CITY OF GENEVA
GENEVA, ALABAMA

BID PACKAGE

BID NUMBER: 10-22-01
BID TITLE: GROUNDS MAINTENANCE SERVICES

INVITATION TO BID

CITY OF GENEVA ALABAMA

Notice is hereby given to all interested parties that sealed bids will be received by the City of Geneva, Alabama 517 S. Commerce Street, Post Office Box 37, Geneva, Alabama 36340 until 2:00 p.m. local time October 13, 2022, for the following:

BID NUMBER: 10-22-01
BID TITLE: Grounds Maintenance Services
(Grass Cutting Services)

Bids will be opened in the City Council Room at the Geneva City Hall located at 517 S. Commerce Street, Geneva, Alabama 36340 on October 13, 2022, 2:00 p.m.

Specifications and General Conditions may be obtained from the City Clerk's office in City Hall between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday. Information or inquires may be made by contacting Lisa Johnson, City Clerk at the above address or by phone at 334/684-2485.

All bids MUST be submitted in a sealed envelope marked:

SEALED BID and identified by the Bidder Name, Bid Number and Title along with the Date and Time of Opening

and mailed or delivered to the City of Geneva, Alabama, office of the City Clerk.

It is the sole responsibility of the bidder to ensure his/her bid is received on time.

The right is reserved as the interest of the City may require, to reject any and all bids and to waive any informality in bids received.

_____

David B. Hayes, Mayor

GENERAL INSTRUCTIONS

BID NUMBER: 10-22-01

BID TITLE: Grounds Maintenance Services

GENERAL SCOPE: Mowing, weed eating, edging of grass and vegetation in various areas of the City of Geneva.

BIDS MUST BE RECEIVED BY: **DATE**: October 13, 2022 **TIME**: 2:00 p.m.

BIDS WILL BE RECEIVED AT:
City Clerk's Office
City Hall
Post Office Box 37
517 S. Commerce Street
Geneva, Alabama 36340

BIDS WILL BE OPENED: **DATE**: October 13, 2022 **TIME**: 2:00 p.m.

BIDS WILL BE OPENED AT:
City Hall
City Council Room
517 S. Commerce Street
Geneva, Alabama 36340

GENERAL INSTRUCTIONS TO BIDDERS:

1. These documents constitute the complete set of specification requirements and bid forms. The Bid Proposal, including all bid sheets and attachments, must be filled in, executed and submitted in a sealed envelope and mailed or delivered to the Geneva City Clerk on or before the specified time and date. The face of the envelope must contain the Bidder's name, the Bid Number and Title and the date and time of the bid opening.

2. It is the sole responsibility of the bidder to ensure that his or her bid reaches the City Clerk's Office on or before the closing date and time. The City of Geneva shall in no way be responsible for delays caused by any other occurrence. Offers by telephone, telegram, facsimile, text or email will not be accepted.

3. All bids must be typewritten or written in ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Bid must contain an original, manual signature of the authorized representative.

4. Bidders will not be allowed to modify their bids after the opening time and date. Bid files may be

examined during normal working hours, after bid opening, by appointment only.

5. All bids received will be publicly opened at the City Council Room of City Hall, 517 S. Commerce Street, Geneva, Alabama 36340, in the presence of City officials on the date and at the time specified in the bid package. All bidders or their representatives are invited to be present.

6. For information concerning this bid please contact:

Lisa Johnson, City Clerk/Treasurer
City of Geneva
517 S. Commerce Street
Post Office Box 37
Geneva, AL 36340
334/684-2485

7. Arrangements may be made through the City Clerk to have City personnel accompany bidder to each site listed prior to bidding.

LEGAL REQUIREMENTS:

Bidders are required to comply with all provisions of Federal, State and City codes and ordinances, rules and regulations, that are applicable to the item(s) being bid. Lack of knowledge by the bidder shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

FEDERAL AND STATE TAXES:

The City of Geneva is exempt from Federal and State taxes for tangible personal property. The City Clerk will supply the successful bidder with an exemption letter, if required. Vendors or contractors doing business with the City of Geneva shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City, nor shall any vendor/contractor be authorized to use the City's tax exempt status in securing such material. The successful bidder will be required to complete a W-9 form prior to issuance of a contract.

ACCEPTANCE/REJECTION:

1. The City of Geneva reserves the right to accept or to reject any or all bids. Contracts will be awarded to the lowest responsible bidder, who in the opinion of the Geneva City Council, will be in the best interest of and/or the most advantageous to the City of Geneva and conforms to the invitation for bid, prices and other factors considered. The City of Geneva also reserves the right to reject the bid of any vendor who has previously failed in the proper performance of an award, or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The City of Geneva reserves the right to waive any irregularities and technicalities and may,

at its discretion, request a re-bid.

2. Factors to be considered in awarding bids will be scheduled dates for service, price and sufficient equipment for performing the job.

3. Bid awards will not be official until bidder is formally notified by the City of Geneva.

NO BID:

Where more than one item is listed, any items not bid upon shall be indicated a No Bid for the entire bid. If no items are bid on, the bid sheet should be marked No Bid and returned stating reason, if possible. Failure to indicate no bid may result in the removal of company name from the City's bid list.

MISTAKES:

In the event of extension error(s), the unit price will prevail and the bidder's total offer will be corrected accordingly. In the event of additional errors, the extended totals will prevail and the bidder's total will be corrected accordingly. Bidders must check their bid proposal where applicable. Failure to do so will be at the bidder's risk. Bids having erasures or corrections must be initialed in ink by the bidder.

SUBCONTRACTING:

If a vendor subcontracts any portion of a contract for any reason, he must submit the name and address of the subcontractor and the name of the person to be contacted. The City of Geneva reserves the right to accept or reject any or all bids wherein a subcontractor is named and to make the award to the bidder, who, in the opinion of the City of Geneva, will be in the best interest of and/or most advantageous to the City. The City of Geneva also reserves the right to reject a bid of any bidder if the bid names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time contracts of a similar nature, or who is not in a position to perform properly under this award. The City reserves the right to make the determination as to the foregoing.

INSURANCE AND LICENSE REQUIREMENTS:

Bidder must provide proof of general liability insurance in the amount $100,000.00 or greater. The City of Geneva will require worker's compensation insurance and proof thereof. Proof of insurance will be required upon execution of contract and must remain in effect for the length of the contact. A City of Geneva Business Privilege License must be purchased before the award of the contract. Bidder will be responsible for the purchase of any County or State business license as may be required. Contracts will not be executed until insurance and license requirements are met and copies of insurance documents provided.

E-VERIFY

The successful bidder will be required to submit an affidavit on E-Verify eligibility. Contracts will not be executed until the affidavit is submitted.

CONTRACT CONDITIONS:

Contract must be executed within three days of receipt of notice of award.

RIGHTS RESERVED:

The City reserves the right to cancel the contract based on three failures to meet inspection or three incidents of missed scheduled cutting caused by circumstances of the contractor. The contract may be canceled by either party with a 30-day written notice. Cancellation of the contract by the contractor may result in the contractor being removed for eligibility to received future contracts.

CONDITIONS

BID NUMBER: 10-22-01

BID TITLE: Grounds Maintenance Services

This invitation to bid contemplates the furnishing of grounds maintenance services to include mowing, weed eating and edging services to specified areas of the City on a schedule beginning upon award of bid and ending September 30, 2023, with two one-year options to renew at the same bid amount quoted (October 2023 – September 2024 and October 2024 – September 2025).

The services performed must meet or exceed the specifications noted within.

Paper, limbs and debris must be picked-up in area to be maintained prior to mowing to prevent the chopping and strewing of waste.

Cutting shall be performed in a manner so that grass clippings are not blown out into the street or onto the sidewalk area. If grass is cut so that it blows into street or on sidewalk, it must be sweep up and disposed of, it cannot be blown into gutters.

All grass shall be mowed to a height not to exceed two (2) inches, but not to the extent to cause damage to the grass (scalping). All grass in the defined areas must be mowed or a weed eater must be used in any area where the grass area is not dense enough to be mowed. A weed eater must be used around all structures with in the defined area so as to prevent the growth of weeds or grass at the base of the structure.

No chemicals shall be used on any live vegetation to kill grass or weeds. Chemicals are only permissible on the concrete islands as noted in specifications.

The successful bidder shall be responsible for providing all equipment sufficient to accomplish the job, all repairs on equipment, gas, oil and any other necessary parts or materials.

Services for twice per month maintenance should be accomplished using a schedule for the first and third week of each month or the second and fourth week of each month.

Services for once monthly maintenance should be accomplished within a maximum of a 35 day lapse between cutting.

Weekly cutting must occur no more than 8 day between cutting.

Contractor must be flexible in cutting schedule for special events and holidays. Change in cutting schedule <u>must</u> be made at the City's request to accommodate special events.

No cutting on Sundays or during special events (examples: River Festival weekend, homecoming weekend or graduation weekend).

GENERAL SPECIFICATIONS

BID TITLE: Grounds Maintenance Services

BID NUMBER: 10-22-01

It is the intent of these specifications to define the areas to be maintained, describe the method by which they are to be maintained and to establish a maintenance schedule.

Paper, limbs and debris must be picked-up and removed in areas to be maintained prior to mowing, bush hogging, weed eating, etc., to prevent the chopping and strewing of waste.

All grass shall be mowed to a height not to exceed two (2) inches, but not to the extent to cause damage to the grass ("scalping"). All grass in the defined area must be mowed or a weed eater must be used in any area where the grass area is not dense enough to be mowed. A weed eater must be used around all structures within the defined area so as to prevent the growth of weeds or grass at the base of the structure. An edger must be used to do the edging, not a weed eater.

AREA 1: WELCOME SIGNS (4)

Highway 52 east and west

Highway 27 south and north

Weed eat and mow twice per month for the months of March through November, an area of 50ft in front, back and each side of sign leaving a clear view of each sign.

AREA 2: BETWEEN ALL SIDEWALKS AND CURB ALONG MAGNOLIA AVENUE AND TOWN AVENUE

Mow, weed eat and edge (using edger) along curbing twice per month for the months March through November.

AREA 3: TRIANGLES

A. Grass Triangles:

Whitney Street & Magnolia Avenue
Highway 27 South & Skyline Avenue
Liveoak Street & Maple Avenue & Glenn Street
Elementary School/Maple Avenue/Dobbs Eye Clinic
Raceway Gas Station/Highway 27 South/Laundromat
East Water Avenue & South Liveoak Street/ 2 Islands
Magnolia Avenue & Earl Minshew Avenue
Promenade Avenue and Magnolia Avenue

East Town Avenue & Magnolia Avenue

Triangle across Magnolia Avenue from Motes Body Shop beside Advance Auto Parts.

Mow, weed eat and edge along curbing twice per month for the months of March through November.

B. Concrete Triangles (Islands):

West Maple & Magnolia- 2 Islands
Magnolia & North Woodland
Magnolia & North Hillcrest
Magnolia & North Trinity- 3 Islands
Magnolia & Promenade- 2 Islands
Hwy 52 East & Hwy 27 North
Magnolia & Goat Hill Road
Enterprise Highway and Highway 85

Round-up once per month. All weeds and debris must be removed from site at time of cleaning.

Note: Additional cutting is required if the round up does not work. The City wants these areas free of weeds and vegetative growth at all times.

AREA 4: WALKING TRAIL

The walking trail is the area from behind the Fire Station down to the gate of the park. Mow and weed eat. Maintenance should keep the trail open and a clearance of a minimum of 10' on each side of the trail. Mow and weed eat twice per month for the months March through November.

AREA 5: OLD DEPOT PROPERTY/FIRE STATION

Mow entire block (E. Magnolia Avenue to E Westville Avenue, Greenwood Street to S Liveoak Street). Mow and weed eat twice per month for the months of March through November.

Edge curb in front of fire station on Magnolia Avenue twice per month for the months of March through November.

AREA 6: CEMETERIES

Baptist Bottoms
Behind Old CMI
City Cemetery - between Commerce & Academy (Behind Old Van Heusen)

No riding mowers allowed on grave sites only on perimeter areas.

Mow entire cemetery, weed eat around monuments, benches, etc., mow or weed eat inside couplings twice per month for the months of March through November. Caution should be used not to damage any head stones.

AREA 7: FOWLER PARK (THE JUNCTION)

A. Begin mowing after crossing levee, mow area on right side of road from road side to fence and mow area on left side of road from road side to walking trail, mowing to be completed to the gate entrance of park. Twice per month in the months of March through November.

B. Mow and weed eat entire areas inside the gates and fence of the park, including sides along road beginning at gate entrance, the big field around the gazebo, area around bathrooms, area around parking at boat ramp, area at boat ramp launching, playground area, inside parking field from the ticket booth to the end of the fence and left side along the fence and right side 10' from sidewalk. Mow and weed eat areas around screened in shelter, area around playground equipment, area around and behind cook house. Mow entire area inside park gates/fence, if an area is unable to be mowed, it must be weed eaten. Weed eat back of the pond to river, the end of paved road and the camping area along fence from Ole Oak to tree line at end of fence. Twice monthly for the months of March, through November. No Bush hog for this area

C. This is in addition to the bi-weekly cuttings in 7B above. Mow and weed eat the gazebo area, starting at the security fence and extending to the street curbs and big oak, for each additional week in the months of March thru November that were not included in 7B above. Cuttings should be made at a minimum of five (5) days between cuttings and a maximum of seven (7) days between cuttings. At no time shall this area be cut twice in the same week.

AREA 8: GENEVA RESCUE SOUAD

Mow, weed eat and edge (with edger) along curb. Twice per month for the months of March through November.

AREA 9: GENEVA SENIOR CITIZENS- WASHINGTON STREET

Mow, weed eat and edge (with edger) along curb. Twice per month for the months of March through November.

AREA 10: ANIMAL POUND

Mow and weed eat twice per month for the months of March through November.

AREA 11: MISC. SIGNS

Frankie Lindsey Police Firing Range sign on Maple Avenue and North Liveoak

Quarterback Club sign beside Old Mexico

Mow, weed eat and edge along curbing twice per month for the months of March through November.

AREA 12: AIRPORT

Mow right-of-way along Airport Road from Enterprise Road to the gates at the airport. Inside gates mow and weed eat area around hangars twice per month in March through November.

AREA 13: LEVEE WALKING TRAIL

Mow 6' on each side of the paved walking trail on top of the levee beginning at Hwy 52 to the end of the trail at Westville Avenue. Weed eat around all lights along the trail. Mow and weed eat twice per month for the months of March through November.

AREA 14: LIBRARY

Mow, weed eat entire lot, edge along curbing twice per month for the months of March, through November.

AREA 15: COMMERCE STREET

Memory Lane - Around Crepe Myrtle Trees
Median in front of Courthouse
Median at Campbell Avenue and S. Commerce
Median in front of Library

Mow, weed eat and edge along curbing twice per month for the months of March through November and once per month for the months of December through February. Remove clippings from sidewalk and road areas.

AREA 16: CITY HALL

Mow, weed eat and edge along curbing twice per month for the months of March through November and once per month for the months of December through February. Remove clippings from sidewalk and road areas.

Upon award of the bid, the successful bidder will be notified who will serve as the City's inspector.

The City inspector shall be notified of the proposed maintenance schedule prior to contract signing. Inspection sheet(s) provided by the City, must be completed and submitted for inspection to the City inspector upon completion of work each time services are rendered. These inspection sheet(s) must be submitted within 24 hours of completion of work. Work will be inspected by the City for meeting specifications and approval of payment. The contractor will be notified of any work not completed to specifications within 24 hours of submitting an inspection form. Deficiencies must be corrected within 24 hours of notification of failure to meet specifications by the City.

If due to forces of nature or some unseen circumstances, the provided schedule must be deviated from, the successful bidder must coordinate with the City inspector an alternate schedule.

If the minimum number of required maintenance sessions can not be provided during the month due to circumstances of the contractor, then the payment for services for the particular area will be reduced in accordance to the amount of cutting accomplished and based on the bid price for that area for the period.

Payment will be made monthly provided completed inspection reports have been submitted and approved. An invoice for the month along with a billing sheet provided by the City, shall be submitted to the Clerk's Office by the 5th of the month following services and payment shall be made by the 20th of the month following the month of service. Payment will be made on actual services performed and approved for the month. The total bid price may <u>not</u> be divided by 12 months for billing purposes.

BID SHEET

BID NUMBER: 10-22-01

BID TITLE: Grounds Maintenance Services

TOTAL COST PER MONTH FOR ALL CUTS LISTED FOR EACH AREA

Area 1 $_____

Area 2 $_____

Area 3 $_____

Area 4 $_____

Area 5 $_____

Area 6 $_____

Area 7 $_____

Area 8 $_____

Area 9 $_____

Area 10 $_____

Area 11 $_____

Area 12 $_____

Area 13 $_____

Area 14 $_____

Area 15 $_____

Area 16 $_____

Total Monthly $_____ x 9 months Total Annual $_____

NOTE: Bids will be awarded on the Total Bid for the Year. All areas must be bid.

Bidder Name/Company_____

Address_____

Phone Number_____ Fax Number_____

Cell Number_____

Bid Representative_____
Typed or Printed Name

Bid Representative_____
Signature

Date_____