



Mayor: Buddy Choat
City Clerk: Dan Weinrib

Councilmembers:
Jaime Anderson
Lisa Bright
Perry Cook
Ben Short
Alan Taylor

JANUARY 8, 2021

INVITATION TO BID PUBLIC ANNOUNCEMENT

The City of Trussville, Alabama is soliciting proposals for a Coaches Education Program over a three-year contract. Each bid must reflect the total costs for items 1) through 11 under Services Provided. **Bids shall be returned to the office of the City Clerk at Trussville City Hall, 131 Main Street, PO Box 159, Trussville, AL 35173, by 3 pm on Wednesday, January 20, 2021. Any bid delivered to the City Clerk after such date and time will be accepted and time stamped BUT WILL NOT BE CONSIDERED. Any attempt to bid by fax or email will be ignored and will not be accepted.** All bids shall be placed in a sealed envelope with the company name and address displayed in the upper left-hand corner clearly marked "Bid - Coaches Education Program"

For more information and to obtain all bid forms, contact Drew Peterson of the Trussville Parks & Recreation Department at dpeterson@trussville.org or 205-508-0197, or visit www.trussville.org

In addition to submitting a bid, each Bidder must also submit the following as part of its bid package:

- Certificates of Insurance & Liability, complete with amounts of coverages
- Affidavit of Immigration Compliance
- Proof of current City Business License or Proof of Submitted 2021 Business License Application (applicable only to businesses operating within Trussville as of December 31, 2020)
- Certificate of Workers' Compensation Insurance
- Disclosure and Non-Collusion Statement

The bidder's name, address, telephone number and email, and the name of a contact person shall be included. Bid prices shall be good for a period of thirty (30) days. Bidder is expected to follow all specifications, terms, conditions, and instructions in this Invitation to Bid and to furnish all information required herein. The Bid should clearly set forth Bidder's capability to provide the services which will meet the intent of the ITB and fill the requirements expressed by the City herein. All information required by the Bid Forms must be completely provided and written or typed in clear, legible print in order for the City to consider the Bid. Anywhere a signature is required, such must be made manually and by an authorized agent of Bidder.

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The Bid Opening will occur at 3:05 pm on Wednesday, January 20, 2021 at Trussville City Hall. It is open to the public.

Successful bidder shall maintain the required insurance during the entire terms of the Contract and shall provide the City with an updated Certificate of Insurance when an existing certificate is set to expire.

The City must be included as an additional insured.

The obtaining and maintaining by Contractor of the insurance required herein shall not relieve Contractor of any other responsibilities, obligations, or duties to the City pursuant to the Contract.

Any deductibles or self-insured retentions must be declared to and accepted by the City before they may be included in any policy. Any and all deductibles shall be the sole responsibility of Contractor.

In the event Contractor's insurance coverage required by City has any pending claims, either at the time the Certificate of Insurance is produced or to later, come to the attention of Contractor, which may limit or exhaust aggregate coverage(s) by more than twenty percent (20%), City shall be notified of the same within ten (10) days of Contractor being made aware. In such event, City may require Contractor to provide additional insurance or a reinstatement of the limits of liability as necessary to protect the financial interests of the City.

The City of Trussville reserves the right to reject any or all bids and to waive informalities.

Sincerely,

Dan Weinrib
City Clerk