

612 22<sup>nd</sup> Avenue S, 2<sup>nd</sup> Floor  
Meridian, Mississippi 39301  
601-482-9746  
<https://lauderdalecounty.org>



**BID NO: 3973 – JANITORIAL/CLEANING SERVICES**  
**SERVICE LOCATION: PUBLIC SAFETY BUILDING**  
**2-YEAR CONTARCT TERM**

**CONTRACT TERM PERIOD: APRIL 1, 2024, THROUGH MARCH 31, 2026**

**PACKET INCLUDES THE FOLLOWING:**

- Legal Advertisement
- Project Overview
  - Objective
  - Copies and Receipt
  - Bidder Qualifications
  - Bidder Responsibilities
  - County Responsibilities
  - Service Property Information
  - Site Inspections
- Relevant Project Experience
- Award
- Cancellation
- Invoicing and Payment
- Questions Regarding Bid
- Cleaning Schedule and Scope of Work
- Forms
  - Insurance Requirements/Acknowledgement
  - Additional Floor Care Services Bid Form
  - Monthly Cleaning Bid Form
  - Supplier/Subcontractor Data
  - Project Experience/References
  - Conflict of Interest Form
  - Addenda

**BIDS ARE DUE ON OR BEFORE FRIDAY MARCH 22, 2024, NOT LATER THAN 9:00 A.M. CDT**

**BID OPENING WILL BE HELD AT 10:00 A.M. ON MARCH 22, 2024**

**NO LATE RESPONSES WILL BE ACCEPTED**

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Company Name

## **ADVERTISEMENT FOR BIDS**

NOTICE is hereby given that Lauderdale County Board of Supervisors seeks to enter into service contracts that will run for a 2-year term period from April 01, 2024, through March 31, 2026. We will receive competitive sealed bids until 9:00 a.m. CDT on Friday, March 22, 2024, from qualified professional vendors to perform the services as specified in each of the individual bid packets for the following:

**BID NO. #3969: ELECTRICAL SERVICES**

**BID NO. #3970: PLUMBING SERVICES**

**BID NO. #3971: AC/HEATING/REFRIGERATION SERVICES**

**BID NO. #3972: JANITORIAL/CLEANING SERVICES – GOVERNMENT COMPLEX**

**BID NO. #3973: JANITORIAL/CLEANING SERVICES – PUBLIC SAFETY BUILDING**

**BID NO. #3974: JANITORIAL/CLEANING SERVICES – DEPARTMENT OF HUMAN SERVICES**

**BID NO. #3975: JANITORIAL/CLEANING SERVICES – MULTIPLE BUILDINGS (3)**

**BID NO. #3976: JANITORIAL/CLEANING SERVICES – HIGHWAY 39 CENTRAL GARAGE**

**BID NO. #3977: JANITORIAL/CLEANING SERVICES – EMERGENCY SERVICES BUILDING**

Detailed specifications and forms/documents can either be downloaded from Lauderdale County Board of Supervisors Purchasing website at <https://lauderdalecounty.org/Bids/>

or Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

**Electronic Bids** can be submitted via Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

**Sealed Bids** can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 612 22nd Avenue S, 2<sup>nd</sup> Floor, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Each bid must be received in a sealed envelope that is clearly marked with the bid information on the outside which includes the following:

“BID NUMBER, BID NAME, AND YOUR COMPANY NAME & ADDRESS”

After the time and in a designated room and place, the names of the Companies submitting bids will be publicly read. No further information will be read, discussed, or provided until the evaluation of all submittals is completed. No extension of the bidding period will be made other than by a formal written addendum to this Bid. Any bids received after the date and time listed above will not be accepted.

From the bids submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter into a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended.

No Vendor may withdraw his/her bid within thirty (30) days after the date of opening bids without the consent of Lauderdale County Board of Supervisors.

The County reserves the right to select the bid which best meets the needs of Lauderdale County. The Lauderdale County Board of Supervisors reserves the right to accept or reject any and/or all bids and waive informalities in bidding.

## JANITORIAL/CLEANING SERVICES FOR LOCATION:

PUBLIC SAFETY BUILDING  
606 22<sup>ND</sup> AVENUE S – MERIDIAN, MS 39301



**BIDS ARE TO BE SUBMITTED TO: ADDRESS BELOW**  
**Bids due on or before 9:00 a.m. CDT on March 22, 2024.**

### **OBJECTIVE**

The Lauderdale County Board of Supervisors (County) seeks bids from reputable/qualified professional vendors to perform janitorial services at the Lauderdale County Public Safety Building Location. **Cleaning service frequency is three (3) days per week, Monday, Wednesday, and Friday between 8:00 AM - 5:00 PM.** Services include, but are not limited to emptying trash, dust, vacuuming all the carpet, dust mop, clean restrooms, damp mop floors, clean partition glass and mirrors, etc. The County wishes to contract with a service provider for a period of two (2) years.

*This bid in no way commits Lauderdale County to award a contract, to pay any costs in preparation of a bid, or to contract for the goods and/or services offered. Although it is Lauderdale County's intent to contract with the person/company that best meets the qualifications to complete the scope of work, Lauderdale County may terminate the negotiations if they are unsuccessful in reaching an agreement on all matters including the delivery, assembly, and installation of said furnishings. A contract can be cancelled at any time if the selected vendors' performance is not satisfactory to the Board of Supervisors.*

### **COPIES AND RECEIPT**

Please submit one (1) original copy of the bid and one (1) duplicate. **An executed copy of the Bid Conflict of Interest SIGNED AND NOTARIZED (Page 15) must be included with your submission.** Please note that if these forms are not included, the response will be rejected. Lauderdale County is exempt from all state and federal taxes. Tax exempt certificates are available upon request.

***All responses should be submitted in a sealed envelope, with the following marked on the outside:***

*"BID #3973 JANITORIAL/CLEANING SERVICES: PUBLIC SAFETY BUILDING"  
YOUR COMPANY NAME  
YOUR COMPANY ADDRESS*

Responses must be received by **9:00 a.m. Local Time on Friday, March 22, 2024.** Late bids will be rejected and returned without being opened. The clock in the Purchasing office is the official time piece for this submission. If interested, Contractors may use mail or express systems to deliver their bid to the Purchasing Department; they should ensure that they are tendered to the carrier in plenty of time to reach the Purchasing Department by the time and date required or submit electronically using Central Bidding. Facsimile transmitted bids shall not be accepted.

**SUBMISSION LOCATION:** All bids which are mailed, shipped, delivered, etc. should be addressed as follows:

**Lauderdale County Board of Supervisors**  
Purchasing Department  
Attention: Stephanie Jackson  
612 22nd Avenue, 2<sup>nd</sup> FL.  
Meridian, MS 39301

## **BIDDER QUALIFICATIONS**

The Vendor shall have the following minimum qualifications:

- a. A sound business reputation.
- b. A minimum of five (5) or more years' verified experience in the industry.
- c. Appropriate resources to satisfy the requirements set forth herein.
- d. Must hold a current commercial business license issued by the State of Mississippi.
- e. Must hold a business privilege license issued by the City of Meridian, MS and provide a copy of said permit, ***if your business address/location is within the city limits.***
- f. Demonstrated track record in providing the services and overall client satisfaction of janitorial and cleaning services.
- g. Must be within a 30-mile radius of Meridian, MS and can respond to an emergency within one hour of being called.
- h. ***Failure to submit copies of your license and permit (if applicable) with the bid will be considered non-responsive and your bid will not be read.***

## **BIDDER RESPONSIBILITIES**

### **Services**

Each bidder is to review and be familiar with the enclosed bid specifications/requirements relating to services required and their frequency. Failure to review the specifications will not relieve the successful vendor of an obligation to furnish all products, services, and labor necessary to carry out the provisions of the contract.

### **Safety**

The contractor shall emphasize and enforce common safety standards using janitorial/cleaning supplies and equipment. Employees should wear necessary safety equipment when providing services.

### **Equipment**

The contractor(s) shall be responsible for providing all equipment needed to satisfactorily provide the services listed in this Bid. Equipment and supplies that damage our buildings and floors shall not be allowed. The contractor shall furnish all auto scrubbers, floor care equipment, vacuums, mops, brooms, pails, mop buckets, etc. to perform the job and accomplish the required task. The contractor shall also be responsible for chemicals, waxes, and strippers used in the performance of this agreement. The contractor shall be responsible for all equipment maintenance, repairs, and expendables. The County will not be responsible for maintaining or repairing any equipment.

The contractor shall have sufficient back up equipment at their disposal to ensure the timely and continuous fulfillment on this contract. No relief in responsibility for work performance will be granted in the event of the equipment being inoperable.

### **Employment**

The contractor shall hire, employ, supervise, and pay the full compensation of all employees needed to provide sufficient manpower for the services required. The contractor shall also be responsible for paying all appropriate income taxes, social security, insurance, workers' compensation, etc. for all individuals employed by the contractor.

The contractor shall ensure that he/she and all employees will dress appropriately and be identifiable as an employee of the contracted company during business hours. Employees should also refrain from using foul, abusive, or profane language on county property.

### **Supplier & Subcontractors**

The contractor shall disclose any supplier they are utilizing to provide regular use of equipment to satisfy the contract and/or any subcontractors hired to perform the services herein. This information is to be provided on the enclosed form. Failure to disclose can result in the termination of services.

### **Point of Contact**

Assign a Contractor Representative to work directly with the County. Designate a contact person to be available twenty-four (24) hours daily for communication with the Lauderdale County Maintenance Department, if required.

## **LAUDERDALE COUNTY RESPONSIBILITIES**

Lauderdale County wants to ensure that our buildings have the necessary supplies for the various dispenser models throughout each of our locations. Therefore, we will provide the following items for the building(s):

- ✓ Trashcan Liners
- ✓ Toilet Tissue
- ✓ Sanitary Dispenser Bags
- ✓ Hand Towels
- ✓ Hand Soaps
- ✓ Urinal Screens
- ✓ Any Specified Mechanical Deodorizers

These items can be secured through our Maintenance and Receiving Department, which you will be required to sign for.

We will also provide ample space for contractor's equipment at each location.

## **SERVICE PROPERTY INFORMATION**

**Lauderdale County Public Safety Building**  
***Sheriff's Department & Drug Court***  
606 22<sup>nd</sup> Avenue S  
Meridian, MS 39301

**Lauderdale County Public Safety Building**  
***Maintenance & Receiving***  
606 22<sup>nd</sup> Avenue S  
Meridian, MS 39301

***This building has a total of approximately 27,630 Sq. Ft.***

While there will be no pre-bid conference, it is recommended that contractors interested in participating in this bid process familiarize themselves with each property to understand the scope of the work. No consideration will be given to any claim based on lack of knowledge of existing conditions.

## **SITE INSPECTIONS**

The site visits are meant to give an overall understanding of the types of facilities the awarded vendor will be responsible for. If your company has previously attended a site inspection accompanied by Lauderdale County personnel in 2023 or are currently a contracted vendor with Lauderdale County, site inspections are not required. All other interested vendors can arrange a site inspection by contacting **Steve Bryan at 601-513-9291 Monday through Friday to schedule a walkthrough of the premises**. Site inspections will occur between the hours of 7:30 A.M. through 3:00 P.M. If you cannot be available during this time, please email [purchasing@lauderdalecounty.org](mailto:purchasing@lauderdalecounty.org). We cannot guarantee you a site visit outside of the business hours listed, but we will take your request into consideration.

## **RELEVANT PROJECT EXPERIENCE**

The County seeks information regarding the experience of the vendor and relevant experience in providing these type services. Provide the requested information for three (3) of your current active accounts whom you are providing services for and have maintained for a minimum of two (2) consecutive years and whose scope of work is similar/or liken to that of Lauderdale County's bid. For each relevant client listed on the enclosed form, please include the following info:

- A. Client reference information including point of contact name and title, phone number, and email address.
- B. Number of years providing services to clients.
- C. Service location/size, and frequency of services.
- D. Brief description of the services provided.

## **AWARD**

The award shall be made to the most responsive Bid and responsible Bidder meeting specifications, price, and other factors to be considered, i.e., a demonstrated track record in providing the services and overall client satisfaction. Overall, the decision will be based on what is in the best interest of Lauderdale County to have clean and well-maintained buildings. The cheapest bid may not be the best option.

## **CANCELLATION**

When deemed to be in the best interest of Lauderdale County, any contract(s) resulting from this Bid may be canceled by the following means:

- A. 10 calendar days' written notice with cause, or;
- B. 30 calendar days' written notice without cause.

If it becomes necessary to terminate the Contract without cause, all items and/or materials provided through the date of receipt of written notice of cancelation may be invoiced to the County and will be considered for payment providing documentation of said expenses are forwarded with the request for

payment. An award may be made to the next best responsive Bid and responsible Bidder based on evaluation.

## **INVOICING AND PAYMENTS**

The awarded Vendor shall invoice Lauderdale County monthly for services provided. ***Invoices must be received not later than the 27<sup>th</sup> day of each month, for payment to be processed on the 1<sup>st</sup> Monday of every month.*** All invoices must have a unique invoice number and include the County Bid Number. Each building (if multiple bids awarded) is to be invoiced separately. At a minimum, each invoice shall include:

- Date
- Location of Service
- Service Period
- Service Description

Invoices shall be sent directly to the Lauderdale County Board of Supervisors, Attention: Purchasing, 612 22<sup>nd</sup> Avenue S, Suite 2013, Meridian, MS 39301, or emailed to [purchasing@lauderdalecounty.org](mailto:purchasing@lauderdalecounty.org).

In accordance with the Prompt Payment Act, it is the intention of Lauderdale County to make payment on completed orders within twenty (20) days after receipt of invoice or completion of services; whichever is later, unless unusual circumstances arise.

## **QUESTIONS**

If further information is required, please contact the Lauderdale County Purchasing Department.

***All requests for information must be submitted in writing. No questions will be answered over the phone.*** Requests for information may be e-mailed to [purchasing@lauderdalecounty.org](mailto:purchasing@lauderdalecounty.org). ***Please reference the bid number in the subject line.***

All questions should be submitted on or before **5:00pm on Monday March 11, 2024**. Questions received after said date and time will not receive a response. Responses to all relevant questions received will be sent to each Vendor known to have copies of the Bid. Answers and clarifications which are considered to materially change the solicitation will be issued as written addenda to the original Bid and will be posted to both the county's website at <https://lauderdalecounty.org> and Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

Before your submission and periodically prior to the Bid closing, ***check the site for any addenda*** or other materials that may have been issued affecting the bid.

**[THIS SPACE WAS LEFT BLANK INTENTIONALLY]**

# BUILDING CLEANING SCHEDULE & SCOPE OF WORK

## I. DAILY CLEANING

### A. SHERIFF DEPARTMENT, DRUG COURT, MAINTENANCE & RECEIVING

1. All trash receptacles are to be emptied and trash removed to a collection point. *(Liners are furnished by the County)*
2. Empty ashtrays, wet-wipe, and dry polish, if applicable.
3. Vacuum all the carpets.
4. Dust mop all hard surface floors.
5. Damp mop hard surface floors to remove any spillage or soiled areas.
6. Vendors are to provide all necessary supplies to perform the work other than trash can liners, paper towels, toilet tissue, hand soap, urinal screens, and mechanical deodorizers.

### B. ALL RESTROOMS (PUBLIC & EMPLOYEE)

1. Stock towels, tissue, and hand soap. *(Items are furnished by the County)*
2. Empty sanitary napkin receptacles and damp wipe with disinfectant.
3. Empty trash receptacles, wipe/spot clean if needed, and sanitize containers.
4. Clean and polish all glass and mirrors.
5. Wipe towel cabinet covers.
6. Toilets and urinals are to be cleaned and disinfected inside and out. Urinal screens are to be replaced as needed. Polish bright work.
7. Toilet seats are to be cleaned on both sides and disinfected inside and out. Polish bright work.
8. Scour and disinfect all basins. Polish bright work.
9. Dust tops of mirrors and frames and clean all partitions, walls, and doors.
10. Remove splash marks from walls around basins.
11. Sweep, wet mop, rinse, and sanitize restroom floors with disinfectant.

## II. WEEKLY CLEANING (MUST BE PERFORMED/COMPLETED ONCE PER WEEK)

### A. SHERIFF DEPARTMENT, DRUG COURT, MAINTENANCE & RECEIVING

1. Damp mop all the hard surface floors, taking time to get into corners, along edges and beneath furnishings.
2. Power vacuum any carpeting/or rugs in offices.
3. Clean and polish drinking fountain/water dispenser.
4. Thoroughly dust all horizontal and vertical surfaces; including desktops, file cabinets, shelves, windowsills, chairs, tables, pictures, and all manner of furnishing in above named area.
5. Damp wipe telephones using a disinfectant.
6. Damp wipe entrance metal and finger marks on entrance glass.
7. ***Clean all public hallway bullet proof partition glass. Windex and paper towels are not allowed on these surfaces. Warm water with mild soap works best to clean the glass surface. To disinfect, use diluted hydrogen peroxide or isopropyl alcohol. Soft, lint-free cloth, chamois, or microfiber cloths are safe to clean and sanitize the surfaces.***
8. Clean all office glass/windows that face the outer hallway.



9. Use a high co-efficient disinfectant for proper sanitation.
10. Damp mop all the elevator floors.
11. Thoroughly wipe down kitchen/breakroom countertops, cabinets, tables, chairs, refrigerators (outside), and microwaves.

### **III. MONTHLY CLEANING (MUST BE PERFORMED/COMPLETED ONCE PER MONTH)**

#### **A. SHERIFF DEPARTMENT, DRUG COURT, MAINTENANCE & RECEIVING**

1. Accomplish all high dusting up to 12 feet; (not reached in the above-mentioned cleaning) this task must be accomplished without use of a ladder.
2. Remove fingerprints and marks from around light switches and doorframes.

### **IV. FLOOR CARE PROGRAM**

#### ***THIS APPLIES TO THE SHERIFF'S, DRUG COURT, & RECEIVING ENTRIES***

#### **A. QUARTERLY FLOOR CARE – 4 TIMES/YEAR – LOBBIES & ENTRANCE AREAS**

1. Clean, rinse and refinish composite floor covering in order to prevent excessive wear.
2. Machine strip tile floor, taking time to get into corners, along edges and beneath furniture.
3. Machine wax tile floor, taking time to get into corners, along edges and beneath furniture.

#### **B. SEMI-ANNUAL FLOOR CARE – 2 TIMES/YEAR - HALLWAYS & RECEPTIONIST AREAS**

1. Clean, rinse and refinish composite floor covering in order to prevent excessive wear.
2. Machine strip tile floor, taking time to get into corners, along edges and beneath furniture.
3. Machine wax tile floor, taking time to get into corners, along edges and beneath furniture.

#### **\*ADDITIONAL INFORMATION/REQUIREMENT:**

*Each Vendor is to submit a copy of the "Building Cleaning Checklist" adopted/or used by their company/business and utilized to ensure that the required tasks of the contract are being performed/fulfilled by employees. This is to be used while servicing our properties and completed each day services are provided and available to Lauderdale County upon request. Failure to provide this form with your bid can be considered non-responsive.*

***The following pages must be completed, along with the Cover Page (pg. 1), and returned/submitted with bid. Failure to do so will result in the bid being deemed non-responsive.***

## **INSURANCE REQUIREMENTS & ACKNOWLEDGEMENT**

The awarded Contractor will maintain such insurance that will protect the Contractor and the County from claims under the Workers' Compensation Acts, and any amendments thereof, and from any other claims for damages from personal injury, including death, which may arise from operations under this agreement, whether such operations be by themselves or by any sub-contractor, or anyone directly or indirectly employed by either of them. ***Current certificates of insurance shall be enclosed with the bid packet furnished to Lauderdale County and shall show all applicable coverage(s), reference to any special endorsements restricting standard policy coverage.*** Any subcontractor must adhere to the same requirements listed above and below.

### **Other insurance requirements are:**

- -General Liability (including completed operations) with a \$1,000,000 per occurrence limit and \$2,000,000 general aggregate.
- -Commercial Automobile Liability with a limit of no less than \$1,000,000. The coverage will also extend liability to hired and non-owned autos.
- -Workers' Compensation with limit of \$1,000,000 for Employers Liability Limits.
- -We also require a minimum umbrella (or follow form excess policy covering over general liability, auto liability and workers compensation) of no less than \$2,000,000.

***Lauderdale County will require the selected Vendor to name Lauderdale County as an additional insured for both the general liability and auto liability.*** A waiver of subrogation in favor of the County is required for the workers compensation. If the additional insured status or waiver of subrogation is not on a blanket basis, please send a copy of the actual endorsements prior to commencement of any work. All insurance must be placed through an insurance carrier licensed to operate in Mississippi and have an AM Best Rating greater than A-VI.

### **GENERAL INDEMNITY:**

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Lauderdale County Board of Supervisors, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of the County or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by the County or County officials (including administrators, elected officials, and employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against the County or County officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts listed in the insurance coverage requirements above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

**Please sign below indicating the acknowledgement of Insurance Requirements for this bid.**

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*Signature of Acknowledgement Required*

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**BID NO: 3973 – JANITORIAL/CLEANING SERVICES: PUBLIC SAFETY BUILDING**  
LAUDERDALE COUNTY BOARD OF SUPERVISORS

**BID SUBMISSION FORM ONE**

**ADDITIONAL FLOOR CARE SERVICES**

**I. VCT FLOOR CARE PROGRAM *(as needed)***

A. VCT Floor Care

1. Buff all hard surface floors, to enable them to always present the best possible appearance.  
Extra charge of \_\_\_\_\_ per square foot, minimum of \_\_\_\_\_.
2. Clean, rinse and refinish composite floor covering in order to prevent excessive wear.  
Extra charge of \_\_\_\_\_ per square foot, minimum of \_\_\_\_\_.
3. Machine strip all tile floors, taking time to get into corners, along edges and beneath furniture.  
Extra charge of \_\_\_\_\_ per square foot, minimum of \_\_\_\_\_.
4. Machine wax all tile floors, taking time to get into corners, along edges and beneath furniture.  
Extra charge of \_\_\_\_\_ per square foot, minimum of \_\_\_\_\_.

**II. CARPET CARE PROGRAM *(as needed)***

A. Carpet Care

1. Shampoo carpet using the extraction method.  
Extra charge of \_\_\_\_\_ per square foot, minimum of \_\_\_\_\_.
2. Shampoo carpet using the bonnet method.  
Extra charge of \_\_\_\_\_ per square foot, minimum of \_\_\_\_\_.
3. Inspect carpets for stains and remove them where possible. Included in price.
4. Care shall be exercised so that baseboards, walls and furniture shall not be splashed, marred, disfigured or damaged during these procedures.

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Print Company Name

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**BID NO: 3973 – JANITORIAL/CLEANING SERVICES: PUBLIC SAFETY BUILDING**  
LAUDERDALE COUNTY BOARD OF SUPERVISORS

**BID SUBMISSION FORM TWO**

**MONTHLY PRICING FOR BUILDING CLEANING SERVICES**

The Named Areas will be serviced according to the Cleaning Schedule for a monthly charge of:

\$ \_\_\_\_\_

*The Floor Care Program for quarterly and semi-annual services, as described in Section IV of page 9, should be factored into the monthly charge submitted above.*

- **Have you included this amount in the monthly charge above?** \_\_\_ Yes (or) \_\_\_ No
- **If you responded No, what is the per instance cost?**  
Quarterly \$ \_\_\_\_\_ Semi-Annual \$ \_\_\_\_\_
- **Have you included a copy of your “Building Cleaning Checklist” with your submission?**  
\_\_\_ Yes (or) \_\_\_ No
- **How many employees will you have maintaining/cleaning this building?** \_\_\_\_\_
- **Name(s) of personnel assigned and will be responsible for cleaning this building:**

\_\_\_\_\_  
\_\_\_\_\_

- **Name(s) of lead/supervisor responsible for staff assigned to this building:**

\_\_\_\_\_

**Maintenance: Three (3) times per week Monday/Wednesday/Friday (8:00 AM – 5:00 PM)**

|                                    |  |                               |  |
|------------------------------------|--|-------------------------------|--|
| Submitted by Authorized Signature: |  | Date:                         |  |
| Print Name and Title:              |  |                               |  |
| Print Legal Name of Business:      |  | DBA (if applicable)           |  |
| Print Company Address:             |  |                               |  |
| Telephone:                         |  | Emergency Telephone Number:   |  |
| Email Address:                     |  | Federal Tax Identification #: |  |

**SUPPLIER/SUBCONTRACTOR DATA SHEET**

*The Bidder shall indicate below the name of each supplier and/or subcontractor(s) they will use in the fulfillment of the contract. The Bidder shall specify any equipment to be provided by a supplier and/or work to be performed by a subcontractor. (If applicable, otherwise indicate N/A & enter company name below)*

**Supplier Information:**

Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
Equipment to be utilized: \_\_\_\_\_  
\_\_\_\_\_

**Sub-Contractor Information:**

Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
Scope of Work/Services to be performed: \_\_\_\_\_  
\_\_\_\_\_

**Sub-Contractor Information:**

Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
Scope of Work/Services to be performed: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Company Name of Bidder

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**RELEVANT PROJECT EXPERIENCE & REFERENCE SHEET**

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

*Indicate the length of time you have been in business as a company providing the type of service(s) specified in this bid. Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_*

1. Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person/Title: \_\_\_\_\_ Years of Servicing Account: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Service Location/Size & Frequency: \_\_\_\_\_  
Description of Services Provided: \_\_\_\_\_  
\_\_\_\_\_

2. Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person/Title: \_\_\_\_\_ Years of Servicing Account: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Service Location/Size & Frequency: \_\_\_\_\_  
Description of Services Provided: \_\_\_\_\_  
\_\_\_\_\_

3. Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person/Title: \_\_\_\_\_ Years of Servicing Account: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Service Location/Size & Frequency: \_\_\_\_\_  
Description of Services Provided: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Company/Business Name of Bidder

\_\_\_\_\_  
Signature of Person Completing

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**BIDDER CONFLICT OF INTEREST STATEMENT**

STATE OF MISSISSIPPI, \_\_\_\_\_  
Before me, the undersigned authority, personally appeared \_\_\_\_\_, who was duly sworn  
deposes and states:

1. I am the \_\_\_\_\_ of \_\_\_\_\_, with a local office in  
\_\_\_\_\_ and principal office in \_\_\_\_\_.  
(City & State) (City & State)

- 2. The above-named entity is submitting a Bid for Lauderdale County described as Janitorial Services for the Public Safety Building.
- 3. The Affiant has made a diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
- 4. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
- 5. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
- 6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
- 7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
- 8. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with Lauderdale County.
- 9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of Lauderdale County.
- 10. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
- 11. In the event a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify Lauderdale County.

**DATED** this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
(Affiant)  
\_\_\_\_\_  
Typed Name and Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.  
Personally Known \_\_\_\_\_ Or produced identification \_\_\_\_\_  
Identification type: \_\_\_\_\_  
Notary Public-State of \_\_\_\_\_  
Printed, typed, or stamped commissioned name of notary public.  
My commission expires: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**ADDENDA FORM**

**BID NO: 3973 – JANITORIAL/CLEANING SERVICES: PUBLIC SAFETY BUILDING  
LAUDERDALE COUNTY BOARD OF SUPERVISORS**

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.  
*(If no addenda, please indicate with N/A in space provided.)*

- 1. Addendum #\_\_\_\_ Date: \_\_\_\_\_
- 2. Addendum #\_\_\_\_ Date: \_\_\_\_\_
- 3. Addendum #\_\_\_\_ Date: \_\_\_\_\_
- 4. Addendum #\_\_\_\_ Date: \_\_\_\_\_

**Addendum Acknowledgement:**

\_\_\_\_\_  
Signature of Bidder or Authorized Agent

\_\_\_\_\_  
Date

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**