



## **Janitorial Services for Shelby County Buildings – Areas 2, 3 & 4**

### **ADDENDUM NO. 1**

Date: December 14, 2020

RE: Janitorial Services for Shelby County Buildings – Areas 2, 3 & 4

**BID DATE AND TIME:**

Thursday, December 17, 2020, 2:00 p.m.

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

\*\*\*\*\*

This Addendum is hereby made a part of the Contract Documents to the same extent as though it was originally included therein. Receipt for this Addendum must be acknowledged by the Bidder by statement of receipt indicated on the Proposal Form.

**INVITATION TO BID.** Replace invitation to bid with attached invitation to bid.

**SPECIFICATIONS.** Replace Specifications with attached specifications.

**PROPOSAL FORM.** Replace proposal form with attached proposal form

**Clarifications:**

Q1 – Do we clean FRP board in license offices?

A1 – Yes. FRP board to be cleaned weekly.

**JANITORIAL SERVICES FOR SHELBY COUNTY BUILDINGS AREAS 2, 3 & 4**  
**ADDENDUM NO. 1**

---

Q2 - On the INVITATION TO BID on page 2 under GENERAL INFORMATION, it states that a bid bond is required. However, on the PROPOSAL FORM on page 1, #3 states that the bid bond is not required unless the bid is awarded. Therefore, are we expected to have a bid bond on Thursday or only if the contract is awarded?

A2 – No Bid Bond is Required



December 7, 2020

## 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 December 17, 2020 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 Gina LeCroy (205)670-6462. After the pre-bid meeting, all questions must be submitted in writing to fax (205)669-3920. 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 Thursday, December 10<sup>th</sup> 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.

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 Gina LeCroy 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 only 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.

Bid can be awarded to multiple contractors per area. 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.

Pricing may be adjusted each year, on the anniversary date of this contract, based on the Consumer Price Index for all Urban Consumers (CPI-U) as determined by the Bureau of Labor Statistics of the United States Department of Labor.

## **REQUIREMENTS FOR CONTRACTORS**

The Bidding Contractor will provide with bid, 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 11, 2021.**

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.

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

---

Chad Scroggins  
County Manager



### **SPECIFICATIONS**

The following buildings are to be cleaned as per the schedule below.

Ray Building	5 days per week
John E. Jones Agri-Center	5 days per week
Facilities Offices/Warehouse	5 days per week
Regional Juvenile Detention	5 days per week
County Services Building	5 days per week
Future 280 County Services Bldg.	5 days per week
Inverness Tag & License Office	5 days per week
Mary Ellen Estes Community Center (Heardmont Senior Center)	5 days per week
Water Customer Service Office (Westover)	5 days per week
Sheriff's Office at Jail	5 days per week
Historical Society	3 days per week
Landfill Scale House	3 days per week
Landfill Shop	3 days per week
Environmental Building	3 days per week
Sheriff's Training Center	3 days per week
Hwy 280 Sheriff's Substation	3 days per week
Heardmont House	3 days per week

All buildings cleaned 5 days per week shall be cleaned on Saturday or Sunday, Monday, Tuesday, Wednesday and Thursday. All buildings cleaned 3 days per week shall be cleaned on Saturday or Sunday, Tuesday, and Thursday. All cleaning done on workdays must be done after 5:00 p.m.

Each building must be immediately brought up to its highest level of cleanliness. Tile floors will be stripped and waxed, carpets cleaned, walls wiped, restrooms sanitized and scrubbed, stained concrete floors will be cleaned, sealed and coated, and all glass cleaned. The described initial cleaning must be completed within 60 calendar days from the beginning of contract work. During the initial cleaning process, all daily procedures must be performed according to specifications.

Any needed repairs noticed by the contractor in any of the buildings should be immediately reported to the Facilities & General Services office by fax at 205-669-3920 or by emailing at fgs@emaint.com.

## Specifications – Cleaning Contract

It is the intention of Shelby County to maintain all buildings at the highest level of cleanliness possible. Any additional services, other than specified in this bid, **must** be approved by the Manager of Facilities & General Services in writing.

Quarterly service will be performed on a 90 day interval from the completion date of initial cleaning for each building. A schedule calendar **must** be provided to Facilities & General Services at the time of contract execution. Any variance from the calendar must be approved a minimum of 72 hours prior to scheduled work. If quarterly cleaning calendars are not provided at the time of execution and quarterly (prior to work being performed) thereafter, the contract may be terminated.



## **DAILY SERVICE**

### **Wastebaskets and Trash Containers:**

Containers are to be emptied, wiped clean, and returned to original location. Plastic liners are to be installed in waste receptacles as needed with liners to be furnished by the Contractor. Liners should fit the size container being lined. Liner must be secured in container. All waste is to be deposited into the available dumpsters around said building(s). Containers outside the entryway doors are considered part of the contract responsibilities.

### **General Dusting:**

Hand dusting of the following using a treated cloth or in cases where called for, a damp cloth: miscellaneous cabinets, window sills, coat racks, ledges, desktops, counters, hallway stair tops, interior window shelves, air supply and return vents. Feather type dusters are only to be used around computers. Check for cobwebs in corners, window sills, behind and under chairs, etc. and clean as needed.

### **Chairs and File Cabinets:**

Chairs will be dusted on all horizontal surfaces. Fabric upholstered seats and arms are to be spot whisked. Side chairs are to be treated in a like manner. All chairs are to be replaced in original position to maintain an overall orderly and neat appearance.

### **Entrance Areas:**

Entrance areas will be given special attention on a daily basis. Dust mop and spray buff tile floors as necessary. Exterior mats located at the entrance doors are to be vacuumed and/or swept nightly. Exterior entrances should be swept if leaves or debris is present. Trash receptacles located immediately outside the doors are to be emptied during each cleaning and any trash or debris on or around the receptacles shall be removed during each cleaning.

### **Carpets and Mats:**

All carpets and interior mats will be vacuumed daily paying particular attention to knee well areas under desks and counters. Interior carpet mats will be located at each entrance to County buildings. Contractor will service these mats as specified for carpeted areas.

### **Tile Floors:**

Tile floor areas are to be **clean** mopped daily with chemically treated mops. Use of dirty water for mopping will not be acceptable. All spills and stains are to be thoroughly addressed on a daily basis. Notify F&GS of any grout that appears to not come clean.

### **Marble Floors:**

All marble floors shall be dust mopped with clean, non-treated dry dust mop. Spot cleaning shall be performed using products approved for marble floors.

### **Wood Floors:**

Daily Service: Dust mop or vacuum to ensure removal of grit and dust. Quarterly Service: Scrub and wax after removing grit and dust. Do not use water based cleaner. All cleaning products must be compatible with wood floor finish and must be approved by Owner. Contact Owner before performing quarterly service.

### **Walls:**

Wall surfaces around light switches, handrails, door knobs, and other heavy traffic areas are to be spot cleaned as needed and should be evaluated daily.

## **Specifications – Cleaning Contract Daily Service**

### Drinking Fountains:

Drinking fountains will be cleaned using a disinfectant cleaner and wiped dry. Calcium deposits i.e. white circles and marks must be removed.

### Hallways Non-Carpet:

Hallways that are non-carpeted are to be dust mopped with chemically treated dust mops. Spills and stains are to be spot cleaned on a daily basis.

### Steps and Landings:

Steps and landings will be swept and mopped with a detergent disinfectant solution. Handrails in stairways are to be wiped down completely with a disinfectant cleaner.

### Commodes and Urinals:

Commodes and urinals will be washed and dried. Seats shall be washed top and bottom. This work will be performed using an acceptable, non-pungent germicidal disinfectant solution that is properly diluted to prevent sticky residue. Bright metal parts are to be dry shined.

### Washbasins:

Washbasins are to be washed inside and out. Bright metal parts are to be dry shined.

### Mirrors:

Mirrors are to be cleaned and dry shined.

### Waste Receptacles:

All waste receptacles are to be emptied and interiors wiped out. Sanitary napkin waste disposal containers are to be emptied, sprayed with an approved disinfectant spray and wiped dry. The contents of the containers will be emptied into special carry out containers for removal from the premises.

### Paper and Soap Products:

Toilet tissue, white paper towels, and foam hand soap will be furnished by Shelby County. All dispensing units are to be filled as needed and are to be kept clean. Notify F&GS when paper product supply is **low** – NOT OUT. Paper products and soap dispensers are to be checked during the daily cleaning to ensure that there is enough product to last through the next business day.

### Air Fresheners:

Air freshener products will be placed within the restrooms and replaced as needed. The Contractor shall provide the air freshener and said freshener fragrance must be approved by the County.

### Tile Floors within Office Areas/Suites:

Sweep loose paper and debris from tile floors. Mop floors with a detergent disinfectant solution using a scraper for adherents.

### Tile Floors in Restrooms:

Restroom floors will be mopped clean with a chemical to disinfect and particularly ensure the cleaning of the areas between the floor tile and the commode.

### Break Areas:

Break areas will be cleaned on a daily basis using an acceptable, non-pungent germicidal disinfectant solution. Tables and chairs will be wiped off, trash will be collected and removed, microwave ovens will

## **Specifications – Cleaning Contract Daily Service**

be cleaned both interior and exterior. The exterior of refrigerators will be wiped down with cleaning solvent. The refrigerators will be emptied and cleaned every 6 months. Contractor shall post notices at least five days in advance on the outside of the refrigerator before emptying and cleaning inside. Contents shall be removed for cleaning and replaced after cleaning. Only the refrigerators in designated break or kitchen areas will be cleaned. Private refrigerators will not be serviced.

### Stained Concrete Floors:

Dry mop / dust mop to remove loose soil.

### Supervisor Reports:

Daily reports must be turned in to Facilities & General Services on a weekly basis. Reports must be filled in completely and signed by the contractor's supervisor.

### Communications:

Communication with contractor or contractor's agent and Facilities & General Services shall be conducted via email. Work orders will be transmitted to the contractor via email. Response within 24 hours either confirming the work order has been completed or information regarding the status and schedule of completing the work order is required. If at any time during the contract this requirement is not met it is grounds for termination of the contract.

Personal items on desks, shelves etc. are NOT to be touched.



## Specifications – Cleaning Contract Weekly Service

**WEEKLY SERVICE** – Saturday or Sunday, Unless Otherwise Approved in Writing by Facilities & General Services

**Restroom Walls:**

Restroom walls will be cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.

**Restroom Toilet Partitions:**

Tops of all partitions will be dusted. Partition walls will be cleaned with a detergent disinfectant solution (top and sides).

**Glass Partitions, Glass Doors and Glass Storefronts:**

Glass panels and doors are to be cleaned with glass cleaner to remove dirt, fingerprints and smudges. This includes glass doors, transoms and side lights at entryways. This also includes all transaction glass to be cleaned on both sides.

**Carpet Stains:**

All carpet stains are to be sprayed with stain removing agent and cleaned.

**Pictures:**

All wall hung pictures and other wall adornments are to be dusted.

**Telephones:**

Sanitize all telephone receivers.

**Tile and Stained Concrete Floors:**

Tile and Stained Concrete floors will be dust mopped and wet mopped as needed in high traffic areas. Mop solution or spray used must not make a slippery/slick surface. Dust must be removed from corners and behind doors.



## **QUARTERLY SERVICE**

### **Baseboards**

Baseboards are to be dusted. Either treated cloths, soft dust cloths, or vacuums may be used for this operation.

### **Air Conditioning Registers and Vents**

All registers and vents are to be dusted and/or cleaned.

### **Tile Floors:**

All ceramic tile floors and grout to be machine scrubbed and wet vacuumed. No wax or finish to be applied.

All VCT tile floors will be machine stripped, scrubbed, waxed and polished. Care will be exercised in the operation of floor machines and equipment so as to prevent damage to furniture and baseboards. Floor finish will not be allowed to build up around edges or corners. Splash marks will be removed from baseboards, doors, walls, etc. VCT flooring in all areas is to be stripped and waxed with special attention to high traffic areas. Corners and edges should not have buildup. Wax on baseboards or walls shall be removed. Floors are to be stripped, two (2) coats of sealer applied, and four (4) coats of floor finish with not less than 28% solid applied. Thoroughly clean floors to remove dirt and debris before application of sealer. All floors will have a high gloss without embedded dirt and debris.

All Marble floors (i.e. Natural Stone in Courthouse Floors A and B) will be cleaned, sealed, and polished using products specifically formulated and approved for marble. Products containing acid shall not be used.

All LVT floors will be cleaned per the manufactures specifications (no waxing or polishing allowed).

### **Carpets:**

Carpets on all floors in all areas are to be cleaned by the steam extraction method with extra care given to break areas and high traffic areas. Heavily soiled areas and spots are to be pre-soaked before extracting. Carpet cleaning must occur on a Friday night or Saturday morning before 12:00 noon to ensure drying time before Monday morning.

### **Blinds:**

All window and door blinds will be cleaned using either a vacuum or a damp cloth.

### **Windows:**

Clean windows where accessible from the interior.

### **Stained Concrete Floors:**

Products refer to HILD Ultra Glo Systems

- 1) Clean Floor
  - a. Brush baseboards and other perimeter areas to loosen dust and debris.
  - b. Vacuum entire floor using a medium brush attachment
  - c. Clean floor with auto-scrubber (white pad or red pad)
  - d. Damp mop, rinse with CLEAN cool water
  - e. Let floor dry before applying finish



## Specifications – Cleaning Contract Quarterly Service

- 2) Sealer
  - a. Apply two (2) coats of Sim Sealer
  - b. Allow sealer to cure over night
- 3) Tuff-Stuff (four coats)
  - a. Use dedicated clean synthetic wax/finish mop, apply even medium coats
  - b. Let each coat dry to touch
  - c. Floor will streak if partially dried material on mop is deposited on subsequent coats. This is not acceptable.
- 4) TAA (Thermo Adhesion Activator)
  - a. Pour TAA directly on DEDICATED 24-oz. rayon mop, NOT INTO BUCKET
  - b. This mop must be dedicated to TAA
  - c. Mop aggressively one (1) thin coat of TAA wall to wall.
  - d. Dries in 10-15 minutes.
  - e. Burnish IMMEDIATELY after drying
  - f. Burnish with 1500-2000 RPM high speed buffer. NATURAL HAIR burnishing pads.
  - g. Burnish AGGRESSIVELY and slowly to crystal clear shine.
  - h. TAA must be burnished more aggressively and slowly than standard coatings.

### Kitchen Areas

Clean ceiling and walls around kitchen hood (use degreaser where applicable)



## **Specifications – Cleaning Contract Additional Specifications and Clarifications**

### **ADDITIONAL BID SPECIFICATIONS AND CLARIFICATIONS**

- Mandatory weekly meetings and inspections will be held with designated Facilities and General Services representative and a representative from contractor. These meetings will be conducted at locations determined by Facilities and General Services.
- Contractor must have an established, operating office within fifty (50) miles of Columbiana, Alabama (Shelby County).
- Proposal forms shall include pricing for all buildings. Failure to price all locations will be deemed the bidder unresponsive.
- Work Release and Animal Services Buildings are not included in the pricing. There will be occasional floor work needed at these locations. Proposals will be requested from the Contractor on an as needed basis. No work will be performed until written approval is given by Facilities and General Services and invoicing for this additional work will be invoiced and paid separately after work is completed and accepted.
- At the County Services Building in Pelham, the space occupied by the E-911 offices is not included in pricing.
- The refrigerators in all building will be emptied and cleaned on a six-month basis. Contractor shall post notices at least five days in advance on outside of refrigerator before emptying and cleaning inside. Only the refrigerators in kitchen and break areas will be cleaned. Contents shall be removed for cleaning and replaced after cleaning. Cleaning is to be coordinated through the Facilities Office, and scheduled a minimum of one full week in advance.
- The Contractor must ensure that the contractor's supervisor inspects all building areas before crew departs building on a daily basis. It is the contractor's supervisor's responsibility to ensure all doors are locked and lights turned off. If a task is not completed as specified within the contract specifications, the County will notify the Contractor by email or fax on the first occurrence. Should the County notify the contractor a second time concerning the same task not being performed as specified, including not securing doors, the County will deduct ten percent (10%) from the Contractor's monthly invoice for that building as a non-performance penalty. The non-performance penalty deduction will increase by 5% for each occurrence within a quarter and shall continue each month thereafter when the cleaning tasks or areas are subsequently missed.
- Contractor is responsible to ensure that all doors are maintained secure during work operation and before departing each area/building. Contract deductions will apply to doors left unlocked. The security of our buildings and departments are of the highest priority. Ten percent deduction will be taken from the Contractor's monthly invoice for that building as a non-performance penalty for all occurrences of doors not being locked when departing.
- The Contractor, as a part of their proposal will provide his manpower plan for daily janitorial services. This information will be used to determine the responsiveness of Contractor's bid. List supervisor(s) and workers per area with anticipated hours. Acceptance of the Contractor's



## **Specifications – Cleaning Contract Additional Specifications and Clarifications**

proposal and subsequent award of contract shall not serve as a guarantee by the County that Contractor's manpower plan is adequate to perform the contract requirements. Contractor shall provide all labor necessary to perform in accordance with the contract requirements. Supervision shall be adequate to ensure inspection of work performed each day. If performance is deemed unacceptable the Contractor's supervisor shall be replaced at request of the County.

- It is the responsibility of the Contractor to check and replenish the supply of all paper products and hand soaps so these supplies do not run out during the workday. The County will provide these products to the building for Contractor use. Contractor must provide advance notice (minimum 48 hours) to County when replenishment of supplies is needed.
- It will be mandatory for the Contractor to provide to the County a schedule of the quarterly service items for each building. Calendars must be turned in to Facilities and General Services no later than one week before work is scheduled to be performed.
- If Contractor damages or finds something damaged or in need of repair (furniture, appliances, plumbing, sinks, toilets, carpet, etc.), it is the responsibility of the Contractor to report it to the County within 24 hours.
- Daily Service – General dusting is to include but not be limited to desk tops, table tops, counters, judge's benches and other furniture surfaces. Glass on tables should be cleaned daily with glass cleaner. If removal of dirt or dust below the glass surface, removal and replacement of the glass is to be performed.
- Weekly Service – Courtroom benches are to be dusted and/or vacuumed (all Courtrooms with cloth seats will required vacuuming and stain removal as needed; all others will need to be dusted).
- All building restrooms shall have air fresheners installed and maintained by the Contractor. The actual fragrance and strength to be used will be pre-approved by the County.
- Weekly Services spray buffing of tile floors shall occur at all traffic areas and in areas where there are stains. The Contractor will have to use good judgment and physically inspect all locations to ensure the spray buffing occurs in all areas that require attention.
- Quarterly Services floor stripping and waxing shall include the stripping and waxing of the VCT tile in all restrooms, building entrances, corridors / hallways and other areas as needed within the building.
- Any items (cleaning supplies, materials, solvents, etc.) not clearly denoted as being furnished by the County shall be furnished by the Contractor. Before work begins, Contractor will submit for approval a detailed list of all cleaning products proposed for use under this contract, including MSDS information.
- Contractor to ensure all building doors are locked and lights are turned off before departing.





## Specifications – Cleaning Contract Additional Specifications and Clarifications

- Contractor **MUST** have a non-working supervisor (Quality Control Manager) to walk each space after the cleaning crew is complete to verify the accuracy of work. The supervisor's daily reports must be turned in to the Facilities and General Services on a weekly basis. The non- working supervisor must have no regular daily cleaning responsibilities.
- Any employee working in any of the County buildings part of this contract will be assigned keys and an access card. In order to receive the assigned keys and access card, the contractor's employee must comply with the following:
  - The contractor must submit a completed "Request For Access Card" and "Agreement for Use" form (attached) for each individual employee. This request must be emailed to Facilities and General Services representative, Gina LeCroy at [rlecroy@shelbyal.com](mailto:rlecroy@shelbyal.com).
  - The "Request" will be forwarded by Facilities and General Services to the Shelby County Court Administrator for review and background investigation.
  - Approval or denial, with further instructions, will be sent to the Contractor from Facilities and General Services.
- No person is allowed in any County building for cleaning or otherwise without the approval. Anyone found allowing access to a County building without approval will have their access approval revoked immediately. If it is determined that the contractor knowingly allowed any person not approved in any County building it will be grounds for terminating the contract.
- If any Contractor's employee has access privileges revoked or if they are terminated by the Contractor the Contractor will confiscate and return employee's assigned keys and access badge and return them to Facilities and General Services within 1 business day of notification. If the Contractor fails to return the assigned keys and access badge it will be grounds for terminating the contract.
- Schedule - In addition to the requirement to provide a schedule of the quarterly cleaning, the Contractor will provide written notice to the County that quarterly service has been performed. This will be provided for each building and delivered electronically.

# **JANITORIAL SERVICES – PROPOSAL FORM**

Date: December 17, 2020  
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 per Area		Hours Anticipated per Area	
		# of Supervisors	# of Workers	Supervisor Hours	Worker 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 Inverness Tag, & License Office and Hwy 280 Sheriff's Substation, and Water Services Customer Service Office (Westover) and Future 280 County Services Building (under construction, to be occupied July 2021-see attached floor plan)				

# **JANITORIAL SERVICES – PROPOSAL FORM**

**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 \_\_\_\_\_, 2020.

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

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

## **JANITORIAL SERVICES – PROPOSAL FORM**

<b>AREA #2 - COLUMBIANA</b>			
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 <i>Only front lobby, front office space and restrooms, no secure or closed areas</i>	222 McDow Road - Columbiana	5 days / week	\$
Sheriff's Office	380 McDow Road – Columbiana	5 days / week	\$
Historical Society	1854 Old Courthouse – Columbiana	3 days / week	
Landfill Scale House <i>Billed separately to Shelby Co. Water Dept.</i>	4154 Highway 70 - Columbiana	3 days / week	\$
Landfill Shop (Kitchen and Restrooms Only) <i>Billed separately to Shelby Co. Water Dept.</i>	4154 Highway 70 - Columbiana	3 days / week	\$
Sheriff's Training Center	543 McDow Road - Columbiana	3 days / week	\$
Environmental Building Office and Restrooms	1281 Highway 70 - Columbiana	3 days / week	\$

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

<b>AREA #3 - OUTLYING BUILDINGS</b>			
County Services Building <i>Does not include E-911</i>	1123 County Services Drive - Pelham	5 days / week	\$
Mary Ellen Estes (Heardmont) Community Center <i>no kitchen or concessions areas</i>	5452 Cahaba Valley Road – Birmingham	5 days / week	\$
Heardmont House no interior offices	5458 Cahaba Valley Road - Birmingham	3 days / week	\$

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

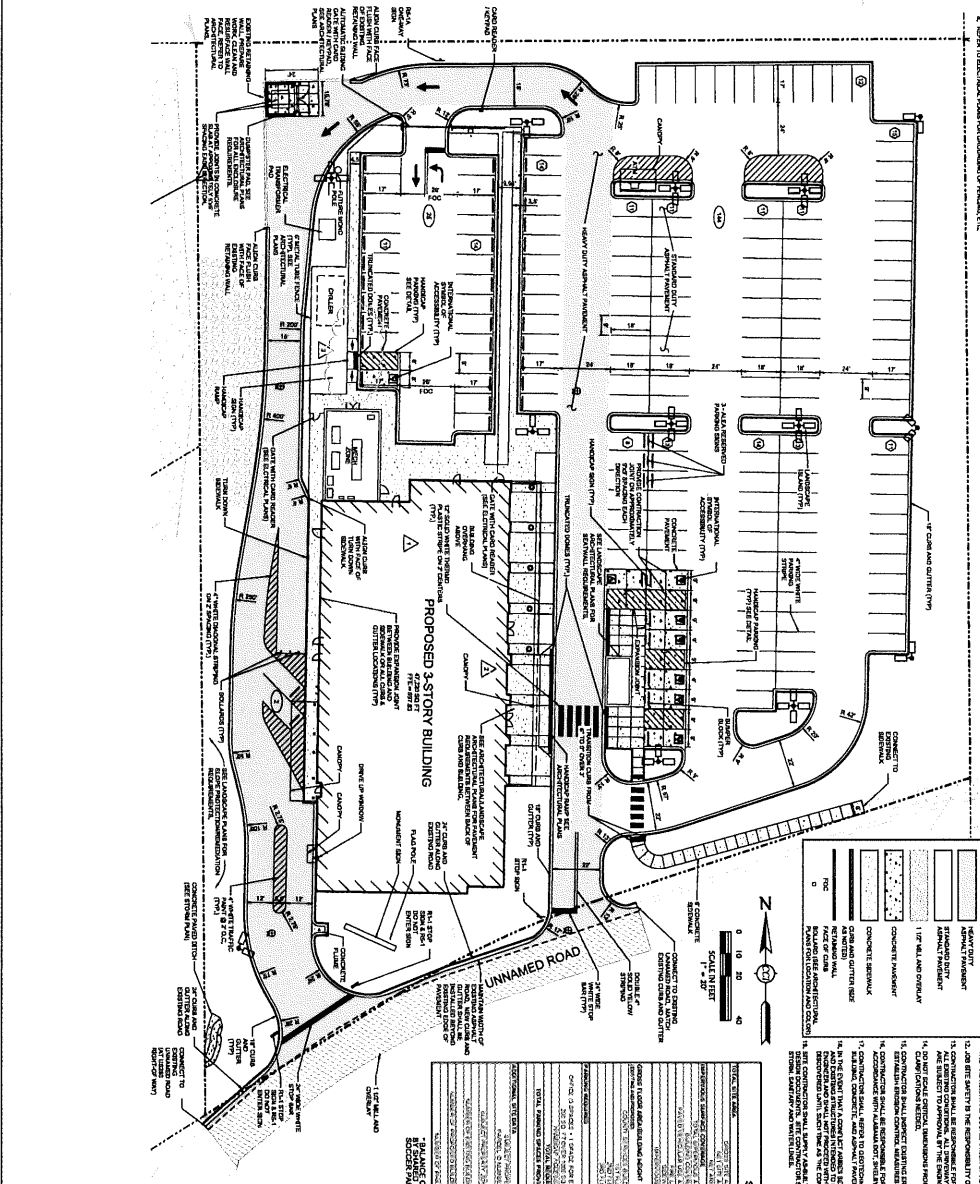
# JANITORIAL SERVICES – PROPOSAL FORM

AREA #4 - HWY 280 PROPERTIES			
Inverness Tag & License Office	310 Inverness Corners - Hoover	5 days / week	\$
Water Services Customer Service Office - Westover Billed separately to Shelby Co. Water Dept.	19027 US Highway 280 – Westover	5 days / week	\$
Highway 280 Sheriff's Substation	5511 US Highway 280 Birmingham	3 days / week	\$
Future 280 County Services Building Under construction – to be occupied 7/2021	19220 US Highway 280 - Birmingham	5 days / week	\$

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

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

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



- ### LAYOUT NOTES:
1. SEE GENERAL NOTES.
  2. COORDINATES SHOWN IN THIS PLAN ARE BASED ON A LATEST AVAILABLE GROUND SURVEY ESTABLISHED BY THE SURVEYING BUREAU OF THE COUNTY OF SHELBY.
  3. THE PROJECT, INCLUDING CONSTRUCTION AND OPEN FOR SERVICE, PROPERTY LINES SHALL BE ESTABLISHED BY THE SURVEYING BUREAU OF THE COUNTY OF SHELBY.
  4. ALL WORK SHOWN IN THIS PLAN SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION.
  5. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  6. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  7. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  8. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  9. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  10. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  11. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  12. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  13. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  14. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  15. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  16. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  17. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  18. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  19. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  20. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.

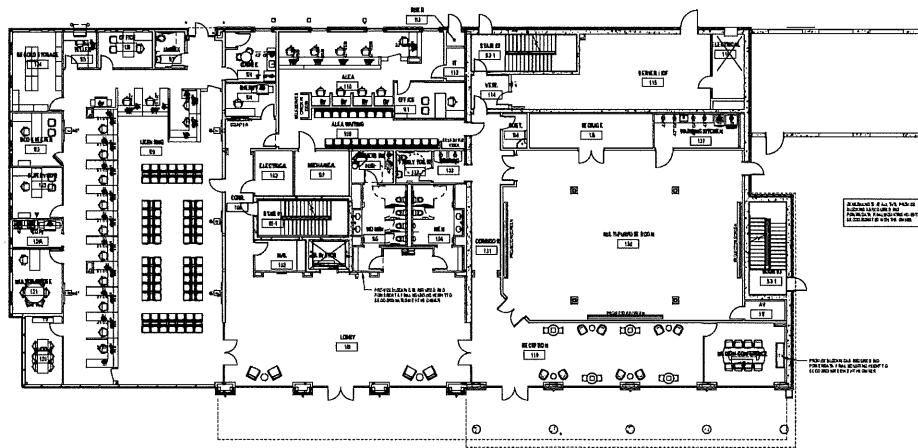
- ### GENERAL NOTES:
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION.
  2. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  3. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  4. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  5. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  6. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  7. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  8. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  9. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  10. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  11. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  12. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  13. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  14. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  15. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  16. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  17. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  18. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  19. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.
  20. THE SHELBY COUNTY SPECIFICATIONS FOR CONSTRUCTION SHALL BE USED FOR ALL CONSTRUCTION WORK NOT SPECIFICALLY NOTED OTHERWISE.

#### SITE DATA TABLE

ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	Gravel	10,000	cu yd	1.50	15,000.00
2	Concrete	5,000	cu yd	2.50	12,500.00
3	Reinforcing Steel	100	tons	100.00	10,000.00
4	Foundation	10	ft	1,000.00	10,000.00
5	Roofing	10,000	sq ft	1.00	10,000.00
6	Interior Finishes	10,000	sq ft	1.00	10,000.00
7	Exterior Finishes	10,000	sq ft	1.00	10,000.00
8	Landscaping	10,000	sq ft	1.00	10,000.00
9	Utilities	10,000	sq ft	1.00	10,000.00
10	Other	10,000	sq ft	1.00	10,000.00
<b>TOTAL</b>	<b>GRAND TOTAL</b>				<b>100,000.00</b>

**HWY 280 SHELBY COUNTY SERVICES BUILDING**  
**CONSTRUCTION BID PACKAGE**  
 SHELBY COUNTY DEPARTMENT OF DEVELOPMENT SERVICES  
 19220 US HWY 280, BIRMINGHAM, AL 35242  
 19-040.00

**PROJECT NUMBER:** 19-040.00  
**DATE:** 03/06/20  
**DESIGNER:** [Firm Name]  
**CONTRACTOR:** [Firm Name]  
**PROJECT TITLE:** LAYOUT PLAN  
**PROJECT NUMBER:** C200



1.1 FIRST FLOOR FURNITURE PLAN  
SCALE: 1/8" = 1'-0"



CONFORMANCE  
DOCUMENTS

**HWY 280 SHELBY COUNTY SERVICES BUILDING**  
CONSTRUCTION BID PACKAGE  
SHELBY COUNTY DEPARTMENT OF DEVELOPMENT SERVICES  
1525 US HWY 280, BIRMINGHAM, AL 35244  
11-14-2020

OWNER: SHELBY COUNTY  
DESIGNER: WILLIAMS, BLACKSTOCK & ASSOCIATES  
DATE: 04/15/2020

PROJECT NO: 1904000

DATE: 04/15/2020

PROJECT NO: 1904000

DATE: 04/15/2020

PROJECT NO: 1904000

DATE: 04/15/2020



CONFORMANCE  
DOCUMENTS

**HWY 280 SHELBY COUNTY SERVICES BUILDING**  
CONSTRUCTION BID PACKAGE  
SHELBY COUNTY DEPARTMENT OF DEVELOPMENT SERVICES  
200 US HWY 280, BIRMINGHAM, AL 35242  
17-00000

OWNER: SHELBY COUNTY  
ARCHITECT: WALKER BLACOCK  
1000 11TH AVENUE  
BIRMINGHAM, AL 35203  
205-333-1111

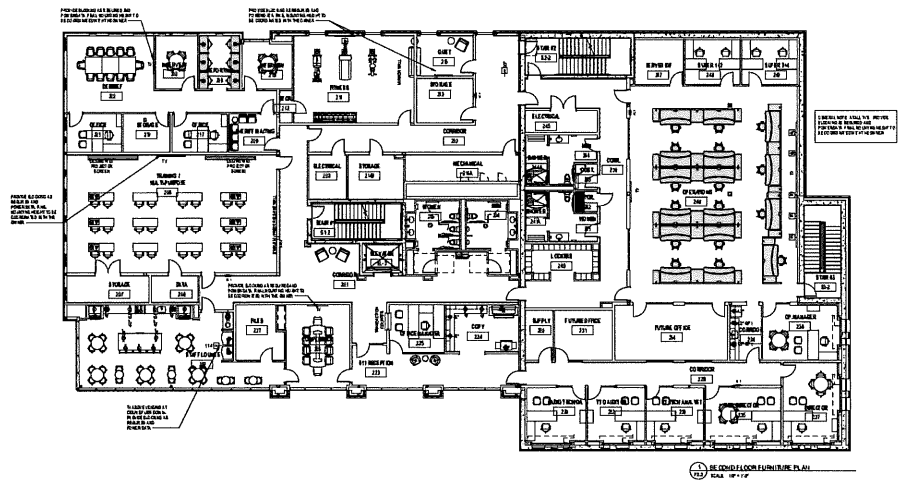
DATE: 04/15/2022

NO.	DATE	DESCRIPTION
1	04/15/2022	ISSUED FOR BIDDING

PROJECT NUMBER:  
19-04000

SECTION:  
SECOND FLOOR  
FURNITURE PLAN

SHEET NUMBER:  
F2.2



SECOND FLOOR FURNITURE PLAN  
SCALE: 1/8" = 1'-0"



