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Mayor  
Stephanie Southerland  
City Clerk  
Romy Stamps  
Finance Director



CITY COUNCIL  
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P.O. Box 552 • Alexander City • Alabama 35011-0552 • (256) 329-6700  
[www.alexandercityal.gov](http://www.alexandercityal.gov)

**RFP 25-07**  
**ALEXANDER CITY, ALABAMA**  
**RECYCLING CENTER CONSTRUCTION PROJECT**

The City of Alexander City, Alabama, is requesting proposals for the recycling center construction project to be located at the corner of Railey Road and Joseph Street in Alexander City, Alabama, per the attached specifications. A full copy of the bid and all addendums may be obtained at [<https://alexandercityal.gov/rfps>]. Proposals must be submitted in writing to the Alexander City Clerk's office no later than February 17<sup>th</sup>, 2025 at 2:00pm CST. **All proposals bid number and opening date on the outside of the envelope.** Proposals must be mailed or hand delivered to the address below. No proposals will be allowed to be submitted via fax or email.

Pre-Qualifications: All proposals of \$50,000.00 and more must be submitted by a general contractor who is licensed in the State of Alabama or state of reciprocity.

**ADDRESS ALL RETURN ENVELOPES TO:** CITY OF ALEXANDER CITY  
CITY CLERK'S OFFICE  
281 JAMES D NABORS DR  
ALEXANDER CITY, ALABAMA 35010

**BID SOLICITATION SCHEDULE**

Public Notice of Bid:	January 11 <sup>th</sup> , 2025
Question Submission Deadline:	February 5 <sup>th</sup> , 2025, 3:30pm CST
Bid Due Date:	February 17 <sup>th</sup> , 2025 2:00pm CST
Evaluation Period:	February 17 <sup>th</sup> – 26 <sup>th</sup> , 2025
Anticipated Award Date:	March 3 <sup>rd</sup> , 2025

## **Contract Terms and Conditions**

The City of Alexander City will publicly open and read aloud all bids on the date and time listed above. Bids are to be opened by the City Clerk at the Municipal Complex located at 281 James D Nabors Dr, Alexander City, Alabama 35010. Bidders and authorized representatives are invited to be present at any bid opening.

Bids shall not be modified after the opening. Prices and notations should be in ink or typewritten on the form provided by the owner. All bid prices must be fully extended. Bids must conform to any attached detailed specifications to be eligible for consideration.

The start date of the contract shall begin on the date of the bid approval by the awarding authority. The anticipated award date for this contract is March 3<sup>rd</sup>, 2025.

Pricing for all proposed contract services shall be firm for the full length of the project.

All Federal, State, and Local License and Fee requirements will be applicable.

Freight charges and fees are to be included in the bid

Contractor must grant the City of Alexander City a 30-day net payment terms without penalty.

Invoices for work completed may be submitted on a monthly basis. Invoices should be submitted to accounts payable by email to [ap@alexandercityal.gov](mailto:ap@alexandercityal.gov) or by mail to:

City of Alexander City  
Attn: Accounts Payable  
281 James D. Nabors Drive  
Alexander City, AL 35010

The City of Alexander City prefers contractors that provide a sole source responsibility for all products and services provided under a resulting contract. If the proposer requires the use of a third-party dealer, reseller or subcontractors to provide products or services, the proposer shall list the third party to be used and address how the products or services will be delivered.

No sales taxes of any kind are to be included in the bid prices. The City of Alexander City will furnish tax exemption certificates when necessary.

In accordance with the State of Alabama Law, a 5% variance consideration may be given to those vendors located within the City of Alexander City, City Limits and Police Jurisdiction.

Bidders must be enrolled and in full compliance with the E-Verify Program and all requirements of Alabama Immigration law, Act 2011-535 (also referred to as the “Beason-Hammon Alabama Taxpayer and Citizen Protection Act”, or H.B. 658), as amended by Act No. 2012-491, including in part and effective January 1, 2012.

Proposers shall state if an indemnity clause will be required of the City by the successful bidder. Proposers shall include a sample of any indemnity clause which may be required to be signed. Type of indemnity may be justification for rejection of the proposal.

The City of Alexander City requires that the trade reference form (attached) be completed.

By Section 41-16-5, Code of Alabama 1975, with the submittal of a bid, the prospective vendor represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

If the vendor employs any persons in the State of Alabama, in accordance with Section 31-13-9, Code of Alabama 1975, Proposers shall demonstrate proof of enrollment in the E-Verify program by completing the enclosed E-Verify affidavit, or providing some other proof of enrollment. If the proposer employs persons (anywhere), the award of the bid is condition on the bidder not knowingly employing, hiring for employment or continuing to employ an unauthorized alien within the State of Alabama. Upon awarding of the contract where a written contract is to be signed, the contract will contain a provision whereby the bidder promises not to violate Federal Immigration Law.

### **Questions and Communications Regarding this RFP**

All questions or communications must be sent by email to Sasha Stewart, Purchasing Director [[sasha.stewart@alexandercityal.gov](mailto:sasha.stewart@alexandercityal.gov)] and Drew Meacham, City Engineer & Public Works Director [[drew.meacham@alexandercityal.gov](mailto:drew.meacham@alexandercityal.gov)]. The subject line of the email must include Bid 25-07. All questions must be received no later than February 5<sup>th</sup>, 2025 3:30pm CST.

A running response to all vendors' questions will be provided as an addendum on February 7<sup>th</sup>, 2025. The addendum can be found on the City's website at [<https://alexandercityal.gov/rfps>].

### **Site Survey**

It is highly recommended that any potential bidder conducts a site survey prior to the submittal of a proposal. Surveys should be conducted by an appointment. To arrange a date and time for an appointment, please contact Drew Meacham, City Engineer & Public Works Director at [[drew.meacham@alexandercityal.gov](mailto:drew.meacham@alexandercityal.gov)].

## **Evaluation**

The award will be made to the Bidder whose proposal conforms to all conditions and requirements within the specifications of this bid. In addition, the City of Alexander City reserves the right to consider the following during the evaluation period:

- (a) Award bids by Lump Sum or individual items unless otherwise noted by bidder. NOTE: No purchase will be made on Lump Sum awards until individual unit prices are furnished.
- (b) Award the bid to the lowest or best bidder, as determined by the Owner to be in the best interest of The City of Alexander City. Life cycle/maintenance costs will be taken into consideration.
- (c) The City of Alexander reserves the right to reject any or all proposals, to waive any informality in the proposal process, and to award the contract to the proposal deemed to be in the best interest of the City.
- (d) Reject any or all bids and to waive technicalities when in the opinion of the City of Alexander City the best interest of The City of Alexander City will be served.
- (e) Make null and void the purchase order with the successful bidder if delivery cannot be made at the specified time.
- (f) In accordance with the State of Alabama Law, a 5% variance consideration may be given to those vendors located within the City of Alexander City, City Limits and Police Jurisdiction.
- (g) Ability to deliver goods and services in a timely manner.
- (h) Warranty
- (i) Suitability for use by the owner.
- (j) Experience and Qualifications
- (k) Quality of Past Projects
- (l) Cost-effectiveness of the proposal
- (m) Proposed Project Timeline
- (n) Compliance with the RFP Requirements

## **Errors in Bids**

Bidders or their authorized agents are expected to examine the maps, drawings, specifications, and all other instructions pertaining to the work, which will be open to their inspection. Failure to do so will be at the bidder's own risk. In case of error, in the extension of prices, the unit price will govern.

**RFP 25-07**  
**ALEXANDER CITY, ALABAMA**  
**RECYCLING CENTER CONSTRUCTION PROJECT**

Proposer (Vendor or Contractor) Name: \_\_\_\_\_  
Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State, Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Total Proposal Amount \$** \_\_\_\_\_

Bid Bond or Cashier's Check included Y or N \_\_\_\_\_ (Bids shall be accompanied by a Bid Security equal to 5% of the bid price, but no more than \$10,000.00. Bid Security shall be in the form of a Bid Bond or a cashier's check payable to The City of Alexander City. No Bid Security is required on bids less than \$10,000.00.)

E-Verify Affidavit Complete Y or N \_\_\_\_\_ / Proof of E-Verify Enrollment Included Y or N \_\_\_\_\_

Trade References Provided Y or N \_\_\_\_\_  
(If you are a new Vendor for Alexander City, please fill out the trade reference form.)

Proof of General Liability Insurance Included Y or N \_\_\_\_\_  
(\$1,000,000.00 Minimum)

Will be able to complete scope of work within \_\_\_\_\_ days of receipt of order. Must be completed prior to September 30<sup>th</sup>, 2025.

Do all items bid meet or exceed the required specifications? \_\_\_\_\_ Y/N If no, please highlight and provide documentation detailing the reason for the deviation from the specifications.

Non-Collusion Statement: By signing this bid form the bidder certifies that this bid is made without reference to any other bid and without any agreement, understanding, collusion or combination with any other person(s) in reference to the bid.

Signature of Bidder Representative: \_\_\_\_\_

Date Signed: \_\_\_\_\_

STATE OF:

COUNTY OF:

### AFFIDAVIT

Before me, the undersigned authority, personally appeared \_\_\_\_\_ (affiant) who, being by me first duly sworn, doth depose and say as follows:

I \_\_\_\_\_ (name), on behalf of \_\_\_\_\_ (business entity), and with lawful authority to act in its behalf, attest to the following from personal knowledge:

1. \_\_\_\_\_ (business entity) does not knowingly, hire for employment, or continue to employ any unauthorized aliens in the State of Alabama; and
2. \_\_\_\_\_ (business entity) is enrolled in the E-Verify Program as shown by the attached documentation; and
3. \_\_\_\_\_ (business entity) does and will utilize E-Verify Program to verify the employment status of employees and potential employees according to federal rules and regulations; and
4. \_\_\_\_\_ (business entity) shall acquire from its subcontractors notarized affidavits that they will not knowingly employ, hire for employment or continue to employ unauthorized aliens, that they will enroll in the E-Verify Program before performing any contract work or providing any product, and that they shall attach to the affidavits, documentation establishing their enrollment in E-Verify as required by Act No. 2011-535.

Signature of Affiant

I, the undersigned Notary Public, in and for said County and State, hereby certify that \_\_\_\_\_ whose name is signed to the foregoing Affidavit, and who is known to me, acknowledged before me on this date that, being informed of the contents of the above and foregoing affidavit, he/she as an officer of \_\_\_\_\_ (business entity) and with full authority, executed the same voluntarily for and as the act of said company on the day the same bears date.

Given under my hand and official seal of office this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public

## TRADE REFERENCE FORM

**\*The completion of this form is not necessary if you have been awarded contracts or conducted business with the City of Alexander City within the last five years.**

Name of Government Organization or Business: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Scope of Project(s) Completed or Description of Item(s) Sold: \_\_\_\_\_

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Name of Government Organization or Business: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Scope of Project(s) Completed or Description of Item(s) Sold: \_\_\_\_\_

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Name of Government Organization or Business: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Scope of Project(s) Completed or Description of Item(s) Sold: \_\_\_\_\_

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**RFP 25-07**  
**ALEXANDER CITY, ALABAMA**  
**RECYCLING CENTER CONSTRUCTION PROJECT**

**Specifications and Scope of Work**

**1. Introduction:**

The City of Alexander City Public Works Department is issuing a request for proposals from qualified contractors for the construction of a new recycling center. This facility will support our commitment to sustainability and waste reduction. The center will serve as a hub for collecting, processing, and distributing recyclable materials.

**2. Project Description:**

The proposed recycling center will be located at the corner of Railey Road and Joseph Street in Alexander City. The facility will include the following:

- 40 x 60 enclosed blue metal building with a 20 x 60 lean to structure
  - 6x6 timber posts with in ground protectors
  - Posts spaced at 12' on center
  - Steel trusses
  - Metal and sides will be 29-gauge metal
- 2 10' wide x 12' tall drum roll up doors
- 2 pedestrian access doors
- 1 exterior window
- Insulated
- 1 interior office framed and finished with one window listed above
- 60-inch post protectors
- Concrete slab for enclosed portion and lean to
- No utilities or plumbing will need to be included in the concrete slab

Grade work and site prep will be completed by the City of Alexander City prior to the slab construction. Please see attachment "A".

**3. Scope of Work:**

The scope of work for this project includes, but is not limited to:



- Concrete slab work.
- Construction of the metal building and the 20 x 60 lean to structure.
- Compliance with all local, state, and federal regulations.

#### **4. Proposal Requirements:**

##### **Interested contractors must submit the following information:**

- Company profile and qualifications.
- List of similar projects completed.
- Proposed project timeline. Must be completed by September 30<sup>th</sup>, 2025.
- Detailed cost estimate with total proposal amount listed.
- List of subcontractors and suppliers.
- Proof of insurance and bonding.
- Any other required items listed in the RFP.

#### **5. Bond Requirements:**

**Bid Bond:** Bids shall be accompanied by a Bid Security equal to 5% of the bid price, but no more than \$10,000.00. Bid Security shall be in the form of a Bid Bond or a cashier's check payable to The City of Alexander City. No Bid Security is required on bids less than \$10,000.00.) The bid package will not be considered if the bid bond is not included.

**Performance Bond:** A performance bond will be due within 15 days of the award date, each in the amount of 100% of the contract price, with a corporate surety approved by the Owner. The project is not to begin until the bond is received by the City Clerk's office. These will be required for the faithful performance of the contract and as provided in the general specifications. Attorneys-in-fact who sign bid bonds, payment bonds and performance bonds must file with each bond a certified and effective dated copy of their power of attorney.

**Labor and Material Bond:** A labor and material bond will be due within 15 days of the award date, in the amount of 50% of the contract price, with a corporate surety approved by the Owner. The project is not to begin until the bonds are received by the City Clerk's office. These will be required for the faithful performance of the contract and as provided in the general specifications. Attorneys-in-fact who sign bid bonds, payment bonds and performance bonds must file with each bond a certified and effective dated copy of their power of attorney.

**Forfeiture of Bid Bonds:** Should the successful bidder or bidders to whom a contract is awarded fail to execute a contract(s) and furnish acceptable contract securities and evidence of insurance, as required, within fifteen (15) days after the prescribed forms have been presented to him/her, the City may retain from the proposal guaranty, if it is a cashier's check or recovered from the principal or the sureties, if the guaranty is a bid bond, the difference between the amount of the contract as awarded, and the amount of the proposals of the new lowest bidder. If no

other bids are received, the full amount of the proposal guaranty may be so retained and recovered as liquidated damages for such default. Any sum so retained or recovered shall be the property of the awarding authority.

#### **6. Public Works Director's Authority:**

The Public Works Director shall give all orders and directions contemplated under this contract and specifications, relative to the execution of the work. The Public Works Director shall determine the amount, quality, acceptability, and fitness of the several kinds of work and materials which are to be paid for under this contract and shall decide all questions which may arise in relation to said work and the construction thereof. The Public Works Director's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said contract or specifications, the determination or decision of the Public Works Director's shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this contract affected in any manner or to any extent by such question. The Public Works Director shall decide the meaning and intent of any portion of the specifications and of any plans or drawings where the same may be found obscure or be in dispute. Any differences or conflicts regarding their work which may arise between the Contractor under this contract and other Contractors performing work for the Owner shall be adjusted and determined by the Public Works Director.

#### **7. Other Information:**

Sub-Contractor's Status: A sub-contractor shall be recognized only in the capacity of an employee or agent of the contractor and the contractor will be responsible to the City for all the subcontractor's work, including failures or omissions; and his removal may be required by the Project Manager, as in the case of an employee.

**RFP 25-07**  
**ALEXANDER CITY, ALABAMA**  
**RECYCLING CENTER CONSTRUCTION PROJECT**

**Locally Purchased Material List**

Are you a locally owned business or have and/or have an office located within city limits or police jurisdiction?  
(y/n) \_\_\_\_\_

Do you intend to purchase the siding from a local vendor? (y/n) \_\_\_\_\_

If yes, the vendor to be used is \_\_\_\_\_

If no, where do you intend to purchase the materials?

\_\_\_\_\_

Cost of materials? \_\_\_\_\_

Do you intend to purchase the window and doors from a local vendor? (y/n) \_\_\_\_\_

If yes, the vendor to be used is \_\_\_\_\_

If no, where do you intend to purchase the materials?

\_\_\_\_\_

Cost of materials? \_\_\_\_\_

Do you intend to purchase the concrete from a local vendor? (y/n) \_\_\_\_\_

If yes, the vendor to be used is \_\_\_\_\_

If no, where do you intend to purchase the materials?

\_\_\_\_\_

Cost of materials? \_\_\_\_\_

Do you intend to purchase any other materials from vendors located with Alexander City Limits or Police  
Jurisdiction? (y/n) \_\_\_\_\_

If yes, the vendor(s) and material to be purchased are:

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If yes, what is the approximate dollar amount of the additional materials to be locally purchased?

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**Grand Total Amount of All Locally Purchased Materials:** \_\_\_\_\_

(This includes siding, windows, doors, concrete and any other locally purchased material for the project)

\*A detailed cost estimate is still required outside of this locally purchased material list.