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TRUSSVILLE CITY SCHOOLS

476 Main Street
Trussville, AL 35173
(205) 228-3000 FAX (205) 228-3001

Mr. Stephen Ward
Board President

Dr. Patrick Martin
Superintendent

Date: February 4th, 2026

Bid # 26-03

Trussville Stadium and Sports Complex Lawn and Ground Care

Addendum 1 see highlighted changes

Sealed bids for the **Trussville stadium and Sports Complex Lawn and Ground Care** will be received by the Trussville City Board of Education at the Central Office located at 476 Main Street in Trussville until **9:30am CST on March, 4th 2026**, at which time they will be publicly opened and read.

You may access this bid using this link to the Trussville City Schools web site https://www.tcsk12.us/departments/bids-and-vendor-information. Click the bid number listed above from the list under the Building and Facilities Bid folder to view the bid. If you would like to request a hard copy of this bid, you may call 205-228-3062.

In the event the Trussville City School system is closed due to unforeseen circumstances on the mandatory pre-bid date or the bid opening date please visit https://www.tcsk12.us/ to view the **District News** section for new dates and times.

The specifications and bid information attached should be *read carefully*. On the final page, you must enter your bid amount and sign. If the document is not submitted as requested, it may be such that we cannot classify this offer as a legitimate bid. All bids must comply with the Alabama State Bid Law.

A **mandatory pre-bid conference** has been set for 10:30am CST on February 25th, 2026, at the Central Office located at 476 Main Street, Trussville, AL 35173. It is the responsibility of each Bidder/Vendor to visit the school for the purpose of viewing/questioning item specifications.

The bid will be awarded to the lowest Bidder/Vendor meeting specifications. Trussville City Schools reserves the right to reject any and or all bids and to waive informalities in awarding this bid to the lowest responsible bidder. If you have any questions concerning this bid, please contact the writer at 205-228-3062.

Sincerely,

Brian Pharris
Facilities Director
476 Main Street
Trussville, AL 35173
(205) 228-3062

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Attachments

Bid # 26-03
Trussville stadium and Sports Complex Lawn and Ground Care

Bidder/Vendor are requested to retain these instructions, conditions and specifications for future reference. Once awarded this is your contract document.

I. GENERAL INFORMATION

A. Bidder/Vendor must use our form for submitting their bid.

B. All bid envelopes must be sealed and marked with the following in the lower left hand corner: Bid #, Name of the bid, opening time and date and company name. Late bids will not be opened.

C. Trussville City Schools is tax exempt under State and Federal law. Bids will not include State Sales Tax, Federal Excise Taxes or any other fee.

D. Records showing successful Bidder/Vendor and prices quoted will be placed on file and may be examined upon request. If the contract is awarded to someone other than 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.

F. Any necessary amendments to this Bid will be posted on our web page at https://www.tcsk12.us/departments/bids-and-vendor-information. While Trussville City Schools will make an effort to communicate all amendments, monitoring the web page for amendments will be considered the Bidder/Vendors responsibility.

G. Any Request for Information (RFI) should be submitted to Sadie.Logan@tcsk12.us and will be addressed via email to all bidders.

II. SPECIFICATIONS

A. The Bidder/Vendor shall state the manufacturer's warranty for each item quoted and will be responsible for all warranty service as required.

B. You shall obtain a City of Trussville Business license thirty (30) days after award of bid and send copy to Trussville City Schools.

C. Your bid must include a Chemical Application license (if applicable).

D. Your bid must include a Certificate of Insurance (COI) in the minimum amount of 1 million dollars and a Workman's compensation certificate showing coverage in the state of Alabama.

E. The venue for this contract shall be Jefferson County, Alabama. The state of Alabama shall be the governing law for this contract.

F. Bidder/Vendors wishing to bid shall have a minimum of five (5) years' experience doing business under the same firm name in which bids are submitted. Joint venture contracts must be pre-approved.

G. Each Bidder/Vendor shall submit a list of educational facilities with the name of the facility and

the contact person where they have performed the duties described in this bid.

III. 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 include requested information or other details of the bid.

C. Excessive errors.

D. Failure to complete "Bid Form for Alabama Immigration Law Compliance" and return appropriate documentation. MUST be included even if previously submitted

E. Failure to have an original signature on the Bid Form, a faxed copy is not acceptable.

F. The failure to include the acknowledgment of addendum form (if applicable)

G. This Bid shall not be altered by the Bidder/Vendor in any way. Any and all changes from those specified shall be listed as deviation. Failure to abide by this requirement may result in the bid being disqualified from consideration.

IV. MATERIALS BID (if applicable)

A. All items quoted shall be new packed in manufactures original containers and shall meet or exceed the specific specifications shown. Re-built or remanufactured equipment will not be considered.

B. The Bidder/Vendor shall state the manufacturer's warranty for each item quoted and will be responsible for all warranty service as required.

C. Bidder/Vendor shall quote the brand and/or model specified. If bidding a substitute, Bidder/Vendor must identify the differences in writing on additional sheet(s). Bidder/Vendor must submit product specification sheets for all items being quoted. All bids not complying with the statement may be rejected. (if applicable)

V. CONTRACT PERIOD/PRICING OPTIONS

A. The bid award or any contract entered into as a result of the bid award cannot be assigned, subcontracted out or franchised out to any contractor(s). The company submitting the bid must be the company that actually performs the work, and no assignment whatsoever shall be permitted.

B. Prices should be good for the length of this contract. The contract will be based on a period of 12 months with the option to renew for four (4) years from the date the contact was awarded.

C. Trussville City Schools reserves the right to terminate this contract with a 30-day written notice to the vender.

D. The bid will be awarded to the lowest Bidder/Vendor meeting specifications. Trussville City Schools reserves the right to reject any and or all bids and to waive informalities in awarding this bid to the lowest responsible bidder. If you have any questions concerning this bid, please contact the writer at 205-228-3062.

VI. PROPOSAL FORM

A. Proposal form shall be filled out in full.

B. Each item quoted shall be described by brand name and model number.

C. Each item shall be assigned a unit cost. Failure to provide this information on proposal form may be cause for rejection of bid.

VII METHOD OF AWARD and DELIVERY

A. The award will be made to the lowest responsible Bidder/Vendor meeting specifications. It is not the policy of Trussville City Schools to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, past service and experience are among the factors that may be considered in determining the responsible bidder.

B. In the event the low Bidder/Vendor refuses to accept the entire requirements without deviation, the bid may be awarded to the next lowest bidder.

C. Award will be made to the responsible Bidder/Vendor offering a proposal that is deemed the most acceptable and advantageous to the Trussville City School System.

D. F.O.B. ADD ADDRESS FOR FOB. The title and risk of loss of the goods will not pass to Trussville City Schools, departments or local school until receipt and acceptance takes place at the FOB point. Bidder/Vendor will notify Trussville City Schools 24 hours prior to delivery.

VIII. SPECIFICATIONS/SCOPE OF WORK

This bid for the lawn and grounds control of all property at the Trussville Stadium and Sports Complex**. Work hours will be Monday – Friday from 9:30 am – 1:00 pm.**

Lawn Maintenance includes and not limited to cutting all grass areas around the stadium while no children are present, weed eating, edging all sidewalks and curbs with a mechanical edger, using a blower to clean all sidewalks and/or walkways, stairs, concrete pads and all entrance ways. Clean up of all cuttings, sticks branches and leaf removal. All fence lines shall be treated with Round-up or a similar product as needed to prevent growing in and under all fences.

- All trash in any area to be cut must be picked up and put in the dumpster before cutting.
- All debris, limbs, etc. must be removed from the cutting area(s) and disposed.
- Rotate cutting patterns with each cut.
- All drainage grates need to be accessible and clear of any ground covering.

The turf areas should be cut approximately 36 times per year according to the following schedule:

Two Cuts- Note: Different cut patterns are to be done with each cut	**Three Cuts- Note: Different cut patterns are to b done with each cut**	**Four Cuts- Note: Different cut patterns are to be done with each cut.**
November	March	May
December	April	July
January	October	June
February		August
		September

The bid response shall also include a price for one individual cut which will include all services outlined in this document. The per cut price may be used at times when the above schedule does not maintain a clean and orderly appearance.

Example: Following excessive rain during the summer or a mild winter Trussville City Schools might require an additional cut for the grounds.

Unnecessary cut adjustments may be made by the Trussville City Schools Facility Director.

Example: In an extremely harsh winter two cuts may not be needed in January and February.

All grass will be kept at highest quality levels. At any time the grass, shrubs or trees do not present a quality look it is the contractor's responsibility to notify the Facilities Director.

The stadium grounds shall be core aeriated once a year to strengthen the grass**.**

Pine Straw / Mulch: Apply a 3" top dressing of pine straw and mulch to the landscape according to the bid specifications twice a year **(Fall and Spring)**.

The contractor will supply all necessary labor and materials to evenly coat the areas with 3” of pine straw mulch.

A typical bale of pine straw will cover 120 sq. ft. @ 3” deep. A typical cubic yard of pine bark mulch will cover approximately 120 sq. ft. @ 3”deep.

Any debris in the mulch area (leaves and small limbs/sticks) shall be removed by the contractor immediately prior to the application of mulch/straw.

Any debris left behind by this process is expected to be removed by the contractor during the installation process. All of the bailing twine should be removed and concrete areas shall be swept up or blown off.

Any and all ground cover and shrubbery areas shall be kept weed free regardless of the condition of the mulch or pine straw. When fresh mulch/pine straw needs to be applied it is the responsibility of the contractor to notify the Facilities Coordinator for Trussville City Schools.

Semi- trailers/utility trailers may be stored on location during the duration of the job. *Storage shall be arranged in writing with the Facility Coordinator* prior to the start of the job. Trailers left on location more than two weeks after the completion of the job may be removed by Trussville City Schools at the cost of the contractor.

Contractor is responsible for taking their own measurements to install a suitable amount of material to meet the 3” bid spec.

The area inside the three retention ponds will be maintained at all times. At no time will weeds grow within one foot of the fence line. It is the contractor’s responsibility to keep these areas cut and weed free.

Shrubs

Weeding - All shrub areas shall be kept weed free. Hand weeding as well as chemical weeding is acceptable but if chemical weed control is used and it damages the shrubs, they must be replaced at contractor’s expense.

Pruning - All dead and diseased wood will be removed and replace with like plants as they become visible. Most shrubs only need to be shaped, not sheared. Four annual pruning periods are required. All shrubs with the exception of old wood shall be reviewed and shaped in February. Old wood bloomers shall be pruned after the flowers fade. Make sure that no limbs are no lower than 6 feet. Another review of all shrubs should occur between mid-May and mid-July and should be shaped and/or pruned as warranted.

Trees

Weed Control

Mulched areas around the trunk of the tree shall be weed free. Chemical control is acceptable, but if the tree suffers chemical damage, it is the responsibility of the contractor to replace the tree.

Pruning

In the winter, remove any dead limbs, diseased limbs, crossed branches and suckers. Limb up young trees as needed or as requested for safety purposes during the winter. All cuts shall be flush with the trunk as the final cut.

Detention Pond Areas

Grass is to be maintained and not be over 8” tall. At no time are there to be any type of trees growing in them.

Equipment and Chemicals are the vendor/bidders responsibility

• Contractor Awarded Bid is responsible for equipment used for job, maintenance on equipment and providing all cleaning supplies. If at any point a machine breaks a rental or replacement machine is to be used.

• The bidder will supply TCS with data sheets on all chemicals utilized.

• This contract is the entire agreement between the parties and supersedes any previous oral and written agreement.

STAFFING AND BILLING

Staff

1. Staff must be properly trained in the use of all equipment, chemicals and techniques necessary to perform duties.
2. All staff must have a completed background check in their personnel file. File must be available to TCS upon request.
3. Use of profanity and tobacco products on Trussville City School property is strictly prohibited and violators will be written up and/or terminated

Billing

1. Payments will be made in 12 monthly payments at the first of each month and will not exceed the annual contract amount.
2. Monthly report must be submitted detailing type of service provided and dates. Monthly invoices will not be paid until after submission of an acceptable service report.

This contract is the entire agreement between the parties and supersedes any previous oral and written agreement.

Bid Form
Alabama Immigration Law Compliance

Sec 31-13-9(a & b) of the **Code of Alabama 1975**, requires that as a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the state of Alabama, the business entity or employer shall:

1. Not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.
2. Provide documentation establishing that the business entity or employer is enrolled in the E-Verify program
3. Participate in the E-Verify program during the performance of the contract, and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

As a condition of this bid, to be considered a responsible bidder, you **MUST** complete the following information and provide all required documentation. **FAILURE** to do so **WILL** disqualify your bid.

Company Name ("The Company"): _____
Company assigned E-Verify Number (if applicable): _____
Address: _____
City: _____ St: _____ Zip: _____
Company Representative: _____
Please Print or Type

Company Representative Title: _____
Please Print or Type

Choose one:

A: ____ "The Company" does or will employ one or more employees within the State of Alabama.

Or

B: ____" The Company" does NOT or will NOT employ one or more employees within the State of Alabama

Representative Signature: _____

******Required Documentation:**

If "A" was marked above then submit a copy of the company's E-Verify Memorandum of Understanding (MOU) including the Employer and Department of Homeland Security signature page and a completed W-9 must be included even if previously submitted.

If "B" was marked above then submit a completed W-9. The E-Verify and Memorandum of Understanding (MOU) is not applicable.

Bid Document Check List

All Bid packages must contain the following information to be consider valid. Bids packages will be disqualified for not containing the required documentation.

Note: Bidder/Vendors who continuously turn in bids with excessive errors and/or omission of required documents will be removed from the TCS Bid List

All bid envelopes must be sealed and marked with the following in the *lower left hand corner* **Bid # Name of the bid, opening time and date, and company name**. Late bids will not be opened.

Any necessary amendments to this Bid will be posted on our web page at https://www.tcsk12.us/departments/bids-and-vendor-information. While Trussville City Schools will make an effort to communicate all amendments, monitoring the web page for amendments will be considered the Bidder/Vendors responsibility.

ADDENDA: The Bidder/Vendor acknowledges receipt of Addenda Nos. ____ through ____ inclusively. *(If there are any addenda(s) they must be acknowledged in writing here).*

W-9 - Request for Taxpayer Identification Number and Certification

Failure to complete "Bid Form for Alabama Immigration Law Compliance".

- **If "A" was marked above then submit a copy of the company's E-Verify Memorandum of Understanding (MOU) including the Employer and Department of Homeland Security signature page and a completed W-9 must be included even if previously submitted.**

- **If "B" is marked on the Alabama Immigration Law Compliance bid form submit a completed W9. The E-Verify Memorandum of Understanding (MOU) is not applicable.**

Failure to have an original signature on the bid form, a faxed copy is not acceptable.

Failure to sign the *Bid Forms*.

Failure to include requested information or other details of the bid.

Each Bidder/Vendor shall submit a list of educational facilities with the name of the facility and the contact
person where they have performed the duties described in this bid.

Your bid must include a Certificate of Insurance (COI) in the minimum amount of 1 million dollars and a Workman's compensation certificate.

_____ _____

Signature Date

BID FORM

The undersigned offers these price, terms and delivery as per bid specifications. A bid must be submitted for all locations listed. By signing this from he/she swears/affirms that he/she has not been a party to agreement or collusion that would restrain competition.

Total Bid Amount: _____

- **Lowest responsible Bidder/Vendor price on premium equipment/software/services will be used to award the bid. This total price is the amount that will be considered for award purposes.*
- *Note: Any exceptions from specifications must be fully explained.*

Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Name (Print or type): _____

Signature: _____

Are you a Minority Owned Company? _____

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Compliance may be verified by state and local law enforcement agencies or representatives of the Trussville City Board of Education at any time. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.