

**INVITATION FOR BID
November 13, 2024**

INVITATION FOR BID NUMBER	IFB 24-039
NAME OF BID	Annual Contract for Mowing and Grounds Maintenance – Zone 1
BIDS WILL BE RECEIVED AT	MAWSS Bid Box Donaghey Business Entrance 4725A Moffett Road or PO Box 180249 Mobile, AL 36618
BID OPENING DATE	December 4, 2024
BID CLOSING TIME	10:30 am Central Time
AWARD WILL BE MADE BY	Total Cost
CONTRACT PERIOD	2/1/25 – 1/31/26 with 1 possible one-year ext. option
ADDITIONAL INFORMATION CONTACT	Zone 1 Manager: Corey McCoy (251) 404-2275 or Email: cmccoy@mawss.com
APPLICABLE SDP POLICY	17-01

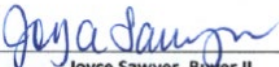
Sealed bids must be in the Purchasing Department no later than the time specified in order to be considered. Submissions received after the deadline will not be considered. Envelopes must bear the name of the supplier, company address and the words “IFB 24-039 Mowing & Grounds Maintenance Zone 1” or “IFB 24-039 NO QUOTE.” Facsimile or email bids will not be accepted.

All bids must be submitted on the attached forms or your bid will be disqualified. Bidder shall furnish all the information required by the solicitation. The bidder’s name must be typed or printed on the bid sheet, and signed by the bidder or appropriate authorized executive officer of the bidder’s company. Bidders must initial any changes or erasures. Bidders should retain a copy of bids for their records.

Bidders shall acknowledge receipt of all addenda to this solicitation by signing and returning each addendum or by identifying the addendum number and the date on the bid form. Failure to acknowledge receipt of any addendum by a bidder will result in rejection of the bid if MAWSS determines the addendum contains information that materially changes the requirements.

All bids shall be quoted FOB Destination, freight prepaid with no additional charges. Unless otherwise specified in the bid, all prices will be on a firm-fixed price basis and are not subject to adjustments based on costs incurred. MAWSS reserves the right to reject any or all bids submitted, to waive any informality in any bid or in the bid process, or to terminate the bid process at any time, if deemed by MAWSS to be in MAWSS’s best interest.

This “Invitation for Bid” with “Specifications,” “Conditions,” “Bid Form,” signed by the successful bidder’s authorized representative, and all attached drawings and other documents furnished by MAWSS to the bidders with the Invitation for Bid in order to illustrate the contract requirements, will constitute a contract for the goods and/or services to be purchased.



Joyce Sawyer, Buyer II
Board of Water and Sewer Commissioners

IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1 CONDITIONS

The Board of Water and Sewer Commissioners of the City of Mobile will accept bids for **Mowing & Grounds Maintenance for Zone 1** in our Purchasing Department Bid Box located in the Business Entrance at 4725A Moffett Road, Mobile, AL 36618 **no later than 10:30 a.m.** local time on **December 4, 2024**. Bids will be opened immediately after bid closing time in the Operations Center Board room located at the Customer Service entrance. Award will be by **Total Cost**. The bidder offers and agrees, if this bid is accepted, to furnish the items/services, as defined in the specifications, for the unit price set opposite each item. Pricing shall be FOB Mobile, Alabama. All items shall be delivered or services rendered to the job site as needed.

A mandatory site visit is required prior to the bid opening between representatives of Contractor and representatives of MAWSS. Please schedule site visit with Corey McCoy at 251-404-2275.

Bidder understands that his/her bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

MAWSS shall not be committed to the purchase of a pre-established minimum quantity for any one item or service.

A bidder may not modify its bid after bid opening. Errors in the extension of unit prices stated in a bid or in multiplication, division, addition or subtraction in a bid may be corrected by the MAWSS Purchasing Buyer prior to award. In such cases, unit prices shall not be changed.

It is the responsibility of the bidder to determine prior to the bid opening whether any amendment, additions, deletions or changes of any type have been made to this Invitation for Bid, Conditions, Specifications, Bid Form or any of the other bid documents. Bid documents and any amendments made to this bid will be posted on our website at www.mawss.com.

A copy of the SDP (Supplier Diversity Program) policy that applies to this Invitation For Bid can be furnished upon request. It is the responsibility of the bidder to read and make efforts to meet the goals of this policy. Please contact the Supplier Diversity Department at supplier.diversity@mawss.com for any questions regarding this policy. **Bidders MUST acknowledge receipt of this policy by submitting the SDP Policy Acknowledgement and the Subcontracting Plan/Good Faith Effort form with the bid proposal, regardless if using a Diverse Contractor/Supplier or not.**

Contractors are required to use Contractors/Suppliers only in the areas for which the Contractors/Suppliers are certified.

Reporting Requirements, if using a diverse contractor/supplier:

“The Contractor **must file a written report** with MAWSS’s Supplier Diversity Office with a copy delivered to Accounting **once a month** documenting the Contractor’s continuing compliance with the MAWSS Supplier Diversity Program. This report will list all Diverse Contractor/Supplier’s subcontractors and supplier’s currently performing work or providing supplies for the contract.”

A copy of the SDP (Supplier Diversity Program) policy that applies to this Invitation For Bid can be found on our website by clicking on the following link: [https://www.mawss.com/uploads/final---supplier-diversity-17-01---approved-1-7-21-\(updated-changes-2-3-2021\).pdf](https://www.mawss.com/uploads/final---supplier-diversity-17-01---approved-1-7-21-(updated-changes-2-3-2021).pdf).

Invoicing Requirements: MAWSS is requiring additional information for all work performed and services provided. On the vendor’s invoice for payment should be a detailed listing of work performed, services provided, dates completed, locations involved and any other pertinent information needed to verify the work and/or services were completed in accordance to the bid specs. This additional information can be supplied in the form of detailed invoices, work orders, checklists or any other documents used to track the work performed or services provided but details must be included on the actual invoice. A copy of the invoice and these additional details must be sent to the “ADDITIONAL INFORMATION CONTACT” found on Page 1 of the bid documents and a copy emailed to Accounts Payable at AcctsPayable@mawss.com. See page 4 for more info.

END OF CONDITIONS

IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1
GENERAL SPECIFICATIONS

- Contractors submitting bids must have all applicable City, County, and State Licenses. A General Contractors license is required for bids over \$50,000. A general contractors license is required if the total value of the bid submitted is over \$50k, not each individual zone/award.
- All bid requirements listed in the Board of Water & Sewer Commissioners Standard Specifications must be complied with, unless changed by this specific bid document.
- Guarantee will be required with each bid as follows:
 - At least 5% of the amount of the bid, not to exceed \$1,000, shall be filed in the form of a certified check or bid bond, payable to the Board of Water & Sewer Commissioners of the City of Mobile.
- The successful bidder must provide proof of insurance as required but does not have to name MAWSS as an additional insured on their policy unless awarded a contract.
- Bids must be submitted on the forms furnished in this bid package.
- The completed bid forms must be submitted in a **sealed** envelope to Joyce Sawyer, at 4725A Moffett Road, Mobile, AL 36618, via our Purchasing Bid Box no later than **10:30 am on December 4, 2024**.
- A **mandatory site visit is required** prior to the bid opening between representatives of Contractor and representatives of MAWSS. Please schedule site visit with Corey McCoy at 251-404-2275.
- The Board of Water and Sewer Commissioners of the City of Mobile retains its right to reject any and all bids.
- Bids will be considered only from Contractors with experience in related type work with a proven record of customer satisfaction. The bidder must submit, as part of the bid document, a list of customers where similar work has been performed within the last two (2) years. **See last page.**
 - The following information must be included:
 - Name and address of customer
 - Contact person and phone number
 - Description of work performed, including the size of area cut
- The bidder shall have adequate personnel to complete the required in the time allowed by Mobile Area Water & Sewer System.

NOTE: Contract will be awarded to the lowest responsive bidder in each Zone. The Board reserves the right not to award any Location where the cost given is not in the best interest of the Board.

**IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1
GENERAL SPECIFICATIONS (Cont'd)**

- **After awarding this bid**, but prior to any work being performed, a **pre-construction meeting** will be held between the bidder and Zone Managers. The purpose of the meeting will be to review all matters concerning the Project. **This meeting will be scheduled as soon as possible after the Bid Award Notification.**

NOTE: Once the contract is awarded, the contractor is responsible for coordinating the scheduled work with the Zone Manager.

- This Grass Mowing Project consists of cutting grass, weed eating, removing debris at the locations, including downed limbs and leaves, trimming hedges, and pruning Crepe Myrtle trees (as specified). The contractor is to provide all the labor, supervision, equipment, and materials to successfully complete this project. MAWSS will not provide any equipment or materials for this project. The number of cuts required for each location for a one (1) year period is given. The specific frequency is shown on the Bid Sheet. **This frequency of cuts may be increased or decreased at the Owner's discretion.**
- **A list of sites completed on a daily basis must be sent to the Zone Manager. This list must include Date of Completion, Location(s), and name of Crew Supervisor.**
- One (1) Original Invoice for work completed may be submitted at the end of each month to the Accounts Payable Department to MAWSS, P.O. Box 180249, Mobile, AL 36618-0249, ATTN: Accounts Payable or emailed to acctspayable@mawss.com and one (1) copy of the Original Invoice marked "RECEIPT" is to be emailed to the Zone Manager. **All work must be itemized, per site, on the pay estimate (Invoice) and must be completed and inspected by MAWSS before any payment will be approved.**

NOTE: The vendor's invoice for payment should be a detailed listing of work performed, services provided, dates completed, locations involved and any other pertinent information needed to verify the work and/or services were completed in accordance to the bid specs. This additional information can be supplied in the form of detailed invoices, work orders, checklists or any other documents used to track the work performed or services provided but details must be included on the actual invoice.

- All field personnel working on this project shall wear uniforms identifying themselves as employees of the Contractor. All personnel working for Contractor must be permitted to work in the United States.
- The bidder shall provide an emergency telephone number where a company representative can be reached twenty-four (24) hours per day for the duration of the contract.
- Background checks will be done on successful bidders.

END OF GENERAL SPECIFICATIONS

IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1 SCOPE OF WORK

This Grounds Maintenance Grass Mowing Project consists of mowing grass, weed eating/edging, trimming hedges and shrubs, weeding out the flower beds, trimming Crepe Myrtles (seasonal) and removing all debris at every location listed on the following pages. This includes picking up the trash and **removing** all downed limbs **before** mowing. The contractor is to provide all labor, equipment, materials, and supervision to successfully complete this project. MAWSS will not provide any equipment or materials for this project.

The required work is described as follows:

- **Mowing:** Each site must be maintained by correct mowing at the correct height to give it a manicured appearance with **no scalping**.
- **Weed eating/Edging:** All sidewalks, curbs driveways, flowerbeds, manholes, ditches, reservoirs, fences, and parking areas must be edged and weeds removed. Weed-eating will be done in all areas where a mower cannot travel such as along fence lines, around trees, rocked parking areas, etc.
- **Hedge and Shrub trimming:** All hedges and shrubs are to be trimmed on an ‘as needed’ basis to keep up the appearance of the location.
- **Flower bed weeding:** All flower beds should be kept weed-free (as applicable) to keep up the location’s appearance.
- **Trimming of Crepe Myrtles:** This is to be done as needed in a seasonal rotation (February of each year) to keep them neat and healthy.
- **Debris Removal:** All trash, grass clippings, leaves, limbs, and other trimmed vegetation are to be cleaned up and hauled away. There will be **no** ‘blowing’ of leaves and debris into the street or onto other properties.
- **Damages:** The Contract Holder will be responsible for any damages resulting from negligence by the Contractor, or any representative thereof, to MAWSS property or a customers’ property during this project, will be repaired and/or replaced at no cost to MAWSS or the customer by the Contractor.
- **Cleaning Work Site:** After completion of the work, the Contractor will clean the work site area, pick up all tools and equipment, and make sure there is no debris or dirt left around the work area.
- **Safety:** All work must be done in a safe manner. The Contractor shall designate an on-site Safety Officer who will be responsible for ensuring that all aspects of the project are conducted in a safe manner.

Work Orders: After awarding this bid, MAWSS shall provide log-on credentials to (Hexagon – HxGN EAM), the MAWSS work order system. A work order shall be completed for each site completed on a weekly basis. A work order **must** be completed with photos attached of completed work, and work inspected by MAWSS **before** approval of payment.

Frequency of mowing is shown for each location on the Bid Form and other attached pages. The schedule must be adhered to unless otherwise pre-approved by the Zone Manager. Additional cuts may be requested for the same price and following the same provisions as described herein.

The agreement shall remain in effect for a period of one year with one (1) additional one (1) year extension option, at the same price, if agreed to in writing by both parties and upon approval by the Board of Water and Sewer Commissioners of the City of Mobile, Alabama.

The order in which this work is to be completed will be agreed upon in the **Pre-construction Meeting**. This work must be **started within 7 calendar days** after the execution of the contract. Time and performance are essential in the completion of this contract. **Therefore, if the contractor cannot perform the required work with the frequency stated and in a satisfactory manner, then this contract will be voided.**

IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1

<u>Zone</u>	<u>Locations</u>	<u>Address</u>	<u>No. of Cuts per Year</u>		<u>Frequency</u>
1. A.	Park Forest Plaza ***	4725 Moffett Rd	4	November – February	1 times per month
			<u>16</u>	March – October	2 times per month
			20 total cuts		
	<ul style="list-style-type: none"> • Park Forest Plaza includes the main building, bank building, kiosk payment area, and chain link fence located around the front & back of property. 				
B.	Bienville Reservoir	4757Moffett Rd	4	November – February	1 times per month
			<u>16</u>	March – October	2 times per month
			20 total cuts		
C.	Shelton Beach Complex ***	1610 Shelton Beach Ext.	4	November – February	1 times per month
			<u>16</u>	March – October	2 times per month
			20 total cuts		

- Shelton Beach Complex includes three pipe yards, holding tanks, retention pond, tank yard, dirt pit, and fence around the property.

*** These locations require grounds maintenance and mowing after 5:00 p.m. Monday-Friday, or to be done on Weekends.

END OF SCOPE OF WORK

**IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1
PROPOSAL**

TO: BOARD OF WATER AND SEWER COMMISSIONERS
OF THE CITY OF MOBILE, ALABAMA

Submitted: _____
(Date)

The undersigned, as Bidder, hereby declares that he has examined the site of the Work and informed himself fully in regard to all conditions pertaining to the place where the Work is to be done; that he has examined the Plans and Specifications for the Work and contractual documents relative thereto, and has read all General Conditions and Special Provisions furnished; and that he has satisfied himself relative to the Work to be performed.

The Bidder proposes and agrees, if this Proposal is accepted, to contract with the Board of Water and Sewer Commissioners of the City of Mobile, Alabama in the form of contract specified to furnish all materials, equipment, machinery, tools, apparatus, permits, means of transportation and labor necessary to complete the construction of:

**MAWSS MOWING & GROUNDS MAINTENANCE
ANNUAL CONTRACT 2025 – ZONE 1**

in full and complete accordance with the shown, noted, described and reasonably intended requirements of the Plans, Specifications and Contract Documents to the full and entire satisfaction of the Board of Water and Sewer Commissioners of the City of Mobile, Alabama with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the lump sum or unit prices listed opposite each item.

It is agreed that the description under each item, being briefly stated, implies, although it does not mention, all incidentals and that the prices stated are intended to cover all such work, materials and incidentals as constitute Bidder's obligations as described in the Specifications and any details not specifically mentioned, but evidently included in the Contract shall be compensated for the item in which it most logically is included.

The quantities for bid items listed on the Bid Form are estimated quantities only for the purpose of comparing bids. Any differences between these estimated quantities and actual quantities required for construction shall not be taken as a basis for claims by the Contractor for extra compensation. Compensation will be based on the lump sum or unit prices and actual construction quantities.

The Bidder further proposes and agrees hereby to commence the Work with an adequate force, plant and equipment at the time stated in the notice to the Contractor from the Owner to proceed, and fully complete performance within duration specified in the scope of work.

If agreed to by the contractor and approved by the Board of Water and Sewer Commissioners of the City of Mobile, Alabama by means of a written approval, the contract may be extended one (1) additional one (1) year increment. However, no guarantee is implied or expressed that said extension of the contract time will be approved after the initial duration of the contract. With no exceptions, the unit prices bid shall remain in effect for the duration of the contract. The contractor shall not exceed the contract amount or termination date without a written approval from the board. Any work performed without said written approval will be at the contractor's expense.

CONTRACTOR ADDRESS: _____

CONTRACTOR'S LICENSE NO: _____

**IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1
PROPOSAL (Cont'd)**

Bid Bond

The undersigned further agrees that, in case of failure on his part to execute the said Contract and the bond within ten (10) consecutive calendar days after written notice being given of the award of the Contract, the check or bid bond in the amount of five percent (5%), of this bid, not to exceed \$1,000, accompanying this bid, and the monies payable thereon, shall be paid into the funds of the Board of Water and Sewer Commissioners of the City of Mobile, Alabama as liquidated damages for such failure; otherwise the check or bid bond accompanying this Proposal shall be returned to the undersigned:

Attached hereto is a certified check or bid bond on the Bank of _____
(Name of Bank or Surety)

for the sum of _____ Dollars and _____ (\$ _____)

made payable to the Board of Water and Sewer Commissioners of the City of Mobile, Alabama.

KNOW ALL MEN BY THESE PRESENT:

THAT we: _____
(Name of Contractor)

And _____
(Name of Surety)

Are held and firmly bound unto The Board of Water and Sewer Commissioners of the City of Mobile, Alabama, as Obligee, in the full and just sum of:

_____ Dollars and _____ (\$ _____)

lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

By _____
(Legal Signature)

(Printed Name and Title)

Witness: _____
(Legal Signature)

Witness: _____
(Legal Signature)

BIDS WILL NOT BE CONSIDERED, UNLESS ACCOMPANYING BID BOND IS SIGNED BY PRINCIPAL AND SURETY, OR IN LIEU THEREOF, A CERTIFIED CHECK, OR IRREVOCABLE UNCONDITIONAL LETTER OF CREDIT FROM YOUR BANK MUST ACCOMPANY THE PROPOSAL.

BIDDER acknowledges receipt of the following ADDENDA (if applicable):

IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1
INSURANCE REQUIREMENTS

- A. **General:** The Supplier shall provide insurance in accordance with the required specifications. A current certificate of insurance must be provided with your bid. MAWSS does not need to be named as an additional insured on this certificate.
- B. **Supplier Coverage:** The Supplier shall not commence work under this Contract until he has obtained all insurance required under the following paragraphs and until such insurance has been approved by the Owner, nor shall the Supplier allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained and approved. If the subcontractor does not take out insurance in his own name, the Supplier shall provide such insurance protection for the subcontractor and such subcontractor's employees.
- C. **Casualty Insurance:** The following insurance coverages (with limits not less than specified herein) shall be maintained by the Supplier for the duration of the Contract, affording coverage for any claim arising out of Supplier's operations herein, whether by the Supplier or by any subcontractor or by any Employee or Agent of either:
1. Claims of employees under Worker's Compensation and other similar employee benefit acts, including claims because of bodily injury, occupational sickness or disease, or death.
 2. Claims arising out of bodily injury, sickness, disease, or death of any person other than employee.
 3. Claims for damages arising out of libel, slander, false arrest, detention or imprisonment, malicious prosecution, defamation or violation of right of privacy, wrongful entry or eviction or other right of private occupancy, including claims as a result of an offense related to the employment of a claimant by Contractor (so-called "Personal Injury").
 4. Claims arising out of damage to or destruction of tangible property, including loss of use.
 5. The Supplier shall furnish certification of insurance and policies verifying that the above coverages are in effect before commencing any work, and that each policy is endorsed to give the Owner a 30-day notice in writing in the event of cancellation or material change therein.

Policies of Insurance shall state that the Owner and the Owner's employees be named as additional insureds on the Supplier's Automobile Liability and Commercial General Liability policies. In respect to Worker's Compensation, a Waiver of Subrogation shall be issued in favor of the Owner. Where applicable, the U.S. Longshore and Harborworkers Compensation Act Endorsement shall be attached to the policy. Where applicable, the Maritime Coverage Endorsement (to include coverage under Jones Act) shall be attached to the policy. Both the U. S. Longshore and Harborworkers and the Maritime Coverage shall have limits equal to or greater than the employer's liability coverage.

6. Rated by AM Best – A- or better. For non-admitted companies, a rating of A or better by AM Best.
 - a. At the discretion of the Board, worker's compensation insurance may be placed through a qualified worker's compensation self-insurance fund.

b. **Limits of Liability:**

Worker's Compensation	Statutory
Employers' Liability	\$500,000 Each Accident \$500,000 by Disease, Policy Limit \$500,000 by Disease, Each Employee
Commercial Automobile	\$1,000,000 Each Accident Bodily Injury and Property Damage Combined Business Auto Includes All Owned, Leased, Hired and Non-Owned Automobiles
Commercial General Liability	\$1,000,000 per Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 General Aggregate per Project \$2,000,000 Products & Completed Operations Aggregate \$100,000 Fire Damage Liability

Umbrella Liability: In addition to the basic limits previously set out for Commercial General Liability, Products and Completed Operations, Automobile Liability and Worker's Compensation. Coverage shall be issued with a "pay on behalf of" wording, including Personal Injury and other extensions, and provide coverage at least as broad as that afforded by the primary insurance policies.

Extensions (only if applicable):

Blanket Contractual Liability	Blanket Collapse and Underground Coverage
Personal Injury	Broad Form Property (including Completed Operations)
Host Liquor Liability	Employees as Additional Insureds
Non-owned Watercraft Liability	Incidental Medical Malpractice
Worldwide Products	Extended Bodily Injury (Assault and Battery)
Fire Legal Liability	
Newly Acquired Organizations	

When and if the use of explosives for blasting purposes appears necessary or desirable, such methods shall not be undertaken without written authorization of the Owner, and then only provided that acceptable extensions of liability coverage have been obtained specifically to include the explosion ("X") hazard and the collapse ("C") hazard. The policy of general liability shall include the special underground property damage coverage (providing the so-called "U" hazard) on a blanket basis.

D. **Owner's Protective Liability:** The Supplier shall furnish from a carrier acceptable to the Owner, a policy of liability insurance, commonly called "Owner's Protective Liability" in the name of the Board of Water and Sewer Commissioners of the City of Mobile, d/b/a MAWSS, providing "Independent Contractor's Coverage" for the operations embraced by this Contract with limits of \$1,000,000 bodily injury and \$1,000,000 property damage. Policy shall be endorsed that the premium is to be paid by the named Supplier.

END OF INSURANCE

**IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1
BID FORM**

ZONE NO.	LOCATION	ANNUAL No. OF CUTS	UNIT PRICE	TOTAL:
1. A	Park Forest Plaza ***	20	_____	\$ _____
B.	Bienville Reservoir	20	_____	\$ _____
C.	Shelton Beach Complex ***	20	_____	\$ _____
Zone 1		Total:	\$ _____	

***These locations will require ground maintenance and mowing after 5:00 p.m. Monday-Friday, or on weekends.

Company Name _____ Payment Terms _____

Address _____

City, State, Zip _____

Submitted By _____ Title _____
Please Print

Phone _____ Email Address _____

The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the all of the terms and conditions of this agreement.

Signature _____ Date _____

**IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1
SDP POLICY ACKNOWLEDGEMENT***

A copy of the SDP (Supplier Diversity Program) policy that applies to this Invitation For Bid has been included in this package. It is the responsibility of the bidder to read and make efforts to meet the goals of this policy. Please contact the Supplier Diversity Department at supplier.diversity@mawss.com for any questions regarding this policy. **Bidders MUST acknowledge receipt of this policy and submit the documentation with the bid proposal.**

Bidders shall take all necessary and reasonable steps in accordance with this Policy to ensure that Diverse Contractors/Suppliers have the maximum allowable opportunity to compete for subcontracts and contracts for services, supplies, or other goods. Bidders shall not discriminate in awarding subcontracts and supplier contracts on the basis of race, color, national origin, ethnicity, or sex, during the bid process as well as during performance of a MAWSS contract.

The following documentation must be included in the bid proposal.

- SDP Policy Acknowledgement **and**
- Subcontracting Plan

Please refer to the attached policy for more information regarding these requirements as well as all other requirements, if participating in the SDP Program.

The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the all of the requirements of this policy.

Company Name _____

Submitted By _____ Title _____
Please Print

Signature _____ Date _____

***Required to sign and return with bid**

**IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1
SUBCONTRACTING PLAN/GOOD FAITH EFFORT***

In order for your proposal to be considered, must complete all blanks in this Subcontracting Plan and sign with a handwritten signature where indicated below and include this form in your proposal.

Failure to fill in the blanks on this Subcontracting Plan and/or to include a handwritten signature may cause for rejection of your bid.

It is MAWSS's goal that in all contracts, contractors shall make a demonstrated good faith effort to award 15% of the contract amount to certified Diverse Contractors/Suppliers as subcontractors and/or suppliers performing commercially useful functions which are consistent with contract requirements.

Copies of MAWSS SDP Policy 16-01 (for public works projects), SDP/Supplier Diversity Policy 17-01 (for contracts for other goods and services), MAWSS's list of certified Disadvantaged Business Enterprises (SDPs) / Diverse Suppliers, and lists of organizations that have information on SDPs/Diverse Suppliers are available from MAWSS's Supplier Diversity Office by emailing supplier.diversity@mawss.com.

STATE WHAT PERCENTAGE OF THE WORK FOR THIS CONTRACT YOU PLAN TO AWARD TO SDP/DIVERSE SUPPLIER SUBCONTRACTORS AND/OR VENDORS	TOTAL %
ESTIMATED TOTAL DOLLAR AMOUNT TO BE AWARDED TO SDP/DIVERSE SUPPLIER	TOTAL \$
AMOUNT BID FOR THIS CONTRACT	TOTAL \$

Please list below all subcontractors and suppliers which you plan to use for this contract. Also indicate which of these are SDPs / Diverse Suppliers by writing "Yes" or "No" where indicated. Also list for each the percentage of the total contract amount to be performed by each and the certification group the SDP / Diverse Supplier is certified with. Attach additional sheets if needed.

SUBCONTRACTOR/VENDOR NAME	SDP/DIVERSE SUPPLIER (Yes or No)	% OF CONTRACT	CERTIFICATION GROUP (MAWSS, ALDOT, ADECA, SRMSDC, BCIA)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CAUTION: ACCURATELY COMPLETE ALL PARTS OF THIS FORM AND SIGN BELOW.

GOOD FAITH EFFORT AKNOWLEDGEMENT/AFFIDAVIT

I/WE EXERCISED GOOD FAITH TO COMPLY WITH THIS PLAN AND MAWSS' SDP REQUIREMENTS.

BIDDER/COMPANY

BY (Signature)

***Required to sign and return with bid**

**IFB 24-039 MOWING & GROUNDS MAINTENANCE – ZONE 1
REFERENCES**

The following is a list of customers where the bidder has done related work:

Name of Customer	Address	
Contact Person	Phone	Email
Type of Work		

Name of Customer	Address	
Contact Person	Phone	Email
Type of Work		

Name of Customer	Address	
Contact Person	Phone	Email
Type of Work		



IFB 24-039 Mowing & Grounds Maint. Zone 1 - Purchasing Bid Checklist

Vendor must initial each section below indicating compliance with statement. Failure to complete this form and provide requested documentation could result in rejection of your company's bid.

- 1. All licenses required per the bid specs and any other state and local licenses and copy provided. Over \$50,000, a general contractors license is required. Please include a copy of the license(s).
- 2. Bid Bond or Cashier's Check included in bid package.
- 3. Insurance Requirements met and copy provided.
- 4. Mandatory site visit completed.
- 5. Supplier Diversity Package. This includes both forms signed & returned along with a memo from the sub-contractor agreeing to the percentage that is specified on the sub-contracting form. A copy of the sub-contractor's DBE certification needs to be included as well.
- 6. References included.
- 7. Understand Proposal, General Conditions, Special Provisions, Specifications & Scope outlined in bid package.
- 8. Agree to invoicing requirements outlined in bid package.
- 9. Addendum signed & enclosed in bid package. (If applicable)

By signing below, bidder agrees they have read and understand the terms of this bid.

Business Name of Bidder

Signature of Bidder or Authorized Agent

Date