



ANDALUSIA CITY HALL

CITY OF ANDALUSIA

EARL V. JOHNSON, MAYOR
JOHN M. THOMPSON, CITY CLERK

CITY COUNCIL
WILL SCONIERS
KENNETH C. MOUNT
HAZEL GRIFFIN
RALPH WELLS
TERRY POWELL

December 11, 2017

BID INVITATION BID # 12112017

The City of Andalusia will accept sealed bids for Cemetery Maintenance, per the attached specifications, until 2:30 p.m., January 19, 2018, Third Floor Conference Room No. 340, 505 East Three Notch Street, P.O. Box 429, Andalusia, Alabama 36420. Please mark your envelope ***“Bid for Cemetery Maintenance.”***

Bidder must provide a response to all aspects of the attached specifications. This must accompany the bid for each line item in the specifications and be included and returned as a part of your bid. *The City will not consider any bid that does not have the bidder’s response to the specifications appropriately completed.*

Please enclose a copy of your Alabama Department of Agriculture and Industries Landscape Exam Certificate.

If you do not submit a bid but wish to remain on the City’s bid list, you must return a “No Bid” response. If no response is received, your name will be removed from the City’s list of bidders for this type of work.

The City of Andalusia reserves the right to reject any or all bids.

THE CITY OF ANDALUSIA, ALABAMA

By: 
John Thompson, City Clerk

Company Bidding: _____

Bidder’s Signature: _____ DATE: ____ / ____ / ____

Total Price Per Cutting: \$ _____

CEMETERY MAINTENANCE SPECIFICATIONS

1. Cemeteries included in this specification are: Andalusia Memorial
Marshall Memorial
Magnolia
2. The term of this agreement will commence on March 27, 2018 and terminate on October 31, 2020.
3. Contractor will provide, at Contractor's expense, all labor, material and equipment necessary to perform Contractor's duties hereunder, and agree to:
 - a. Keep the grass in said cemeteries neatly cut and trimmed so that at all times the same will present a neat appearance. This is to be done during the week prior to the date on the attached schedule.
 - b. Keep the cemeteries free of trash and other debris.
 - c. Avoid any damage to any property within the cemeteries, specifically including, but not limited to, monuments, headstones, markers, coping, footings and plants. Any damage to any property in the cemeteries caused by Contractor will be restored to its original condition at Contractor's expense. This is to include any significant water loss due to damage to water faucets.
4. Contractor agrees to acquire and maintain comprehensive liability insurance insuring Contractor against all claims for personal injury or property damage arising out of contractor's operations under this agreement with a minimum amount of \$100,000.00 for injury to any one person, \$300,000.00 for injuries to persons arising as a result of any one accident and \$50,000.00 for damages to property. The successful bidder will be required to add the City of Andalusia as an additional insured on the appropriate insurance policies prior to signing.
5. In the event that the Chairman of the Community Enhancement Committee should determine that, in his opinion, Contractor is not keeping and maintaining said cemetery in a neat and attractive condition, and if the Supervisor of Cemeteries concurs in such judgment they will inform Contractor, in writing, of the specific deficiencies, whereupon contractor will have two (2) business days to remedy the same; in the event that contractor fails to do so the City will have the right to declare this contract at an end and terminate its payments to Contractor hereunder.
6. It is understood and agreed that contractor is an independent Contractor and not an employee or agent of the City, and Contractor will be obligated to procure and maintain a workers compensation insurance policy covering all of the workers employed by Contractor in the performance of Contractors obligations under this agreement.

7. Contractor will hold harmless and indemnify the City of Andalusia, the Andalusia City Council and any member thereof, any board, department, authority, or committee of the City of Andalusia, and all officials, officers, and employees of the City of Andalusia, against all claims, demands, actions, proceedings, costs, damages, liabilities and judgments, including any attorney's fees and other costs, arising out of, connected with, resulting from, or occurring by reason of a contract or by reason of any act or thing done or omitted to be done by contractor or any agent, servant, or employee of Contractor.

8. Contractor must show proof of at least three (3) successful similar contracts along with references for the same.

9. Bid should include a list of equipment to be used during the contract period along with photographs of this equipment.

10. Payments under this contract will escalate \$50.00 per month on March 1, 2018, 2019, and 2020 if the cost of fuel has increased by 50% or more from the previous April 1, as determined by the Blumberg Energy Daily Report.

11. Mandatory inspection of cemetery properties prior to bid submission must be arranged by contacting Alan Bracewell at (334) 818-1050.

**BID SPECIFICATIONS
 BID # 120314**

BID ITEM	YES	NO
Cemeteries Included in these specifications are: Andalusia Memorial Cemetery Marshall Memorial Cemetery Magnolia Cemetery		
The term of this agreement will commence on March 27, 2018 and terminate on October 31, 2020.		
Contractor will provide, at Contractor's expense, all labor, material and equipment necessary to perform Contractor's duties hereunder, and agree to: a. Keep the grass in said cemeteries neatly cut and trimmed to present a neat appearance at all times. This is to be done during the week prior to the date on the attached schedule. b. Keep the cemeteries free of trash and other debris. c. Avoid any damage to any property within the cemeteries, specifically including but not limited to: monuments, markers, coping, footings and plants. Any damage to any property in the cemeteries caused by Contractor will be restored to its original condition at Contractor's expense. This is to include any significant water loss due to damage of water faucets. d. Contractor must provide a detailed list of equipment and manpower.		
Contractor agrees to acquire and maintain comprehensive liability insurance to insure Contractor against all claims for personal injury or property damage arising out of Contractor operations under this agreement with a minimum amount of \$100,000 for injury to any one person, \$300,000 for injuries to persons arising as a result of any one accident and \$50,000 for damages to property. All bidders must submit proof of insurance with bid.		
Contractor agrees to acquire and maintain Workman's Compensation liability insurance to insure contractor against all workman's compensation claims of employees. Contractor must have total liability coverage of \$1,000,000. All bidders must submit proof of insurance with bid.		
In the event that the Chairman of the Community Enhancement Committee should determine that, in his/her opinion, Contractor is not keeping and maintaining said cemeteries in a neat and attractive condition, and if the Superintendent of Cemeteries concurs in such judgment, they will inform Contractor, in writing, of the specific deficiencies, whereupon Contractor will have two (2) business days to remedy the same; in the event that contractor fails to do so the City will have the right to terminate the contract and cease all payments to the Contractor.		
It is understood and agreed that Contractor is an independent Contractor and not an employee or agent of the City, and Contractor will be obligated to procure and maintain a workers compensation insurance policy covering all of the workers employed by Contractor in the performance of Contractor's obligations under this agreement.		
Contractor will hold harmless and indemnify the City of Andalusia, the Andalusia City Council and any member thereof, any Board Department, Authority, or Committee of the City of Andalusia, and all officials, officers and employees of the City of Andalusia, against all claims, demands, actions, proceedings, costs, damages, liabilities and judgments, including any attorney fees and other costs, arising out of, connected with, resulting from, or occurring by reason of a contract or by reason of any act or thing done or omitted to be done by Contractor or any agent, servant, or employee of Contractor.		
Contractor must show proof of three (3) successful similar contracts along with references for the contracts.		
Equipment list and photographs.		

CEMETERY MAINTENANCE

EXHIBIT A

2018

WEEK PRIOR TO

APRIL 1
APRIL 15
APRIL 29
MAY 13
MAY 27
JUNE 10
JUNE 24
JULY 8
JULY 22
AUG 5
AUG 19
SEPT 2
SEPT 16
OCT 14

2019

WEEK PRIOR TO

APRIL 7
APRIL 21
MAY 12
MAY 26
JUNE 9
JUNE 23
JULY 7
JULY 21
AUG 4
AUG 18
SEPT 1
SEPT 15
OCT 13

2020

WEEK PRIOR TO

MARCH 29
APRIL 12
APRIL 26
MAY 10
MAY 24
JUNE 7
JUNE 21
JULY 5
JULY 19
AUG 2
AUG 16
AUG 30
SEPT 13
SEPT 20
OCT 18