



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: May 4th, 2026

Bid # 26-09

TCS Central Office Lawn Care

Sealed bids for the **TCS Central Office Lawn Care** will be received by the Trussville City Board of Education at the Central Office located at 476 Main St Trussville AL until **9:00am CST on June 3rd, 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 **9:00am CST on May 27th, 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

Bid # 26-09
TCS Central Office Lawn Care

BIDDERS ARE REQUESTED TO RETAIN THESE INSTRUCTIONS, CONDITIONS, AND SPECIFICATIONS FOR FUTURE REFERENCE, ONCE AWARDED THIS IS YOUR CONTRACT DOCUMENT.

I. GENERAL INFORMATION

- (A) **All bidders 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(s) 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 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 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 thirty (30) days after award of bid.**
- (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.
- (F) The state of Alabama shall be the governing law for this contract.
- (G) All 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.

- (H) Each 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.
- (C) Failure to include requested information or other details of the bid.
- (D) Excessive errors.
- (E) Failure to complete "Bid Form for Alabama Immigration Law Compliance" and return appropriate documentation. MUST be included even if previously submitted.
- (F) Failure to have an original signature on the Bid Form, a faxed copy is not acceptable.
- (G) The failure to include the acknowledgment of addendum form (if applicable)
- (H) This Bid shall not be altered by the bidder 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 shall state the manufacturer's warranty for each item quoted and will be responsible for all warranty service as required.
- (C) Bidders shall quote the brand and/or model specified. If bidding a substitute, bidder must identify the differences in writing on additional sheet(s). Bidders 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 vendor.

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 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 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 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. Vendor will notify Trussville City Schools 24 hours prior to delivery.

VIII. SPECIFICATIONS/SCOPE OF WORK

This bid is for lawn service and grounds control for all property at the Trussville City Schools Central Office.

Lawn and Grounds Maintenance Overview:

This bid is for lawn service for the property at Central Office. It includes grass cutting, weed eating/removal, edging all sidewalks, curbs, concrete pads with a mechanical edging device (no weed eaters or round-up), using a blower to clean off all walkways, driveways, back parking lot, front and back of building, clean-up (cuttings, sticks, branches and trash) and leaf removal. All clippings should be removed from the turf, **all future** natural areas bordering the turf, sidewalks and roadways. Turf areas are to have groomed defined edges.

All work is to be performed after business hours with 12 hours prior notice so we can move our service trucks.

All future planting beds including annuals, perennials, wood ornamentals, hedges, etc. will be kept weed free either by hand or chemical treatment to include round-up and pre-emergence and post-emergence. Any hedges and woody ornamentals shall be pruned to present a neat and ordered natural appearance.

All trash and debris including tree limbs will be removed before service.

Familiarity with work: Contractor is responsible for

- (a) Having thoroughly investigated and considered the scope of services to be performed
- (b) Carefully considering how the services should be performed, and
- (c) Fully understanding the facilities, difficulties and restrictions attending to the performance of the services required. Contractor is responsible to investigate the area and be fully acquainted with the conditions.

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

Two Cuts	Three Cuts	Four Cuts
November	March	April
December	July	May
January	October	June
February		August
		September

The bid response should also include a price for one individual cut including 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 (TCS) might require an additional cut for the grounds.

Unnecessary cut adjustments may be made by the TCS designee.

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

Plants, irrigation systems, etc., damaged by traffic accidents or vandalism, shall be reported immediately to TCS.

Areas to be included but not limited to:

- The grassy area(s) from Main Street to the dumpster in the back parking lot. See map attached to this bid.
- The left side of the building from curb to the bottom of the ditch and on the right side of the building off the curb four foot.
- Keep (future) beds in front and back of building *weed free*.

Note: See map attached to this bid.

Weed control in all areas except turf grass is the contractor's responsibility as part of this agreement. The turf grass weed control is covered in a separate agreement, but it is still the responsibility of the lawn maintenance contractor to notify the TCS designee about the condition of the turf grass.

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.

Successful bidder agrees to pay the cost of repair or replacement for any and all damages while performing services for TCS.

SHRUBS

Weeding

- Any future shrub area 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 as it becomes 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.
- Another review of all shrubs should occur between mid-May and mid-July and should be shaped and/or pruned as warranted.

GROUND COVERS

Weed Control

- For all ground covers follow the shrub requirements
- Pre-emergence applications may be applied if they do not injure the planting

Pruning

- Annual removal of dead branches, over aggressive limbs.

Mulch

- All trees shall have a three inch stack of mulch in a radius at least 6 inches from the trunk
- Mulch will be pine straw
- **All trees and future beds in front and back of the building shall be mulched in the months of October and April.**

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
- Sucker removal and tip pruning is what is required and desired
- Other multi-trunk trees should be treated in similar fashion

EQUIPMENT AND CHEMICALS are the vendor/bidders responsibility

Vendor/bidders are responsible for all equipment and supplies.

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

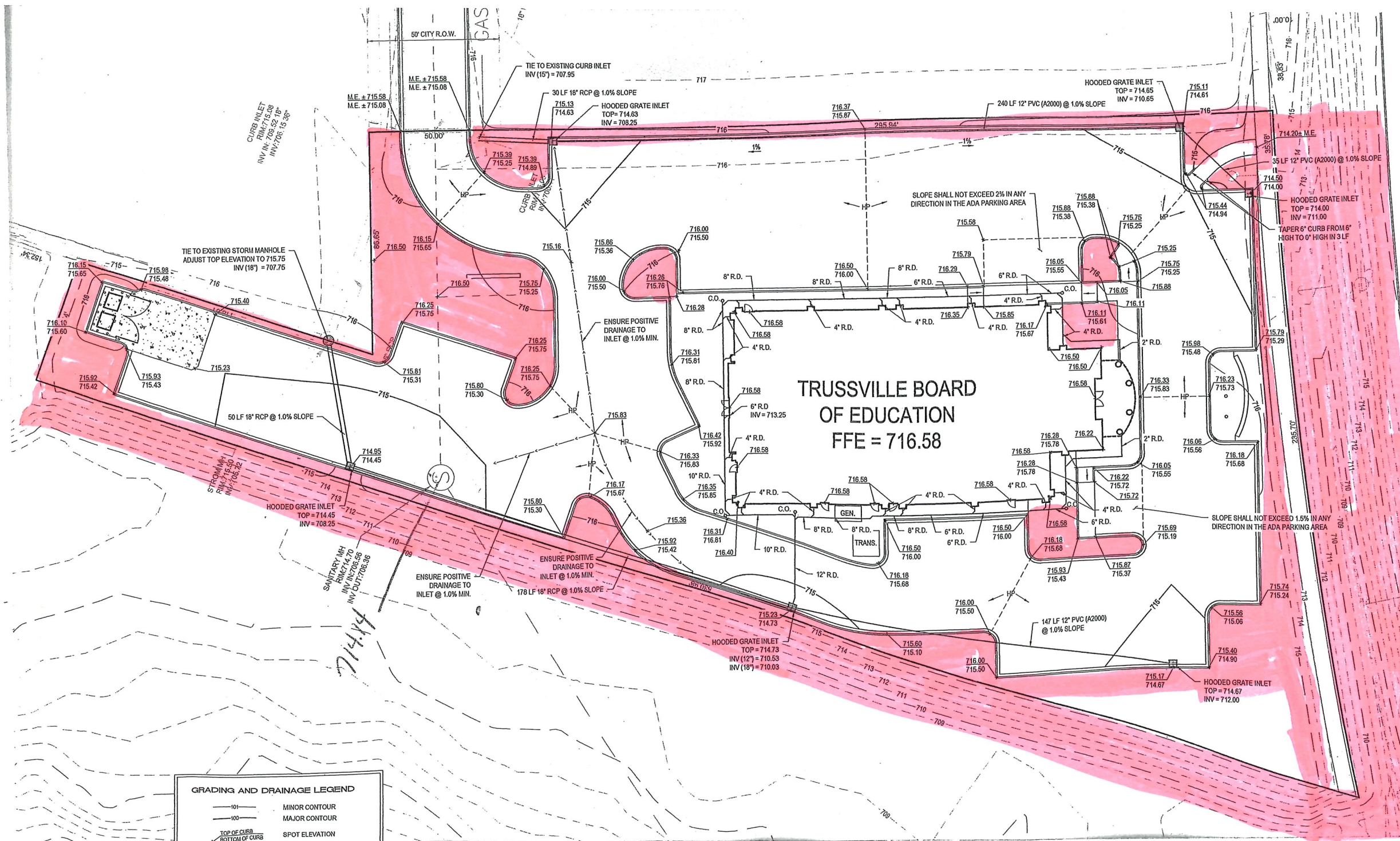
This contract is the entire agreement between the parties and supersedes any previous oral and written agreement.

Vendor / Staff Requirements

1. All staff must have a completed background check in their personnel file. File must be available to TCS upon request.
2. Use of profanity and tobacco products on Trussville City School property is strictly prohibited and violators will be written up and/or terminated.

Billing

Payments will be billed and paid monthly in 12 monthly payments not exceeding the contract amount.



TRUSSVILLE BOARD
OF EDUCATION
FFE = 716.58

GRADING AND DRAINAGE LEGEND	
	MINOR CONTOUR
	MAJOR CONTOUR
	TOP OF CURB
	BOTTOM OF CURB
	SPOT ELEVATION

NOTE:
1. SEE E
2. HOOT
WOR
ADM:

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: 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 vendors responsibility.

ADDENDA: The Bidder 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 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.