

**BID #WG23-11 SPECIFICATIONS**

The following specifications pertain to all locations within this bid.

Bidders are only required to submit the Bid Response Form along with any other documents required or requested throughout the bid package.

Upon agreement of both the individual building contact person and the successful bidder the cleaning specifications may be changed to better serve the needs of the County. This will be done with written notification by the County contact person and the Contractor must agree in writing.

**Only the contractor's employees are allowed on County Property during their scheduled cleaning date due to County's insurance liability.**

Paper Products and soap for bathroom dispensers will be supplied by the County. All other supplies and maintenance equipment will be supplied by the Contractor.

**Insurance certificates, Dishonesty bonding documents and references must be submitted in each bid response to the Baldwin County Commission.**

The contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance for all of their employees to be engaged in work under this contract.

County employees or members of their immediate family will not be allowed to submit bids.

The janitorial services to be provided by this bid may be **terminated** by either party upon written notification by US Certified Mail, such termination to take effect thirty (30) days after receipt of such written notification.

If the cleaning services are not being performed to the satisfaction of the County contact person, the County Representative will contact the bidder verbally and with a written notification to give the Bidder an opportunity to correct the problem. If after this contact, the problem is not corrected to the County's satisfaction or if cleaning services remain unsatisfactory to the County contact person, the thirty (30) day termination clause will be invoked. The next low responsible bidder will then be awarded the remainder of the bid.

All prices quoted are firm for the period the bid is in effect.

In the event that the Contractor cannot clean on a designated day, the Contractor will submit in writing to the County contact person the day on which the service will be made up. In the event that the day is not made up then the daily rate will be deducted from the monthly charge. This does not include holidays honored by the County. If the holiday falls on a scheduled clean day, The Contractor will clean the day before holidays.

**The bid is effective the date of award and will expire on January 18, 2025**

**All bidders should contact the location and make an appointment with the County contact person to look at the building and ask questions. The price is firm for the period stated.**

**BALDWIN COUNTY REVENUE COMMISSION – REAPPRAISAL BUILDING**  
**Old E911 Building**

**Address: 23130 McAuliffe Drive, Robertsedale, AL 36567**

Contact Person: Candice Dominy at 251-580-1832

**Named Areas:**

Entryways, Reception Areas, Hallways, Offices, Kitchen/Break Room, Restrooms. The building is approximately 2,000 square feet.

**BASIC ACTIVITIES**

Stripping and waxing of all hard surface floors three (3) times per year, (once every four months) or as directed by contact person. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured, or damaged during these procedures, taking care to get into corners, along edges and beneath furniture.

Deep scrubbing of ceramic tile /grout floors in bathrooms three (3) times per year, (once every four months) or as directed by contact person.

Emptying all trash containers and returning to original position with clean liners each visit.

Vacuuming floors and rugs each visit.

Dust mop hard surface floors with a non-treated dust mop.

Wet mopping of hard surfaces at each visit.

Each visit, disinfect, bowls, walls, clean mirrors, polish all bright works, in all bathrooms.

Clean and polish water fountains.

Bathroom is to be totally disinfected once a week, which includes mopping floors.

Bathroom fixtures are to be filled with soap and paper products which are furnished by the Baldwin County.

Glass door and entrance ways are to be wiped clean each visit with the appropriate cleaning materials.

Clean break room area each visit, includes cleaning/disinfecting sink mopping/sweeping floor, washing dirty dishes, cleaning/straightening chairs and table, cleaning appliances such as coffee pots etc...

Microwaves are to be wiped clean on inside and cleaned with the appropriate cleaning materials on the outside each visit.

Refrigerator should be wiped clean once a week on the inside and the appropriate cleaning materials used on the outside.

Thoroughly dust all horizontal surfaces: including desktop, telephones, files, windowsills, chairs, tables, pictures, and all manner of furnishing in above named areas.

Building windows (inside) are to be cleaned once a month.

Cleaning service will be one (1) day per week, to begin during normal working hours 8 AM – 4:30 PM on Wednesday. If additional cleanup is needed, then the contact person will notify the Contractor.

In the event that the Contractor is called in to perform cleanup other than the designated days, this will be charged by the day as indicated on the Bid Response Form and will include all normal daily activity.

**BID #WG23-11 RESPONSE FORM**  
**BALDWIN COUNTY REVENUE COMMISSION – REAPPRAISAL BUILDING**

Date: \_\_\_\_\_

Out of State        or        If yes,                       
                    Yes           No                      Registration Number

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

Address: \_\_\_\_\_

Company Rep: \_\_\_\_\_  
(Rep. Name Typed or Printed)

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Revenue Commission – Reappraisal Building**  
**Basic Services**

Cost per Month \$ \_\_\_\_\_

Cost per Day   \$ \_\_\_\_\_