November 6, 2026

INVITATION TO BID

STATE OF ALABAMA
COUNTY OF SHELBY

SEALED BIDS FOR JANITORIAL SERVICES AS PER SPECIFICATIONS

Sealed bids for Janitorial Services for Shelby County will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street, Columbiana, Alabama 35051 until November 24, 2026 at 2:00 p.m. at which time bids will be opened publicly and read. The County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive and responsible bidder. Bids submitted are firm and no claims for errors will be considered after bids are opened and subsequent thereto.

If you have any questions concerning this bid or the specifications, contact Ginger Criss (205) 670-6462. After the pre-bid meeting, all questions must be submitted in writing to gcriss@shelbyal.com. Responses will be in the form of an addendum. All questions must be submitted no later than 48 hours from bid opening.

There will be a **mandatory pre-bid conference held on November 19, 2026 at 10:00 a.m.** in the conference room of the Facilities & General Services Building, 280 McDow Road, Columbiana, Alabama 35051. The pre-bid conference begins promptly at 10:00. No late arrivals will be admitted. No bid will be accepted from a Contractor who does not have representation at the pre-bid conference. However, the County reserves the right to waive this requirement if in their judgement the best interest of the County will thereby be promoted.

No building square footages will be provided by the County and bid should not be based solely on a building's square footage.

GENERAL INFORMATION

All bidders must use the proposal form provided for submitting their bid. All bids must be sealed and marked in the lower left hand corner **"BIDS – JANITORIAL SERVICES"** with opening date and time. Late bids will not be opened. Bids will not include State sales tax or Federal Excise Tax.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file and Commission Minutes.

Use of trade names and numbers within these specifications shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

SITE VISIT

It is strongly recommended that interested contractors visit the buildings included in the work. Failure to do so will not relieve the contractor from meeting all contract requirements. Visits must be coordinated with Ginger Criss at 205-670-6462.

Immediately following the pre-bid conference, a tour of the County facilities included in this bid package will be conducted. This will be the best opportunity to tour the facilities prior to bids being received. Attendance of the pre-bid conference **tour** is not required, but strongly recommended.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

A. Failure to mark envelope as required;
B. Failure to sign or notarize the bid document;
C. Failure to include requested information or other details of the bids; or

METHOD OF AWARD

The award will be made to the lowest responsive and responsible bidder meeting specifications. It is not the policy of the Shelby County Commission to award on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder. Bidders must submit with their bid a minimum of three commercial client references with at least one reference covering janitorial servicing of 50,000 square feet or more of commercial office space for two or more years commensurate with the janitorial services denoted within these specifications. Any Bidder may be required to furnish additional evidence satisfactory to Shelby County that they have sufficient experience to assure completion of the services described in a satisfactory manner and that their current staff and workload allows for

sufficient capability to furnish the service required. Successful Bidder shall submit any additional information required as described within 48 hours after bid time.

The method of award shall be the lowest combined bid for all areas. However, the County reserves the right to award the bid to multiple contractors per area if it deemed to be in the best interest of the County. Buildings have been divided into areas as shown on the proposal form.

Upon the awarding of this contract and bid, Shelby County has the sole right to end said contract at any time at Shelby County's sole discretion.

CONTRACT PERIOD / PRICING

The period of this contract will be for one (1) year from date bid is awarded. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties with the pricing remaining the same as the initial bid.

REQUIREMENTS FOR CONTRACTORS

After award, the Bidding Contractor will provide before use, a list of all cleaning compounds, chemicals, sealers, floor finish, etc. by manufacturer's name with MSDS sheets. Also provide a list of expendable supplies to be provided by Contractor stating item quality and manufacturer's name.

Supplies and chemicals used for cleaning will be checked regularly in order to ensure the appropriate quality and quantities are maintained.

Bidding Contractor will be required to provide evidence of a Certificate of Insurance which provides Workman's Compensation for contractor's employees for duration of contract, and a minimum $1,000,000 (One Million Dollars) in General Liability insurance naming Shelby County as an additional insured. The above noted insurance must be with an A or A+ company. Evidence of all insurance coverages must be submitted with bid.

Evidence of Workman's Compensation and general liability insurance shall be received within 20 calendar days after bid award. Bidder is required to have **on-site non-working supervisor** during the hours his/her employees are working. Building inspection reports will be made weekly to the Shelby County Department of Facilities and General Services and kept on file for review by the Shelby County Commission and/or County Manager.

Contract services are required to begin on January 9, 2027.

Bids will be valid for sixty (60) days.

IMMIGRATION LAW

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

OPEN TRADE

By signing this contract, vendor 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.

Please provide your bid response in triplicate, one original and two copies.

Bids will not include State Sales Tax or Federal Excise Tax.

Chad Scroggins
County Manager