

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 July 9, 2018, at 1:00 P.M., for the Provision of Road Signs for the Baldwin County Commission. Bids will be opened on July 9, 2018, at 1:30 P.M., in the Purchasing Conference Room located at 257 Hand Ave., Bay Minette, Alabama. Bids received after July 9, 2018, at the 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 file 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 **TEN (10)** pages. Bidders shall verify that 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 Director, Wanda Gautney 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 Director, Wanda Gautney at (251) 580-2520 if a reply is not received.

The use of specific names and numbers in the attached 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 suited for Baldwin County.

Contact initiated by a potential bidder with Baldwin County Commissioners will be only as specifically set out in this invitation. Any other contact with a county official initiated by a potential bidder or bidder regarding this bid, **between the date of this invitation to the date of bid award**, shall be deemed and treated as an attempt to improperly influence the bid award, and may be sufficient 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, to the best of their knowledge and belief, must be in, and 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 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, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non-confidential evidence or documentation demonstrating that the fact 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> Code of Federal Regulations.

All bidders 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 All bidders should submit with their bid response the completed E-Verify package which can be downloaded from the Purchasing website www.baldwincountyal.gov

All bidders that qualify as a Disadvantaged Business Enterprise (DBE) must provide supporting documentation in their bid response along with the completed DBE Registration form that may be downloaded from the County website www.baldwincountyal.gov A Disadvantaged Business Enterprise or DBE means a for-profit small business that (1) is at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

PREPARING THE BID

Bids must be typed or handwritten in ink. A bid submitted in pencil shall not be accepted. The Bid Guarantee and Bid Response Form must be an original; copies shall not be accepted. All required paperwork must be received in the sealed Bid Package.

The attached specifications are intended and provided solely as a general and non-exhaustive expression of the intent and purpose of Baldwin County regarding this bid; said specifications shall be so considered by the bidders. Accordingly, the bidder admits and agrees

that said specifications are not complete in every detail and that the work and materials not indicated or expressly mentioned in said specifications, but which are reasonably 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 by the bidder and at the bidder's sole expense, 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 inside the Bid Package. 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 in compliance with all other terms and conditions of the Alabama Competitive Bid Law.

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 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, Letter of Credit, or certain bonds or note of the United States. This is required by the Alabama Competitive Bid Law, Title 41, Chapter 16, **Code of Alabama 1975**, as amended; **no exceptions will be allowed.**

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 at the County's discretion.

Bidders which return a **NO BID** statement shall write on the outside of the envelope, the **Bid Number (WG18-33) 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, ATTN: Wanda Gautney, **(mailing address) 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 required. Bids received after the deadline shall not be accepted and shall be returned.

All bids received must be in a sealed envelope plainly marked, **“WG18-33” Provision of Road Signs**”. 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

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

The County Commission reserves the right to study bids as to their correctness and may award the bid within a thirty (30) day period but the County Commission reserves the right to extend the bid award for an additional thirty (30) days until an award decision can be made.

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

TITLE 39/CODE OF AL COMPLIANCE

As a condition of any Bid Award and the respective contract(s) pursuant thereto, the County places full reliance upon the fact that it is the sole responsibility of any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works, to ensure that they and/or any of their respective agents comply with all applicable provisions of Title 39-1-1 et seq. Code of AL 1975.

More specifically, any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works shall be in compliance with, and have full knowledge of, the following provisions of Title 39:

“(f) The Contractor shall, immediately after the completion of the contract give notice of the completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done, for a period of four successive weeks. A final settlement shall not be made upon the contract until the expiration of 30 days after the completion of the notice. Proof of publication of the notice shall be made by the contractor to the authority by whom the contract was made by affidavit of the publisher and a printed copy of the notice published . . .” §39-1-1(f) Code of AL 1975.

“(g) Subsection (f) shall not apply to contractors performing contracts of less than fifty thousand (\$50,000) in amount. In such cases, the governing body of the contracting agency, to expedite final payment, shall cause notice of final completion of the contract to be published one time in a newspaper of general circulation, published in the county of the contracting agency and shall post notice of final completion on the agency’s bulletin board for one week, and shall require the contractor to certify under oath that all bills have been paid in full. Final settlement with the contractor may be made at any time after the notice has been posted for one entire week.” §39-1-1 (g) Code of AL 1975.

NOTE: Any failure to fully comply with this section or any applicable laws of the State of Alabama shall be deemed a material breach of the terms of both the Bid Award and the Respective contracts resulting there from. Furthermore, Baldwin County takes no responsibility for resulting delayed payments, penalties, or damages as a result of any failure to strictly comply with Alabama Law.

Done this 19th day of June 2018.

Frank Burt, Jr. s/s
FRANK BURT, JR., Chairman
Baldwin County Commission

BID # WG18-33 SPECIFICATIONS
STREET NAME SIGNS AND HARDWARE

Reflectorized white letters on green or blue background on both sides of the extruded blade. First letter of each word of road name to be upper case and the remaining to be lower case letters.

9" x Various lengths, EXT Blades, D/F, High Intensity Prismatic

Hardware: VS-1 Cap, VS-1 UC Cap, VS-1 90 Degree Cross, BHP 761 Vandal Proof Bolts 5/16" X 3/4"

(1) Signs on aluminum backing ready for erection. Materials and workmanship to be in compliance with Alabama Highway Department standard specifications.

(2) Made in compliance with the most recent revision of the Manual on Uniform Traffic Control Devices (MUTCD), as adopted by the Alabaman Department of Transportation.

(3) Manufacturer shall furnish test reports when requested.

(4) A representative Sample of the sign may be required before shipment of the order.

(5) FOB suppliers warehouse. Specify location of warehouse.

(6) FOB Baldwin County Highway Shop 22220 West Boulevard Silverhill, Al 36576

(7) Delivery shall be made no more than thirty (30) calendar days after receipt of order.

(8) Bid to be per each.

Prices bid shall be applicable for material to be ordered for **twelve (12) months** beginning the date of the award.

BID #WG18-33 SPECIFICATIONS
STREET NAME SIGNS AND HARDWARE

Reflectorized white letters on green or blue background on one side of the flat blade. First letter of each word of road name to be upper case and the remaining to be lower case letters.

12" x Various lengths, High Intensity Prismatic

(1) Signs on aluminum backing ready for erection. Materials and workmanship to be in compliance with Alabama Highway Department standard specifications.

(2) Made in compliance with the most recent revision of the Manual on Uniform Traffic Control Devices (MUTCD), as adopted by the Alabaman Department of Transportation.

(3) Manufacturer shall furnish test reports when requested.

(4) A representative Sample of the sign may be required before shipment of the order.

(5) FOB suppliers warehouse. Specify location of warehouse.

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BID #WG18-33 SPECIFICATIONS
STREET NAME SIGNS AND HARDWARE

Sign supports shall be in accordance with Section 880.04 of the State of Alabama Highway Department Standard Specifications for highway construction, latest edition.

Prices shall be submitted for 2 ¼" x 2 ¼" and 2 ½" x 2 ½" square tubular steel 12-gauge posts for various lengths and weights. All steel sign supports shall be hot dipped galvanized after fabrication.

Posts shall be punched with 3/8" holes on one-inch centers starting one inch from the top of the post, for the entire length of the post.

Manufacturer shall furnish test reports when requested.

F.O.B. suppliers warehouse. Specify location of warehouse.

F.O.B. Baldwin County Highway Shop 22220 West Boulevard Silverhill, Al 36576

Delivery shall be made no more than thirty (30) calendar days after receipt of order.

Prices bid shall be applicable for material to be ordered for **twelve (12) months** beginning the date of the award

BID #WG18-33 RESPONSE FORM
STREET NAME SIGNS AND HARDWARE

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 from.

Financing Agency Authorized Signature

Supply Location _____

BID #WG18-33 – RESPONSE FORM
STREET NAME SIGNS AND HARDWARE

Street Name Signs and Posts	ESTIMATED QUANTITIES	DELIVERED	PICKED UP
12 INCH FLAT BLADES Green/Blue: Per Each			
Flat Blades, HIP 12X20	20		
Flat Blades, HIP 12X24	20		
Flat Blades, HIP 12X30	30		
Flat Blades, HIP 12X36	30		
Flat Blades, HIP 12X42	40		
Flat Blades, HIP 12X48	40		
Flat Blades, HIP 12X54	40		
Flat Blades, HIP 12X60	40		
9 INCH EXT BLADES Green/Blue: Per Each			
EXT BLADES, HIP 9X20	200		
EXT BLADES, HIP 9X24	200		
EXT BLADES, HIP 9X30	200		
EXT BLADES, HIP 9X36	200		
EXT BLADES, HIP 9X42	200		
EXT BLADES, HIP 9X48	100		
EXT BLADES, HIP 9X54	100		
EXT BLADES, HIP 9X60	50		
HARDWARE: Per Each			
VS-1 CAP			
VS-1 UC CAP			
VS-1 90 DEGREE CROSS			
VST-12 UC Cap			
VST-12 Cross			
SQUARE TUBE STEEL POSTS: Per Each			
2-1/2 X 2-1/2 10' SQUARE TUBE STEEL POSTS	100		
2-1/2 X 2-1/2 12' SQUARE TUBE STEEL POSTS	500		
2-1/2 X 2-1/2 14' SQUARE TUBE STEEL POSTS	100		
2-1/4 X 2-1/4 10' SQUARE TUBE STEEL POSTS	50		
2-1/4 X 2-1/4 12' SQUARE TUBE STEEL POSTS	50		
2-1/4 X 2-1/4 14' SQUARE TUBE STEEL POSTS	50		