

DEPARTMENT OF PUBLIC WORKS  
SPECIFICATIONS AND BID FORMS  
FOR BID # 1-2010  
FOR ALL FUTURE PURCHASES OF  
ASPHALT  
FROM OCTOBER 13, 2009 TO SEPTEMBER 30, 2010  
FOR THE DEPARTMENT OF PUBLIC WORKS  
(Do Not Separate These Sheets)

Bids To Be Opened:

AT: 2:00 p.m.

NAME OF BIDDER:

DATE: October 8, 2009

\_\_\_\_\_

PLACE: Robertsdale City Hall  
Robertsdale, Alabama

\_\_\_\_\_

**INSTRUCTIONS TO BIDDERS**

1. Bids must be submitted on the attached set of forms.
2. Proposal shall be enclosed and sealed in an opaque envelope clearly marked \_\_\_\_\_ with the bid name for which bid is submitted, the date and time of the bid \_\_\_\_\_ opening and the name of the bidder on the outside.
3. **BID PROPOSALS MUST BE COMPLETED AND SIGNED.**
4. The City of Robertsdale reserves the right to reject any or all bids.
5. **ALL BIDS MUST BE TOTALED:**

Return to: City of Robertsdale  
Attn: City Clerk  
P.O. Box 429  
Robertsdale, Alabama 36567

**CITY OF ROBERTSDALE, ALABAMA  
Public Works Department  
P.O. Box 429  
Robertsdale, AL 36567**

**NOTICE TO BIDDERS**

The Department of Public Works for the City of Robertsdale, Alabama in accordance with Section 41-16-50 through 41-16-63 of the Alabama State Code hereby invites the submission of sealed bids for ALL FUTURE PURCHASES OF ASPHALT to be used by the Public Works Department from October 13, 2009 to September 30, 2010. Bids will be received until 2:00 p.m. on October, 8, 2009 at the Robertsdale City Hall and all bids received will be publicly opened and read aloud at that time. Copies of specification and bid forms can be obtained at the Robertsdale City Hall on 22647 Racine Street, Robertsdale, Alabama. The City of Robertsdale reserves the right to reject any or all bids.

**BIDDERS PLEASE NOTE:**

Return completed set.  
Do not detach the bid sheet from the conditions and specifications.

MARK ENVELOPE:            Bids for ANNUAL BID ON ASPHALT  
DATE:    October 8, 2009  
TIME:    2:00 P.M.  
ATTN:    City Clerk

**City of Robertsdale, Alabama  
Public Works Department  
P.O. Box 429  
Robertsdale, AL 36567**

**BID FORM**

We the undersigned agree to provide ASPHALT to the City of Robertsdale, Alabama, as described in the attached specifications, and delivered to the City of Robertsdale, Public Works Department, 22650 East Chicago Street, Robertsdale, Baldwin County, Alabama, or a location specified by an authorized agent of the City of Robertsdale, in accordance with the specifications and general conditions upon receipt of order thereto attached for the following amount per unit:

Because of the cooling of asphalt during transport and the costs of waste due to this, the location of the asphalt plant shall be no more than 20 miles from our location at:  
22650 E. Chicago St.  
Robertsdale, AL 36567

ITEM

PRICE

LOADED

DELIVERED

411-A HOT BITUMINOUS PAVEMENT      \$ \_\_\_\_\_  
\$ \_\_\_\_\_

416-A HOT BITUMINOUS PAVEMENT \$ \_\_\_\_\_  
\$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME & TITLE

\_\_\_\_\_  
BID DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
FAX

**(DO NOT SEPARATE THESE SHEETS)**  
**CITY OF ROBERTSDALE, ALABAMA**  
**Public Works Department**  
**P.O. Box 429**  
**Robertsdale, Alabama 36567**  
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### **GENERAL INSTRUCTIONS FOR BIDDERS**

Bidders and successful bidders will be bound to the general conditions and requirements set forth in these general instructions, and such instructions shall form an integral part of each purchase contract awarded by the Robertsdale City Council. Applicability of general conditions as started below shall be determined by the City of Robertsdale.

### **BIDS**

1. The date, time and place of bid opening will be given in the Notice to Bidders.
2. All bids must be submitted on and in accordance with instructions provided by the City of Robertsdale.
3. All bids received after the time stated in the Notice To Bidders will not be considered and will be returned unopened to the bidder. The bidder assumes risk of delay in the mail. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having bids deposited on time at the place specified.
4. All information required by the Notice to Bidders, the General and Special Instructions, and the Bid Proposal, must be given to constitute a complete bid- Do Not Separate these Sheets.
5. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials or equipment required and a representation that the bidder can furnish the supplies, materials or equipment satisfactorily in complete compliance with the specifications.
6. No alteration, erasure or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in the space provided in bid or by attached sheets for this purpose.
7. Prices and all information must be legible. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed or typewritten signatures are not acceptable.
8. No charge will be allowed for federal, state or municipal sales and excise taxes since the City is exempt from such taxes. The bid price shall be net and shall not include the amount for such tax. All additional fees such as inspection fees and tank holding fees will be added onto the price at the point of sale rather than being included in the bid price.
9. All prices quoted must be "per unit" as specified.

10. Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the bid. If award is made on any other basis, transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.

11. Under penalty of perjury the bidder certifies that:

A. The bid has been arrived at by the bidder independently and has been submitted without collusion with any other vendor of materials, supplies, equipment or services for the type described in the invitation to bid.

B. The contents of the bid have not been communicated by the bidder; nor to its best knowledge and belief by any of its employees or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished herewith prior to the official opening of the bid.

C. The signature on the Bid Form certifies items a & b above.

12. All bids must be sealed and submitted in plain opaque envelopes or in those furnished by the City. Bid envelopes must be clearly marked "BID" followed by the name of the bid, and the opening date and time. Telephone quotations or amendments will not be accepted at any time.

## **CONTRACT**

13. The Bid Form shall constitute a contract with the successful bidder and bind the successful bidder to furnish and deliver at the prices and in accordance with the conditions of the bid. The contract shall bind the City of Robertsdale on its part To order from the Successful bidder and to pay at the contract prices, for all

items ordered and delivered. Determination for the purpose of award shall be made on the basis of the most qualified bidder as it is related to past performance, financial stability, resources and pricing.

14. The placing in the mail a notice of award or purchase order to a successful bidder, to the address given in the bid, will be considered sufficient notice of acceptance of bid.
15. If the successful bidder fails to deliver within the time specified or with reasonable times as interpreted by the City of Robertsdale or fails to make replacement of rejected articles, when so requested, immediately or as directed by the City, the City of Robertsdale may purchase from other sources to take the place of the item rejected or not delivered. The City of Robertsdale reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary.
16. A contract may be canceled for non-performance.
17. No items are to be shipped or delivered until receipt of an official purchase order form the City of Robertsdale.
18. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract of bidders right, title or interest therein or bidders power to execute such contract to any other person, company or corporation without the previous written consent of the City of Robertsdale.

#### **GUARANTEES BY THE SUCCESSFUL BIDDER**

19. The Successful bidder guarantees:
  - A. Products against defective material or workmanship and to repair or replace any damages or marring in transit.
  - B. To furnish adequate protection from damage for all work and to repair damages of any kinds for which the bidder or bidders workers are responsible to the building, grounds or

equipment to the bidders own work or to the work of other successful bidders.

C. To carry adequate insurance to protect the City of Robertsdale from loss in case of accident, fire or theft.

D. That all deliveries will be equal to bid samples.

20. All deliveries shall be accompanied by delivery tickets or packing slips. The ticket shall contain the following information for each item delivered:

- \* Purchase Order Number
- \* Name of Article
- \* Quantity
- \* Name and Address of Successful Bidder

## **PAYMENTS**

21. Payments will be made on a monthly basis. All invoices must be received and entered before payment is considered.