



## **PUBLIC NOTICE** **INVITATION TO BID**

Sealed bids will be received, opened, and read aloud in public session for **CUSTODIAL SERVICES** for **ORANGE BEACH BOARD OF EDUCATION, ORANGE BEACH CITY SCHOOLS, ORANGE BEACH, ALABAMA**, at **10:00 A.M. on Thursday, July 11, 2024**, at the City Hall Municipal Complex located at 4099 Orange Beach Blvd., Highway 161, Orange Beach, Alabama. **There is a mandatory pre-bid meeting on July 3, 2024 at 10:00 A.M at City Hall, 4099 Orange Beach Blvd., Orange Beach, Alabama 36561.**

The successful bidder will be required to obtain a business license from the City to operate within the Corporate Limits.

Bid specifications may be obtained from Orange Beach City Hall, 4099 Orange Beach Blvd., Orange Beach, Alabama, Monday through Friday from 8:00 a.m. until 5:00 p.m., or downloaded from the City's website at [www.orangebeachal.gov](http://www.orangebeachal.gov).

Sealed bids may be mailed or delivered directly to the City of Orange Beach prior to the public opening. All sealed bids must be clearly and legibly marked "SEALED BID," the bidder's name, the name of the bid, and the opening date and time. Contact Taelor Robinson at (251) 981-0168 or [trobenson@orangebeachal.gov](mailto:trobenson@orangebeachal.gov) with any questions.

Sealed bids must be mailed to the following address:

City of Orange Beach  
Attention: City Clerk  
P.O. Box 458  
Orange Beach, Alabama 36561

Or hand delivered to:

City of Orange Beach Board  
Attention: City Clerk  
4099 Orange Beach Blvd.  
Orange Beach, Alabama 36561

Be advised that overnight delivery by express or courier to Orange Beach is not guaranteed. Faxed bids will not be accepted.

The lowest responsive, responsible bid will be accepted with key consideration based upon best value and benefit to the public. The City of Orange Beach Board of Education reserves the right to reject any and all bids, to waive any irregularity in the bids received, and to accept or reject any items of the bid for the benefit of the public. No conditional bids will be accepted. No bid may be withdrawn for a period of thirty (30) days after the scheduled closing date and time for the receipt of bids.

ORANGE BEACH BOARD OF EDUCATION



**INVITATION TO BID**  
**Requisition No. 2024-0611**

INVITATION TO BID DATE: **June 27, 2024**

BID TITLE: **Custodial Services**

PLACE OF BID OPENING: **City of Orange Beach, City Hall, 4099 Orange Beach Blvd.**

BIDS MUST BE RECEIVED BEFORE: **July 11, 2024 at 10:00 A.M. (Central)**

BIDS WILL BE PUBLICLY OPENED: **July 11, 2024 at 10:00 A.M. (Central)**

Sealed bids will be received by the Orange Beach Board of Education at the Office of the City Clerk located at Orange Beach City Hall until the above time and date at which time they will be opened as soon thereafter as practicable.

NOTE: For this bid to be considered responsive, all information in this section should be supplied, as appropriate, or the entire bid may be disqualified. Bid response must be in ink or typed with original signature. No errors will be corrected after bids are opened. No prices shall include State or Federal Exercise Taxes; tax exemption certificates furnished upon request. The City of Orange Beach Board of Education reserves the right to accept or reject all bids or any portion thereof. The City reserves the right to require a bid bond, in which case specific information shall be provided the bid documents.

**ALL BIDS MUST BE RETURNED AS FOLLOWS:**

All bidders must use the bid form provided in the bid documents and show on the envelope "SEALED BID," the bid title, the bidder's name, and the opening date and time. Each bid must be in a separate envelope.

U.S. Postal Service  
City of Orange Beach  
Attention: City Clerk  
P.O. Box 458  
Orange Beach, Alabama 36561

Courier (UPS, FedEx, etc.)  
City of Orange Beach  
Attention: City Clerk  
4099 Orange Beach Blvd.  
Orange Beach, Alabama 36561

1. For the purchase or lease of personal property only, a resident person, firm or corporation, whose bid is no more than five percent (5%) greater than the lowest bid, may be the successful bidder and the contract may be awarded to such resident responsible bidder. A resident bidder is defined by the City Council of Orange Beach as any business located within Baldwin County.
2. Contact Joe Blevins, Director of Operations at 251-424-1730/jblevins@orangebeachboe.org for questions concerning the technical specifications.
3. Contact Taelor Robinson, Buyer at 251-981-0168/trobinson@orangebeachal.gov for questions concerning technical specifications or general bid procedures.



## BID FORM – CUSTODIAL SERVICES

**Note: Hours shall be actual hours on-site.**

Item	Facility	Per Cleaning	Extended Total - 187 days
A	Orange Beach Elementary School, as specified	\$ _____	\$ _____
B	Sand, Sea, and Stars, as specified	\$ _____	\$ _____

TOTAL BID AMOUNT \$ \_\_\_\_\_

**Bidder must attach written documentation detailing qualifications per Section B of the Bid Specifications.**

The bidder acknowledges receipt of the following addenda covering revisions to the bid documents, and states that the costs, if any, of such revisions have been included in the base bid and other prices quoted herein:

Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____

Note: If no addenda have been received, write in “none.”

The undersigned bidder acknowledges having inspected the site(s) and the conditions affecting and governing the accomplishment of the project, and proposes to furnish all materials and perform all labor, as specified, to complete the project.



\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Federal Employer ID No. (if no FEIN, enter SSN)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Alabama Contractors License No.

I/we agree to furnish at the prices shown and guarantee that each offered will meet or exceed all specifications, terms and conditions, and requirements listed. This is the total price and includes all delivery or freight charges to Orange Beach City Schools. Any attachment hereto is made and becomes a part of this inquiry and must be signed by the bidder. I herein affirm that I have not been in any agreement or collusion among bidders in restraint of competition to bid at a fixed price or to refrain from bidding otherwise. By signing this contract, the company represents and 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.

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS DAY OF  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature (INK)

\_\_\_\_\_  
Mail Address

\_\_\_\_\_  
Typed Authorized Name

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

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Phone Including Area Code

\_\_\_\_\_  
Fax Number

# BID SPECIFICATIONS

## A. Overview

Orange Beach Board of Education is soliciting bids for an agreement to provide custodial services to the Orange Beach Elementary School. Scheduled custodial services shall be performed after every school day, Monday through Friday, during after school hours starting at 3:30 P.M. (187 days).

Contractor to provide labor and materials in accordance with the Scope of Work to clean the interior of the City of Orange Beach Elementary School and Sea, Sand, and Stars Building, both located at 4900 South Wilson Boulevard

## B. Scope of Work

Contractor to provide cleaning supplies and chemicals. Orange Beach Elementary School will provide trash can liners. Contractor responsible for ensuring all doors are locked when exiting each evening.

Orange Beach Elementary School is responsible for cleaning main office area, library office, main hallways, gym floor, and the cafeteria. Orange Beach Elementary School will be responsible for replacing paper products and soap.

Areas to clean include:

- 46 classrooms
- 6 sets of restrooms and 1 faculty restroom
- 4 workrooms and 3 offices
- 1 library
- 1 gym

Custodial work area shall include all areas as follows:

### A. ORANGE BEACH ELEMENTARY SCHOOL

#### 1. Classrooms/Workrooms – each classroom is 600 square feet

- Sweep daily
- Mop two (2) times per week
- Wipe down and dust desks, tables, chairs, shelves, countertops, and windowsills
- Clean sinks (if applicable)
- Vacuum rugs (if applicable)
- Empty all trash cans

#### 2. All School Entrances

- Sweep and vacuum doormats at entrances
- Clean glass at entrances (as needed)

#### 3. Bathrooms and Water Fountains

- Clean bathrooms – commodes, urinals, sinks, fixtures and countertops
- Sweep and mop bathrooms daily
- Empty trash cans
- Clean water fountains

#### 4. Media Center – 2,900 square feet and Gym -3,500 square feet

- Vacuum media center two (2) times per week
- Wipe down and dust desks, tables, chairs, shelves, countertops, and windowsills
- Clean glass (as needed)

- Wipe down gym bleachers (as needed)
- Sweep and vacuum doormats at entrances
- Empty all trash cans

**B. SEA, SAND, AND STARS – 8,000 square feet**

- Sweep daily
- Mop two (2) times per week
- Wipe down and dust desks, tables, chairs, shelves, countertops, and windowsills
- Clean glass at entrance (as needed)
- Empty all trash cans

**C. Examination of Documents and Project Site**

Contractor submitting bid shall include all costs required to execute the work under existing conditions. Direct Inquiries and questions to Joe Blevins at 251-424-1730. Additional payments will not be made for conditions which can be determined by examining the documents and the work site.

The Board of Education reserves the right to disqualify any bidder who does not clearly demonstrate that they are fully capable and experienced to perform the work as anticipated.

**D. Bid Term**

This will be a one year non-exclusive contract beginning on the date of award, with the option to renew for two (2) additional one-year terms. At the end of each year, the Facility Managers shall review the performance of the Contractor. The City of Orange Beach Board of Education reserves the right to terminate the contract upon written notice to the Contractor at least thirty (30) days prior to said termination. In the event that the Contract is terminated, the Contractor will be paid in accordance with the Contract for all approved work performed for which payment has not yet been made.

**E. Pricing**

Unit prices offered shall include the cost of all miscellaneous charges and fees. Prices offered shall be firm against any increase for a period of one year. Prior to the commencement of subsequent renewal periods, it shall be the successful bidder’s responsibility to send written notification thirty (30) days in advance of any requested price changes. Orange Beach City Schools reserves the right to grant or deny the request for a price increase.

**F. Award**

Orange Beach Board of Education reserves the right to award the contract to the two lowest, qualified bidders. In the event that the low bidder is unable to respond to a specific task as needed, Orange Beach Board of Education reserves the right to use the second lowest bidder as an alternate. This bid and any resulting contract does not restrict Orange Beach City Schools from purchasing custodial services or products from other vendors.

**G. Business License Requirements**

The successful bidder will be required to obtain a City of Orange Beach Business License to operate within the corporate limits. Contact the Orange Beach Finance Department at 251-981-6096 for a quote or any additional information.

**H. Insurance Requirements**

**Worker’s Compensation Insurance**

The successful bidder shall obtain and maintain statutory Worker’s Compensation Insurance and Employer’s Liability Coverage covering all workers involved in the Scope of Work with minimum limits of \$500,000 each accident, \$500,000 disease limits, and \$500,000 each employee.

**Comprehensive General Liability Insurance**

The successful bidder shall carry public and property damage insurance which shall include bodily injury and accidental death to any person and subject at the minimum limits set forth below:

Public Liability	\$1,000,000 per person	\$2,000,000 per occurrence
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Property Damage      \$1,000,000 per person      \$2,000,000 aggregate

**Comprehensive Automobile Liability Insurance**

The successful bidder shall maintain Comprehensive Automobile Liability Insurance Coverage in the amounts not less than the minimum limits set forth below:

Bodily Injury, including Death      \$1,000,000 per person  
Property Damage      \$1,000,000 per accident

**Owner's Protective Insurance**

The successful bidder shall obtain and maintain an Owner's Protective Insurance Policy with Orange Beach City Schools named as Additionally Insured with liability limits not less than the minimum limits set forth below:

Bodily Injury, including Death      \$1,000,000 per person      \$2,000,000 per occurrence  
Property Damage      \$1,000,000 per occurrence      \$2,000,000 aggregate

**Evidence of Coverages**

The successful bidder shall provide to Orange Beach City Schools evidence of insurance in the form of a duly executed Certificate of Insurance, evidencing the above insurance, with all carriers approved to do business in the State of Alabama.

Original to:      City of Orange Beach, Alabama  
                         Attn: City Clerk  
                         P.O. Box 458  
                         Orange Beach, AL 36561  
                         Fax (251) 981-6981

**I. Indemnification**

The successful bidder shall indemnify, defend, and hold harmless Orange Beach City Schools and all City Officers, agents, and employees against all claims, demands, damages, and expense (including reasonable attorneys' fees for the defense thereof) for loss of life or injury or damage to person(s) or property arising from a negligent act or omission, operation, or work of the vendor, its agents, or employees while engaged upon or in connection with the services performed by the successful bidder hereunder.

# GENERAL INSTRUCTIONS FOR BIDDERS

## 1.0 INTRODUCTION

All bidders will be bound to the general conditions and requirements set forth in these general instructions and such instructions shall form an integral part of each purchase contract awarded by the Orange Beach City Council. Applicability of general conditions as stated below shall be determined by the Orange Beach Board of Education. All bids must be submitted on and in accordance with the instructions provided by Orange Beach City Schools.

## 2.0 BID DOCUMENTS

A complete set of Bid Documents is included herein. The date, time, and place of a bid opening will be given in the Invitation to bidders. Copies of the complete set of Bid Documents may be inspected and/or obtained at the following location:

Orange Beach City Hall  
4099 Orange Beach Boulevard  
Orange Beach, AL 36561

Or downloaded from the City's website:  
[www.orangebeachal.gov](http://www.orangebeachal.gov), see "Departments" > "Purchasing" > "Bids"

## 3.0 EXAMINATION OF DOCUMENTS

- 3.1 Carefully examine the Bid Documents, Specifications, Drawings, and the Work Site.
- 3.2 Bids shall include all costs required to provide the requested materials and to execute the work under the existing conditions.
- 3.3 No charge will be allowed for federal, state, or municipal sales and excise taxes since Orange Beach City Schools is exempt from such taxes.
- 3.4 Extra payments shall not be made for conditions which can be determined by examining the documents and the site.

## 4.0 INTERPRETATIONS AND ADDENDA

- 4.1 Should a bidder find discrepancies, ambiguities, or omissions in the Specifications, or should he/she be in doubt as to their meaning, he/she shall immediately notify the Procurement Officer (Renee Eberly at 251-981-0168 or [trobinson@orangebeachal.gov](mailto:trobinson@orangebeachal.gov)).
- 4.2 The Procurement Officer will issue Addenda to clarify discrepancies, ambiguities, or omissions in the Specifications.
- 4.3 Addenda will be posted on the City's website at: [www.orangebeachal.gov](http://www.orangebeachal.gov).
- 4.4 Addenda shall become part of the bid and all bidders must acknowledge receipt of Addenda on their Bid Form or their bid will be rejected. Bidders shall be bound by all Addenda.
- 4.5 Orange Beach City Schools is not responsible for any oral instructions.

## 5.0 PREPARATION OF BID

- 5.1 The bid must be submitted on the Bid Form furnished. All information required by the Bid Documents must be given to constitute a complete bid.
- 5.2 The Bidder must print, in figures, without interlineations, alterations, or erasures, a Unit Price. All prices submitted must be "per unit" as specified.
- 5.3 Prices and all information must be legible. Illegible or vague bids may be rejected.



- 5.4 All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
- 5.5 Under penalty of perjury, the Bidder certifies by signature on the Bid Form that:
- The bid has been arrived at by the Bidder independently and has been submitted without collusion with any other vendor of materials, supplies, equipment, or services for the type described in the Invitation to Bid; and
  - The contents of the bid have not been communicated by the Bidder; nor to his/her best knowledge and belief by any of his/her employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished herewith prior to the official opening of the bid.

## **6.0 DELIVERY AND SUBMISSION OF BID**

- 6.1 Each bid shall be placed, together with the Bid Bond, if applicable, in a sealed envelope. Bid envelopes must be clearly marked "SEALED BID," the Bidder's name, the title of the bid, and the opening date and time.
- 6.2 All bids received after the time stated in the Invitation to Bid will not be considered and will be returned unopened to the Bidder. The Bidder assumes risk of delay in the mail. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having bids deposited on time at the place specified.
- 6.3 The submission of a bid will be construed to mean that the Bidder is fully informed as to the extent and character of the supplies, materials, or equipment required, and as a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.

## **7.0 MODIFICATIONS AND WITHDRAWALS OF BIDS**

- 7.1 No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in the space provided in bid or by attached sheets for this purpose.
- 7.2 Bids may not be modified after submittal.
- 7.3 Bidder may withdraw his/her bid, either personally or by written request, at any time prior to the scheduled bid opening time.
- 7.4 No bidder may withdraw his/her bid for a period of thirty (30) days after the bid opening.

## **8.0 RIGHT TO REJECT BID**

Bids may be rejected if they contain any omissions, alterations of form, additions not called for, conditional bids, alternate bids unless requested by Orange Beach City Schools, incomplete bids, erasures, or irregularities of any kind. Bids in which the Unit or Lump Sum prices are obviously unbalanced may be rejected. The City reserves the right to reject any and all bids for any reason and to waive any informality or irregularity in the bids received.

## **9.0 BASIS OF AWARD**

All purchases which are based on competitive Invitations to Bids are awarded to the lowest, responsive bidder subject to Orange Beach City Schools' right to reject any or all bids and to waive informality and irregularity in bids and bidding. In addition to price, consideration will be given to the following items when determining the lowest, responsive bidder:

- The best interests of the Orange Beach City Schools;
- The quality and performance of the goods or services to be supplied;

- Conformity to specifications;
- Delivery time; and
- Other unique requirements outlined in the bid request.

## **10.0 CONTRACT**

- 10.1 The Bid Form shall constitute a contract with the successful bidder and bind the successful bidder to furnish and deliver at the prices and in accordance with the conditions of the bid.
- 10.2 The placing in the mail a notice of award or purchase order to a successful bidder, to the address given in the bid, will be considered sufficient notice of acceptance of bid.
- 10.3 If the successful bidder fails to deliver within the time specified or within reasonable times as interpreted by Orange Beach Board of Education, or fails to make replacement of rejected articles when so requested immediately or as directed by Orange Beach Board of Education, Orange Beach City Schools may purchase from other sources to take the place of the item rejected or not delivered. Orange Beach City Schools reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary.
- 10.4 A contract may be canceled for non-performance.
- 10.5 No items are to be shipped or delivered until receipt of an official purchase order from Orange Beach City Schools.
- 10.6 It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract of bidders right, title or interest therein, or bidders power to execute such contract to any other person, company, or corporation without the previous written consent of Orange Beach City Schools.

## **11.0 GUARANTEES BY THE SUCCESSFUL BIDDER**

The successful bidder guarantees:

- Products against defective material or workmanship and to repair or replace any damages or marring in transit;
- To furnish adequate protection from damage for all work and to repair damages of any kind for which the bidder or bidder's workers are responsible to the building, grounds, or equipment;
- To carry adequate insurance to protect Orange Beach City Schools from loss of property and/or life in cases of accident, fire, or theft;
- That all deliveries will be equal to bid samples.

## **12.0 PAYMENT**

The Bidder may submit an Application for Payment for provided materials in accordance with the accepted Unit Prices. Payment shall be made to the Bidder within thirty (30) days of receipt and approval of Application for Payment.



Re: Requirements of Vendors for Compliance with the Alabama Immigration Law

A condition for the award of a contract, bid or grant with Orange Beach Board of Education requires that all such awarded contractors, vendors or grantees employing one or more employees in Alabama utilize the EVerify program for newly hired employees. This requirement is placed upon vendors, contractors and grantees to which a contract has been awarded as a result of a competitive bid process. The compliance requirements of the Alabama Immigration Act include the following:

**If your organization/entity does NOT employ one or more employees in the State of Alabama, you must submit the following:**

1. Submit an updated W-9 Form.
2. A letter stating that your organization/entity DOES NOT employ one or more employees in Alabama.

**If your organization/entity DOES employ one or more employees in the State of Alabama, you must submit the following:**

1. Submit an updated W-9 Form.
2. Submit to the Board a copy of your E-Verify Memorandum of Understanding. If required to comply and you are not registered, you must go to the following web site to enroll in E-Verify which is a federal program that verifies the employment eligibility of all newly hired employees. <http://www.uscis.gov/portal/site/uscis>. Go to the EVerify Home Page to initiate enrollment. Once you go through the steps to enroll, the program will print the requested EVerify Memorandum of Understanding. This is the document, a copy of which you must submit along with the Affidavit attached to this memo.
3. Execute and submit to the Board the attached Alabama Immigration Law Compliance Law Contract in the attached "Notice" form provided.

**Please submit a W-9 Form, a copy of your EVerify Memorandum of Understanding and a signed copy of the attached Notice of Compliance Contract along with your bid documents.**

**COMPLETED AFFIDAVIT MUST BE RETURNED IN SEALED BID.**



## Notice of Alabama Immigration Law Compliance Requirements for Awarded Contracts or Agreements with Orange Beach Board of Education

As a Contractor, as defined in the Act, to the Orange Beach CITY SCHOOLS BOARD OF EDUCATION (“Board”), it is critical to your relationship (future or continuing) with the Board that you comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act and as further amended by Act No. 2012-491.

Every contract or agreement entered into by the Board as a result of a competitive bid process from this point forward with a contractor will contain the following clause or one substantially similar:

**Alabama Immigration Law Compliance Contract:** Contractor agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, which makes it unlawful for an employer in Alabama to knowingly hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use EVerify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. 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.

Contractor shall enroll in the EVerify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall submit to the Board a copy of the EVerify Memorandum of Understanding and such other documentation as the Board may require to confirm Contractor’s enrollment in the EVerify Program. Contractor agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If Contractor violates any term of this provision, this Agreement will be subject to immediate termination by the Board. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Board from any and all losses, consequential damages, expenses (including, but not limited to, attorneys’ fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor’s failure to fulfill its obligations contained in this paragraph.

To the extent that there is no formal written contract between the Board and the Contractor, such as where business is conducted by purchase order, this document shall serve as the Alabama Immigration Compliance Contract.

**Alabama Immigration Law Compliance Contract Notice Acknowledged and Agreed by Contractor whose name appears below:**

\_\_\_\_\_  
Contractor Officer or Owner Signature/Date

\_\_\_\_\_  
Print Name/Title/Company

Please execute and return to Orange Beach Board of Education