



410 Roy Drive
 Ashville, Alabama 35953
 (205) 594-7131

Mike Howard
 SUPERINTENDENT

Scott Suttle
 PRESIDENT

INVITATION TO BID #21/22-07
 March 3, 2021

The St. Clair County Board of Education invites you to bid on Full Custodial Services to include: Daily School Year Operations, Summer Duties, and Summer Floor Cleaning at Eden Career Tech Center, Moody Elementary School, and Moody Jr. High School.

The bid is all inclusive or may be awarded separately by school.

Location of Work

Eden Career Tech Center	45 County Road 33 Ashville, AL 35953	Mrs. Trisha Turner 205-594-7055
Moody Elementary School	1006 H.L. Blocker Cir Moody, AL 35004	Mr. Lance Cisco 205-640-2180
Moody Jr. High School	600 High School Drive Moody, AL 35004	Mrs. Cassandra Taylor 205-640-2040

The bidder shall complete a thorough inspection and be familiar with the work to be performed and the areas to be maintained. For specific information and/or to set up a time for a school walk through, please contact each school principal from the list above. Any questions regarding the scope of work shall be directed to Jeremy Mitchell, Operations Director by email at jeremyw.mitchell@sccboe.org or by phone at 205-594-2061.

The contract will begin June 1, 2021 upon Board approval and will be based on a period of 12 months. Prices should be good for the length of the contract. This contract is renewable for up to four additional years. Renewal will require signatures of both parties.

- The bid will be awarded to the lowest bidder meeting specifications. In the event the lowest bidder refuses to accept the entire requirements without deviation, the bid may be awarded to the next lowest bidder. The St. Clair County Board of Education maintains the right to terminate this agreement if the successful bidder breaches any material term or condition of this agreement and fails to cure such breach in a reasonable amount of time.
- All proposals must be signed by officials of the corporation or company duly authorized to sign bids. Any bid submitted without being signed may be automatically rejected. All corrections shall be initialed and dated by the person authorized to sign bids. All bid shall be written in ink on the forms contained in this bid packet.



- The St. Clair County Board of Education reserves the right to reject any and/or all bids.
- All bids envelopes must be sealed and marked with the following in the lower left corner: **Bid #, Name of the Bid, Opening Time & Date, and Company Name.** Late Bids will not be opened.
- Bids may be disqualified before the awarding of the contract for failure to mark envelope as required, failure to include requested information or other details of the bid, and excessive errors.
- Award of Bid cannot be assigned or subcontracted out to any contractor(s).
- Termination shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.
- Your Bid must include a Certificate of Insurance (in the minimum amount of \$1,000,000) and a Workers Compensation Certificate.
- Bid Results will be posted at www.sccboe.org → Services → Facilities & Maintenance

Scope of Work

- All materials (excluding garbage bags, paper towels, toilet paper, and hand soap) including labor and equipment to satisfactorily complete the job must be furnished by the successful bidder.
- The contractor, within reason, must adjust the type or frequencies of service at any time that is necessary to maintain a clean building as viewed by the school administrator, owner, etc.
- The principal shall have discretion to interrupt normal operating procedures should a conflict arise in convenience or safety.
- The duties and assignment of responsibilities will be made by the local principal, as necessary, to maintain a safe and healthy environment.

Daily School Year Operations

- Prices should reflect the following for daily operations, Monday through Friday. Specific daily work start and end times will be agreed upon by the principal and successful bidder.
- One 8-hour day custodian and one 6-hour day must be provided and priced accordingly.
- All classrooms, offices, and hall floors should be swept and scrubbed based on schedule agreed upon with the school administrator.
- Gym floors and offices swept/mopped weekly; where applicable, locker rooms should be swept/mopped weekly.
- Carpets throughout the school vacuumed daily.
- Entrance mats swept or vacuumed daily.
- All waste receptacles emptied, and trash bags carried to dumpster daily.
- Outdoor trash cans emptied in dumpster daily.
- Where applicable, stairwells swept and cleaned daily.
- Special attention should be given to fountains, glass, walls and entrance areas.
- Where applicable, burnish/polish hallway floors once weekly and/or during special school events.
- Weekly mopping of classrooms and additional spot mopping as needed based upon scheduling agreed upon by school administrator.



- All restrooms cleaned and sanitized, including restrooms in office, in teacher workrooms, and in gym area cleaned daily at specified times assigned by school principal.
- Dust tops of lockers, window sills in entrance areas, and ledge around glass in offices, fire extinguishers boxes, trophy cases and thermostat boxes in hallways, classrooms, gym, and heaters in hallways.
- Where applicable, concession stand area cleaned and sanitized. Sinks and counters in labs and workrooms cleaned.
- Outside entrance area of school swept daily.
- Keep custodial closets neat, organized and drains free of debris.
- Additional school specific needs may be requested by the principal.

Summer Duties

- All materials, labor, and equipment must be furnished by the successful bidder.
- All classrooms, administrative offices, classroom/office, band room/office, all bathrooms, cafeteria, library/offices, school labs, and hallways, where applicable, should be stripped and waxed.
- Floors are to be stripped with non-ammoniated stripper using an automatic scrubber and/or a rotary machine.
- As necessary, furniture and equipment should be moved and replaced.
- A minimum of five coats of a 20% or higher commercial grade/polishing floor finish should be applied.
- Floors should be buffed to a high resilient shine.
- Non-skid wax must be used in all science labs at each water-bearing workstation.
- Unless otherwise approved by the building principal and/or Operations Director all floors must be stripped and re-waxed no later than ten business days prior to the first day of school for teachers.

Summer Carpet Cleaning

- As necessary, furniture and equipment should be moved and replaced.
- All carpets should be cleaned with commercial grade equipment and shampoos.
- Heavily stained areas should be pretreated prior to general cleaning.
- Unless otherwise approved by the building principal and/or Operations Director all carpets must be cleaned no later than ten business days prior to the first day of school for teachers.

Background Check of Employees

- Any employee working at the school, who may have access to students, must provide a clear background check to the St. Clair County Board of Education.
- The type, frequency, and extent of the background check will be subject to specifications of the St. Clair County Board of Education.

Payments

- Invoices for work completed shall be presented to the building principal or designee at each school for approval of completed services.
- If the services are deemed satisfactory then the principal or designee will indicate such by his/her signature on the invoice.
- The vendor will then submit the signed invoice to the Accounts Payable office.
- Invoices are generally paid within two weeks of receipt.



Contractor's Responsibilities

- **Licenses:** The contractor shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the contractor.
- **Safety Standards:** The contractor shall comply with all current applicable Occupational Safety and Health Standards.
- **Performance Interference:** The contractor shall notify the Operations Director immediately of any occurrence of conditions that interfere with the full performance of the contract and confirm it in writing within 24 hours.
- **Evaluation of Service:** The contractor shall perform at a minimum four quality inspections throughout the school year and meet with school principal and/or administrative designee to discuss results.

Non-discrimination

The St. Clair County Board of Education provides equal opportunities for all business and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, gender, or disability in consideration for an award.

Each bidder must include the following items with the bid:

- Bid Quote Page**
- Non-Collusion Affidavit**
- Proof of Insurance Policy**

The successful bidder must provide the following within two weeks of being awarded the bid:

- E-Verify Memorandum of Understanding**
- W-9**
- Sign a contract with the conditions set forth in the bid**



BID QUOTE PAGE

Bid #21/22-07
Custodial Services Bid

Bid Opening Date: March 10, 2021 at 9:30 A.M.

Location: St. Clair County Board of Education Annex
175 College St
Odenville, AL 35120

NAME OF COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

SIGNATURE: _____

Location	Price Per Month
Eden Career Tech Center	

Location	Price Per Month
Moody Elementary School	

Location	Price Per Month
Moody Jr. High School	



NON-COLLUSION AFFIDAVIT

I state that I am of _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this AFFIDAVIT on behalf of my firm, and its owners, directors, and officers.

I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

(1) The budgets shown in this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, responder, or potential responder to this Request for Proposal (RFP) or Invitation to Bid (ITB).

(2) Neither the price(s) nor the amount of the proposal, and neither the approximate budgets nor approximate amounts in this proposal, have been disclosed to any other firm or person who is a responder or potential responder to this RFP/ITB, and they will not be disclosed before the proposal opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from responding to this RFP/ITB, or to induce them to submit a budget that is higher than the budget in this proposal, or to submit any intentionally high or noncompetitive proposal or other form of non-responsive proposal.

(4) The proposal and budget prepared by my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

(5) _____ its affiliated, subsidiaries, officers, directors, and
(Name of Firm)

employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract.

I state that _____ understands and acknowledges that the
(Name of Firm)

above representations are material and important and will be relied on by the St. Clair County Board of Education (SCCBOE) in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from SCCBOE of the true facts relating to the submission of proposals for this contract.

Signature

Printed Name

Date