



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

Jenny Seals
SUPERINTENDENT

Scott Suttle
PRESIDENT

INVITATION TO BID #16/17-11BOE
System-Wide Electrical Service Bid
January 23, 2017

The St. Clair County Board of Education invites you to bid on System-Wide Electrical Service for the school system. Sealed proposals will be received by the St. Clair Board of Education at 410 Roy Drive, Ashville, Alabama 35953 until Friday, February 10, 2017 at 12:00 noon, at which time they will be publicly opened and read aloud.

Bidders are to contact Jeremy Mitchell, maintenance supervisor, at 205-629-6277 for questions regarding the bid.

The contract will *begin March 1, 2017*. This contract is renewable for up to four additional years. Renewal will require signatures of both parties.

- Bid Results will be posted at [www.sccboe.org/district/departments/Facilities/Bids and Purchasing](http://www.sccboe.org/district/departments/Facilities/Bids%20and%20Purchasing)

Disqualification of Bids

Bids may be disqualified before the awarding of the contract for any of the following:

- Failure to mark envelope as required.
- Failure to sign the bid document.
- Failure to include requested information or other details of bid.
- Excessive errors.
- Failure to have an original signature on the bid form. A faxed copy is not acceptable.
- Failure to include signed Non-Collusion Affidavit

Directions for Submitting Bids and Bid Opening

- The opening of bids will be at 12:00 noon, Friday, February 10, 2017 at the St. Clair County Board of Education Central Office at 410 Roy Drive, Ashville, Alabama.
- Bids are to be submitted in a sealed envelope with "**SCC#16/17-11BOE**" clearly marked on the outside of the envelope.
- Sealed bids must be submitted by 12:00 noon, (by the owner's mobile device) on Friday, Feb. 10, 2017.
- All bids shall be typewritten or in ink on the forms contained in the bid packet. Bids prepared in pencil will not be accepted.
- 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 or erasures shall be initialed and dated by the person authorized to sign bids. If there are discrepancies between unit prices quoted and the extension price, the unit price will prevail.
- Any bid received after the designated time and date may not be considered and may be returned to the bidder unopened.

- Any bid may be withdrawn prior to the deadline listed; however, after a bid has been opened it may not be withdrawn.
- All prices and other terms of the bid shall be firm for a period of sixty (60) days from the date of the bid opening.
- All bids must be submitted on forms provided.

Method of Award

- The award will be made to the lowest responsible bidder meeting specifications. It is not the policy of the St. Clair County Board of Education to award or make purchases based exclusively on the low bid.
- Quality, conformity to specifications, purpose for which required, terms of delivery, past service and experience are among the factors that may be considered in determining the responsible bidder.
- A post bid conference may be required to ensure compliance and capability of responsible bidder to complete requirements of the bid.
- In the event the low bidder refuses to accept the entire requirements without deviation, the bid may be awarded to the next lowest bidder.
- The winning bidder will be determined for each site based upon bid submission for all specified services.
- Award of bid will be made to the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the St. Clair County Board of Education.
- Bid awards are not official until approved by the St. Clair County Board of Education.
- In the event that only one bid is submitted, thus creating a non-competitive bid situation, the bid may be rejected, negotiated or extended by the bidding agent in such manner as to obtain additional bids.
- The St. Clair County Board of Education reserves the right to reject any and/or all bids.

Termination

- 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.
- The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or part whenever the Superintendent or designee shall deem that termination is in the best interest of the School System. Such determination shall be in the sole discretion of the Superintendent or designee. In such event, the School System shall be liable only for payment in accordance with the payment provision of the contract for work or services performed or furnished prior to the effective date of termination.
- Termination shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

Cash Allowances

This agreement contains no provision for cash allowance or advances.

Payments

- Invoices for all service shall be presented to the purchasing office at 175 College Street, Odenville, Alabama, 35120 after each order or on a monthly basis.
- Invoices are generally paid within a week of receipt.

Sales Tax

The St. Clair County Board of Education is a tax-exempt entity.

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 Coordinator of Facilities immediately of any occurrence of conditions that interfere with the full performance of the contract, and confirm it in writing within twenty-four (24) hours.
- Provide one or more crews as required by the Facilities/Maintenance Department to perform electrical work.
- The contractor crew or crews will receive work assignments from the Facilities/Maintenance Department personnel. Bidder shall be responsible for the quality of work performed and assuring that work performed by them meets all existing codes and manufacturer's recommendations. The School Board will provide all necessary materials to complete the various projects. Unused materials shall remain property of the School Board. Contractor shall transport materials to job site (s) when requested.
- The successful bidder(s) **cannot sub** out any work assigned to them without prior written approval of the Facilities/Maintenance Department.
- Bids shall be based on a total cost per hour which shall include one (1) journeyman electrician and one (1) helper plus one (1) truck equipped with all tools and equipment necessary to do required work.
- Successful bidder(s) must provide a "detailed time sheet" on each employee working on School Board projects. The time sheet must include, but not limited to the following: Job name, P.O. number, job description of work being completed, School Board employee approval and date, full names of bidder's employees, date worked, hours worked. Time sheet must identify which employee is the journeyman and which is the helper. The detailed time sheet must be attached to the invoice before payment is received. **A sample "time sheet" must be submitted with your proposal.**
- The Facilities/Maintenance Department will notify the successful bidder(s) during the contract period each time a crew or crews will be needed. **RESPONSE TIME FOR REQUESTS FOR CREW(S):** Successful bidder(s) must provide the requested crew(s) within two (2) working days from receipt of request by the Facilities/Maintenance Department. **EXAMPLE:** If crew(s) are requested before 12:00 noon on Monday, crews(s) are to report for work not later than 8:00 AM, Wednesday; if crew(s) are requested after 12:00 noon on Monday crew(s) are to report for work not later than 8:00 AM, Thursday. The length of any one project may be for several hours to several months, as required. The contractor crew or crews shall call the Facilities Division no later than 2:00 p.m. at the end of each work day to receive instructions for the next day scheduling of work. It may be necessary at times for crew(s) to visit the Facilities/Maintenance Department to pick-up various materials and receive instructions.
- Successful bidder must be licensed and bonded in the State of Alabama, and must show proof of such with proposal.

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.

Contact

Bidders are encouraged to contact Joe Goble, Coordinator of Facilities by email at joe.goble@sccboe.org or by phone. Office: 205-594-2056 or Cell: 205-365-4003.

Sealed bids may be mailed or delivered to the attention of:

Joe Goble
Coordinator of Facilities
BID SCC#16/17-11BOE
410 Roy Drive
Ashville, AL 35953

Each bidder must include the following items with the bid:

- Bid Quote Page

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 #16/17-11BOE

System-Wide Electrical Service Bid

Bid Opening Date: February 10, 2017 at 12:00 noon

Location: St. Clair County Board of Education

NAME OF COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

Rate Per Hour for Plumber and Helper	\$
Overtime Rate for Plumber and Helper	\$
Service Call/Trip Charge	\$
Bucket Truck/Lift equipment to service Athletic facilities and campus parking lots	\$

SIGNATURE OF COMPANY OFFICIAL

DATE