



CALHOUN COUNTY COMMISSION

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County Administrator

GLORIA FLOYD

County Attorney

July 15, 2022

INVITATION TO BID

The Calhoun County Commission will until Tuesday, August 09, 2022, at 2:00 p.m. receive competitive sealed bids on General Landscape Maintenance for the following locations: Ken Joiner Calhoun County Administration Building, 1702 Noble Street, Anniston, Alabama; the Calhoun County Courthouse, 25 West 11th Street, Anniston, Alabama; the Calhoun County Animal Control, 3605 Morrisville Road, Anniston, Alabama; and the Administrative Annex Storage Building (formerly Dewayne's Furniture Store), 1810 Noble Street, Anniston, Alabama.

Instructions to Bidders (Attachment "A") and Specifications (Attachment "B") for bid submittals are attached hereto and made a part of this invitation to bid.

The contract award, if any, will be for a one year period beginning September 1, 2022, with an option for the County to extend the contract for up to two (2) additional one (1) year periods, if agreeable with both the County and successful bidder.

If you have questions concerning this invitation to bid contact Mark E. Tyner, County Administrator, at 256-241-2800.

Please state on outside of mailing envelope "Landscape Maintenance Bid" and date and time to be opened. Mail or hand deliver bids to:

Calhoun County Commission
1702 Noble Street, Suite 103
Anniston, Alabama 36201

Notwithstanding anything else herein provided, the Calhoun County Commission reserves the right to reject any or all bids, to waive any formality in bids, and to accept in whole or in part, a bid, solely at its discretion if, in Calhoun County's judgement, the best interests of Calhoun County and the Calhoun County Commission will thereby be protected and/or served. The Calhoun County Commission also reserves the right to the fullest extent allowed by applicable laws and regulations, to negotiate with the lowest responsive, responsible bidder selected.

INSTRUCTIONS TO BIDDERS

Section I - Scope

Successful contractor shall furnish all labor, equipment and supervision necessary to carry out the provisions cited in the specifications shown in exhibit "B" and attached hereto. All services are to be performed during daylight hours, on weekends, county observed holidays, or after hours.

Section II - Examination of Grounds

The contractor shall conduct a thorough and complete examination of the grounds prior to submitting a bid. Failure of the contractor to completely familiarize himself/herself/itself with the ground conditions and requirements prior to submitting the bid will not relieve the bidder of the responsibility in meeting specifications, if awarded the contract.

Section III - Supervisory Personnel

Successful contractor must furnish competent and skilled persons to supervise and assure quality and performance of the work crew. There will not be any children under the age of sixteen (16) allowed to perform the services required in this contract. All supervisors shall maintain and control an effective inspection and follow-up program.

Section IV - Insurance Coverage

The successful contractor shall be able to provide proof of coverage in adequate limits for workmen's compensation and general liability prepaid for the term specified in the contract. The successful contractor will be responsible for all loss or damage caused by him/her/its employees. Successful contractor must submit proof of coverage prior to commencement of work.

Section V – Licensing Requirements

Each bidder submitting a bid to perform the services required in this invitation must possess and provide proof of business licenses from the City of Anniston, Calhoun County and, if required, a State of Alabama license to perform herbicide applications.

Section VI - Bidder Qualifications

Each bidder must show proof of performing landscape maintenance services satisfactorily by submitting with his bid five or more references, including address, phone number and period service was performed. Failure to submit this information will cause immediate disqualification from the bidding process.

In evaluating the bids, consideration will be given to the following criteria. Deficiency in any of the listed areas could be adequate reason for bid rejection:

1. The ability, capacity and skill of the contractor to perform the contract, or provide

the service required and within the specified time without delay or interference.

2. The character, integrity, reputation, judgement, experience, and efficiency of the contractor.
3. The quality of performance of previous contracts or services.
4. The sufficiency of the financial resources and ability of the bidder to perform in compliance with the specifications.
5. Equipment in possession and ownership relative to the work to be performed. (Submit a list of equipment which you own that will be used to perform the services required in this contract.)
6. Such other information as may be secured that may have a bearing on the decision to award the bid.

Section VII - Cancellation

This contract may be terminated at any time during the contract by either party by giving thirty (30) days written notice to the other party and receiving written acknowledgement thereof.

Contract may be terminated for providing unsatisfactory services by giving the contractor thirty (30) days written notice, or, if deemed necessary by the County Commission, contract may be terminated immediately.

Section VIII - Extension of Contract

This contract may be extended for a period not to exceed twenty-four (24) months, provided the extension terms of the existing contract are agreed upon by both parties.

Section IX - Alabama Immigration Law Compliance

The selected bidder will, by accepting this bid award, agree to the following: 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.

The selected bidder must complete all necessary paperwork required by the County for verification of enrollment in the e-verify program to verify full compliance with the Immigration Reform and Control Act of 1986, as amended by Immigration Act of 1990 and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, as amended.

GENERAL LANDSCAPE MAINTENANCE
SPECIFICATIONS

- Mow lawn weekly during growing season and as needed at any other times throughout the year, taking extra precaution to not allow trimmers to damage structures and vehicles.
- Remove leaves and litter on all lawn and hard surface areas weekly, paying specific attention to parking lots, sidewalks, and gutters adjacent to street curbs.
- Check moisture levels for lawn and all planted areas and water as needed.
- Reseed lawn where needed to include thin areas and over seed annually with rye grass.
- Fertilize all lawn areas, shrubs, trees, and groundcover according to soil tests for lime and fertilizer requirements specific to needs and time of year. An annual fertilizer plan must be submitted to the County Administrator by the successful bidder after award of contract.
- Mulch beds as needed to replenish mulch levels (red mulch unless instructed differently) and establish a good edge on all bedded areas. Maintain all beds ensuring no weeds are visible.
- Inspect planting areas and remove debris or litter.
- Prepare and plant annual color beds for summer and cool season beds in the fall. Remove spent blooms as needed. Must be in adequate numbers to fill beds.
- Furnish and apply appropriate herbicide and/or pre-emergent while taking care to only impact appropriate areas.

BID SHEET
GENERAL LANDSCAPE MAINTENANCE

Company Name _____

Owner _____

Address _____

Telephone Number _____

Insurance Carrier: _____

Workman's Compensation _____ Policy # _____

Liability _____ Policy # _____

Licenses: County: Yes _____ No _____

State: Yes _____ No _____

OTPS License Number: _____

- References:
1. _____
 2. _____
 3. _____
 4. _____
 5. _____

BID AMOUNT \$ _____ PER MONTH

Signed: _____