



## **Shelby County Janitorial Services - Areas 2, 3 & 4**

### **ADDENDUM NO. 1**

Date: December 11, 2023

RE: Shelby County Janitorial Services - Areas 2, 3 & 4

BID DATE AND TIME:  
December 21, 2023 at 2:00 p.m.

Location for the bid opening remains the Shelby County Manager's Office, located at 200 West College Street, Room 123, Columbiana, Alabama, 35051

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#### **Bid Specifications:**

Replace Janitorial Services – Proposal Form with attached.

# **JANITORIAL SERVICES - AREAS 2, 3 & 4 – PROPOSAL FORM**

Date: December 21, 2023  
2:00 p.m. Local Time

TO: Mr. Chad Scroggins  
Shelby County Commission  
200 West College Street  
Columbiana, AL 35051

Pursuant to and in compliance with the Invitation to Bid and the proposed Specifications relating to the performance:

Janitorial Services - Shelby County, Alabama

Including Addenda \_\_\_\_\_

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Specifications and with local conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work in strict accordance with the Specifications.

1. I understand that the Owner reserves the right to reject this Bid, but that this Bid shall remain open and not be withdrawn for a period of sixty (60) days from the date prescribed for its receiving.
2. The Bidder, if awarded the contract, hereby agrees to commence work under this contract on the date specified.
3. If written notice of the acceptance of this Bid is mailed or delivered to the undersigned within sixty (60) days after the date set for the receiving of this Bid, or at any other time thereafter before it is withdrawn, the undersigned shall execute and deliver the Contract Documents to the Owner in accordance with this Bid as accepted, and will also furnish and deliver to the Owner the specified documentation and proof of insurance coverage, all within ten (10) days after delivery of the notification of acceptance of this Bid.
4. Notice of Acceptance or request for additional information may be addressed to the undersigned at the address set forth below.

## **Manpower Plan**

| Area | Buildings Included   | Staffing Anticipated<br>per Area |                 | Hours Anticipated<br>per Area |                 |
|------|--|----------------------------------|-----------------|-------------------------------|-----------------|
|      |  | # of<br>Supervisors              | # of<br>Workers | Supervisor<br>Hours           | Worker<br>Hours |
| 2.   | <b>Columbiana</b> includes Ray Bldg., Sheriff's Office at Jail, Sheriff's Training Center, John E. Jones Agri-Center, Historical Society, Landfill Scale House, Landfill Shop Kitchen and Restrooms, Regional Juvenile Detention, Environmental Building Office & Restrooms, Facilities Office & Warehouse Restrooms |                                  |                 |                               |                 |
| 3.   | <b>Outlying Buildings</b> includes County Services, Mary Ellen Estes (Heardmont) Sr. Center, Heardmont House   |                                  |                 |                               |                 |
| 4.   | <b>Hwy 280 Properties</b> includes Future Water Services Customer Service Office, Westover (Currently Under Construction) and 280 County Services Building   |                                  |                 |                               |                 |

# **JANITORIAL SERVICES – AREAS 2, 3 & 4 - PROPOSAL FORM**

**THE UNDERSIGNED OFFERS THESE PRICES, TERMS AND DELIVERY AS PER BID SPECIFICATIONS:**

NAME OF COMPANY:

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Signature:

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Address:

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Telephone:

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Facsimile:

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Sworn to and Subscribed before me

This the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

## **JANITORIAL SERVICES – AREAS 2, 3 & 4 - PROPOSAL FORM**

| <b>AREA #2 - COLUMBIANA</b>   |                                     |               |    |
|---|-------------------------------------|---------------|----|
| Ray Building  | 504 Highway 70 -<br>Columbiana      | 5 days / week | \$ |
| John E. Jones Agri-Center   | 54 Kelly Lane-<br>Columbiana        | 5 days / week |    |
| Facilities Offices / Warehouse<br>Restrooms   | 280 McDow Road<br>Columbiana        | 5 days / week | \$ |
| Regional Juvenile Detention<br><small>Only front lobby, front office space and<br/>restrooms, no secure or closed areas</small> | 222 McDow Road -<br>Columbiana      | 5 days / week | \$ |
| Sheriff's Office  | 380 McDow Road –<br>Columbiana      | 5 days / week | \$ |
| Historical Society  | 1854 Old Courthouse –<br>Columbiana | 3 days / week |    |
| Landfill Scale House <small>Billed<br/>separately to Shelby Co. Water Dept.</small>   | 4154 Highway 70 -<br>Columbiana     | 3 days / week | \$ |
| Landfill Shop (Kitchen and<br>Restrooms Only)<br><small>Billed separately to Shelby Co. Water<br/>Dept.</small>                 | 4154 Highway 70 -<br>Columbiana     | 3 days / week | \$ |
| Sheriff's Training Center   | 543 McDow Road -<br>Columbiana      | 3 days / week | \$ |
| Environmental Building Office<br>and Restrooms  | 1281 Highway 70 -<br>Columbiana     | 3 days / week | \$ |

**Total – Area #2 - Columbiana    \$ \_\_\_\_\_**

| <b>AREA #3 - OUTLYING BUILDINGS</b>  |   |               |    |
|--|---|---------------|----|
| County Services Building -<br>Pelham   | 1123 County Services Drive -<br>Pelham  | 5 days / week | \$ |
| Mary Ellen Estes (Heardmont)<br>Community Center<br><small>no kitchen or concessions areas</small> | 5452 Cahaba Valley Road –<br>Birmingham | 5 days / week | \$ |
| Heardmont House<br>(Excludes Private Offices)  | 5458 Cahaba Valley Road -<br>Birmingham | 3 days / week | \$ |

**Total – Area #3 - Outlying Buildings    \$ \_\_\_\_\_**

## JANITORIAL SERVICES – AREAS 2, 3 & 4 - PROPOSAL FORM

| AREA #4 - HWY 280 PROPERTIES  |                                      |               |    |
|---|--------------------------------------|---------------|----|
| Future Water Services<br>Customer Service Office -<br>Westover (Currently under<br>construction – see attached<br>floor plan)<br>Billed separately to Shelby Co. Water<br>Dept. | 19027 US Highway 280 –<br>Westover   | 5 days / week | \$ |
| 280 County Services Building  | 19220 US Highway 280 -<br>Birmingham | 5 days / week | \$ |

**Total – Area #4 - HWY 280 Properties**     \$ \_\_\_\_\_

| ALTERNATE #1   |                               |              |                            |
|--|-------------------------------|--------------|----------------------------|
| Shelby County Airport Terminal<br>Strip and wax floors and clean carpet and upholstery | 265 Weathervane Road – Calera | As Requested | Bid Per Cleaning<br><br>\$ |

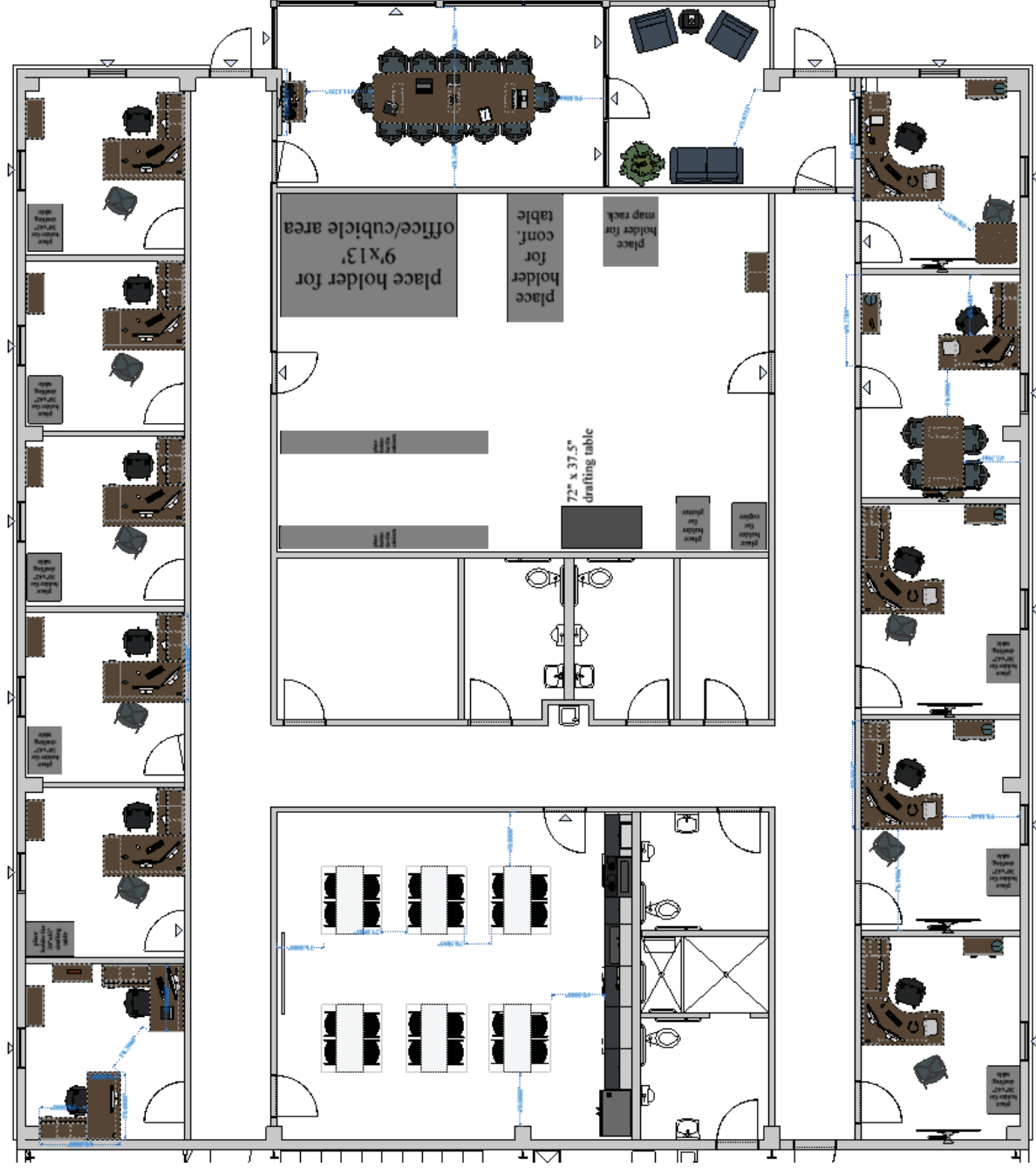
**Grand Total All Areas  
and Alternates** \$ \_\_\_\_\_



# Project Overview

## - 2D

- 5 Standard Private Offices
- 1 Shared Office
- 5 Executive Private Offices
- Conference Room
- Break Room
- Lobby
- A Couple Items for the File Room



# Project Overview — 3D

Grey boxes are  
place holders  
for future  
furniture

