

INVITATION FOR BIDS

DEKALB COUNTY BOARD OF EDUCATION
306 MAIN STREET, WEST
P.O. BOX 1668
RAINSVILLE, AL 35986-1668
256-638-6921
FAX 256-638-6972

NOTICE: In accordance with Section 41-16-50 Code of Alabama, 1975, as amended, notice is hereby given that the DeKalb County Bd. of Ed., will receive competitive bids on the following item/items. Sealed bids will be received by the DeKalb County Bd. of Ed. until the date and time specified below, and then publicly opened and read.

CLEANING SERVICE

BID NUMBER: G7-20
BID DATE: March 3, 2020
TIME: 2:00 pm
PLACE: DeKalb BOE Central Office
306 Main St. W, Rainsville, AL 35986

STANDARD INSTRUCTIONS TO BIDDERS

The bid award will not be based solely on price. Other factors such as compliance with specifications, value, delivery time, service, warranty time and conditions will be considered to determine the best bid. The DeKalb County Board of Education reserves the right to negotiate with bidders for better terms, clarification of ambiguities, and to reject any or all proposals. All bids must comply with the Alabama State Competitive Bid Law.

Delivery of bid: It shall be the responsibility of the bidder to see that proper delivery of his/her bid is made to the DeKalb County Bd. of Ed. at the above address and prior to specified bid-opening time. Deliveries may be made in person, by mail or by delivery service, but it is the sole responsibility of the bidder to determine whether or not delivery has been completed prior to the bid-opening time.


1. **Non-Discrimination Statement:** No bids shall be accepted without a statement signed by an officer of the bidder's company that the company does not discriminate in hiring due to race, color, creed, sex, national origin or handicap.
2. All bids must be sealed, and the word "Bid" and the nature of the bid marked on the envelope.
3. All bids shall be typewritten or written in ink. An official of the corporation/company duly authorized to sign bids must sign them.
4. The person signing the bid or his authorized representative shall initial all corrections and erasures.
5. Bids may be amended or withdrawn by the party submitting such bid, or by their authorized representative, up until the scheduled opening time. No bid may be amended or withdrawn thereafter regardless of the circumstances.
6. Prices quoted in all bids shall be delivered prices, exclusive of all federal and state excise sales and manufacturer's taxes; and the DeKalb County Bd. of Ed. will assume no transportation or handling charges other than those specified in this bid.
7. It will be assumed that all bids are based upon the specification requirements furnished with the bid invitation unless the bidder stipulates to the contrary on his bid response, in which case, the bidder will list on a separate sheet of paper any exceptions to the conditions of the bid. This sheet shall be clearly labeled "**EXCEPTIONS TO BID CONDITIONS**", and will be attached to the bid proposal. The official who has signed the original bid response must also sign this attached sheet. If no exceptions are stated, it will be understood that all general and specific conditions will be met.

Page 2 of 3 – Standard Instructions to Bidder

8. The DeKalb County Board of Education shall have thirty (30) days from the date of the opening of the bids to award a contract or reject the bids.
9. The DeKalb County Board of Education reserves the right for a product demonstration of any or all bid items by the bidder representative before making the award.
10. A representative of the DeKalb County Bd. of Ed. upon delivery to ascertain compliance with the bid specifications will inspect all items bid. Items not in compliance with the specifications will be rejected and shall be replaced by the vendor at no cost to the board.
11. The successful bidder shall indemnify and save harmless The DeKalb County Bd. of Ed. against any and all claims for royalties, patent infringements or suits for information thereon which may be involved in the manufacture or use of the items to be furnished under the bid.
12. Whenever in this invitation any particular materials, process and/or equipment are indicated or specified by patent, proprietary or brand name, or by name of manufacturer, such wording will be deemed to be used for the purpose of facilitating a description of the bid material, process and/or equipment desired, and will be deemed to be followed by the words "OR EQUIVALENT". Proof satisfactory must be provided by bidder to show that the alternative product is, in fact, equal to the product required in the specifications.
13. Alabama laws (see Title 31, Chapter 13 of the Code of Alabama 1975) require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide an affidavit and documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. **An Affidavit of Alabama Immigration Law Compliance and the signature page from the contractor's E-Verify Memorandum of Understanding must be included with the bid.** If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

SPECIFICATIONS:

Specifications are patterned after products that have been reviewed and found desirable. This is not to discourage any bidder; rather, you are encouraged to bid any product that will meet specifications. If applicable, please note how your product may differ in a "Bid Exception" statement, and attach it to your bid.



Dr. Jason Barnett,
Superintendent of Education
DeKalb County Board of Education

PAGE 3 OF 3 – Non-Discrimination Statement

NON-DISCRIMINATION STATEMENT: I hereby certify that neither I nor my company unfairly and illegally discriminates in hiring practices for any reason based on age, race, color, creed, sex, national origin or handicap, and make every effort to comply with applicable federal and state laws in this regard.

I hereby affirm I have not been in restraint of freedom of completion by agreement to bid at a fixed price or to refrain from bidding on otherwise.

We are in a position to furnish the above at the prices shown and can make shipment within _____ days after receipt of order.

Firm _____

Signed By Agent _____

Printed Name of Agent _____

Address _____

Phone _____

PAYMENT TERMS _____

Bid Number: G7-20

The DeKalb County Board of Education is soliciting proposals for office cleaning services. We invite you to provide a proposal for monthly services as listed below. The buildings to be serviced are:

The DeKalb County Board of Education Central Office (located at 306 Main Street, West in Rainsville, Alabama),

The DeKalb County Board of Education Facilities Building (located at 393 Main Street, East in Rainsville, Alabama), and

The DeKalb County Virtual Academy Building (located at 1724 McCurdy Ave., Rainsville).

The scope of services is attached hereto and should be referred to in, and be attached to, your proposal. Services are to be provided outside of business hours (Business hours are 7:00 am – 4:00 pm).

No bid received after the specified date and time, either by mail or in person, will be considered.

Cleaning Schedule

Twice-Weekly

- _____ Remove all trash to dumpsters from all common areas and open offices and replace trash liners.
- _____ Clean and sanitize all toilets, sinks, bathroom stalls, dispensers and water fountains.
- _____ Sweep and mop restrooms every visit.
- _____ Replenish all paper towels, toilet paper and soap (provided by Customer).

Weekly (in addition to twice-weekly chores)

- _____ Vacuum all carpet and/or sweep floors in common areas and open offices.
- _____ Mop common areas, hallway, and breakroom.
- _____ Vacuum all entrance and exit mats.
- _____ Clean glass entrance and exit doors, inside and out.
- _____ Clean glass partition in Reception Area, inside and out (Central Office).
- _____ Sweep Front Porch and Ramp and pick up any visible trash in front of the building (Central Office).
- _____ Dust tables, desks, and book shelves in common areas and open offices (exposed surfaces).
- _____ Clean breakroom areas: floors, sink, countertops, table tops, microwave, stove top, and refrigerator surface.

Quarterly - March, June, September, and December (in addition to weekly and twice-weekly chores)

- _____ Clean baseboards, mirrors, and wall mounts.
- _____ Clean all inside windows, windowsills, and light fixtures in common areas and open offices.

Annually – during the month of June - (In addition to all chores listed above)

- _____ Wash all outside windows.
- _____ Clean Carpet in open offices.

A checklist should be developed by the Contractor for each location and must be filled out each week. Turn checklist in to Sherri Holkem at the end of the month along with the monthly invoice. Cleaning supplies are the responsibility of the Contractor (bidder). We expect the offices to look and smell clean after each visit.

I HAVE READ AND UNDERSTAND THE ABOVE DESCRIBED CLEANING SCHEDULE:

SIGNED: _____
(SIGNATURE OF PERSON SUBMITTING BID)

DATE: _____

****THIS PAGE MUST BE RETURNED WITH BID SUBMISSION.****

DeKalb County Board of Education

P.O. Box 1668

Rainsville, AL 35986

256-638-6921

Pricing for Inquiry # G7-20

BID SUBMISSION

For Supplying Cleaning Services

As Listed in the attached Cleaning Schedule

\$ _____ per month - Monthly Cleaning Services With Equipment
AND Cleaning Supplies provided by the
Contractor

The Customer (DeKalb County Board of Education) will supply expendable items
such as paper towels, toilet tissue, trash bags, and hand soap.

BID SUBMITTED BY:

Signature

Date

Name of Firm

Mailing Address

City, State, Zip Code

Phone

Fax

Email

CONTRACTUAL AGREEMENT

This agreement, made and entered into this 1st day of April, 2020, by and between

_____ hereinafter called the "Contractor" and the DeKalb County Board of Education, PO Box 1668, Rainsville, AL 35986, hereinafter called the "Customer".

The Contractor and the Customer, for the considerations hereinafter named, agree as follows:

1. The Contractor agrees to perform janitorial/cleaning services according to the terms specified in Bid # G7-20.
2. Duties shall be performed in a professional, workman-like manner, on a scheduled basis, except when prevented by acts of God and other circumstances beyond the control of the Contractor.
3. The Contractor shall carry General Liability insurance and Worker's Compensation insurance (as required by law).
4. The Contractor agrees to furnish all cleaning equipment and cleaning supplies, with Customer furnishing expendable materials as specified in the bid.
5. The Contractor will invoice the Customer on a monthly basis, upon completion of services for that calendar month. The Customer agrees to pay the Contractor \$_____ per month for services, payable on the 5th of the following month once invoice is received.
6. The agreement begins April 1, 2020, and will continue through March 31st, 2021 with an option for a two year renewal. Either party may terminate this contract upon five (5) day written notice to either party.

Contractor Date

Superintendent, DeKalb County Schools Date

SAMPLE
CONTRACT