



JEFFERSON COUNTY DEPARTMENT OF HEALTH
401 14TH Street South, Birmingham, Alabama 35233
205-930-1032/205-930-1060 fax
hazel.collins@jcdh.org

Hazel Collins
Purchasing Agent

February 22, 2017
INVITATION TO BID
BID#17-02-11

Sealed bids for **Landscape Management Services – Rebid**, for the Jefferson County Department of Health will be received by the Purchasing Division, Jefferson County Department of Health, General Services Annex, 401 South 14th Street, Birmingham, AL, 35233, **until 10:00 a.m., Tuesday, March 7, 2017**. At this time and place it will be publicly opened and read.

Anyone who wishes to submit a bid must attend the mandatory **pre-bid meeting Tuesday, at 10:00 a.m., February 28, 2017**, in the conference room located in the Annex Building, 401 14th Street South, Birmingham, AL, 35233.

Detailed information and conditions involved in this contract are attached along with a bid form which should be used when submitting your bid. The contract will be for a period of three (3) years beginning from the date of award. Contract will be awarded to the lowest responsible total bid.

Any bid submitted will be construed as evidence that the bidder has made an on-site inspection and is aware of existing conditions and requirements that may affect the price of their bid. A Performance bond will be required from the successful bidder prior to the bid award.

It is required for any contract exceeding \$10,000 that the bidder submits with their bid either certified check, a cashier's check or a bid bond payable to the Jefferson County Department of Health in the amount of \$500. In order for any bid award to be considered that exceeds \$10,000, it must be accompanied by an acceptable bid bond or check. Bid bonds will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of the award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

The Jefferson County Department of Health reserves the right to reject any or all bids submitted in whole or part, and to waive any informalities.

The Jefferson County Department of Health follows a policy of nondiscrimination. No contractor with the Jefferson County Department of Health should discriminate on the basis of race, sex, religion, or national origin. Failure by the vendor to carry out these requirements is a

material breach of its obligations, which may result in its termination or such other remedy as the Jefferson County Department of Health deems appropriate.

Standard form bid/agreement is included in the bid package for your review. This agreement **must** be signed by the awarded company and the parties acknowledge and agree that in the event there is a conflict between any terms or provision of the "Addendum to Agreement dated the _____ day of _____, 2017, between the Jefferson County Board of Health ("Owner") and ("Contractor") (herein the "addendum") and the terms or provisions of the bid documents, the terms and provisions of the addendum shall control. **All bidders must** complete and return the State of Alabama disclosure form included in the bid package and **must** provide their E-verify number and a copy of their E-verify certificate.

Bids must be submitted on bid forms included within the specifications or copies thereof. No bids may be withdrawn after the scheduled closing time for receipt of bids for a period of sixty (60) days. Jefferson County Department of Health (JCDH) reserves the right to reject any, or part of any bid.

Insurance certificate must be provided prior to beginning of services.

Sealed bids must be delivered to JCDH, General Services Annex, 401 South 14th Street, Birmingham, AL 35233, on or before **Tuesday, March 7, 2017, at 10:00 a.m.** Bid received after this time will not be considered.

Sincerely,

Hazel Collins
Purchasing Agent

HC/cf

Birmingham News: 02/26/17

INSTRUCTIONS TO BIDDERS

All bids are to typewritten or printed in ink on the forms provided by JCDH. Incomplete forms will not be considered. Note any special conditions and/or alternate approved products that vary from the instructions. The bidder shall assume full responsibility for timely delivery of the bid to the location designated for receipt of bids. Oral, telephonic or faxed bids are invalid and will not receive consideration.

Vendors should furnish a company telephone representative or furnish a voice message machine and calls should be returned within two (2) hours. Upon arrival, workers are to report to JCDH employee site designee. After work has been completed a dated written report should be left with this same employee at the location.

AWARD

JCDH reserves the right to award the bid when deemed to be in its best interest and reserves the right to reject any and all bids. A bid will be rejected if there is a reason to believe that collusion exists among the bidders. No participants in such collusion will be considered in future bids for the same work. Contract will begin on the first day of the month following the date of award.

QUALIFICATIONS OF BIDDERS

In awarding the bid, the Owner may take into consideration the skill, facilities, experience, ability, responsibility, previous work and financial standing of the bidder, the amount of other work being performed by the bidder and the period of time within which the work is to be furnished.

The owner may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. Bidders shall furnish to the owner such information for this purpose as may be requested. Bidders must have three (3) years experience in this type work with references that must be furnished at the time of bid submission.

INTERPRETATIONS

No modification, deviation, substitution or other such changes will be made without owner's prior written approval.

EXAMINATION OF DOCUMENTS AND SITES

Bidders shall examine the bid documents in their entirety and shall visit and visually examine the sites to obtain first-hand knowledge of existing conditions. No consideration will be given to claims based on lack of knowledge which can be obtained by the examination. Bidders are to notify the owner of any problems or inconsistencies in the bid package prior to the bid opening.

RESPONSIBILITY

The bidder assumes, by virtue of its signature on the bid, the responsibility for guaranteeing reasonable satisfaction of the owner.

QUALITY OF PRODUCTS

It shall be an absolute condition of this bid that the quality of all the materials and workmanship shall not vary from that normally offered by good quality manufacturers and contractors except where approved as an alternate.

PERFORMANCE BOND

A performance bond guarantees good faith and firm bid for period stated in the bid and must be provided before the award of contract. Bid Bonds will be returned to all bidders thirty (30) days upon final award of the bid.

A Performance bond in the amount equal to 100% of the amount of contract price will be required of the successful bidder prior to award of contract. No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening.

This requirement will be reviewed at the mandatory **pre-bid meeting scheduled for Tuesday, February 28, 2017, at 10:00 a.m.**

MATERIALS & WORKMANSHIP

All labor shall be performed by competent workmen. Quality of material and workmanship should meet JCDH standards.

LEGAL COMPLIANCE AND PERMITS

The work performed under this bid shall comply with applicable laws, ordinances and regulations. If any parts of the bid documents are in conflict, the bidder shall advise the owner of the problem.

The bidder shall obtain and pay for licenses, permits and inspections necessary for the performance of the work. The bidder will be required to furnish the owner satisfactory evidence of such license and permits. The bidder shall be licensed by the City of Birmingham and Jefferson County. **All licenses submitted must be current.**

FAMILIARITY WITH LAWS

The bidder is assumed to be familiar with all Federal, State, and Local laws, ordinances, rules and regulations that in any manner affect the work contracted hereunder. Ignorance on the part of the bidder will in no way relieve this responsibility.

USE OF PREMISES AND COOPERATION

No space for storage of material will be made available on the premises.

PROTECTION OF WORK AND PROPERTY

The bidder shall promptly repair all damage for which bidder is responsible. The bidder shall also be responsible for any loss or damage to the owner's property and the property of others due to performance of work under this contract and shall make good such loss or damage at bidder's own expense.

Applicable Federal:	Statutory
Employer's Liability	
Bodily Injury:	\$1,000,000.00 per accident
	\$1,000,000.00 disease, policy limit
	\$1,000,000.00 disease, each employee

II. Commercial General Liability on an ISO Occurrence Form or equivalent (including Bodily Injury, Property Damage, Premises-Operations, Independent Contractors' Protective, Products and Completed Operations, Broad Form Property Damage):

<u>Bodily Injury</u>	
\$1,000,000.00	Each Occurrence
\$1,000,000.00	Aggregate

<u>Property Damage</u>	
\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

Insurance products and completed operations to be maintained for two (2) years after final payment and the Contractor shall continue to provide evidence of such coverage to the owner during this period.

Jefferson County Department of Health is to be named as an additional insured.

Broad Form Property Damage shall include completed operations.

III. **Contractual Liability**

<u>Bodily Injury</u>	
\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

<u>Property Damage</u>	
\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

IV. **Personal Injury, with Employment Exclusion deleted**

\$1,000,000.00	Each Occurrence
\$2,000,000.00	Aggregate

V. **Business Auto Liability (including owned, non-owned and hired vehicles)**

<u>Bodily Injury</u>	
\$1,000,000.00	Each Occurrence

Property Damage

\$1,000,000.00

Each Occurrence

VI. **If the General Liability Coverage are provided by Commercial Liability Policy, the**

General Aggregate shall not be less than \$2,000,000.00.

Fire Liability Limit shall be not less than \$1,000,000.00 on any one fire.

Medical expense limit shall not be less than \$10,000.00 on any one person

Furnish one copy of Certificates herein required for each copy of the Agreement, specifically set forth evidence of all coverage required. If this insurance is written on a Commercial General Liability Policy Form, ACORD form 25S will be accepted. Furnish to the owner, copies of any endorsements that are subsequently issued amending coverage or limits.

COMMUNICATION DURING BID EVALUATION

There shall be no communication during the evaluation period, between any vendor and the State or County agency requisitioning the good or service to be procured. Any communications, written, oral or electronic between the vendor and the requisition agency must come through the Division of Purchasing Buyer administering the ITB.

NO VALID OR COMPLIANT BIDS

If after evaluation of all bids accepted by the Division of Purchasing at bid opening, the accepted bid is determined to be non-compliant with the specifications of the ITB or the terms and conditions of the ITB or the accepted bids exceed their requisitioning agency's budget for the good or service, either in total amount of the bid or in one or more pricing lines contained in the bid, the Purchasing Agent, at their discretion, may accept all bids rejected for procedural reason. Procedural reasons include, but are not limited to, bid(s) not signed as required, bid(s) not notarized as required, bid(s) not identified as required by bid opening and others. If after accepting and evaluating procedurally rejected bids, no compliant bid can be found, the Purchasing Agent, at their discretion, may take action necessary to acquire the good or service sought by the requisitioning agency by re-bidding.

OWNERS RIGHT TO TERMINATED BID

The owner may terminate this bid for reasons that may include but not be limited to the following:

- a. Bidder developing financial problems that result in the work not being completed on schedule.
- b. Bidder failure to supply enough properly skilled workmen or proper materials to execute the work per developed schedule.

- c. Bidder disregarding the instructions of the Owner.
- d. Bidder being unable to do the work properly or by the time scheduled.
- e. Bidder or employees guilty of a substantial violation of any provision of the Bid Documents.
- f. Unsafe or unsatisfactory conduct on the job.

INDEMNIFICATION OF OWNER

The bidder shall defend any and all suits brought against the owner and any employee or other persons (whether or not employed by the bidder) for damage to property and injury to persons caused by or through the performance by the bidder's work. The bidder shall hold harmless the owner from all claims arising out of the work performed by the bidder.

The bidder shall pay all claims for bodily injury, including death and loss of damage to property caused by the work performed by the bidder. This includes damage to the building and other property of the owner. Bidder shall give immediate notice of all claims to the owner.

**Specification for Work
Landscape Management Services
Jefferson County Department of Health**

JANUARY

- Winter pruning (All applicable non-blooming trees under 20 feet and shrubs).
- Leaf removal on turf, bed and parking areas.
- Prune crape myrtle, pampas grass and liriopse.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and or vacuumed.
- All trees/shrubs should be maintained at an eighteen (18) inch clearance from any structure.

FEBRUARY

- Complete all winter pruning.
- Aerate all turf areas before pre-emergent application.
- Application of dormant oil on applicable plant material.
- Application of pre and post-emergent herbicide for broadleaf weed control.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and/or vacuumed.

MARCH

- Turf/bed management.
- Prune flowering trees and shrubs when bloom cycle is complete.
- Fertilize trees and shrubs with sulfur-coated fertilizer (14-14-14).
- Check irrigation to ensure proper operation.
- Dethatch warm season turf.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and/or vacuumed.
- All trees/shrubs should be maintained at an eighteen (18) inch clearance from any structure.

APRIL

- Turf/bed management.
- Fertilize azaleas with sulfur-coated fertilizer when bloom cycle is complete.
- Fungus/insect control.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and/or vacuumed.

MAY

- Turf/bed management.
- Fungus/insect control.

- Fertilize warm season turf with sulfur-coated fertilizer (28-5-12) at a rate of 1lb-1000 sq.ft.
- Pruning of all applicable plant material for shape.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and vacuumed.

JUNE

- Turf/bed management.
- Fertilize warm season turf with sulfur-coated fertilizer (32-5-7) at a rate of 1lb/1000 sq.ft.
- Fungus/insect control.
- Pruning for shape.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and vacuumed.

JULY

- Turf/bed management.
- Fungus/insect control.
- Pruning for shape.
- Chip/pine bark application.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and vacuumed.

AUGUST

- Turf/bed management.
- Fertilize warm season turf with sulfur-coated fertilizer (32-5-7) at a rate of 1lb/1000 sq.ft.
- Fungus/insect control.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and vacuumed.

SEPTEMBER

- Turf/bed management.
- Fungus/insect control.
- Prune for shape.
- Fertilize warm season turf with sulfur-coated fertilizer (28-5-12) at rate of 1lb/1000 sq. ft.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and vacuumed.

OCTOBER

- Turf/bed management.
- Application of pre and post-emergent herbicide for broadleaf weed control.
- Floriculture (Installation of winter annuals/perennials).
- Soil testing for pH and fertilization requirements.
- Lime turf areas if needed.
- Leaf removal from turf, bed, and parking areas.
- Prune for shape.
- Fertilize trees and shrubs with sulfur-coated fertilizer (14-14-14) per the manufacture's recommendations.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and vacuumed.

NOVEMBER

- Turf/bed management.
- Winterize irrigation before first-hand freeze.
- Leaf removal from turf, bed and parking areas.
- Chip/pine bark application (if leaf removal is complete).
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and vacuumed.

DECEMBER

- Selective pruning or ornamental trees for shape and cross branching.
- Deadhead annual beds.
- Police for trash and weeds.
- Leaf removal from turf, beds and parking areas.
- Police property including parking areas for removal of trash and weeds.
- Parking areas should be blown and vacuumed.

Note: The parking areas including the upper level, lower level and stairs of the parking structure at the Guy M. Tate Facility. This facility cannot be cleaned during business hours.

TURF/BED MANAGEMENT SHALL INCLUDE THE FOLLOWING

- During active months, turf shall be cut weekly at three (3) inches height.
- All curbs will be edged twice monthly.
- All applicable bed lines will be edged bi-monthly.
- String trimming will be done as needed during each visit in conjunction with herbicide treatment, as well as hand-pulling of visible weeds.
- Property will be blown/swept clean each visit.
- Plant material will be pruned and not to exceed the present height and shape.

- During dormant turf months, turf beds, parking areas and surrounding property will be cleaned weekly to remove any debris.
- A comprehensive chemical program for fertilization and weed control will be implemented, and the schedule will be rigidly followed. (This includes all landscaping at Eastern Health Center and walking trails).
- An aeration program will be initiated at least once annually.
- No gasoline equipment will be used on Ozone yellow or red days (no grass cutting with gasoline motors or weed eaters on these days).

SCHEDULE OF OPERATIONS

- 52 Weekly maintenance visits (includes turf, beds and parking areas).
- 4 Granular turf fertilizations.
- 2 Trees/shrub fertilizations.
- 2 Pre/post emergent applications for broadleaf weed control.
- Cut grass before or after business hours at Eastern, Morris and Western Health Centers.

**BID FORM FOR BID #17-02-11
LANDSCAPE MANAGEMENT SERVICES
DUE: Tuesday, March 7, 2017
TIME: 10:00 a.m.**

**Hazel Collins
Purchasing Division
Jefferson County Department of Health
General Services Annex
401 South 14th Street
Birmingham, AL 35233**

Submitted below is my firm bid in accordance with your ITB #17-02-11.

LOCATION

AMOUNT

Guy M. Tate Building
1400 Sixth Avenue South
Birmingham, AL 35233

1st Year _____/annually
2nd Year _____/annually
3rd Year _____/annually

Eastern Health Center
601 West Blvd
Birmingham, AL 35206

1st Year _____/annually
2nd Year _____/annually
3rd Year _____/annually

General Services Annex
401 South 14th Street
Birmingham, AL 35233

1st Year _____/annually
2nd Year _____/annually
3rd Year _____/annually

Morris Health Center*
586 Majestic Road
Morris, AL 35116

1st Year _____/annually
2nd Year _____/annually
3rd Year _____/annually

Western Health Center
631 Bessemer Super Hwy
Midfield, AL 35228

1st Year _____/annually
2nd Year _____/annually
3rd Year _____/annually

*Both Buildings.

AIR POLLUTION MONITORING SITES

LOCATION

AMOUNT

Fairfield Air Site
5229 Court B
Fairfield, AL 35064

1st Year _____/annually
2nd Year _____/annually
3rd Year _____/annually

North B 'ham (NCore)
3009 28th Street North
Birmingham, AL 35207

1st Year _____/annually
2nd Year _____/annually
3rd Year _____/annually

North B'ham Sloss Ind.
4113 Shuttlesworth Drive
Birmingham, AL 35207

1st Year _____/annually
2nd Year _____/annually
3rd Year _____/annually

Wylam Air Site
1242 Jersey Street
Birmingham, AL 35224

1st Year _____/annually
2nd Year _____/annually
3rd Year _____/annually

NOTE: Only mowing and weed eating at the air sites. Mowing and weed eating to be performed every two (2) weeks.

Please indicate cost of the following annual color plantings by locations.

The Spring and Fall planting of appropriate flowers for approximately 2,500 total square feet of established flower beds at the GMT and Annex buildings. Square foot price will be all inclusive of labor and materials including preparation of beds and planting flowers.

\$ _____ per sq. ft.

PLEASE ATTACH A BUSINESS CARD WITH YOUR BID.

COMPANY: _____

ADDRESS: _____

TELEPHONE #: _____ **FAX #:** _____

AUTHORIZED SIGNATURE: _____ **TAX I.D.#** _____

E-MAIL ADDRESS: _____ **TERMS:** _____

PLEASE COMPLETE AND NOTARIZED THE ENCLOSED STATE OF ALABAMA DISCLOSURE STATEMENT.

REFERENCES: LIST AT LEAST THREE (3)

PLEASE NOTE: YOU MAY NOT USE ANY EMPLOYEE OF JCDH AS A PROFESSIONAL REFERENCE.

Contact Person _____

Company _____

Address _____

Telephone _____

Contact Person _____

Company _____

Address _____

Telephone _____

Contact Person _____

Company _____

Address _____

Telephone _____

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama, or leases for use in Alabama, are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGE THAT THE AWARDDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

BID #17-02-11
Landscape Management Services
Due: Tuesday, March 7, 2017
Time: 10:00 a.m.

Roy Land Services
5400 Roy Crest Drive
McCalla, AL 35111

Birmingham Minority Business
Opportunity Committee
Attn: Andy Mayo
710 20th Street North
City Hall, Third Floor
Birmingham, AL 35203

Championship Enterprises
Attn: Antonio London/Geri Stocker
1520 Simmsville Road, Suite 500
Alabaster, AL 35007

G & G Lawn Care
Attn: Gary Singleton
549 Forestdale Blvd
Birmingham, AL 35214

WhiteCo Landscape
Attn: Larry Bolar

Williams Landscaping
Attn: Harold Williams
1708 Lomb Avenue
Birmingham, AL 35208

Landscape Services, Inc.
Attn: Sherry K. Allen
P. O. Box 43383
Birmingham, AL 35243

Prestige Lawn & Landscaping
Attn: Justin Boone
512 Lakeside Circle
Wilsonville, AL 35186

Manuel's Lawn & Ground Services, Inc.
Attn: Manuel Duncan
254 Mountain Trail
Warrior, AL 35180

B'ham Construction Industry Authority
Attn: Michael Bell
601 37th Street South
Birmingham, AL 35222

Martinez Building Services
P. O. Box 101389
Birmingham, AL 35210

Keith Lawn Services
Attn: Keith
1127 15th Street S.W.
Birmingham, AL 35211

Davlin, LLC
Attn: Linda Malone
3054 Misty Water Drive
Columbiana, AL 35051

G & P Landscaping
Attn: Grady
661 McPherson Lane
Hueytown, AL 35023

Derrick's Lawn & Pressure Washing Service
Attn: Derrick Marsh
4717 Turner Drive
Birmingham, AL 35215

G. Burns Construction, LLC
Attn: Gary Burns
1680 White Drive
Bessemer, AL 35023

Mr. Abse???????