



**Birmingham-Jefferson Civic Center Authority**

**address** 2100 Richard Arrington Jr. Blvd North  
Birmingham, AL 35203

**website** [www.bjcc.org](http://www.bjcc.org) **phone** 205.458.8400

**INVITATION FOR BID**

**SEALED BIDS WILL BE RECEIVED FOR:**

**Protective Stadium Contract Cleaning Services**

**PURCHASING COORDINATOR:**

Sharon A. Proctor

**OBTAIN A COPY OF INVITATION FOR BID:**

A complete copy of the bid package is available at the above address or our website: [www.bjcc.org](http://www.bjcc.org) (Under Jobs & Vendor Opportunities- Open Bids)

**ISSUE DATE:**

May 24, 2021

**PRE-BID CONFERENCE:  
BJCC**

**East Meeting Room “D”**  
2100 Richard Arrington Jr Blvd. North  
Birmingham, AL 35203  
**June 9, 2021 @ 10:00 a.m.**

**SEND BID RESPONSE TO:  
BJCC**

Attn: Sharon A. Proctor, Purchasing Coordinator  
2100 Richard Arrington Jr. Blvd North, Dock #2  
Birmingham, AL 35203  
**Bidders are encouraged to call the Purchasing Coordinator at (205) 458-8432 prior to the bid opening to ensure mailed bids have been received.** Bidders may hand deliver and present bids at the bid opening. **Bids received by the Purchasing Coordinator after 10:00 a.m. on bid date will be retained in the file, unopened.**

**BID OPENING:  
BJCC**

**East Meeting Room “D”**  
2100 Richard Arrington Jr. Blvd. North  
Birmingham, AL 35203  
**June 23, 2021 @ 10:00 a.m.**  
Bids will be publicly opened and read aloud. Bids shall be in a **sealed** envelope with the name of the project clearly marked on the outside of the package. Bids must be submitted on forms furnished by BJCC. Bids must be submitted in **duplicate**. Bids may NOT be faxed or emailed.

**NOTIFICATION OF INTENT:**

Those vendors submitting the Notification of Intent, contained in the Invitation For Bid package, will be sent any related addendum, answers to inquiries, etc. pertaining to this Invitation For Bid. The completed Notification of Intent must be faxed to (205) 458-8465, emailed to [Sharon.Proctor@bjcc.org](mailto:Sharon.Proctor@bjcc.org), or mailed to: P.O. Box 13347 Birmingham, AL 35202, Attention: PURCHASING.

**\*\*\* PLEASE RETURN THE NOTIFICATION OF INTENT AS SOON AS POSSIBLE. \*\*\***

**Birmingham-Jefferson Civic Center Authority is tax exempt.**

BJCC reserves the right to accept or reject any or all bids, or any part of any bid, and to waive any informalities or irregularities in the bid.

All information asked for in this Invitation for Bid, including all documents, procedures, insurance certificates, and any other information asked for must accompany the bid. Failure to include any asked for information may result in the bid being declared non-responsive.

**A Cashier’s Check drawn on an Alabama Bank, or a bid bond executed by a Surety company duly authorized and qualified to make such bonds in Alabama, payable to Birmingham-Jefferson Civic Center Authority in the amount of \$1,000, must accompany the Bidder’s bid.**

**PERFORMANCE BOND-** Successful Bidder will furnish a surety bond in the amount of \$50,000.00, at no cost to BJCC, to guarantee that all conditions and specifications of this Invitation for Bid will be fulfilled. The bond will be furnished to the Purchasing Coordinator not later than 14 days after requested.

**IMMIGRATION LAW COMPLIANCE - Bidders must provide proof of enrollment in E-Verify as a condition for the award of the contract.**

All non-United States citizens who perform any work pursuant to this agreement shall have all necessary papers to verify their right to legally work in the United States, and such paperwork shall be available for inspection during normal business hours by BJCC.

**DISCLOSURE STATEMENT -** If any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of the Bidder’s firm or any member of their households is an employee of BJCC, this information must be included in your solicitation response. By accepting payments resulting from this bid, Bidder certifies that to its knowledge, no BJCC employee or official, and no family members of a BJCC employee or official, will receive a benefit from these payments, except as has been previously disclosed, in writing to BJCC on the Disclosure Statement, which is part of this Invitation for Bid. **Failure to disclose this information in the response may result in the elimination of your bid from consideration.**

**Questions concerning specifications or scope of work should be emailed to [Sharon.Proctor@bjcc.org](mailto:Sharon.Proctor@bjcc.org). Telephone inquiries are not accepted.**



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**NOTIFICATION OF INTENT TO RESPOND**

**Protective Stadium Contract Cleaning Service**

Vendors submitting this "Notification of Intent to Respond," will be sent any related addendum, answers to inquiries, etc. pertaining to this Invitation for Bid. **The contact information provided on this form will be used to distribute the information.**

( ) On behalf of myself/my firm/institution, I hereby certify that I/we intend to submit a response.

( ) On behalf of myself/my firm/institution, I hereby certify that I/we do **not** intend to submit a response.

**Reason for not bidding:**

- Received bid package too late
- Not enough time to develop bid
- Not sufficient details
- Job too large
- Job too small
- Not interested in this type of material/ service
- Working at full capacity at this time
- Cannot meet time schedule for completion of job
- Specifications too restrictive
- Other \_\_\_\_\_

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

\_\_\_\_\_  
 Contact Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

You may email your notification of intent to [Sharon.Proctor@bjcc.org](mailto:Sharon.Proctor@bjcc.org) or fax to 205-458-8465.



**Birmingham-Jefferson Civic Center Authority**

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Birmingham, AL 35203

**website** www.bjcc.org **phone** 205.458.8400

**INVITATION TO BID**

**1 GENERAL SPECIFICATIONS**

- 1.1 This will be for the use of Birmingham-Jefferson Civic Center Authority, Birmingham, Alabama (hereinafter called the "BJCC").
- 1.2 **BJCC is Tax Exempt.**
- 1.3 No interpretation or modification made to any respondent as to the meaning of the Invitation for Bid shall be binding on BJCC unless submitted in writing and distributed as an addendum by BJCC Purchasing Department. Verbal information obtained otherwise will not be considered in awarding of contract. All addenda shall become part of the Invitation for Bid.
- 1.4 Payment terms are net 30. Other payment terms can be negotiated.
- 1.5 **IMPORTANT: It is required that the Bidder Information Form, Exhibit #1, furnished with this Invitation for Bid, be completed and submitted with your bid. Failure to comply with this request may eliminate your bid from consideration.**
- 1.6 **All bid responses, technical information and any other attachments in response to this Invitation for Bid must be submitted in duplicate (THE ORIGINAL BID AND ATTACHMENTS WITH ORIGINAL SIGNATURE AND ONE EXACT COPY OF THE ENTIRE BID RESPONSE). Bidders who fail to follow this format may be disqualified from the evaluation and award phase of the bid.**
- 1.7 Bids having any erasures or corrections must be initialed in ink. Bids must be signed in ink by an official authorized representative.
- 1.8 **All information asked for in this Invitation for Bid, including all documents, procedures, insurance certificates, and any other information asked for, must accompany the bid. Failure to include any asked for information may result in the bid being declared non-responsive.**
- 1.9 BJCC reserves the right to waive any informality in any offer; to reject any or all offers, in whole or in part; and to accept the offer most advantageous to BJCC should it be deemed in its best interest to do so.
- 1.10 The attached specifications cover minimum standards; any alternate services or equipment bid offered should meet or exceed BJCC's needs. BJCC, acting in its best interest, will award this contract to one vendor or no vendor. BJCC shall be the sole judge of the quality or inequality of the items proposed in this bid. BJCC's decision shall be final.
- 1.11 The use of specific names and numbers are not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, products, service, or equipment considered best adapted to BJCC's intended use.
- 1.12 Proprietary specifications may be waived for functional equivalents offered, if authorized by requesting department.
- 1.13 All costs incurred by Bidders to respond to this solicitation will be wholly the responsibility of the Bidder. All copies and contents of the bid, attachments, and explanations thereto submitted in response to this Invitation for Bid, except copyrighted material, shall become the property of BJCC, regardless if the Bidder is selected.
- 1.14 Submissions may be withdrawn, modified, and resubmitted prior to the formal bid opening due date. Any submission modification(s) submitted after the bid opening due date will not be considered.

- 1.15 BJCC is not responsible for delays by the Air Courier, Delivery or Messenger Service, US Postal Service, the internal mail delivery system of BJCC, or any other means of delivery employed by the Bidder. **Bidders are encouraged to call the Purchasing Coordinator at (205) 458-8432 to ensure mailed bids have been received.** Similarly, BJCC is not responsible for, and will not open, any bid response which arrives to the bid opening later than the date and time indicated above. **Late bid responses will be retained in the bid file, unopened.**
- 1.16 Shipping will be F.O.B. Destination, BJCC, Birmingham, Alabama. Unit prices quoted must include any and all shipping and handling charges. Any freight claims will be the responsibility of the Bidder.
- 1.17 BJCC is strongly committed to equal opportunity in solicitation of Invitation for Bids. BJCC encourages Bidders to share this commitment. Each Bidder submitting a bid agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate against any person otherwise qualified solely because of race, creed, sex, national origin or disability.
- 1.18 The Bidder must have necessary business licenses as required by the State, County, and City.
- 1.19 The undersigned certifies that this bid is genuine and not collusive.
- 1.20 Subject to applicable law or regulations, the content of each Bidder's Proposal shall become public information upon the effective date of any resulting contract.
- 1.21 If a single bid response is received for this Invitation for Bid, the bid will be rejected in accordance with Title 41-16-50-a-1 of the Alabama Code. This bid will be opened, but will not be read publically. We will proceed with negotiations for a lower price with the rejected Bidder and other Bidders by means of sealed quotes. The rejected Bidders initial offer will not be disclosed to other bidders prior to the awarding of a contract. The award will be made to the company offering the lowest negotiated quotation, provided that all conditions and specifications of BJCC are met.

## 2 DISPUTES

- 2.1 Any contract agreement that is issued based on this Invitation for Bid, the parties shall agree that the contract agreement is made and entered into in Jefferson County, Alabama, and that all services, materials, and equipment to be rendered pursuant to said contract agreement are to be delivered in Jefferson County, Alabama. The interpretation and enforcement of this contract agreement will be governed by laws of the State of Alabama. The parties agree that jurisdiction and venue over all disputes arising under this contract agreement shall be the Circuit Court of Jefferson County Alabama, Birmingham Division.

## 3 PERFORMANCE

- 3.1 In the event the Bidder defaults in performing this contract, it agrees to pay BJCC reasonable costs incurred in remedying such default, including reasonable attorney's fees.
- 3.2 The Bidder will be held responsible for any damage to BJCC's property caused by his work or workmen. The property shall be restored to its original condition as required by BJCC.

## 4 PRICE QUOTATION

- 4.1 **IMPORTANT: It is required that the BID FORM, Exhibit #2, furnished with this Invitation for Bid be completed and submitted with your bid. DO NOT send generated price lists as your bid. Failure to comply with this request may eliminate your bid from consideration.**
- 4.2 BJCC's payment terms are net 30. Other payment terms can be negotiated.

- 4.3 It is the Bidder's responsibility to verify all information and measurements, and to obtain any clarification necessary prior to submitting the bid response. BJCC is not liable for any errors or misinterpretations made by the Bidder in response to this Invitation for Bid.
- 4.4 **The successful Bidder under the specifications required in this Invitation for Bid shall furnish at its expense, all equipment, labor, overhead, onsite management, taxes, FICA, Worker's Compensation, uniforms, unemployment insurance, tools, supplies, transportation (including fuel surcharge, if applicable), insurance, and other expenses necessary to fully perform any phase of the requirements of this Invitation for Bid. Prices shall remain firm for the term of the contract.**
- 4.5 BJCC reserves the right to enter into contract negotiations with the selected bidder. If BJCC and the selected Bidder cannot negotiate a successful contract, BJCC may terminate negotiations and begin negotiations with the next selected Bidder. This process will continue until a contract has been executed or all proposals have been rejected. No Bidder shall have any rights against the county arising from such negotiations.
- 4.6 In accordance with the Code of Alabama 1975, Section 41-16-50 (a), in the event a bid is received for an item of personal property or services to be purchased or contracted for from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within the local preference zone of Jefferson County, Alabama, and the bid is no more than five percent greater than the bid of the lowest responsible bidder, BJCC may award the contract to the resident responsible bidder.
- 4.7 In the event that, during the term of the agreement, the Successful Bidder is required to increase wages and/or payroll burden costs as a direct result of any determination or action by any Federal, State, or Local Government authority, BJCC agrees to permit the Successful Bidder to increase its rates proportionally from the date the increase becomes law. The increase(s) cannot be implemented until BJCC's Purchasing Department receives a new rate schedule and a letter explaining in detail the circumstances necessitating the increase. Bidders should be aware of any and all possible increases in wages, Social Security, Federal, State, and Local taxes which may apply during contract term and make BJCC aware of same.

## 5 QUANTITIES

- 5.1 Quantities shown are estimates, and are not a guarantee to buy in the amount shown.
- 5.2 Bidder agrees that BJCC will be charged no more for item(s) bid than the State of Alabama, and that in the event of a price reduction; BJCC will receive the benefit of such reduction on any undelivered portion of the contract.

## 6 IMMIGRATION LAW COMPLIANCE

- 6.1 **Bidders must provide proof of enrollment in E-Verify as a condition for the award of the contract. Failure to submit a Memorandum of Understanding may eliminate your bid from consideration.**
- 6.2 By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

## 7 PATIENT PROTECTION AND AFFORDABLE CARE ACT

- 7.1. **Proposers must provide proof of compliance with the Patient Protection and Affordable Care Act (ACA). Please attach Form 1094. Form 1094 is a cover sheet for Form 1095. We are only requesting the cover sheet, not Form 1095. Failure to comply with this request may eliminate your bid from consideration.**

- 7.2. By signing this contract, the contracting parties affirm, for the duration of the agreement, they will be in full compliance of the Patient Protection and Affordable Care Act (ACA). Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

## 8 DISCLOSURE STATEMENT

- 8.1 If any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of the Bidder's firm or any member of their households is an employee of BJCC, this information must be included in the solicitation response. Failure to disclose this information in the response may result in the elimination of your bid from consideration.
- 8.2 IMPORTANT: It is required that the Disclosure Statement of Relationship Between Bidder and Employees/Officials of BJCC, Exhibit #3, furnished with this Invitation for Bid, be completed and submitted with your bid. Failure to comply with this request may eliminate your bid from consideration.**
- 8.3 If any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of the Bidder's firm or any member of their households is an employee of BJCC; and the Bidder's firm is awarded a contract as a result of this Invitation for Bid, then within ten (10) days after the contract is entered into, the Bidder agrees to file a copy of that contract with the State of Alabama Ethics Commission in accordance with Code of Alabama, Section 36-25-11 and upon request by BJCC furnish evidence of such filing.
- 8.4 By accepting payments resulting from this bid, Bidder certifies that to its knowledge no BJCC employee or official, and no family members of a BJCC employee or official, will receive a benefit from these payments, except as has been previously disclosed, in writing, to BJCC on the Disclosure Statement of Relationship Between Bidder and Employees/Officials of BJCC, which is part of this Invitation for Bid.

## 9 REFERENCES

- 9.1 Bidder must submit with the bid, five (5) current business references for contact which the Bidder has successfully provided services similar to those required in this Invitation for Bid, for like venues. The references must include company name, address, contact name, phone number, and email address. Failure to comply with this request may eliminate your bid from consideration.**
- 9.2 Bidder must submit with the bid, one (1) bank reference for contact. The reference must include bank name, address, contact name, phone number, email address, and account number. Failure to comply with this request may eliminate your bid from consideration.**

## 10 GENERAL LITIGATION DISCLOSURE

- 10.1 Bidder must describe any pending, contemplated or ongoing administrative or judicial proceedings material to Bidder's business, finances or products including, but not limited to, any litigation, consent orders, debarment or contracts with any local, state or federal regulatory agency issued to Bidder or to any parent or subsidiary of Proposer.

## 11 DETAILED CONDITIONS

- 11.1 Successful Bidder hereby agrees to begin this project as specified in the contract documents on or before a date to be specified in the "Notice to Proceed" by BJCC and to provide this service at the specified price for a period of one year. BJCC intends to renew this contract annually, at its option based on service and pricing, for (2) additional service periods of one (1) year each.

11.2 **A PRE-BID MEETING is scheduled for June 9, 2021 @ 10:00 am in the East Exhibition Hall Meeting Room “D” located at 2100 Richard Arrington Jr. Blvd. N, Birmingham, AL 35203. The bid will be discussed, followed by a question/answer period and a tour of the complex. This meeting is NOT mandatory.**

11.3 **Every effort will be made to have the bids submitted to the BJCC Executive Board at the July 21, 2021 Board Meeting. Following Board approval, the Successful Bidder will be notified immediately in order to facilitate moving forward with the contract.**

#### **11.4 INSURANCE**

11.4.1 Hold Harmless and Indemnification: Contracting party agrees to indemnify, hold harmless and defend BJCC, its elected officers, employees, past and present, and Marriot International, Inc., its employees, and its agents, past and present, (hereinafter referred to in this paragraph collectively as “BJCC”), from and against any and all claims, damages, losses, judgments, liens, penalties, interest, and expenses, including but not limited to court costs and attorneys’ fees, for liability claimed against or imposed upon BJCC because of bodily injury, death or property damages, real or personal, including loss of use thereof arising out of or as a consequence of the breach of any duty or obligations of the contracting party included in this agreement, Bidder’s performance or failure to perform any obligations contained in this document, the inaccuracy of any representations or warranties of the Bidder contained herein; negligent acts, errors or omissions, including engineering and/or professional error, fault, mistake or negligence of Integrator, its employees, agents, representatives, or subcontractors, their employees, agents or representatives in connections with or incident to the performance of this agreement, or arising out of Worker’s Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of company and/or its subcontractors or claims under similar such law or obligations, the payment or non-payment of any taxes relating to any monies paid to the Bidder pursuant to this Agreement, the foregoing provisions, and all liabilities of the Bidder hereunder, shall survive the termination of this Agreement. Company obligation under this Section shall not extend to any liability caused by the sole negligence of BJCC, or its employees. **The certificate must include the following information and endorsements:**

**11.4.1.1 The Birmingham-Jefferson Civic Center Authority, and its elected officers and employees, and Marriott International, Inc. and its employees must be listed as additional insured.**

**11.4.1.2 Waiver of Subrogation.**

**11.4.1.3 Thirty day written cancellation notice.**

**11.4.1.4 Coverage is primary and non-contributory.**

11.4.2 The certificate must be received by BJCC Purchasing Department within fifteen (15) days of request. Failure to comply with this request may eliminate the bid from consideration.

11.4.3 BJCC reserves the right to terminate any resulting contract, if the Bidder fails to keep the insurance policies in force for the below amounts or for the duration of the contract period.

11.4.4 Before beginning work, Bidder shall provide a current certificate of insurance with the following coverage:

A. Worker's Compensation Insurance per Alabama State Law, including waiver of subrogation.

1. Worker's Compensation Coverage shall be provided in accordance with the statutory coverage required in Alabama.

2. Employer's Liability Insurance limits shall be at least:

- a. Bodily Injury by Accident - \$1,000,000 per accident.
- b. Bodily Injury by Disease - \$1,000,000 per employee.

B. Commercial Business Automobile Liability Insurance

1. Commercial Business Automobile Liability Insurance which shall include coverage for bodily injury and property damage arising from the operation of any owned, non-owned or hired automobile. The Commercial Business Automobile Liability Insurance Policy shall provide not less than \$1,000,000 Combined Single Limits for each occurrence and name BJCC as an additional insured and include waiver of subrogation.

C. Commercial General Liability Insurance

1. Commercial General Liability Insurance coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, blasting and explosion, collapse of structures, and underground damage, personal injury liability and contractual liability. The Commercial General Liability Insurance shall include primary and non-contributory coverage, waiver of subrogation and provide at minimum the following limits:

- i. General Aggregate \$2,000,000/Project
  - ii. Products, Completed Operations Aggregate \$2,000,000/Project
  - iii. Personal and Advertising Injury \$1,000,000/Occurrence
  - iv. Each Occurrence \$1,000,000
  - v. Crime/Employee Dishonesty Insurance \$100,000
- Includes Third Party/Client Property Coverage  
Name BJCC as additional insured

## 11.5 BONDS

**11.5.1 A Cashier's Check drawn on an Alabama Bank, or a bid bond executed by a Surety company duly authorized and qualified to make such bonds in Alabama, payable to Birmingham-Jefferson Civic Center Authority in the amount of \$1,000, must accompany the Bidder's bid.**

**11.5.2 PERFORMANCE BOND- Successful Bidder will furnish a surety bond in the amount of \$50,000.00, at no cost to BJCC, to guarantee that all conditions and specifications of this Invitation for Bid will be fulfilled. The bond will be furnished to the Purchasing Coordinator not later than 14 days after requested.**



**11.5.3 Fidelity Bond/ Employee Dishonesty Crime Coverage – Successful Bidder will furnish a fidelity bond/ employee dishonesty crime coverage held by a company approved by BJCC, indemnifying BJCC against dishonest acts of the Successful Bidder or any of its employees, individual or in collusion with others, which bond shall be in the amount of not less than One Hundred Thousand Dollars (\$100,000.00) conditioned upon the full faithful performance by Successful Bidder of each and all of the covenants and agreements and undertakings set forth in the contract.**

## **11.6 TERMINATION**

11.6.1 This contract may be terminated by BJCC, with or without cause, upon thirty (30) day written notice to the Bidder regardless of reason. Any violation of this agreement shall constitute a breach and default of this agreement. Upon such breach, BJCC shall have the right to immediately terminate the contract; Bidder shall forthwith remove any and all of his equipment, tools, and supplies from the premises; Bidder shall be paid for services rendered to the date of termination; and BJCC shall have no further financial obligation to the Bidder. Such termination shall not relieve the Bidder of any liability to BJCC for damages sustained by virtue of a breach by the Bidder.

## **12 DETAILED SPECIFICATIONS**

- 12.1 The Successful Bidder must verify and attest that all employees who perform work under this agreement shall be legally authorized to work in the United States, and Bidder shall maintain records on site to verify that each worker has the necessary papers to verify his or her legal status. All non-United States citizens who perform any work pursuant to this agreement shall have all necessary papers to verify their right to legally work in the United States, and such paperwork shall be available for inspection during normal business hours by BJCC. If any worker(s) are non-English speaking the supervisors must be bilingual.
- 12.2 The Bidder is required to conserve energy and resources of the facility.
- 12.3 The Bidder is responsible for the safety of all personnel and for assuring the continuing safety of the Authority's facility. The Bidder is responsible for assuring that all personnel, equipment and materials are in conformance with the Occupational Safety and Health Act (OSHA) and all other applicable state, local and federal law as and regulations. Safety training must be conducted a minimum of once per year.
- 12.4 All cleaning work is to be performed in a first class workmanlike manner, to the satisfaction of BJCC's management representative. BJCC may elect to implement its own independent inspection or may jointly inspect the facilities with the Bidder's Operations Manager. It is required that all deficiencies, revealed by the above inspections or by other sources, be corrected by midnight of the same day reported or noted. The Bidder's management will conduct similar inspections at least once per month. The Bidder will furnish copies of the monthly inspection report to BJCC.
- 12.5 Bidder will complete annual training on the following items: Restroom Cleaning, Hard Floor Care, Carpet Care, Equipment, and Chemicals. New employees shall be trained within 30 days of hire. Additional training may be requested by BJCC.
- 12.6 **BJCC must approve the cleaning plan, including the number of employees and the number of hours, prior to event.** The Bidder's cleaning hours will be flexible and will be established by BJCC. Cleaning may be 365 days per year, including holidays. All hours are scheduled by the Housekeeping Manager and Assistant Manager. Protective Stadium cleaning will be completed mainly during and after events. On occasion Successful Bidder may be asked to assist with cleaning other areas on the BJCC complex.

- 12.7 It is possible that future modifications to the facilities will require a change in the scope and specifications hereof. Should that occur, a scope revision and equitable adjustment in fees will be mutually agreed upon.
- 12.8 The undersigned Bidder agrees that this bid must not be modified, withdrawn or canceled during the ninety (90) day period following the time and date designated for the receipt of bids.
- 12.9 Uniforms will be determined at a later date. BJCC has the final decision on any and all uniforms.
- 12.10 Successful bidder at their sole expense shall provide a time keeping system, such as Janitime or time clocks in addition to sign in sheets. System must be approved by BJCC Authority. **Please include with your bid a written plan.** (See Invoice and Billing section)
- 12.11 All workers will be employees of the successful bidder. Workers must be at least 18 years old.

12.12 **INVOICE AND BILLING**

The successful Bidder's invoice should include hours worked per position. Backup documentation such as, but not limited to, time cards, sign in sheets with employees names, location if other than Protective Stadium, and hours worked should be provided with each invoice. BJCC requests an invoice for the 1<sup>st</sup> to the 15<sup>th</sup> and the 16<sup>th</sup> to the end of the month. The Authority requires an invoice by the 5<sup>th</sup> business day after the end of a mutually agree upon invoicing period. Failure to provide proper backup documentation may result in the termination of the contract after three (3) or more occurrences.

12.13 **SUPPLIES, MATERIAL AND EQUIPMENT**

All supplies and materials shall be furnished by BJCC. All equipment shall be furnished by Successful Bidder. All supplies, materials, and equipment will be stored in a secure, enclosed storage areas designated and provided by BJCC. Sufficient quantities of supplies, materials and equipment shall be maintained in the janitor's closets for routine needs. BJCC shall have the responsibility for care and custody of all supplies and materials. The Successful Bidder shall have the responsibility for care and custody of all equipment. The bidder will request in writing for supplies for specific jobs such as stripping wax, overnight cleaning, etc.

The Successful Bidder will provide all equipment to be used. The equipment will be new or in good working condition and of a name brand. The Successful Proposer's equipment shall be of the size and type suitable for accomplishing the various phases of the work described herein. Equipment considered by the BJCC to be improper or inadequate for the purpose shall be removed from the job and replaced with satisfactory equipment. Successful Proposer will be expected to repair, replace or rent appropriate equipment as necessary to perform cleaning services. Notice must be provided to the BJCC if any equipment is deemed non-operational for any period.

12.14 **WASTE DISPOSAL**

BJCC will be responsible for providing waste disposal equipment and service. The Bidder will be responsible for bagging all trash generated in the buildings during the course of normal operations. The Bidder will deposit all bagged trash in the waste disposal equipment nightly and notify appropriate management when waste equipment is full and needs to be emptied.

## 12.15 SECURITY

BJCC is developing a security program regarding complex access for established vendors. Once the program is in place, all employees of Successful Bidder will be required to display a worker identification badge that is approved by BJCC. Identification badges must include name and photo of employee. The cost of the identification/badges shall be the responsibility of the Bidder. This will be discussed at the pre-bid meeting.

## 12.16 BIDDER REQUIREMENTS

- 12.16.1 Bidder must have extensive experience in facilities that are similar in size and scope and must be active in operating a cleaning service in a facility comparable to BJCC.
- 12.16.2 Bidder must submit with the bid, five (5) current business references for contact (company name, address, telephone number and person to contact). These must be business references from like venues.
- 12.16.3 Bidder must submit with the bid, one (1) current bank reference for contact (bank name, address, telephone number, person to contact, and email address).
- 12.16.4 Bidder must submit with the bid, a balance sheet and income statement for 2019 and 2020.
- 12.16.5 Bidder shall submit a sample of the following documentation, used by bidder to perform work:
  - 12.16.5.1 Equipment work orders
  - 12.16.5.2 Pre/post event checklists
  - 12.16.5.3 Supply request form
  - 12.16.5.4 Daily/Nightly, weekly/monthly/semi-annual checklist
  - 12.16.5.5 Supply inventory sheets
  - 12.16.5.6 Training Material

These must be professional, custom designed for each building. These instructions/checklists forms shall be reviewed and updated continually.  
**A sample shall be submitted with the bid.**
- 12.16.6 Bidder will provide direct supervision of their employees.
- 12.16.7 Bidder will provide labor as requested.
- 12.16.8 Bidder must have a Company “drug testing policy” in place to include a pre-employment drug screening. BJCC reserves the right under a reasonable amount of suspicion to have any worker tested. All cost shall be the responsibility of the Bidder. **The “drug testing policy” shall be submitted with the bid.**
- 12.16.9 Bidder must have a Company “criminal background check policy” in place. Successful bidder will not employ any convicted felons at the BJCC. **The “criminal background check policy” shall be submitted with the bid.**
- 12.16.10 Successful bidder must comply with the “Fair Labor Standards Act”.

12.17 **GLOSSARY** - For mutual understanding, terms used in the cleaning program are defined. Only routine procedures (i.e., not requiring unusual chemicals, equipment expertise or effort) and Appropriate Solutions (i.e., recommended by the manufacturer) will be used in these tasks. The client and the contractor will decide whether unusual procedures and/or solutions are necessary and negotiate the additional cost.

12.17.1	Sanitize	Wipe exposed surfaces with disinfectant and rub dry to eliminate streaks.
12.17.2	Dust	Wipe accessible surfaces with a damp or treated cloth.
12.17.3	Damp/Wet Wipe	Remove soil from exposed surfaces with wet cloth and rub dry to eliminate streaks.
12.17.4	Polish	To remove marks and restore gloss.
12.17.5	Dust Mop	Apply a dry or treated mop to floors to remove normal debris, surface dirt and gum.
12.17.6	Sweep	Apply a broom to floors to remove normal debris, surface dirt and gum.
12.17.7	Spot Mop	Remove soil and spillage, which cannot be removed by dust mopping and sweeping.
12.17.8	Damp Mop	Apply one time to remove soil.
12.17.9	Wet Mop	Apply solution, mop, scrub and remove solution. Rinse if necessary to avoid streaking.
12.17.10	Buff	Damp mop if necessary and machine buff to restore gloss.
12.17.11	Spray Buff	Damp mop or spray on a finish, then machine buff to remove marks and restore gloss, dust mop when completed, if necessary.
12.17.12	Rinse	Damp clean, wet mop or vacuum to remove solutions residue.
12.17.13	Scrub	Lightly scrub and apply one coat of finish.
12.17.14	Refinish	Apply as many coats of finish as necessary to restore polished appearance.
12.17.15	Seal	Apply a base coat of sealer on resilient tile or as the finish coat on concrete, marble, terrazzo, or other hard floors.
12.17.16	Strip	Chemically remove all coats of floor finish from the floor surface and rinse preparation for sealing and/or refinishing.
12.17.17	Contract Labor	Labor that is provided by the custodial contractor based on specific daily functions, services or specific amounts of workers on a regular basis (annual).

## 12.18 SCOPE OF WORK

- 12.18.1 Successful Bidder shall recruit, train, supervise, direct, discipline, and if necessary, discharge personnel working on Successful Bidder's behalf for BJCC. Employees and service providers will adhere to BJCC's practices and policies including grooming standards, drug abuse, smoking, eating, using offensive language, fighting, etc., along with BJCC Protective Stadium Security Policies and Procedures. Successful Bidder shall cause all of its employees and service providers to behave in a friendly, respectable and courteous manner toward all guests, patrons, BJCC staff, management and Licensee. Thorough knowledge of the stadium and stadium policies will be the responsibility of the Successful Bidder and all staff employed by the Successful Bidder. Successful Bidders' employees will abide by all policies that stadium event employees abide by unless mutually agreed upon by both parties. Successful Bidder shall perform general janitorial duties to include but not limited to picking up and bagging litter, mopping, sweeping, pressure washing, dusting and cleaning restrooms inside buildings, as well as on the outside grounds, parking deck, parking lots, vacant building lots, and parking garage. Duties may include lifting bags of litter, mop buckets, etc. and carrying them up and down stairs.
- 12.18.2 Bidder shall monitor restrooms, sweep & mop floors, empty trash receptacles, mop spills, refill dispensers (towel, tissue, and hand soap) as needed, throughout the event in the complex, if needed.
- 12.18.3 Bidder shall perform stripping and waxing of tile, vinyl, concrete, and terrazzo floors, to include but not limited to, operating electric and/or propane buffer machines.
- 12.18.4 The facilities to be serviced are: Protective Stadium located at 1020 24<sup>th</sup> Street N, Birmingham, AL 35203, including, but not limited to:
- 12.18.4.1 Protective Stadium offices (including all event-related rooms, i.e. police, security, ticket taker room, money room and counting room).
  - 12.18.4.2 Club lobbies/buffets and club lounges (including party terrace, concourse, elevators, hallways, all club restrooms and storage rooms).
  - 12.18.4.3 Luxury suites, elevators, lobbies, terraces and adjoining hallways
  - 12.18.4.4 All press level booths, press elevator and surrounding hallways
  - 12.18.4.5 Team locker rooms and adjacent interview rooms
  - 12.18.4.6 Officials' locker rooms
  - 12.18.4.7 National and local broadcast and storage rooms
  - 12.18.4.8 Cheerleader's locker rooms/Green Room
  - 12.18.4.9 Dining/post game media room
  - 12.18.4.10 Ticket office
  - 12.18.4.11 All first aid rooms (service, main and upper levels), disabled elevators and landings
  - 12.18.4.12 Scoreboard Control Room
  - 12.18.4.13 Scoreboard Camera Landings.
  - 12.18.4.14 Under seating and grandstands
  - 12.18.4.15 All service level restrooms
  - 12.18.4.16 All janitor and trash chute closets
  - 12.18.4.17 All service level hallways, freight elevators, and interior dock spaces and corridors
  - 12.18.4.18 Stadium seating bowl (approximately 41,000 seats, total capacity is +/- 45,000)
  - 12.18.4.19 Seating bowl drain baskets

- 12.18.4.20 Stadium concourses, walkways, ramps and stairways
- 12.18.4.21 Concourse restrooms
- 12.18.4.22 Public entry gates and plazas
- 12.18.4.23 Club and suite entry areas
- 12.18.4.24 Loading docks/driveways entrances and (2) compactor rooms
- 12.18.4.25 All landscaped areas
- 12.18.4.26 All asphalt and grass parking lots and adjacent sidewalks, including the lot on the BJCC Campus.
- 12.18.4.27 All grass parking lot areas under the control of the Authority to include, but not limited to all City, County and State right-of-ways and drainage ditches
- 12.18.4.28 Student Tailgate: Blazer Village, and City Walk Tailgate

**12.19 PERSONNEL TO BE PROVIDED**

12.19.1 Personnel provided should include, but not be limited to:

**12.19.1.1 LABOR**

- 12.19.1.1.1 Sweeper porters
- 12.19.1.1.2 Restroom porters
- 12.19.1.1.3 Trash/Cardboard runners
- 12.19.1.1.4 Grounds

**12.19.1.2 SUITE TOWER CUSTODIAL TECH**

- 12.19.1.2.1 Suite/Club Matrons

**12.19.1.3 SUPERVISORS**

- 12.19.1.3.1 On-Site Manager
- 12.19.1.3.3 Suite and Club Manager
- 12.19.1.3.4 Command Center Supervisor

**12.20 ON-SITE MANAGER MINIMUM QUALIFICATIONS**

12.20.1 BASIC FUNCTION – Manages bidder’s personnel. Assists BJCC’s Custodial Manager with operational activities relating to the custodial and housekeeping function and tasks of BJCC, to ensure the complex is maintained in a clean and orderly condition.

12.20.2 RESPONSIBILITIES/ACCOUNTABILITIES

- 12.20.2.1 Assist with planning and coordinating all custodial functions to include floor care, carpet care, bathroom cleanliness, and overall cleanliness consistent with BJCC standards.
- 12.20.2.2 Meet with Custodial Manager to outline work schedules and assignments.
- 12.20.2.3 Assist with preparing contract labor work schedules to assure adequate coverage.
- 12.20.2.4 Develop, conduct, and document employee training programs, to include but not limited to, proper cleaning procedures and safety standards.
- 12.20.2.5 Inspect on a regular basis, restrooms, meeting rooms, outside grounds and other areas throughout the complex.

12.20.2.6 Direct and motivate subordinates in a manner conducive to full job performance and high morale.

12.20.2.7 Perform other related duties as required.

### 12.21.3 MINIMUM QUALIFICATIONS REQUIRED

#### 12.21.3.1 Education and Experience

12.21.3.1.1 At least five years of experience in custodial work, preferably in an entertainment complex setting or health care.

12.21.3.1.2 Five years related supervisory experience in the facility operations field.

#### 12.21.3.2 Knowledge, Skills and Abilities

12.21.3.2.1 Knowledge of and sense of timing as to what activities should be taking place within a time frame to accomplish necessary tasks to ensure a successful event.

12.21.3.2.2 Knowledge of correct cleaning methods to ensure proper care and maintenance of all hard-surfaced floors and carpeted floors.

12.21.3.2.3 Knowledge of the materials, methods and practices used in housekeeping operations.

12.21.3.2.4 Knowledge of the operation, use, and care of housekeeping equipment, tools, and supplies.

12.21.3.2.5 Knowledge of Local, State and Federal Laws and Guidelines relating to safety in the workplace.

12.21.3.2.6 Ability to develop improvements by evaluating work procedures and BJCC cleanliness.

12.21.3.2.7 Ability to communicate clearly with staff in English or bilingual, both orally and in writing.

#### 12.22.3.3 Physical Requirements

12.22.3.3.1 Must be able to climb steps and perform manual lifting.

12.22.3.3.2 Requires extensive amount of walking throughout complex.

12.22.3.3.3 Requires ability to visually inspect.

12.22.3.3.4 Requires physical ability to push loaded dolly and operate a variety of building service equipment.

### 12.23 **SUITE AND CLUB MANAGER AND SUPERVISOR MINIMUM QUALIFICATIONS**

12.23.1 BASIC FUNCTION – Suite/Club Manager supervises matrons and club techs in the suite area. Supervisor supervises staff and performs general custodial work, involving routine or special custodial functions, to maintain a clean and orderly Protective Stadium.

12.23.2 RESPONSIBILITIES/ACCOUNTABILITIES

- 12.23.2.1 Prepare work schedules to fill labor orders.
- 12.23.2.2 Ensure dress code is followed.
- 12.23.2.3 Maintain employee's time for accurate invoicing.
- 12.23.2.4 Ensure areas of responsibility are cleaned according to instructions and departmental standards.
- 12.23.2.5 Inspect and perform tasks such as buffing, waxing, dusting and emptying trash receptacles in Protective Stadium as assigned.
- 12.23.2.6 Report material needs to BJCC's Custodial Manager.
- 12.23.2.7 Ensure work processes are performed according to safety standards and utilizes all safety precautions such as wet floor signs, MSDS, hazard communications, etc.
- 12.23.2.8 Clean windows and glass as required.
- 12.23.2.9 Meet with Custodial Manager(s) and subordinates to discuss work plans.
- 12.23.2.10 Perform stripping and finishing of floors, and steam cleaning carpets.
- 12.23.2.11 Perform other related duties as required.

12.23.3 MATERIALS AND EQUIPMENT

Chemicals	Wax	Mops
Cleaning Equipment	Sweeper	Mop Bucket
Hand Mop	Vacuum Cleaner	Rest-Room Specialist
Scrubber	Buffer	Steam Cleaner

12.23.4 Minimum Education and Experience

Ability to read, write and verbal communicate bilingually.

One to two years of experience in custodial work.

Working knowledge of overall custodial operations and safety procedures.

12.23.5 Knowledge, Skills and Abilities

Knowledge of chemical safety and industrial cleaning techniques.

Knowledge of materials, methods and techniques of custodial practices in a public facility.

Ability to use floor scrubbers, buffers, strippers, vacuum cleaners and other related custodial equipment.

Ability to follow oral and written instructions and to keep simple custodial records.

12.23.6 Physical Requirements

**Extensive walking, standing, climbing stairs, bending, pulling, and pushing. Must be able to lift approximately 40 – 50 pounds.**



## 12.24 LABOR MINIMUM QUALIFICATIONS

### 12.24.1 BASIC FUNCTION

Perform general custodial work, involving routine or special custodial functions, to maintain a clean and orderly Convention Complex.

### 12.24.2 RESPONSIBILITIES/ACCOUNTABILITIES

Clean and vacuum floors.

Mop, wax, dust, buff and empty trash receptacles in area assigned.

Report material needs to supervisor.

Clean and scrub basins, sinks, lavatories, cabinets, closets, shelves, vents, ashtrays, toilets, and replenishes soap, tissue, towels and similar supplies.

Clean windows and glass as required.

Perform other related duties as required.

### 12.24.3 Education and experience

Prefer some experience in custodial work in large facility.

### 12.24.4 Knowledge, Skills, and Abilities

Ability to follow oral and written instructions and to keep simple custodial records.

### 12.24.5 PHYSICAL REQUIREMENTS

**Extensive walking, standing, climbing stairs, bending, pushing and pulling. Must be able to lift approximately 40 – 50 pounds.**

## 12.25 Minimum Pay

12.25.1 **Minimum pay:** BJCC further requires that the following minimum pay to workers in a 3 year period format as defined by dates below or in one year increments from contract initiation:

### **Minimum Pay: Labor**

July 22, 2021 to July 21, 2022 \$14.00 per hour

July 22, 2022 to July 21, 2023 \$14.39 per hour

July 22, 2023 to July 21, 2024 \$14.79 per hour

### **Minimum pay: Suite Tower Custodial Tech**

July 22, 2021 to July 21, 2022 \$15.50 per hour

July 22, 2022 to July 21, 2023 \$15.89 per hour

July 22, 2023 to July 21, 2024 \$16.29 per hour

**Minimum pay: Supervisors**

July 22, 2021 to July 21, 2022 \$18.00 per hour

July 22, 2022 to July 21, 2023 \$18.48 per hour

July 22, 2023 to July 21, 2024 \$18.97 per hour

**12.26 Communications (System provided by Successful Proposer)**

**12.26.1 BJCC approved radios and base station**

12.26.1.1 Successful Bidder will provide determined amount of radios for day-to-day staff.

12.26.1.2 Successful Bidder will provide determined amount of radios to supervisors for event staffing. NOTE: The total number of radios will be determined at time of awarded contract.

12.26.1.3 The Successful Bidder will supply all event-related materials, including, but not limited to, lanyards, printed materials such as stadium maps, etc. for custodial use.

12.26.1.4 Successful Bidder will provide radios that are compatible with BJCC house radios to ensure proper communication throughout the complex. The BJCC utilizes a house radio system for communication using Digital Motorola XPR3300 radios with Digital Motorola MotoTurbo Repeaters. The successful vendor may rent or purchase radios. The cost of a rented communication system will be billed as a pass thru cost for all events. BJCC has a preferred radio vendor, but Successful Bidder may select any vendor.

**Exhibit 1**



**Birmingham-Jefferson Civic Center Authority**

**address** 2100 Richard Arrington Jr. Blvd North  
Birmingham, AL 35203

**website** www.bjcc.org **phone** 205.458.8400

**BIDDER INFORMATION FORM**

Company Name: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

d/b/a: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Web Site: \_\_\_\_\_

Vendor Information: DBE MBE WBE VOSB SDVOSB HUB NONE (CIRCLE ALL THAT APPLY)

**INDICATE THE FOLLOWING ADDRESSES IF DIFFERENT FROM ABOVE:**

**1. BID AWARD NOTICE ADDRESS:**

**2. PURCHASE ORDER ADDRESS:**

**3. REMITTANCE ADDRESS:**

\_\_\_\_\_  
Name of person completing this form

\_\_\_\_\_  
Date



**Birmingham-Jefferson Civic Center Authority**  
address 2100 Richard Arrington Jr. Blvd North  
Birmingham, AL 35203  
website www.bjcc.org phone 205.458.8400

**Bid Form**

**(Bidder must use this form; Fill in all spaces.)**

The Bidder, in compliance with the Invitation for Bid for **Protective Stadium Contract Cleaning Service** as specified, for the Birmingham-Jefferson Civic Center Authority, having examined the specifications and related documents, hereby proposes to furnish all labor, and/or services in accordance with the contract documents, within the time set forth herein, and at the prices stated below. These prices cover all expenses incurred in providing the labor, taxes, insurance, benefits, equipment, accessories, materials and/or services, including delivery and fuel surcharges, under the contract documents, of which this bid is a part, and F.O.B. delivery of same to BJCC. **BJCC's decision shall be final regarding the acceptability of any substitute item proposed in this bid.**

Bid to furnish Protective Stadium Contract Cleaning Services per the detailed specifications:

**Hourly Cost: Labor**

\$ \_\_\_\_\_ Labor 1<sup>st</sup> year of contract

\$ \_\_\_\_\_ Labor 2<sup>nd</sup> year of contract

\$ \_\_\_\_\_ Labor 3<sup>rd</sup> year of contract

**Hourly Cost: Suite Tower Custodial Tech**

\$ \_\_\_\_\_ Suite Tower Custodial Tech 1<sup>st</sup> year of contract

\$ \_\_\_\_\_ Suite Tower Custodial Tech 2<sup>nd</sup> year of contract

\$ \_\_\_\_\_ Suite Tower Custodial Tech 3<sup>rd</sup> year of contract

**Hourly Cost: Supervisor**

\$ \_\_\_\_\_ Supervisor 1<sup>st</sup> year of contract

\$ \_\_\_\_\_ Supervisor 2<sup>nd</sup> year of contract

\$ \_\_\_\_\_ Supervisor 3<sup>rd</sup> year of contract

**This bid cannot be considered valid unless signed and dated by an authorized agent of the Bidder.**

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



# State of Alabama Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

- Contract   
  Proposal   
  Request for Proposal   
  Invitation to Bid   
  Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes   
  No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes   
  No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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**By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Notary Expires \_\_\_\_\_

*Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*

**RETURN FORM WITH BID.**