

MOBILE COUNTY COMMISSION

205 Government Street 8TH FL South
Mobile, Alabama 36644

BID INVITATION

NO. 131-24

JULY 5, 2024

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items:

GROUNDS MAINTENANCE FOR MOBILE COUNTY BUILDING MAINTENANCE LOCATION 554 S. ROYAL ST., MOBILE AL 36603 AS PER ATTACHED SPECIFICATIONS:

NOTE PRICES MUST REMAIN FIRM FROM OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

Any questions or comments concerning the bid requirements must be brought to the attention of Susan Holland, Purchasing Agent, 205 Government Street, 8th FL South, Mobile, Alabama 36644, susan.holland@mobilecountyal.gov prior to the bid opening or will be forever waived.

All bidders shall furnish a five percent (5%) bid bond on any contract exceeding \$30,000.00: provided that bonding is available for services, equipment or materials. Bid bond will be accepted in the form of a certified check, cashier's check, or postal money order, etc.

Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall furnish proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed, signed and returned with your bid.)

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at www.mobilecountyal.gov.

THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.

F.O.B. Mobile DATE OF DELIVERY _____ TERMS _____ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

BIDS WILL BE RECEIVED UNTIL 10:00 A.M. JULY 31, 2024.

ALL BIDS MUST BE SEALED, "BID NUMBER, COMPANY'S NAME, AND NAME OF THE BID ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE." THE BIDDER WILL RETURN THE ENTIRE BID PACKAGE. BIDS MUST BE DELIVERED TO THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR SOUTH TOWER OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

MOBILE COUNTY COMMISSION



E. EDWIN KERR, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum of

\$ as per attached list.

Delivery can be made in _____ days from receipt of order.

RESPECTFULLY

BY _____



IMPORTANT

**THIS DOCUMENT MUST BE COMPLETED,
SIGNED AND RETURNED WITH YOUR BID**

As a condition for the award of a competitively bid contract to a company having one or more employees in the State of Alabama, the Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that the company provide, in advance, proof of enrollment in E-Verify. E-Verify is an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States. Further information about enrollment in E-Verify may be found at www.uscis.gov/everify and www.Verify.Alabama.gov.

As proof of enrollment in E-Verify, Mobile County requires a copy of the electronically signed signature page of the contractor's Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees may enroll in E-Verify through the state Department of Homeland Security).

Please complete the following and return with your bid:

_____ (company name) has no employees in the
State of Alabama

Or

_____ (company name) is enrolled in E-Verify and a
copy of the electronically signed signature page of the company's Memorandum of Understanding is
attached.

Date

Signature

Title

SAMPLE

E-Verify



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Mobile County Commission

Connie Hudson

Name (Please Type or Print)

Title

Electronically Signed

12/21/2011

Signature

Date

Department of Homeland Security - Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

12/21/2011

Signature

Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: Mobile County Commission

Company Facility Address: 205 Government Street

8th Floor South Tower

Mobile, AL 36644

Company Alternate Address:

County or Parish: MOBILE

Employer Identification

Number: 638001644

Date: _____

BID #131-24

**ANNUAL GROUNDS MAINTENANCE FOR MOBILE COUNTY BUILDING MAINTENANCE LOCATION 554
S. ROYAL ST. MOBILE, AL 36603:**

Name of Company: _____

Company Representative _____
(Print)

Company Representative _____
(Signature)

Address _____

Phone Number () _____ Fax Number() _____

Federal ID Number _____

Email Address _____

Company Web Address _____

Please attach a current W-9.

BID PRICES

BUILDING MAINTENANCE	
INITIAL FEE	
PRICE PER MONTH	
TOTAL	

SPECIFICATIONS FOR GROUNDS MAINTENANCE FOR MOBILE COUNTY BUILDING MAINTENANCE LOCATION 554 S. ROYAL ST.

The services required include weeding, cultivating, trimming, pruning, mowing and edging.

Contractor will furnish all equipment, materials and labor.

Contact Jim Stokley at 251-574-4444 if you have any questions. **Note: This location is to be scheduled for service before 6:00am on weekdays or on Saturdays only.**

SCOPE OF WORK:

- A. Contractor will bring facility up to the standards established by the scope of work with the first two month (60) day of the first contract year. When, to the satisfaction of Mobile County Commission, that this facility is to the standard, the contractor will be eligible for payment of the one-time initial fee.
- B. **Bi-weekly mowing during the months of March through September to be done during the 1st and the 3rd weeks of the month. Monthly mowing during the months of October through February for the entire complex to be done during the 1st week of the month. Work is to be completed within 24 hours.** Inspect and remove new or dead growth so walkways, sidewalks are kept clean and look well cared for. Trimming during the growing season shall occur as needed to ensure the following standards are met:
 - 1. Remove dead, damaged and diseased portions of plants.
 - 2. Prune trees and shrubs.
 - 3. Trees, shrubs and ground cover must be kept off fire hydrants, signs, fences, walls, sitting areas, walkways and driveways.
- C. Lawns, fence lines, asphalt, concrete pads, pavers and any hard surface shall be kept grass and weed free. Beds in particular are to be maintained by either use of chemical weed killer or manually. Contractor shall be responsible for removing weeds and grass in passenger loading and parking areas.
- D. Sweep or use blower to clean all sidewalks and/or concrete areas, which include but are not limited to driveways, parking lots, walkways, patios, etc. of all grass clippings and other debris affected by work. All debris shall be removed from the site.
- E. Pick up and remove all leaves and debris in landscape areas, passenger loading and parking lots starting in autumn.
- F. Edging around lawn perimeters, sidewalks and bedded areas shall be done with each mowing.
- G. In the event the contract fails to accomplish any task under this scope of work, Mobile County will provide reasonable notice to take corrective action. If the Contractor does not perform the service (corrective action), Mobile County may, at its option, cause the non-performed task to be accomplished through another source and deduct the cost of such from the amount normally due the contractor for that monthly period.
- H. The awarded contractor will be allowed one (1) no show—failure to report to job location and inability to complete a mowing within 24 hours. The second no show/ failure to complete the job will result in termination of this contract.

CONTRACTOR RESPONSIBILITIES

The Contractor will provide his own labor, tools, equipment and transportation.
The Contractor will dispose of all trimmings and dead growth.

It will be mandatory for the contractor to send an email on the day of each service to Jim Stokley Jim.stokley@mobilecountyal.gov so that we may inspect before payment will be rendered at invoice.

Contractor will bill monthly for services rendered the preceding month. The vendor will also be responsible for emailing a copy of the invoice to Jon Coster for approval and mail a copy to the Mobile County Commission Accounts Payable Dept. PO Box 1443, Mobile, AL. 36633.

CHANGE ORDERS

No change orders will be authorized once contract has been awarded.

IDENTIFICATION

Contractor personnel will carry contractor identified at all times.

PROFESSIONAL AND GENERAL LIABILITY INSURANCE

Contractor shall provide insurance coverage as set forth below and deliver to the County of Mobile certificates of insurance upon request:

One (1) certificate to name Mobile County Commission and the Building Maintenance Department as additionally insured.

Comprehensive liability

- (1) Bodily injury – limits of \$200,000 per person and \$500,000 per occurrence.
- (2) Property damage limits of \$100,000

Automobile Liability for owned, non-owned and hired vehicles-limits of \$250,000/\$500,000 bodily injury and \$100,000 property damage or \$300,000 single limit aggregate.

***Any damage caused by the contractor's performance under this contract shall be restored and/or repaired to it's original condition at the contractor's expense.**

CANCELLATION

The Contractor will be notified in writing of any problems pertaining to the performance of the Landscaping/grounds maintenance specifications. If no satisfactory corrections are made by the vendor within two (2) weeks the County of Mobile may upon notification by the department specified in the contract, cancel the contract immediately. If terminated you will be removed from the bid list the following year.

The Contractor may cancel the contract by giving Mobile County Commission no less than thirty (30) days (including Saturday, Sunday and official County of Mobile holidays) notice of intent to cancel the contract. Contractor must also forfeit fifty percent (50%) of the charge for services of the last complete month. In the event of cancellation by either party, probation of services charged will be based on a thirty (30) day month.

TERM OF CONTRACT

THE TERM OF CONTRACT SHALL BE FROM OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

The Contractor hereby agrees, by accepting this contract, to indemnify and save harmless the County from liability, damage, claims, suits or actions of every name and description and any expenses incurred in connection herewith for or on account of any injuries or damages to persons or property arising out of, resulting from, or growing of Service's operations under this agreement. Service shall further be liable to the County for any damage to property arising from acts or omission on the part of service, its officers, agents or employees.

Exhibit A: Outlined diagram of the area to be cleaned.



Building Maintenance

Google earth

feet
meters

300

100

Exhibit A: Building Maintenance Dept. 554 S. Royal St.