



**TRUSSVILLE CITY  
SCHOOLS**  
476 Main Street  
Trussville, AL 35173  
(205) 228-3000 FAX (205) 228-3001

Dr. Stephen Ward  
Board President

Dr. Patrick Martin  
Superintendent

**Date: April 10<sup>th</sup>, 2026**

**Bid # 26-08**

**Trussville City Schools Locker Services**

Sealed bids for the **Trussville City Schools Locker Services** will be received by the Trussville City Board of Education at the Central Office located at 476 Main St Trussville AL until **10:00am CST on May 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 **10:00am CST on April 27<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

**Bid # 26-08**  
**Trussville City Schools Locker Services**

**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

### **Locker Services to Be Provided**

- Provide to Trussville City Schools (TCS) an electronic uploaded file with ALL FIVE lock combinations, and automated student locker assignment (Vendor will not have direct access to student data, TCS will manage all student data with vendor). **Total bid price should include any cost associated with the development of the files and will not be subject to increase if TCS changes/updates software application(s) used to automate locker assignment.**
- **Provide a sample of a working file(s) with bid submission. The bid will not be awarded until proof of a working file is confirmed. The sample file will not be available for review by other vendors as a public record, it is proprietary property of the vendor.**
- Provide **ON-SITE** support to TCS for services listed below:
  1. Erase former locker assignments
  2. Assign lockers for the current year
  3. Assist in electronically assigning students that require a custom locker assignment (Special Needs Students etc.)
- Print the following reports, as requested by TCS:
  1. Locker assignment lists in alphabetical order by student
  2. Locker assignment list numerical by locker number
  3. Locker assignment cards that include the students name and combination of assigned locker
  4. Locker Sign-Up Sheets for PE, Athletic and Team Lockers
  5. Master combination books that contain all five-combination series
- Provide a detailed inspection of each locker to include but not limited to tightening each individual nut, bolt and or fastener. Any missing or damaged nut, bolt, rubber bumper or fastener is to be replaced at no additional charge
- Reset all combinations yearly
- Mechanical components that move (Locker Door, Locker Handle, Latch Mechanism and the locker lock) shall be inspected, aligned and lubricated to insure smooth operation.
- Any parts (handles, slide bars, latch fingers and door frame strike plates, etc.) regardless of brand or manufacture shall be provided and installed.
- There is to be no charge for labor over and above the annual rate per locker opening.
- A detailed summary listing parts replaced and locker number that received the parts is to be submitted to TCS for the purpose of billing of the parts only.

- If vendor is not successful upon the required re-bid (as required by Alabama state law) they are to leave the Master Combination Listings (with all five combinations) for all locks with TCS for future use.
- Vendor shall remove all boxes, broken or discarded parts and other service debris leaving the facility clean and orderly.
- **Discount Percentage:** TCS through this bid reserves the right to purchase any additional parts, supplies and other necessary parts or materials from the successful bidder as needed. For these non-specified items the bidder shall initial and agree to the 15 % discount from the manufacture's retail listed price; that will be offered on the non-specified items, parts, supplies and necessary materials needed to service or replace existing locker. \_\_\_\_\_ **Initial in 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) and a completed W-9**

**If "B" was marked above then submit a completed W-9. The E-Verify 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**  
**Bid # 26-08**  
**Trussville City Schools Locker Service**

THE UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID SPECIFICATIONS. A BID MUST BE SUBMITTED FOR ALL LOCATIONS LISTED. BY SIGNING THIS FORM, HE/SHE SWEARS/AFFIRMS THAT HE/SHE HAS NOT BEEN A PARTY TO AGREEMENTS OR COLLUSION THAT WOULD RESTRAIN COMPETITION.

<b>Bid # 26-08 – Trussville City Schools Locker Services</b>	
<b>HTMS book lockers + - 2136</b> <b>HTMS PE Lockers + - 1273</b> <b>Total + - 3409</b>	<b>Price per locker: _____</b>
<b>Total bid amount for book and PE locks at HTMS: _____</b>	
<b>HTHS book lockers + - 2487</b> <b>HTHS PE Lockers + - 1740</b> <b>Total + - 4227</b>	<b>Price per locker: _____</b>
<b>Total bid amount for book and PE locks at HTHS: _____</b>	
<b>Onetime Fee for Electronic File: _____</b>	
<b>Total Bid Amount: _____</b>	

- *\*Lowest responsible bidder 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.**