



INVITATION TO BID

The City of Bainbridge will receive sealed bids for MAINTAINING THREE CEMETERIES, as described in the attached Specifications until Thursday, September 08, 2016 at 1:00 P.M. Eastern Standard Time and will be opened publicly and read aloud.

Bids shall be addressed to the attention of Brenda Strickland, Purchasing Director, City of Bainbridge, (US Postal Service) P.O. Box 158 (Zip Code 39818), 1707 East Shotwell Street (Zip Code 39819), Bainbridge, Georgia and plainly marked on the outside of the envelope "SEALED BID FOR CEMETERIES". We will not accept any bid unless it is plainly marked on the outside of the envelope as requested.

Bidders must complete all blanks on the enclosed Bid Form, or the bid may be subject to rejection. No bid will be entertained unless it is prepared upon the City of Bainbridge Bid Form and signed in ink by an official of the company submitting the proposal.

All prices quoted shall be firm for a period of 30 days from bid opening. The City of Bainbridge requires a minimum of 30 days to make payment to successful vendor after receipt of goods. However, cash discounts for early payment will be taken in consideration. If such a discount is available, please note this in your bid proposal.

The City of Bainbridge reserves the right to accept or reject any part of or all bids, and to waive technicalities formalities in bidding, and the right to negotiate with the low bidder to reach a final contract, and to accept the bid deemed to be in the best interest of the City.

Local Procurement Preference: A local preference of 2% for qualifying Decatur County Businesses will be permitted when evaluating bids for supplies, equipment, materials and personal services that are not a part of a construction project.

We welcome your proposal.

Sincerely,

A handwritten signature in cursive script that reads "Brenda Strickland".

Enclosures: Bid Form (1 page)
Specifications (2 pages)

Brenda Strickland
Purchasing Director

BID FORM

City of Bainbridge, Georgia

Bid on Cemeteries

Please quote lowest price at which you will furnish the items listed below:

Each bidder is required to fill in every blank. Failure to do so can be used as a basis for rejection of bid.

<u>DESCRIPTION</u>	<u>BID PRICE</u>
Maintain Pine View Cemetery 8 Acres as described in the attached specifications.	\$ _____
Maintain West Bainbridge Cemetery 3 Acres as described in the attached specifications.	\$ _____
Maintain Jonas Lobe Cemetery 8.3 Acres as described in the attached specifications.	\$ _____
GRAND TOTAL	\$ _____

If awarded bid, a cash discount of _____ will be allowed on Bid Price if paid within _____ after the City of Bainbridge is in receipt of goods.

Work of the same type has been furnished to: (List three cities or counties and give length of time in service at each location. Include phone number and contact person.) If available, list cities and counties in Georgia.

1. _____
2. _____
3. _____

The above in accordance with invitation to bid dated August 8, 2016.

The undersigned certifies that the Bid Invitation and Specifications have been reviewed; and understands that once the bid opening begins, a bid cannot be withdrawn for modifications. All prices, terms, and conditions will be firm for a period of 30 days from bid opening.

FIRM NAME: _____

ADDRESS: _____

ZIP _____

NAME AND TITLE OF PERSON SUBMITTING BID (Please Type or Print Legibly)

TELEPHONE: _____ DATE: _____

AUTHORIZED SIGNATURE: _____

THIS IS NOT A PURCHASE ORDER

BIDDER: _____
(List Company Name)

SPECIFICATIONS: Maintaining Pine View Cemetery, West Bainbridge Cemetery, and Jonas Lobe Cemetery.
(Remember to fill in all blanks)

GENERAL INFORMATION

Each bidder must indicate his/her compliance with these specifications by marking "YES" or "NO" in the appropriate column for each paragraph of these specifications, indicating "YES" will mean full compliance; indicating "NO" will mean an exception is being taken. All exceptions must be fully explained on a separate page, titled "Exceptions", giving reference to the page and paragraph where the exception is being taken. Failure to comply with this requirement can be used as a basis for rejection of bid.

Bidder Complies

SCOPE OF WORK

- | | | |
|---|----------------------------|----------------------------|
| A. Grass mosed twice per month | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| B. Weed trimming around all lots inside and outside of the coping | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| C. Grass and leaves blown off all tombstones | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| D. Leaves removed from lots at the time of mowing | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| E. Trash piles (flowers removed by family members) disposed of twice per month | Y <input type="checkbox"/> | n <input type="checkbox"/> |
| F. Hedges trimmed twice per year during the months of April and September | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| G. Contractor is responsible for transferring of all equipment, tools, and material for this project. | Y <input type="checkbox"/> | N <input type="checkbox"/> |

CONTACT INFORMATION

Project Contact (for questions/additional information):

- Roy Oliver, Assistant City Manager/Community Development Director
City of Bainbridge
101 South Broad Street
Bainbridge, GA 39817
229-248-2000 ext. 122
royo@bainbridgcity.com

BIDDER: _____
(List Company Name)

SPECIFICATIONS: Maintaining Pine View Cemetery, West Bainbridge Cemetery, and Jonas Lobe Cemetery.

SUBMISSION REQUIREMENTS

- The City reserves the right to establish any and all elements or terms of this procurement process. All bids submitted shall be binding upon the bidder's team if accepted by the City.
- **BIDS DELIVERED VERBALLY OR BY ELECTRONIC MEANS, SUCH AS FACSIMILE AND EMAIL, ARE NOT ALLOWED.**
- Except for otherwise provided in this bid, the City of Bainbridge reserves the right to retain all bid materials regardless of which bidder is selected. All bids and accompanying documents become the property of the City of Bainbridge.

REJECTION

- The City reserves the right to reject any and all bids, and to waive informalities in bids received, to accept or reject any and or all of the items bid, and to award the contract in whole or in part and/or negotiate any or all items with individual Bidders if it is deemed in the City's best interest. Moreover, the City reserves the right to make no selection if bids are deemed to be outside of the City's fiscal constraint or not in the best interest of this City.

AWARD

- The City reserves the right to award a contract, based on initial offers received from Bidders, without discussion and without conducting further negotiations. Under such circumstances, the acceptance of a proposal by the City shall be deemed to be an acceptance of an offer such that acceptance will be binding upon both parties. A proposing offer should therefore be based on the most favorable terms available from a price, business requirements and technical standpoint. Contractual commitments are contingent upon the availability of funds, as evidenced by award of contract. Once awarded, the contract will be the final expression of the agreement between the parties and may not be altered, changed, or amended except by mutual agreement, in writing.

EXCEPTIONS TO THE BID

- All requested information in the Bid must be supplied with the bid; any exceptions shall be clearly identified, referencing page number and category of bid. The written explanation shall include the scope of the exceptions, the ramifications for the City, and the description of the advantages or disadvantages to the City as a result of such exceptions, the City, at its sole discretion, may reject any exceptions or specifications within the bid.

SILENCE OF SPECIFICATIONS

- The apparent silence of these specifications as to any specific detail or omission of a detailed description concerning any point shall be regarded as meaning that only the best commercial practice is to prevail, and that only workmanship of first quality is to be used. All interpretations of these specifications shall be made on this basis.