



# Oxford City Schools

*Proud of Our Past – Preparing for the Future*

February 10, 2025

To Whom It May Concern:

RE: Invitation to Bid – Bid #FY25-0001 Lawn Maintenance

In compliance with the Alabama Bid Law, Act 2009-760, Alabama Legislature Session 2009, Oxford City Schools will be receiving sealed proposals for the above referenced service according to the attached bid form.

Sealed bids must be in the Central Office by 10:00 a.m. on March 5, 2025. The Central Office is located at 402 Main Street, Oxford, AL. The official bid specifications and bid forms are enclosed.

There will be a mandatory pre-bid meeting to visit all sites on Wednesday, February 19, 2025, at 9:00 A.M. at Central Office Board of Education meeting room. Bidders will travel to each campus to discuss scope of work. A map is provided in the enclosed bid specification package.

This procurement is subject to the Oxford City Schools Local Preference. Bidders headquartered within the counties of Calhoun and Talladega, Alabama, will receive a preference if their bid is within 3% of the lowest responsive bid from a non-local business.

Oxford City Schools reserves the right to reject any and all bids. All bids are subject to board approval.

Sincerely,

Marty Livingston  
Director of CTE and Student Programs/Services  
256-241-3935

Shannon Stanley, PhD  
*Superintendent*

## **Board Members**

Dr. Tony Bolton  
*President*

Cristy C. Humphries  
*Vice President*

Alex Davenport

Don Hopper

Marvin Jones

Karen Phillips

## INVITATION FOR BIDS:

1. All bidders should submit bids on the forms provided. Bids should be placed in a sealed envelope with "Bid # FY25-0001, March 5, 2025, 10:00 AM" clearly marked on the outside of the envelope. All bids should be mailed to: Oxford City Schools, P.O. Box 7670, Oxford, AL 36203
2. All bids shall remain in force for up to sixty days after the date of bid opening and may be accepted or rejected by the Owner at any time prior to the expiration of this period. Contract prices shall be for up to three years.
3. All bidders are required to submit unit prices and extended prices for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.
4. All prices submitted on the proposal are to be delivered prices to a specified location in the Oxford City School System. Oxford City Schools are exempt from sales tax.
5. All bidders shall base their proposals on the exact schedule of materials, services, and/or equipment specified herein.
6. The Owner reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. The Owner reserves the right to reject any or all proposals and to waive technical errors if the best interest of the Owner will thereby be promoted.
7. Evidence of \$2,000,000 liability insurance and Workers compensation insurance should be provided at Bid opening. Oxford City Schools should be listed as an "Additional Insured" upon contract signing.
8. All bidders shall provide a copy of appropriate business license(s) for the location of the work to be completed.
9. Vendor must be in compliance with E-Verify requirements. Documents must be signed and returned with bid package.
10. Vendor must supply the following:
  - Equipment list to include make and model of all equipment to complete the job (mowing, trimming, edging, blowing, chemical applications, etc.)
  - List of Trucks Make and Model
  - Number of employees
  - Copy of Payroll certification
11. Scheduling for first and last cut of the season will be made based on weather. Marty Livingston (or Designee) will contact vendor to begin and end mowing. If additional mowing is needed, vendor will be notified.

12. This contract is effective for the mowing season beginning March 15, 2025. The contract can be extended up to the issuance of a new bid which will go out in February, 2028, unless otherwise needed.

13. All questions should be directed to Marty Livingston at (256) 241-3935.

## **Oxford City Schools Lawn Maintenance Service Bid Specifications**

### **ADDITIONAL REQUIREMENTS**

- Proof of chemical spraying license or willing to obtain (if applicable to service)
- Bidder must use commercial style lawn and trimming equipment.
- Push mowers not acceptable except in small, tight areas.
- Not to interrupt the daily activities of the school.
- Grass must be cut weekly in order to avoid excess grass piling up.
- If unable to cut due to weather or other situations, grass will need to be bagged in order to present an acceptable appearance.
- Clippings should not be dumped in ditches. If you have any questions about where to place the clippings, contact Marty Livingston (or designee) 256-241-3935.

Any damage which takes place on school property shall be reported immediately to the Principal on each campus or Marty Livingston (256-241-3935), if the Principal is unavailable.

Failure to report damage or continual incidents of damage to property will result in termination of mowing contract.

## SCOPE OF SERVICE

Provide weekly mowing and trimming services for the seven (7) campuses of Oxford City Schools. Bidder will also be expected to remove all limbs, twigs, and other debris before mowing. Leaf removal will be contracted on an "as-needed" basis and should not be priced in proposal. Grass needs to be removed from front entrances as cut in order to avoid tracking additional grass clippings into school facilities. All sidewalks on school property should be cleaned off prior to vendor leaving the premises.

In order to aide with weed eating on all campuses, a narrow path of grass and weed killer may be sprayed in fenced areas (chemical spraying license required)

<u>LOCATION AND SERVICE</u>	<u>CAMPUS WEEKLY COST</u>
1. C.E. Hanna Elementary	_____
2. Coldwater Elementary	_____
3. CREATE	_____
4. DeArmanville Elementary	_____
5. Oxford Elementary	_____
6. Oxford High School	_____
7. Oxford Middle School	_____

### Included Areas

- All grass areas around school buildings
- All grass areas around parking lots
- All areas in islands.
- Grass area behind the visitors bleachers at the football field
- Practice field behind stadium (All areas outside the designated field are included)
- Rock stadium practice field

Mow all grass and trim around all buildings, trees, borders, fences, sidewalks, curbs, and structures. Blow off sidewalks and parking lots.

### Excluded Areas

- All Pond areas
- Football playing field (except for area around inside fence)
- Baseball playing field
- All flower beds.

Maintain an overall neat appearance of all properties included in this contract.

**REFERENCES OF CURRENT CUSTOMERS (3)**

*Not required by those currently providing service to Oxford City Schools*

1. Customer: \_\_\_\_\_

Contact Name and Number: \_\_\_\_\_

2. Customer: \_\_\_\_\_

Contact Name and Number: \_\_\_\_\_

3. Customer: \_\_\_\_\_

Contact Name and Number: \_\_\_\_\_

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Name of Company:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Email address:

\_\_\_\_\_

Cell Phone:

\_\_\_\_\_

May we text this number? ( ) Yes ( ) No

By signing the information below, I agree that I have provided Oxford City Schools with all documents required in the bid package.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE