JANITORIAL SERVICES – PROPOSAL FORM

Date: November 24, 2026
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 I understand that the Owner reserves the right to reject this Bid, but that this Bid shall remain open and not be withdrawn for a period of sixty (60) days from the date prescribed for its receiving.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within sixty (60) days after the date set for the receiving of this Bid, or at any other time thereafter before it is withdrawn, the undersigned shall execute and deliver the Contract Documents to the Owner in accordance with this Bid as accepted, and will also furnish and deliver to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.

Staffing Plan

Area	Buildings Included	Staffing Anticipated per Area		Hours Anticipated per Area	
		# of Supervisors	# of Workers	Supervisor Hours	Worker Hours
2.	**Columbiana** includes Ray Bldg., Sheriff's Office at Jail, Sheriff's Training Center, John E. Jones Agri-Center, Historical Society, Landfill Scale House, Regional Juvenile Detention, Environmental Building Office & Restrooms, Facilities Office & Warehouse Restrooms, future EMA/IT building (plans to be provide at the pre bid meeting)				
3.	**Outlying Buildings** includes County Services (Pelham), Mary Ellen Estes (Heardmont) Sr. Center, Heardmont House				
4.	**Hwy 280 Properties** includes Water Services Westover Office and Warehouse and 280 County Services Building.				

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AREA #2 - COLUMBIANA			
BUILDING	**ADDRESS**	**DAYS PER WEEK**	**COST PER MONTH**
Ray Building	504 Highway 70 - Columbiana	5 days / week	$
John E. Jones Agri-Center	54 Kelly Lane- Columbiana	5 days / week	$
Facilities Offices / Warehouse Restrooms	280 McDow Road Columbiana	5 days / week	$
Regional Juvenile Detention Only front lobby, front office space and restrooms, no secure or closed areas	222 McDow Road - Columbiana	5 days / week	$
Sheriff's Office at Jail	380 McDow Road – Columbiana	5 days / week	$
Historical Society (Old Courthouse)	1854 Old Courthouse – Columbiana	3 days / week	$
Landfill Scale House (Billed separately to Shelby Co. ES Dept.)	4154 Highway 70 - Columbiana	3 days / week	$
Sheriff's Training Center	543 McDow Road - Columbiana	5 days / week	$
Environmental Building Office and Restrooms (Billed separately to Shelby Co. ES Dept.)	1281 Highway 70 - Columbiana	3 days / week	$
Future EMA/IT building	260 McDow Road – Columbiana	5 days / week	$

Total Cost per Month– Area #2 - Columbiana $ _____

AREA #3 - OUTLYING BUILDINGS			
BUILDING	**ADDRESS**	**DAYS PER WEEK**	**COST PER MONTH**
County Services Building	1123 County Services Drive - Pelham	5 days / week	$
Mary Ellen Estes (Heardmont) Community Center (kitchen and concessions areas not included)	5452 Cahaba Valley Road – Birmingham	5 days / week	$
Heardmont House (Excludes Private Offices)	5458 Cahaba Valley Road - Birmingham	3 days / week	$

Total Cost per Month – Area #3 - Outlying Buildings $ _____

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AREA #4 - HWY 280 PROPERTIES			
BUILDING	**ADDRESS**	**DAYS PER WEEK**	**COST PER MONTH**
Water Services Westover (Office and Warehouse) (Billed separately to Shelby Co. WS Dept.)	19027 US Highway 280 – Westover	5 days / week	$
280 County Services Building	19220 US Highway 280 - Birmingham	5 days / week	$

Total Cost per Month– Area #4 - HWY 280 Properties $ _____

ALTERNATE #1			
Shelby County Airport Terminal (Strip and wax floors and clean carpet and upholstery)	265 Weathervane Road – Calera	As Requested	Bid Per Cleaning $

Grand Total Per Month All Areas and Alternates $_____

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_____, 2026.

_____
Notary Public
My Commission Expires _____