

CITY OF VALLEY  
VALLEY, ALABAMA

INVITATION FOR BIDS

**Cemetery Property Grass Cutting 2008**

**To be received not later than 10:00 A.M. Thursday March 20th, 2008.**

Sealed bids will be received by the City Clerk (Ms. Martha Cato) at Valley City Hall, #20 Fob James Drive, in Valley, Alabama until the above time and date, and then opened at 10:01 a.m. Eastern Standard Time that date.

**Bids must be completed (type-written) and signed in ink. Bid forms completed in pencil will not be accepted. Bids must be notarized. The outside of sealed envelope must be marked "Sealed bid for cemetery grass cutting April 7<sup>th</sup>, 2008" One Year Contract.** Any bid received that is not properly marked will not be opened. The City of Valley reserves the right to accept or reject any or all bids or any portion thereof. The City of Valley will accept bids only from Equal Opportunity Employers, and who possesses a valid City of Valley municipal business license which is not under suspension or revocation.

Errors will not be corrected after bids are opened. Quoted prices shall not include State or Federal Excise Taxes. Tax Exemption Certificates furnished upon request.

Note: Do not separate any part of this document. All sheets must be submitted with bid. Successful bidder will be given a copy of this entire document for their records.

**Bids for the referenced properties,  
beginning the week of April 7th-13th  
and ending October 31<sup>st</sup> 2008:**

**Bid on only those properties you are interested in:**

Shawmut Cemetery	\$ _____ Per Cutting
Langdale Cemetery	\$ _____ Per Cutting
Fairfax Cemetery	\$ _____ Per Cutting
Bethlehem Church Cemetery	\$ _____ Per Cutting
Fairview Cemetery	\$ _____ Per Cutting
Riverview Cemetery	\$ _____ Per Cutting

**I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise.**

***THIS BID MUST BE NOTARIZED***

**FIRM:** \_\_\_\_\_

Sworn to and subscribe before me  
this the \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_\_ .

**By:** \_\_\_\_\_

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

\_\_\_\_\_

**Terms:** \_\_\_\_\_

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

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

\_\_\_\_\_  
**Notary Public**  
**My commission expires:** \_\_\_\_\_

**IMPORTANT: Any attachment hereto is made and becomes a part of this inquiry and must be signed by the Bidder.**

CITY CEMETERY GRASS CUTTING  
BID SPECIFICATIONS  
2008

LOCATIONS:

SHAWMUT CEMETERY  
LANGDALE CEMETERY  
FAIRFAX CEMETERY  
BETHLEHEM CEMETERY  
FAIRVIEW CEMETERY  
RIVERVIEW CEMETERY

CUTTING PERIOD:

April 7th 2008 - October 31<sup>st</sup> 2008

FREQUENCY:

CEMETERY PROPERTIES SHALL BE CUT ONCE EVERY TWO WEEKS APRIL 7<sup>th</sup> - OCTOBER 31<sup>ST</sup> THIS YEAR UNLESS NOTIFIED BY THE CITY OF VALLEY.

SPECIAL INSTRUCTIONS:

1. NO PILES OF GRASS OR CLIPPINGS WILL BE LEFT ON CEMETERY LOTS.
2. ALL CLIPPINGS WILL BE PLACED IN A DESIGNATED AREA FOR REMOVAL BY CITY.
3. ALL WALLS, HEADSTONES, MONUMENTS, CURBS AND FENCES WILL BE TRIMMED EACH TIME GRASS IS CUT BY CONTRACTOR UNLESS NOTIFIED BY CITY OF CHANGE.
4. GRASS CLIPPINGS SHALL BE REMOVED FROM GRAVE MARKERS, MONUMENTS AND IMPERVIOUS SURFACES WITH A BLOWER, VACUUM OR BY SWEEPING.
5. CONTRACTOR WILL BE RESPONSIBLE FOR PICKING UP PAPER, FLOWERS (ARTIFICIAL & REAL), LIMBS AND OTHER DEBRIS PRIOR TO CUTTING OF GRASS.
6. THE CEMETERY SEXTON WILL BE NOTIFIED AS SOON AS POSSIBLE AFTER EACH CEMETERY IS COMPLETED TO ALLOW AN INSPECTION TO BE MADE. ANY PROBLEMS MUST BE CORRECTED BEFORE PAYMENT IS APPROVED

7. INVOICES FOR WORK COMPLETED ONLY SHALL BE SUBMITTED FOR APPROVAL TO VALLEY CITY HALL AT #20 FOB JAMES DRIVE BEFORE NOON ON THURSDAYS ***PRIOR TO CHECKS BEING WRITTEN ON THE 1<sup>ST</sup> AND 3<sup>RD</sup> FRIDAYS OF EACH MONTH.*** THE INVOICE WILL LIST CEMETERIES AND DATES CUT. NO ADVANCE OR PARTIAL PAYMENTS TO BE MADE.

8. IN THE CASE OF EXTREMELY DRY WEATHER OR UNFORESEEN PROBLEMS, THE CITY SHALL HAVE THE RIGHT TO SUSPEND CUTTING UNTIL CIRCUMSTANCES IMPROVE.

9. CONTRACTORS WILL BE RESPONSIBLE FOR DAMAGE TO ALL PROPERTY, PUBLIC AND PRIVATE CAUSED BY CONTRACTOR.

10. IF A PUBLIC ROAD BORDERS CEMETERY, GRASS WILL BE CUT TO EDGE OF PAVEMENT OR CURB. CONTRACTOR WILL ALSO CUT TO THE TOP OF ANY DRAINAGE DITCH WHICH IS ON OR BORDERS PROPERTY.

11. CONTRACTOR MUST CARRY A MINIMUM OF \$1,000,000 IN LIABILITY INSURANCE. CONTRACTOR MUST ALSO CARRY WORKMAN'S COMPENSATION ON EACH EMPLOYEE. **IF LIABILITY INSURANCE OR WORKMAN'S COMPENSATION IS DROPPED OR CANCELED, THE CONTRACT WILL BE VOIDED.**

12. **BID PACKAGE MUST CONTAIN PROOF OF INSURANCE.**

13. ALL BIDDERS MUST HAVE ON FILE A VALID CITY OF VALLEY BUSINESS LICENSE AT THE TIME THAT THE BID IS RECEIVED. BUSINESS LICENSES ARE SUBJECT TO REVOCATION PURSUANT TO THE ORDINANCES OF THE CITY, AND ANY SUSPENSION/REVOCATION OF SUCH LICENSE WILL DISQUALIFY THE BUSINESS FROM FUTURE BID OPPORTUNITIES.

14. THE COV CEMETERY SEXTON CAN MEET WITH ANY BIDDER TO GO OVER THE AREAS TO BE CUT PRIOR TO BIDDING.

15. THE CITY HAS THE RIGHT TO REJECT ANY OR ALL BIDS.

NOTE:

GRASS CUTTING SHALL NOT TAKE PLACE WHILE A FUNERAL IS IN PROGRESS AT THE CEMETERY.

ALL QUESTIONS CONCERNING BIDS ON CEMETERY GRASS CUTTING SHOULD BE DIRECTED TO:

JAMES T. "TIM" BRYAN, CITY ADMINISTRATOR  
#20 Fob James Drive, P.O. Box 186, Valley, Alabama 36854  
(334) 756-5204