



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

Ed Castile
 Director

Karen McGraw
 CFO

Invitation to Bid # 983 Janitorial – AIDT Mobile Center / Academy of Craft Building
--

Mandatory Walk-through:	<u>YES</u>		
Walk-through Scheduled for:	Date: January 22, 2024	Time: 10:00	AM CST
Bid must be received Before:	Date: February 5, 2024	Time: 04:00	PM CST
Bid Opening:	Date: February 13, 2024	Time: 10:00	AM CST
Submit Bid Proposal to:	AIDT Bid Number 983 Attention: Chris One Technology Court Montgomery, AL 36116		

Table of Contents	Page
NOTES TO BIDDERS	2
CHECKLIST FOR BID SUBMISSION	3
INSTRUCTIONS TO BIDDERS	4-7
NONRESIDENT BIDDER INFORMATION	8
SALES TAX CERTIFICATION – ALABAMA DEPARTMENT OF REVENUE	8
QUALIFICATION STATEMENT	11
BID FORMS	12-16
BID PROPOSAL/SCOPE OF WORK	17

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 Business Office Manager with questions concerning this bid and/or specifications: **Chris Brown @ 334-280-4428** or cbrown@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	
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, Email **BID@AIDT.EDU** 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. 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.
5. 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.
6. 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.
7. The responsibility of determining the acceptability of any products offered rests solely with AIDT.
8. 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.
9. 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.
10. AIDT terms and conditions and the laws of the State of Alabama shall govern any contract resulting from this bid.

11. Bidders desiring further information or interpretation of plans or specifications must make requests in writing to AIDT, Attn: **Chris Brown, One Technology Court, Montgomery, Alabama 36116**, or email **cbrown@aidt.edu** at least five (5) 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.
12. 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.
13. When the bidder does not state a brand name or catalog number it is understood the offer is exactly as specified.
14. **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.

15. 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 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: Chris Brown, 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.

SALES TAX CERTIFICATION BY ALABAMA DEPARTMENT OF REVENUE

Certification Pursuant to Act Number 2021-296

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 2021-296,** 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: _____

Toll Free Number _____

Email _____

- List name of additional personnel to provide service/customer service. List the name, complete street address, phone number, contract person and their contact numbers.

Printed Name _____

Phone _____

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**

► 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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <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) ► _____ 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) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ►

Date ►

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.

VENDOR 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.

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: 50N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. 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(23) and 36-25-1(24), *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 (25) and 36-25-1 (26), *Code of Alabama* 1975. However, Section 41-16-86 (5), *Code of Alabama* 1975 has not been codified to reflect such updates.)

Section 36-25-1(25), *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(26), *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

TELEPHONE NUMBER

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

AIDT

ADDRESS

One Technology Court

CITY, STATE, ZIP

TELEPHONE NUMBER

Montgomery, AL 36116

334-242-0299

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 3B 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.

Scope of Service

Janitorial Services – AIDT Mobile Center / Academy of Craft Facility

1. Provide custodial/janitorial services for facility located at 1628 Nowlin Street, Brookley Complex, Mobile, Alabama 36615, five (5) days/week-**MONDAY-FRIDAY**.
2. Contractor to provide any and all materials and equipment needed to perform the work as outlined in this request.
3. Contractor's proposal to include furnishing of trash can liners for 7-gallon office waste containers. **ALL SUPPLIES NEEDED ARE AT THE EXPENSE OF THE JANITORIAL CONTRACTOR.** AIDT will **not** reimburse the cost for janitorial supplies. The contractor is required to keep all dispensers filled with appropriate supplies within **48 hours** of supply depletion. Paper products are purchased by AIDT and **may not** be used for cleaning purposes.
 - a. If at any time AIDT is positioned to supply products, due to failure to provide or other reasons, the Contractor will deduct the cost of these materials at the cost which AIDT paid.
4. Contractor is responsible for payroll of employees in the service of this contract plus all related payroll taxes and expenses.
5. The Contractor will assume all liability for employees while working on AIDT site.
6. The Contractor will assume all liability for any injuries suffered by any person in connection with the Contractor's equipment or vehicles.
7. The Contractor will be responsible for supervision of their personnel while on AIDT premises.
8. The Contractor will provide AIDT with a business telephone number and personal contact to handle additional requests and services and will be provided contact and phone number for designated AIDT employee.
9. The Contractor's staff will abide by the facility rules and regulations while on the premises. Such rules consist of but are not limited to:
 - a. No smoking on the premises and no weapons within the facility.
 - b. Staff will not bring guests or family members to the facility.
 - c. Staff will not use, borrow, or throw away any employee's personal items.
 - d. Staff will not remove documents, or other materials left on desks to clean. It is acceptable to not clean staff desks, if a note is left requesting so.
 - e. Staff will not utilize any computers, laptops, iPads or other devices housed within the facility.
 - f. Staff will not utilize the small conference room and items therein for any reason other than to clean.
 - g. Staff will not utilize the facility for any reason outside of the cleaning service schedule.
 - h. Staff will not utilize personal devices for long periods of time during scheduled service.
 - i. Staff will maintain professionalism while in the facility during occupancy.
10. The Contractor will abide by the following staffing requests:
 - a. Staffing schedule will be provided via e-mail to the designated AIDT employee no less than two weeks in advance.
 - b. The Contractor will be flexible, providing adequate time for all services to be completed.
 - c. Any time or staffing changes will be sent to the designated AIDT employee via e-mail or text, no less than 2 hours prior to the scheduled start time.

- d. Any terminations of staff will immediately be sent to the designated AIDT employee via e-mail or text.
- 11. The Contractor understands at times the cleaning service will need to be flexible to accommodate night shift training. Any night shift training needs will be communicated at least two weeks prior to the training start date. A known building schedule will be provided before the 1st of each month.
 - a. Building closures due to unforeseen circumstances will be communicated once known. The staff may or may not be requested to provide services dependent on the circumstance.
- 12. The Contractor is responsible for any subcontractors hired to complete tasks not directly provided by the company.
 - a. The subcontractors will provide satisfactory service as outlined on the schedule of service.
 - b. The subcontractors will comply with all onsite rules and regulations of which the contractor is responsible for communicating.
 - c. The subcontractor should operate during business hours and should not be issued a key or security code unless otherwise approved. Such as when the service being provided is not able to be completed while the building is occupied.
- 13. The Contractor understands that all tasks not completed as outlined under the schedule of services will require a per task deduction from the agreed invoicing total.
- 14. The Contractor will invoice AIDT monthly, in arrears for janitorial services. Mail all invoices to:

AIDT
Attention Finance Accounts Payable
One Technology Court
Montgomery, AL 36116
OR:
Email invoices to invoices@aidt.edu

ACCESS HOURS/WORK SCHEDULE

- 1. Cleaning service may access the building at 4:00 PM during normal business operation and begin cleaning any area that will no longer be utilized thereafter.
 - a. Night shift training would permit cleaning to start no earlier than 9:00 PM.
- 2. Classrooms could be occupied until 5:00 PM during normal business operation and cleaning of the classrooms may not begin until no longer occupied.
 - a. Night shift training would end at 10:00 PM. Services may not be provided in classrooms until the room is fully vacated.
- 3. Services are to be provided Monday-Friday except for AIDT observed holidays. At that time the facility will be closed.
 - a. A holiday schedule will be provided around the beginning of each calendar year, once made available by AIDT. Reminders will be provided on the monthly building schedule.
- 4. Access to the facility for cleaning or other reasons will not be permitted on holidays or on weekends unless otherwise approved by the designated AIDT employee.
- 5. AIDT reserves the right, without a penalty to make modification to the service schedule. If modifications are made AIDT will provide the vendor with a revised schedule.

6. Services requested will be listed as daily, weekly, monthly or quarterly. Specific services and service schedule will follow on separate pages.

OTHER INFORMATION

1. A checklist will be supplied and required to be completed each day. An AIDT staff member will do a walk through each day to ensure each task has been completed and note any discrepancies. These discrepancies will be provided to the contractor.
2. Contractor staff will **NOT** prop any exterior doors open while entering/exiting the facility (such as taking out the trash, cleaning the patio area, etc.)
3. Contractor staff will not use any trash bins, lids or other classroom objects to prop interior doors open. Any door stops should be removed and door locked upon completion.
4. Contractor staff should ensure all doors are securely closed and alarm is set when leaving the facility.
5. Contractor staff should **NOT** erase content from whiteboards. Staff should not remove flip charts with content from walls.
6. Contractor staff should place any loose personal items (hats, keys, clothing) that are found near the classrooms at the front desk.
7. Contractor staff will place all chairs, trash bins, fatigue mats and any moved furniture back in place, and ensure that all cleaning materials are properly stored in the janitorial closet.
8. Contractor staff will immediately notify the designated AIDT employee via phone call or text should they encounter any leaking water, damage to the facility or items therein. Staff will also document findings in the log book.
9. Contractor will be responsible for repairing or replacing any damage caused by the staff or any damage found during the walk through which has not been reported or documented. Contractor will replace with same item from same vendor or approved equivalent.
10. The Contractor will respond to all complaints or inquiries in a timely manner and work to correct any less than satisfactory service.
11. The Contractor will provide AIDT with a Material Safety Data Sheet (MSDS) for all chemicals used within the facility.
 - a. An updated sheet will be provided to the designated AIDT employee, either in print or via e-mail, when a cleaning product is changed.

FACILITY INFORMATION

Approximately 41,000 square foot facility, 1-story structure, consisting of front office areas/classrooms and a shop area:

SHOP AREA includes:

- 4 Classrooms
 - All entrances
 - 2 Restrooms
 - Shop floor (3 different areas)
1. Floors are sealed concrete with a variety of furniture, equipment and computers.
 2. Shop area has 4 classrooms and 3 open shop areas with sealed concrete floors and variety of equipment and furniture.

3. Entrances are sealed concrete.
4. Restrooms are painted concrete.

FRONT OFFICE includes:

- 7 offices
 - 1 small conference room
 - 1 classroom
 - 2 Restrooms
 - Main entrance/Reception area
1. Floors are laminate in all areas of front except the restrooms.
 2. Main entrance and Lobby area consists of 1 desk, additional office furniture, laminate flooring.
 3. Entrances and hallways are laminate.
 4. Restrooms are painted concrete.

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 form will be provided for all attendees.
4. Only bidders attending the inspection may submit a bid proposal. For more information on the facility inspection or directions to the site, call **Merritt Sankey at 251.288.5277**.
5. Only vendors that attend the inspection and sign the attendance form will be considered as qualified bidders.
6. All interested vendors must attend this site visit at the appointed date and time.
7. Building Inspection: **Friday, January 22, @ 10AM CST: Inspection of the facility at 1628 Nowlin Street, Brookley Complex, Mobile, Alabama 36615** will take place for all interested bidders.
8. Prior visits for estimate purposes are not acceptable for this bid.
9. Any bid submitted by a non-complaint bidder shall be rejected.
10. Any previous site visits or price estimates will not be considered for this bid.

Schedule of Services and Cost Per Task Outline

1. The following areas containing a checkmark identify the tasks expected schedule.
2. Please provide a cost breakdown in the highlighted box, next to each checkmark.
This cost will be the amount the month's invoice will be reduced by if services are not completed.
 - a. Please note costs will be reduced per each day, week, month, quarter the service was not completed.
 - b. Services not completed once the month has ended, cannot be completed after the fact and still invoiced within that month.

SCHEDULE OF SERVICES	Daily	Weekly	Monthly	Quarterly
I. REGULAR SERVICES: FRONT OFFICES: 7 OFFICES, SMALL CONFERENCE ROOM, CLASSROOM, MAIN ENTRANCE/RECEPTION AREA				
1. Empty Trash Cans & replace liners– Take to main dumpster	√			
2. Wet dust all surfaces such as but not limited to: counters, side tables, file cabinets, sills, ledges, moldings, shelves, picture frames, ducts, etc.	√ <input type="checkbox"/>			
3. Clean & sanitize tables & chairs in classrooms	<input type="checkbox"/>	<input type="checkbox"/> √ <input type="checkbox"/>		
4. Clean & sanitize drinking fountains	√ <input type="checkbox"/>			
5. Sweep/dust mop laminate floors	√ <input type="checkbox"/>			
6. Remove dust/cobwebs from ceiling, baseboards, wall corners, blinds and wall areas		√ <input type="checkbox"/>		
7. Spot clean stains on laminate floors		√ <input type="checkbox"/>		
8. Clean interior of windows in classroom, offices & small conference room		√ <input type="checkbox"/>		
9. Clean interior & exterior of microwave ovens and exterior of refrigerator	√ <input type="checkbox"/>	<input type="checkbox"/>		
10. Wipe down counter, walls and cabinets around coffee station	√ <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>		
11. Clean & sanitize telephones	√ <input type="checkbox"/>	<input type="checkbox"/>		
12. Wipe down office desk tops and small conference room table top. Sanitize seats & backs of chairs, pushing all chairs in.	√ <input type="checkbox"/>	<input type="checkbox"/>		
13. Clean doors, frames, light switches and door handles.	√ <input type="checkbox"/>	<input type="checkbox"/>		
II. REGULAR SERVICES: RESTROOMS (FRONT & BACK)	Daily	Weekly	Monthly	Quarterly
1. Clean, sanitize and polish all fixtures, including toilet bowls, urinals, sinks	√ <input type="checkbox"/>			
2. Clean all glass and mirrors	√ <input type="checkbox"/>			
3. Empty and change all trash can bags	√ <input type="checkbox"/>			
4. Refill all dispensers, soap, toilet tissue, hand towels	√ <input type="checkbox"/>			
5. Wet Dust all surfaces including sills, moldings, ledges, shelves, frames, ducts, heating outlets	<input type="checkbox"/>	√		
6. Sweep, mop and sanitize floors	√ <input type="checkbox"/>			

7. Clean & sanitize all tile walls, behind toilets, doors and stall partition walls		√ <input type="checkbox"/>		
III. REGULAR SERVICES: SHOP AREAS				
	Daily	Weekly	Monthly	Quarterly
1. Clean & sanitize table tops, seats, back and legs of chairs, pushing all chairs in	√ <input type="checkbox"/>			
2. Empty all interior/exterior trash cans.	√ <input type="checkbox"/>			
3. Clean doors, frames, light switches and door handles	√ <input type="checkbox"/>			
IV. WINDOWS/DOORS				
	Daily	Weekly	Monthly	Quarterly
1. Clean exterior window glass of front offices, classroom and small conference room				√ <input type="checkbox"/>
2. Clean interior reception/lobby glass	√ <input type="checkbox"/>	<input type="checkbox"/>		
3. Clean exterior glass on doors		√ <input type="checkbox"/>		
4. Clean interior glass windows		√ <input type="checkbox"/>		
V. GENERAL				
	Daily	Weekly	Monthly	Quarterly
1. Notify building contact of any problems (ie. Defective plumbing, exterior doors unlocked, alarms not set, needed items)	√ <input type="checkbox"/>			
2. Lights are automatic and should not be turned off at the panel	√ <input type="checkbox"/>			
3. Complete checklist and leave at front work station for AIDT review	√ <input type="checkbox"/>			

CONTRACTOR'S PROPOSAL

Offer to AIDT, Montgomery, Alabama

I certify that I have read all of the Instructions to Bidders for 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.

Proposal:

Daily, Weekly service fee to perform services described in:

Section I-Regular Services-All Areas
Section II-Regular Services-Restrooms
Section III-Regular Services-Break Areas
Section IV-Regular Services-Floors
Section V-Windows/Doors
Section VI-Large Shop Area
Section VII-General

Daily total for above services as described \$ _____

Weekly total for above services as described \$ _____

Monthly invoiced total for the above \$ _____

Quarterly Services:

Section IV-Steam Clean Concrete floors

Quarterly total for above services as described \$ _____

Annual invoiced total for the above \$ _____

Quarterly Services:

Section V-Clean exterior windows

Quarterly total for above services as described \$ _____

Annual invoiced total for the above \$ _____

Bid Total \$ _____

Company Name _____

FEIN _____ **Date** _____

