



DALE COUNTY COMMISSION

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Frankie Wilson,

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County Administrator
Raye Ann Calton

January 10, 2018

Invitation to Bid: Dale County Grounds Maintenance

Bid 2018-02

To: All Interested Grounds Maintenance Contractors:

The Dale County Commission would like to solicit Bids for the Grounds Maintenance of the following buildings: (1) the Dale County Courthouse, (2) the Creel Richardson Building, (3) the Dale County Courthouse Annex, (4) the Dale County Courthouse Annex #2, (5) the Dale County Jail, (6) the Dale County Sheriff's Office Impound Lot, (7) the Dale County Building Maintenance Building, (8) the Dale County Government Building (9) the Dale County Animal Shelter, (10) the Dale County Sheriff's Office Pistol Range, and (11) the Area Around New Agplex Sign.

This contract will be for a period of one year, starting March 1, 2018 through February 28, 2019, and may be renewed for two additional one-year periods. At the end of the contract, the Selected Bidder agrees to provide service on a month to month basis until the Commission can procure a new contract through the bid process. Payment for the contract will be divided into twelve equal payments (one each month). The periods referred to within this contract will be known as "Peak Season" (April, May, June, July), "Semi-Peak Season" (March, August, September, October) and "Off Season" (January, February, November, December). Two of the locations have irrigation systems in place. The irrigation systems are set to water every other day during Peak Season, twice a week during Semi-Peak Season, and to be turned off during Off Season.

The Grounds Maintenance Contract will include trash pickup prior to mowing, mowing, trimming, edging, edging cleanup, and two herbicide applications (one in early spring and one in mid-summer) for all locations listed above.

The two irrigated locations (The Dale County Courthouse and the Dale County Government Building) will be cut every week during Peak Season, three times per month (every other week if not needed) during Semi-Peak Season, and once per month during Off Season. The ten remaining non-irrigated locations will be cut three times per month during Peak Season, twice per month during Semi-Peak Season, and one per month

202 South Highway 123, Suite C • Ozark, AL 36360
Phone: 334.774.6025 • Fax: 334.774.1841

during Off Season. Weed eating/trimming, and blowing off of walkways, porches will be done every time grass is cut. Removing weed from flower beds, edging of walkways/porches, trimming of shrubbery (trees and other bushes), and raking of leaves will be done once per month. All debris disposal will be the responsibility of the contractor.

Contractor shall have the appropriate Business Licenses and a Commercial Herbicide Applicator's License prior to the application of herbicides. Contractor's employees will be insured (accident and liability). Insurance will cover Contractor's activities pursuant to this contract against any and all claims which shall arise out of work herein concerned.

This contract shall not become effective until all current copies of insurance certificates are filed with the Dale County Commission Office. Updated copies shall be submitted at time of contract award and updated yearly as bid is awarded.

Either party shall have the right to terminate this agreement at any time by giving thirty (30) days written notice to the other.

All bids shall be sent to the following address:

Dale County Commission
Attn: County Administrator
202 S Hwy 123, Suite C
Ozark, Alabama 36360

Bids shall be in a sealed envelope, clearly marked on the outside with "**Bid on Grounds Maintenance Contract**". Bids must be received no later than 9:00 a. m. on January 22, 2018. Bids may be hand-delivered or sent via U.S. Mail, UPS, or Fed Ex. Bids CANNOT be faxed or emailed.

All bids will be opened during the regular meeting of the Dale County Commission at 10:00 a.m. on January 23, 2018. Bid will be awarded to the lowest responsible bidder that meets all specifications at the regular meeting of the Dale County Commission at 10:00 a.m. on February 13, 2018.

The Dale County Commission reserves the right to reject any and all of the bids.

GROUNDS MAINTENANCE CONTRACT RESPONSIBILITIES

1. **Mowing.** Non-irrigated grassed areas will be mowed with lawnmower at least one time per month during “Off Season (January, February, November, December), two times per month during “Semi-Peak Season” (March, August, September, October), three times per month during “Peak Season” (April, May, June, July), or as needed to maintain a neat appearance. Irrigated grassed areas (Dale County Courthouse & Dale County Government Building) will be mowed as above with the exception that these locations will be mowed once a week during “Peak Season”. Clippings from mowed areas shall be caught and removed from the premises at the end of each mowing. Contractor is to remove any and all debris or trash in mowed areas prior to mowing. **TRASH IN NOT TO BE LEFT ON PREMISES.** Contractor shall use care and set the lawnmower at such height as to not harm the growing of the grass or new sod. Contractor should make the Dale County Building Maintenance Supervisor aware of any grass that may have growing problems.
2. **Trimming.** Weed eater trimming around all buildings, walls, mailboxes, signs, poles, and light standards to coincide with each mowing. Due care shall be taken when trimming around shrubs. Damaged or cut shrubs will be replaced at Contractor’s expense. Contractor should not use weed eater to cut grass as this action results in ripping the grass too short and overall damage to the grass.
3. **Edging.** Plant beds and sidewalks shall be edged by mechanical means no less than two times per month or as needed to maintain a neat appearance. This service shall include weeds being removed from parking spaces on a regular basis. Clippings shall be vacuumed or blown off sidewalks and curbs. Plant beds may require some weeding by hand in order to maintain a neat appearance at all times. Rock beds and flower beds should be weeded by hand if necessary to keep beds free of weeds and debris.
4. **Shrubbery.** All shrubs and hedges will be sheared and pruned as needed to obtain a uniform and manicured appearance using generally accepted horticultural practices. Shrubbery, hedges, and all ornamental greenery will be maintained at least six inches from all building, air conditioning units, etc. Contractor will advise Building Maintenance Supervisor of dead shrubs and greenery before removal of said greenery.
5. **Trees.** Tree surgery, major tree pruning, and tree removal will be done by a tree surgeon at the Dale County Commission’s expense. Normal maintenance pruning will be done under this contract. Pine needles will be raked as needed at all times during the year.

6. **Clippings.** All landscape debris, trash, clippings, etc. will be removed from the site each time the site is serviced.
7. **Replacement.** This contract price does not include the cost of labor or material for plant or mulch replacement necessary due to neglect or failure of Contractor to perform his duties under this contract. Contractor shall not undertake the replacement of any shrubs, trees, or plants without the direction of the Building Maintenance Supervisor.
8. **Fertilizer.** Contractor must be responsible for the application of fertilizer twice per year: once in the spring and once in the fall. Weed control shall be applied on areas with irrigation systems as needed.
9. **Litter.** Contractor shall pick up bottles, cans, fallen limbs, and other litter from the premises when performing weekly contracted work to ensure a neat and clean common area.
10. **Insurance.** Contractor shall maintain appropriate insurance, covering activities pursuant to this contract against any and all claims which arise out of work herein concerned including Contractor's employees against injuries that are work related.
11. **Documentation.** Successful Contractor will be required to produce evidence of proper insurance, bonds, licenses, and compliance with Alabama Immigration Law at the time of contract implementation. Contractor must have liability insurance, workers' compensation insurance, and fertilizer and herbicide applicator certification. If Contractor opts to use a Sub-Contractor for fertilizer and herbicide applications, Contractor must produce a copy of Sub-Contractor's commercial fertilizer and herbicide applicators license/certification.
12. **Questions.** All questions on requirements, boundaries, or locations should be directed to the following:

Eugene Evans, Supervisor
Dale County Building Maintenance
725 South Union Avenue
Ozark, Alabama 36360
Office – 334-774-2689
Cell – 334-733-9584
Fax – 334-774-7619
Email – cajunevans28@gmail.com