

**MORGAN COUNTY COMMISSION
INVITATION TO BID
BID INVITATION NUMBER: 21-07
VEGETATION MANAGEMENT SERVICES – DISTRICT 3**

Morgan County Commission is soliciting sealed bids for the items listed above. Bids will be received by the Morgan County Commission at the Morgan County Courthouse, Commission Office, 5TH Floor, 302 Lee Street, Decatur, Alabama 35602, until

Monday, April 12, 2021 at 10:00 a.m. C.D.T.

Bids will be opened in the County Commission Chambers at the above stated time and date. Time is of the essence in submitting bids and only sealed bids received in the Commission office by the time listed above shall be opened and considered. Bidders and other interested individuals are invited to attend the bid opening.

Prospective bidders are instructed to read the General Terms and Conditions and Bid Specifications very carefully. Bid addendums will be provided to all bidders, if necessary. Bids must be made in compliance with the guidelines in the sections referred to herein and ***each page initialed by the bidder representative to denote understanding of such compliance and returned with the submitted bid.***

Bid envelopes should be sealed and marked as follows:

**Bid Invitation Number 21-07
Vegetation Management Services
April 12, 2021**

Bids may be mailed to Morgan County Commission, P.O. Box 668, Decatur, AL 35602.

If there are any questions about bid procedures, please contact Jessica Smith at 256.351.4732 or jsmith@morgancounty-al.gov

Bidder Initials: _____

Morgan County Commission

General Terms and Conditions

- All bids must be typed or hand-written in ink on the attached Bid Proposal Form. Bids submitted in pencil and bids not submitted on the Bid Proposal Form will not be considered. All corrections shall be initialed and dated by the bidder representative. Bids that are submitted without being signed will automatically be rejected.
- Bid envelopes must be sealed and must indicate clearly the appropriate bid number, bid item, and bid opening date, as indicated on the cover sheet of the bid packet. Bids by Facsimiles and emails will not be accepted. The commission will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Commission office by the deadline stated in the bid request.
- The Commission provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, sex, creed, age, disability, national origin or religion in consideration for an award. Bidders must abide by the provision of the American with Disabilities Act of 1990 and assure that in connection with the performance of work under this agreement that they are an equal opportunity employer and do not discriminate on the basis of race, sex, creed, age, disability, national origin or religion.
- All bidders must comply with applicable sections of the Alabama Competitive Bid Law, Code of Alabama, 1975.
- **All bid amounts shall be submitted on the attached Bid Proposal Form.** Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The Commission will assume no transportation or handling charges other than specified in the bid.
- A completed W-9 should be included with your bid package.
- A completed affidavit of compliance with E-Verify must be included with your bid package.
- The Morgan County Commission reserves the right to cancel the contract with a 30-day written notice to the contractor if the performance of the service is unsatisfactory.
- These specifications and acceptance hereof shall constitute exclusively and entirely the agreement for the service as described within.
- The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of equipment, supply, and/or service the Commission is seeking to purchase.
- 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.
- By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that such contractor is not currently engaged in, and an agreement

Bidder Initials: _____

that the contractor will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which Alabama can enjoy open trade.

- All bids will be awarded to the lowest responsive and responsible bidder. This determination may involve all or some of the following factors: price, conformity to specifications, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs and other objective and accountable factors which are reasonable. When responsive and responsible bids are equal, a local vendor shall be favored. The Commission reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps deemed necessary and in the best interest of the Commission. Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:
 - Failure to use the bid forms furnished by the Commission
 - Lack of signature by an authorized representative on the Bid Proposal Form.
 - Failure to properly complete the bid form.

For information on the specifications contact Commissioner Don Stisher at 256-260-3467

Bidder Initials: _____

**MORGAN COUNTY COMMISSION
INVITATION TO BID: 21-07
VEGETATION MANAGEMENT**

Minimum Bid Specifications

Morgan County Commission is soliciting bids for Vegetation Management Services for Herbicide Application on County Roadside ROW in District 3, Morgan County, Alabama. This bid is for Application Services ONLY. Morgan County District 3 will provide Chemical Herbicides.

1.0 SCOPE AND CLASSIFICATION

- 1.1 Scope: This bid is to provide Morgan County, Alabama, District 3, with a service agreement for vegetation management services, specifically Roadside ROW Herbicide Application for approximately 276 center line miles, plus or minus, for both sides of the road. In the specifications that follow, there are a number of requested items. These items shall be included with the submission of all bid documents in the form of a letter affirming all information is correct, or as a technical proposal, complete all information requested. Any information that is left out will be considered incomplete information, thus disqualifying the submitted bid.
- 1.2 Classification: Bidders are requested to submit pricing for Roadside ROW in “per center line mile” format for turf. This includes all applicable turf areas of both sides of specified roads.

2.0 SERVICE REQUIREMENTS

- 2.1 Herbicide Application Service: The successful bidder will furnish herbicide application services, along specified roadways. The service will consist of a uniform broadcast spray application of herbicides to all terrestrial areas within the parameters listed in 1.2.
 - 2.1.1 Herbicide Applicator Supervisor Experience: Bidders shall appoint a representative or supervisor with a minimum of five (5) years of experience as an applicator. Bidder is required to submit a brief outline documenting this work experience with their bid.
 - 2.1.2 Bidder References: The bidding vegetation management company shall have documented proven successful contracts from at least two customers that the offeror supports as similar in scope, complexity and cost per the requirements of this specification. These existing customers shall be available for reference and their contact info included in document form within this quotation.
 - 2.1.3 Disclosure of Services: In document form on Company Letterhead, Contractor must verify they are indeed a Commercial Applicator. They must also acknowledge that the majority of their business is Commercial Application and NOT one of the following: Manufacturer, Distributor, Wholesaler, Re-

Bidder Initials: _____

Wholesaler, or any other type of Retail Herbicide Enterprise that would create Conflicts of Interest with participating Commercial Application Companies. Lastly, NO SUBCONTRACTORS, nor temporary help are allowed to participate. This must be submitted on company letterhead. Only licensed applicators working out of the Selected Contractor's servicing office will be allowed to submit licenses for application approval. Verification of employment can be requested before, during or after application.

- 2.2 Frequency of Applications: ROW Turf – (2) broadcast applications shall be made, beginning in the Summer and again in the Fall.
- 2.3 Licensing Requirements: Each bidding Contractor (Company) shall have a current license issued by the Alabama Department of Agriculture. All employees of the bidder that are performing application duties under this contract must have a current Pesticide Applicator License issued by the Alabama Department of Agriculture. Bidders must submit license and permits with bid documents. Please note Section 2.1.1 concerning Crew Leader's qualifications.
- 2.4 Equipment Requirements: The equipment requirements shall be considered adequate by industry standards as a functional application apparatus. The Contractor shall be required to demonstrate that their equipment and operators are capable of applying an even and controlled application of material to all areas of the right-of-way.
 - 2.4.1 Mobilizing Equipment and Roadway Areas: Prior to commencement of work, all equipment necessary to perform the required services in this contract shall be inspected and approved by Contractor. This includes mobilization of equipment through the County. Each motorized unit of mobile spray equipment must be free of oil and fluid leaks, as well as have had proper maintenance and inspection before being onsite. Proper safeguards such as spill kits, fire extinguishers, etc. must be onboard all necessary vehicles.
 - 2.4.2 All Spray Patterns or Outlets: All spray patterns or outlets shall have instantaneous shut-off valves immediately accessible to the spray operator from their operating position.
 - 2.4.3 Flow Control Equipment: Electronically controlled spray technology is required to account for the amount of product used, acreage sprayed and distance traveled.
- 2.5 Herbicide Application Results and Details
 - 2.5.1 Herbicides: The County has specific interest in maintaining public support and does not wish to disturb the aesthetic integrity of its roadways. Thus, the County is mandating a strict herbicide program, supported by manufacturers, which will minimize "brown out". The chemical strategy is to delay green up and maintain a desirable turf base through pre- and post-emergent herbicide technology. The County will provide all chemical herbicides as this bid is for the application services only.

3.0 SAMPLING AND INSPECTION

Bidder Initials: _____

3.1 Inspections: The County will conduct periodic site inspections during and post-application for reliability and verification. If the County finds successful Contractor in violation of requirements listed in these specifications, the Contractor can be dismissed and precluded from participating in future opportunities with the County

3.2 Chemical Sampling: Chemical samples shall be taken at the discretion of the County.

4.0 RISK MANAGEMENT, LIABILITY AND SAFETY

4.1 Insurance Requirements and Workers Compensation: The successful bidder is required to provide the following:

4.1.1 Liability Insurance: The contractor shall take out and maintain during the life of the contract, such Public Liability (bodily injury and property damage) Insurance as shall protect him from claims from damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under the contract. Such insurance policy shall include the Morgan County Commission, its elected officials, employees or agents as named insured. The Contractor shall maintain coverage of the types and in the amounts specified below. Submitting a certificate of insurance shall evidence proof of such insurance coverage. A contractor's "umbrella" type policy with limits specified below may be submitted for this requirement, with the County as named insured. The amount of such insurance shall be as follows:

Comprehensive General Liability

Bodily Injury - \$1,000,000.00 each occurrence

Property Damage - \$1,000,000.00 aggregate

Comprehensive Automobile Liability

Bodily Injury - \$1,000,000.00

Each Person - \$1,000,000.00

Such insurance shall remain in full force and effect during the life of the contract. Insurance may not be changed or cancelled unless the insured and the County are notified in writing not less than thirty days prior to such change or cancellation.

4.1.2 Workers Compensation: The Contractor shall furnish proof of Workers Compensation Insurance with bid.

5.0 COSTS, PRICING AND INVOICING

Bidder Initials: _____

5.1 Cost Structure: The costs of this project are quantified in per center line mile price format. These prices include all costs for delivery and labor of the herbicide application only. Chemical herbicides will be provided by Morgan County District 3.

5.2 Invoicing: After completion of each application, Contractor will submit an invoice reflecting the appropriate quantities and extended pricing. This payment will be processed and paid on Net 30 terms. The County has the discretion to request a site visit, prior to releasing payment, for any service issues.

Bidder Initials: _____

**Morgan County Commission
BID PROPOSAL FORM
Bid Invitation Number 21-07
Vegetation Management Services**

Name of Your Company: _____

Street Address: _____

Billing Address: _____

City, State & Zip: _____

Contact Person & Phone: _____

Email address: _____

Bid: Price per center line mile (both sides of the road) _____

Exceptions/Deviations/Substitutions: (attach additional sheets if necessary)

Bidder Representative Signature

Date

Bidder Initials: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

| | | |
|--|---|---|
| Print or type. See Specific Instructions on page 3. | <p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p> | <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> |
| | <p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> | <p>Requester's name and address (optional)</p> <hr/> |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | |
|--|---|---|---|---|--|
| Social security number | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table> | | - | | - | |
| | - | | - | | |
| or | | | | | |
| Employer identification number | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table> | | - | | | |
| | - | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Notice: As a condition of a bid, contracts or grant with Morgan County, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS ENTITY: _____

APPLICANT NAME: _____

E-VERIFY AFFIDAVIT

I _____ (name), on behalf of _____ (business entity), and with lawful authority to act in its behalf, hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of this contract with Morgan County in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll>, operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicable provisions of Alabama's Immigration Law. The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the County, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification to the County.

E-Verify Employment Eligibility Verification User ID Number

Applicant Signature

Sworn to and subscribed before me this _____ day of _____, _____.

Notary

My Commission expires: _____