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Ashville, Alabama 35953  
(205) 594-7131

Mike Howard  
SUPERINTENDENT

Scott Suttle  
PRESIDENT

**INVITATION TO BID #21/22-10BOE**  
May 20, 2021

The St. Clair County Board of Education invites you to bid on Pre-K Program Materials for the school system.

Bidders are to contact Melanie Stone, Pre-K Assistant, at 205-594-2051 for questions regarding the bid.

The contract will begin June 9, 2021 upon Board approval. 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.
- 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.
- Prices should be good for the length of the contract. The contract will be based on a period of 12 months with the option to renew for four additional years.
- Proposal shall be filled out in full.
- Bid Results will be posted at [www.sccboe.org](http://www.sccboe.org) → Services → Facilities & Maintenance

**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:**

- W-9

## Appendix P: Required Equipment, Materials, and Supplies

To be included in all classrooms the first year of operation and replaced in existing classrooms on an as-needed basis. *All furnishings and equipment in a First Class Pre-K Program should be age appropriate for 3-5 year old children, and should not be made of easily breakable materials.*

### **BLOCKS:**

Unit Blocks (starter set), Cardboard Bricks/Hollow Blocks  
Small Vehicles (cars and trucks), Multi-Cultural People Figures, Career People Figures, Traffic Signs, Animal Figures, Street Rug  
Books related to area  
Writing Tools  
Two Shelves (Minimum)  
*\*There should be enough blocks, space, and accessories for 3 or more children to build a large structure independently.*

### **MATH:**

Counting Bears/Animals, Dominoes, Counting Games  
Magnet Numbers, Number BINGO, Tactile Number Templates, Number Peg Puzzles, Clock (for child play)  
Chain Links, Timers, Balance Scale, Tape Measure, Thermometers, Yardstick or Rulers, Measuring, Cups/Spoons  
Pegs and Peg Boards, Sorting Trays, Nesting Cups, Playing Cards, 1 Inch Wooden Cubes, 1 Inch Tiles, Unifix or Snap Cubes  
Pattern Blocks and Cards, Attribute Blocks, Lacing Shapes, Stringing Shape Beads, Tangrams and Puzzles, Geoboards, Puzzles with Geometric Shapes, Magnetic Shapes  
Books related to area  
Writing tools  
1 Shelf (Minimum)  
*\*There should be at least 3-5 materials for counting, 3-5 materials for measuring, 3-5 materials for learning shape/size, 3-5 materials for comparing quantities, 3-5 materials for written numbers. Sometimes a "math" item may be present in another area such as a thermometer in science, or a ruler in writing.*

### **FINE MOTOR:**

Gears, Magna-tiles, Tweezer Activities, Tinker Toys, Connecting Tubes, Interlocking Manipulatives, Beads and Strings, Lacing Cards, Magnetic Blocks, Links  
Puzzles (with many different subjects and number of pieces), Floor Puzzles, Knob Less and Knobbed Puzzles  
Puzzle Rack  
Legos, Bristle Blocks, Building Logs, Small Wood Table Top Blocks  
Books related to area  
Writing Tools  
1 Shelf with Bins (Minimum)  
*\*A minimum of 3-5 small building and art materials, manipulatives and puzzles should be included.*

Appendix P: Required Equipment, Materials, and Supplies, cont.

**NATURE AND SCIENCE:**

Collections of Natural Objects – Rocks and Minerals, Leaves, Seeds, Acorns, Pine Cones, Shells, Feathers, Nuts, Sticks, Spices

Living Things – Models of Insects, Models of Animals, Live Plants, Aquarium (suggested), Bug Boxes, Root

View Farm, Live plants, Aquarium (suggested)

Science Tools- Thermometers, Flashlight, Prisms (plastic), Unbreakable Mirrors, Binoculars, Maps and Globes, Color Paddles, Various Types of Scales, Measuring Cups and Spoons, Linear Measuring Devices, Stop Watch, Hour Glass, Magnifiers

Games and Toys-Books (realistic pictures appropriate for Pre-K), Science Matching Cards/Sequence, Cards, Games (realistic and fact based), Realistic Animals, Realistic Puzzles.

Books related to area

Writing Tools

1 Shelf (Minimum)

*\*At least 3-5 examples of collections of natural objects, at least 1 living object, 3-5 examples of books and/or games, 3-5 examples of science tools for activities (magnifying glasses, magnets, shaking cans, sink and float materials etc.) Some items may be teacher made, collected, or parent donated.*

**DRAMATIC PLAY:**

Dramatic Play Furnishings-Play Kitchen Set, Table and Chairs, Child-size Sofa, Rug (if carpet isn't available), Doll Furniture, Dress Up Clothes Storage, Mirror

Dramatic Play Props- Dolls (multi-cultural), Play Food from Different Cultures, Cash Register

Home Props-Dishes, Pots and Pans, Eating and Cooking Utensils, Food Containers, Plastic Food Sets, Mirror, Iron, Broom, Mop, Empty Food Containers, Small Appliances with Cords Removed, Steering Wheel, Place Mats, Measuring Cups, Spoons, Graduated Size Mixing Bowls, Reading Glasses, Vacuum Cleaner, Hair Dryer, Curling Iron, Magazines, Telephones and Cells Phones, Telephone Books

Dress Up Clothes-Community Helper Costumes, Cultural Costumes, *Female Gender Specific* such as Shoes, Purses, Scarves, Dresses, Skirts, Jewelry *Male Gender Specific* such as Ties, Wallets, Shoes, Jacket, Briefcase

Theme Related Props/Curriculum Related Literature Props, Photos, Artifacts (should be changed out on a regular basis)

Tool Box

Doctor's Kits

Books related to area

Writing Tools

*\*At least 3 or more types of dress up clothes, 2-3 gender specific examples of dress up clothes, props for at least 2 different themes available daily (menu, cash register, construction worker, etc.), 3 or more Home props (not counting dishes, pots and pans, plastic food). There should be a variety of "themes" available to be rotated and cultural diversity must be represented. Some items may be teacher made, collected, or parent donated*

**LIBRARY:**

Wide Variety of Children's Books -Rhyming, Alliteration, Predictable, Informational/Factual, Classics, Award Winners, Nursery Rhymes and Poetry, Fantasy, Nature and Science, Race/Culture, People, Abilities, Animals, Variety of Big Books (minimum of 6), Class/Child Made Books, Photo Book of Class Trips or Events

Child-Size Rocker, Child-Size Sofa and Chair or Beanbag Chairs

Library Area Furnishings-Pillows, Child-size Rocker, Child-size Sofa and Chair or Beanbag Chairs



Appendix P: Required Equipment, Materials, and Supplies, cont.

**LIBRARY, cont:**

Rug

Alphabet, Beginning Sounds and Rhyming Word Puzzles, 3-D Letters, Letter Templates, Felt/Flannel Board, Felt Board Story Pieces, Puppets, Stuffed Animals

One Face-Out Shelf for Books

One Additional Shelf (with Baskets or Bins) to Organize Books

*\*Some items may be teacher made, collected, or parent-donated.*

**WRITING:**

Writing Materials- Variety of Paper, Clipboards, Magna Doodle, Journaling/Notebook Pads, Writing Materials and Tools to be Placed in all Centers, Dry Erase Boards

Suggested Materials- Catalogs, Office Forms, "Junk" Mail, Telephones, Message Pads, Guest Checks, Receipt Books, Order Forms, Envelopes

Writing Tools- Pencils, Pens, Markers, Crayons, Chalk, Erasers, Pencil Sharpener, Dry Erase Markers/Crayons, Old Computer Keyboards, Children's Name Cards, Word/Picture Cards, Letter Stencils, Letter Stamps

Furniture-Writing Center or Table/Chairs, 1 Shelf for Materials (Minimum)

Books related to area

Writing Tools

*\*Some items may be teacher made, collected, or parent-donated.*

**ART:**

Drawing- Crayons (Fat and Small), Markers, Colored Pencils, Sidewalk Chalk, White and Colored Drawing Chalk

Chalk

Paints- Variety of Paints (Tempera, Finger, Watercolor, Glitter), Dot Art Painters, Paint Brushes, Sponges, Sponge Brushes, Paint Cups, Art Aprons

Paper- Variety of Sizes, Weight, Texture and Colors

3D- Play Dough/Clay, Clay Cutter and other Clay Equipment, Styrofoam, Cardboard Tubes, Boxes, Bottles, Craft Sticks, Wood Pieces, Styrofoam, Cardboard Tubes, Boxes, Bottles

Collage- Sequins and Spangles, Paper Shapes, Yarn, String, Ribbon, Lace, Felt, Paper Scraps, Fabric Scraps, Wallpaper Samples, Wiggle Eyes, Chenille Pipe Cleaners, Glitter, Pom-Poms, Ribbon, Lace Fabric Scraps, Wallpaper Samples

Tools- Stencils, Glue, Scissors, Hole Punchers, Tape (masking, clear, and colored), Stapler and Staples

Books related to area

Writing Tools

Furniture- Table and Chairs, Double Easel, Drying Rack, 1 Shelf for Materials (Minimum)

*\* There should be at least 3-5 painting materials, 3-5 three D materials, 3-5 Collage materials, 3-5 Art tools. Some items may be teacher made, collected, or parent-donated.*

**MUSIC AND MOVEMENT:**

Instruments- CD Player/Listening Device, Set of 10 Children's Musical Instruments (Hand-made or Purchased)

Music CD's or Tapes or iPod/iPad/MP3-Variety of Music Tapes/CD's for Children (minimum of 10)

Books related to area

Writing Tools

Dance Props- Scarves, Ribbon Rings, Streamers

Furniture-1 Shelf for Storage (Minimum)

Appendix P: Required Equipment, Materials, and Supplies, cont.

**LISTENING CENTER:**

CD Player or some other type of Listening Device  
CD Stories or Recorded Stories  
Storage for Listening Center

**TECHNOLOGY:**

Minimum of 2 Tablet Type Devices (such as iPad - must be compatible with Teaching Strategies GOLD™)  
Working internet connection to support technology

**REST TIME:**

Cots (one per child)  
Cot sheets (one per child)  
Cot carrier

**GROSS MOTOR:**

*\*Children should have access and the opportunity to use equipment daily that promotes a variety of skills (balancing, climbing, ball play, steering/pedaling wheeled toys). Portable equipment would include balls, hoops, large trucks, tricycles with helmets, parachutes, and cones. Stationary equipment would include developmentally appropriate climbing structures, sand/water table (if anchored), swings, etc. Children should have the opportunity for gross motor both indoors and outdoors.*

**MISCELLANEOUS ITEMS:**

Cubbies with Hooks (one per child)  
Large Rug for Whole Group Area

*\*It is recommended that cubbies for storage of children's possessions be located in the classroom to be convenient for supervision, each child should have a separate cubby with hook so that coats, etc. do not touch.*

**SAFETY EQUIPMENT:**

Electrical Plug Outlets  
First Aid Kit (items such as gloves, scissors, tweezers, thermometer, bandages, tapes, gauze, band aids, safety pins, eye dressings, cold pack kept in freezer, current first aid instruction chart, contact information)

**OTHER SUGGESTED MATERIALS:**

Pulleys, wedges, corks, marbles, small boats, ping pong balls, nuts and bolts, watering cans, small journals for observing and recording data, clipboards, plastic trays, tactile materials, etc.

**Please note:**

When purchasing shelving units, shelves should be low enough for teachers to easily see and monitor all children as they play in the indoor learning space. There should be a storage unit with individual cubbies for each child.

When purchasing tables and chairs, the children's feet should be flat on the floor; table height should be approximately 8" above the chair seat. It is understood this will vary according to children in the classroom, and, therefore, might be a good idea to purchase a few chairs that are shorter than average for smaller children in the classroom.

Appendix P: Required Equipment, Materials, and Supplies, cont.

**ADDITIONAL ITEMS THAT MAY BE PURCHASED IF ADDITIONAL FUNDS ARE AVAILABLE:**

Additional Unit Blocks, Block Sets, Large Vehicles for Block Play

Puppet Stage and Additional Puppets

Magnetic Board and a Variety of Magnets

Additional Manipulatives

Additional Dramatic Play Dress-up Props

Additional Art Materials

Additional Paint and Play Dough/Clay Colors

Child-size Sofa and Chair

Playhouse, Farm Set, Garage Set; Play Mats such as Town/Farm

Toolbox, Tools, Workbench, Safety Glasses

Additional Dolls/Doll Accessories





## BID QUOTE PAGE

Bid #21/22-10BOE  
Pre-K Program Materials Bid

**Bid Opening Date: June 1, 2021 at 8:00 A.M.**

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

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NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Total Cost Per Classroom	\$
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