



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 6th, 2026

Bid # 26-10

TCS Turf, Tree and Shrub Chemical Application

Sealed bids for the TCS Turf, Tree and Shrub Chemical Application will be received by the Trussville City Board of Education at the Central Office located at 476 Main Street in Trussville until **9:15am 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 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 **9:10am CST on May 27th, 2026**, at the Central Office located at 476 Main Street, Trussville, AL. 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

**TCS Turf, Tree and Shrub Chemical Application
Bid # 26-10**

**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.
- 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

Turf, Tree and Shrub Chemical Application

Facilities covered under this bid are as follows:

4 School locations

- Paine Elementary Campus - 7600 Gadsden Highway
- Hewitt-Trussville Middle School - 5275 Trussville Clay Road
- Hewitt-Trussville High School- 6450 Husky Parkway
- Trussville City Board of Education- 476 Main Street

The intention of this bid is to cover all turf areas owned by Trussville City Schools including main grounds, parking lot islands, curb areas, grass parking areas, etc.

Failure to perform work as described in the bid specifications, as determined by Trussville City Schools, may be cause for immediate termination of the contract by Trussville City Schools.

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
- (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.

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

The Contractor shall submit a monthly report detailing all contract work completed. The report shall show the work completed during each week contract work was accomplished and shall be submitted with and cover the same work as the contractor's billing statement for the previous month's work.

Provide the following information in the monthly report:

- 1) Quantity and type of materials used.**
- 2) Record of chemical application, including type and rate.**
- 3) Record of fertilizer applications, including type and rate.**
- 4) Description of operations.**
- 5) Report will include results of soil testing. A typical soil test report will supply information about soil pH, lime requirements, and soil nutrient levels for phosphorus, potassium, calcium, magnesium, manganese and zinc.**

Payments will be made in 12 monthly payments that do not exceed the annual contract amount. Payments will be made after the receipt of the **service report and soil test results**.

All school applications will be performed on **weekends** when no children are present. They must also be coordinated with Facilities Coordinator as well as the watering and mowing schedules to ensure the maximum effectiveness of the application.

All areas covered by the scope of this contract shall be kept free of insect infestation including fire ants.

Fertilization and Lawn Care for out Parcels

Fertilization Schedule			
Round 1	1 st week in February	Prodiamine 4L Escalade II Atrazine	6 month rate
Round 2	Last week in March	Prodiamine Trimec 992	6 month rate
Rounds 3-6	May – August April 20 1 st week in June Mid July 3 rd week in August	32-0-5 Fertilizer 1.5 lbs. of N/per 1000 sq. ft. w/ 30% scu Includes grassy weed control for dallisgrass, crabgrass, nutgrass and bahiagrass. Spot treat weeds as needed. Insecticide and Fungicide as needed.	
Round 7	Prior to October 15 th	Specticle Flo Pre-emergent – Rate 8.0 oz per acre Trimec 992	
Lime	Anytime from Sept – Dec	Solu Cal Lime No fertilization during this time	1089 lbs. per acre

The vendor is responsible for any turf damaging insects (including army worms); all grassy areas are to be checked regularly by the vendor. Vendor must respond quickly if called about possible insect infestation

The vendor is responsible for any and all fungicides for disease control.

Tree and shrub areas:

- Trees and shrubs shall be fertilized once a year and will be done in *March*. The tree fertilizer shall be injected into the soil or spread in the watering basin. Tree and shrub fertilizer shall be of a formulation to keep shrubs in a vigorous and healthy condition
- Trees and shrubs shall be treated with systemic insecticide/fungicide in *June*.

Newly planted trees should have special consideration and will be on a separate chemical schedule from well-established trees.

Annuals and perennials:

Annual and perennial beds have special considerations based on the plant species.

Example: The Hewitt-Trussville High School has wooden bench areas where Kilme's Hardy Gardenias are planted. They should be cared for in the following way, control of white flies in spring and summer to prevent sooty mold, treat with annual fertilization of 5-10-10 or 6-12-12 or similar formulation. Also an application of Epsom salts at a rate of 5 cups per 5 gallons of water applied in the summer to each gardenia area.

Hewitt-Trussville High School has several planting areas with ornamental grasses. These areas should be handled accordingly.

Equipment and Chemicals are the vendor/bidders responsibility

Vendor /bidders are responsible for all equipment and supplies.

The bidder will supply TCS with data sheet 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. Staff shall wear company identification while on TCS property.
4. 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 made in 12 monthly payments that do not exceed the annual contract amount.

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.