


<b>SUBMIT BIDS TO:</b>	CITY OF TUSCALOOSA P.O. BOX 2089 TUSCALOOSA, AL 35403	PURCHASING OFFICE 2201 UNIV. BLVD. TUSCALOOSA, AL 35401	<b>INVITATION TO BID</b>								
<b>BID TITLE</b> <b>GROUND MAINTENANCE - CEMETERIES</b>			<b>BID NO.</b> 9074-013019-2								
PAGE 1 OF <u>12</u> PAGES	<b>BIDS WILL BE OPENED AT 2:00 PM ON JANUARY 30, 2019 IN THE OFFICE OF THE PURCHASING AGENT, 2201 UNIVERSITY BLVD. TUSCALOOSA, AL 35401 AND MAY NOT BE WITHDRAWN FOR <u>THIRTY (30)</u> DAYS AFTER SUCH DATE &amp; TIME.</b>		<b>ISSUE DATE</b> 01/09/2019								
 <p style="text-align: center;"><b>MAYOR</b> WALTER MADDOX</p> <p style="text-align: center;"><b>COUNCIL MEMBERS</b></p> <table border="0" style="width: 100%;"> <tr> <td>PHYLLIS W. ODOM</td> <td>MATTHEW CALDERONE</td> </tr> <tr> <td>RAEVAN HOWARD</td> <td>KIP TYNER</td> </tr> <tr> <td>CYNTHIA LEE ALMOND</td> <td>EDDIE PUGH</td> </tr> <tr> <td>SONYA MCKINSTRY</td> <td></td> </tr> </table> <p style="text-align: center;"><b>PURCHASING AGENT</b> DAVID COGGINS</p>		PHYLLIS W. ODOM	MATTHEW CALDERONE	RAEVAN HOWARD	KIP TYNER	CYNTHIA LEE ALMOND	EDDIE PUGH	SONYA MCKINSTRY		<b>Vendor Information</b> (SECTION TO BE COMPLETED BY VENDOR) <hr/> Company Name (Please Print) <hr/> Phone Number                      Fax Number <hr/> Email Address	
PHYLLIS W. ODOM	MATTHEW CALDERONE										
RAEVAN HOWARD	KIP TYNER										
CYNTHIA LEE ALMOND	EDDIE PUGH										
SONYA MCKINSTRY											

**GENERAL CONDITIONS OF INVITATIONS TO BID**

**1. PREPARATION OF BIDS**

Bids will be prepared in accordance with the following:

- (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) Bids and changes thereto shall be enclosed in sealed envelopes addressed to David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama 35401. The name and address of the bidder, the date and hour of the bid opening and the material or service bid on shall be placed on the outside of the envelope.
- (b) Bids must be submitted on the forms furnished. 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.

**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 responsible bidder based upon the following factors: quality; conformity with specifications; purpose for which required; terms of delivery; 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) If two or more bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder.
- (d) Prices quoted must be FOB Destination to Tuscaloosa with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- (e) A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful bidder shall result in a binding contract.
- 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).
- 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. MINORITY / DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**
- The City of Tuscaloosa has voluntarily adopted a Minority / Disadvantaged Business Enterprise ("MBE/DBE/WBE") Program called Tuscaloosa Builds, which is designed to encourage the participation and development of minority and disadvantaged business enterprises and to promote equal business opportunities to the fullest extent allowed by state and federal law. To learn more about this program, visit the City's website at [www.tuscaloosa.com](http://www.tuscaloosa.com).

## 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.

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature and manufacturer's specifications plus any supplemental information necessary for comparison purposes must be submitted with the bid or the bid on that item will be rejected. Reference to literature submitted with a previous bid or on file with the Division of Purchasing will not satisfy this requirement. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. Any exceptions taken to any item(s) must be fully explained in written detail on bidders' letterhead and attached to the bid when submitted.

Awards shall be made or contracts entered into with the lowest responsible bidder(s) meeting all specifications and terms and conditions established by the Division of Purchasing. The Division of Purchasing reserves the right to determine the lowest responsible bidder on the basis of an individual item or group of items. Delivery dates may be a factor in awards.

The issuance of a City of Tuscaloosa Purchase Order or Purchasing Card is required to constitute a contract between the vendor and the City of Tuscaloosa, which shall bind the vendor to furnish and deliver the commodities and/or services ordered at the prices, terms, and conditions quoted.

Questions concerning the bid process should be directed to David Coggins at (205) 248-5186 or [dcoggins@tuscaloosa.com](mailto:dcoggins@tuscaloosa.com) (e-mail is preferred). Questions concerning Specifications should be directed to Matthew Odum at (205) 248-5800 or [modum@tuscaloosa.com](mailto:modum@tuscaloosa.com).

Any addendums 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.

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.

Vendor to submit the following:

- Signed Special Conditions page
- Any necessary descriptive literature and/or specifications information as outlined above and/or elsewhere in this document
- Completed and signed Specifications & Requirements page(s)
- Completed and signed Bidder's Response Form

NOTE: Sheet(s) submitted without Company Name & Signature WILL NOT be considered for bid award.

**VENDOR MUST SUBMIT AN ORIGINAL BID AND ONE COMPLETE COPY OR THE BID MAY BE REJECTED.**

Bid submissions shall be submitted in a sealed envelope and addressed to: David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, AL 35401. The name and address of the bidder, the date and hour of the bid opening and the Bid Title shall be placed on the outside of the envelope.

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## SPECIFICATIONS & REQUIREMENTS

### LOCATIONS:

This Invitation to Bid is for Ground Maintenance at five (5) City of Tuscaloosa cemetery locations:

- Alberta Cemetery – 13<sup>th</sup> Street East
- Evergreen Cemetery – Paul W. Bryant Drive
- Greenwood Cemetery – Stillman Blvd. & 28<sup>th</sup> Avenue
- Pine Ridge Cemetery – Martin Luther King Jr. Blvd.
- West Highland Cemetery – 21<sup>st</sup> Street West

Diagrams with approximate locations and measurements for these cemeteries are included in Attachment No. 1 at the end of this document. The City reserves the right to add or delete locations as necessary.

### MAINTENANCE REQUIREMENTS:

1. The successful bidder(s) shall provide all labor, materials, tools, transportation, equipment, license, insurance, and anything else necessary to perform the following at the above cemetery locations:
  - Cut grass
  - Trim hedges and shrubs
  - Remove all vines/weeds/etc. growing on both the inside and outside of fences
  - Remove all trash debris, grass clippings, limbs, etc. from the areas specified
2. The above mentioned activities should be completed once every week during the growing season (March through October) and once every two (2) weeks during the remainder of the year.
3. No work shall be performed on Sundays or holidays at any location included in this contract.
4. Successful bidder(s) shall keep all concrete sidewalks and paved driveways within the cemeteries free from grass. Herbicide shall be applied to the joints in the sidewalks, the edges of the sidewalks and paved driveways to prevent re-growth. Sidewalks and paved driveways shall be swept and debris/soil removed as needed.
5. Successful bidder(s) shall maintain all adjacent areas in conjunction with the cemetery. This includes areas between fences and the nearest street curbs at all appropriate locations. Curbs along the streets surrounding the cemeteries shall be “edged” either by the application of herbicide, or by the use of a string trimmer or Edger.
6. Successful bidder(s) shall empty all trash receptacles as needed, dispose of the refuse and replace the plastic liner bags. Bagged refuse from containers, debris, trash, leaves, and grass clippings must be removed from any stone surface to prevent staining. This material shall not be placed on the street for City pickup.
7. Groundskeeping vehicles shall not be allowed within the cemeteries except on designated driveways, or upon receipt of approval by Tuscaloosa Department of Transportation representatives.

- 8. Successful bidder(s) shall coordinate groundskeeping schedule to insure that all cemeteries are maintained prior to all appropriate holidays, including New Year’s Day, Father’s Day, Mother’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- 9. Successful bidder(s) shall promptly report any incidents of damage resulting from the maintenance of any area, or of any damage that may have resulted from the actions of others.
- 10. Billing shall be done on a monthly basis. Invoices shall be submitted to the City in triplicate.
- 11. Notification of work shall be given to the City prior to any work being done. This should be done via e-mail, to the e-mail address which will be given upon receipt of the contract.

**INSURANCE REQUIREMENTS:**

The contractor shall secure and maintain through the duration of this contract, insurance in such amounts as may be necessary to protect the interest of the City against hazards or risks of losses hereinafter specified. Such insurance shall be with companies doing business by agent in the City of Tuscaloosa in amounts to be approved by 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 cancelled. The insurance coverage shall include a minimum of:

- A. Workers Compensation Insurance in an amount as required under the laws of the State of Alabama. In the event any work is sublet (with the consent of the City Of Tuscaloosa), the contract shall require the subcontractor similarly to provide Workman’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 an act or an 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 \$300,000 combined single limits.
- C. Property Insurance which shall include damage to the property of the City Of Tuscaloosa in an amount not less than \$300,000.00.
- D. The City Of Tuscaloosa, its officers, agents, and employees shall be named as additional insured under the policies in subparagraphs B & C and so identified in the Certificate of Insurance. The Contractor shall furnish the City certificates of such insurance, to serve as satisfactory proof, prior to signing of 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.

**BIDDER'S RESPONSE FORM**

MESSAGE TO BIDDERS: Please review your bid documents for accuracy, completeness, required documentation, and necessary signatures before submitting. Please label the outer mailing/shipping package with the bid information as directed. DO NOT COMBINE SUBMISSIONS FOR MULTIPLE BIDS IN ONE ENVELOPE.

BID SUBMISSIONS	
Location	Price per Cut/Maintenance
Alberta Cemetery	\$
Evergreen Cemetery	\$
Greenwood Cemetery	\$
Pine Ridge Cemetery	\$
West Highland Cemetery	\$

In the event the City Of Tuscaloosa chooses to add locations/sites to the resulting contract(s), please submit your hourly rate for maintenance as specified above at these potential new locations:

Hourly Rate: \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

COMPLETE MAILING ADDRESS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

COPIES SUBMITTED:

\_\_\_\_\_ VENDOR MUST SUBMIT AN ORIGINAL BID AND ONE COMPLETE COPY OR THE BID MAY BE REJECTED.

Awarded bidder(s) may be required to obtain a City of Tuscaloosa business license in order 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 & Financial Services Division at (205) 248-5200. Failure to obtain and maintain required city business license(s) may result in rescinding of bid award and contract termination.

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.**

**NON-BIDDER RESPONSE FORM**

For purposes of maintaining accurate bidder's list and facilitating your firm's response to our invitation for bid, the City of Tuscaloosa is interested in ascertaining reasons for prospective bidders' failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to Mr. David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama 35401. Failure to either submit a bid proposal or return this form may result in removal of your firm's name from our bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s):

\_\_\_ Items or materials request not manufactured by us or not available to our company.

\_\_\_ Our items or materials do not meet specifications.

\_\_\_ Specifications not clearly understood or applicable (too vague, too rigid, etc.)

\_\_\_ Quantities requested are too small.

\_\_\_ Insufficient time allowed for preparation of bid.

\_\_\_ Incorrect address used. Correct mailing address is:

\_\_\_ \_\_\_\_\_  
Our branch/division handles this type of bid. Correct name and mailing address is:

\_\_\_ Other reason(s): \_\_\_\_\_

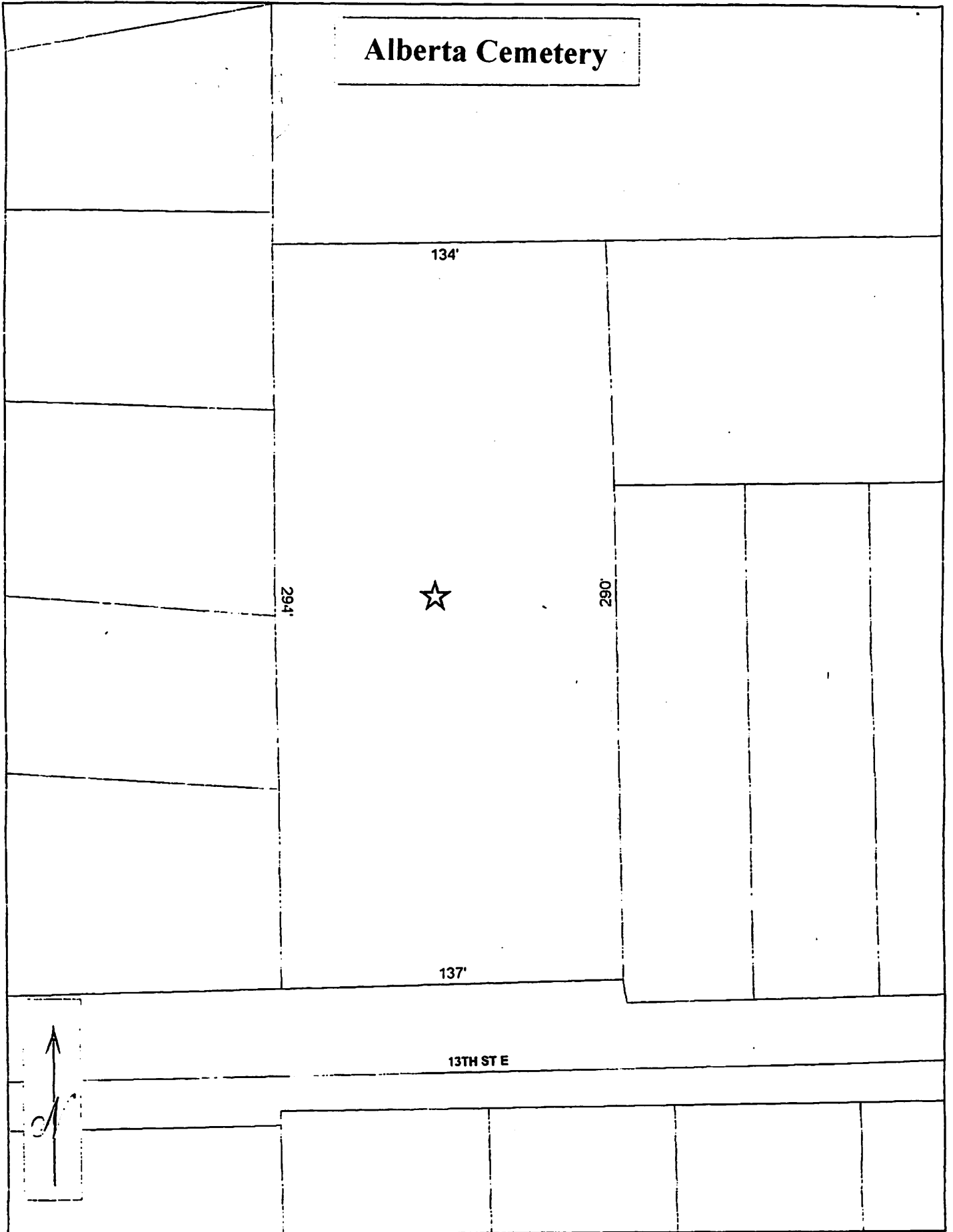
Company Name: \_\_\_\_\_

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

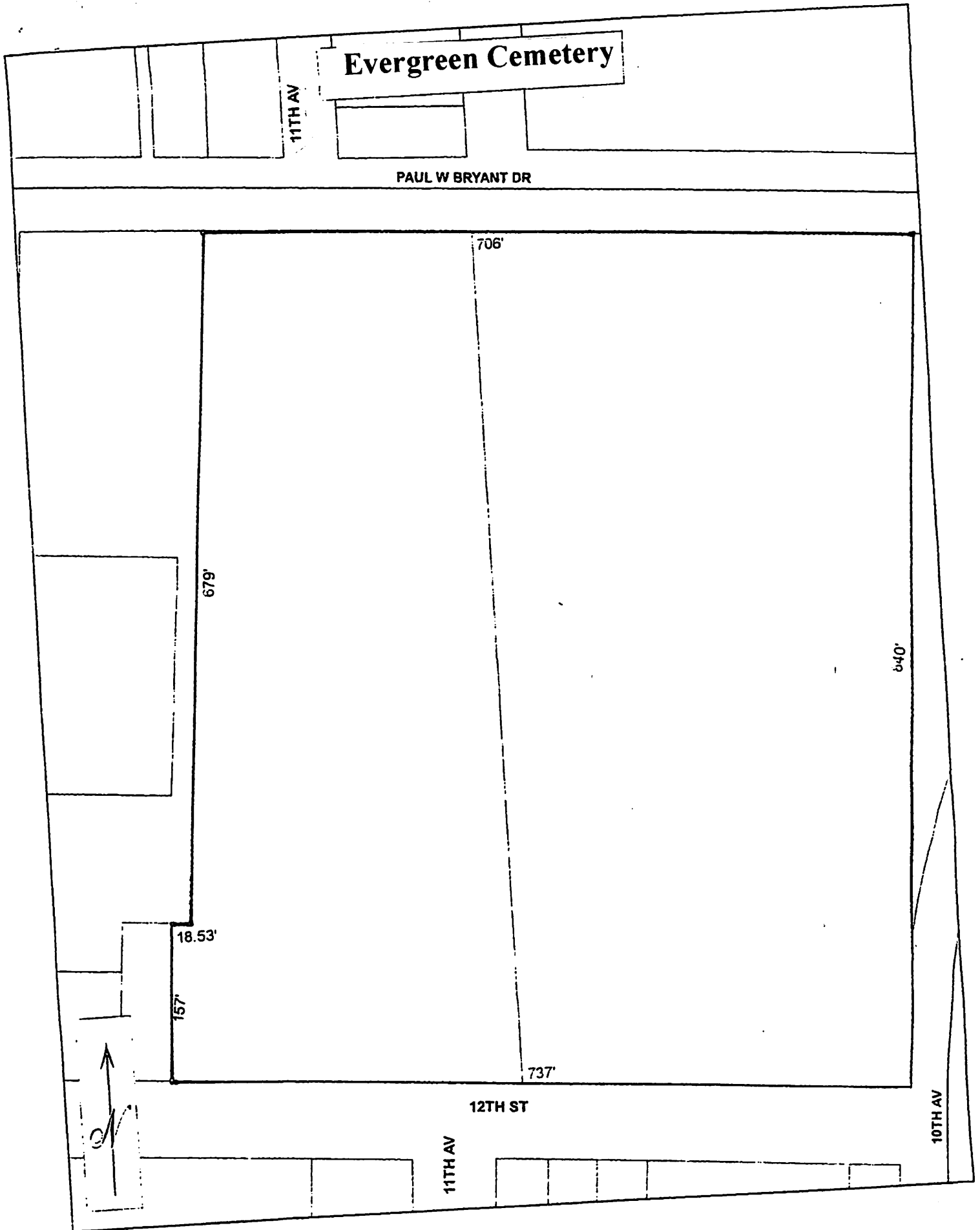
City/State/Zip: \_\_\_\_\_

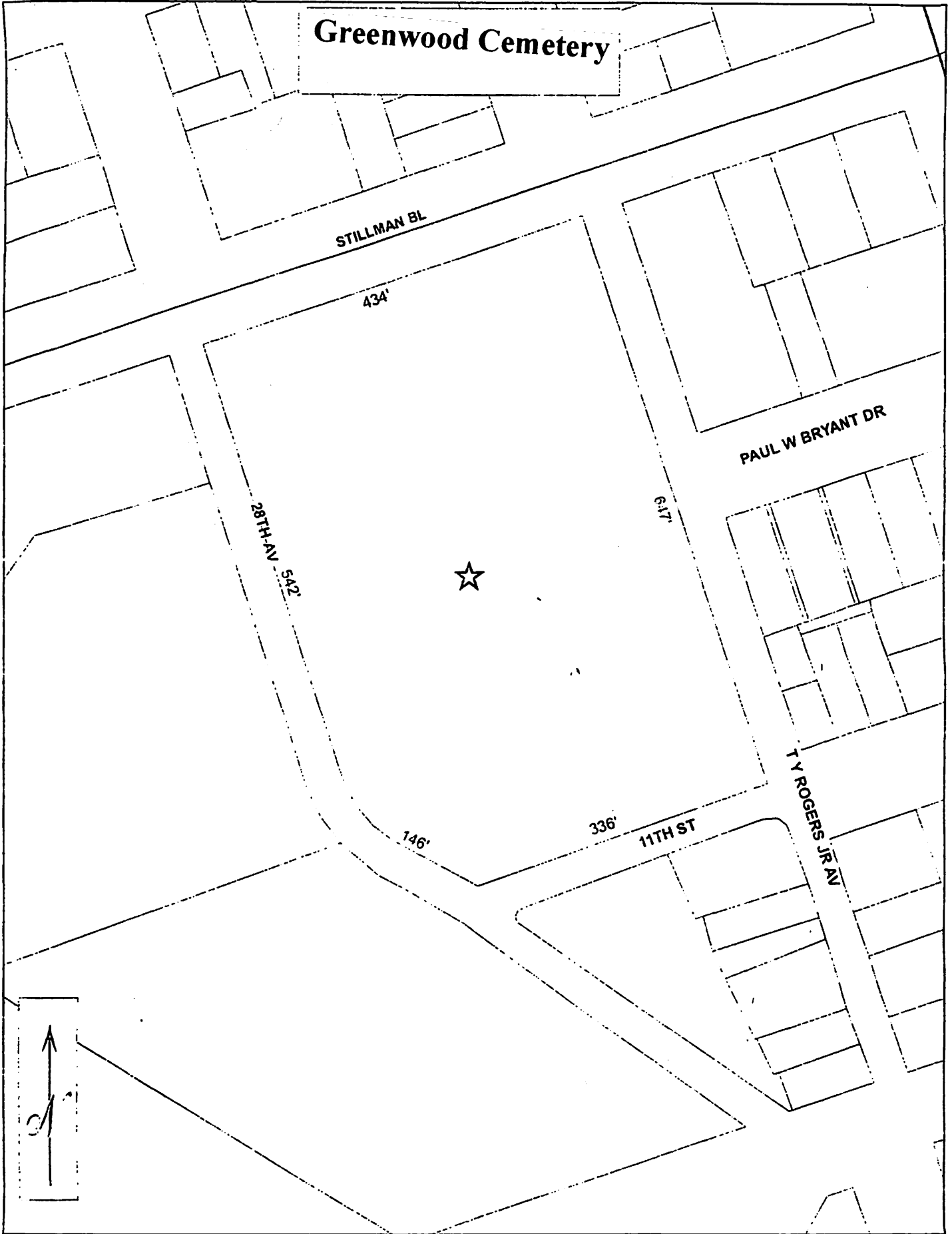
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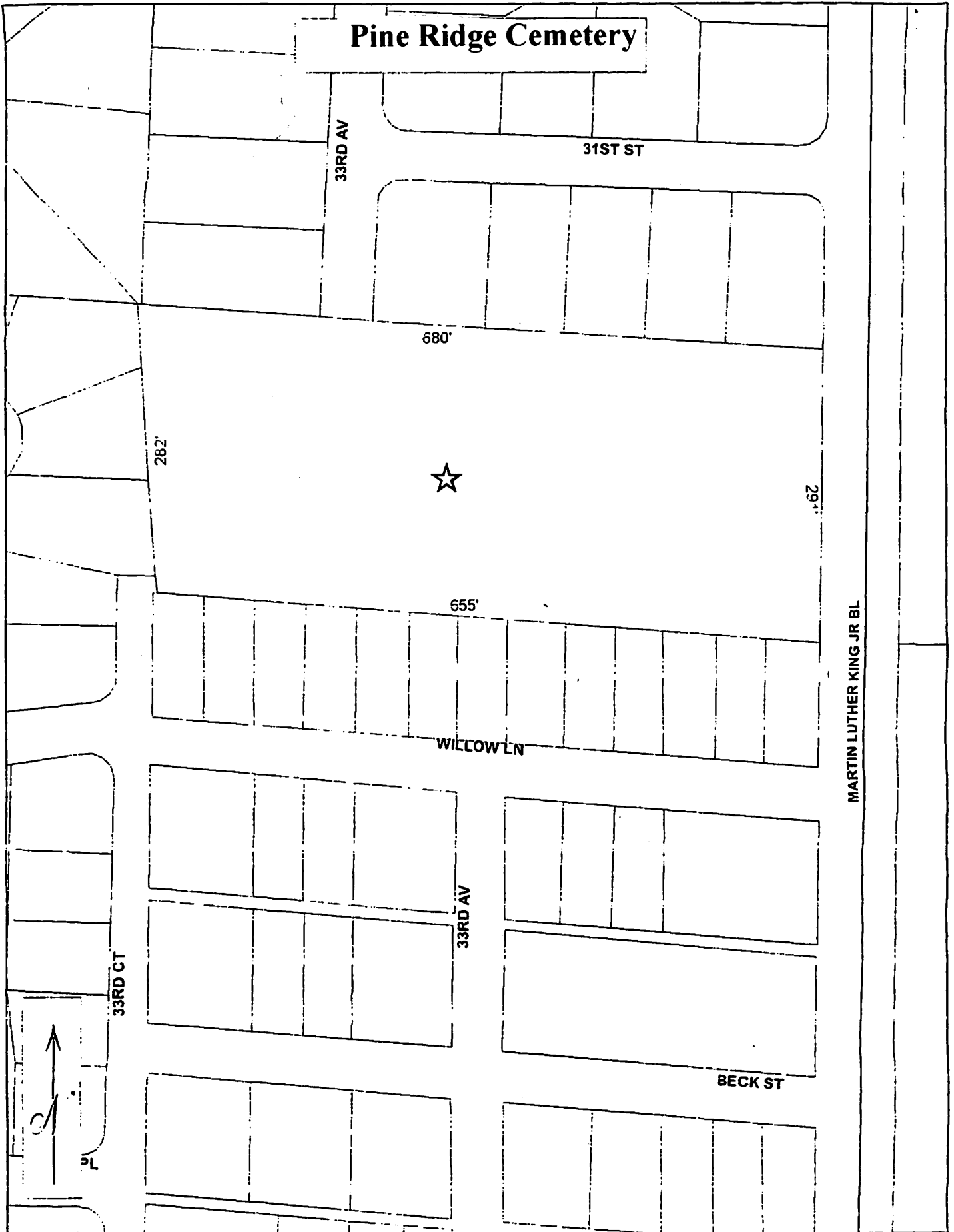
# Alberta Cemetery











# West Highland Cemetery

