

REQUEST FOR BID

BID NUMBER      DATE  
25-017-LCBE      4-10-2025

LAWRENCE COUNTY BOARD OF EDUCATION  
14131 MARKET ST.  
MOULTON, ALABAMA 35650

**THIS IS NOT AN ORDER: The bid number must appear on all bids and related correspondences. BIDS ARE DUE NO LATER THAN: APRIL 29, 2025 10:10 AM**

		DESCRIPTION	AMOUNT
		<p style="text-align: center;"><b>Lawrence County Board of Education ---Misc. Locations</b></p> <p style="text-align: center;"><b><u>HVAC Labor Bid</u></b></p> <p>First and second place bids will be used to delegate work based on the time frame to finish the work. Bid period will be awarded for 3 months <u>(beginning the date of board approval)</u>. Specify labor rate for technicians and helpers. Specified rate is set for the 3 month bid period. Specify amount of any trip charges. Winning bidder must be able to begin work within 4 days or it can go to the second bidder. Winning contractors will have an open PO ready at our vendors to get needed parts. An email notice/request for needed parts for each job must be sent to Adam Daniel and CCed to Brittney Sparks BEFORE the purchase. Email addresses:</p>	

[adaniel@lawrenceal.org](mailto:adaniel@lawrenceal.org)  
[brittneysparks@lawrenceal.org](mailto:brittneysparks@lawrenceal.org)

Invoices must include the following:

- \*Number of techs and helpers on the job
- \*Amount of trip charge, if needed
- \*Any parts used

Note: Invoice total amount should reflect number of workers at the awarded bid rates.

**Price should include all charges.**

**Please explain any differences from specs requested.**

If needed, please feel free to attach any additional information (any type of product information, warranty information, etc..).

**\*For any questions, please contact Adam Daniel, Maintenance Manager, 256-612-4204.**

*Lawrence County Board of Education reserves the right to refuse any bid.*

**Dear Vendor:**

Sealed bids shall be received by the Lawrence County Board of Education (Moulton, Alabama), until **10:10 AM, 04/29/2025**, and then, publicly opened, for furnishing the items/services listed on the enclosed bid quotation form. The Lawrence County Board of Education reserves the right to reject any and all bids, to waive any formality in bids received, and to accept or reject any items of any bid.

Envelopes containing bids must be sealed. Envelope must be marked on the lower left hand corner with name and address of bidder and identified as follows:

**The bid number must appear with date and time in the lower left hand corner of envelope and on any/all quotations and related correspondences: Bids should be sealed and addressed to:**

LAWRENCE COUNTY BOARD OF EDUCATION  
ATTN: Bid Quotes  
14131 Market Street  
Moulton, AL 35650

Enclosures

**BID #: 25-017-LCBE**

## **INFORMATION TO BIDDER**

Sealed bids will be received by the Lawrence County Board of Education, at the Department of Business, 14131 Market Street Moulton, AL 35650. Bids should be addressed to: **Lawrence County Board of Education.**

The Board of Education reserves the right to reject any and/or all bids and waive all formalization in bidding.

It is not the policy of the Lawrence County Board of Education to purchase on the basis of low bid alone. Quality and suitability to purpose will also be controlling factors, with the further understanding that the purchaser reserves the right to determine such quality or suitability by whatever means may be determined.

Contract for purchase will be put into effect by means of purchase order after tabulations are compiled.

All proposals shall include the cost of transportation to the point of delivery as specified.

**Lawrence County Board of Education reserves the right to refuse any bid.**

**PLEASE COMPLETE AND RETURN WITH INVITATION TO BID FORM**

In compliance with the invitation for bids and subject to all the conditions thereof, the undersigned offers and agrees to furnish any or all of the items/services upon which prices are quoted at the price set opposite each item for length of contract as specified. Items/services will be delivered within a reasonable time frame (maximum of **15** working days), **or, as agreed between vendor and Lawrence County School System, Moulton, Alabama**, after receipt of a purchase order (if required). It is agreed that if delivery has not been completed by the time specified (and, no extension of time is granted by the Lawrence County School System), the purchase order will be cancelled and award of bid will be made to the next responsible low bidder.

The Lawrence County Board of Education reserves the right to reject any and/or all bids. The Board also reserves the option of extending any and/or all approved bids for a period of three (3) years, beginning with date of approval.

**\*\*All bidders must be E-Verified and have supporting documentation.\*\* Your W9 and E-Verify documentation should be included with your bid.**

**NAME & ADDRESS OF COMPANY:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMPANY TELEPHONE #:** \_\_\_\_\_

**COMPANY REPRESENTATIVE:** \_\_\_\_\_