

CITY OF MOBILE

BID SHEET

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

**Purchasing Department
 and Package Delivery:**
 Government Plaza
 4th 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:
5/24/2019	5289	PUBLIC WORKS	As Specified

This bid must be received and stamped by the Purchasing office not later than: 11:30 AM, Friday, Jun 14, 2019

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p style="color: red; font-size: small;">Bid on this form ONLY. Make no changes on this form. Attach any additional information required to this form.</p> <p style="text-align: center;">FLOATABLE/LITTER REMOVAL SERVICES</p> <p>1. The City of Mobile is seeking bids for services for litter removal in the Dog River, Three Mile Creek, and One Mile Creek waterways, which are within the City of Mobile's (Municipal Separate Storm Sewer System)MS4 Boundary. A successful litter removal program is a key requirement of the City's National Pollutant Discharge Elimination System (NPDES) permit and Storm Water Management Program Plan (SWMPP).</p> <p>2. The NPDES Permit and SWMPP require the City to remove litter in the water and on the banks of the shoreline, up to the top of the shoreline banks, <u>twice weekly</u> from Dog River and <u>once weekly</u> from Three Mile and/or One Mile Creek.</p> <p>3. The Statement of Work to be performed, including reference maps for the specific geographic areas within these listed watersheds to be serviced can be found in Exhibit A. Exhibit B illustrates the three (3) waterways on a segment by segment basis for your information.</p> <p>4. The selected Contractor must be familiar with the City of Mobile's NPDES permit and Storm Water Management Program Plan (SWMPP). Familiarity will also be necessary in development of a responsive bid and demonstration as a responsible bidder.</p> <p>5. The 2017/2018 SWMPP and current NPDES Permit can be found at the following links:</p> <p>http://www.stormwatermobile.org/uploads/images/2017-09-19%20FINAL%20Mobile%20SWMP%20Plan.pdf</p> <p>http://www.stormwatermobile.org/uploads/images/2015-05-08_8271d.pdf</p>					
			TOTAL			

**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.
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. 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	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	Page 2 of 4					
	<p>6. The City intends to select the Contractor that meets the City's experience, capabilities, and work plan requirements, with the lowest bid. To that end, the City will award only to a responsible bidder that submits a bid responsive to the City's bid solicitation. Determination that a bidder is sufficiently responsible will be at the sole discretion of the City</p> <p>7. To be a responsible bidder, the City expects:</p> <ol style="list-style-type: none"> 1) Demonstrated experience working efficiently in rivers, streams and marshes in the collection, handling, and tracking of marine debris. 2) Required insurance and licensing. 3) Development and delivery to the City of a practical debris removal plan that will effectively and efficiently remove the historic and anticipated debris types and amounts in the specified waterways. Work plans that in the City's determination are not practical, not compliant with the City's SWMPP or NPDES permit, do not demonstrate familiarity with the specified waterways, will not effectively clean anticipated litter volumes from the waterway segments in the time periods allotted, or lack sufficient specificity, will be rejected as not responsive and the bidder will be determined to be not responsible. 4) The selected contractor to have experience performing litter removal services utilizing the EPA's ETAP tool or a comparable litter collection assessment protocol approved by the City. <p>8. Details regarding the specific bid submission requirements (what needs to be submitted in the bid) can be found in Exhibit C. Responsive bids will require evidence of prior comparable experience in this work, evidence of insurance and licensure, a practical plan to accomplish this work, experience with approved litter collection assessment protocol, and a completed and signed pricing sheet.</p> <p>9. The selected Contractor will be required to sign a Service Contract with the City upon award notification. A blank copy of the Service Contract is included in this bid package. The City retains the sole discretion as to whether a Contractor meets the City's experience, insurance and licensing, and plan of work.</p> <p>10. The City plans to award a contract at a fixed price for four(4) months, renewable upon mutual agreement for three additional four (4) month periods.</p> <p>11. If a contractor fails to meet performance requirements after award of bid, the City could/may have the Contractor's entire award and contract cancelled.</p>					
			TOTAL			

RETURN ONE SIGNED COPY OF THIS QUOTATION IN ENCLOSED ENVELOPE

READ ABOVE INSTRUCTIONS BEFORE QUOTING

Firm Name _____

By _____

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BID CONTINUATION SHEET

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			Dollars	Cents	Dollars	Cents
	Page 3 of 4					
	<p>12. No bid bond or performance bond is required.</p> <p>13. There shall be a mandatory question and answer session to be attended by all prospective bidders. The question and answer session shall be 10:30 A.M., Wednesday, June, 2019, in the City of Mobile Briefing Room on the 1st Floor of Government Plaza, located at 205 Government St., Mobile, Alabama, 36602.</p> <p>14. Bids received by the City of Mobile from individuals and/or companies not attending the mandatory question and answer session will be rejected.</p> <p>15. If you plan to attend the session, notify the Purchasing Department at 251.208.7434, or via email at purchasing@cityofmobile.org.</p> <p>16. For questions about this bid, submit your questions by e-mail to: purchasing@cityofmobile.org</p> <p>17. Miscellaneous.</p> <p style="padding-left: 20px;">1) Under Alabama law current City of Mobile employees and former employees having left the City of Mobile service for less than two (2) years cannot bid, hold City contracts, or provide goods and services to the City of Mobile.</p> <p style="padding-left: 20px;">2) Bidders should pay attention and look for Addendum(s) or updates at the City of Mobile bid site: cityofmobile.org/services/business/bid. Look under Bid #5289.</p> <p style="padding-left: 20px;">3) It is the bidder's responsibility to check for updates and Addendums to this bid. The City of Mobile is not responsible if a bidder does not look for or include an Addendum or changes in the bid specifications.</p> <p style="padding-left: 20px;">4) Bidders must be registered as a business entity with the Alabama Secretary of State's Office, possess a City of Mobile Business License, and be enrolled with the federal E-verify program.</p> <p style="padding-left: 20px;">5) All bids must be submitted in a sealed envelope to the Purchasing Department, Room 408, South Tower, 205 Government Street, Mobile, Alabama, 36602. All bids must be received and date stamped prior to 11:30 A.M., Friday, June 14, 2019.</p> <p style="padding-left: 20px;">6) Any bids delivered after 11:30 A.M., Friday, June 14, 2019, will be returned unopened.</p>					
			TOTAL			

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BID CONTINUATION SHEET

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			Dollars	Cents	Dollars	Cents
	<p style="text-align: center; color: red; font-size: small;">Bid on this form ONLY. Make no changes on this form. Additional information to be submitted on separate sheet and attached hereto.</p> <p style="text-align: center;">Page 4 of 4</p> <p>7) It is the Bidder's responsibility to have their bid package delivered to the Purchasing Department office and date stamped prior to the <u>11:30 A.M., Friday, June 14, 2019</u>, date for the bid opening.</p> <p>8) Be aware that there is limited parking around 205 Government Street and that you may have to park some distance away.</p> <p>9) This is a sealed bid; your response must be in a sealed envelope that has your company name on the outside along with either the Bid # or the date and time of the bid opening: <u>11:30 A.M., Friday, June 14, 2019</u>.</p> <p>10) Bids delivered in unmarked or mismarked envelopes or packages, and are opened in error prior to the bid date will be unacceptable and void to the City of Mobile.</p> <p>THIS BID WILL BE AWARDED ON ALL OR NONE BASIS.</p>					
			TOTAL			

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Firm Name _____

By _____

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Exhibit A Statement of Work

1. City of Mobile provides with this bid maps and photos of the streams, waterways, and shorelines involved. Maps of the waterways may be viewed here:
<https://maps.cityofmobile.org/bids/templocation/index.html>
City has broken up the service area into segments on each of the waterways. Each segment is treated as a separate work site for operations, measurement, characterization, reporting, invoicing, and payment.
2. Contractor will be required to perform two collection days every week on the Dog River, each day to complete three to five mutually agreed-upon segments, and one collection day every week on either One Mile Creek or Three Mile Creek, each day to complete three-to five mutually agreed segments. A "collection day" will be defined as an 8-hour work day for as many persons and equipment contractor requires to clean the segment to the cleanliness performance standard. That is, the Contractor will be expected to be on the water a total of three 8-hour days every week. Two of those days will be on selected segments of the Dog River, and one of those days will be on selected segments of either or both One Mile Creek and Three Mile Creek. The selection of segments will be based upon recommendation of the Contractor regarding the most heavily littered segments on any particular day. Contractor will be expected to clean all of the selected segments to the required cleanliness performance standard on the collection day. On days where a particular segment may require multiple passes to reach the cleanliness performance standard, City and the Contractor may agree that the same segment be counted multiple times on that day for tasking, cleanliness to the performance standard, and payment.
3. City will pay contractor weekly after City approval of completion of segments to the cleanliness performance standard, and receipt of the report of which area of where litter was removed. The area of removal should be marked up on the GIS map provided at the above link or via GIS data that is approved by the City (please document in the submitted work plan); photographic evidence of the material removed should be provided. Contractor shall complete the City's standard litter removal spreadsheet (provided) along with an EPA ETAP litter characterization or a comparable litter collection assessment protocol approved by the City shall be performed on 10% of the litter removed from each waterway each day and submitted to the City. The above information should be submitted to the City at stormwater@cityofmobile.org on a weekly basis. Invoices will be paid on after approval of and receipt of the above listed information.

4. Contractor shall remove all litter in the water and on the banks of the shoreline up to the top of the shoreline banks, including legacy material, between the GPS Coordinates listed in each waterway segment. "Litter" for purposes of this bid means paper, Styrofoam, plastic, cans, and any other man-made substance or object larger than a cigarette butt not part of a permanent structure. See the typical creek profile for each Segment attached to the referenced maps.
5. Removal of litter shall include any such described floatable on or near the surface of the water body that is visible to the naked eye, or any such described litter floating, submerged or deposited along the bank of the body of water at the water level which is present at the time of removal, and ten (10) feet of shoreline from the waters' edge at the current water level.
6. Cleanliness performance standard. Contractor will be required to completely clean all visible debris to within 90% coverage of the water and shoreline surface on the designated segments at the completion of the collection day for that segment.
7. Vendor will receive payment for segments successfully completed with the required documentation and upon City approval of the work. No partial payments will be made, unless approved in advance by the City.
8. The Contractor may use any variety of methods of removal deemed efficient, including but not limited to removal by hand, shovels, rakes, nets, tongs, or other mechanical or non-mechanical devices. The Contractor may use mechanical, pneumatic, or hydraulic devices for litter removal however, such devices or methods shall not be used in such a way that might cause undue or irreversible damage to vegetation and wildlife, or cause a major disturbance to large areas of water bottom leading to the introduction of silt and sediment into the water. The use of hydraulic, pneumatic, or mechanically driven devices must have prior approval by the City of Mobile.
9. Contractor will be required to bag collected debris in low-density plastic trash bags of at least 2.0 mil thickness with a minimum capacity of thirty (30) gallons. Contractor will provide these collection bags as inclusive in their pricing.
10. Contractor will be responsible for the movement of filled trash bags to a City designated collection location(s).
11. Contractor shall notify the designated City contact(s) using email or text message when starting and completing waterway collection days.

Phone call or voice mail is not sufficient. City inspection post-waterway completion will not be performed until properly notified.

12. The City may, upon mutual agreement with Contractor, separately task out additional clean-up work at hourly labor rates established in the bid submission. These labor rates will be for the following positions:
 - a. Crew Chief serves as the site supervisor responsible for scheduling, disposal of collected materials, minimum of two (2) years of experience with waterbody litter collection, responsible for EPA ETAP documentation, and all project documentation to the City
 - b. Crew Member is a technician who is an hourly employee who assists the Crew Chief in collection of materials in waterways. Up to three (3) crew members are allowed to assist the Crew Chief.
 - c. Clerical Staff is allowed for up to two (2) billable hours per week for completion of clerical related work as required by this project.
13. City may inspect the job site at any time.
14. Contractor employees shall be courteous to the public at all times.
15. Contractor employees shall wear the proper PPE-s (Personal Protection Equipment) including the proper life vests at all times.
16. Work may be performed only during daylight hours (dawn to dusk).
17. Contractor shall comply with all applicable OSHA and Coast Guard rules and regulations. Cell phones, earphones, ear buds, and Bluetooth devices shall not be used when operating equipment or performing cleanup.
18. Contractor shall provide safety training to employees prior to the start of litter removal.
19. Contractor shall designate a "competent person" at each project site, and this person shall have the responsibility and authority to stop all work until safety conditions are met.
20. Contractor will notify City of any unusually hazardous conditions or debris encountered and will take immediate action to stabilize the condition to prevent immediate harm to persons or the environment.
21. Spill control measures shall be in place in the event a hazardous or petroleum substance is released. Releases of hazardous or petroleum

substance are the contractors' responsibility. The Contractor shall notify the City in the event of a spill.

22. Failure to comply with safety and environmental requirements may result in the termination of the contract.
23. Contractor will be required to maintain and file with the City certificates of insurance naming the City of Mobile as an additional insured. Insurance coverage shall include at a minimum Commercial General Liability Coverage for Bodily Injury (\$300,000/person, \$500,000/occurrence), for Property Damage (\$100,000/occurrence), and for Pollution (\$100,000 per occurrence); Automobile Liability of \$500,000 bodily/property per occurrence), and Umbrella Liability of \$1,000,000/occurrence, issued by a company licensed to do business in Alabama, and naming the City of Mobile as an additional insured. An insurance policy may not be modified or cancelled without 30 days' prior notice to the City of Mobile. The insurance company shall be licensed in this state, or in the state in which the insurance is purchased, with the name of a designated agent for service filed in the office of the Secretary of State.

Exhibit B

Waterway Segment Maps – SEE ATTACHED LINK

<https://maps.cityofmobile.org/bids/templocation/index.html>

Exhibit C Bid Submission Document.

The City requires a contractor with practical expertise and a work plan to efficiently conduct waterborne and shoreside litter cleanup. Please submit the following information with your signed bid pricing.

1. Please write the following information below:

- a. Corporate Name _____
- b. Point of Contact _____
- c. Email address _____ Phone: _____
- d. Do you have a place of business in the City of Mobile: YES _____ NO _____
- e. IF yes, where: _____
- f. IF no, do you have a place of business in Alabama: YES _____ NO _____
- g. IF yes, where: _____
- h. Are you a certified disadvantaged business enterprise: YES _____ NO _____
- i. Registration Number with Secretary of State Office _____
- j. City of Mobile Business License Number _____
- k. E-verify Enrollment Number _____
- l. Your intended Insurance Carrier _____

2. Please use a separate sheet to describe your commercial experience conducting debris removal operations, including your project experience using EPA's ETAP methodology or comparable litter collection assessment protocol, -during the last 3-5 years (Cite no more than 5 specific job sites). For each listed experience, please indicate:

- a. Date(s)
- b. Location
- c. Description of the work performed
- d. Type of equipment used
- e. Point of contact for City verification.

3. Please also separately describe your plan to complete cleanup operations in the specific areas to be serviced under this bid. Please include:

- a. Mechanism and equipment by which you will intend to collect, bag, and remove debris to meet time and Cleanliness performance standards.

- b. How you will scale your operations to factor in rain events.
 - c. How many personnel you intend to use, and what roles they will fill.
 - d. Volume of debris you expect to remove during each collection run for each waterway.
 - e. How you will promote safety.
4. The City of Mobile reserves the right to inspect a Vendor's equipment prior to the award to insure compliance with equipment specifications and conformance to safety equipment requirements.
5. The lowest overall bid will be selected by a weighted total of the segment prices, combined with a weighted total of the hourly labor rates.
6. Please provide pricing PER SEGMENT CLEANUP visit on the sheets following, and provide the labor rates for ad hoc tasking, and provide a signature below:

DOG RIVER (Each segment to be completed 2x per week, pricing is for 1 pass)

Segment #1

-88.08971, 30.636962 To

-88.093533, 30.634785

Segment Price \$ _____

Segment #2

-88.094047, 30.634788 To

-88.093533, 30.634785 To

-88.095215, 30.634233 To

-88.093794, 30.634399 To

-88.093636, 30.63367

Segment Price \$ _____

Segment #3

-88.093636, 30.63367 To

-88.096603, 30.631535 To

-88.096634, 30.630396 To

-88.097109, 30.630333

Segment Price \$ _____

Segment #4

-88.097109, 30.630333 To

-88.101006, 30.628451

Segment Price \$ _____

Segment #5

-88.101006, 30.628451 To

-88.100814, 30.625892

Segment Price \$ _____

Segment #6

-88.100814, 30.625892 To

-88.098731, 30.622669

Segment Price \$ _____

Segment #7

-88.095949, 30.636961 To

-88.094047, 30.634788

Segment Price \$ _____

Segment #8

-88.09709, 30.641521 To

-88.095949, 30.636961

Segment Price \$ _____

TOTAL FOR ALL DOG RIVER SEGMENTS

\$ _____

ONE-MILE CREEK (Each segment to be completed 1x per week.)

Segment #1

-88.054254, 30.696993 To
-88.053824, 30.699108

Segment Price \$ _____

Segment #2

-88.053824, 30.699108 To
-88.054172, 30.702131

Segment Price \$ _____

Segment #3

-88.054172, 30.702131 To
-88.054208, 30.704411

Segment Price \$ _____

Segment #4

-88.054208, 30.704411 To
-88.055286, 30.706739

Segment Price \$ _____

Segment #5

-88.055286, 30.706739 To
-88.057651, 30.708488

Segment Price \$ _____

Segment #6

-88.057651, 30.708488 To
-88.061765, 30.711491

Segment Price \$ _____

Segment #7

-88.061765, 30.711491 To
-88.064398, 30.713333

Segment Price \$ _____

TOTAL FOR ALL ONE MILE CREEK SEGMENTS

\$ _____

THREE (3)-MILE CREEK (Each segment to be completed 1x per week.)

Segment #1

-88.070421, 30.706188 To
-88.071791, 30.703657

Segment Price \$ _____

Segment #2

-88.071791, 30.703657 To
-88.077713, 30.700908

Segment Price \$ _____

Segment #3

-88.077713, 30.700908 To
-88.079053, 30.700164 To
-88.079038, 30.697362 To
-88.081878, 30.698679

Segment Price \$ _____

Segment #4

-88.081878, 30.698679 To
-88.088166, 30.696757

Segment Price \$ _____

Segment #5

-88.088166, 30.696757 To
-88.092237, 30.697318

Segment Price \$ _____

TOTAL FOR ALL THREE MILE CREEK SEGMENTS \$ _____

SEGMENTS TOTAL BID:

2x DOG RIVER TOTAL + ONE MILE CREEK TOTAL + THREE MILE CREEK TOTAL

\$ _____

AD HOC WEIGHTED HOURLY RATES:

POSITION	RATE	UNITS	RATE MULTIPLIED BY HOURS (WEIGHTED RATE)
Crew Chief	Hourly Rate \$ _____	50 Hours	
Crew Technicians	Hourly Rate \$ _____	200 Hours	
Clerical Staff	Hourly Rate \$ _____	30 Hours	

SUM OF AD HOC WEIGHTED RATES			
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TOTAL BID AMOUNT:

SEGMENTS TOTAL BID +

SUM OF AD HOC WEIGHTED RATES: \$ _____

I certify that I have read and agree to the bid terms stated here and addenda to the City bid, and to the accuracy of the information provided in the attached bid response. I agree that by submitting this bid I am bound to the bid terms and pricing submitted for the period indicated.

I certify that I am authorized to prepare and submit this bid on behalf of the bidder.

Signature

Date

Name and Title



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)