

MADISON COUNTY PURCHASING
DEPARTMENT
100 North Side Square, Room 735
Huntsville, AL 35801

BID SUBMISSION CHECKLIST

Bid #2015-74

Bid Opening Date: November 17, 2015

√	<i>(Please check all completed items)</i>
	Signed, notarized and returned the Illegal Affidavit Forms with bid
	Completed IFB Form, signed and notarized
	Filled in all blanks within the specifications
	Included bid bond, if applicable
	*Included performance bond, if applicable
	Included all requested information in bid package
	Certifications/Licenses/Permits, if applicable
	Certificate of Insurance(s), if applicable
	Acknowledged the Addenda, if applicable
	Put bid number, company name and address on the outside of the envelope(s)
	Sealed bid response
	Cost Sheet on CD, if applicable
	Read specifications thoroughly

INCOMPLETE AND IRREGULAR BIDS

A bid that is not accompanied by data required by the Bid Documents, or a bid which is in any way incomplete, may be rejected. Any bid which contains any uninitiated alterations or erasures, or any bid which contains any additions, alternate bids, or conditions not called for, or any other irregularities of any kind, will be subject to rejection. Bids may also be rejected for any of (but not limited to) the following causes:

- A. Failure to utilize bid forms provided by Madison County.**
- B. Lack of signature on all notarized document(s) by authorized representative on the bid forms.**
- C. Failure to properly complete the bid.**
- D. Evidence of collusion among bidders.**
- E. Unauthorized alteration of bid/proposal form.**
- F. Failure to submit other forms and documents as required.**
- G. Failure to print and submit bid forms on letter size paper**
(make sure no portion of the bid documents are cut off)

EACH VENDOR SUBMITTING A BID MUST COMPLETE
AND SUBMIT WITH ITS BID THE FOLLOWING
STATEMENT

STATE OF ALABAMA
MADISON COUNTY

VERIFIED STATEMENT REGARDING UNAUTHORIZED ALIENS

The undersigned hereby certifies, under oath, in regard to the performance of the services or for the supply of materials or things described in this Invitation for Bid, that:

(A) it has conducted a verification, pursuant to all federal and state laws, of all the employees who will perform work on the Madison County Commission contract or work on the materials or things supplied to the Madison County Commission in response to this Invitation for Bid to insure that no unauthorized aliens will be employed to perform Madison County Commission work or supply materials or things to the Madison County Commission,

and

(B) to the best of their knowledge and belief, it is not employing or otherwise using unauthorized aliens to provide services, materials or things to the Madison County Commission.

The undersigned agrees:

1. it will verify that whether an employee is an unauthorized alien by inspecting such documents as are designated by Federal Law. For contracts in excess of \$100,000.00, in any twelve (12) month period of time, the contractor or supplier shall certify to the Commission that it has and will verify, to the extent allowable by Federal Law, by using the Federal E-Verify program, that no unauthorized aliens are utilized in providing services, materials or things to the Commission;

2. upon request, it will certify to the Commission, under oath by an officer or a management level employee, that it has verified to the extent allowable under Federal Law that named or otherwise described employees utilized in providing services, materials or things to the Commission are not unauthorized aliens;

3. upon determination by any appropriate Federal Agency that an employee is an unauthorized alien, the undersigned shall terminate the unauthorized alien's employment.

4. if the undersigned fails to terminate an employee determined to be an unauthorized alien by the Federal government or fails to provide the verification described above, the Madison County Commission may terminate the contract for the performance of services, materials or things pursuant to Madison County, Alabama, Policy Regarding The Employment of Unauthorized Aliens by Contractors and Suppliers.

The requirements and obligations of this Policy and Statement shall be interpreted and implemented in a manner consistent with all Federal and State Laws. If any provision of this Policy or Statement is declared invalid or in conflict with Federal or State Laws, such invalidly or conflict shall not affect the other provisions of this Policy or Statement which can be given effect without the invalid provision. The provisions of this Policy and Statement are declared to be severable.

NAME:

BY: _____

Printed Name of Person Signing: _____

Position: _____

SWORN TO and subscribed before me on this the _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

SWORN AFFIDAVIT OF EMPLOYER REGARDING UNAUTHORIZED ALIENS

1. The undersigned hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program.

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name:

_____ **Company Name** _____

By: _____ **Signature** _____

Printed Name: _____

Position: _____

STATE OF _____

COUNTY OF _____

I, the undersigned, Notary Public in and for said County in said State, hereby certify that _____ **Employee** _____, whose name as _____ **Job Title** _____ of _____ **Name of Organization** _____, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such _____ **Job Title** _____ and with full authority, executed the same voluntarily for and as the act of said _____ **Name of Organization/Company** _____.

Given under my hand this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

SWORN AFFIDAVIT OF EMPLOYER REGARDING UNAUTHORIZED ALIENS

1. The undersigned hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program.

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name:

By: _____

Printed Name: _____

Position: _____

STATE OF _____

COUNTY OF _____

I, the undersigned, Notary Public in and for said County in said State, hereby certify that _____, whose name as _____ of _____, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such _____ and with full authority, executed the same voluntarily for and as the act of said _____.

Given under my hand this the _____ day of _____, 20____.

Notary Public
My Commission Expires: _____

SWORN AFFIDAVIT OF SUBCONTRACTOR
REGARDING UNAUTHORIZED ALIENS

1. The undersigned subcontractor hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned subcontractor hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program.

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name:

By:_____

Printed Name:_____

Position:_____

STATE OF _____

COUNTY OF _____

I, the undersigned, Notary Public in and for said County in said State, hereby certify that _____, whose name as _____ of _____, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such _____ and with full authority, executed the same voluntarily for and as the act of said _____.

Given under my hand this the _____ day of _____, 20____.

Notary Public
My Commission Expires: _____

MADISON COUNTY COMMISSION
100 NORTH SIDE SQUARE
HUNTSVILLE, ALABAMA 35801

INVITATION FOR BIDS

BID NUMBER: 2015-74

Madison County Commission will accept bids for janitorial supplies for various Madison County Departments.

Bids will open on Tuesday, November 17, 2015 at 11:00 a.m.
7th Floor, Room 735 – Madison County Courthouse, Huntsville, Alabama
(See attached specifications)

Current bids are available on our website at www.madisoncountyal.gov

Each vendor submitting a bid must complete the Verified Statements Regarding Unauthorized Aliens.

The Madison County Commission will receive sealed bids until the date and time of bid opening for item(s) meeting, exceeding, or equivalent to specifications.

The Madison County Commission reserves the right to accept or reject any and all bids in whole or in part.

Failure to comply with any of the requirements contained in this invitation for bids may result in the rejection of the entire bid submitted.

Any attachments hereto become a part of the bid and will remain in the bid file.

Brand names used in this invitation for bids are for comparison purposes only and are not to be construed as indicating any preference. Any items submitted as equivalent to or exceeding specifications must be described in detail.

All bids must be submitted on this form. No errors will be corrected after bids are opened. Bids made out in pencil will NOT be accepted.

No Federal or State taxes are to be included or charged.

It is the intent of the Madison County Commission to allow any business selling the type(s) of merchandise described, to participate in our bidding process. If any prospective vendor feels that any part of these specifications would prohibit their company from submitting a bid, or has any questions regarding this bid, you may email the Purchasing Department at sbattle@madisoncountyal.gov prior to the bid opening date.

Each vendor must possess proper state, county, and city license, certification, or other requirements imposed, for engaging in the type of activity for which bids are solicited.

Subsequent contracts will not be accepted from a vendor after a bid has been awarded. Vendors must include their contracts with the Invitation for Bids form prior to the bid opening.

Madison County reserves the right to require proof that the products bid are suitable for the purposes for which they are intended. Madison County also reserves the right to cancel a bid if the products received under the bid are not suitable for the purposes intended.

F.O.B. Destination, Freight Prepaid and Allowed. F.O.B. term to mean: Title to the goods passes to the agency upon successful inspection and acceptance once received at the delivery destination point and that the supplier will prepay and bear all of the transportation shipping costs.

Vendors must sign and notarize their bid. Failure to do so may result in rejection of bid.

Madison County Commission reserves the right to waive any minor informality which is immaterial in nature, negligible, or trivial, and does not affect responsiveness.

**SUBMIT BID TO: MADISON COUNTY PURCHASING
100 NORTH SIDE SQUARE
ROOM 735
HUNTSVILLE, AL 35801**

Vendor must show on envelope the bid number and opening date.

Each numbered bid must be in a separate envelope.

All documents submitted to Madison County will be subject to Alabama's Open Records Laws (Code of Alabama, Title 36-12-40 and 41, as last amended). Due to the provisions of the Open Records Laws and the Competitive Bid Laws (especially Code of Alabama, Title 41-16-24(b)), the Madison County Commission cannot assure any Bidder that any information submitted with the bid, even though marked "Proprietary" will not be open to public inspection and copying.

Terms of payment _____

I hereby affirm that I have not been in any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

THIS BID MUST BE NOTARIZED.

Subscribed and sworn to before
me this _____ day of
_____ 20_____.

Notary Public

Angela Anderson
Madison County Purchasing Director

COMPANY NAME: _____

SIGNATURE: _____

PRINT NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

FEDERAL ID# _____

Madison County Commission
Awarding Authority

DATE: November 3, 2015

SPECIFICATIONS

- BID AWARD TERM** - The bid will be awarded for a 1 year period with the condition that Madison County and the successful vendor may mutually option to extend the bid award for two (2) additional and consecutive one (1) year periods. How long will you honor your bid price(s)? _____ year(s).
- The attached specification sheets list an approximate usage amount. Usage amounts are for informational purposes and are subject to increase or decrease.
- Prices shall include delivery and handling charges.
- Vendors shall deliver within 48 hours after order is placed to the Madison County Purchasing Warehouse no later than 3:00 p.m. Delivery will factor greatly in awarding bid.**

Delivery Address: Madison County Purchasing Warehouse
3210 South Hi-Lo Circle
Huntsville, Alabama 35811

Delivery Timeframe: _____

- Vendors shall list the purchase order number, quantity of items ordered and quantity of items shipped, description of items shipped, and price per items on their invoices.
- Vendors shall bid on at least 50% of the items listed on the attached sheets.**
- Vendors shall have a warehouse within 100 miles of the delivery address.
- Upon request, vendors must provide sample of items identified by asterisk.
- This bid will not be split; it will be awarded all or none.

- **Each bidder must submit an electronic version of the cost sheet in Microsoft Excel on CD along with hardcopy of bid. You may contact the Madison County Purchasing Department at (256) 532-3540 or email sbattle@madisoncountyal.gov for an Excel format of the cost sheet. The cost sheet will not be accepted in pdf format.**

If you have any questions or concerns regarding the specifications you may contact Derrick Shockley at dshockley@madisoncountyal.gov or 256-532-1508.

**All procurement questions must be sent via email to Sylvia Battle at sbattle@madisoncountyal.gov.
Questions will not be permitted via telephone.**

ALL VENDORS PLEASE NOTE

Addenda: Bidders must periodically check the County's website for any addenda issued for this procurement. Madison County will not be responsible for a bidder's failure to acquire any addenda issued. The Bidder acknowledges receipt of the following addenda, if applicable:

www.madisoncountyal.gov

**COST SHEET
 BID #2015-74**

	DESCRIPTION	APPROXIMATE USAGE	REQUESTED PACKAGE SIZE	PACKAGE SIZE QUOTED	PRICE PER PACKAGE SIZE
1	AIR FRESHENER (FEBREEZE)	60 CASES	9/9.7 oz. per case		\$
2	AIR FRESHENER LIQUID	100 CASES	4/1 gal. per case		\$
3	ALUMINUM FOIL (Heavy-duty)	100 ROLLS	18" x 500' roll		\$
4	BLEACH	200 CASES	6/1 gal. per case		\$
5	BOWLS, 12 oz. STYROFOAM	10 CASES	1,000 per case		\$
6	BROOM, 24" PUSH (SOFT & STIFF BRISTLE)	24	Individual Unit		\$
7	BROOMS, LIGHT-WEIGHT	50	Individual Unit		\$
8	BROWN BAGS, #57 1/6"	20	500 per bundle		\$
9	BROWN BAGS, SIZE #8	10	500 per bundle		\$
10	**CAN LINER, 38" x 58" Super Tuff 2 Mil	300 CASES	100 per case		\$
11	**CAN LINER, 33" (8 MIC.)	50 CASES	1000 per case		\$
12	**CAN LINER, 38" x 58" Clear 1.3 Mil	300 CASES	100 per case		\$
13	**CAN LINER, 58" SUPER TUFF 1.5 MIL	420 CASES	100 per case		\$
14	CAR WASH	20 DRUMS	55 gal. drum		\$
15	CLEANER, ALL-PURPOSE (Aerosol)	100 CASES	12/16 oz. per case		\$
16	CLEANER, BOWL, NON-FUMING	40 CASES	12/32 oz. per case		\$
17	CLEANER, OVEN, MR. MUSCLE	60 CASES	12/19 oz. per case		\$
18	CUPS, 12 oz. STYROFOAM	20 CASES	1,000 per case		\$
19	CUPS, 16 oz. STYROFOAM	100 CASES	1,000 per case		\$
20	CUPS, 6 oz. STYROFOAM	500 CASES	1,000 per case		\$

Disclaimer: Users please note any changes made to this document will automatically eliminate your bid from the bid opening causing a rejected bid.

****UPON REQUEST EACH VENDOR MUST PROVIDE SAMPLE OF ITEMS IDENTIFIED WITH AN ASTERISK.**

**COST SHEET
 BID #2015-74**

	DESCRIPTION	APPROXIMATE USAGE	REQUESTED PACKAGE SIZE	PACKAGE SIZE QUOTED	PRICE PER EACH ITEM OR CASE
21	DEGREASER, Heavy-Duty	50 CASES	4/1 gal. per case		\$
22	DISINFECTANT PINE OIL	200 CASES	4/1 gal. per case		\$
23	DISINFECTANT SPRAY	50 CASES	12/16 oz. per case		\$
24	**FORK, HEAVY DUTY , PLASTIC (individually wrapped)	25 CASES	1000/CS		\$
25	**GLOVE, MEDICAL GRADE STRETCH VINYL, POWDER FREE	50 CASES	100 bx/10 box per case		
26	GLOVES, POLY D FOOD HANDLING	70 CASES	1,000 per case		\$
27	**GLOVES, POWDER FREE LATEX (5 – MIL.)	300 CASES	100/BX 10BX/CS		\$
28	GREEN NON-SOAPY SCRUB PADS	20 CASES	10 per pack		\$
29	HANDLE, LAY-FLAT MOP	50	Individual Unit		\$
30	HANDLE, METAL TIP SCREW ON	50	Individual Unit		\$
31	HANDLE, SADDLE MOP	50	Individual Unit		\$
32	INSECT SPRAY, CRAWLING (Aerosol)	10 CASES	12/16 oz. per case		\$
33	INSECT SPRAY, FLYING (Aerosol)	10 CASES	12/16 oz. per case		\$
34	MAXI-PADS, VENDING MACHINE PACKAGE	180 CASES	250 per case		\$
35	MOP BUCKET, AND WRINGER COMBO	10	35 quarts		\$
36	MOP HEAD, DUST (24")	50	12/24" per case		\$
37	MOP HEAD, LAYFLAT COTTON	50	12/32 oz. per case		\$
38	MOP HEAD, SADDLE COTTON	25	12/32 oz. per case		\$
39	MOP HEAD, SADDLE RAYON	15	12/32 oz. per case		\$
40	NAPKINS, ¼ FOLD 17 x 17	50 CASES	4,000 per case		\$

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****UPON REQUEST EACH VENDOR MUST PROVIDE SAMPLE OF ITEMS IDENTIFIED WITH AN ASTERISK.**

**COST SHEET
 BID #2015-74**

	DESCRIPTION	APPROXIMATE USAGE	REQUESTED PACKAGE SIZE	PACKAGE SIZE QUOTED	PRICE PER EACH ITEM OR CASE
41	PLATES, 10 ¼", 3-COMPARTMENT, PLASTIC	150 CASES	500 per case		\$
42	PLATES, 3-COMPARTMENT STYROFOAM w/LID SIZE LARGE	360 CASES	200 per case		\$
43	PLATES, 6", STYROFOAM	10 CASES	1,000 per case		\$
44	PLATES, 9", 3-COMPARTMENT STYROFOAM	100 CASES	500 per case		\$
45	PVC FILM	100 ROLLS	18" X 500'		\$
46	RAGS, WHITE COTTON	75 BOXES	25 lb. box		\$
47	SOAP, DIAL, 2 ½ oz.	200 CASES	200 per case		\$
48	SPOON, MEDIUM WEIGHT, PLASTIC	600 CASES	1,000 per case		\$
49	**SPOON, HEAVY DUTY, PLASTIC (individually wrapped)	25 CASES	1,000 per case		\$
50	SPRAY BOTTLES COMPLETE	150	32 oz		\$
51	TISSUE, JR. JUMBO ROLL	10 CASES	12 rolls per case		\$
52	TISSUE, JUMBO ROLL	10 CASES	6 rolls per case		\$
53	TISSUE, TOILET (Individually wrapped rolls of 500 2-ply sheets)	900 CASES	96 rolls per case		\$
54	TOWELS, BROWN MULTI FOLD	500 CASES	4,000 towels per case		\$
55	TOWELS, BROWN ROLL (TORK RK350A)	300 CASES	12 rolls per case		\$
56	TOWEL, ROLL PAPER (11 X 9 SHEET)	100 CASES	30 rolls per case		\$
57	MAXIM ULTRASHIELD 25 FLOOR FINISH	55 GALLONS	5 gallons		\$
58	MAXIM ACTION FLOOR STRIPPER	55 GALLONS	5 gallons		\$

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MARK UP % FROM BIDDERS' COST FOR ANY ITEM NOT LISTED IN THIS BID (DOES NOT INCLUDE EQUIPMENT): _____

****UPON REQUEST EACH VENDOR MUST PROVIDE SAMPLE OF ITEMS IDENTIFIED WITH AN ASTERISK.**