



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

**Bid # 26-12**

## **Hewitt Trussville Middle School Cleaning**

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 **9:45am CST on June 3<sup>rd</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 **9:30 CST on May 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

**HTMS Cleaning  
Bid 26-12**

**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 Hewitt Trussville Middle School**

#### **Routine Maintenance of Hallways, Classrooms, Offices and Cafeteria**

Hewitt-Trussville Middle School custodial staff will be responsible for areas to include front office, lobby, CAP room, field house, all restrooms, gyms, locker rooms, team rooms, faculty rooms, stage, library, auditorium, and counselor's suites highlighted on the attached floor plan.

With the exception of the responsibilities of the custodial staff listed above the bidder will be responsible **for the hallways, classrooms (61), band room (1), choir room(1), and the cafeteria (1). The area of work shall be all vinyl composition tile (VCT), with exceptions noted.**

**TCS requests a monthly inspection at facility with the facility personnel for any issues that need to be addressed and resolved.**

- Service days are Monday through Friday.
- Allowable work hours are from 5:00 pm until 2:00 am
- AAA Ultra Shine85 Non-slip wax shall be used in the interest of student safety.

### **CLASSROOMS, TEACHER WORK ROOMS, ACTIVITY ROOM**

#### **Daily**

Dust mop and spot mop each room with appropriate cleaner **daily**. Science and other special rooms shall be mopped with appropriate cleaner **daily**. Clean offices that are attached to room(s).

Vacuum all carpeted classrooms, band room and reading rug areas.

Spot mop tile floors with appropriate cleaner. Ensure that corners are free of dirt and buildup.

Wash door windows, clean and disinfect windowsills and counters.

Dust bookshelves, counters and other horizontal surfaces.

Clean sinks in room(s) with the exception of the art room sinks, art will clean those. Sinks shall be cleaned with Lime Away or CLR as needed due to hard water.

Empty trash cans and make sure liner is in place. Use liners that **will not** fall into the can.

Clean and disinfect all desks and tables daily to remove marks or smudges.

Clean gum off of floors and furniture.

Lock Classroom doors and windows.

Turn off all lights – sensors don't work in all rooms.

## **Weekly**

Wood baseboards in rooms shall be dusted and cleaned.

Clean air conditioning vents and return air vents as well as adjacent ceiling tiles. Vacuum with a hose may be necessary to do this.

Dust blinds and all door frames.

Wipe out dry erase board trays once a week.

## **HALLWAYS, LOBBY, ART GALLERY**

### **Daily**

Dust mop or sweep, and/or vacuum floors (art gallery) and spot mop or run floor scrubber on all hallways.

Hallway and lobby trash cans are to be emptied and each top and sides of can must be cleaned. Install a high quality 55 gallon liner in each can daily. Make sure wall and floor areas under and behind trash cans and doors are cleaned.

Dust all horizontal surfaces including locker tops.

Spot clean all windows, walls and doors to remove all prints, smears, marks, etc. Make sure door handles and surfaces are cleaned and disinfected daily.

Vacuum indoor and outdoor mats in your contract areas. Clean out all thresholds to remove gravel and other debris.

Water fountains are to be cleaned daily with Lime Away or CLR and then polished with a stainless steel polish. Ceramic tile and baseboard under water fountains shall be cleaned every day with appropriate cleaner.

### **Weekly**

Run floor scrubber over lobby and art gallery **once a week**, more often if needed.

Check and dust air vents and return vents as well as tiles adjacent. Vacuum with a hose may be necessary to do this.

All hallways are to be buffed with a Propane buffer **every Tuesday and Thursday** evening. Dust surfaces after buffing.

Propane tanks must be stored in the courtyard storage building. We will provide key to store there.

## **CAFETERIA**

### **Daily**

Cafeteria VCT tile floor is to be swept and cleaned with a floor scrubber **daily**. Tables are generally folded up by cafeteria workers, contractors shall put the tables back down in the proper arrangement once the floors are clean each day.

**Make sure lights are turned off when leaving the cafeteria each night.**

### **Twice Weekly**

Cafeteria floor shall be buffed with the Propane buffer **every Tuesday and Thursday** with the rest of the building. Dust surfaces after buffing.

**Spring Holidays and Christmas Holiday Wax (To view the school calendar visit <https://www.tcsk12.us/>)**

Service area (Affected areas are all VCT areas except classrooms) shall be swept, mopped and any excessive debris scrubbed. Area shall be machine scrubbed with an appropriate cleaning solution. Area shall be rinsed to remove any residue and then at **least two even coats of wax applied to the floor**. All furniture will be removed from affected areas and returned when wax is thoroughly dry. Cleaning solution and wax should be carefully applied to avoid baseboards and walls.

**NOTE:** AAA Ultra Shine85 is to be used in the waxing task

- All appropriate cleaning supplies will be supplied by vendor as well as the trash bags for the classrooms and hallways.
- All equipment such as mops, buffers, vacuum cleaners, buckets, brooms, dust mops, etc. shall be supplied by vendor.

## SUPERVISION, ADMINISTRATION AND BILLING

### Cleaning 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 cleaning staff will wear a picture identification badge at all times while on Trussville City School property.
4. Cleaning 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. **Staff will include an onsite supervisor**
  - **Supervisor shall report to work 1 (one) hour before (4:00 p.m. for example) workers arrive to interact with school personnel in an effort to correct, coordinate and best direct janitorial staff.**
  - **Supervisor shall be responsible for: training staff, inspections, scheduling staff, communicating with school staff, tracking and ordering supplies for staff.**
  - **Supervisor shall ensure that all work has been completed each night before staff is dismissed**
  - **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. The cleaning contract covers the whole school year (**which ends one day after teachers finish up in June and begins one day before the teachers return in August**). Visit <https://www.tcsk12.us/> for school calendar.
3. Billing for the cleaning will be submitted on a monthly basis (10 months) starting at the end of the first regular contract period and should include the Spring and Winter floor waxing. (Example: bill TCS the first of January for the December service.)

### Security

1. Security of the 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
4. Cleaning staff will be given two (2) exterior door keys.

## **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 are the vendor/bidders responsibility**

All appropriate cleaning supplies will be supplied by vendor as well as the trash bags for the classrooms and hallways.

All equipment such as mops, buffers, vacuum cleaners, buckets, brooms, dust mops, etc. shall be supplied by vendor.

TCS will supply all toilet tissue, paper towels and hand soap.

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.

# 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.**