

## INVITATION TO BID

STATE OF ALABAMA

COUNTY OF BALDWIN

**NOTICE IS HEREBY GIVEN** that the County Commission of Baldwin County, Alabama, will receive bids in the Purchasing Office on May 11, 2015 at 1:00 P.M., for the Provision of Hydraulic Mulches for the Baldwin County Commission. Bids will be opened on May 11, 2015 at 1:30 P.M., in the Purchasing Conference Room located in the Annex III Building at 257 Hand Ave., Bay Minette, AL. Bids received after the May 11, 2015 at 1:00 P.M., deadline will not be considered. All times to be determined solely by the clock on the wall of the Purchasing Conference Room. For all purposes and uses herein, a bid and all required paperwork is “received” at the time and date indicated on the Purchasing Office stamp which shall be impressed on the face of all such documents when and as presented at the Purchasing Office.

### **SEE ATTACHED SPECIFICATIONS**

This invitation package consists of **SEVEN (7)** pages. Bidders should verify they have received all pages as indicated. If all pages have not been received, then it is the responsibility of the bidder to contact the Purchasing Office at (251) 580-2520 phone, (251) 580-2536 fax.

### **GENERAL BID INFORMATION**

**Bidders shall carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Bidders shall direct all requests for explanation or additional information concerning the meaning or interpretation of the conditions or attached specifications of this invitation shall be referred to Wanda Gautney in writing or e-mail (wgautney@baldwincountyal.gov) in sufficient time for reply before submission date of bids. The Commission cannot, and does not guarantee that inquiries sent by mail or e-mail will be received on or before the submission date and time as indicated. It is the responsibility of the bidder to contact the Purchasing Officer, Wanda Gautney at (251) 580-2520 if a reply is not received.**

The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment considered best adapted to Baldwin County.

Contact initiated by a potential bidder with a county official will be as specifically set out in this invitation. Any other contact with a county official initiated by a potential bidder regarding this bid, **between the date of this invitation to the date of bid award**, shall be deemed as an attempt to unduly influence the bid award, and may be grounds for rejection of the

bid submitted by the bidder initiating such other contact, at the discretion of the Baldwin County Commission.

### **BIDDER QUALIFICATIONS**

All Bidders, must be in, and remain, and by submitting a bid represent that they are and will remain, in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular, and without limitation, all bidders must be and remain licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, and Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders shall be prepared to timely submit to the County non confidential evidence or documentation demonstrating that they are presently licensed and permitted under Alabama law. Such non confidential evidence or documentation is encouraged to be submitted with the Bid Package.

The bidder expressly acknowledges, to and for the benefit of the Baldwin County Commission, that this Agreement may be funded with **federal grant monies** and, therefore, bidder expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. For more information about the Federal regulations visit the website <http://www.gpoaccess.gov/index.html> of Federal Regulations.

**All out-of-state bidder must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.**

**All vendors, contractors and grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at [www.baldwincountyal.gov](http://www.baldwincountyal.gov)** All bidders should submit with their bid response the completed E-Verify package which can be downloaded from the Purchasing website [www.baldwincountyal.gov](http://www.baldwincountyal.gov)

### **PREPARING THE BID**

Bids must be typed or hand written in ink. A bid submitted in pencil is unacceptable. The Bid Guarantee and Bid Response Form must be the original paperwork; copies of these are not acceptable. All required paperwork must be received in the sealed Bid Package.

These specifications exhibit the intent and purpose of Baldwin County regarding this bid; and they shall be so considered by the bidders. Accordingly, the bidder admits and agrees that they are not complete in every detail and that work and materials not indicated or expressly mentioned in these specifications, but which are manifestly necessary for the full and faithful

performance of the item(s) bid in accordance with the full and faithful intent will be included in the bid and incorporated in the work the same as if indicated and specified.

The bidders shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. The exceptions shall be labeled “**EXCEPTION(S) TO BID CONDITIONS AND SPECIFICATIONS**”, and shall be attached to the front of the bid. Additional features and/or capabilities not included in the specifications may be included in the bid.

To facilitate bid evaluation and tabulation, it is suggested that bids be submitted with specifications identified in the order in which they appear in this document.

If applicable, the bidder will provide cost in two (2) categories:

(1) Cost using material as specified.

(2) Cost using material as specified of at least 25% recycled material if available.

It is the intent of the Commission to award bids which include recycled material when not prohibitive in cost and when all other terms and conditions of the Alabama Competitive Bid Law are complied with.

**IF THE TOTAL PROPOSED BID AMOUNT EXCEEDS \$10,000.00, A BID GUARANTEE OF AT LEAST 5% OF THE PROPOSED BID AMOUNT, NOT TO EXCEED \$10,000.00, WILL BE INCLUDED WITH THE BID.** Such bid guarantee shall be in the form of a bid bond (individual or annual, provided, that bonding is available for such services, equipment or materials), postal money order, certified check, cashier’s check, or Letter of Credit. **No exceptions will be allowed.** In the event that a bidder is unable to, or does not, accept the bid award, the bid guarantee may be forfeited to the County at the County’s discretion.

### **SUBMITTING THE BID**

In the event that a Bidder is financing the product(s) through another agency other than itself, the financing agency must sign the Bid Response Form along with the Bidder. A copy of the financing agreement and all conditions must be included with the Bid Response Form. The Bidder and the Financing Agency will be held to the requirements stated in the Invitation to Bid. Any assignment of the financing agreement must be approved by the financing agency and the County Commission. Failure to disclose the financing information and all conditions will disqualify the Bidder.

Bidders that are returning a **NO BID** statements shall state on the outside of the envelope, the **Bid Number (i.e. WG15-16) with NO BID** written underneath. The envelope will not be opened in public, but it will be noted that the bidder did respond.

Bids may be hand delivered at any time prior to the bid opening date and time to the Baldwin County Purchasing Office, Annex III Building, 257 Hand Avenue, Bay Minette, Alabama 36507, ATTN: Wanda Gautney, **(mailing) 312 Courthouse Square-Suite 15, Bay Minette, Alabama 36507**. The Commission cannot guarantee that bids sent by mail or courier will be received on or before the bid opening day and time as indicated. Bids received after the deadline will be returned unopened.

All bids received must be in a sealed envelope plainly marked, “**WG15-16 “Hydraulic Mulches”** Bids submitted by “Express/Overnight” services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Bidders and any other interested individuals are invited to attend the bid opening.

**BID AWARD**

The Baldwin County Commission at its discretion may offer an extension of the Bid Award for an additional period not to exceed twelve (12) months or until such time that a new contract can be bid and awarded. Any extension will be at the same prices, terms and conditions. Any extension must have the written approval of both the County and the Awarded Bidder within sixty (60) days prior to the expiration of the original contract.

All factors stated in this invitation package will be evaluated in determining the successful bidder. Any omission(s) of the herein stated requirements may be cause for rejection of the bid (s) submitted, solely as determined by the Baldwin County Commission.

The County Commission reserves the right to study bids as to their correctness and to award the bid at a later date of not more than thirty (30) days.

The Baldwin County Commission reserves the right to reject any and all bids, to waive any informality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

Done this 21<sup>st</sup> day of April, 2015.

Charles F. Gruber s/s  
CHARLES F. GRUBER, Chairman  
Baldwin County Commission

### **BID #WG15-16 SPECIFICATIONS**

These specifications shall be construed as minimum. Should manufacturer's current published data or specifications exceed these, such standards shall be considered minimum and furnished. All integral parts not specifically mentioned in the scope of these specifications that are necessary to provide a complete working product shall be furnished.

Bidders shall be prepared to give a complete demonstration of the merits of the products offered as directed by the County Engineer or his assigned personnel. The products so demonstrated shall be complete as offered by the bidder for the bid. In the event that the County Engineer or his assigned personnel does not obtain the desired effects from the demonstrated products, then the next bidder will be requested to demonstrate their products for bid award consideration.

Bid award will not be made until the County Engineer or his designed personnel have been completely satisfied with the product results. Prime consideration for bid award will be the performance of the product.

Bidder shall give a unit price as indicated on the Bid Response Form. The price shall include all applicable charges, to include but not limited to delivery, etc.

The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer's, but is solely for the purpose of indicating the type, size and quality of equipment considered best adapted to Baldwin County.

It is the intent of the Commission to award to one (1) bidder. The award shall be for twelve (12) calendar months. Prices shall be firm for the bid period effective the date of award.

### **BID RESPONSE FORM**

Each supplier should use the Response Form provided for their bid. **Exceptions are to be attached to the back of the Response Form.**

### **DELIVERY**

Delivery as soon as possible, but not more than fifteen (15) business days after receipt of order.

A Purchase Order will be issued for the materials and quantities listed. Delivery shall be made to the location listed on the Purchase Order.

### **GENERAL SPECIFICATIONS**

#### **Wood Fiber Mulch - Conweb Fibers 2000 by Profile Products LLC or equal**

The mulch material shall consist of pure wood fibers manufactured expressly from virgin wood chips. The chips shall be processed in such manner as to contain no trace of lead paint, varnish, printing ink, petroleum based compounds or seed germination inhibitors.

**Fiber shall not be produced from unknown origin recycled material such as sawdust, paper, cardboard, or residue from chlorine bleached paper mills.**

1. Materials: 100% wood fiber, dark green marker dye, guar gum hydro-colloid tackifier.
2. pH Range: 4.8 +-2.
3. Moisture Content: 12 +-3% percent maximum.
4. Wood Fiber: 97%

5. Organic Content: 96.2% +/- .4.
6. Tackifier: 3% Guar Gum Hydro-colloid Tackifier.
7. Ash Content: .8% +/- .4.
8. Water Holding Capacity: 1350% percent minimum.
9. Packaging: 50 pound UV resistant bags, with UV resistant pallet cover.

**Wood Fiber and Cellulose Fiber Mulch - Conweb Fibers Enviroblend by Profile Products LLC or equal**

1. Materials: Wood Fiber, Cellulose Fiber, dark green marker dye.
2. pH Range: 4.8 +/- 2.
3. Moisture Content: 12 +/- 3% percent maximum.
4. Wood Fiber: 70% minimum.
5. Cellulose Fiber: 30% maximum.
6. Organic Content: 97%.
7. Ash Content: 1.6% +/- 2.
8. Water Holding Capacity: 1100% percent minimum.
9. Packaging: 50 pound UV resistant bags, with UV resistant pallet cover.

**APS 700 Series Silt Stop (Polyacrylamide Erosion Control Emulsion) by Applied Polymer Systems or equal**

APS 700 Series Silt Stop is a soil specific tailored polyacrylamide co-polymer emulsion for erosion control. It reduces and prevents erosion of fine particles and colloidal clays for water.

Specifications/Compliances:

- ANSI/NSF Standard 60 Drinking water treatment chemicals.
- EPS/600/4-90/027F 48 Hr. Acute Static Toxicity Test (Daphnia Magna)

Packaging: APS 700 Series Silt Stop is packaged in 50 pound bags.

Technical Information:

Appearance / White Granular Powder  
 Bulk Density - 40-50 Lbs/Cubic Foot  
 Percent Moisture - 15% Maximum  
 pH 0.5% Solution - 6-8  
 Shelf Life - 1 year

Coverage:

- 1.3 - 10.0 Lbs/Acre (Dry)
- 1.3 - 10.0 Lbs/Acre (Liquid)

**BID #WG15-16 RESPONSE FORM**

**Hydraulic Mulches**

Date: \_\_\_\_\_

Out of State  Yes or  No If yes, \_\_\_\_\_  
Registration Number

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Company Rep \_\_\_\_\_  
\_\_\_\_\_  
(Rep. Name Typed or Printed)

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Financing through another agency beside yourself  Yes or  No

If yes, must attach a copy of the financing agreement and all conditions to this response form.

\_\_\_\_\_  
Financing Agency Authorized Signature

Any brochures or specification material that shows the materials that is being offered should be attached to this Response Form.

**Wood Fiber Mulch**

**Wood Fiber & Cellulose Fiber Mulch**

Amount Bid: \$ \_\_\_\_\_  
50 lb. bag

Amount Bid: \$ \_\_\_\_\_  
50 lb. bag

**APS 700 Series Silt Stop (Polyacrylamide Erosion Control Emulsion)**

Amount Bid: \$ \_\_\_\_\_  
50 lb. bag