Henry County Board of Education
P O BOX 635
Abbeville, AL 36310
334-585-2206

May 21, 2026

Request for Bid

The Henry County Board of Education (BOE) is soliciting bids for waxing of floors in the Henry County School System. Sealed bids are due on or before June 8, 2026 at 1pm and will be opened at 1pm on that date at the Henry County Board of Education at 300 N. Trawick St. Abbeville Al. If there are any questions concerning the bid, please contact Terrell Gay, Maintenance Supervisor at tgay@henrycountyboe.org or Arlene Dickens, CSFO at adickens@henrycountyboe.org

Successful bidder will be notified by June 9, 2026 of the bid award.

Delivery and Supply

HCBOE Central Office	300 North Trawick Street, Abbeville, AL 36310
Abbeville Elementary	100 Elm Street, Abbeville, AL 36310
Abbeville High School	411 Graball Cutoff, Abbeville, AL 36310
Headland Elementary	305 Mitchell Street, Headland, AL 36345
Headland Middle	1 Martin Luther King, Headland, AL 36345
Headland High School	8 Sporman Street, Headland, AL 36345

*****The bid winner must be able to perform the following duties, strip, seal, and wax twice during the year: gym only in December during Christmas break, and entire school except GYM in the summer. 4 coats of wax in each classroom, 5 coats of wax in hallways and cafeterias, and 2 coats in the gyms. Price to include moving furniture**

Consolidated price for 5 schools

Billing

It is the intent of the Board of Education to pay invoices monthly. A monthly statement must be provided and the successful bidder must furnish weekly invoice of delivery including the following information:

- Date of delivery
- Invoice or ticket number
- Quantity purchased
- Purchased price
- Extended totals for each school
- Signature of receipt

The Henry County Board of Education is not liable for Federal Excise or State Sales Tax.

Bid Award and Renewal

A bid by a supplier may be submitted to provide all products needed for waxing services to all schools in the school system. This bid will be awarded to one vendor who is the lowest and most responsible bidder meeting all requirements of specification listed herein.

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The bid awards shall be made to the lowest responsible bidder taking into consideration the quality of the services to be provided, their conformity with specifications, the purposes for which required and the terms of service, local vendor preferences and other factors allowed for by the state bid law section 16-13 of the Alabama Code 1975.

The bid contract will be from June 12, 2026 through December 31, 2026. The BOE will have the option to extend the contract 4 additional years at the same contract price. The BOE has the right to reject any and all bids.

Price Escalations:
All prices must remain constant for the entirety of the contract. Commodities listed above based on a cost-plus matrix may fluctuate but cost sheets must be provided with the billing invoice.

Insurance
Proof of liability insurance must be provided by the awarded vendor prior to the start of any work and updates submitted as insurance is renewed.

Proof of insurance to cover liability on property and person:

• Each Occurrence	$ 500,000
• Fire Damage (any one fire)	100,000
• Medical Expense (any one person)	10,000
• Personal & Adv. Injury	500,000
• General Aggregate	1,000,000
• Products – Comp/Op Aggregate	4,000,000

Bid Spreadsheet

Bids must be submitted on bid spreadsheet. Bid spreadsheet must be filled out correctly and completely. Bid prices should reflect bid requirements **without variation from the specifications put forth.**

Bid Award
The bid will be awarded to a primary vendor with a secondary vendor in case of contract cancellation. If you have any questions, please do so via email to Terrell Gay, Maintenance Supervisor, at tgay@henrycountyboe.org or Arlene Dickens, CSFO at adickens@henrycountyboe.org

E-Verify
Alabama laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. **The contractor's E-Verify Memorandum of Understanding must be included with the bid.** If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (http://immigration.alabama.gov) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

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Cancellation

The Henry County Board of Education reserves the right to void or cancel this contract at its convenience with or without cause, or for non-performance as determined by the Superintendent or her designee and/or for lack of funding or for any other reason deemed appropriate. If voided or cancelled, the contractor will be given notice in writing. Products and wax procedures failing to meet specifications included herein shall be reason to cause termination of contract.

Hold Harmless

The contractor releases the Board, its assigns, employees, or agents from and agrees to indemnify and to hold harmless and defend the Board, its assigns, employees, and agents against any and all claims, actions, proceedings, costs, damages

and liabilities, including attorney's fees arising out of, connected with, or resulting from any damages to any person or property, including, the property of the contractor, his assigns, agents, or employees, or to equipment, materials, supplies, belongings or other items connected in any way with contractors actions in installing, delivery, constructing or handling of any equipment, supplies, services, or action in or on property of facilities of the Henry County Board School Board. The contractor agrees to pay all Board attorney cost in connection with this article and all other articles of this contract.

The contractor may not, without express written consent, except as otherwise noted in specifications, make any alterations to any property of the Board and must agree, as evidenced by vendor's signature, to provide payment for any and all unauthorized alterations damages, or costs of repair caused in part or in whole by vendor from any action of the vendor, his assigns, employees and/or agents.

The Henry County Board of Education makes no representations, warranty, or covenant, express or implied with respect to any structure, facility, building, equipment or supplies which may be part of or subject to any action by the vendor as part of the contract and makes available to vendor same in "as is" condition. The contractor agrees that he is responsible for inspection of condition of items heretofore noted in this section, and same are to be inspected by the contractor prior to commencement of this contract to ensure safety for the contractor, his employees, assigns and /or agents.

Bid Submission

All bids should be submitted to:

Henry County Board of Education
Attn: Arlene Dickens
300 N. Trawick St.
Abbeville, AL 36310

Labeled in the bottom right corner:
Floor Waxing Services
Not to be opened until June 8, 2026 at 1pm

Sealed Bids are due on or before June 8, 2026 at 1pm and will be opened at 1pm on that date at the Henry County Board of Education at 300 N. Trawick St. Abbeville AL 36310

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Please complete the form below and submit a copy with your bid.

Company Name _____

Phone Number _____

Contact Person _____

Signature _____

Square Footage of schools for waxing: (include wax and labor to complete job)

School name	*Classrooms, Halls, Cafeteria, Misc. (minus gym)*	*(wax in summer)*
Abbeville High	73,295	
Abbeville Elementary	51,104	
Headland High	50,863	
Headland Elementary	66,136	
Headland Middle	40,433	

Consolidated price for 5 schools Total _____

School	*Gym only*	*(wax in December)*
Abbeville High	17,689	
Abbeville Elementary	6,762	
Headland High	10,238	
Headland Elementary	0	
Headland Middle	7,384	
Headland High	30,000	

Consolidated price for 5 schools Total _____

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