



CALHOUN COUNTY COMMISSION

1702 NOBLE STREET, SUITE 103
ANNISTON, ALABAMA 36201
TELEPHONE (256) 241-2800
CCC@CALHOUNCOUNTY.ORG

COMMISSIONERS

FRED WILSON

District 1

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District 2

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District 3

TERRY HOWELL

District 4

LEE PATTERSON

District 5

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County Administrator

JULIE M. BORRELLI

County Attorney

MELISSIA WOOD, CPA

Chief Financial Officer

February 18, 2025

INVITATION TO BID CALHOUN COUNTY LANDFILL CUSTODIAL SERVICE

1. The Calhoun County Commission will on Thursday, March 11, 2025, at 2:00 p.m. receive competitive sealed bids from qualified Contractors for services and equipment to provide custodial services for the Calhoun County Landfill (sometimes herein "Landfill") located at 3625 Morrisville Road, Anniston, Alabama 36201.
2. Sealed bids with the words "Calhoun County Landfill Custodial Services", on the outside of the envelope or package containing the bid, must be submitted to the Calhoun County Commission, 1702 Noble Street, Suite 103, Anniston, Alabama 36201, no later than Tuesday, March 11, 2025, at 2:00 p.m. Bids sent by facsimile transmission, telegraph, electronic mail (e-mail) or telephone will not be accepted. Questions and requests for additional information regarding this solicitation should be directed to Jonathan Gaddy, Calhoun County Administrator, 1702 Noble Street, Anniston, Alabama 36201, telephone (256) 241-2800, option 6.
3. No bid shall be withdrawn for a period of thirty (30) days subsequent to the opening of bids without the consent of the Calhoun County Commission. The bid price must include the total price for all services, work, supervision, and use of equipment provided in the bid instructions and specifications, of which a copy is attached and incorporated herein by reference as if set forth herein in full.
5. Bid Forms, Instructions and Specifications are attached hereto and made a part of this Invitation to Bid.
6. The contract period will commence March 17, 2025, and will terminate on March 16, 2026, with options for Calhoun County to extend the contract for up to two (2) additional one-year periods. Bidder shall include as part of the bidder's bid the amount for providing all services, work, supervision, and use of equipment provided in the bid instructions, and specifications, for a second year if Calhoun County exercises an option to renew the contract for custodial services for a second year, and shall include as part of the bidder's bid amount for providing all services, work, supervision, and use of equipment provided in the bid instructions, and specifications, for a third year if Calhoun County exercises an option to renew the contract for custodial services for a third year.

7. A bid bond, or certified check or other irrevocable negotiable instrument in lieu of a bid bond, made payable to the Calhoun County Commission, in the amount of 5% of the bid amount for the first one (1) year of services, work and equipment use, not to exceed five hundred dollars (\$500.00) is required of each contractor submitting a bid. The bid bond, or certified check or other irrevocable negotiable instrument in lieu of a bid bond, as herein required, shall be submitted in the envelope or package containing the bid. Bid bonds, certified checks and other irrevocable negotiable instruments, in lieu of bid bond, will be returned to bidders upon the earlier of the award of the contract to the successful Contractor and entry into a contract between the successful Contractor and the Calhoun County Commission, and as required by law.

8. The selected Contractor will be required to submit a properly completed and executed Internal Revenue Service Form W-9 simultaneously with entering a contract to provide custodial services, as herein provided.

9. Alabama Immigration Law Compliance: The selected bidder will, by accepting this bid award, agree to the following: 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. The selected bidder must complete all necessary paperwork required by the County for verification of enrollment in the e-verify program to verify full compliance with the Immigration Reform and Control Act of 1986, as amended by Immigration Act of 1990 and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, as amended.

10. The Calhoun County Commission reserves the right to reject any and all bids, and to waive technical errors if, in Calhoun County Commission's judgment, the best interests of Calhoun County and the Calhoun County Commission will thereby be protected. The Calhoun County Commission also reserves the right to the fullest extent allowed by applicable laws and regulations, consider, judge, and select a bid other than based on price alone, and to consider, uniformly used, and applied criteria in making a selection in addition to and other than those listed in section IV of the Bid Specifications, and other than price alone, including but not limited to such criteria as are deemed appropriate by the Calhoun County Commission for which bids are solicited herein, and, to the fullest extent that is legally permissible, negotiate with the lowest responsive, responsible bidder selected, based on uniformly used selection criteria and requirements.

11. No bids will be considered unless the bidder, whether resident or non-resident of Alabama, is properly qualified to submit a bid for services, work and supplies, as herein and in the attached specifications provided, in accordance with all applicable laws of the State of Alabama, and the United States of America. The bidder must be licensed to do business in Anniston, Calhoun County, and the State of Alabama. In addition, non-residents of the State, if a corporation, shall show evidence of having qualified with the Secretary of State to do business in the State of Alabama.

BID FORM/CONTRACT

TO: Calhoun County Commission
1702 Noble Street, Ste. 103
Anniston, AL 36201

BID: Custodial Services - Calhoun County Landfill
25 West 11th Street
Anniston, AL 36201

Submitted by: _____ Date: _____
Signature

Name: _____
Position: _____

Company: _____
Address: _____
City, State, Zip: _____

Phone No.: _____ Fax No. _____

1. Having examined all documents for the above-mentioned bid, the undersigned hereby offers to enter a Contract to perform the stated work for the sum of:

YEAR ONE \$ _____/per month

YEAR TWO, (IF OPTION FOR SECOND YEAR IS EXERCISED BY CALHOUN COUNTY)

\$ _____/per month

YEAR THREE, (IF OPTION FOR THIRD YEAR IS EXERCISED BY CALHOUN COUNTY)

\$ _____/per month

2. This bid is awarded as follows: One year at the quoted price of \$ _____ per month. Commission reserves the right to extend this contract for the second and third year at the quoted price.

Signature (Chairman, Calhoun County Commission)

Date

ATTACHMENT "A"

BID INSTRUCTIONS

SECTION I: SCOPE:

The contractor shall furnish all labor, equipment, and supervision to comply with the specifications outlined herein. Services are to be performed Semiweekly, between the hours of 7:00am- 4:00 p.m., Monday through Friday. Cleaning schedule must be always adhered to.

The contractor shall conduct a thorough and complete examination of the facility prior to submitting a bid. A signed and dated bid indicates the Contractor fully understands the specifications and performance required for satisfactory performance.

SECTION II: SUPERVISORY PERSONNEL:

The contractor must supervise the quality and performance of the work within the terms and conditions of the specifications. Children under the age of sixteen or pets will not be allowed on premises during cleaning operations. Because of the sensitive nature of facility documents and files, employees are to be instructed to refrain from any handling, touching, reading, etc. of documents located in all offices. The Contractor is to post employee regulations as well as a copy of the cleaning schedule in the janitorial supply area.

SECTION III: INSURANCE COVREAGE:

The Contractor will maintain a minimum coverage of \$100,000 liability and \$50,000 each occurrence for the contract period, and workmen compensation insurance as required by law. Proof of insurance coverage must be provided with the bid proposal. The contractor will be responsible for all losses, theft, or damages caused by the Contractor and/or the Contractor's employees. Contractor must be in compliance with all applicable Alabama Workmen's Compensation Laws. Confirmation of coverage will be required.

SECTION IV: BIDDER QUALIFICATIONS:

The Contractor must submit with the bid a list of three or more references including name of client, address, phone, and period service was performed. Failure to submit this information will be grounds for bid not being considered.

In evaluating each bid, consideration will be given to:

1. Ability, capacity and skill regarding bid specification requirements.
2. Past experience and performance.
3. Pricing, in accordance with bid specifications.

Each of the above factors shall be given equal weight in determining which bidder shall be selected.

SECTION V: CANCELLATION:

This contract may be cancelled for convenience, at any time during the contract period by Calhoun County, by giving sixty (60) days written notice (proof of receipt required) to the Contractor. The contract may, with approval of the Calhoun County Commission, be terminated immediately by the Calhoun County Administrator based on but not limited to a history of documented unsatisfactory performances.

SECTION VI: EXTENSION OF CONTRACT:

This contract may, at the sole and exclusive option of Calhoun County, be extended up to two additional one (1) year periods, with compensation being the amount contained in the Contractor's bid for the second year, if the option to extend for a second year is exercised by Calhoun County, and with compensation being the amount contained in the Contractor's bid for the third year, if the option to extend for a third year is exercised by Calhoun County.

SPECIFICATIONS FOR CUSTODIAL SERVICES
CALHOUN COUNTY LANDFILL

Landfill Scale Office

SERVICES TO BE PERFORMED TWICE PER WEEK, TWO-TO-THREE DAYS APART

- A. Wastebaskets and trash containers: Wastepaper containers and other waste receptacles will be emptied, wiped clean, and returned to the original location. Plastic liners will be installed as needed, with liners to be furnished by the County. All waste will be collected and removed to a designated central waste disposal area.
- B. Desks, Chairs, and File Cabinets: Desks will be thoroughly dusted on all horizontal surfaces, wood desktops are to be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desktops will of necessity be limited to those tops which are reasonably clear of work papers. Desktops heavily laden with papers are to be dusted only in the exposed areas. 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 the original position to maintain an overall orderly and neat appearance.
- C. General Dusting: Hand dusting of the following using a treated cloth or in cases were called for, a damp cloth: miscellaneous cabinets, windowsills, coat racks, ledges, and shelves under six feet, telephones, monitors and other desktop accoutrements. NOTE: Handling of desktop personal effects such as vases and other decorations is to be held at a minimum. Glass top desks will be damp wiped and polished.
- D. Walls: Wall surfaces around light switches, handrails, doorknobs, wainscoting, and other heavy traffic areas are to be spot cleaned as needed.
- E. Floors: All floor areas are to be wet mopped with chemically treated disinfect.
- F. Telephones: Phones are to be damp wiped with a disinfectant solution.

- G. Baseboards and Low Vents: Baseboards and low vents are to be dusted.

MONTHLY

- A. High Dusting: Ceiling vents, air duct vents, and ledges above six feet are to be thoroughly dusted. Either treated cloths, soft dust cloths, or vacuums may be used for this operation.
- B. Upholstered Furniture: All upholstered furniture will be vacuumed using proper attachments designed for this purpose.

QUARTERLY

- A. Clean all windows (both sides) with non-streaking cleaner containing ammonia.

Landfill Scale Office Restrooms

SERVICES TO BE PERFORMED TWICE PER WEEK, TWO-TO-THREE DAYS APART

- A. Commodes: Commodes will be washed inside and outside. Seats will be washed top and bottom. This work will be performed using first a scouring powder, then an acceptable non-pungent germicidal disinfectant solution. Bright metal parts are to be dry shined.
- B. Washbasins: Washbasins are to be washed and dried inside and outside. Bright metal parts are to be dry shined.
- C. Waste Receptacles: All waste receptacles are to be emptied, and interiors wiped out.
- D. Paper Product: Toilet tissue, paper, and/or cloth hand towels, facial tissues, liquid hand soap, or bar soap and sanitary napkins will be installed by the cleaner. All the above items are to be furnished by the County. (It will be the Contractor's responsibility to assist the County in keeping a close inventory of these items.) All dispensing units are to be kept clean.
- E. Mirrors: Mirrors are to be cleaned and dry shine.
- F. Walls: Walls will be spot cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.
- G. Floors: Sweep loose paper and debris. Wet mop floors with a detergent disinfectant solution using a scraper or steel wool pad for stains or adherents.

- H. High Dusting: Dust ceiling vents, walls, and ceilings.

The Calhoun County Landfill office is a 396 sq foot building.

Recycling Office

SERVICES TO BE PERFORMED TWICE PER WEEK, TWO-TO-THREE DAYS APART

- A. Wastebaskets and trash containers: Wastepaper containers and other waste receptacles will be emptied, wiped clean, and returned to the original location. Plastic liners will be installed as needed, with liners to be furnished by the County. All waste will be collected and removed to a designated central waste disposal area.
- B. Desks, Chairs, and File Cabinets: Desks will be thoroughly dusted on all horizontal surfaces; wood desktops are to be dusted with soft, treated dust cloths. Vinyl, Formica, and glass tops may be dusted with treated or damp cloth. Bottle and cup rings and/or any other spillage are to be cleaned as needed. Services to desktops will of necessity be limited to those tops which are reasonably clear of work papers. Desktops heavily laden with papers are to be dusted only in the exposed areas. 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 the original position to maintain an overall orderly and neat appearance.
- C. General Dusting: Hand dusting of the following using a treated cloth or in cases were called for, a damp cloth: miscellaneous cabinets, windowsills, coat racks, ledges, and shelves under six feet, telephones, monitors and other desktop accoutrements. NOTE: Handling of desktop personal effects such as vases and other decorations is to be held at a minimum. Glass top desks will be damp wiped and polished.
- D. Walls: Wall surfaces around light switches, handrails, doorknobs, wainscoting, and other heavy traffic areas are to be spot cleaned as needed.
- E. Floors: All floor areas are to be wet mopped with chemically treated disinfect.
- F. Telephones: Phones are to be damp wiped with a disinfectant solution.

- G. Baseboards and Low Vents: Baseboards and low vents are to be dusted.

MONTHLY

- A. High Dusting: Ceiling vents, air duct vents, and ledges above six feet are to be thoroughly dusted. Either treated cloths, soft dust cloths, or vacuums may be used for this operation.
- B. Upholstered Furniture: All upholstered furniture will be vacuumed using proper attachments designed for this purpose.

QUARTERLY

- A. Clean all windows (both sides) with non-streaking cleaner containing ammonia.

Recycling Office Restrooms

SERVICES TO BE PERFORMED TWICE PER WEEK, TWO-TO-THREE DAYS APART

- A. Commodes: Commodes will be washed inside and outside. Seats will be washed top and bottom. This work will be performed using first a scouring powder, then an acceptable non-pungent germicidal disinfectant solution. Bright metal parts are to be dry shined.
- B. Washbasins: Washbasins are to be washed and dried inside and outside. Bright metal parts are to be dry shined.
- C. Waste Receptacles: All waste receptacles are to be emptied, and interiors wiped out.
- D. Paper Product: Toilet tissue, paper, and/or cloth hand towels, facial tissues, liquid hand soap, or bar soap and sanitary napkins will be installed by the cleaner. All the above items are to be furnished by the County. (It will be the Contractor's responsibility to assist the County in keeping a close inventory of these items.) All dispensing units are to be kept clean.
- E. Mirrors: Mirrors are to be cleaned and dry shine.
- F. Walls: Walls will be spot cleaned to remove water splashes and runs, soap splashes, fingerprints, and smudges.
- G. Floors: Sweep loose paper and debris. Wet mop floors with a detergent disinfectant solution using a scraper or steel wool pad for stains or adherents.

H. High Dusting: Dust ceiling vents, walls, and ceilings.

The Calhoun County Recycling office is a 1,404 sq foot building

SUPPLIES AND EQUIPMENT

The janitorial company will furnish all janitorial equipment including but not limited to mops, buckets, brooms, rags, gloves etc. The County will provide all cleaners and paper products.

INDEMNIFICATION

The contractor by entering this contract, agrees to defend, indemnify and hold harmless County, the officers, employees and agents of County, and the officers, employees, and agents of the County Commission from all causes of actions or claims of damage arising out of or related to the Contractor's performance of this contract.