

## **Calhoun County Commission**

### **INVITATION TO BID (ITB) – Groundskeeping & Exterior Maintenance Services**

**Issue Date:** September 23, 2025

#### **1. Scope of Services**

The Calhoun County Commission seeks competitive sealed bids for routine and as-needed groundskeeping, herbicide application, and pressure washing services across county-owned facilities.

Anticipated duties include:

- Mowing, trimming, edging, debris removal, and upkeep of grounds.
- Herbicide application to fence lines with a minimum 3-foot clear zone, plus sidewalks, parking lots, and flat concrete/asphalt surfaces.
- Pressure washing of sidewalks, pads, entries, and covered structures on a semiannual basis, or as needed.

Full site-specific details and expectations will be provided in Attachment B – Specifications.

#### **2. Bidder Requirements**

To be deemed responsible and responsive, bidders must provide:

- Include in the bid package:
  - At least three (3) reference projects of similar scope, with contact details and service dates.
  - List of equipment to be used for delivering services.
- Provide to County prior to contract commencement:
  - Proof of business licensing from Calhoun County and municipalities (if applicable when bidding work within cities)
  - Proof of state licensing for herbicide application and contractor's license, if applicable
  - Insurance documentation for workers' compensation and general liability

- Compliance statements for Alabama immigration law and E-Verify (as per Ala. Act No. 2023-409) and non-engagement in economic boycotts, if applicable.

### **3. Term, Award, and Extensions**

- Contract period: One year from date of award.
- County reserves option to extend for up to two additional one-year terms, per agreement.
- County may award contracts in whole or part—for individual facilities or grouped properties, or for separated services—based on cost and value.
- Bids may be evaluated per facility or grouping, as well as per service costs.

### **4. Evaluation Criteria**

Bids will be evaluated on the following criteria:

1. Cost effectiveness and clarity of pricing by facility/group.
2. Demonstrated experience, past performance, and references.
3. Available equipment and operational capacity.
4. Completeness of documentation and responsiveness.
5. Ability to safely and reliably perform herbicide and cleaning services as defined.

### **5. Cancellation & Termination**

- Either party may terminate the contract with 30 days written notice.
- The County reserves its right to terminate the contract at any time for convenience.
- Amendments may be made to scale and frequency of services with County's written notice.

### **6. Attachments**

- **Attachment A:** Instructions to Bidders.
- **Attachment B:** Specifications by Facility.
- **Attachment C:** Bid Sheet / Pricing Template.
- **Attachment D:** Service Frequency Table & Maps.

- **Attachment E:** Insurance & Licensing Requirements.
- **Attachment F:** Sample Contract Terms.

## **Attachment A – Instructions to Bidders**

### **1. Purpose**

Calhoun County by and through its governing body the Calhoun County Commission (the “County”) invites qualified contractors to submit bids for Groundskeeping Services as detailed in this Invitation to Bid (ITB). The County may award contracts to one or multiple bidders, by facility or groups of facilities, based on best value and compliance with bid requirements.

### **2. Submission of Bids**

- **Deadline:** All bids must be received by mail or in person no later than:
  - **Tuesday, October 7, 2025, 2:00 PM**
  - Late submissions will not be accepted.
- **Submission Location:**
  - Calhoun County Commission  
Attn: BID – DO NOT OPEN  
1702 Noble Street, Suite 103  
Anniston, AL 36201
- Submit bids in sealed envelopes clearly marked: **“Groundskeeping and Maintenance Bid.”**
- **Format:** Bids must include:
  - Completed Attachment C – Pricing Template
  - Signed acknowledgment of the ITB terms
  - Proof of required licenses and insurance (see Attachment E)
  - Any requested supplemental documents

### **3. Pre-Bid Conference and Site Visits**

- No pre-bid conference will be held for this ITB.
- Bidders may schedule site visits by contacting:
  - Christi Ford, Administrative Secretary, Phone: 256-241-2800 ext 6

#### **4. Bid Requirements**

- Bids must be valid for a minimum of 90 days from the submission deadline.
- Pricing must be firm, including all labor, materials, equipment, fuel, and overhead.
- Bidders must have all necessary licenses, certifications, and insurance to perform groundskeeping and herbicide application in Calhoun County.
- The County reserves the right to accept or reject any or all bids, waive informalities, or accept any bid deemed in the County's best interest.
- Separate bids for one or more facilities or groups are acceptable and encouraged.
- Bidders may bid on any or all of the components of this ITB. It is not required to bid for all services requested in the ITB.

#### **5. Evaluation Criteria**

Bids will be evaluated based on the following:

- Compliance with ITB requirements
- Price competitiveness
- Ability to meet service frequency and scope
- Experience and references
- Licenses, certifications, and insurance
- Capacity to perform work at multiple sites

The County may request interviews or additional information before awarding.

#### **6. Award**

- Award(s) will be made to the lowest responsive, responsible bidder(s) providing the best value to the County.
- The County reserves the right to award by individual facility, groups of facilities, or as a total package.
- Contract terms will be negotiated upon award.

#### **7. Contract Terms**

- The initial contract term will be for 1 year with the option to renew for up to 2 additional years, subject to performance and Commission approval.

- The contractor is to conduct a thorough and complete examination of the grounds prior to submitting a bid. Failure of the contractor to completely familiarize himself with the ground conditions and requirements prior to submitting the bid will not relieve the bidder of the responsibility in meeting specifications.
- Contractor must furnish competent and skilled persons to supervise and assure the quality and performance of the work crew. No children under the age of sixteen (16) will be allowed to perform work under this contract. All supervisors shall maintain and control an effective inspection and follow-up program.
- The County reserves the right to award this bid in whole or in part. As such, specific facilities and services may be awarded or not awarded at the convenience of the County, and may be added or discontinued at any time throughout the duration of the contract award.

## **8. Questions**

- Questions regarding this ITB must be submitted in writing by **2:00 PM on Thursday, October 2, 2025** to:

Christi Ford, Administrative Secretary

[cford@calhouncounty.org](mailto:cford@calhouncounty.org)

256-241-2800 x 6

## **9. Compliance**

- Bidders must comply with all applicable federal, state, and local laws and regulations, including Alabama bid laws.
- Equal Employment Opportunity (EEO) policies apply.
- Proof of insurance and business licenses must be submitted prior to award.

## **10. Additional Terms**

- The County is not responsible for any costs incurred by bidders in preparing or submitting bids.
- Bidders may withdraw bids in writing prior to the bid deadline.
- All bids become public record upon submission.

## 11. Facility List & Grouping Table

<b>Facility ID</b>	<b>Facility Name</b>	<b>Address</b>	<b>Grouping</b>
1	Calhoun County Courthouse	25 W 11th St, Anniston	Admin/Courthouse
2A-2K	Sheriff's Office & Jail Complex	400 W 8th St, Anniston	Admin/Courthouse
3A-3B	Admin Building/Old Farmer's Market	1702 Noble St, Anniston	Admin/Courthouse
4A-4G	Ag Center Complex	4500 Bynum Leatherwood Rd	Parks
5A-5C	Dewayne's Building Complex	1804-1810 Noble St	Admin/Courthouse
<del>8A-8C</del>	<del>Piedmont Barn Complex</del>	<del>706 Front St W, Piedmont</del>	<del>NO BID</del>
9A-9C	EMA/911 Complex	507 Francis St W, Jacksonville	Services
11A-11J	Landfill Complex	3625 Morrisville Rd, Anniston	NO BID
12	Courthouse Annex	1112 Noble St, Anniston	Admin/Courthouse
<del>13</del>	<del>Old Animal Control</del>	<del>3375 Morrisville Rd, Anniston</del>	<del>NO BID</del>
14A-14F	Janney Furnace Complex	145 Janney Rd, Ohatchee	Parks
15	Saks Community Center	20 Hess Dr, Anniston	Parks
<del>16A-16G</del>	<del>Highway Dept Complex</del>	<del>160 Seaton Dr, Anniston</del>	<del>NO BID</del>
17A-17C	Alexandria Community Center	2065 Alexandria-Wellington Dr	Parks
18	Fred's Building	21 W 12th St, Anniston	Admin/Courthouse
19A-19D	Woodland Park	901 Glade Rd E, Anniston	Parks
20A-20B	Blue Mountain Comm Center	262 Paul St, Anniston	Parks
<del>21A-21D</del>	<del>Camp McClellan Traits Complex</del>	<del>1 Mud Hole Rd, Anniston</del>	<del>NO BID</del>
22A-22H	Cane Creek Sustainability Campus	77 Justice Ave, Anniston	Services
23A-23D	Thankful Park	3162 W 14th St, Anniston	Parks
24A-24E	Wellborn Park	3888 Eulaton Rd, Anniston	Parks

<b>Facility ID</b>	<b>Facility Name</b>	<b>Address</b>	<b>Grouping</b>
26	Nances Creek Park	3780 Hollingsworth Rd, Jacksonville	Parks
27	Webster's Chapel Park	TBD	NO-BID
28A-28B	Ladiga Landing	7201 Alexandria-Jacksonville Hwy	Parks
33A	Community Storm Shelter Thankful	3162 W 14th St, Anniston, AL 36201	Shelters
33B	Community Storm Shelter Cedar Springs	78 Cedar Springs Dr Jacksonville, AL 36265	Shelters
33C	Community Storm Shelter Knightens Crossroads	8812 Roy Webb Rd, Piedmont, AL 36272	Shelters
33D	Community Storm Shelter Nances Creek	3817 Hollingsworth Rd Jacksonville, AL 36265	Shelters
33E	Community Storm Shelter Williams Church	5579 Nisbet Lake Rd, Jacksonville, AL 36265	Shelters
33F	Community Storm Shelter Wellborn	135 Pinson Rd, Anniston, AL 36201	Shelters
33G	Community Storm Shelter Quad Cities	220 Iron City Cutoff, Anniston, AL 36207	Shelters
34A-34H	One World Canine Campus	315 Rucker St, Anniston	Services
99A	Piedmont Courthouse Annex	109 Center Ave N, Piedmont	NO-BID



## **Attachment B – Specifications by Facility**

### **General Scope of Work (Applies to All Facilities)**

Contractor shall perform the following services on a regular, scheduled basis, or as otherwise requested by the County. Additional frequency standards are outlined in Attachment D.

#### **1. Mowing and Groundskeeping**

- Mowing, edging, and trimming of all lawn and turf areas:
  - Special attention shall be given to neatly trimming and edging areas frequented by pedestrians and visitors
  - Special attention should be given when trimming near buildings; do not damage buildings finished with Stucco or Dryvit material
- Frequency and turf height:
  - Contractor may perform mowing services based on turf growth, not a fixed schedule. Mowing frequency may vary based on weather and site conditions but shall always maintain this standard.
  - General lawn areas, to include pavilions and picnic areas: mow when grass reaches 4.5 inches, maintain at 3 – 3.5 inches
  - High visibility and entry areas: mow when grass reaches 4 inches, maintain at 2.5 – 3 inches
  - Low visibility and utility areas: mow when grass reaches 6 inches, maintain at 4 inches
  - Drainage easements and ditches: mow when vegetation reaches 8 inches, maintain at 4 – 6 inches
  - Edging and trimming should be performed with every mowing cycle
- For maintained lawns, perform fertilizer, weed killer application (non-herbicide), aeration, and reseeding as follows:
  - Soil testing for all sites with lawns should be conducted in January-February through coordination with the Calhoun County office of the Alabama Agricultural Extension Service (ACES)

- Apply an appropriate liquid or granular weed-and-feed or equivalent targeted multi-application lawn care fertilizer/weed killer regimen on all grassy areas (after mowing) as follows:
  - Pre-emergence treatment (Early Spring)
  - Post-emergence treatment (Late Spring) as needed
  - Spot treatment (Summer) as needed
  - Fertilizer and pre-emergence treatment (Fall)
- Reseeding should be conducted as needed; overseeding should be conducted in Fall with annual ryegrass unless otherwise directed
- Aeration, where needed for compacted soils, should be conducted in Spring and Summer
- Removal of grass clippings, leaves, limbs, litter, and debris:
  - Bag (as necessary) and remove trash, limbs, and debris from yard areas to prevent operational hazards
  - Pay special attention to curbs and gutters
  - When using blowers, ensure clippings do not clog storm drains
  - Lawns should be de-thatched as needed in Spring
- Maintenance of landscaping, beds (weeding, mulch upkeep), tree mulch, and plantings (removal of dead plants, replacement of seasonals as required):
  - Maintain formal landscaping appearance around building entrances
  - Inspect all areas for insect and disease damage and treat as needed
  - Mulch should be checked and replenished or replaced (as needed) in January-February and again in June-July
  - All bed areas should be maintained with a clean natural edge or appropriate edging material
  - Planters for spring flowers should be prepared in February-March
  - Annual color beds should be planted in May
  - Cool season color beds should be planted in September

- Dead blooms should be removed from color beds as needed
- Winter color beds should be fertilized in December
- Mulch shall be applied around newly planted trees and established trees that are prominently visible to the public (e.g., along walkways, near picnic areas, entrances, and gathering spots).
- Mulch depth should be 2 to 4 inches.
- Mulch shall be placed in a wide circle extending to the tree's drip line where feasible, but must be kept 3 to 6 inches away from the tree trunk to prevent damage.
- Use organic mulch such as shredded bark or wood chips; straw may be used only when specified by the county.
- Avoid mulching trees located in densely wooded or natural areas where mulch is not visually necessary.
- Remove any old or compacted mulch before applying new material.
- Note: Whenever replacement of mulch or additional plantings are needed, **County will provide mulch, plants, and other bulk landscaping materials** under separate purchasing arrangements with other vendors
- Tree and shrub trimming to maintain neat and well-maintained appearances, clear pedestrian access pathways, and visibility:
  - Trees should be pruned in January-February if they have become out of shape
  - Deadwood should be removed whenever found
  - Twice per year, when appropriate for the type of tree and landscaping requirements, trees in proximity to buildings, in parks, along walkways, and in other areas with pedestrian access should be pruned to a level providing 8 ft minimum clearance from the ground to the bottom of leaves and tree branches in order to provide safety, line-of-sight for passing law enforcement vehicles, and access for mowing
    - EXCEPTION: Trees planted directly adjacent to buildings and in front of blank (non-window) walls, or as privacy screens, or decorative/landscape trees which are naturally growing with low-hanging branches do not require minimum clearance.

- Crepe myrtles should be maintained in tree form, not trimmed back severely, unless directed otherwise
- Do not use hedge trimmers or shears on trees
- Damaged trees (e.g., missing bark, insect infestation) should be reported immediately
- Dangerous trees (hanging limbs, dead wood) should be reported immediately if beyond the scope of the contractor to address as part of routine maintenance
- Shrubs should be pruned after they have bloomed
- Shrubs should be neatly trimmed and shaped to match facility landscaping
- Prune bushes so that they do not create concealed spaces for intruders to hide; any problem areas or signs of regular activity should be reported immediately
- Maintain pavilions and picnic areas: trim low branches, spray based of fixtures/equipment along with perimeters
- Fence lines, nuisance vegetation, and brush removal
  - Remove all vegetation and trash from fence bases, HVAC pads, and equipment areas
  - Fence lines should have a minimum 3-foot clearance of shrubs and woody vegetation on both sides, with the exception of installed landscaping plants
  - Turf may be maintained across fence lines with regular trimming; however, a turf-free area of approximately 3 inches on each side of fence lines is also acceptable
  - Wherever practical and remaining within county property boundaries and right-of-way, fence lines should be cleared to 8 feet on the outside of the fence
  - Herbicide application should take into account ease or difficulty of access to fence lines as well as the most effective way to ensure suppression of nuisance vegetation

## **2. Herbicide Application**

- Targeted Application Areas:

- Fence lines
- Base of all permanent structures (where vegetation may contact surfaces)
- Paved and hardscape surfaces, including:
  - Parking lots
  - Sidewalks
  - Entry pads
  - Retaining walls
- Gravel equipment/storage areas, gravel lots, and concrete surfaces
- Gutter lines and parking lot seams
- Overspray onto desirable turf, shrubs, or trees is prohibited.
- Note on drainage areas:
  - Non-selective herbicide shall not be applied in grassed swales, drainage ditches or within any stormwater areas or conveyance areas.
  - These areas must be maintained through mechanical means, such as mowing or trimming, to prevent erosion and protect water quality.
- **Frequency of Service:**
  - Four (4) applications per year (quarterly):
    - Spring (March–April) – includes pre-emergent treatment to control crabgrass and other warm-season weeds
    - Early Summer (June)
    - Late Summer (August–September)
    - Fall/Winter (November–December) – includes treatment of persistent or dormant weeds
  - Schedule applications in consideration of the following:
    - Avoid spraying during high winds
    - Avoid spraying around heavy rains
    - Avoid spraying in extreme heat

- Avoid spraying during bloom
  - Avoid spraying during peak pollinator activity (mid-morning to mid-afternoon)
- **Special Considerations:**
  - All herbicide applicators must be licensed and certified as required by the Alabama Department of Agriculture and Industries (ADAI)
  - All herbicides must be EPA-approved for the intended use and appropriate for the local climate
  - All herbicide applications shall be conducted responsibly and in compliance with EPA regulations and Alabama state laws
  - An application log should be maintained and made available upon request
- **Invasive Species Management:**
  - Contractor shall monitor all sites for invasive plants common to Alabama, including kudzu, cogongrass, and Chinese privet.
  - Minor encroachments shall be controlled as part of routine service.
  - Larger infestations shall be reported to the County for coordinated removal or specialty treatment.

### **3. Pressure Washing and Exterior Cleaning**

- Pressure washing and exterior cleaning is required only for the facilities indicated in Attachment C
- Pressure wash all ramps, sidewalks, entries, concrete pads, and exterior-facing public-use surfaces at each site on a minimum semiannual (twice per year) basis
- Clean and remove insect nests and webs, dust and loose debris, and wash exterior windows and doors as required; window washing, where required, is ground-level cleaning only – cleaning for second floor and above is not required
- For parks, pressure wash all concrete pads and event areas
- For playground equipment, pressure wash and apply appropriate non-toxic and child-safe mildewcide and fungicide to playground equipment at least once per year
- Clean any exterior building signs and monument-style facility signs

- Ensure all ADA ramps, stairways, and sidewalks remain clear of any overgrowth, algae, weeds, or moss
- Exterior-facing building signs and monument-style facility signs shall be cleaned during pressure washing cycles.
- Ground-level exterior windows and doors shall be washed as needed to maintain appearance.
- Exterior stairways, railings, and walkways shall remain free of slippery buildup at all times.
- Additional cleanings may be requested on an as-needed basis

#### **4. Trash and Debris Removal**

- Grounds must be kept free of:
  - Litter
  - Fallen branches
  - Any signs of illegal dumping (e.g., tires, furniture, construction debris) shall be reported to the County immediately.
- Contractor shall remove small to moderate dumped materials when feasible; larger items or hazardous waste shall be flagged for County action.
- Pick up litter from playgrounds, walking trails, parking lots each visit
- All waste must be properly disposed of at authorized locations
- Contractor shall inspect storm drains, culverts, swales, and ditches monthly and after major rain events.
- Debris, sediment, or vegetation impeding water flow shall be removed promptly.
- Contractor shall ensure no clippings, trash, or soil are allowed to enter storm drains.

#### **5. Safety and Site Access**

- Use care around historic structures
- Contractor must coordinate with County Facilities Maintenance Dept or Department Heads regarding secure access
- Work must be performed during agreed daylight hours and may not disrupt public or County operations, unless prior authorization from County is granted

- Equipment must be used and stored safely in compliance with pertinent safety standards
- Contractor shall ensure all employees wear appropriate PPE based on assigned tasks, including but not limited to:
  - High-visibility vests or shirts
  - Gloves and protective eyewear
  - Hearing protection
  - Respirators or chemical masks for herbicide or pesticide application
  - Safety harnesses or fall protection when required
- Safety cones, warning signage, and traffic control shall be used when working near vehicular or pedestrian traffic

#### **6. Reporting on Observed Conditions**

- Promptly report to the County any observed conditions outside the scope of the contracted services that may pose a risk to public safety, hinder public access, or reflect damage to County-owned property. Examples include, but are not limited to:
  - Large fallen trees or very large limbs which are beyond the capabilities of the contractor to remove or otherwise outside the contract scope of work to address
  - Damaged fencing, benches, park, or playground equipment
  - Any visible damage to structures or shelters
  - Erosion, washouts, or significant drainage issues
  - Broken irrigation or utility components
  - Vandalism, graffiti, or evidence of unauthorized activity
  - Accumulated trash or debris not covered by the scope of work
  - Insect or rodent infestations
  - Diseased plants and trees
  - Contractor shall notify the County of any erosion, structural failures, or blockages requiring repair beyond routine maintenance.



- Contractor shall report all non-urgent concerns to the County within two (2) business days of observation. Reports should include:
  - Location of the issue
  - Description of the condition
  - Date observed
  - Photo documentation, if available
- If a condition presents an immediate threat to public safety (e.g., structural damage, electrical hazards, obstruction of public areas), the Contractor must notify the County by telephone or other direct contact method immediately,
- This reporting requirement does not assign maintenance or liability for such issues to the Contractor beyond the scope of the agreement. The Contractor is not responsible for investigating, remedying, or monitoring any condition not directly related to their contracted services. The Contractor is, however, expected to exercise reasonable care in observing and communicating visible issues encountered during scheduled work.

#### **7. Optional Services (As-Needed Tasks and On-Call Services)**

- The following services are in addition to the base contract scope and may be requested by the County on an as-needed basis. The Contractor may provide pricing under separate line-item terms or a fixed hourly labor rate.
- Seasonal or Supplemental Services
  - Mulch delivery, installation, and bed re-shaping
  - Sod delivery and installation
  - Supplemental fertilization beyond scheduled applications
  - Seasonal flower planting beyond standard beds
- Tree and Shrub Work
  - Removal of dead or fallen trees exceeding routine trimming
  - Stump grinding
  - Emergency tree limb removal after storms or accidents
  - Structural pruning of large trees

- Emergency and On-Call Services
  - Storm debris cleanup beyond routine scope
  - On-call response to weather events, flooding, or downed vegetation
  - Event cleanup or pre-event grooming at parks and pavilions
- Specialty Grounds Tasks
  - Removal or treatment of major invasive species outbreaks
  - Erosion control and minor grading
  - Brush clearing in natural or undeveloped areas
  - Irrigation system inspection or adjustment (if requested)
- All optional work must be pre-approved by the County and documented by work order or task assignment. Optional services may be billed separately or as part of an annual maximum allowance, as determined in the final agreement.

**Additional Scopes of Work (Per Facility)**

Contractor shall perform any additional or modified scopes of work for each facility as outlined in Attachment C (see “Special Requirements” listed in pricing table) if applicable.

## Attachment C – Pricing Template

### Instructions to Bidders:

- Complete the tables and forms below in full, including Parts 1, 2, and 3
- Prices should reflect per occurrence, unless otherwise specified.
- Include any minimum service thresholds or trip fees in notes.
- Indicate seasonal pricing variances, if applicable.
- All totals should be inclusive of labor, equipment, materials, fuel, and overhead.

### Legend

Refer to Attachment B for details on each category of service:

- M = Mowing & Groundskeeping (flat rate monthly pricing)
- H = Herbicide Application (quarterly pricing unless otherwise specified)
- PW = Pressure Washing and Exterior Cleaning (price for twice per year unless otherwise specified)
- X = Not Applicable or Not Requested

### Part 1 - Bid Pricing Table

Facility ID	Facility Name	M (Per Month)	H (Per Application)	PW (Per Service)	Special Requirements	Notes
1	Courthouse	\$_____	\$_____	\$_____	Maintain formal landscaping beds and planters; Wash windows and clean entranceways and porches twice per year	
2A-2K	Sheriff/Jail Complex	\$_____	\$_____	\$_____	Maintain formal landscaping beds and planters; Wash windows and clean entranceways and porches twice per year	
3A-3B	Admin Building	\$_____	\$_____	\$_____	Maintain formal landscaping beds; Wash entranceway doors/windows and clean front entranceway twice per year	

Facility ID	Facility Name	M (Per Month)	H (Per Application)	PW (Per Service)	Special Requirements	Notes
4A-4G	Ag Center Complex	\$_____	\$_____	X	Mow and trim areas near buildings as per typical maintenance schedule; Bush hog or mow all fields as needed to maintain 12" or less	
5A-5C	Dewayne's Building (DAV)	\$_____	\$_____	\$_____	Wash entranceway doors/windows and clean front entranceway twice per year	
8A-8C	Piedmont Barn Complex	X	X	X		
9A-9C	EMA / 911 Center	\$_____	\$_____	\$_____	Wash entranceway doors/windows and clean front entranceway twice per year; scope does NOT include herbicide or trim inside tower site fence (this work performed by 911)	
11A-11J	Landfill Complex	X	X	X		
12	Courthouse Annex	\$_____	\$_____	\$_____	Wash entranceway doors/windows and clean entranceways twice per year	
13	Old Animal Control	X	X	X		
14A-14F	Janney Furnace	\$_____	\$_____	\$_____	Pressure wash near museum building and memorial monument only twice per year (pressure washing is not required inside of park); clean playground equipment annually	
15	Saks Community Center	\$_____	\$_____	\$_____	Wash entranceway doors/windows and clean front entranceway twice per year	

Facility ID	Facility Name	M (Per Month)	H (Per Application)	PW (Per Service)	Special Requirements	Notes
16A-16G	Highway Dept Complex	X	X	X		
17A-17C	Alexandria Community Center	\$_____	\$_____	\$_____	Wash entranceway doors/windows and clean front entranceway twice per year	
18	Fred's Building (Community Corrections)	\$_____	\$_____	\$_____	Wash entranceway doors/windows and clean front entranceway twice per year	
19A-19D	Woodland Park	\$_____	\$_____	\$_____	Quote only the following services: maintain any planted beds; edge and trim around parking lot and all walkways; exterior cleaning of signage; maintain shrubs and prune trees throughout park as needed ( <b>no mowing or bush hogging required at this location</b> ); pressure wash walkways and flat concrete surfaces annually (once per year)	Include price for fertilizer and herbicide application on ball fields: \$____ per application, for all fields
20A-20B	Blue Mountain Comm Center	\$_____	\$_____	\$_____	Wash entranceway doors/windows and clean front entranceway twice per year	
21A-21D	Camp McClellan Trails Complex	X	X	X		
22A-22H	Cane Creek Sustainability Campus	\$_____	X	X	<b>No herbicide, weed-killer, or fertilizer application is permitted at this location</b> ; mow and trim only	
23A-23D	Thankful Park (NOTE:	\$_____	\$_____	\$_____	Wash entranceway doors/windows and	

Facility ID	Facility Name	M (Per Month)	H (Per Application)	PW (Per Service)	Special Requirements	Notes
	Community Center will be complete by Spring 2026)				clean front entranceway twice per year; Clean playground equipment annually	
24A-24E	Wellborn Park	\$_____	\$_____	\$_____	Clean playground equipment annually	Include price for fertilizer application on ball fields: \$____ per application
26	Nances Creek Park	\$_____	\$_____	X	Clean playground equipment annually	
27	Webster's Chapel Park	X	X	X		
28A-28B	Ladiga Landing	\$_____	\$_____	\$_____	<b>No herbicide application permitted at this location;</b> mow and trim only; Pressure wash walkways, pads, and pavilion areas twice per year	
33A-33G	Community Storm Shelters (NOTE: Includes several different locations, quote price for ALL together)	\$_____	\$_____	\$_____	Where appropriate, ensure 30' clear zone perimeter around shelter structures; apply herbicide as needed and trim monthly ( <b>no mowing required</b> ); pressure wash exterior of shelter structure and all walkways/pads <b>ONCE</b> per year	
34A-34H	One World Canine Campus	\$_____	\$_____	\$_____	Wash entranceway doors/windows and clean front entranceway of main building and kennel buildings twice per year	
<b>TOTAL BID</b>	<b>(Sum all rows)</b>	<b>\$_____</b>	<b>\$_____</b>	<b>\$_____</b>		

## Part 2 – Unit Pricing for Unlisted Facilities and Additional Service Calls

Provide prices for services to be performed at locations and times to be determined, if added at a later date by the County, such as for ‘on demand’ services or for facilities not listed in this document:

- Minimum fee for service calls (for all types of additional work, if applicable)
  - Note: Minimum fee means a minimum invoice amount, not an additional fee to be added to other charges
  - \$\_\_\_\_\_
- Mowing and groundskeeping:
  - \$\_\_\_\_\_/ per 1,000 sq ft, per service
  - \$\_\_\_\_\_/ per acre, per service
- Herbicide application:
  - \$\_\_\_\_\_/ per 1,000 linear feet per service (fence lines, etc)
  - \$\_\_\_\_\_/ per 1,000 sq ft, per service (gravel lots, etc.)
- Pressure washing:
  - \$\_\_\_\_/ per 100 linear feet (inclusive of walls and flat surfaces), per service
  - \$\_\_\_\_/ per hour
- Stump grinding:
  - \$\_\_\_\_\_ (up to 24” diameter)
  - \$\_\_\_\_\_ (24” to 48” diameter)
  - \$\_\_\_\_\_ (over 48”, price per inch diameter)
- Landscaping installation and intensive maintenance (does not include hardscaping, county will provide all materials):
  - \$\_\_\_\_\_ / per square yard of work area

## Part 3 - Bundled Lump Sum Pricing, Variances in Pricing, and Discounts:

Provide bundled pricing, if applicable, on a lump sum monthly basis and including performance of all necessary services at appropriate intervals (to include herbicide application and exterior pressure washing and cleaning):

- Admin/Courthouse Group (Facilities 1, 2A-2K, 3A-3B, 5A-5C, 12, 18): \$\_\_\_\_\_ / month
  - Provide a deduct price for this option that excludes 2A-2K Sheriff’s Office and Jail: \$\_\_\_\_\_ / month
- Parks Group (Facilities 4, 14, 15, 17, 19, 20, 23, 24, 26, 27, 28): \$\_\_\_\_\_ / month
- Services Group (Facilities 9, 22, 34): \$\_\_\_\_\_ / month







## Attachment D – Service Frequency Table

This table outlines the typical service frequency expectations for each task type. These standards will generally apply unless otherwise specified in facility-specific notes (see Attachments B and C) or as otherwise agreed to by the County.

### Expected Service Frequencies

Task Type	Typical Expected Frequency	Notes
Mowing, Edging, Trimming	Biweekly (April–October), or as needed to maintain required turf heights	Monthly (November–March), or as needed during dormant season to maintain required turf heights
Landscape Bed Maintenance	Monthly	Includes weeding, shrub shaping, mulch upkeep
Fence Line Vegetation	Quarterly + As Needed	
Herbicide Application	Quarterly (All hard surfaces and fence lines)	
Pressure Washing	Semiannual	
Trash / Debris Removal	Every service visit	
Storm Cleanup	As Requested by County	Work orders issued as needed after weather events
Special Events Prep	As Scheduled in Advance	Some facilities (e.g., parks) may require added visits

### Notes:

- Contractors may propose alternative frequencies based on site assessments but must clearly justify them in their proposal.
- Calhoun County retains the right to modify service intervals based on performance, weather, or operational needs.
- Contractor must maintain a log of services performed, by date, per facility. This log may be requested during inspections or invoicing reviews.

## **Attachment E – Insurance & Licensing Requirements**

This section outlines the minimum required insurance coverage and licensing for contractors bidding to perform groundskeeping, herbicide application, and exterior cleaning services for Calhoun County facilities.

Failure to provide current documentation will result in disqualification.

### **1. Business Licensing and Compliance**

All bidders must provide copies of the following:

- Valid State of Alabama Business License, if required.
- Valid Calhoun County Business License, and city license (if required)
- Any applicable municipal licenses for operations within municipalities, if bidding work in those locations.
- Proof of enrollment in E-Verify, in compliance with Alabama immigration law (Act No. 2011-535, as amended).
- Documentation confirming non-participation in economic boycotts, if applicable and as required by State law.

### **2. Herbicide Licensing (If Bidding Herbicide Services)**

Contractors applying herbicides must provide:

- A valid Commercial Applicator Permit from the Alabama Department of Agriculture and Industries.
- Applicators must hold appropriate category certification, such as:
  - Category 3A – Ornamental and Turf Pest Control
  - Category 6 – Right-of-Way Pest Control (for fence lines, easements, etc.)

Herbicide use must comply with all EPA, state, and local regulations. Failure to comply may result in contract termination.

### **3. Insurance Requirements**

All contractors must maintain insurance with limits no less than the following:

#### **A. General Liability Insurance**

- \$1,000,000 per occurrence

- \$2,000,000 aggregate
- Coverage must include:
  - Premises and operations
  - Completed operations
  - Products liability
  - Bodily injury and property damage

#### **B. Workers' Compensation**

- Statutory limits per Alabama law, if required to have coverage
- Includes employer liability coverage of:
  - \$500,000 each accident
  - \$500,000 disease – each employee
  - \$500,000 disease – policy limit

#### **C. Automobile Liability**

- \$1,000,000 combined single limit
- Must include coverage for:
  - Owned vehicles
  - Hired and non-owned vehicles

#### **D. Umbrella / Excess Liability**

- Not required – Optional/Recommended: Minimum \$1,000,000 additional coverage

#### **4. Insurance Certificate Requirements**

- Calhoun County Commission must be listed as certificate holder and as additional insured under general liability and auto policies.
- Certificate must include:
  - Policy numbers
  - Effective dates
  - Limits of coverage

- Insurance company name and NAIC number

Certificates must be submitted prior to contract execution and maintained throughout the contract term.

## **5. Indemnification**

The contractor shall indemnify and hold harmless Calhoun County, its employees, officers, and agents from and against any claims, damages, losses, or expenses arising from the contractor's work or negligence.

## **Attachment F – Sample Contract Terms**

This sample outlines the standard contractual terms and conditions the selected contractor(s) will be expected to agree to upon award of any portion of this Invitation to Bid (ITB) for Groundskeeping Services.

Final contract language may be modified by Calhoun County’s legal counsel prior to execution.

### **1. Parties**

This contract is made between Calhoun County Commission (“County”) and the awarded contractor (“Contractor”) for the provision of groundskeeping and exterior maintenance services at County-owned facilities.

### **2. Scope of Work**

Contractor agrees to furnish all labor, equipment, materials, and services necessary to perform the tasks described in:

- Attachment B – Specifications by Facility
- Attachment C – Pricing Template
- Attachment D – Service Frequency Table
- Any additional schedules included in the final agreement

Services shall be performed in a timely and professional manner, consistent with industry best practices and County standards.

### **3. Term and Renewal**

- Initial contract term shall be one (1) year, beginning on the effective date of execution.
- The County may, at its sole discretion, extend the contract for up to two (2) additional one-year terms by mutual written agreement.
- Continuation of the contract is contingent upon annual budget appropriation and satisfactory contractor performance.

### **4. Compensation**

- Contractor shall be paid in accordance with pricing submitted in the final approved bid (Attachment C).

- Invoices must reference:
  - Dates of service
  - Facility serviced
  - Tasks completed
  - Any additional charges (if pre-approved)
- Payment will be made net 30 days from receipt of approved invoice.

## **5. Performance Standards & Inspections**

- The County reserves the right to inspect work at any time.
- Failure to meet the required service level or frequency, as outlined in Attachments B and D, may result in:
  - Written notice of deficiency
  - Withholding of payment
  - Contract termination for cause

## **6. Insurance and Licensing**

Contractor shall maintain the licenses and insurance outlined in Attachment E for the duration of the contract. Failure to maintain coverage will result in suspension of services and possible contract termination.

## **7. Indemnification**

Contractor shall indemnify and hold harmless Calhoun County, its officials, employees, and agents from any and all claims, damages, losses, and expenses arising from the contractor's operations or the actions of its employees, agents, or subcontractors.

## **8. Subcontracting**

No subcontracting shall be permitted without prior written consent of the County. Contractor remains responsible for all work performed.

## **9. Termination**

The County may terminate this contract:

- For cause: With written notice if contractor fails to perform any part of the contract
- For convenience: With 30 days' written notice, without penalty

- For funding reasons: Immediately if funds are not appropriated or budgeted

In the event of termination, the County shall only be responsible for payment for services rendered and accepted up to the termination date.

#### **10. Governing Law**

This agreement shall be governed by and interpreted in accordance with the laws of the State of Alabama, and venue shall be in Calhoun County, Alabama.

#### **11. Entire Agreement**

This contract, along with all attachments and referenced bid documents, constitutes the entire agreement between the parties and supersedes all prior understandings.

#### **12. Notices**

Any official notices shall be sent to:

Calhoun County Commission  
Attn: County Administrator  
Suite 103  
1702 Noble Street  
Anniston, AL 36201

and to the Contractor at the address listed in the bid response.