

	CITY OF TUSCALOOSA P.O. BOX 2089 TUSCALOOSA, AL 35403	PURCHASING OFFICE 2201 UNIV. BLVD. TUSCALOOSA, AL 35401	INVITATION TO BID
BID TITLE GROUNDS MAINTENANCE – CFG VARIOUS (OCA-26-1159)			BID NO. 9044-102026-1
PAGE 1 OF 20 PAGES	BIDS WILL BE OPENED AT 2:00 PM, CST ON OCTOBER 20, 2026, IN THE OFFICE OF THE PURCHASING AGENT, 2201 UNIVERSITY BLVD. TUSCALOOSA, AL 35401 AND MAY NOT BE WITHDRAWN FOR THIRTY (30) DAYS AFTER SUCH DATE & TIME.		ISSUE DATE 09/25/26
 <u>MAYOR</u> WALTER MADDOX <u>COUNCIL MEMBERS</u> JOSEPH EATMON, SR. KIP TYNER RAEVAN HOWARD JOHN FAILE RICHARD HENRY CASSIUS LANIER LEE BUSBY <u>PURCHASING AGENT</u> AMANDA GANN		Vendor Information (SECTION TO BE COMPLETED BY VENDOR) Company Name (Please Print)	
		Phone Number	Point of Contact
		Email Address	

GENERAL CONDITIONS OF INVITATIONS TO BID

1. PREPARATION OF BIDS

Bids will be prepared in accordance with the following:

Clear Form
Save As

- (a) Our enclosed Bid forms are to be used in submitting your bid.
- (b) All information required by the Bid form shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which any entry is made.
- (c) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
- (d) Proposed delivery time must be shown and shall include Sundays and holidays.
- (e) Bidder will not include federal taxes nor State of Alabama sales, excise, and use taxes in bid prices as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
- (f) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- (g) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.
- (h) Bidders are advised that all City Contracts are subject to all legal requirements provided for in the Purchasing ordinance and/or State and Federal Statutes.

2. DESCRIPTION OF SUPPLIES

- (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for any brand which meets the quality of the specifications listed for any items.
- (b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.
- (c) Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.

3. SUBMISSION OF BIDS

- (a) All bids must be sealed, which means a bid must be enclosed in an envelope or package that is securely closed, not viewable without opening, and labeled as instructed. The envelope must be sealed in a way that reveals any tampering. If using an outer shipping package, the inner envelope must still be sealed and clearly labeled.
- (b) See INSTRUCTIONS TO BIDDERS for detailed instructions about submitting a sealed bid. Telegraphic bids will not be considered.

4. REJECTION OF BIDS

- (a) The City may reject a bid if:
 1. The bidder misstates or conceals any material fact in the bid, or if,
 2. The bid does not strictly conform to the law or requirement of bid, or if,
 3. The bid is conditional, except that the bidder may qualify his bid for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.
- (b) The City may, however, reject all bids whenever it is deemed in the best interest of the City. The City may also waive any minor informalities or irregularities in any bid.

GENERAL CONDITIONS OF INVITATIONS TO BID

5. WITHDRAWAL OF BIDS

- (a) Bids may not be withdrawn after the time set for the bid opening for a period of time as specified.
- (b) Bids may be withdrawn prior to the time set for the bid opening.

6. LATE BIDS OR MODIFICATIONS

- (a) Bids and modifications received after the time set for the bid opening will not be considered.
- (b) Modifications in writing received prior to the time set for the bid opening will be accepted.

7. CLARIFICATIONS OR OBJECTION TO BID SPECIFICATIONS

If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents of any part thereof, he may submit to the Purchasing Agent on or before five (5) days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any objection to the specifications and requirements as set forth in this bid must be filed in writing with the Purchasing Agent on or before five (5) days prior to scheduled opening.

8. DISCOUNTS

- (a) Bidders may offer a cash discount for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
- (b) In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

9. SAMPLES

Samples, when required, must be submitted within the time specified at no expense to the City of Tuscaloosa. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense, unless stated otherwise in Special Conditions or Specifications. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number.

10. AWARD OF CONTRACT

- (a) The contract will be awarded to the lowest responsive and responsible bidder based upon the following factors: quality; conformity with specifications; purpose for which required; terms of delivery; lead time, transportation charges; dates of delivery.
- (b) The city reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies his bid by specified limitations. Re Par.4(a)3.
- (c) Prices quoted must be FOB Destination to Tuscaloosa with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- (d) A written contract is required and shall be executed by both the successful low bidder and the City. Please see Appendix C– Sample Contract.
- (e) The term of this contract shall be for a period of one (1) year from the date of the Purchase Order hereof and shall automatically renew each year for up to two (2) years for a total maximum contract term of three (3) years from the date of execution hereof, unless sooner terminated pursuant to the provision herein provided. However, either party may elect not to renew the contract by giving the other party thirty (30) days written notice prior to the anniversary date, in which event the contract shall terminate on the anniversary date.
- (f) Eligibility for Price Adjustment - The City may consider a price adjustment under this contract solely due to a change in tariffs imposed by a governmental authority that directly impacts the cost of a product or a clearly defined component part thereof and only if the vendor fulfills all of the City's conditions and requests for information and documentation. To be eligible for consideration, the request for a price adjustment and the net change in cost attributable to the tariff must exceed five percent (5%) of the total contract price. Adjustment Limitations - Any price adjustment granted under this provision shall be limited to the lesser of: (i) Twenty percent (20%) of the original contract price, or (ii) One-half (50%) of the net increase caused by the tariff. Basis Date for Tariff Adjustment Evaluation - The basis date for evaluating eligibility for tariff adjustments shall be as follows: The latest of five (5) days prior to the bid submission date, proposal submission date, or the date of receipt for the best and final offer, as indicated on the appropriate basis form. Tariff Adjustment Requests - All requests for tariff price adjustments must meet the following requirements:
 - a. **Written Submission:** Requests must be submitted in writing, with a comprehensive cost breakdown detailing how the tariff has affected the total cost of the finished product.
 - b. **Proof of Tariff Payment:** Requests must include official importer receipts or customs documentation demonstrating proof of tariff payment, including the transaction date.
 - c. **Direct Impact Evidence:** Requests will only be considered if they clearly demonstrate that the tariff directly impacts the goods or components being purchased under this contract.

GENERAL CONDITIONS OF INVITATIONS TO BID

d. Approval Requirement: All tariff-related price adjustments are subject to the City's sole discretion. Written approval from the City is required prior to implementing any price change. No adjustment will be considered valid until such written approval by the City is provided.

- (g) Price Commitment.** Awarded bidders must honor the bid prices for the entire contract period. The prices quoted in the bid shall remain firm and unchanged throughout the contract's term, except in the case of adjustments due to tariff actions as described herein. Awarded bidders who fail to honor the bid prices for the full contract term will have their bid award rescinded for the remainder of the awarded contract period. Additionally, such failure may result in the rejection of any future bids submitted by the vendor to the City.

11. DELIVERY

- (a)** Deliveries are to be FOB Destination unless otherwise specified in the Invitation to Bids.
(b) Deliveries are to be made during regular business hours.

12. CONDITION OF MATERIALS AND PACKAGING

All items furnished must be new and free from defects. No others will be accepted under the terms and intent of this bid. All containers shall be new and suitable for storage or shipment, and price bid shall include standard commercial packaging.

13. CLAIMS

Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

14. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s). Bidders must be eligible to do business in the State of Alabama pursuant to Title 10A of the Code of Alabama. Contract award to purchase the materials covered in this Invitation to Bid and the purchase contract shall be construed and governed by the laws of the State of Alabama and each party hereto agrees to be subject to the jurisdiction of the courts if the State of Alabama.

15. PROVISION FOR OTHER AGENCIES

Unless otherwise stipulated by the bidder, the bidder agrees when submitting his bid to make available to all City agencies, departments, and in-city municipalities the bid prices he submits, in accordance with the bid terms and conditions, should any said department, agency, or municipality wish to buy under this proposal.

16. COLLUSION

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

17. VARIANCE IN CONDITIONS

Any and all special conditions and specifications attached hereto which vary from General Conditions shall have precedence.

18. TERMINATION

Termination for Convenience. The City may, at its sole discretion and for its convenience, terminate this Agreement in whole or in part at any time by providing thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for goods delivered or services accepted satisfactorily performed through the effective date of termination.

Termination for Cause. The City may terminate this Agreement, in whole or in part, immediately upon written notice if the Contractor fails to perform in accordance with the terms, conditions, or specifications of the contract, fails to delivery within the time specified, or otherwise commits a material breach of the Agreement. Termination under this section shall not limit any other rights or remedies available to the City under the contract or applicable law.

19. FORCE MAJEURE

Neither Party will be liable for any delay or failure to perform due to events not foreseeable to the parties at the time of the execution of this Agreement including, but not limited to: fire, flood, earthquake, act of God, declared war upon the United States of America, an act of terrorism against the Vendor against the City of Tuscaloosa or against the United States government, or official United State Government actions that make it physically or legally impossible to fulfill the terms of this agreement and related quotes and orders.

SPECIAL CONDITIONS

The General Conditions of Invitations to Bid and any Special Conditions stated shall be considered as part of the specifications of the bid.

APPENDICES AND REFERENCE MATERIALS

This Invitation for Bids (IFB) includes appendices that are essential for understanding the full scope of work and requirements. These appendices contain detailed maps, specifications, or reference materials that bidders are expected to review and utilize in preparing their bid response.

Important Note: The appendices are not embedded within this IFB document. Instead, they are provided as separate downloadable files, available at the same location where this IFB is posted: www.tuscaloosa.com/bids and www.centralbidding.com. Bidders are responsible for accessing, reviewing, and incorporating the information from all appendices into their bid response. **Failure to reference or account for information contained in the appendices will not relieve the bidder of any responsibilities under the resulting contract.**

Appendix A – Mapped Locations from Table A and Table B

Appendix B – Service Requirements by Location

Appendix C – Sample Contract

ADDENDUM

Any addenda issued for this bid will be posted on the City of Tuscaloosa website at <http://www.tuscaloosa.com/bids>. It is the responsibility of the bidder to check this page for any addendums before submitting their bid.

HOW TO ASK QUESTIONS

Any questions concerning the bid process and/or specifications should be directed to <https://bit.ly/ContactPurchasing>.

BIDDER QUALIFICATION AND EXPERIENCE

The Bidder shall possess a minimum of five (5) years of experience providing full-time grounds maintenance services and shall demonstrate experience managing contracts of similar size, scope, and complexity. The Bidder shall submit with its Bid Response documentation sufficient to demonstrate compliance with these minimum qualification requirements. At a minimum, the information submitted shall identify the Bidder's years of experience and describe comparable contracts or projects, including the customer or agency name, general scope of services, contract period, and approximate contract value. The City will evaluate the Bidder's qualifications based on the information submitted with the Bid Response. Failure to submit sufficient documentation demonstrating compliance with the minimum qualification requirements may result in the Bid being determined non-responsive.

EQUIPMENT AND VEHICLES

The Bidder shall submit with its Bid Response a listing of the equipment and vehicles owned, leased, or otherwise available for use in performing the Contract. Failure to submit the required equipment and vehicle information with the Bid Response may result in the Bid being deemed non-responsive.

BIDDER REFERENCES

Bidder shall submit with its Bid Response a minimum of three (3) references for current contracts or contracts completed within the past five (5) years that are similar in size, scope and complexity. At minimum, each reference shall include:

- Organization or agency name
- Contact person and title
- Telephone number and email address
- Project or contract name
- Brief description of services provided
- Contract value
- Dates of service

SPECIAL CONDITIONS

The City reserves the right to contact any reference provided by the Bidder and to request additional information regarding the Bidder's performance. Failure to submit the required reference information with the Bid Response may result in the Bid being deemed non-responsive.

CHANGES IN SERVICE FREQUENCY

The service frequencies identified in the Invitation for Bid and the Contract are intended to establish the anticipated frequency of service. The City reserves the right to adjust the timing or frequency of service at an individual location when necessary due to weather, seasonal conditions, special events, construction, operational needs, or other site-specific circumstances. Any permanent increase or decrease in the required service frequency that materially affects the contract shall be addressed through a written contract modification or other written authorization by the City. Temporary scheduling adjustments shall not relieve the Contractor of responsibility for maintaining each location in accordance with the applicable Performance Standards. During the Non-Growing Season, a scheduled service visit shall not be omitted by the Contractor because mowing is deemed unnecessary in the Contractor's opinion. The Contractor shall perform all applicable maintenance activities required by the Contract and existing site conditions as directed by the City.

CHANGES IN SERVICE LOCATIONS

The City reserves the right to add, remove, suspend, or modify service locations during the Contract period as operational needs change. If a location is added, the Contractor shall provide proposed pricing for the additional location based on the scope, service frequency, and conditions of the new site and, where applicable, consistent with pricing for comparable locations under the Contract. If a location is removed or service is suspended, the Contractor shall not be entitled to compensation for services not performed after the effective date of change. No change in service location, scope, or frequency shall be effective unless authorized by the City.

CONTRACT START DATE

The Contract shall begin on the date specified in the City's Notice to Proceed or other written authorization issued by the City following execution of the Contract in Appendix C. The City intends for services to begin as soon as practicable following contract award and completion of all required contract documentation. The Contractor should not begin until authorized in writing by the City.

INVOICING

Invoices shall be emailed to accountspayable@tuscaloosa.com and must include:

- Vendor name and address
- Contract Number – PO Number
- Date of invoice
- Timeframe covered by the invoice
- Invoice number (invoice number cannot be repeated)
- Site(s) (location) of Work performed (based on M&S Plan)
- Charge amount by location

PAYMENT

Payment terms of Net30. Payments shall be based on the invoices submitted on a monthly basis for work performed in the previous month.

PLEASE CONTINUE READING THE NEXT PAGE

SPECIAL CONDITIONS

BRAND REFERENCES & EQUIVALENTS

- **Brand References** – Brand names and model numbers are descriptive only, unless specifically stated as restrictive.
- **Equivalent Items** – Bids offering equivalent items of equal quality will be considered if the bid clearly describes the article and explains any differences.
- **Required Documentation** – Descriptive literature, manufacturer specifications, and any supplemental comparison data must be submitted with the bid; referencing prior submissions on file will not satisfy this requirement.
- **City Review** – City personnel will determine whether an item meets specifications. Failure to provide the required documentation may result in rejection.
- **Exceptions** – Any exceptions must be detailed on the bidder’s letterhead and attached to the bid.

LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

Bidders do not need a City of Tuscaloosa Business License, Certificate of Authority from the Alabama Secretary of State, nor E-Verify certification to submit a bid, but will need to provide this information (as applicable) prior to issuance of Purchase Order and Contract execution. Upon notification of award, the successful bidder will have 10 business days to provide requested compliance documents. Failure to obtain and maintain these requirements through contract term may result in rescinding of bid award and/or contract termination.

Awarded bidder may be required to obtain a City of Tuscaloosa business license to provide goods and/or services in response to this bid and subsequent contract(s). Inquiries regarding business license requirements should be directed to the City’s Revenue Division at (205) 248-5200. Failure to obtain and maintain the required city business license(s) may result in rescinding of bid award and contract termination.

If the successful bidder’s principal place of business is out-of-state, vendor may be required to have Certificate of Authority to do business in the State of Alabama from Secretary of State prior to issuance of Purchase Order. Vendors are solely responsible for consulting with Secretary of State.

Successful bidders may be required to provide verification of enrollment in the E-Verify program. Additional information may be found at <https://immigration.alabama.gov/>.

NOTICES AND CONTRACT REPRESENTATIVE

Upon awarding the contract, the following individual will serve as the designated point of contact.

The designated point of contact will oversee and facilitate Contract administration and compliance and scheduling coordination. The Contractor shall coordinate all Work under the Contract with the City Project Manager or authorized designee. The Contractor shall promptly communicate any issue that may affect the schedule, quality, safety or completion of the Work.

For City of Tuscaloosa:

Name: Jeff Bryant

Title: Operations Manager, CFG Grounds Division

Email: jbbryant@tuscaloosa.com

Phone: 205-248-5852

Important: This information is for use **after the bid award**. During the bid submission and evaluation process, all inquiries must follow the communication procedures outlined herein. Unauthorized communication with City employees outside this process may result in bid disqualification.

PLEASE CONTINUE READING THE NEXT PAGE

SPECIAL CONDITIONS

MAINTENANCE AND SERVICE PLAN

Within fourteen (14) calendar days after execution of the Contract, the Contractor shall submit a Maintenance and Service Plan (M&S Plan) to the City Project Manager for review and acceptance. The M&S Plan shall describe the Contractor’s overall approach for performing the Work and shall, at minimum include:

- The proposed service schedule for each location;
- The Contractor’s staffing, supervision, and equipment plan;
- The Contractor’s approach to performing required services during the Growing Season and Non-Growing Season;
- Procedures for responding to weather delays, missed service, complaints, deficiencies and required re-work;
- Procedures for coordinating fertilization, mulching, herbicide, pesticide, pruning, and other scheduled or seasonal services;
- The Contractor’s procedures for documenting completed Work

The Contractor shall revise the M&S plan when directed by the City Project Manager or when material changes occur in the Contractor’s staffing, equipment, service schedule or method of performance. The accepted M&S Plan shall serve as the Contractor’s baseline operating plan for performance of the Work under the Contract.

ANNUAL EXECUTION PLAN

The Contractor shall provide an annual service schedule identifying the anticipated timing of seasonal and recurring services, including fertilization, mulching, herbicide and pesticide applications, pruning, and other planned maintenance activities. The schedule shall be updated as necessary to reflect weather, site conditions, or other approved changes. The Maintenance and Service Plan addresses routine service requirements, while the Annual Execution Plan identifies scheduling of services.

QUALITY CONTROL PLAN

Within fourteen (14) calendar days after execution of the Contract, the Contractor shall submit a Quality Control Plan (QCP) to the City Project Manager for review and acceptance. The QCP shall describe the Contractor’s procedures for monitoring the quality of Work performed under the Contract and shall, at a minimum include:

- Procedures for inspecting completed Work;
- Procedures for identifying and correcting deficiencies before they become recurring problems;
- Identification of the personnel responsible for quality control inspections;
- Procedures for documenting inspections, deficiencies and corrective actions, and
- Procedures for communicating quality issues to supervisory personnel and ensuring corrective action is completed.

Quality control inspections shall be performed by qualified personnel familiar with the requirement so the Contact. The Contractor shall maintain records of quality control inspections and corrective actions and shall provide such records to the City Project Manager upon request.

MONTHLY REPORT

The Contractor shall submit a Monthly Report to the City Project Manager no later than the fifth (5th) business day of each month for Work performed during the preceding month. The Monthly Report shall include, at a minimum;

- Identification of service dates and locations serviced;
- Identification of any missed, delayed, or reschedule service visits and the reason for each;
- A summary of fertilization, herbicide, pesticide, mulching, pruning, or other seasonal services performed during the month;
- A summary of quality control inspections conducted, including any deficiencies identified and corrective actions taken;
- Identification of any property damage, safety concerns, unusual site conditions, or other issues encountered.

PLEASE CONTINUE READING THE NEXT PAGE

SPECIAL CONDITIONS

CONTRACT SURVEILLANCE AND NON-CONFORMING WORK

The City reserves the right to inspect and monitor the Contractor’s performance at any time during the Contract period to determine compliance with the Contract requirements and Performance Standards. If the City identifies Work that does not conform to the Contract requirements, the City may notify the Contractor of the deficiency and require corrective action. Unless otherwise directed by the City Project Manager, the Contractor shall correct non-conforming Work within two (2) business days of the notification at no additional cost to the City. Failure to timely correct deficiencies or repeated unsatisfactory performance may result in corrective action or other remedies available to the City under the contract. The City’s surveillance activities are separate from and do not replace the Contractor’s responsibility to perform its own quality control inspections.

STAGING AND STORAGE OF VEHICLES AND EQUIPMENT

Vehicles, trailers, equipment, tools, materials and supplies shall not be stored or left unattended at any location except during active performance of the Work or with prior approval from the City Project Manager. The Contractor shall be responsible for the security of all vehicles, equipment, tools, materials, and supplies used. Staging vehicles and equipment shall not obstruct traffic, sidewalks, entrances, fire lanes, parking areas, or access to facilities. Upon completion of each service visit, the Contractor shall remove all vehicles, equipment, materials, supplies, and debris from the site unless authorized by the City.

VEHICLES AND EQUIPMENT

The Contractor shall furnish and maintain all vehicles, equipment, tools, and machinery necessary to perform the Work in accordance with the contract requirements. All vehicles and equipment used in performance of the Work shall be maintained in safe, operable condition and appropriate for the task performed. Any spill or discharge caused by vehicles or equipment shall be cleaned promptly, and any resulting damage shall be repaired at no additional cost to the City. The Contractor shall operate vehicles and equipment in a manner that protects turf, landscaping, hardscapes, utilities, structures, and other property from damage. The Contractor shall be responsible for all maintenance, repair, fuel, transportation, and operating costs associated with its vehicles and equipment.

MAINTENANCE OF TRAFFIC

Traffic control required for Work performed within or adjacent to public right of ways shall be the responsibility of the Contractor and shall comply with all applicable laws, regulations, and safety requirements.

HOURS FOR PERFORMING WORK

All Work shall be performed on major streets should be done under safe lighting conditions.

Work performed in residential areas should be performed Monday through Saturday between the hours of 7:00 a.m. to 5:00 p.m.

EMPLOYEE TRAINING AND OPERATING EQUIPMENT

The Contractor shall provide training to all its employees, at Contractor’s expense, to ensure the competencies in performing tasks are met to prevent the endangerment of personnel or the public. At no time shall the safeguards on lawn mower, edger, weed eater or any other power equipment with factory installed safety measures be altered, turned off or used improperly. All safeguards must always be in place and operational.

SITE INVESTIGATION AND REPRESENTATION

Work site(s) may have existing utilities, such as, but not limited to, irrigation, phone, water and sewer, CCTV, traffic signals, electrical, and storm sewer. The Contractor is responsible for any and all claims resulting from the damage caused to any utilities, private property, or City property. Should the Contractor identify any utilities, structures, etc., which will or may be encountered during the performance of the Work, the City shall be consulted immediately in order for a decision to be made on the potential relocation or other action(s) to be taken as it relates to the Work. Failure to become familiar with existing site conditions shall not relieve the Contractor of responsibility of meeting contract requirements.

PLEASE CONTINUE READING THE NEXT PAGE

SPECIAL CONDITIONS

UNIFORM APPEARANCE

Contractor personnel located at work sites shall present a neat appearance and shall wear distinct clothing for easy identification bearing the name of the company. Any color or color combination may be used for uniforms. Clothing that is unsafe, excessively worn or inappropriate for the work site is not permitted.

IRRIGATION AND EXISTING LANDSCAPE SYSTEMS

The Contractor shall exercise reasonable care when performing Work around irrigation systems, sprinkler heads, valve boxes, drainage structures, lighting, utilities and other existing site improvements. The Contractor shall not be responsible for routine operation, maintenance, or repair of irrigation systems. The Contractor shall promptly notify the City Project Manager of any observed leaks, broken sprinkler heads, damaged irrigation components, drainage problems, or other conditions that may affect the Work of the condition of the site. Damage to irrigation or other existing site systems caused by the Contractor’s personnel, vehicles, equipment, or operations shall be repaired or replaced at no additional cost to the City.

INSURANCE REQUIREMENTS

Contractor shall secure and maintain insurance in such amounts as may be necessary to protect the interest of the City against hazards or risks of losses hereinafter specified through the duration of this contract. Such insurance shall be carried by a company or companies doing business by agent in the City of Tuscaloosa and shall be in a form and amount to be approved by the City.

The Certificate of Insurance shall contain a provision that not less than ten (10) days written notice shall be given to the City before any policy or coverage is canceled. Without limiting the requirements above set forth, the insurance coverage shall include a minimum of:

- A. Workmen’s Compensation Insurance in an amount as required under the laws of the State of Alabama. In case any work is sublet, with the consent of the City of Tuscaloosa, the Contract shall require the subcontractor similarly to provide Workmen’s Compensation Insurance for all of the latter’s employees.
- B. Public General Liability Insurance, written in comprehensive form, that protects the Contractor and the City against claims arising from injuries to members of the public, City employees or damage to property of others arising out of any act or omission to act of the Contractor, or any of its agents, employees or subcontractors. The limit of liability shall not be less than \$1,000,000.00 combined single limits.
- C. Property Insurance which shall include damage to the property of the City of Tuscaloosa in an amount not less than \$1,000,000.00.
- D. The City of Tuscaloosa, its officers, agents and employees shall be named as additional insured under the policies in subparagraphs B and C and so identified in the Certificate of Insurance. The Contractor shall furnish the City Certificates of such insurance, to serve as satisfactory proof to the signing of this Contract. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide public liability and property insurance in the above stated amounts.

PLEASE CONTINUE READING THE NEXT PAGE

INSTRUCTIONS TO BIDDERS

Bid Submission Requirements

1. **Completed Bid Forms** – Use the forms included herein to submit your response.
 - a. Use the provided fillable PDF version of the bid forms.
 - b. All forms must be completed in full and returned in the original format. Do not reformat, rearrange, or recreate the bid forms.
 - c. Each page that requires a signature must be signed by an authorized representative.
 - d. Signature fields are intentionally not prefilled in the PDF. It is the bidder's responsibility to sign each applicable page after completing the fillable fields.
 - i. Acceptable methods include wet ink (handwritten) or a verified digital signature.
 - ii. Typed names without authentication are not sufficient.
 - e. Bids that are incomplete, unsigned, or submitted with altered forms may be deemed non-responsive and rejected.
2. **Supporting Documentation** – Include any technical literature, specifications, or other documentation as outlined in this IFB.
3. **Additional Required Items** – Submit any other required items, such as forms, samples, or documents requested in this IFB.
4. **W-9 Form** – Include a completed and signed IRS Form W-9. A blank template is available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
5. **Acknowledged Addenda** – If applicable, include all completed and signed addenda.
 - a. *It is the bidder's responsibility to monitor the City's official website for issued addenda.* www.tuscaloosa.com/bids
6. **Bid Submission Methods and Bid Envelope Instructions as detailed below MUST be followed.**

Bid Submission Methods

Bidders must choose one of these four bid submissions listed below:

1. Electronic Submission

Bidders may submit complete bid packages as PDF files at: www.centralbidding.com.
 For technical assistance, contact Central Bidding at (225) 810-4814 or support@centralbidding.com.

2. Commercial Delivery Service (e.g., UPS, FedEx, DHL)

Bidders may submit sealed bids using a commercial delivery service (e.g., UPS, FedEx, DHL).

Physical Delivery Address for Commercial Delivery Service

Amanda Gann, Purchasing Agent
 City of Tuscaloosa
 2201 University Boulevard, Tuscaloosa, AL 35401

3. Delivery by USPS Mailing Method

*****Important Note on USPS Mailing Method:**

Do not use standard USPS First-Class or regular stamped mail. Bids submitted this way will not be accepted.

*If using the U.S. Postal Service, the bidder **MUST SELECT** a USPS service that includes both tracking and signature confirmation (e.g., Priority Mail with Signature Confirmation).

*The City is not responsible for misrouted or delayed USPS mail, and late submissions will not be accepted under any circumstance.

Mailing Address for USPS is different than the other delivery methods. Address for USPS delivery is

Amanda Gann, Purchasing Agent
 City of Tuscaloosa
 PO Box 2089, Tuscaloosa, AL 35403

4. Hand Delivery

Bidders may hand-deliver sealed bids to the security desk at the City Hall complex. Entry is located on the 4th level of the Intermodal Facility parking deck, accessible from 7th Street beside Government Plaza. Security will notify Purchasing staff.

Hand Delivery Address

Amanda Gann, Purchasing Agent
 City of Tuscaloosa,
 2230 7th St, Tuscaloosa, AL 35401

INSTRUCTIONS TO BIDDERS CONTINUED ON NEXT PAGE

INSTRUCTIONS TO BIDDERS, CONTINUED

Bid Envelope Instructions

1. Outer Envelope Labeling Requirements
 - a) Outer Envelope **MUST HAVE THE WORD "BID"** prominently displayed somewhere on the outside envelope
 - b) Outer Envelope **MUST HAVE** Bidder's name and address
 - c) Outer Envelope **MUST HAVE** Bid Title (found on Page 1 of this document)
 - d) Outer Envelope **MUST HAVE** the Date and Time of the Bid Opening (found on Page 1 of this document or as revised by an issued Addenda)
- 2) **Additional Notes**
 - a) One bid per sealed envelope
 - b) Allow adequate delivery time
 - c) Improperly packaged, labeled, or misrouted envelopes may result in bid rejection

Bid Opening

The bid opening is open to the public and may be attended in person.

- Bids will be publicly opened and read aloud at the date, time, and location specified on Page 1 of this IFB (or as amended via addendum).
- Only the names of bidders and total base bid amounts (if applicable) will be announced at the opening. Detailed evaluations or award decisions will not be made at that time.
- Bids received after the official deadline will be marked late and returned unopened.
- Bidders are responsible for ensuring that their bids are received by the deadline. No exceptions will be made for late deliveries regardless of the cause.

Bid results will be:

- Posted as a preliminary bid tabulation on the City's website following the opening, which are advertised at www.tuscaloosa.com/bids.

Any changes to the bid submission deadline or opening schedule will be issued through a formal Addendum, which are advertised at www.tuscaloosa.com/bids. Bidders are responsible for monitoring the website for updates.

PLEASE CONTINUE READING THE NEXT PAGE

INSTRUCTIONS TO BIDDERS, CONTINUED

DEFINITIONS

Contract means the IFB and the Bid documents that have been executed by the Bidder and the City after approval of award by the City.

Contractor means the person, firm, or corporation with whom the City has contracted and who will be responsible for the acceptable performance of any Work and for the payment of all legal debts pertaining to the Work under the Contract.

IFB means Invitation for Bid and Bid documents.

Performance Standards means the desired results established for each Type of Work such as mowing, edging, etc. necessary to be deemed satisfactory.

Re-Work means corrective Work performed by the Contractor, at no cost to the City to meet the Performance Standards.

Growing Season – March 1st – October 31st

Non-Growing Season - November 1st – February 28th

APPENDICES

The following is a list of the appendices of the IFB:

Appendix A – Mapped Locations from Table A and Table B

Appendix B – Service Requirements by Location

Appendix C – Sample Contract

PLEASE CONTINUE READING THE NEXT PAGE

SCOPE OF WORK & SPECIFICATIONS

This Invitation to Bid is for ground maintenance services at various City of Tuscaloosa locations.

DESCRIPTION OF SERVICES

The Contractor shall meet the Performance Standards established herein and shall furnish all labor, training, supervision, materials, supplies, tools, transportation, and equipment necessary to perform the Work and provide the following services under this Contract:

- Mowing
- Edging
- Pruning of hedges, shrubs, and trees
- Mulching
- Fertilization
- Application of pesticides and herbicides
- Removal of vines and growth from fences
- Collection, removal and proper disposal of trash, litter, and debris

LOCATIONS

Services shall be performed at the locations identified in Tables A and B and the corresponding appendices. The information provided in the Appendices are part of the Scope of Work and shall be used to determine the areas to be maintained.

- **Table A – Location Number 1 through 15:** Services shall be performed weekly during the Growing Season and once every two (2) weeks during the Non -Growing Season.
- **Table B – Location Number 16 through 46:** Services shall be performed once every two (2) weeks throughout the year.

Bidders should review all location information and Appendices when preparing their bids.

Table A – Service Frequency: Weekly during the Growing Season and once every two (2) weeks during the Non-Growing Season.

LOCATION NO.	LOCATION	LOCATION NO.	LOCATION
1.	NARASHINO GROVE	9.	FIRE LOGISTICS BUILDING 3311 REESE PHIFER TUSCALOOSA, AL
2.	ENVIRONMENTAL SERVICES 3440 REESE PHIFER AVE TUSCALOOSA, AL	10.	CARDINAL PARK
3.	BATTLE FRIEDMAN HOME 1010 GREENSBORO AVE TUSCALOOSA, AL	11.	FREEMAN PARK
4.	FIRE STATION5/ADMIN 3200 GREENSBORO AVE TUSCALOOSA, AL	12.	MCKINNEY PARK
5.	10TH AVENUE STREETSCAPE	13.	MONNISH PARK
6.	GREENSBORO AVE STREETSCAPE	14.	ROSEDALE PARK
7.	15TH STREET WEST STREETSCAPE	15.	HARMON PARK
8.	ALBERTA PARKWAY		

PLEASE CONTINUE READING THE NEXT PAGE

SCOPE OF WORK & SPECIFICATIONS

Table B – Service Frequency: Once every two (2) weeks throughout the year.

LOCATION NO.	LOCATION
16.	O'CONNOR DR. MEDIAN
17.	WOODLAND RD TRAFFIC CIRCLE
18.	2126 ANTIETAM AVENUE
19.	636 STONE RIVER
20.	641 STONE RIVER
21.	5TH AVE EAST TRAFFIC CIRCLE
22.	30TH/4TH CT TRAFFIC CIRCLE
23.	CIRCLEWOOD TRAFFIC CIRCLES
24.	COLLEGE HILLS TRAFFIC CIRCLE
25.	COUNTRY CLUB TRAFFIC CIRCLES
26.	EDDINS RD HACIENDA CIRCLES
27.	GREENBRIAR TRAFFIC CIRCLES
28.	GREENVIEW TRAFFIC CIRCLE
29.	OAKRIDGE TRAFFIC CIRCLE
30.	ORANGE ST. TRAFFIC CIRCLE
31.	ROYAL PINES TRAFFIC CIRCLE
32.	THE GLENS TRAFFIC CIRCLE
33.	LENORA DR TRAFFIC CIRCLE
34.	FAIRWAY DR TRAFFIC CIRCLE
35.	50TH ST/31ST AVE TRAFFIC CIRCLE
36.	13TH ST E/14TH AVE E & 13TH ST E/15TH AVE E
37.	2803 COLONIAL DR NE
38.	2315 3RD ST E
39.	5255 2ND CT E MEDIAN
40.	FACILITIES WAREHOUSE 1209 JAMES I HARRISON PKWY TUSCALOOSA, AL
41.	15TH ST./CULVER RD ROW1
42.	15TH ST./CULVER RD ROW2
43.	15TH ST./CULVER RD ROW3
44.	15TH ST./CULVER RD ROW4
45.	15TH ST./CULVER RD ROW5
46.	15TH ST./CULVER RD ROW6

PLEASE CONTINUE READING THE NEXT PAGE

SCOPE OF WORK & SPECIFICATIONS

PERFORMANCE OF WORK STATEMENT

Mowing – All turf shall remain at a uniform height and present a well/manicured appearance. Mowing is to be accomplished free of scalping, rutting, bruising or uneven/rough cuts. If this occurs, the Contractor may be asked to re-cut the area(s), as determined by the City Project Manager, at no additional cost to the City. All litter and trash must be removed before mowing. There shall never be visible rows or clumps of debris/clippings. No debris/clippings shall be left in any plant beds, mulched areas, or paved areas. Hardscapes must be swept, blown or vacuumed to remove the debris/clippings. Whether the site is cut with tractor, mower, weed eater, or lawn mower, the debris/clippings from the mowing shall be removed by the Contractor. Contractor shall address leaves on the ground at the time of mowing and the associated cost shall be included in the bid response.

The Contractor's M&S Plan shall include the proposed mowing schedule for meeting the service frequencies established in Tables A and B. Maintenance of the property shall be performed continuously at each location. There will be no jumping around between sites during maintenance cycles.

Edging – Sidewalks, driveways, curbs, and other defined edges shall be edged with each mowing service. Edging height shall match surrounding turf heights and shall be neat and clean, providing a clear zone free of scalping, rutting, bruising or even/rough cutting. Edging shall be performed concurrently (same day) as mowing. Edging may be accomplished by mechanical and/or chemical control. The use of chemicals for edging must be pre-approved by the City Project Manager. If chemicals are used, the dead or dying grass should be removed in areas around trees, shrubs, buildings, fences, light poles, signposts, fire hydrants, or any other fixed obstacles. The Contractor is to ensure that proper attention is given where tree roots are in close proximity to edging. Extreme care shall be taken to prevent damage to hardscapes while edging. If vegetation should die or become unhealthy due to line trimming damage and/or edging, the Contractor will be responsible for repairing and/or replacing the damaged vegetation with vegetation of the same size and type. This replacement shall occur within fifteen (15) days of notice and/or reported damage. Repair or replacement required as result of the Contractors work shall be completed by the Contractor at no cost to the City.

Pruning - Hedges, shrubs, and tree shall be done to achieve healthy, neat and attractive condition and shall be maintained in accordance with American National Standard A300 Pruning Standards. Vegetation shall be pruned to enhance their beauty and health and to maintain natural growth characteristics. If vegetation should die or become unhealthy due to pruning damage, the Contractor will be responsible for repairing and/or replacing the damaged vegetation with vegetation of the same size and type.

Mulching – Contractor is to maintain 3" of mulch at established locations. ½"-1" layer should be refreshed at least 2 times a year to maintain coloring and aesthetics. Shredded pine bark (dark brown color) or pine straw mulch (reddish-brown color), or City approved substitution, should be used to match property's existing mulch. The City Project Manager shall have the discretion to postpone or eliminate a replacement cycle(s).

Fertilization – The contractor shall provide an effective commercial fertilization program consisting of four (4) applications per year for designated turf areas and landscaped planting beds, using products appropriate for each application area. A soil test shall be performed each February to aid the Contractor in determining the best fertilizer mixture. The fertilizer shall be applied in accordance with the manufacturer's instructions.

Fertilizer must be approved in advance by the City Project Manager. The Contractor should notify the City Project Manager one (1) week in advance of fertilizing. The Contractor shall maintain records of all fertilizer usage. All soil test results and fertilization records must be available for inspection upon request from the City Project Manager. The Project Manager, in consultation with the Contractor, may postpone or cancel a scheduled application of fertilizer.

SCOPE OF WORK & SPECIFICATIONS

PERFORMANCE OF WORK STATEMENT

Herbicide & Pesticide - Contractor may use herbicides to kill all weeds and foreign grasses in the performance of the Work. Use and application shall be in strict compliance with the manufacturer's label directions. Contractor shall only utilize herbicides registered by the EPA. The use and application of any pesticides must comply with federal and state laws and regulations.

In Shrub beds, Apply Snapshot granular pre-emergent, or City approved equivalent, early spring and late summer per manufacturer's recommendation; Use Glyphosate spot spray, or City approved equivalent, only when weeds cannot be manually removed.

Turf: apply Bifen I/T, or City approved equivalent, to manufacturers specs to control ants in turf. Shrub beds: spray as needed determined by the presence and type of invasive insect.

The Contractor shall be required to obtain the prior written approval of the City Project Manager prior to the use of any pesticide(s). Any proposed changes in approved herbicide usage shall be submitted for the City Project Manager's approval at least five (5) working days in advance of the anticipated usage.

Contractor shall maintain records of all herbicide usage on a Contractor provided form. This form shall be filled out as weed control operations are performed, and all entries must be available for inspection upon request from the City Project Manager.

Fence- Fence shall mean any fence whether wooden, chain link, metal, etc., that borders a property should be kept clean on the interior facing the property. Work shall be performed only with the service areas identified in the Contract documents or otherwise approved by the City Project Manager.

Litter - Litter shall mean and include man-made debris such as garbage, refuse, waste, trash, any paper, cartons, cans, metal, glass, plastics, wrappings, boxes or cardboard, tires or tire pieces, lumber, furniture, metal pieces, campaign/advertising or other signs.

Trash - Trash shall mean and include all natural debris such as tree and grass trimmings, leaves, pine straw, trash that has been burned, rocks, bricks, dirt, ashes, bushes, limbs, dry brush, dead animals and demolition type waste.

Litter and Trash - Litter removal from locations is performed for aesthetic and safety reasons. The Contractor shall perform litter and debris removal in all areas where Work is performed. It is desired to present a pleasing appearance and environment as well as to provide safety for motoring and pedestrian traffic. Litter is to be removed prior to mowing or edging to reduce the possibility of hazards to motorists, pedestrians, and the equipment operators.

All roadways, driveways, sidewalks, and all other hardscapes must be clear of grass and weeds or clippings. Contractor to maintain defined edges for said roadways, driveways, sidewalks, and all other hardscapes.

Contractor shall properly dispose of all litter and debris at off-site locations in accordance with existing local, state, and federal regulations. City dumpsters or other containers are not to be used for disposal of any litter, debris or Turf trimmings.

Contractor shall notify the City Project Manager of any debris or any other situation(s) that create a Hazardous Condition.

BID RESPONSE FORM

Instructions

Bidders shall review the entire IFB contract information and requirements before submitting pricing.

Bidders shall enter one Bid Price Per Service Event for each location listed. The price shall include all labor, supervision, equipment, materials, supplies, transportation, and other costs necessary to perform the required services for each location. The Bid Price Per Service Event shall include the cost of all routine, seasonal, and periodic services required for the location. Bidders shall consider the required service frequency and all annual service requirements, including fertilization, mulching, pruning, herbicide, pesticide, and other services, when establishing the Bid Price per Service Event.

The City has provided an Estimated Annual Number of Service Events for each location for bid pricing and evaluation purposes. These quantities are based on the anticipated service frequencies during the Growing Season and Non-Growing Season and represent an estimate for a full annual service cycle. The actual number of service events performed during any contract year may vary reasonably from the estimate based on the contract start date, calendar year differences, and scheduling or service frequency adjustments permitted under the contract.

Locations identified in Table A are estimated at forty-four (44) annual service events. Locations in Table B are estimated at twenty-six (26) annual service events. These quantities are estimates and this estimate does not guarantee a minimum or maximum number of service events. Bidders shall base their Bid Price Per Service Event on the service requirements and anticipated frequencies stated in the contract documents.

Extended Annual Bid Price: For each location, multiply the Bid Price Per Service Event by the Estimated Annual Service Events shown on the Bid Response Form and enter the resulting amount in Extended Annual Bid Price column. Add the Extended Annual Bid Prices for all locations to determine the Total Estimated Annual Bid Amount.

LOCATION NO.	LOCATION	ESTIMATED ANNUAL SERVICE EVENTS	BID PRICE PER SERVICE EVENT	EXTENDED ANNUAL BID PRICE
1	NARASHINO GROVE	44		
2	ENVIRONMENTAL SERVICES 3440 REESE PHIFER AVE TUSCALOOSA, AL	44		
3	BATTLE FRIEDMAN HOME 1010 GREENSBORO AVE TUSCALOOSA, AL	44		
4	FIRE STATION5/ADMIN 3200 GREENSBORO AVE TUSCALOOSA, AL	44		
5	10TH AVENUE STREETSCAPE	44		
6	GREENSBORO AVE STREETSCAPE	44		
7	15TH STREET WEST STREETSCAPE	44		
8	ALBERTA PARKWAY	44		

BID RESPONSE FORM, CONTINUED

LOCATION NO.	LOCATION	ESTIMATED ANNUAL SERVICE EVENTS	BID PRICE PER SERVICE EVENT	EXTENDED ANNUAL BID PRICE
9	FIRE LOGISTICS BUILDING 3311 REESE PHIFER TUSCALOOSA, AL	44		
10	CARDINAL PARK	44		
11	FREEMAN PARK	44		
12	MCKINNEY PARK	44		
13	MONNISH PARK	44		
14	ROSEDALE PARK	44		
15	HARMON PARK	44		
16	O'CONNOR DR. MEDIAN	26		
17	WOODLAND RD TRAFFIC CIRCLE	26		
18	2126 ANTIETAM AVENUE	26		
19	636 STONE RIVER	26		
20	641 STONE RIVER	26		
21	5TH AVE EAST TRAFFIC CIRCLE	26		
22	30TH/4TH CT TRAFFIC CIRCLE	26		
23	CIRCLEWOOD TRAFFIC CIRCLES	26		
24	COLLEGE HILLS TRAFFIC CIRCLE	26		
25	COUNTRY CLUB TRAFFIC CIRCLES	26		
26	EDDINS RD HACIENDA CIRCLES	26		
27	GREENBRIAR TRAFFIC CIRCLES	26		
28	GREENVIEW TRAFFIC CIRCLE	26		

BID RESPONSE FORM, CONTINUED

LOCATION NO.	LOCATION	ESTIMATED ANNUAL SERVICE EVENTS	BID PRICE PER SERVICE EVENT	EXTENDED ANNUAL BID PRICE
29	OAKRIDGE TRAFFIC CIRCLE	26		
30	ORANGE ST. TRAFFIC CIRCLE	26		
31	ROYAL PINES TRAFFIC CIRCLE	26		
32	THE GLENS TRAFFIC CIRCLE	26		
33	LENORA DR TRAFFIC CIRCLE	26		
34	FAIRWAY DR TRAFFIC CIRCLE	26		
35	50TH ST/31ST AVE TRAFFIC CIRCLE	26		
36	13TH ST E/14TH AVE E & 13TH ST E/15TH AVE E	26		
37	2803 COLONIAL DR NE	26		
38	2315 3RD ST E	26		
39	5255 2ND CT E MEDIAN	26		
40	FACILITIES WAREHOUSE 1209 JAMES I HARRISON PKWY TUSCALOOSA, AL	26		
41	15TH ST./CULVER RD ROW1	26		
42	15TH ST./CULVER RD ROW2	26		
43	15TH ST./CULVER RD ROW3	26		
44	15TH ST./CULVER RD ROW4	26		
45	15TH ST./CULVER RD ROW5	26		
46	15TH ST./CULVER RD ROW6	26		
Total Estimated Annual Bid				

BIDDER’S RESPONSE FORM, CONTINUED

MESSAGE TO BIDDERS: Please review your bid documents for accuracy, completeness, required documentation, and necessary signatures before submitting.

COMPANY INFORMATION			
Company Name			
Full Street Address		Full Mailing Address	
Federal Tax ID Number (FEIN)		DUNS Number	
Company Website			

Authorized Person Submitting this Bid			
Name		Title	
Phone		Cell Phone	
Email		Full Mailing Address	
Signature			

Remittance For Payment			
Company Name		Phone	
Email Address			
Full Remit Mailing Address			

Note: 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.

FAILURE TO COMPLETE ALL OF THE ABOVE WITH AN AUTHORIZED SIGNATURE MAY SUBJECT BID TO REJECTION.