



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

Justin Burns
SUPERINTENDENT

Scott Suttle
PRESIDENT

NAVIGATION TO BID #22/23-002BOE
January 4, 2023

The St. Clair County Board of Education invites you to bid on Lockers and Accessories for Moody High School. The specifications and bid information attached should be read carefully. The Bid Response page, must reflect your bid. If the document is not submitted as requested, it may be such that we cannot classify this offer as a legitimate bid.

Should any single provider not be able to supply all of the items requested in this bid, the District reserves the right to award portions of this contract to more than one Bidder. Multiple contracts would be issued based upon the District receiving the best services at the lowest effective cost. The St. Clair County Board of Education reserves the right to reject any/and/or all bids and to waive informalities in awarding this bid.

Sealed bids for Lockers and Accessories for use at Moody High Schools will be received by the St. Clair County Board of Education, at 410 Roy Dr Ashville, AL 35953 until 8:30 A.M. January 20, 2023 at which time they will be publicly opened and read.

Interested parties should review the materials included and pay close attention to key deadlines and required documents. Questions regarding specifications for this bid should be directed to the Facility Director Jeremy Mitchell via Email – Jeremyw.Mitchell@sccboe.org.

Sincerely,

Jeremy Mitchell
Facility Director

I. **GENERAL INFORMATION**

- A. All bidders must use our form for submitting their bid.
- B. All bids must be sealed and marked in the lower left corner “**Locker Bid #22/23-002BOE January 20, 2023, 8:30 am.** The original copy of the bid response is required. Late bids will not be opened.



- C. The St. Clair County Board of Education is tax exempt under State and Federal law. Bids will not include State Sales Tax, Federal Excise Tax, or any other fee.
- D. Records showing successful bidder(s) and price quoted will be placed on file and may be examined upon request. If the contract is awarded to someone other than the lowest bidder, a note of explanation will appear in the bid file.
- E. Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition. However, the bid specifications clearly identify the preferred brand of certain items needed by the system. These units have the exact features required and are compatible with existing infrastructure. Any substitutions of items with specified brand names must be clearly indicated by the bidder.
- F. The purpose of this invitation to bid is to establish a contract to be used by the St. Clair County Board of Education to purchase wiring materials, equipment, and supplies. The System will use this contract to purchase specified products in any quantity needed for the period of one year. **This bid does not prevent schools from purchasing similar types of material from any other System approved state or cooperative bid, such as ALJP and PACA, if the price is lower. The items included in the bid are a sampling of items used. Items failing into the category of electrical lighting supplies not included in this bid must receive similar pricing levels when purchased under this award.**

II. DISQUALIFICATION OF BIDS

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

- A. Failure to mark envelope as required.
- B. Failure to sign or notarize the bid document.
- C. Failure to include requested information or other documents.
- D. Excessive errors.
- E. If the vendor proposes materials or equipment that differs in products manufactured/model/brand from those specified, then the bidder must attach technical documentation and any literature that supports the product in relation to the specifications outlined in this request. Links to internet websites that clearly explain the product features are acceptable. Submissions made without this documentation may be rejected.



III. METHOD OF AWARD

- A. The award will be made to the lowest responsible bidder(s) meeting specifications. However, it is not the policy of the St. Clair County Board of Education to purchase on the basis of low bid only. Quality, conformity with specifications, purpose of which is required, terms of delivery, past service and experience are among the factors that may be considered in determining the responsible bidder. (Additional criteria are listed in item F.)
- B. In the event the low bidder refuses to accept the entire requirements without deviation, the bid may be awarded to the next lowest bidder.
- C. The St. Clair County Board of Education reserves the right to award separate contracts for each item, each product, or any combination of products, if the Board feels it is in the best interest of the St. Clair County Board of Education.
- D. In the event that the low bidder fails to comply with the Alabama Immigration Law requirements within 15 days of the contract award, the bid may be awarded to the next lowest bidder.
- E. In the event that two or more vendors bid the same amount on the same item, a coin toss will determine the vendor awarded that item(s).
- F. Some evaluation criteria are listed below:
 - a. Lowest cost
 - b. Product quality
 - c. Best acquisition arrangement
 - d. Best maintenance arrangement
 - e. Best delivery arrangement
 - f. References
 - g. Product strength and weaknesses
 - h. Compatibility with specifications and features requested
 - i. Compatibility with existing equipment/materials

IV. CONTRACT PERIOD PRICING

- A. The period of this contract is for one year from date contract is awarded, with the option to renew for four additional years with mutual consent of both parties providing terms and pricing are the same.
- B. Prices should be good for the length of this contract. The System acknowledges that the equipment models in this bid are likely to be retired and replaced by the manufacturer over the period of the bid. The vendor must notify the Facility Director when specified products bid have been discontinued and supply a replacement at a



comparable price to the original bid. The vendor must do this preemptively and not wait until purchase orders have been received for discontinued models.

- C. Prices should include delivery.
- D. The System reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Non-performance includes, but not limited to: supplying incorrect equipment, unacceptable delivery delays, poor installation performance, poor warranty and maintenance work, and failure to maintain status as an authorized representative of products and services.
- E. No invoice shall be paid until all items have been delivered in working condition satisfactory to the System, all labor has been performed, the System has been correctly activated and configured. Upon satisfactory completion of the installation and submission of an invoice, payment will be made to the address of the purchase order. Payment terms are net thirty days upon the satisfactory completion of installation and submission of an acceptable invoice.

V. **WARRANTIES**

- A. All items must be covered by a Manufacturer warranty.

Each bidder must include the following items with the bid:

- Bid Quote Page**
- W-9**



BID QUOTE PAGE

Bid #22/23-002BOE

Locker Bid

Bid Opening Date: January 20, 2023 at 8:30 A.M.

Location: St. Clair County Board of Education

410 Roy Drive

Ashville, AL 35953

NAME OF COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

Qty	Items	Price
26	18" Open Lockers	
74	22" Open Lockers	
100	Shoulder Pad Racks	
100	Imprinted Seat Cushions	
100	Laser Etched Logos	