

# City of Russellville Annual Competitive Bid



## **INVITATION TO BID** **INQUIRY RC-2023-07** **TYPE 1, BULK PORTLAND CEMENT**

**NOTICE IS HEREBY GIVEN** that the City of Russellville shall receive and open sealed bids for the purchase of zero (0) or more items of Type 1, Bulk Portland Cement at the Russellville City Hall located at 304 N Jackson Ave., Russellville, AL 35653 at **11:00 AM CST, Friday, January 6, 2023**. Bid specifications are available at the Russellville City Hall located at 304 N Jackson Ave., Russellville, AL 35653, the City's website (<http://www.russellvilleal.org>), and the Alabama League of Municipalities website (<https://www.almonline.org>).

**Sealed bids will be received by the City Clerk at the Russellville City Hall in Russellville, Alabama until 11:00 AM, CST, Friday, January 6, 2023** and then opened as soon thereafter as possible. Bidders and any others are invited to attend the bid opening.

### **THE INVITATION PACKAGE**

The invitation package for **Inquiry RC-2023-07 Type 1, Bulk Portland Cement** includes: this Invitation to Bid and Bid Submittal Form which includes Bid Specifications and the Bid Sheet to be used in the submittal of all bids. Bidders should verify that they have received all pages of the invitation package. If there are any omissions, the bidder should contact Belinda Miller at (256)332-6060 to request missing pages. It is the responsibility of the bidder to make this request in sufficient time to prepare and submit the bid in time for the bid opening.

Bidders should carefully read and comply with all parts of the invitation package, including all attachments and/or any addendum.

### **PREPARING AND SUBMITTING BIDS**

All bids must be typed or hand written in ink on the attached Bid Submittal Forms. **The completed Bid Submittal Form shall be placed in front of and separated from all other documents included in the bid packet, such that it will be the first document viewed upon opening the bid packet.**

Bids submitted in pencil and bids not submitted on the Bid Submittal Form will **not** be considered. Only information contained on the Bid Submittal Form or herein requested or required will be considered in evaluating bids.

The Bid Submittal Form and all required documentation shall be forwarded to the Russellville City Hall in a sealed envelope with **Inquiry RC-2023-07 Type 1, Bulk Cement**, clearly marked on the outside of the envelope. Envelopes containing a "no bid" shall also include the words "NO BID" on the outside of the envelope. Facsimiles and e-mails will not be accepted. Bids submitted by "Express/Overnight" services must be in a separate inner envelope or package sealed and identified as stated above. All bids must be received in the office of the Mayor prior to the bid opening. Bids received after the deadline will be returned unopened.

The City of Russellville reserves the right to reject any and all bids, to waive any informality in bids, and to accept in whole or in part such bid or bids solely at its discretion. All bids should be mailed or hand-delivered to:

**City of Russellville  
Attention: Belinda Miller – City Clerk  
P.O. Box 1000 (Postal Mail Only)  
304 N Jackson Ave.  
Russellville, AL 35653**

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## BID SPECIFICATIONS

The specifications for **Inquiry RC-2023-07 Type 1, Bulk Portland Cement** are attached hereto and at <http://www.russellvilleal.org> and <http://www.almonline.org>. Any use of specific names and/or model numbers in the attached specifications is not intended to restrict the bidder or any seller or manufacturer, but is included solely for the purpose of indicating the type, size, and quality of materials, product services, or equipment considered best adapted to the use of The City of Russellville. Any reference to the Alabama Department of Transportation (ALDOT) Standard Specifications for Highway Construction shall mean the current non-metric edition.

## BIDDER QUALIFICATIONS

All bidders and program participants must be in compliance with any applicable federal, state, county and municipal laws, regulations, resolutions and ordinances, including but not limited to, licensing, permitting, and taxation requirements. All bidders should be prepared to submit evidence or documentation as proof that they are properly licensed and permitted under any applicable laws upon request. Such evidence or documentation may be submitted with the bid.

All bidders shall provide proof that they are in compliance with the e-verify requirements of Alabama's Immigration Law (Ala. Code § 31-13-1 et seq., as amended by Act No. 2012-491).

All bidders must be on the ALDOT list of approved contractor and material suppliers.

## BID AWARD

The City of Russellville will serve as the awarding authority for all bids and will award all contracts at a regular meeting of the Russellville City Council. Any and all bids submitted in compliance with this invitation to bid shall be considered, and award will be made to the lowest responsible bidder meeting bid specifications as determined by the awarding authority in compliance with Alabama law. All factors contained in each invitation package will be evaluated in determining the successful bidder, and any omissions of the stated requirements may be cause for rejection of the bid submitted. The awarding authority reserves the right to reject any and all bids, to waive any informality in bids, and to accept in whole or in part such bid or bids solely at its discretion. The City of Russellville reserves the right to purchase materials (FOB Plant) from other suppliers based on the lowest cost for materials hauled to a given jobsite. This determination will be based on the total hauling costs, including the cost of fuel, equipment, employees, and materials. The City of Russellville also reserves the right to purchase materials (FOB Plant) from other suppliers if, for any reason, the lowest bidder is unable to supply the material to the City of Russellville.

The bids are valid from **January 1, 2023 – December 31, 2023**.

## CONTACT REGARDING BIDS AND INVITATION

Contact initiated by a potential bidder with any City official or City employee shall only be as specifically set out in this invitation to bid. Any questions related to the bid or the City Bid Program shall be directed to the City Clerk in writing under the procedures set out in this Invitation to Bid. Additionally, a bidder may contact the **Street Department in writing to request an appointment to review bid specifications following the bid opening. However, there shall be no communication with any City official or City employee regarding this bid between the date of this invitation and the date of bid award.** Any other contact with a City official or employee initiated by a potential bidder regarding this bid between the date of this invitation and the date of bid award shall be deemed as an attempt to unduly influence the bid award and shall be grounds for rejection of the bid submitted by the bidder initiating such other contact.

Any questions or problems related to downloading or obtaining copies of this Invitation to Bid or the specifications should be directed to Belinda Miller at (256)332-6060 or [belinda.jmiller@yahoo.com](mailto:belinda.jmiller@yahoo.com). Any other questions or requests for additional information regarding this invitation or the specifications shall be submitted **in writing** no later than seven (7) days prior to bid opening to:

City of Russellville  
Attention: Belinda Miller – City Clerk  
P.O. Box 1000  
Russellville, AL 35653

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## **BID SUBMITTAL FORM**

### **BID ITEM:**

**INQUIRY RC-2023-07 TYPE 1, BULK PORTLAND CEMENT**

Company Name: \_\_\_\_\_

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

\_\_\_\_\_

Bid Submitted by: \_\_\_\_\_  
(Name of company representative)

Title: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

By submitting this bid, we agree:

Initials

That the product bid meets the bid specifications for that bid item \_\_\_\_\_

That the bid price will be honored for  
the period from **January 1, 2023** to **December 31, 2023**. \_\_\_\_\_

That items will be delivered from awarded bidder as described in  
this bid at the bid price. \_\_\_\_\_

That the company representative listed above will be the source of  
contact for the city. \_\_\_\_\_

That each item will be separately awarded to the lowest responsible  
bidder meeting specifications as provided in the bid request. \_\_\_\_\_

That the bid includes the e-verify documentation required by Alabama law \_\_\_\_\_

That we will provide a performance bond upon request. \_\_\_\_\_

Signature of company representative submitting bid: \_\_\_\_\_

Title: \_\_\_\_\_

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## **BID SPECIFICATIONS**

### INQUIRY RC-2023-07 TYPE 1, BULK PORTLAND CEMENT

DESCRIPTION	BID PRICE PLANT	BID PRICE JOBSITE
TYPE 1, BULK PORTLAND CEMENT	\$ _____	\$ _____

**MATERIAL SHALL CONFORM TO THE REQUIREMENTS OF SECTIONS ASTM C150 & AASHTO M85 IN THE ALDOT STANDARD SPECIFICATIONS**



# END OF PROPOSAL