

# **JANITORIAL SERVICES – PROPOSAL FORM**

Date: December 11, 2025  
2:15 p.m. Local Time

TO: 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 I understand that the Owner reserves the right to reject this Bid, but that this Bid shall remain open and not be withdrawn for a period of sixty (60) days from the date prescribed for its receiving.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within sixty (60) days after the date set for the receiving of this Bid, or at any other time thereafter before it is withdrawn, the undersigned shall execute and deliver the Contract Documents to the Owner in accordance with this Bid as accepted, and will also furnish and deliver to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 per Area		Hours Anticipated per Area	
		# of Supervisors	# of Workers	Supervisor Hours	Worker Hours
1	Courthouse Complex – Courthouse, Butch Ellis Building, County Administration Building, Property Tax Commissioner/IT Building, Columbiana License Office, 202 Building				

## **JANITORIAL SERVICES – PROPOSAL FORM**

<b>AREA #1 – COURTHOUSE COMPLEX</b>			
<b>Building</b>	<b>Address</b>	<b>Days Per Week</b>	<b>Cost Per Month</b>
Shelby County Courthouse	100 N. Main Street - Columbiana	5 days / week	\$
Butch Ellis Building	100 W. College Street - Columbiana	5 days / week	
County Administration Building	200 W. College Street - Columbiana	5 days / week	\$
Property Tax Commissioner/IT Building	102 Depot Street - Columbiana	5 days / week	\$
Columbiana License Office	104 Depot Street - Columbiana	5 days / week	\$
202 Building	202 W. College Street – Columbiana	5 days / week	

**Total Cost Per Month - All Buildings \$\_\_\_\_\_**

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

NAME OF COMPANY: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Sworn to and Subscribed before me  
This the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_