

**MORGAN COUNTY COMMISSION
INVITATION TO BID
BID INVITATION NUMBER: 17- 18
Vegetation Management for District 2**

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, September 25, 2017 , at 8:00 a.m. C.S.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 17-18
Vegetation Management/District 2
September 25, 2017**

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 Belinda Ealey at 253.351.4735 or bealey@co.morgan.al.us.

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

Bidders Initials: _____

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 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.
- 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, grant, or other agreement, 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.
- 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:
 1. Failure to use the bid forms furnished by the Commission
 2. Lack of signature by an authorized representative on the Bid Proposal Form.
 3. Failure to properly complete the bid form.
 4. Failure to furnish performance bond, when required.
- For information on the specifications contact Commissioner Randy Vest at 256-260-5556 or 256-773-7383 or by email (rvest@co.morgan.al.us)

Bidders Initials: _____

**Morgan County Commission
BID PROPOSAL FORM
Bid Invitation Number 17-18
Vegetation Management/District 2**

Name of Your Company: _____

Street Address: _____

Billing Address: _____

City, State & Zip: _____

Contact Person & Phone: _____

Email address: _____

Bid: Price per acre Fall Application _____

Price per acre Summer Application _____

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

Bidder Representative Signature

Date

Bidders Initials: _____

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: _____

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
Employer identification number									

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).

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 on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Invitation to Bid
Vegetation Management Services for Herbicide Application on
County Roadside ROW
District 2, Morgan County, Alabama

SPECIFICATIONS

1.0 SCOPE AND CLASSIFICATION

1.1 Scope: This bid is to provide Morgan County, Alabama, District Two, with a service agreement for vegetation management services, specifically Roadside ROW Herbicide Application for approximately 450 acres, plus or minus. 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 acre" format for turf. This includes all applicable turf areas of specified paved 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 ten (10) years of experience as an applicator, bidder is required to submit a brief outline documenting this work experience with their bid. This supervisor must serve as the contact person for the County.

2.1.2 Bidder References: The bidding vegetation management company shall have documented proven, successful contracts from
Bidders Initials: _____

at least two Customers that the offeror supports as similar in scope, complexity, and cost as per the requirements of this specification. These existing customers shall be available for reference and their contact info included in document form with 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-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 and notarized. 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 (Paved)- (2) broadcast applications shall be made, beginning in the Fall, and again Early-Summer.

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. Pictures of Equipment must be submitted with bid.

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 Bidders Initials: _____

Contractor. This includes the 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: This spray technology is required to account for acres applied. It shall be electronically controlled and capable of delivering the specified chemical application rates on a per acre basis independent of vehicle ground speed.

2.5 Herbicide Application Results and Details

2.5.1 HERBICIDES: The County has a 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 requires these applications adhere to the terms listed below, per application. No exceptions.

2.5.1.(a) Fall Application- Calibrated Equipment shall apply the following herbicides, per the label, to the County's satisfaction: 3.5 oz. Bayer Esplanade + 3.0 oz. Bayer Method + Non-Ionic Surfactant. To be sprayed October 1st, immediately following a mow-cycle.

2.5.1.(b) Summer Application- Calibrated Equipment shall apply the following herbicides, per the label, to the County's satisfaction: 2.0 oz. Bayer Derigo + 3.0 oz. Bayer Method + 1.33 oz. of Valent Outrider + Non-Ionic Surfactant. To be sprayed immediately following a scheduled early summer mow-cycle.

2.5.2 Daily Progress Reports: The Contractor shall submit a written report each day to the County of work performed the previous day. The above report can be a copy of the Herbicide Application Report, as long as it has accurate descriptions of the areas treated each

Bidders Initials: _____

workday. A blank copy of this report must be submitted with bid for approval.

3.0 SAMPLING & INSPECTION

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. Proof must be submitted with bid. The amount of such insurance shall be as follows:

Comprehensive General Liability:

Bodily Injury \$1,000,000.00

Each Occurrence \$1,000,000.00

Aggregate Property Damage \$1,000,000.00

Each Occurrence \$1,000,000.00 Aggregate

Bidders Initials: _____

Comprehensive Automobile Liability

Bodily Injury \$1,000,000.00

Each Person \$1,000,000.00

Each Occurrence Property Damage \$1,000,000.00

Each Occurrence \$1,000,000.00 Aggregate

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. If any part of the contract is sublet, the Contractor is responsible for the part sublet being adequately covered by insurance herein above described. Contractor assumes all risk of loss and damage to the equipment provided operated for the purpose designated by the County and such loss or damages is caused by an act of the County or its employee which constitutes gross negligence or wanton misconduct.

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

4.1.3 Insurance Verification: The Contractor shall submit proof of the specified coverage with their quotation.

5.0 COSTS, PRICING, AND INVOICING

5.1 Cost Structure: The costs of this project are quantified in an acre price format, due to the inconsistent acres per mile. These prices shall include all inventory, delivery, and labor of the herbicide application. These prices shall be reflected "per application".

5.2 Invoicing: After the 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.

Bidders Initials: _____

PRICING

Price per Acre fall application : _____

Price per Acre summer application : _____

Bidders Initials: _____