



# 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 4<sup>th</sup>, 2026**

**Bid # 26-06**

**TCS Central Office Cleaning**

**Addendum 2 see highlighted changes**

Sealed bids for the **TCS Central Office Cleaning** will be received by the Trussville City Board of Education at the Central Office located at 476 Main St Trussville AL until **10:15am CST on March 4<sup>th</sup>, 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 Building and Facilities Bids 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 **9:30am CST on February 25<sup>th</sup>, 2026**, at the Central Office located at 476 Main St, Trussville, Alabama. 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

Attachments

**TCS Central Office Cleaning  
Bid 26-06**

**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](mailto: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.
- 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 contract 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

### **CLEANING SPECIFICATIONS for TCS Central Office**

The bidder shall be responsible for the routine cleaning of the hallways, lobby, vestibule, offices, mail room, work rooms, meeting/conference rooms, training rooms, restrooms, upstairs breakroom, kitchen, elevator, riser room (located outside), and all custodial, electrical and mechanical rooms, throughout building.

**Central Office Service days are Monday through Friday.** Allowable work hours are *from 5:00 pm until 12:00 pm.*

**We will notify vendor via email with the date of the monthly Board meeting. The building will not be turned over to cleaning crew until after board meeting.**

### **Nightly Cleaning Duties for Central Office**

1. All areas with vinyl flooring shall be dust mopped with a clean dust mop. Dust corners, behind doors and along baseboards to insure they stay free of dirt and buildup. Areas with the vinyl flooring should be mopped with a neutral cleaner using a clean cotton mop and rinse with clean water.

**Note: Never leave the solution or water on flooring for a long period of time.**

2. Vacuum all carpeted areas and remove any spots or spills.

**Note: Notify Facilities Coordinator by email of any spots or spills that may require commercial shampoo of the entire carpeted area.**

3. All areas with tile flooring shall be cleaned with dust mop and mopped with a neutral cleaner. This includes the vestibule, lobby, lobby restroom and superintendent's restroom.

**The grout for tiled floors shall be cleaned and sealed during the Christmas holiday break. This includes the vestibule, lobby, lobby restroom and superintendent's restroom.**

It is the responsibility of the bidder to move furniture and place it back in original spot once the cleaning is complete.

**Note: Bidder is responsible for any damage to furniture, carpet or any other flooring during this process.**

4. Mail/work room(s) - clean and disinfect all counter tops, empty trash, and **change liner if needed.** Take any empty boxes to trash. **Refer to bullet number one for the care and cleaning of the vinyl flooring.**
5. Wipe down all baseboards throughout the building and remove any marks or scuffs on the walls.

6. In office areas clean/wash door windows, dust window sills, blinds, base boards, disinfect counter tops, tops of white boards, empty trash cans nightly and replace liner if needed
7. Vestibule/reception area clean/wash front door windows inside and out. Vacuum all doormats. See bullet number 3 for the cleaning of tile floors.
8. First floor Lobby clean all store front windows, wipe all door casings and clean all vertical surfaces. Vacuum all doormats and clean out all door thresholds to remove gravel and other debris from entrances.
9. Second floor Lobby clean all windows, clean and dust window casings and all vertical surfaces, vacuum carpet and remove any spots or spills. **See bullet number two on carpet care.**
10. All thresholds are to be cleaned to remove gravel and other debris from entrances, vacuum all door mats and clean all windows.
11. Elevator shall be swept, mopped and wiped down with stainless steel cleaner.
12. Stairwells and stairs shall be swept and mopped. Handrails shall be cleaned and disinfected.
13. Clean and disinfect kitchen and break room counters, tables, sinks, microwave(s), stove tops, coffee pots, vending machines, dust mop floors and mop floor with a neutral cleaner using a clean cotton mop and rinse with clean water. Empty and clean out trash cans.
14. Clean and sanitize all restrooms, clean toilets and urinals thoroughly inside and out. Scrub and disinfect all counter tops, clean all mirrors and wipe down all stall walls. Clean and disinfect paper towel dispenser, doors, door handles inside and outside and light switches. Restock all paper products in restrooms. Dust exhaust vent. Empty and clean trash cans.

Restrooms with stained concrete floors shall be dust mopped, vacuum or sweep to remove dirt and debris from the floor. Damp mop with a pH-neutral cleaner and clean water  
Let the concrete dry before allowing foot traffic or replacing rugs

**Note: Do not use Pine Sol, ammonia bleach or any highly acidic cleaners on sealed stained concrete floors.**

15. Water fountains shall be cleaned/disinfected and polished with stainless steel polish and areas under fountains should be cleaned appropriately
16. Clean and dust all air conditioning and return vents throughout the building.
17. Sweep floors to remove dust and debris in all custodial, mechanical elevator machine room riser room (access outside the building) and electrical rooms.

## **Bi-Weekly Cleaning Duties – Small and Large Meeting Rooms, Upstairs and down stairs Training Rooms**

1. Vacuum all carpeted areas; dust all vertical window sills and blinds, dust top of white boards, clean and disinfect tables, wipe/dust all baseboards. Clean sink in board room.

**Note: Notify Facilities Coordinator by email of any spots or spills that may require commercial shampoo of the entire carpeted area.**

2. Areas with vinyl flooring shall be dust mopped with a clean dust mop, Dust corners, behind doors and along baseboards to insure they stay free of dirt and buildup. Areas with the vinyl flooring should be mopped with a neutral cleaner using a clean cotton mop and rinse with clean water.

**Note: Never leave the solution or water on flooring for a long period of time.**

3. Clean and dust all air conditioning and return vents
4. Empty all trash, clean out trash can, change liners if needed.
5. Wipe down all light switches, door handles and doors with disinfectant.

## **SUPERVISION, ADMINISTRATION AND BILLING**

### **Janitorial Staff**

1. Staff must be properly trained in the use of all equipment, chemicals and cleaning techniques necessary to perform janitorial duties.
2. All staff must have a completed background check in their personnel file. File must be available to TCS upon request.
3. All janitorial staff will wear a picture identification badge at all times while on Trussville City School property.
4. Janitorial staff will wear a uniform that will identify them as janitorial staff, at all times while they are on Trussville City School property.
5. Use of profanity and tobacco products on Trussville City School property is strictly prohibited and violators will be written up and/or terminated
6. Bidder supplies all equipment necessary for completing the contracted tasks.

### **Time Reporting**

1. Janitorial staff shall use an internet based time reporting system to clock in and clock out each night. The bidder is responsible for his own time reporting system.
2. Each staff member's time worked each night will be available for review at any time by designated school personnel.

### **Billing**

1. Billing will be based on the day to day cleaning specified in the scope of work.
2. Billing must be submitted on a monthly basis (12 months) starting at the end of the first regular contract period in October. **(Bill TCS the first of each month for the *previous month services: invoice(s) must be to our office by the first of each month*).**

### **Security**

1. Security of the BOE building will be turned over at 4:00 pm; cleaning company should set alarm and *lock all doors and any gates*.
2. All employees will enter and exit through the front door of the building.
3. Emergency evacuation plan will be posted on our website-Trussville City Schools.com.

### **Parking**

1. Cleaning company personnel should park in the front parking lot. Vehicles may not occupy fire lanes, loading ramps or dumpster areas. Improperly parked vehicles and vehicles left overnight may be towed at owner's expense.

## **EQUIPMENT AND CHEMICALS**

**TCS will supply the cleaning supplies needed for the Central Office.**

**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.**