

# CITY OF MOBILE

## BID SHEET

**Mailing Address:**  
 P. O. Box 1948  
 Mobile, Alabama 36633  
 (251) 208-7434

**Purchasing Department  
 and Package Delivery:**  
 Government Plaza  
 4<sup>th</sup> Floor, Room S-408  
 205 Government St  
 Mobile, Alabama 36644

This is Not an Order  
 .....

**READ TERMS AND CONDITIONS  
 ON REVERSE SIDE OF THIS PAGE  
 BEFORE BIDDING**

Typed by: **mns** Buyer: **002**

**Please quote the lowest price at which you will furnish the articles listed below**

DATE	BID NO.	DEPARTMENT	Commodities to be delivered F.O.B. Mobile to:
07/08/2019	5305	PUBLIC WORKS	As Directed

**This bid must be received and stamped by the Purchasing office not later than: 4:00 PM, Friday, July 19, 2019**

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p><b>MOWING OF BATES FIELD LANDFILL</b></p> <p>Vendor is to mow Bates Field Landfill as per the following and attached.</p> <p>Vendor will be responsible to provide the equipment and manpower necessary to complete the mowing of the landfill.</p> <p>The current plan is to mow the landfill at least once during the mowing season. If necessary, a second mowing may be required should the City decide a second mowing is necessary.</p> <p>Vendor will be responsible to coordinate with both the City of Mobile and the Mobile Airport Authority. Note: The landfill is on airport property.</p> <p>There will be a mandatory viewing or inspection of the property on <u>9:00 a.m., Tuesday, July 16, 2019</u>. There will be only one viewing of the property.</p> <p>Meeting location for visit/inspection: <u>Dead End of Flave Pierce Rd.</u></p> <p>As this is on airport property, access is restricted. Vendors who do not attend the viewing will not be allowed to bid on this job.</p> <p>Only vendors who attend the mandatory viewing will be allowed to bid. Bids from vendors who do not attend the viewing or inspection will be rejected.</p> <p>Note: All questions must be put in writing to <a href="mailto:purchasing@cityofmobile.org">purchasing@cityofmobile.org</a> prior to 5:00 p.m., Tuesday, July 16, 2019, and answers will be provided to all vendors attending the viewing/inspection by the close of business <u>Wednesday, July 17, 2019</u>.</p> <p>Questions answered on site verbally during the viewing/inspection; and not provided in writing will not be honored.</p>					
			<b>TOTAL</b>			

**RETURN ONE SIGNED COPY OF THIS BID  
 IN ENCLOSED ENVELOPE**

State delivery time within \_\_\_\_\_ days of receipt of P.O.

Firm Name \_\_\_\_\_

Typed Signature \_\_\_\_\_

By \_\_\_\_\_

We will allow a discount \_\_\_\_\_% 20 days from date of receipt of goods and correct invoice of completed order.

1. All quotations must be signed with the firm name and by an authorized officer or employee.
2. Verify your bid before submission as it cannot be withdrawn or corrected after being opened. In case of error in extension of prices, the unit price will govern.
3. If you do not bid, return this sheet and state reason. Otherwise, your name may be removed from our mailing list.
4. The right is reserved to reject any, or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the interest of the City of Mobile.
5. This bid shall not be reassignable except by written approval of the Purchasing Agent of the City of Mobile.
6. State brand and model number of each item. All items bid must be new and latest model unless otherwise specified.
7. If bid results are desired, enclose a self-addressed and stamped envelope with your bid. (All or None bids only)
8. Do not include Federal Excise Tax as exemption certificate will be issued in lieu of same. The City is exempt from the Alabama and City sales taxes.
9. PRICES ARE TO BE FIRM AND F.O.B. DESTINATION UNLESS OTHERWISE REQUESTED.
10. BID WILL BE AWARDED ON ALL OR NONE BASIS UNLESS OTHERWISE STATED.
11. Bids received after specified time will be returned un-opened.
12. Failure to observe stated instructions and conditions will constitute grounds for rejection of your bid.
13. Furnish literature, specifications, drawings, photographs, etc., as applicable with the items bid.
14. Vendor May be required to obtain City of Mobile Business License as applicable to City of Mobile Municipal Code Section 34-50. For Business License inquiry contact the Revenue Department at (251) 208-7461 or [cityofmobile.org/taxes.php](http://cityofmobile.org/taxes.php).
15. If a bid bond is required in the published specifications, see below:  
Each Bid Shall be Accompanied By A **Cashier's Check, Certified Check, Bank Draft Or Bid Bond** For the Sum Of Five (5) Percent Of The Amount Bid, Made Payable To The City Of Mobile And Certified By A Reputable Banking Institution. All Checks Shall Be Returned Promptly, Except The Check Of The Successful Bidder, Which Shall Be Returned After Fulfilling The Bid.
16. Contracts in excess of \$50,000 require that the successful bidder make every possible effort to have at least fifteen (15) percent of the total value of the contract performed by socially and economically disadvantaged individuals.
17. All bids/bid envelopes must have the bid number noted on the front. Bids that arrive unmarked and are opened in error shall be returned to vendor as an unacceptable bid.
18. If successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Alabama Secretary of State prior to issuance of a Purchase Order. Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See [www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx](http://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx) . Please note that the time between application for and issuance of a Certificate of Authority may be several weeks.
19. Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State to submit a bid, but will need to obtain the Business License and Certificate of Authority, if applicable, prior to issuance of a Purchase Order.

# BID CONTINUATION SHEET

QUANTITY	ARTICLES	Bid on this form ONLY. Make no changes on this form. Additional information to be submitted on separate sheet and attached hereto.	UNIT	UNIT PRICE		EXTENSION	
				Dollars	Cents	Dollars	Cents
	<p>Page 2 of 3</p> <p>The personnel conducting the tour do not have the authority to make judgement calls; and decisions/answers will not be honored. Questions must be provided in writing and answers will be provided in writing and made part of these bid specifications.</p> <p>In order to speed the processing of the award of this bid and to get the vendor mowing, vendors shall provide with the bid the following:</p> <ul style="list-style-type: none"> <li>• Registration Number with the Alabama Secretary of State:  _____</li> <li>• Active City of Mobile Business License Number:  _____</li> <li>• Proof vendor is registered with the Federal E-Verify Program:  _____</li> <li>• Proof they can provide their insurance coverage within 24 hours of payment.  Yes_____ No_____</li> <li>• Insurance carrier can provide Certificate of Insurance for City Requirements within two (2) days of notification.  Yes_____ No_____</li> </ul> <p>Failure to provide all the above will cause rejection of your bid response.</p> <p>All vendors will be required to provide verification of enrollment in the E-Verify program. Additional information may be found at <a href="http://immigration.alabama.gov/">http://immigration.alabama.gov/</a></p> <p>If the successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Secretary of State prior to issuance of a Purchase Order.</p> <p>Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See: <a href="http://www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx">www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx</a>.</p> <p>Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.</p>						
				<b>TOTAL</b>			

**RETURN ONE SIGNED COPY OF THIS QUOTATION IN ENCLOSED ENVELOPE**

**READ ABOVE INSTRUCTIONS BEFORE QUOTING**

Firm Name \_\_\_\_\_

By \_\_\_\_\_

We will allow a discount \_\_\_\_\_% 20 days from date of receipt of goods and correct invoice of completed order.

**BID CONTINUATION SHEET**

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p align="center">Page 3 of 3</p> <p>Upon notification, vendor will have 10 business days to provide the Certificate of Authority and the E-Verify numbers to the Purchasing Department before award can be completed. (Vendors will possibly need to pay the expedite fee to meet this requirement because application is not sufficient. We must have a copy of the certificate with your Company ID number).</p> <p>Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State, nor the E-Verify for certification to submit a bid, but will need to obtain the Business License and Certificate of Authority verification and/or provide the E-Verify Certification, if applicable, prior to issuance of a Purchase Order.</p> <p>State of Alabama Local Vendor Preference Law 41-16-50 (a) and (d) will apply to this purchase.</p> <p><b>TO BE AWARDED ON AN ALL OR NONE BASIS.</b></p>					
			<b>TOTAL</b>			

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Firm Name \_\_\_\_\_

By \_\_\_\_\_

We will allow a discount \_\_\_\_\_ % 20 days from date of receipt of goods and correct invoice of completed order.

# BATES FIELD LANDFILL

- Mowing Polygon selection
- Edging Areas
- Mowing Areas



**BATES FIELD LANDFILL**  
**89 MOWING ACRES**

FLAVE PIERCE RD

The mowing area selection is shown in yellow.



City of Mobile GIS Department

Photo scale: 1 pixel = 6 inches. Orthophoto data (from rectified February 2017 aerial photography) meets National Map Accuracy Standards for 1" = 100' scale mapping. Zone 102. 1 inch = 100 feet. Alabama State Plane Coordinate System, NAD83 FIPS. The City of Mobile cannot warrant the accuracy or integrity of its digital data, map. The City of Mobile makes no representation or warranty as to its accuracy. Use of this data, information, or any other information derived therefrom is at the user's risk. All data have a latitude/longitude projection with a projected horizontal datum.

**Insurance:** For the term of this Agreement, Provider shall acquire and maintain, in full force and effect, the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama, *which such insurance shall name the City of Mobile as an additional insured*, and shall attach to this Agreement, as proof thereof and as Exhibit B, a certificate of insurance(s) issued by an agent licensed and qualified to do business in the State of Alabama:

- a. General Liability insurance – public liability including premises, products and complete operations.
  - (1) Bodily injury liability:  
\$250,000 each person  
\$500,000 each occurrence
  - (2) Property damage liability - \$100,000 each occurrence.  
Or, (in lieu of (1) and (2) above
  - (3) Bodily injury and property damage combined – \$500,000 per occurrence
  
- b. Comprehensive – Automobile Liability Insurance including owned, non-owned, and hired vehicles.
  - (1) Bodily injury liability:  
\$250,000 each person  
\$500,000 each occurrence
  - (2) Property damage liability - \$100,000 each occurrence.
  - (3) Or, (in lieu of (1) and (2) above)  
Bodily injury and property damage combined – \$500,000 per occurrence

If the certificate of insurance referenced in this Agreement does not evidence insurance of owned vehicles, said certificate and this sentence shall evidence the Provider's covenant that it does not own any vehicles and that it will not purchase or obtain any vehicles during the term of this Agreement. Said certificate shall require that said insurance coverage will not be altered or terminated unless the City shall have been given written notice of such alteration or termination delivered to the City not less than thirty (30) days before the effective date of such alteration or termination.

- c. Professional liability insurance

Provider shall provide a certificate of professional liability insurance coverage naming the City of Mobile as an additional insured. Coverage shall be, at a minimum, \$1,000,000.00 per event.

**City of Mobile  
Parks Department**

**Bates Field Landfill Mowing Specifications**

**Mowing**

- Uniformly mow at no less than 3.00" and no more than 6.00", as measured from the soil line
- Contractor is responsible for mowing all of the areas shown on the supplied maps, excluding areas where there is rip rap; any questions about this should be directed to the designated City contact
- Mowing equipment shall consist of rotary or flail mowers; bush hog types of mowers are acceptable
- The contractor should be aware that the terrain varies and some areas may be uneven and rugged
- All guards must be in place
- To avoid rutting, contractor shall avoid driving heavy mowing equipment on ground that is saturated after heavy rain; ruts shall be repaired

**Blowing**

- After mowing, clippings must be blown from all hard surfaces (asphalt, concrete, gravel)
- Clippings may be blown into the surrounding vegetation

**Litter**

- Litter shall be removed prior to mowing
- Litter must be removed before payment is approved

**Miscellaneous**

- Contractor shall have a designated contact and an alternate who is available during work hours; City shall do the same
- Contractor shall notify the designated City contact(s) using e-mail or text message at least 48 hours in advance of when work is scheduled. Phone calls or voice mail is insufficient. This is particularly important because the Airport Authority must be notified prior to accessing the landfill.

- Contractor shall notify the designated City contact(s) using e-mail or text message when work is completed. Phone calls or voice mail is insufficient. An inspection will not be performed until the City is properly notified, potentially allowing vegetation to grow or litter to accumulate, which would require the contractor to revisit the site before payment is released.
- When notifying City contact of the completion of the work, contractor shall report the number and size of bags of litter collected
- All specifications must be met before payment is released
- City may inspect job site at any time
- This contract is for one complete mowing of the landfill as shown on the included map; the projected mowing date is the third week in July, but that week may vary by +/- three weeks
- The area to be mowed is expected to be treated in May with herbicides to control the existing broadleaf vegetation, but the contractor should expect the vegetation to have not been mowed that season and a portion of the vegetation to be mowed may include tall reeds
- The City shall notify the contractor at least one week in advance of when the work is to be done; the contractor will have two weeks to complete the work
- In the event of a natural disaster (a named tropical storm or hurricane) the contract may be suspended for an agreed upon period of time; payment shall not be made for a missed operation
- Any used tires found in or around the landfill will be piled by the contractor in one location accessible to a truck and trailer and the City will be contacted for removal.
- Contract employees shall be neat and well groomed and shall wear identifiable uniforms
- Contract employees shall be courteous to the public at all times
- Contractor vehicles must be marked with business' name and/or business logo
- Work may be performed during daylight hours (dawn to dusk)
- The use of pesticides, including herbicides, insecticides, and fungicides shall not be permitted
- Contractor shall immediately report any problems such as broken or missing storm drain covers, etc.

## **Safety**



- Contractor shall comply with all applicable OSHA rules and regulations.
- Contractor shall comply with all City of Mobile safety rules and regulations, including:
  - Safety glasses shall be worn when operating power equipment and whenever there is an exposure to an eye injury (including hand sawing, clipping, use of fuels or other chemicals, etc.); hearing protection is recommended when operating power equipment
  - Manufacturers safety guards must be in place when operating power equipment.
  - Hearing protection is strongly recommended when working around gasoline/diesel-powered equipment.
  - Dust masks are recommended when mowing with open cab equipment.
  - Seat belts should be worn when operating tractors equipped with Rollover Protection Systems (ROPS).
- Contractor shall provide effective safety training to employees.
- Contractor shall designate a “competent person” at each work site who has the responsibility and authority to stop work until all safety conditions are met.
- If operated on a street, contractor shall adhere to the requirement contained in the Manual on Uniform Traffic Control Devices. Some examples of which include:
  - Employees working on or adjacent to roadways will wear high visibility garments meeting or exceeding the ANSI 107-2010 Class – II or Class III as required by the MUTCD for the type of traffic hazard.
- If operated on a street, contractors equipment shall be fitted with a flashing strobe light that is visible in all directions to traffic; Contractors equipment shall also include retro-reflective material visible from all directions and shall have a “slow moving vehicle” placard mounted on equipment that may be operated on or adjacent to the roadway in accordance to applicable law.
- All equipment guards must be in place
- Contractor to take all reasonable precautions to ensure the safety of passing motorists, vehicles, pedestrians and property; the contractor shall be liable for any and all damage to passing vehicles, property or injuries resulting from their work.
- The Parks Department has the authority to stop any contract operations that are thought to be hazardous; operations must cease until corrective actions are taken

- Spill control measures shall be in place in the event of a hazardous material spill; appropriate actions shall be taken in the event of a spill; contractor shall notify City in the event of a spill
- Failure to comply with safety issues may result in contract termination.
- Contractor shall notify the City of Mobile of any incidents reported to them.



## PROCUREMENT DEPARTMENT

Potential bidders are responsible to check this site for any **ADDENDUMS** that are issued. It is the responsibility of the **BIDDER** to check for, download, and include with their **BID RESPONSE** any and all **ADDENDUMS** that are issued for a specific **BID** published by the City of Mobile. Failure to download and include **ADDENDUMS** in your **BID RESPONSE** may cause your bid to be rejected.

This is a sealed bid. Any responses faxed or e-mailed will be rejected.

This is a sealed bid. Any response must be submitted in a sealed envelope with the bid number and bid opening date on the outside of the envelope.

Any response that arrives improperly marked or with no bid number and opening date on the outside of the delivery or express package and opened in error will be rejected and not considered.

It is the responsibility of the bidder to insure that their bid response is delivered to and received in the Purchasing Department before the date and time of the bid opening.

Be sure to read the Terms and Conditions. All bids are F.O.B. Destination unless otherwise stated.

Be sure to sign your bid!

**Package/Bid Delivery Address:**  
**Purchasing Department**  
**205 Government St. Room S408**  
**Mobile, AL 36644**

**(Request First Delivery)**