to consider the following during the evaluation period:

- a) Award bids by Lump Sum or individual items unless otherwise noted by bidder. NOTE: No purchase will be made on Lump Sum awards until individual unit prices are furnished.
- b) Award the bid to the lowest or best bidder, as determined by the Owner to be in the best interest of The City of Alexander City. Life cycle/maintenance costs will be taken into consideration.
- c) Reject any or all bids and to waive technicalities when in the opinion of the City of Alexander City the best interest of The City of Alexander City will be served.
- d) Make null and void the purchase order with the successful bidder if delivery cannot be made at the specified time.
- e) In accordance with the State of Alabama Law, a 5% variance consideration may be given to those vendors located within the City of Alexander City, City Limits and Police Jurisdiction.
- f) Ability to deliver goods and services in a timely manner.
- g) Warranty
- h) Suitability for use by the owner.

BID 24-08
CITY OF ALEXANDER CITY, ALABAMA
ALEX-YOUNG HOLLOW
JANITORIAL SERVICES

Proposer (Vendor) Name: _____
Representative: _____
Address: _____
City: _____
State, Zip Code: _____
Phone: _____
Email: _____

Total Bid Amount \$ _____

Will be able to make delivery in full within _____ (number of) _____ (days or weeks) upon receipt of the purchase order.

Do all items bid meet or exceed the required specifications? ____ Y/N If no, please highlight and provide documentation detailing the reason for the deviation from the specifications.

If this is the first time you have conducted business with the City of Alexander City, please include a copy of your W-9 and remittance information. Included ____ Y/N

Non-Collusion Statement: By signing this bid form, the bidder certifies that this bid is made without reference to any other bid and without any agreement, understanding, collusion or combination with any other person(s) in reference to the bid.

Signature of Bidder Representative: _____

Date Signed: _____

TRADE REFERENCE FORM

Name of Government Organization or Business: _____

Point of Contact: _____ Phone: _____

Address: _____ State: _____ Zip: _____

Scope of Project(s) Completed or Description of Item(s) Sold: _____

Name of Government Organization or Business: _____

Point of Contact: _____ Phone: _____

Address: _____ State: _____ Zip: _____

Scope of Project(s) Completed or Description of Item(s) Sold: _____

Name of Government Organization or Business: _____

Point of Contact: _____ Phone: _____

Address: _____ State: _____ Zip: _____

Scope of Project(s) Completed or Description of Item(s) Sold: _____

SPECIFICATIONS
BID 24-08
CITY OF ALEXANDER CITY, ALABAMA
ALEX-YOUNG HOLLOW
JANITORIAL SERVICES

Scope of Services:

- Clean all common areas to include:
 - a) Entry way
 - b) Common area restrooms (2)
 - c) Living room
 - d) Dining room
 - e) Kitchen
 - f) Laundry room
 - g) Hallways
 - h) Stairs

- Cleaning of common areas to include:
 - a) Sweeping
 - b) Mopping
 - c) Vacuuming
 - d) Wiping down surfaces/dusting/disinfecting
 - e) Loading dirty dishes into the dishwasher
 - f) Disposing of trash
 - g) Check refrigerator for expired food/drinks and disposing as necessary
 - h) Cleaning windows of dust and smears
 - i) Restocking of paper towels, trash bags, toilet paper, dish soap and dishwasher detergent

- Cleaning of bedrooms and attached bathrooms (if applicable):
 - a) Changing sheets and making beds
 - b) Refreshing towels and replacing them
 - c) Sweeping
 - d) Mopping
 - e) Wiping down surfaces/dusting
 - f) Clean and disinfect attached bathrooms, including toilets, sinks and showers
 - g) Take out trash in bathrooms and replace liner
 - h) Clean windows of dust and smears
 - i) Restocking of toilet paper
 - j) Laundering and drying sheets and towels
 - k) Laundering comforters as needed

- Additional Information:
 - a) Common areas must be cleaned 24 hours prior to an upcoming rental.
 - b) Bedrooms will only be cleaned if included in the rental package.
 - c) The guest house features a total of seven bedrooms, each with an attached bathroom.
 - d) Customers have the option to rent the common areas only or include one or up to seven bedrooms.
 - e) If the guest house remains unrented for any duration within a specified period, we request bi-weekly cleaning services for all common areas and bedrooms.