



Sumter County Board of Education

P. O. Box 10 • Livingston, AL 35470 • 205/652-9605 • FAX: 205/652-9641

December 15, 2021

To: Whom It May Concern:

RE: Invitation to Bid – Emergency Cleaning and Disinfecting Services

In compliance with the Alabama Bid Law, Act 2009-760, Alabama Legislature 2009, the Sumter County Board of Education will be receiving sealed proposals for emergency cleaning and disinfecting Services. The bids will be opened at 9:30 A.M., CST, on January 13, 2022 at the Central Office located at 716 Country Club Rd, Livingston, AL, 35470. All bids must be in the Business Office by opening time. The official bid specifications and bid forms are enclosed.

The Sumter County Board of Education reserves the right to reject any and all bids, to waive any informality in bids received, and to accept or reject any items of any bids. All bids are subject to board approval.

Thank you for your interest in providing these services.

Sincerely,

Jackie Meeks
Chief School Financial Officer

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Definitions:

- “The Board,” “Board,” “Board of Education,” or “The Owner” means and refers to the Sumter County Board of Education.
- “Business Office” or “The Business Office” refers to the Superintendent, Chief School Financial Officer, and/ or any assigned personnel in the Finance Department.
- “District” means and refers to all schools, facilities, and operations of the Sumter County Board of Education.
- “State Board of Education” means and refers to the Board that exercises general control and supervision over the public schools of the State of Alabama as constituted and authorized by Ala. Code 16-3-1, et. seq (1975).
- “Alabama (State) Department of Education” means and refers to the State agency that is charged with implementing the policies, procedures, and regulations of the State Board of Education as provided in ALA Code 16-2-1, et. seq (1975).
- “He”, “his” or “him” means and includes all genders.
- “Law” includes local, state, and federal statutes, regulations, ordinances, court decisions, and binding administrative orders or directives.

Invitation for Bids:

The Sumter County Board of Education is requesting proposals from professional cleaning services, to provide cleaning and disinfecting services for the District on an as needed basis in the event of potential or confirmed Covid-19 exposure. The Board provides and maintains safe and sanitary space for students, faculty and staff. The quantity and type of services may include but not limited to: classrooms, restrooms, classroom labs, offices, common areas, mechanical rooms, and vehicles. The services provided must meet or exceed the Center for Disease Control and Prevention Environmental Cleaning and Disinfection Recommendations and Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019.

Statement of Work:

- I. Professional Cleaning and Disinfecting Services
It is The Board’s intent to establish a qualified vendor to provide emergency cleaning and disinfecting services as specified here-in on an as-needed basis for a one-year term.
- II. General Description of Services
The selected service provider or providers will work with The Business Office to provide Covid-19 exposure cleaning and disinfecting services as needed on an on-call basis. The scope of services does not include general custodial services. Service providers are expected to provide all cleaning equipment, tools, products and staff necessary to clean and/or disinfect and removal of all waste.
- III. Term of Contract
The term of contract will be for the remainder of the 2022 Fiscal Year. The initial contract term is from January 12, 2022 – September 30, 2022.

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Instructions to Bidders

- I. All bidders are to submit bids on the proposal forms furnished and in an envelope with “Emergency Cleaning and Disinfecting Services, January 6, 2022, 9:30 A.M.” clearly marked on the outside of the envelope.
- II. Provide a brief summary of the company, firm or individual proposing to provide such services and products for cleaning and disinfecting.
- III. Pictures, descriptions and specifications should accompany all bids offering brands other than those specified.
- IV. Provide qualifications and brief summary of past experience for similar services
- V. Identify any specialized training and qualifying staff personnel for this work.
- VI. Capability of completing services within 24 hours.
- VII. Description of safety measures to adhere to CDC guidelines regarding COVID-19.
- VIII. Specific Requirements: Disinfection of Areas with Suspected/Confirmed Cases of COVID-19. The services provided must meet or exceed the Center for Disease Control and Prevention Environmental Cleaning and Disinfection Recommendations and Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019.
- IX. All bidders are required to submit unit prices and extended prices for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.
- X. All prices submitted on the proposal are to be delivered prices to a specified location in the Sumter County System. Sumter County Schools are exempt from sales tax.
- XI. All bidders shall base their proposals on the exact schedule of materials, services, and/or equipment specified herein.

Response Time and Scheduling:

- I. The vendor must be able to respond to the Board within one (1) hour of notification.
- II. The selected service provider shall be required to be on site to perform cleaning and disinfecting services within 24 from the initial notification.
- III. The vendor shall complete all work in one mobilization unless otherwise directed by the Business Office.
- IV. All work shall be ideally scheduled between Monday and Friday 8 a.m. – 4 p.m., but may require time after 4 p.m., Saturdays, Sundays and holidays as necessary to allow The Owner to open for classes. The Business Office will inform the vendor upon first contact whether weekend/holiday schedule is required.
- V. Failure to perform the work within this established time period will delay processing payment for services rendered.

Miscellaneous

- I. All bids shall remain in force for 30 days after the date of bid opening and may be accepted or rejected by the Owner at any time prior to the expiration of this period.
- II. The Owner reserves the right to accept any or all items on any bidder’s proposal at the unit price submitted. The Owner reserves the right to reject any or all proposals

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- and to waive technical errors if the best interest of the Owner will thereby be promoted.
- III. Vendors must have a license as suitable for work to be accomplished on this contract prior to the start of any work.
 - IV. The vendor agrees to pay all state sales and use taxes, building permits and any other permit needed to complete this project.
 - V. No work stoppages, strikes, sympathy strikes, slowdowns or lockouts are allowed during the execution of the work.
 - VI. The vendor will be required to coordinate the project with The Board, The Business Office, and/ or Tony Brown, Maintenance Supervisor.
 - VII. Envelopes containing bids must be sealed and sent postpaid and marked on the upper left-hand corner with name and address of bidder and identified as a sealed bid to be opened at date and time specified in the invitation.
 - VIII. Copies of this bid are on file and may be obtained at the Sumter County Board of Education located at 716 Country Club Rd, Livingston, AL, 35470 or by accessing the website at <http://www.sumter.k12.al.us/>.
 - IX. Any bid received after the time and date specified will not be considered.
 - X. Bids submitted by facsimile or e-mail will not be accepted.
 - XII. All questions should be directed to Tony Brown, Maintenance Supervisor, (205) 742-8724.

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