

CITY COUNCIL OF THE CITY OF PINSON, ALABAMA

RESOLUTION NO. 14 - _____

**A RESOLUTION AUTHORIZING THE MAYOR TO
RECEIVE BIDS FOR DEBRIS REMOVAL; SAID BIDS TO
BE RETURNED BY THE 9th DAY OF JANUARY 2015, AT
3:00 PM**

BE IT RESOLVED by the City Council of the City of Pinson, Alabama, while in regular session on the 18th day of December, 2014 at 7:00 p.m. as follows:

Section 1. That the Mayor is hereby authorized to receive bids for service of Occasional/On Call Debris Removal.

Section 2. That said bids shall be returned by 3:00pm on the 9th day of January, 2015.

ADOPTED AND APPROVED THIS THE ____ DAY OF _____, 2014.

HOYT SANDERS, MAYOR

ATTEST:

Marie Turner, City Clerk

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Marie Turner, City Clerk of the City of Pinson, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Pinson, Alabama, on the _____ day of _____, 2014.

Witness my hand and seal of office this ____ day of _____, 2014.

Marie Turner, City Clerk

INVITATION TO BID

The City of Pinson, Alabama, hereinafter called the “City” will receive sealed bids to provide Occasional/On-Call debris and rubbish removal services to the City. This shall be provide by means of a grapple/knuckle boom truck or similar equipment on or near city street Right-of-Way. Bids will be received until 3:00pm on the 9th day of January, 2015, at Pinson City Hall, 4410 Main Street, Pinson, AL 35126. The Bid Opening shall occur at 3:30pm on January 9th, 2015 at City Hall. Bids will be publicly opened and read aloud.

All bids must be in a sealed envelope marked “Sealed Bid for Occasional Debris Removal” It is the vendor’s responsibility to assure that their bid is received on time.

Bid Documents may be obtained from the City of Pinson at 4410 Main Street, Pinson, AL 35126, and phone no. (205) 680-5556.

The City reserves the right to reject any or all bids or to waive any informality in the bidding.

Bids may be held by the City for a period not to exceed sixty (60) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidders prior to awarding the contract.

**Request for Proposal
City of Pinson, Alabama**

Qualified vendors are requested to submit proposals relative to providing and implementation of Occasional/On Call Debris removal. The implementation Proposal is to consist of:

- 1) **A. Occasional/On Call Debris removal by Grapple/Knuckle Boom Truck.** The execution of this bid shall be through on-call/as needed as dispatched by the City of Pinson. NO REGULAR OR MINIMUM PERIODIC ROUTE OR MINIMUM MONTHLY CHARGE IS IMPLIED OR EXPRESSED. Price shall include removal of such items as appliances, furniture, limbs and assorted debris that will be found in the Rights-Of-Way of the City Pinson with a grapple truck or similar device, from any point in the City of Pinson to appropriate landfills. The Debris/Rubbish or such items shall be removed within two business days of dispatch by the City to Contractor.

Proposals or Questions shall be directed in writing to: Mayor Hoyt Sanders, City of Pinson, 4410 Main Street, Pinson, AL 35126. Any vendor responding to this request for proposal must submit a proposal as a prime contractor with total responsibilities. The successful vendor(s) must assume single source responsibility and will be the sole point of contact for all system delivery, installation and operation, testing, training, warranty, maintenance, problem determination and resolution.

Workmans Comp and general liability are REQUIRED. Workmans Comp shall cover each employee. Sole Proprietor/Family exemptions are NOT allowed. General liability certificate shall be provided which names the City of Pinson as an added insured prior to commencing of work in the amount of One Million Dollars (\$1,000,000). Copies of both certificates shall be due within 5 days of award of bid. Persons performing the work near roadways shall wear brightly colored clothing and/or vest. ANY DAMAGE OR INJURY TO PERSONS, VEHICLES AND PROPERTY CAUSED BY ACTIVITIES OF THE CONTRACTOR ARE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

Conditions

Any special circumstances or unexpected conditions encountered during project shall be addressed with Mayor Hoyt Sanders and a solution negotiated.

Vendors must clearly mark as “Confidential” each part of their proposals that they consider to be proprietary or personal information. If any part is designated as “Confidential,” there must be attached to that part an explanation of how this information fits within one or more categories considered exempt under the Open Records Act, or other applicable law. The City of Pinson reserves the right to determine whether this information should be exempt from disclosure, within its interpretation of the Open Records Act, or other applicable law.

This request for proposal does not commit the City of Pinson to award a contract or to procure or contract for the services. The City of Pinson reserves the right to reject, in whole or in part, any and all proposals, to negotiate with any or all responsible and responsive offerors, and in its sole discretion, to determine the responsiveness of proposals. Proposals which do not meet the mandatory requirements, will be considered non-compliant and rejected if it is in the best interest of the City to do so.

Payment of invoices will be approved at Council Meetings following submission to the City Clerk. Submission of invoices shall be submitted 48 hours before any meeting for consideration.

Mandatory Information Form

The undersigned, on behalf of the vendor, certifies that: (1) this proposal is made without previous understanding, agreement or connection with any city or county employee, elected official, or company making a proposal on the same project; (2) the person whose signature appears below is legally empowered to bind the business whose name is entered; (3) they have read the complete request for proposal and understand all specifications.

1. Company submitting proposal: _____

2. Proposal cost must remain valid 60 days from submission date.

Total Proposal Cost for the Following:

The price to remove _____ cubic yards (size of truck) of waste from any point in the City of Pinson to an appropriate landfill shall be \$_____.

If applicable, the bidder may offer partial loads:

The price to remove 1/2 load of waste (1/2 size of truck) from any point in the City of Pinson to an appropriate landfill shall be \$_____.

The above price shall include dump fees unless the load consist of rock, dirt, or _____ or loads in excess of _____ lbs.

3. Contact information:

Address: _____

Phone: _____

Fax: _____

E-mail: _____

24 Hour Support Location: _____

24 Hour Support Contact #: _____

4. Tax ID or Social Security Number: _____

5. Printed name of person biding proposal:_____

Signature:_____

Date:_____

“NO BID” RESPONSE FORM

To submit a "no bid" response for this project, this form must be completed for your company to remain on the list for commodities/services referenced. If you do not respond your name may be removed from this bidder's list.

Note: Please show the solicitation number on the outside of the envelope.

Please check the statement(s) applicable to your “no bid” response:

- We are unable to meet specifications
- Insufficient time to respond to the solicitation
- Our schedule would not permit us to perform
- We do not offer this product or service
- Please remove us from your vendor list for this commodity/service
- Other (specify below)

Comments:

Company Name (as registered with the IRS)

Authorized Signature

Correspondence Address

Printed Name

City, State, ZIP

Title

Telephone/FAX

Date

CITY COUNCIL OF THE CITY OF PINSON, ALABAMA

RESOLUTION NO. 14- _____

A RESOLUTION ACCEPTING SAID BIDS RECEIVED ON THE 5th DAY OF FEBRUARY, 2014, FOR DEBRIS REMOVAL SERVICES AND AUTHORIZING THE MAYOR TO CONTRACT WITH THE LOWEST, MOST RESPONSIBLE BID RECEIVED.

BE IT RESOLVED by the City Council of the City of Pinson, Alabama, while in regular session on the 6th day of February, 2014, at 7:00 p.m. as follows:

Section 1. That said bids received on the 5th day of February, 2014, at 4:00pm for on-Call/Occasional debris removal services are hereby accepted,

Section 2. That the Mayor is hereby authorized to contract with the lowest most responsible bids received as indicated and attached hereto and submitted by_____.

Section 3. That cost of said debris removal services shall be paid from the appropriate accounts of the city treasury.

ADOPTED AND-APPROVED THIS THE 7th DAY OF FEBRUARY, 2014.

HOYT SANDERS, MAYOR

ATTEST:

Marie Turner, City Clerk

CERTIFICATION OF CITY CLERK

STATE OF ALABAMA)
JEFFERSON COUNTY)

I, Marie Turner, City Clerk of the City of Pinson, Alabama, do hereby certify that the above and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Pinson, Alabama, on the _____ day of _____, 2014.

Witness my hand and seal of office this ____ day of _____, 2014.

Marie Turner, City Clerk

Date

Name
Address
Address

Dear Mr. _____:

I want to thank you and Company Name for working with the City of Pinson, during the bid process concerning a [description of item or service bid]. The Pinson City Council approved your bid on the _____ day of _____, 2011, by the adoption of Resolution Number _____. Please find a copy of said Resolution enclosed. At your earliest convenience, please contact Mayor Hoyt Sanders at (205) 680-5556, to discuss this matter.

If you should have any additional questions, please do not hesitate to call me.

Sincerely,

Marie Turner
City Clerk

Enclosure

Date

Name
Address
Address

Dear Mr. _____:

I want to thank you and **Company Name** for submitting your recent bid. I realize how much work must have gone into preparing the bid proposal that you presented. However, a decision was made to select another company. I have enclosed a copy of Resolution No. _____ adopted on the _____ day of _____, 2010, by the City Council of the City of Pinson.

Thank you again for submitting your bid.

Sincerely,

Marie Turner
City Clerk

Enclosure