

# **INVITATION TO BID**

**THE OAK GROVE CEMETERY AUTHORITY of the CITY OF ST. MARYS** hereby solicits bids for a Maintenance Contract at Oak Grove Cemetery. Bids will be received in the office of Amy Peeples in the Finance Department at St. Marys City Hall, 418 Osborne Street, St. Marys, Georgia 31558, until 4:00 pm EST on August 21, 2014, and shall be publicly opened on the same date in the St. Marys City Hall, 418 Osborne Street, St. Marys, Georgia 31558. **Bids received after the above date and time or in any location other than the office stated above will be rejected.** No bid may be withdrawn after the closing time for the receipt of bids for a period of sixty (60) days.

**There will be a mandatory site visit on August 14 at 10:00 AM EST at Oak Grove Cemetery.**

## **Work to be done:**

This work consists of the construction of:

- Furnish all equipment, materials, and labor required to provide maintenance services for the Oak Grove Cemetery, both inside and outside the walls of the cemetery to the street and associated work unless noted otherwise in the Project Specifications.
- All Work shall conform to the Cemetery Maintenance Specifications in the Invitation to Bid document.
- Contractor shall be solely responsible for all safety measures on or off the site, and shall comply with all applicable Federal, State and City of St. Marys' laws, rules and regulations.

Questions regarding this project may be directed in writing to Amy Peeples in the Finance Department at St. Marys City Hall at 418 Osborne Street, St. Marys, GA 31558 or by email to [amy.peeples@stmarysga.gov](mailto:amy.peeples@stmarysga.gov).

Unauthorized contact regarding the Bid with staff, elected officials or authority members may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of St. Marys. Vendors should rely only on written statements.

Copies of the complete bid package must be obtained from Amy Peeples, City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia, 31558 or by email at [amy.peeples@stmarysga.gov](mailto:amy.peeples@stmarysga.gov). A street address, contact person, phone, email, and fax number must be provided to ensure prompt delivery and notification of addenda.

**One (1) original and (1) copy of the complete bid package must be submitted in a SEALED envelope/package.** The name of the company or firm submitting a bid should also be clearly marked on the outside of the bid package. The Bid package must be clearly labeled with the following information:

**City of St. Marys  
Attn: Amy Peeples  
Oak Grove Cemetery Bid Package  
418 Osborne Street  
St. Marys, GA 31558**

The City of St. Marys Oak Grove Cemetery Authority will select the Bid that, in its sole discretion, is the most responsive and responsible Bid. In the event that bids submitted are over the amount budgeted, the St. Marys City Council will have to approve the award.

The City of St. Marys and the St. Marys Oak Grove Cemetery Authority is not liable for any cost incurred by vendors in preparation of this bid.

The City of St. Marys, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

The City of St. Marys reserves the right to reject any or all bids, to waive informalities and to re-advertise, pursuant to federal and state law.