

INVITATION FOR BID

FOR
Riverside Cemetery Maintenance Services
For
Macon-Bibb County

25-004-LH

93620
95820



MACON BIBB COUNTY, GEORGIA

ISSUED: August 8, 2024

BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY, **August 29, 2024**

Macon-Bibb County Procurement Department
(Attn: Laura Hardwick)
700 Poplar Street Suite 308
Macon, Georgia 31201

GENERAL

A. Invitation

1. Notice is hereby given that Macon-Bibb County will receive sealed bids (Original Bid and Flash Drive) in the Macon Bibb County Procurement Department, 700 Poplar Street – Suite 308, Macon, Georgia 31201, until **12:00 noon on Thursday, August 29, 2024, for Riverside Cemetery Maintenance Services** for the Macon-Bibb County Government.

NO BIDS WILL BE ACCEPTED AFTER THE ABOVE TIME.

2. A pre-bid conference is scheduled for 10:00 o'clock a.m., **Wednesday, August 14, 2024**, at the Macon-Bibb County Procurement Conference Room, Suite 308 located on the 3rd floor, City Hall, 700 Poplar Street, Macon, Georgia 31201. This pre-bid is mandatory; contractor must be present in order to submit a response. Social distancing and mandatory mask wearing measures will be enforced.
3. The primary intent of this Invitation to Bid is to identify a single source to provide all of the needed goods and/or services; however, Macon Bibb County reserves the right to make split awards.
4. Questions regarding the bid are due **August 16, 2024, by 3:00 p.m. by email only to lhardwick@maconbibb.us**.
5. Bids will be publicly opened and read in the Macon Bibb Procurement Conference Room, Suite 308, located on the 3rd floor of City Hall, 700 Poplar Street, Macon, Georgia, on **August 29, 2024**, starting at 2:00 pm.
6. Minority, Women Owned and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Small Business Affairs at (478) 300-2297 or via email cstephens2@maconbibb.us ; contact person name is Charise Stephens.

B. Bid Documents

7. Bid documents will be made available at the Macon-Bibb County Procurement Department, City Hall, 700 Poplar Street. Suite 308, Macon, GA 31201, (478) 803-0554 or www.maconbibb.us/procurement under active solicitations.

C. Sealed Bids

SEALED Bids shall be delivered or mailed to:

Macon-Bibb County Procurement Department

Attn: Laura Hardwick

700 Poplar Street, Suite 308

Macon, GA 31201

Lhardwick@maconbibb.us

Mark the outside of the envelope “Bid # 25-004-LH – “Riverside Cemetery Maintenance Services”

D. Forms

1. The enclosed Macon-Bibb County bid form shall be used. Use of other bid documents may deem the bid to be non-responsive.
2. “Attachment A” must be completed and included with the bid; failure to include. completed, signed, and notarized forms (as applicable) may deem the bid non-responsive. Any “Attachment A” documents which are not applicable to a vendor shall be marked “Not applicable” and submitted with all other “Attachment A”. For example, an automobile dealership which does not intend to use subcontractors shall mark the “List of Subcontractors” form in the “Attachment A” documents “Not applicable” and submit that document with the other “Attachment A” documents.

E. Validity

1. No bid may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.
2. All prices shall be Delivered prices, FOB Destination, after deducting all non-applicable taxes, delivered to each requesting department or office. Vehicles shall be ready to use.

F. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within 5% (five percent) of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

G. Reservations

1. Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior Macon-Bibb County experience. Hence, Macon-Bibb County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another. Any required information not submitted with bids shall deem bid non-responsive.

H. Insurance

Insurance Requirements

All deductibles shall be paid for by the Bidder.

Required Insurance Coverages. The Bidder also agrees to purchase and have the authorized agent state on the insurance certificate that the Bidder has purchased the following types of insurance coverages, consistent with the policies and requirements of O.C.G.A. 50-21-37.

The minimum required coverages and liability limits are as follows:

Workers' Compensation Insurance. The Bidder agrees to provide, at a minimum, Workers' Compensation coverage in accordance with the statutory limits as established by the General Assembly of the State of Georgia. A group insurer must submit a certificate of authority from the Insurance Commissioner approving the group insurance plan. A self-insurer must submit a certificate from the Georgia Board of Workers' compensation stating the contractor qualifies to pay its own workers' compensation claims.

Employers' Liability Insurance. The Bidder shall also maintain Employer's Liability Insurance Coverage with limits of at least:

- | | | |
|-------|---|------------------|
| (i) | Bodily Injury by Accident
accident | \$1,000,000 each |
| (ii) | Bodily Injury by Disease
employee; and | \$1,000,000 each |
| (iii) | Bodily Injury/Disease Aggregate
accident | \$1,000,000 each |

Commercial General Liability Insurance. The Bidder shall provide Commercial General Liability Insurance (2001 ISO Occurrence Form or equivalent) that shall include, but need not be limited to, coverage

for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, personal injury liability and contractual liability. The CGL policy must include separate aggregate limits per Project and shall provide at a minimum the following limits:

Coverage	Limits
1. Premises and Operations	\$1,000,000 per Occurrence
2. Products and Completed Operations	\$1,000,000 per Occurrence
3. Personal Injury	\$1,000,000 per Occurrence
4. Contractual	\$1,000,000 per Occurrence
5. General Aggregate	\$2,000,000 per Project

Additional Requirements for Commercial General Liability Insurance are as follows:

Commercial business Automobile Liability Insurance. The Bidder shall provide commercial business Automobile Liability Insurance that shall include coverage for bodily injury and property damage arising from the operation of any owned, non-owned, or hired automobile. The commercial business Automobile Liability Insurance Policy shall provide not less than \$1,000,000 combined Single Limits for each accident.

Disposition of Insurance Documents. One original certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.

Failure of Insurers. The Bidder is responsible for any delay resulting from the failure of his insurance carriers to furnish proof of proper coverage in the prescribed form.

Additional Insured: Bidder shall add Owner as an additional insured and list bid name and number under the commercial general and automobile policies.

Scope of Services

Macon Bibb is seeking qualified and experienced contractors interested in providing ground maintenance services for Riverside cemetery. Services to be provided will consist of furnishing all materials, equipment, and labor necessary to perform ground maintenance services. All work performed shall be in accordance with applicable laws, regulations, standards, and commercial practices.

Minimum Requirements

The Contractor shall have at least five (5) years of verifiable experience on similar work as specified in this scope of work.

Basic Ground Maintenance. The contractor shall provide ground maintenance services to include but not limited to mowing of cemetery sites to their property lines, edging of sidewalks, driveways, curbs, slabs, and other concrete or asphalt edges that improve the cemetery grounds. All trash and debris shall be picked up and disposed of at an approved site prior to each mowing. Edging should be no more than ½-inch from the hard surface edge to maintain an even contour with the edge surface. Contractor's personnel shall not use mowers across grass level markers where damage may occur. Contractor is responsible for blowing grass clippings off all roads, sidewalks, and gravesites.

Service Frequency:

Mowing shall be performed **52 weeks (a full calendar year) with a minimum of four days per week**. There shall be a minimum 4-man crew with at least two mowers during spring and summer (April – September). During the fall and winter months (October-March) there shall be a minimum of 2 man-crew.

Schedules for the mowing shall be coordinated with Macon Bibb County Parks and Beautification Director.

The Contractor shall trim around trees, limbs, shrubs, buildings, fences, headstones, monuments, and other fixed obstacles. In addition, grass, weeds, and other vegetation shall also be trimmed. All areas on the cemetery grounds must be trimmed concurrent with mowing. Contractor will be responsible to repair or replace any property that is damaged during work.

Supplemental Services. Maintenance products shall be approved by the Macon Bibb County Parks and Beautification Director. The Contractor shall procure, handle, apply, and dispose of products and chemicals according to applicable laws and regulations. Contractor shall be responsible for securing applicable licenses and permits that meet local, federal, and state guidelines.

Contractor shall refrain from performing any work on cemetery grounds while funerals or memorial services are ongoing in order not to interfere or detract from the event.

Prior to any commencement of work that impacts public right-of-way access, Contractor must install warning signs and any other warning and safety devices advising the public work is being performed. All signs shall be temporary and removed at the completion of work.

Contractor's employees must be professionally dressed and wear identification badges when performing cemetery maintenance services.

BID FORM

Contractor agrees to perform the work described in the Scope of Work for the following prices:

Basic Ground Lawn Maintenance

Description	Unit of Measure	Quantity	Total Cost
Riverside Cemetery	Per Service	1	\$
	Total Base Price		\$

AUTHORIZED SIGNATURE: _____ DATE: _____

NAME (TYPED OR PRINTED): _____ TITLE: _____

COMPANY _____

ADDRESS _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____

FAX: _____

Email: _____

ACKNOWLEDGMENT OF ADDENDUM

The undersigned Contractor acknowledged receipt of the following addendum, if issued, to the Invitation for Bid. If none received, write "None Received."

Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:
Addendum No.	Dated:

Firm	
Signature	
Print Name	
Title	
Date	