



One Technology Court, Montgomery, AL 36116
Telephone: 334-280-4400

Ed Castile
Director

Lola Allen
Asst Director-Finance

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|--|
| <p>Invitation to Bid # 957 AIDT-Montgomery Center and Montgomery Regional Workforce Training Center (MRWTC) Janitorial Services</p> |
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Mandatory Walk-through:

Yes

**Walk-through Schedule: Montgomery Center
MRWTC**

Date: September 23, 2021

**Time: 01:00 pm CST
02:00 pm CST**

Bid must be received Before:

Date: September 29, 2021

Time: 04:00 pm CST

Bid Opening:

Date: September 30, 2021

Time: 10:00 am CST

Submit Bid Proposal to:

**AIDT Bid Number 957
Attention: Gilmer Turner
One Technology Court
Montgomery, AL 36116**

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NOTES TO BIDDERS

1. Read the entire document from beginning to end and comply with all instructions, specifications, terms and conditions of the bid. Failure to follow all instructions, terms and conditions will result in the rejection of a submitted bid.
2. Bids for goods are requested using specific manufacturer, make and model information in order to establish a standard for that good based upon the need of AIDT. Vendors may bid alternative products considered to be of “equivalent” or greater quality. At the end of the item description where spaces are marked “MFR” and “Model #,” vendors must indicate the brand and all mfr/model numbers necessary to complete good/unit as specified. This information must be completed **ONLY** if bidding an alternate item.
3. Vendors bidding an alternate item must submit manufacturer’s specifications with bid response.
4. Bidders must comply with all Bid Instructions (see pages 4 - 8, including Item 7 – Freight Charge FOB Destination on page 4).
5. Special programs offered for educational training should be submitted on a separate form.
6. Contact the AIDT Purchasing Agent with questions concerning this bid and/or specifications: Gilmer Turner @ 334-280-4459 or gturner@aidt.edu
7. **AIDT is seeking to award this bid for one year, with the option to roll over for up to four additional years.**

CHECKLIST FOR BID SUBMISSION
(Vendor does not have to return this form with bid response)

| | |
|---|----------|
| SUBMIT WITH BID PROPOSAL: | ✓ |
| Bid Contact Sheet (p. 9) | |
| Vendor Agreement Sheet (p.10) | |
| Qualification Statement (p. 11) | |
| Current W-9 (August 2013, issued by IRS): | |
| Vendor Disclosure: | |
| E-Verify or Alabama Immigration Compliance Form | |
| Bid Proposal – RESPONSE | |
| SUBMIT WITH BID PROPOSAL, as applicable | |
| Copy of current state, county or city business license, general contractor's license or applicable license as required by law | |
| Copy of General Liability (umbrella) insurance - The coverage must be in effect for the contract period. The copy must show amount limits for automobile, workmen's compensation, etc. (applicable for the delivery of materials, supplies, etc.). Vendor is responsible for all losses/damages caused by its employees. | |
| Descriptive/technical literature with bid proposal when bidding alternate items. The brands and model numbers referenced in bid provides a level of quality, and unless otherwise specified, are not restrictive. Reference to a website or literature with a previous bid will not satisfy this requirement. (If Applicable) | |
| Descriptive/technical literature package must include a full description of the items to including a minimum of manufacturer's name, model number and full descriptive literature. Please note company name, FEIN, complete mailing address, bid number and opening date in the upper left corner of substitute specifications. (If Applicable) | |
| Failure to include descriptive literature with the bid proposal could result in bid rejection. Physical inspection and operational evaluation of equipment may also be required without cost or obligation to AIDT before award is made. | |
| <u>Bonds Required for Various Bid Solicitations:</u> | |
| <ol style="list-style-type: none"> 1) Requirement for bonds, other than those projects covered by Title 39 of the <i>Code of Alabama, 1975</i>, as amended, will be specifically stated in the bid solicitation. 2) Bid bonds, when required, must be submitted with the bid proposal. 3) Performance bonds, when required, must be submitted within five (5) working days after notification of a bid award. Bond amount will be specifically stated in the bid solicitation. | |

INSTRUCTIONS TO BIDDERS

1. ***"All bids shall be sealed when received"*** (The Code of Alabama 1975, Section 41-16-54) Bids delivered by the vendor, United States Postal Service, Federal Express, UPS or other delivery service **must be identified on front of the envelope in the lower left corner with the bid number, opening date and time indicated.** It is the responsibility of the vendor to have the bid proposal delivered to the correct addressee and location.
2. Bids must be received no later than date and time indicated on the bid solicitation. Late bids or improperly submitted bids will not be considered.
3. All information shall be entered in ink, typewritten or computer generated in the appropriate space on the forms. An authorized company representative must sign the bid in ink.
4. AIDT reserves the right to reject any or all bids, or any part thereof, and to waive any technicality in the bidding in the best interest of the Institute. Bids will be awarded in the best interest of AIDT.
5. This proposal is to be made without connection with any other person, company, or parties making a bid or proposal and is to be in all respects fair and in good faith, without collusion or fraud.
6. Bid prices are not to include tax. AIDT, a state government institution, is exempt by law from paying Alabama Sales Tax. This exemption is found in Section 40-23-4 (a) (11), Code of Alabama, and it further explained in the Sales & Use Tax Rule 810-6-3-.69.02. An exemption letter will be furnished upon request.
7. Bid is F.O.B. delivered to sites listed in specifications and additional training sites added during the contract period. Additional charges are not allowed (i.e. small order charges, fuel surcharges) and will not be paid. The successful bidder must assume all liability/responsibility for damage in transit.
8. The responsibility of determining the acceptability of any products offered rests solely with AIDT.
9. Bidder shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.
10. It is the responsibility of the bidder to inspect the facilities (grounds, road access, and buildings) for delivery method, installation and/or set-up of materials, supplies and/or equipment. Failure to inspect the facilities will not relieve the bidder of responsibility to provide for delivery F.O.B. or additional costs associated with delivery, installation and set up as requested in the bid.

11. All bids must be notarized.
12. AIDT terms and conditions and the laws of the State of Alabama shall govern any contract resulting from this bid.
13. Bidders desiring further information or interpretation of plans or specifications must make requests in writing to AIDT, Attn: **Gilmer Turner, One Technology Court, Montgomery, Alabama 36116**, or e-mail **gturner@aidt.edu** at least three (3) days prior to bid opening. Answers to such requests will be given to all recorded bidders, in addendum form, which will be included as part of the contract documents.
14. References in the specifications to name brands, catalog numbers, etc., are for identification purposes only and in no way are intended to eliminate or discourage the offering of substitute items which exceed or equal the specifications.
15. When the bidder does not state a brand name or catalog number it is understood the offer is exactly as specified.
16. **VENDOR RESPONSIBILITY:** It is the responsibility of all bidding vendors to read this document in its entirety and to comply with all instructions, specifications and terms and conditions of the bid.
17. **BID RESPONSES:**
 - BID INFORMATION:** All information shall be entered in ink or type written in the appropriate space on the form. Bids must be signed in ink by an authorized individual on the Qualification Statement and returned to AIDT. Mistakes may be crossed out and corrections inserted before submission of the bid. **The person signing the bid must initial corrections, in ink.**
 - BID SUBMITTED:** Bids must be submitted on the forms provided to ensure complete uniformity of wording of all proposals. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.
 - IDENTIFICATION:** Reference Page 4, Item 1: The U.S. Postal Service may apply bar code labels on envelopes which may be conceal bid identification if shown other than the lower left corner. As a result, bids can be rejected if not properly identified.
 - CLARIFICATION OF RESPONSE:** All responses will be reviewed for compliance with the mandatory requirements stated within the bid. AIDT Purchasing Agent may contact the vendor for clarification of any response.

- 18.REQUESTED INFORMATION:** Any additional information requested from a vendor must be furnished within (3) working days from receipt of request or as specified in the bid. Failure to furnish information within time frame above will result in bid rejection. See Checklist, page 3 regarding items that must be submitted with bid proposal.
- 19.ASSIGNMENT OF CONTRACT:** To assign, sublet or transfer any contract resulting from this proposal, the vendor's must receive written approval by AIDT Business Manager.
- 20.CHANGES/MODIFICATIONS:** Changes/modifications are allowed only by written change order approved by AIDT Purchasing Agent.
- 21.DELIVERY DATE:** Delivery date(s) may be a factor in determining the award.
- 22.DELIVERY/FREIGHT:** All items must be delivered to the "Ship To" address shown on the P.O. No deliveries are accepted on weekends or AIDT Holidays. The bid price must include delivery/freight as well as disposal of shipping/packaging materials.
- 23.NEW EQUIPMENT:** All equipment must be new and unused and acceptable by the original equipment manufacturer for their maintenance.
- 24.MANUFACTURER/MODEL:** At the end of the item where marked "MFR" and "model", vendors must indicate the manufacturer & all stock/model numbers necessary to complete the unit as specified. This information must be completed unless bidding the recommended MFR/Model.
- 25.WARRANTY INFORMATION:** Equipment shall be warranted. Vendor must specify warranty terms and conditions. The warranty shall commence on the date the equipment is delivered. Vendor will use whatever means required to facilitate this warranty, and will insure total satisfactory performance to AIDT.
- 26.SERVICE:** Upon request for services vendor must provide parts and labor within 12 hours of notification (Monday-Friday, 7:00 am-4:00 pm).
- 27.FIRM PRICING:** All prices quoted must be firm for the duration of the contract.
- 28.AWARD METHOD:** Award will be made in writing to the single, lowest bidder meeting all specifications of bid. AIDT reserves the right multi-awarded any bid, if it is in the best interest of AIDT to do so. AIDT is seeking to award this bid for one year, with the option to roll over for up to four (4) additional years.

29.CANCELLATION OF AWARD:

- AIDT reserves the right, for its convenience and without cause and without a penalty, to terminate the contract upon a thirty-(30) day written notice.
- The Contractor may terminate services upon delivery of a written thirty-(30) day notice to AIDT, Attention: Gilmer Turner, One Technology Court, Montgomery, AL 36116.

30.ORDERING PROCESS: Purchases from this contract will be made by purchase orders showing specific shipping information.

31.QUALITY OF MATERIALS AND LABOR:

- Materials used that are not otherwise specified shall be the kind and quality consistent with the trade practice for such work and shall comply with all local codes.
- All labor shall be well experienced in this type work and it shall be completed in a professional manner.

32.INVOICES: Invoice(s) are to be billed in arrears in the name of AIDT to the 'BILL TO' address on the Purchase Order. Invoices may also be submitted to AIDT Finance: invoices@aidt.edu.

33.PAYMENT METHOD: Payment will be made to the successful bidder when the equipment is completely built, delivered and operational or the service has been rendered.

34.NOTE TO VENDOR: Failure to submit required documentation with bid proposal may result in bid rejection.

NONRESIDENT BIDDER INFORMATION

Act Number 2001-637 of the Alabama Legislature, and is codified as Code of Alabama, Section 39-3-5, provides as follows:

§ 39-3-5. Preference to resident contractors in letting of certain public contracts required; reciprocity.

(a) In the letting of public contracts in which any state, county or municipal funds are utilized, except those contracts funded in whole or in part with funds received from federal agency, preference shall be given to resident contractors, and a nonresident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Alabama public contracts only on the same basis as the nonresident bidder's state awards contracts to Alabama contractors bidding under similar circumstances; and resident contractors in Alabama, as defined in Section 39-2-12, be they corporate, individuals, or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state domicile of the nonresident.

(b) Nonresident bidders must accompany any written bid documents with a written opinion of an attorney at law licensed to practice law in such nonresident bidders' state of domicile, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that state in the letting of any or all public contracts.

(c) A summary of this law shall be made a part of the advertised specifications of all projects affected by this law. (Acts 1984, No. 84-228, p.348.)

SALES TAX CERTIFICATION BY ALABAMA DEPARTMENT OF REVENUE

Certification Pursuant to Act Number 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and Local sales, use, and/or lease tax on all taxable sales and leases into Alabama. **By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act Number 2006-557,** they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

BID CONTACTS

ALL BIDDERS MUST:

- Provide the names and numbers for the contact person within your organization who will be responsible for handling customer's telephone calls, faxes, e-mails, and purchase orders. Print or type the information in the spaces below if you have only one location. If you have more than one business within the State of Alabama you must furnish a list of the current locations of each of your business in the format below.

Printed Name: _____ **Job Title:** _____

Address: _____

Phone: _____ **Fax:** _____

Toll Free Number _____ **Email** _____

Printed Name: _____

Phone _____ **Fax** _____ **Email** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Contact _____ **Job Title** _____

Printed Name: _____

Phone _____ **Fax** _____ **Email** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Contact _____ **Job Title** _____

VENDOR AGREEMENT

Offer to AIDT, Montgomery, Alabama; I certify that I have read all the General Conditions and Instructions to Bidders of this bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for the bidder. I agree to abide by all conditions of this bid request.

Company Name: _____ **FEIN** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Signature: _____ **Date:** _____

Printed Name: _____ **Toll Free Number:** _____

Phone: _____ **Fax:** _____ **Email:** _____

QUALIFICATION STATEMENT

I certify that I have read all the General Conditions and Instructions to Bidders of this bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for the bidder. I agree to abide by all conditions of this bid request.

Name of Company (please type or print in ink)

Authorized Signature (sign in ink)

Complete Address for Mailing Purchase Order
and Payment

Typed/Printed Name of Signature Above

City State Zip Code

Title (please type)

Telephone Number

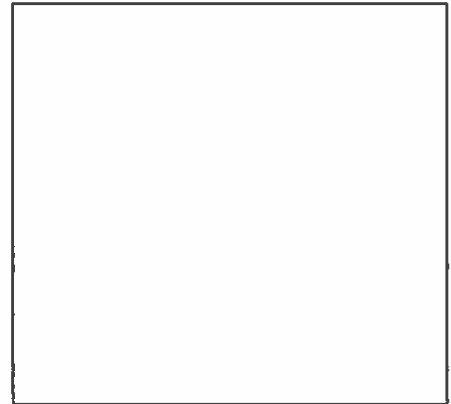
Fax Number

NOTARIZATION

Sworn and subscribed before me this the _____ day of _____, _____

Notary Public Signature

My commission expires (date)



MINORITY INFORMATION

If this business is minority owned please qualify status below:

State of _____)
County of _____)

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by ACT 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject):

_____ by and between
_____ (Contractor/Grantee) and
_____ (State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by ACT 2012-491) which is described herein as "the Act."
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit.

a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, and foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.

b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

(a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

____ (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, the Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. The Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20____.

Name of Contractor/Grantee/Recipient

By: _____

Its _____

Title

The above Certification was signed in my presence by the person whose name appears above, on

This _____ day of _____ 20____.

WITNESS: _____

Signature

Printed Name of Witness

Request for Taxpayer Identification Number and Certification

^a Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

| | |
|--|---|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank | |
| 2 Business name/disregarded entity name, if different from above | |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): |
| <input type="checkbox"/> Individual/sole proprietor or single-member LLC | Exempt payee code (if any) _____ |
| <input type="checkbox"/> C Corporation | Exemption from FATCA reporting code (if any) _____ |
| <input type="checkbox"/> S Corporation | (Applies to accounts maintained outside the U.S.) |
| <input type="checkbox"/> Partnership | |
| <input type="checkbox"/> Trust/estate | |
| <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ^a _____ | |
| Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. | |
| <input type="checkbox"/> Other (see instructions) ^a | |
| 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) |
| 6 City, state, and ZIP code | |
| 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | |
|--------------------------------|--|--|--|---|--|--|--|---|--|
| Social security number | | | | | | | | | |
| | | | | - | | | | - | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| | | | | - | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|---------------------------------------|-------------------|
| Sign Here | Signature of U.S. person ^a | Date ^a |
|------------------|---------------------------------------|-------------------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Disclosure Statement Information and Instructions

Section 41-16-82, *Code of Alabama* 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

Section 41-16-85, *Code of Alabama* 1975 requires that a copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts, and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 401 Adams Avenue, Suite 280, Montgomery, Alabama 36104. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

Pursuant to Section 41-16-84 (b), *Code of Alabama* 1975 the State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information as required.

Pursuant to Section 41-16-86, *Code of Alabama* 1975, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Section 41-16-81, Code of Alabama 1975

- (1) **Family Member of a Public Employee** – The spouse or a dependent of the public employee.
- (2) **Family Member of a Public Official** – The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, or a sibling and his or her spouse, of the public official.
- (3) **Family Relationship** – A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.
- (4) **Person** – An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.
- (5) **Public Official and Public Employee** - These terms shall have the same meanings ascribed to them in Sections 36-25-1(26) and 36-25-1(27), *Code of Alabama* 1975, (see below) except for the purposes of the disclosure requirements of this article, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature. (Note: The definitions for public official and public employee are now denoted as Sections 36-25-1 (26) and 36-25-1 (27), *Code of Alabama* 1975. However, Section 41-16-81 (5), *Code of Alabama* 1975 has not been codified to reflect such updates.)

Section 36-25-1(26), *Code of Alabama* 1975, defines a **public employee** as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(27), *Code of Alabama* 1975, defines a **public official** as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-13-40, *Code of Alabama* 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

THE DISCLOSURE STATEMENT MUST BE SIGNED, DATED, AND NOTARIZED PRIOR TO SUBMISSION.



State of Alabama Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

Alabama Industrial Development and Training Institute (AIDT)

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

1 Technology Court

ADDRESS

Montgomery, AL 36116

(334) 280-4400

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

| STATE AGENCY/DEPARTMENT | TYPE OF GOODS/SERVICES | AMOUNT RECEIVED |
|-------------------------|------------------------|-----------------|
| | | |
| | | |
| | | |

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

| STATE AGENCY/DEPARTMENT | DATE GRANT AWARDED | AMOUNT OF GRANT |
|-------------------------|--------------------|-----------------|
| | | |
| | | |
| | | |

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

| NAME OF PUBLIC OFFICIAL/EMPLOYEE | ADDRESS | STATE DEPARTMENT/AGENCY |
|----------------------------------|---------|-------------------------|
| | | |
| | | |
| | | |

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

| NAME OF FAMILY MEMBER | ADDRESS | NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE | STATE DEPARTMENT/ AGENCY WHERE EMPLOYED |
|-----------------------|---------|---|--|
|-----------------------|---------|---|--|

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

| NAME OF PAID CONSULTANT/LOBBYIST | ADDRESS |
|----------------------------------|---------|
|----------------------------------|---------|

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Article 38 of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

SPECIFICATIONS

BID 957-AIDT MONTGOMERY CENTER and MRWTC JANITORIAL SERVICE

SCOPE OF SERVICE

1. The appearance and cleanliness of the AIDT facilities are of the utmost importance to AIDT management. Performance of the custodial/janitorial services will be monitored and evaluated accordingly.
2. THE CONTRACTOR SHOULD NOT TURN OFF ANY EQUIPMENT LEFT ON BY AIDT EMPLOYEES.
3. Provide custodial/janitorial services for facilities located at One Technology Court, Fifteen Technology Court, and 3180 East South Boulevard, Montgomery, AL 36116, five (5) days a week on Monday through Friday. The contractor will not work on Saturdays, Sundays, or state holidays without written permission by AIDT. Semi-annual carpet cleaning will take place on Saturdays only.
4. The contracted service includes the bidder providing all equipment and supplies necessary for the cleaning/janitorial services except the ones listed in the bid.
5. Contractor shall furnish any and all labor, materials, and supervision needed to perform the work as outlined in this bid, to maintain the facilities in a clean and sanitary condition and in accordance with the bid specifications.
6. AIDT will not provide equipment and/or supplies necessary to perform the services (vacuum cleaners, dust cloths, furniture polish, etc.).
7. All supplies listed are at the expense of the contractor and shall be commercial strength and meet all safety requirements.
8. AIDT will not reimburse the contractor for the cost of the janitorial supplies.
9. AIDT will provide; toilet paper, hand towels, hand soap, air fresheners and trash can liners. No other supplies will be furnished by AIDT.
10. The contractor is required to keep all dispensers filled with appropriate supplies provided by AIDT.
11. The contractor is responsible for payroll of employees in the service of this contract. In the event the federal government increases the minimum wage during the contract period, the vendor shall increase the wages to match the new rate as soon as possible after the effective date.

12. The contractor is responsible for all payroll taxes for employees in service of this contract plus all related payroll taxes and expenses.
13. The Contractor will assume all liability for any injuries suffered by any person in connection with the Contractor's equipment or vehicles.
14. The Contractor will assume all liability for employees while working on AIDT site. All employees will be required to wear identification badges to identify themselves while on AIDT property.
15. The Contractor shall adequately secure the keys and code they are provided by AIDT for access to the buildings. The Contractor must immediately report in writing any such item, which becomes lost, missing or stolen, to Ms. Linda Sherrill at lsheerill@aidt.edu. Should the Contractor lose or have stolen any keys issued to them by AIDT, the cost of changing locks or keys to the building (s) or areas accessible by the lost or stolen keys will be deducted from the Contractor's invoice to AIDT for the work performed under the contract.
16. The Contractor will be responsible for supervision of their personnel while on AIDT premises.
17. The Contractor will provide AIDT representative with a business telephone number and personal contact to handle additional requests and services.
18. The Contractor will invoice AIDT monthly in arrears for custodial/janitorial services. AIDT will make payment net 30 days following the period of services. Submit all invoices either by mail to: AIDT, Attention: Finance Accounts Payable, One Technology Court, Montgomery, AL 36116 or email to: invoices@aidt.edu.
19. The Contractor must provide AIDT with a signed and dated monthly summary report on the 1st Monday of each month that includes a full listing of services performed weekly, monthly, quarterly, and semi-annually. This list must include the type of services performed and date of services. Documentation must be either mailed to AIDT, Attention: Linda Sherrill, One Technology Court, Montgomery, AL 36116 or emailed to lsheerill@aidt.edu.
20. Monthly meetings may be conducted between AIDT contact and company contact to discuss ongoing service requirements or any related issues. Meetings may be conducted onsite at AIDT facilities or via conference call if required.
21. The bid quote must include the following:
 - a. A copy of certificate of insurance
 - b. Contractor's Proposal Form
 - c. Vendor Agreement
 - d. Qualification Statement
 - e. Disclosure Statement

ACCESS HOURS/WORK SCHEDULE

1. Schedule: **Monday through Friday Services:**

Monday through Thursday services to be performed between the hours of 4:30 pm and 8:30 pm

Friday services to be performed after 1:30 pm

Saturday services-Carpet Cleaning only

2. Consult with the contract representative, Ms. Linda Sherrill at (334) 280-4404 or email lsherrill@aidt.edu to establish a schedule for quarterly and semi-annually services.
3. Successful bidder will be provided a list of holidays that will be observed.
4. Cleaning services will not be performed on AIDT nor the successful bidder observed holidays.
5. Specific services and service schedule follow on separate pages. Linda Sherrill will coordinate all cleaning procedures. Any special circumstances requiring additional access to AIDT facilities must be coordinated with Linda Sherrill.
6. AIDT reserves the right, without a penalty to make modifications to the service schedule. If modifications are made, AIDT will provide the vendor with a revised schedule.
7. In case a modification is necessary, AIDT and the vendor will recalculate the monthly cost based on services requested and bid pricing.
8. Services requested will be listed as daily, weekly, monthly, quarterly and semi-annually as needed billed in arrears.
9. AIDT will work with vendor to establish a schedule that is compatible with vendor and the work schedule for AIDT employees. The suggested schedule is subject to change to achieve the most efficient work schedule.

FACILITY INFORMATION

1. Two (2), one-story structures and one (1), two-story structure; Administration Offices, Training Center, Print Shop, Warehouse and Fleet Management Building.
2. Three (3) Restrooms in Administration Building, Two (2) Restrooms in Training Center and One (1) Restroom in Warehouse area, which includes a shower.

3. Kitchen area, Lobby/Receptionist area, Conference Room, Manager's Office, Two (2) Restrooms in the Fleet Management building.
4. One (1) Receptionist Area in Administration Building.
5. Two (2) Lobby Areas – one each in Administration and Training Center.
6. Approximately 14,932 square feet of carpeted areas.
7. MRWTC Building located in the Old Montgomery Mall building. Need for janitorial services. Area unconfirmed as of date of bid. Contractor should add to services at same rates.

*******IMPORTANT NOTICE*******

BUILDING INSPECTION REQUIREMENTS

1. A mandatory building inspection shall be required before submitting a bid.
2. All prospective bidders are required to perform an inspection of the property prior to submitting a bid.
3. A sign-in sheet will be provided for all attendees.
4. Only bidders attending the inspection and sign the sign-in sheet may submit a bid proposal. For more information on the facility inspection or directions to the site, call Ms. Linda Sherrill at (334) 280-4404 or email her at lsheerrill@aidt.edu.
5. Buildings Inspection: **Thursday, September 23, 2021- 1:00-2:00 pm-inspection of the facilities (One Technology Court, Fifteen Technology Court and 3180 East South Blvd, Montgomery, AL 36116) will be done for all prospective bidders.** Only vendors that attend the inspection and sign the attendance form will be considered as qualified bidders. All interested vendors must attend this site visit at the appointed date and time.
Please be on time, late arrivals may not be accommodated.
6. Prior visits for estimate purposes are not acceptable for this bid.
7. Any bid submitted by a non-compliant bidder or after bid close date shall be rejected.
8. Any previous site visits or price estimates will not be considered for this bid's bidding purposes.

SCHEDULE OF SERVICES

| 1. General Areas-Private Offices, Lobby, Classrooms; Executive Conference Room, Joe D. Self Auditorium and Safety Office | Daily | Weekly | Monthly | Quarterly | Semi-Annually |
|---|----------|----------|---------|-----------|---------------|
| Empty Wastebaskets/Trash cans; wash if needed, reline and dispose of trash in designated areas | X | | | | |
| Dust all furniture including but not limited to desks, chairs, tables and file/storage/book cabinets | X | | | | |
| Clean and sanitize telephones | X | | | | |
| Clean and sanitize drinking fountains | X | | | | |
| Clean interior/exterior glass doors in all areas (non-ammonia) | X | | | | |
| Dust mop resilient and hard floors | X | | | | |
| Vacuum all carpeted areas & rugs in all areas including entry mats | X | | | | |
| Spot clean spills and stains on carpet, resilient floors and floor mats as needed | X | | | | |
| Spot clean spills and stains on furniture in lobby area as needed | X | | | | |
| Polish furniture in lobby, Executive Conference Room and Joe D. Self Auditorium | | X | | | |
| Polish furniture in the Director and Executive Assistant's office. Coordinate service schedule with AIDT contract representative | | X | | | |
| Polish furniture in private offices | | X | | | |
| Remove dust & cobwebs from ceiling, baseboards, corners & wall areas | | X | | | |
| Dust all surfaces including sills, ledges, moldings, shelves, picture frames, ducts, blinds, etc. | | X | | | |
| Vacuum fabric furniture | | X | | | |
| Clean Carpet-According to attached Spec Sheet-Main Building, Training Center, Safety Office-Warehouse | | | | | X |
| Front Glass Door and Window Cleaning at the MRWTC Building Service to be coordinated with the facility personnel and completed during normal business hours. | | | | | X |
| Front Glass Doors and window cleaning at the Administration Building and Howard Training Center. Chemicals used should be Safe for tinted windows and vinyl logos. Services to be completed during normal business hours. | | | | | X |

| 2. WASHROOM/RESTROOMS-MAIN BUILDING, TRAINING CENTER, WAREHOUSE and FLEET MANAGEMENT | Daily | Weekly | Monthly | Quarterly | Semi-Annually |
|---|----------|----------|---------|-----------|---------------|
| Clean, sanitize, and polish all fixtures, including toilet bowls, interior/exterior areas to the floor, urinals, and hand basins and lavatories | X | | | | |
| Clean all glass and mirrors | X | | | | |
| Empty all containers and disposals, insert liners, clean and sanitize all containers | X | | | | |
| Empty and sanitize interior of sanitary containers | X | | | | |
| Clean and refill all dispensers to normal limits – napkins, soap, tissue, towels, liners, deodorizing units, and sanitary supplies | X | | | | |
| Sweep, damp mop, and sanitize hard floor | X | | | | |
| Dust all surfaces including sills, moldings, ledges, shelves, frames, ducts, heating outlets | | X | | | |
| Clean all walls, doors, and partitions | | X | | | |
| Clean and sanitize all fixtures in Warehouse shower, including shower wall/curtain, and interior/exterior areas to the shower | | X | | | |
| 3. EATING, BREAK ROOM, VENDING AND KITCHEN AREA | | | | | |
| Damp clean and sanitize table tops, seats, and back of chairs | X | | | | |
| Empty all containers and disposals | X | | | | |
| Empty trash cans and replace liners | X | | | | |
| Clean and sanitize sinks and drinking fountains | X | | | | |
| Clean doors, frames, light switches, handles, and walls | X | | | | |
| Clean interior and exterior of microwave oven | X | | | | |
| | | | | | |
| | | | | | |

| 3. EATING, BREAK ROOM, VENDING AND KITCHEN AREA (cont.) | Daily | Weekly | Monthly | Quarterly | Semi-Annually |
|--|----------|----------|----------|-----------|---------------|
| Add detergent and set the dishwasher to run a complete wash cycle. Unload dishes, cups, plates, etc. and place in cabinets | X | | | | |
| Empty paper shredder in designated area and replace liners as needed | | X | | | |
| Damp clean furnishings' pedestals or legs | | X | | | |
| 4. FLOORS-RESILIENT AND HARD, HALLWAY & BREAKROOM | | | | | |
| Dust and damp mop | X | | | | |
| Scrub to remove scuff and heel marks; refinish to maintain protective coating and gloss | | | X | | |
| Strip clean, refinish and machine polish-Fridays only after 1:30 pm | | | | X | |
| 5. SHOP/WAREHOUSE-DOWNSTAIRS & UPSTAIRS | | | | | |
| Empty wastebaskets/trash cans; wash if needed, reline and dispose of trash in designated areas | X | | | | |
| Dust all furniture including but not limited to desks, chairs, tables, and file/storage/book cabinets | X | | | | |
| Clean and sanitize telephones | X | | | | |
| Clean and sanitize drinking fountains | X | | | | |
| Spot clean spills and stains on carpet, resilient floors and floor mats when needed | X | | | | |
| Dust all surfaces including sills, ledges, moldings, shelves, picture frames, ducts, blinds, etc. | X | | | | |
| Spot clean furniture | X | | | | |
| Vacuum fabric furniture | | X | | | |
| | | | | | |

| | Daily | Weekly | Monthly | Quarterly | Semi-Annual |
|--|----------|----------|----------|-----------|-------------|
| 5. SHOP/WAREHOUSE-DOWNSTAIRS & UPSTAIRS (cont.) | | | | | |
| Wash and sanitize trash cans-Office areas only | | X | | | |
| Dust and damp mop floors-Office areas only | | X | | | |
| Strip clean, refinish, and machine polish floors-Fridays only after 1:30 pm in office areas only | | | | | X |
| 6. PRINT SHOP | | | | | |
| Empty wastebaskets/trash cans and recycle bins; wash if needed reline and dispose of trash in designated areas | X | | | | |
| Sweep floor | X | | | | |
| Dust Shelving Units as needed | | | X | | |
| 7. FLEET MANAGEMENT BUILDING | | | | | |
| a. GENERAL AREAS | | | | | |
| Empty wastebaskets/trash cans | X | | | | |
| Dust mop floors | X | | | | |
| Sanitize light switches and doorknobs | X | | | | |
| Dust and remove cobwebs | | | X | | |
| b. ALL WASHROOMS/RESTROOMS | | | | | |
| Clean, sanitize, and polish all fixtures | X | | | | |
| Clean all glass and mirrors | X | | | | |
| Empty all containers, disposals, insert liners, clean & sanitize | X | | | | |
| Sweep, damp mop and sanitize hard floors | X | | | | |
| Clean, sanitize, and polish all fixtures in shower | | | X | | |
| | | | | | |

| | Daily | Weekly | Monthly | Quarterly | Semi-Annually |
|---|----------|--------|----------|-----------|---------------|
| 7. FLEET MANAGEMENT BUILDING (cont.) | | | | | |
| c. FLOORS | | | | | |
| Dust and damp mop | X | | | | |
| Remove scuff marks/marks on hard floors | | | X | | |
| d. BREAKROOM, EATING, VENDING & KITCHEN AREAS | | | | | |
| Damp clean and sanitize table tops and seats | X | | | | |
| Empty all trash cans and replace liners | X | | | | |
| Clean doors, frames, light switches, handles and walls | X | | | | |
| Clean exterior/interior of microwave oven | X | | | | |
| 8. GENERAL | | | | | |
| Notify building contact of any irregularities (i.e. defective plumbing, unlocked doors, lights left on, restroom supplies) | X | | | | |
| Turn off all lights except those to be left on, lock all doors and set alarm. If AIDT employee is present, coordinate security of building with employee. | X | | | | |
| | | | | | |

CONTRACTOR'S PROPOSAL
Bid 957 – AIDT Montgomery Center and MRWTC Janitorial Services
Proposal:

Monthly service fee to perform daily, weekly and monthly services described in:

- Section 1 – General Areas – Private Offices, Lobby, Classrooms, Executive Conference Room, and Joe D. Self Auditorium
- Section 2 – Washroom/Restrooms – Main Building, Training Center, Warehouse and Fleet Management
- Section 3 – Eating, Break Room, Vending and Kitchen Area
- Section 4 – Floors
- Section 5 – Shop/Warehouse
- Section 6 – Print Shop
- Section 7 – Fleet Management Building
- Section 8 – General

Monthly total for above services as described..... \$ _____

Annual total for above services as described..... \$ _____

Quarterly Services:

Section 4 – Strip and Wax Floors; Hallway and Break Room..... \$ _____

Annual total for Quarterly Services as described.....\$ _____

Semi-Annual Services:

Section 1- Clean Carpets-Main Building, Training Center,
Safety Office-Warehouse \$ _____
Clean Front Glass and Windows at MRWTC \$ _____
Clean Front Glass and Windows at Admin Building and
Howard Training Center \$ _____

Section 5 – Strip and Wax Floors, Shop/Warehouse..... \$ _____

Annual total for Semi-Annual Services as described..... \$ _____

Section 7 – Strip & Wax Floors, Fleet Management Bldg..... \$ _____

Annual total for Semi-Annual Services as described.....\$ _____

BID TOTAL..... \$ _____

