

# CITY OF MOBILE

## BID SHEET

This is Not an Order

**Mailing Address:**  
 P. O. Box 1948  
 Mobile, Alabama 36633  
 (251) 208-7434

**Purchasing Department  
 and Package Delivery:**  
 Government Plaza  
 4<sup>th</sup> Floor, Room S-408  
 205 Government St  
 Mobile, Alabama 36644

**READ TERMS AND CONDITIONS  
 ON REVERSE SIDE OF THIS PAGE  
 BEFORE BIDDING**

Typed by: nm Buyer: 002

**Please quote the lowest price at which you will furnish the articles listed below**

DATE	BID NO.	DEPARTMENT	Commodities to be delivered F.O.B. Mobile to:
07/30/2018	5184	Various	As Specified

**This bid must be received and stamped by the Purchasing office not later than: 11:00 AM, Wednesday, August 15, 2018**

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p style="text-align: center;"><b>UNARMED GUARD AND PROTECTIVE SERVICES</b></p> <p>UnArmed Guard and Protective Services for various Municipal facilities and needs as the City deems necessary as per the following specifications.</p> <p>This contract for Un-Armed Guard and Protective Services will be for a one (1) year period from the effective date of the contract; with the option to extend for 2 additional one (1) year periods with the mutual consent of both parties at the stated terms and conditions.</p> <p style="text-align: center;">\$ _____ per man per hour</p> <p>A Bid Bond is not Required.</p> <p>A contract, which the City will provide, will have to be signed prior to the final acceptance of the successful bidder. A draft copy of the contract is attached.</p> <p>The City of Mobile will make the contract start date the 1<sup>st</sup> business day of a month.</p> <p>Bidder shall state the number of years in business. Vendor must have been in business for no less than 3 years. Vendor shall provide the customer list upon request for confirmation.</p> <p style="text-align: center;">Years in Business: _____</p> <p style="text-align: center;">Page 1 of 2</p>					
		<b>TOTAL</b>				

**RETURN ONE SIGNED COPY OF THIS BID  
 IN ENCLOSED ENVELOPE**

State delivery time within \_\_\_\_\_ days of receipt of P.O.

Firm Name \_\_\_\_\_

Typed Signature \_\_\_\_\_

By \_\_\_\_\_

We will allow a discount \_\_\_\_\_ % 20 days from date of receipt of goods and correct invoice of completed order.

1. All quotations must be signed with the firm name and by an authorized officer or employee.
2. Verify your bid before submission as it cannot be withdrawn or corrected after being opened. In case of error in extension of prices, the unit price will govern.
3. If you do not bid, return this sheet and state reason. Otherwise, your name may be removed from our mailing list.
4. The right is reserved to reject any, or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the interest of the City of Mobile.
5. This bid shall not be reassignable except by written approval of the Purchasing Agent of the City of Mobile.
6. State brand and model number of each item. All items bid must be new and latest model unless otherwise specified.
7. If bid results are desired, enclose a self-addressed and stamped envelope with your bid. (All or None bids only)
8. Do not include Federal Excise Tax as exemption certificate will be issued in lieu of same. The City is exempt from the Alabama and City sales taxes.
9. PRICES ARE TO BE FIRM AND F.O.B. DESTINATION UNLESS OTHERWISE REQUESTED.
10. BID WILL BE AWARDED ON ALL OR NONE BASIS UNLESS OTHERWISE STATED.
11. Bids received after specified time will be returned un-opened
12. Failure to observe stated instructions and conditions will constitute grounds for rejection of your bid.
13. Furnish literature, specifications, drawings, photographs, etc., as applicable with the items bid.
14. Vendor May be required to obtain City of Mobile Business License as applicable to City of Mobile Municipal Code Section 34-50. For Business License inquiry contact the Revenue Department at (251) 208-7461 or [cityofmobile.org/taxes.php](http://cityofmobile.org/taxes.php).
15. If a bid bond is required in the published specifications, see below.  
Each Bid Shall be Accompanied By A **Cashier's Check, Certified Check, Bank Draft Or Bid Bond** For the Sum Of Five (5) Percent Of The Amount Bid, Made Payable To The City Of Mobile And Certified By A Reputable Banking Institution. All Checks Shall Be Returned Promptly, Except The Check Of The Successful Bidder Which Shall Be Returned After Fulfilling The Bid.
16. Contracts in excess of \$50,000 require that the successful bidder make every possible effort to have at least fifteen (15) percent of the total value of the contract performed by socially and economically disadvantaged individuals.
17. All bids/bid envelopes must have the bid number noted on the front. Bids that arrive unmarked and are opened in error shall be returned to vendor as an unacceptable bid.
18. If successful vendor's principal place of business is out-of state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Alabama Secretary of State prior to issuance of a Purchase Order. Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See [www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx](http://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx). Please note that the time between application for and issuance of a Certificate of Authority may be several weeks.
19. Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State to submit a bid, but will need to obtain the Business License and Certificate of Authority if applicable, prior to issuance of a Purchase Order.

# BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	Page 2 of 2					
	<p>There will be no differentiation in hourly cost to the City for Holidays. The City will not allow for billing of Holiday pay or for overtime.</p> <p>Attached is a list of locations currently being served by the existing Un-Armed Guard Contract.</p> <p>All vendors will be required to provide verification of Enrollment in the E-Verify program. Additional information may be found at <a href="http://immigration.alabama.gov/">http://immigration.alabama.gov/</a></p> <p>If the successful vendor's principal place of business is out-of-state, Vendor may be required to have a Certificate of Authority to do Business in the State of Alabama from the Secretary of State prior to issuance of a Purchase Order.</p> <p>Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See: <a href="http://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx">www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx</a>. Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.</p> <p>Upon notification, vendor will have 10 business days to provide the Certificate of Authority and the E-Verify numbers to the Purchasing Department before award can be completed. (Vendors will possibly need to pay the expedite fee to meet this requirement because application is not sufficient. We must have a copy of the certificate with your Company ID number).</p> <p>Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State, nor the E-Verify for certification to submit a bid, but will need to obtain the Business License and Certificate of Authority verification and/or provide the E-Verify Certification, if applicable, prior to the award of this bid.</p> <p>For questions contact the Purchasing Department at <a href="mailto:purchasing@cityofmobile.org">purchasing@cityofmobile.org</a></p> <p>State of Alabama Local Vendor Preference Law 41-16-50 (a) and (d) will apply to this purchase.</p> <p><b>TO BE AWARDED ALL OR NONE</b></p>					
			<b>TOTAL</b>			

**RETURN ONE SIGNED COPY OF THIS QUOTATION IN ENCLOSED ENVELOPE**

**READ ABOVE INSTRUCTIONS BEFORE QUOTING**

Firm Name \_\_\_\_\_

By \_\_\_\_\_

We will allow a discount \_\_\_\_\_ % 20 days from date of receipt of goods and correct invoice of completed order.

# BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p><b>GENERAL SPECIFICATIONS</b></p> <p>Scope of the Services to be provided: To furnish the City of Mobile Uniformed Security Guards for designated city facilities, with the option to add or delete facilities or services at an hourly rate, at the City's option, after reasonable notice to Provider.</p> <p><b>1. BIDS MUST BE SEALED:</b></p> <p>All bids shall be in a sealed opaque envelope approximately 9" x 12" or larger and be marked on the outside with number of the bid, the bid date, bidder's name and address.</p> <p><b>2. DETAILED SPECIFICATIONS:</b></p> <p>a) Provider shall supply qualified, uniformed personnel and on-site supervision to protect and prevent the specified city property against fires, thefts, and damage or destruction by sabotage, riots, or other intentional acts of violence.</p> <p>b) Guard uniforms shall be distinctly different than those worn by City of Mobile Police.</p> <p>c) Provider agrees that service covered by this agreement shall be performed by qualified, careful and efficient employees in strict conformity with standards in the industry. Guards shall be at least 21 years of age, shall have a high school diploma or G.E.D., and be capable of maintaining order in stressful, confrontational or dangerous situations and of removing from the area, disruptive, unruly persons. No guard shall be employed by Provider to protect property until his or her character, reputation as to honesty, sobriety, and reliability have been verified by Provider. All guards shall have successfully passed a criminal background check before placement in a City facility (i.e., no felony or misdemeanor convictions).</p> <p>d) No guard shall be employed at a City facility who is objectionable to the City, for any reason whatsoever. Applications and other records of Provider related to this paragraph shall be open to inspection, copying, and reproduction by the City. Guards shall be promptly replaced, at the City's request, upon notice to Provider.</p> <p>e) Guards shall be courteous, neat, clean and presentable while on duty.</p>					
			<b>TOTAL</b>			

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Firm Name \_\_\_\_\_

By \_\_\_\_\_

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QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p style="color: red; font-size: small;">Bid on this form ONLY. Make no changes on this form. Additional information to be submitted on separate sheet and attached hereto.</p> <p>f) Provider shall supervise the performance of the guards and shall, at unannounced intervals, call on the protected city facility to determine the manner in which guards are discharging their duties. Reports of these inspections shall be provided to the designated facility contact employee, along with monthly time sheets.</p> <p>g) Provider shall have a local contact person with a local phone number. The phone is to be manned twenty-four hours a day. The phone is to be manned by a person with the company or an answering service, but not an answering machine. Provider shall respond to phone calls but the City within thirty minutes of receipt by the answering service.</p> <p>h) Provider agrees that guards shall be subject to all City regulations while on City premises and must meet and continue to meet with the approval of the City.</p> <p>i) In the event of an emergency, power outage or alarm signal, Provider shall promptly provide additional guard service, at the request of the City, at the hourly rate established under this Agreement.</p> <p>j) Provider agrees that specific guard services shall vary by facility. Guards may be asked to patrol building interiors and exteriors and adjacent property, check employee identification badges and maintain visitor's logs, and other security services deemed necessary by the City to maintain safety and security at each facility.</p> <p>k) Provider shall deduct and pay such social security, income taxes, etc. for guards.</p> <p>l) In the event there is an increase in the minimum wage required to be paid by Provider, required by law or stature, during the term of this Agreement or any extension thereof, then the amount of the hourly rate bid shall be increased by the amount of the increase in the minimum wage, plus any increased costs of FICA and unemployment tax.</p> <p><b>3. IRREGULARITIES AND REJECTION:</b></p> <p>The City of Mobile reserves the right to waive irregularities in the bid and in bidding, and to reject any or all bids.</p>					
			<b>TOTAL</b>			

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**READ ABOVE INSTRUCTIONS BEFORE QUOTING**

Firm Name: \_\_\_\_\_  
 By \_\_\_\_\_

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**UNARMED GUARD AND PROTECTIVE SERVICES**  
**LOCATION AND HOURS**

<b>SITE</b>	<b>HOURS</b>	
Public Works	Public Works	1 Guard, 24/7, 365 days/yr.
MIT	MIT	1 Guard, 6pm-7am, 7 days/wk. 52 wks. /yr. Holiday 24 hours per day as required
Museum of Art	Museum of Art	1 Guard, 60 hr. wk.; *hours will vary/ Time will vary depending on event

**Additional Requirements for Museum of Art Location:**

- Guard may be used for indoor or outdoor security
- Guard must be able to stand for long periods of time
- Guard must be able to lift up to 40 lbs. and willing and able to help set-up  
And break down tables and chairs for events
- Guard must exhibit a good attitude and be experienced in dealing with the public



## PURCHASING DEPARTMENT

Potential bidders are responsible to check this site for any **ADDENDUMS** that are issued. It is the responsibility of the **BIDDER** to check for, download, and include with their **BID RESPONSE** any and all **ADDENDUMS** that are issued for a specific **BID** published by the City of Mobile. Failure to download and include **ADDENDUMS** in your **BID RESPONSE** may cause your bid to be rejected.

**This is a sealed bid. Any responses faxed or e-mailed will be rejected.**

**This is a sealed bid. Any response must be submitted in a sealed envelope with the bid number and bid opening date on the outside of the envelope.**

**Any response that arrives improperly marked or with no bid number and opening date on the outside of the delivery or express package and opened in error will be rejected and not considered.**

**It is the responsibility of the bidder to insure that their bid response is delivered to and received in the Purchasing Department before the date and time of the bid opening.**

**Be sure to read the Terms and Conditions. All bids are F.O.B. Destination unless otherwise stated.**

**Be sure to sign your bid!**

**Package/Bid Delivery Address:  
Purchasing Department  
205 Government St. Room S408  
Mobile, AL 36644**

**(Request First Delivery)**