Bid Packet for Bid #25-014

Mowing and Groundskeeping Services
Double Springs Elementary School & Central Office

Section 1: General Bid Policies

The Winston County Board of Education (hereinafter referred to as "the Board") will conduct all purchases in accordance with Alabama law. The intent of the Alabama State Bid Law is to:
1. Ensure public agencies obtain the best value for goods and services.
2. Provide responsible businesses a fair opportunity to participate in public purchasing.

The Board reserves the right to:
- Reject any or all bids.
- Consider factors such as quality, suitability, delivery, and vendor reliability.
- Award the bid to the vendor offering the best value, not necessarily the lowest price.

All bid records will be maintained on file and made available for public inspection upon request. If a bid is awarded to a vendor other than the lowest bidder, documentation will explain the reason.

Note: The Board will not respond to bid inquiries via mail.

Section 2: Instructions for Bidders

- All bids must be submitted using the attached Bid Submission Form and must be typed or clearly printed.
- Submit sealed bids to:

Winston County Board of Education
P.O. Box 9 / 25101 Highway 195
Double Springs, AL 35553

- Clearly label the outside of the envelope with:
"Bid #25-014 – Double Springs Elementary & Central Office Mowing/Groundskeeping"
Bids not properly labeled may be disqualified.

- Bids must be received by Tuesday, August 12, 2025 at 2:00 PM CST.
Late submissions will not be considered.

- The Board is exempt from sales tax—bids should reflect this.

Section 3: Scope of Work

Locations:
- Double Springs Elementary & Central Office

Groundskeeping Requirements:
- Mowing, trimming, and edging all grass areas as needed (approximately every 10 days during high-growth seasons).
- Excludes mowing of athletic fields (inside fences).
- Weed killer may only be used with prior approval from the principal or central office.
- Grass clippings must be managed to prevent unsightly buildup. Excess clippings must be swept, bagged, or removed.
- Bidders are responsible for:
  - Providing all necessary equipment.
  - Repairing or replacing any damage caused during service (e.g., broken windows or vehicle damage).
  - Reporting all damage immediately to the site administrator.
  - Notifying the site administrator of any pre-existing damage prior to beginning work.

Section 4: Site Visit Requirement

Bidders are required to complete a campus walkthrough with the principal of each school. A signed Site Visit Verification Form must be submitted with the bid. Bids without this form will be disqualified.

Section 5: Contract Period & Termination

- Contract effective dates: August 18, 2025 – December 31, 2025
- No Bid Bond is required.
- Either party may terminate the contract with 10 days' written notice to:

Office of the Superintendent
Winston County Board of Education
P.O. Box 9, Double Springs, AL 35553

Section 6: Contact Information

- Groundskeeping Questions: Todd Tittle – (205) 489-5018 ext. 6730
- Financial/Bid Questions: Morgan Blankenship, CSFO – (205) 489-5018 ext. 6715

Mowing Bid Site Visit Verification Form

Bid #25-014 – Double Springs Elementary & Central Office

Instructions:

- Bidders **must schedule a site visit** with each school's administrator to review all areas designated for mowing and pruning.
- This form **must be completed and signed** by both the school administrator and the bidder **after** the site visit.
- **Include this signed form in your bid packet.** Incomplete or missing forms will result in **disqualification** of the bid.

Acknowledgment and Certification

By signing below, I confirm the following:

1. I have personally visited the campus listed below and reviewed the required mowing and pruning areas with the designated building administrator.
2. I understand and agree to maintain all areas identified during the walkthrough as part of this bid.

Campus/School Name: _____
Date of Site Visit: _____

<u>School Administrator Confirmation</u>

Administrator Name: _____
Administrator Signature: _____
Date: _____

<u>Bidder Confirmation</u>

Bidder Name: _____
Bidder Signature: _____
Date: _____

Company Name: _____

BID SUBMISSION FORM

Proposal for Bid #25-014: Mowing / Grounds Keeping

BID PRICE (Double Springs Elementary & Central Office)

$_____ /per mow

$_____ /per trim

$_____ /total bid amount

Name of Firm Submitting Bid: _____

Mailing Address: _____

_____

Telephone:_____

1. **The effective date of this bid is August 18, 2025 through December 31, 2025.**
2. **No Bid Bond is required.**
3. **The Board reserves the right to reject any or all bids, in whole or in part, and may waive any formalities in the bid if, in its opinion, it is in the best interest of the Board to do so.**
4. **This contract may be terminated by the Contractor, or by the Winston County Board of Education upon 10 days' written notification to the Office of the Superintendent, P.O. Box 9, Double Springs, Alabama 35553.**

If you have questions concerning bid specifications, please contact Todd Tittle at 205-489-5018. Financial questions may be directed to Morgan Blankenship, Chief School Financial Officer at 205-489-5018, extension 6715.

I certify by my signature below that the bid price provided above is correct and that I have the authority to obligate the company to perform under the conditions outlined herein. By submission of this bid, I certify that neither the vendor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

_____

Signature Date

_____

Print or Type Name Title

Information Regarding the Beason-Hammon
Alabama Taxpayer and Citizen Protection Act

Alabama laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program.

During the performance of the contract, the business entity or employer will participate in the E-Verify program and will verify every employee that is required to be verified according to the applicable federal rules and regulations.

The contractor's **E-Verify Memorandum of Understanding** MUST BE INCLUDED with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (http://immigration.alabama.gov) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

VENDOR MINORITY QUESTIONNAIRE

The following information is required by the Alabama State Department of Education. Please complete this form and return it with your bid proposal. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list.

VENDOR NAME:

_____

ADDRESS:

_____

_____

PHONE:

_____

IS THE COMPANY MINORITY OWNED? _____YES _____NO

IS THE COMPANY OWNED BY? _____MALE _____FEMALE _____BOTH

IS THE COMPANY INCORPORATED? _____YES _____NO

ETHNICITY OF OWNERSHIP:

_____ASIAN AMERICAN

_____AMERICAN INDIAN

_____BLACK

_____DISABLED

_____HISPANIC

_____OTHER (PLEASE SPECIFY):_____

_____

Signature of Authorized Representative Date

_____

Print or Type Name

_____

Title