# Midfield City Schools

*INVITATION TO BID (ITB)*

## SOLICITATION NO. ITB#482026

## Midfield High School Re-Roofing Project

Posting Date: June 16, 2026
Ura Elliott, Chief Procurement Officer
Tony Wright-Hixson Consultants,Inc

# Midfield High School
# ITB#482026




# RE-ROOFING Project

**Hixson Consultants, Inc.**
**2026 Midfield High School Reroofing**
**Project Section 001100**
**Reroofing Scope of Work ITB#482026**

The Scope of Work discussed in this section is related to the entire existing Midfield High School main building which includes the following:

- **Admin and Classrooms Main Lower Level Roofing System**
- **Library Elevated Roofing System**
- **Gymnasium Upper North Roofing System**
- **Coach's & Band Room Roofing System**
- **Auditorium New Addition Roofing System**

The Main Roofing System, Library and Gymnasium Roofing Systems are all part of the original construction which was roofed with a hot-mopped coal tar pitch roofing system with aggregate slag. The Coach's and Band Roofing System is a standing seam metal roofing system which joins the exterior wall of the Gymnasium at its East Elevation. The New Addition was constructed with a "White" TPO membrane roofing system and standing seam metal roofing system. The purpose of this Scope of Work is to help restore the original base flashings and penetrations at the coal tar pitch roofing systems and replace the surface mounted cap flashings and installation of the new cap flashings at the new addition where the cap flashings are in need of being replaced or installed where missing.

This Scope of Work incorporates restoration at the existing base flashings, penetration flashings, and perimeter flashings with the existing coal tar pitch roofing system. Due to the summertime temperatures, HCI recommends the Contractor(s) consider performing the restoration and repairs in the lower temperature evening hours.

Securing the Contractor's materials shall be the responsibility of the Contractor. Upon material delivery, the Contractor may desire to store the materials at a designated area on the roofing system.

If ladder access is used, removal of the ladder(s) is required at the end of each workday.

If work is performed during the night time hours, the Contractor is responsible for providing security for their Personnel if needed or necessary.

## Admin & Classrooms, Library & Gymnasium Roofing

### Systems Curbs

1. At the existing roof curbs, perform the following:

a. Spud the existing flood coat and aggregate at the perimeter of the roof curbs for approximately six-inches (6”) from the toe of the cant.
b. At each of the base flashing laps and miters where loose open where loose, prep, clean and apply the brush grade GE Momentive® Enduris™ 3500 Silicone Roof Coating and apply the same coating over the laps and miters for approximately four-inches (4”) over the lap in a three (3) course application



embedding four-inch (4”) polyester fabric in the base coat and applying a finish coat of the coating.
c. Apply the same GE Momentive® Roof Coating on the entire exposed surfaces of the modified bitumen base flashings to provide full coverage.
d. Install .032 mill finished aluminum cap flashing at the curb perimeter where the base flashing joins the mechanical curb. Secure the cap flashing using noncorrosive wood grip screws with neoprene washers spaced at twelve inches (12”) on center and four-inches (4”) from the outside corners. Lap the cap flashing for three-inches (3”) and lap the miters a minimum of one-inch (1”). Secure the miters using mill finished pop rivets and “Gray” DowSil™ 795 or approved equal sealant tooled over the mitered lap.
e. Power blow the spudded areas at the bases of the curbs and apply the GE Durapax™ Coal Tar Pitch Flexible Surfacing Compound in a flood coat. While the flood coat is fluid embed loose slag aggregate. Distribute additional “Gray” granules over the flood coat to help provide full UV coverage of/over the compound.
f. If repairs are needed at the spudded areas, prep, clean and install a three (3) course application of the Durapax™ Tar Roof Cement embedding the Durapax™ Asphalt Type IV Glass Fibers in the base coat with a full coat of the roofing cement prior to the application of the Coal Tar Pitch Compound.

2. Replace the sealant at the top edge of the existing cap slashing at the Roof Hatch using DowSil™ 795 or approved equal sealant tooled into place. Prep and clean the joint prior to tooling the sealant into place. Restore the base flashings at the Roof Hatch curb in the same manner as listed above.

**Penetration Pockets**

3. At the existing penetration pockets, spud the flood coat and aggregate for approximately nine-inches (9”) around the existing penetration pocket. 4. Remove the existing mastic at the penetration pocket and solvent clean. 5. Install the

Soprema ChemLink® M-1® polyether adhesive/sealant to bond and seal the penetration ring to the existing roof surface.

6. Install the Soprema ChemLink® 1-Part® Pourable Sealant. Allow initial cure time. Cover with 2½ lb. lead flashing. Seal the lead flashing at the penetration using "Gray" DowSil™795 or approved equal sealant tooled into place.
7. Apply the Durapax™ Coal Tar Pitch Compound where the roof mat was spudded at the penetration pocket perimeter. While fluid, embed loose slag aggregate.
8. Distribute additional "Gray" granules at the flood coat and aggregate to help provide full UV coverage of/over the compound. If repairs are needed at the spudded areas, prep, clean and install a three (3) course Durapax™ Tar Roof Cement embedding the Durapax™ Asphalt Type IV Glass Fibers in the base coat with a full coat of the roofing cement prior to the application of the Coal Tar Pitch Compound.



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**Roof Drains**

9. At the roof drains which are constructed with a gravel restricting ring / dam, prep and clean the smooth surfaced roofing system.
10. Apply two (2) coats of Karnak 298 Alumin-R SBS Rubberized Aluminum Coating. Allow dry time between each coat.

**Small Roof Drains**

11. At the existing small roof drains perform the following:
    a. Remove the aggregate and pitch drippage restricting the drain openings to allow full function of the roof drains. Install new cast iron drain strainers.

**Gravel Stop Joints**

12. Where noted and where the existing gravel stop joints have split the existing roofing system, spud the existing flood coat and aggregate at each joint for an area of approximately nine-inches ✕ nine-inches (9x9") and perform the following: a. Prep and clean the spudded area.
    b. Apply a three (3) course repair using the Coal Tar Roof Cement, the Asphalt Type IV Glass Fibers and another layer of Coal Tar Roof Cement.
    c. Over the gravel stop repaired and spudded area, apply a flood coat of the Coal Tar Pitch Flexible Compound, distribute loose slag aggregate while fluid and add additional "Gray" granules to help provide full UV coverage of/over the

compound.

**Gravel Stop Repairs**

13. At the gravel stops where the felts and food coat have split perform the following: a. Spud the existing flood coat and aggregate for an area of approximately nine inches in width, removing the flood coat and aggregate. b. Prep, clean and apply a three (3) course repair using the Coal Tar Roof Cement, the Asphalt Type IV Glass Fibers and another layer of Coal Tar Roof Cement. c. At the repaired and spudded area, apply a flood coat of the Coal Tar Pitch Flexible Compound, distribute loose slag aggregate while fluid and add additional “Gray” granules to help provide full UV coverage of/over the compound.

**Exterior Ladders**

14. At the Library and Gymnasium fixed exterior ladders used to access the roof areas, perform the following:
    a. Resecure the ladders using new noncorrosive bolts with washers. Prep, clean and install DowSil™ 795 or approved equal sealant at the top and sides of each ladder bracket.





**Clerestory Windows**

15. At the Library Clerestory Windows perform the following:
    a. Remove the existing sealants where each of the glass / glazing units join the metal frame perimeter.
    b. Solvent clean and allow drying time.
    c. Wet seal each of the glass / glazing units using DowSil™ 795 or approved equal sealant to create wet sealed glazing units.
16. At the base of the Library Clerestory Windows perform the following: a. Repair the base flashings in the same manner as noted for the roof curbs above.
    b. Remove the existing cap flashing and install a new .032 mill finished aluminum cap installed using noncorrosive wood grip screws spaced at twelve-inches (12”) on center. At the top edge of the horizontal plane, set each cap flashing in a bed of butyl tape. Lap each of the pieces a minimum of three-inches (3”) and install DowSil™ 795 or approved equal sealant between each lap.
    c. Miter the corners with a minimum of one-inch (1”) laps and secure the miters with mill finished aluminum pop rivets.

d. Tool “Gray” DowSil™ 795 sealant over each of the miter laps and corners.

**Expansion Joint – Straight Flange Type**

17. The existing roof expansion joints are constructed with a straight flange type with neoprene bellows. The expansion joints need to be restored. The Contractor is to include 100 linear feet of expansion joint repair performed in the following manner:
    a. On both sides of the straight flange expansion joint, spud the existing flood coat and aggregate for an area of approximately nine-inches in width, removing the flood coat and aggregate.
    b. Prep, clean and apply a three (3) course repair using the Coal Tar Roof Cement, the Asphalt Type IV Glass Fibers and another layer of Coal Tar Roof Cement. c. At each of the expansion joint laps and miters, install neoprene rubber set in roof cement.
    d. At the repaired and spudded area, apply a flood coat of the Coal Tar Pitch Flexible Compound, distribute loose slag aggregate while fluid and add additional “Gray” granules to help provide full UV coverage of/over the compound.

**Library and North Elevation Roofing System**

18. The roof perimeters are constructed with a counterflashing / fascia. At each of the counterflashing / fascia laps perform the following:
    a. Prep, solvent, clean each of the laps and miters.
    b. Install DowSil™ 795 or approved equal sealant in an aesthetically pleasing color as selected by the Owner’s Representative from the Manufacturer’s HCI





Standard Colors. Use bond breaker tape over the lap and miter prior to installing the sealant.

**Scuppers at the Roof Perimeter**

19. At the scuppers at the roof perimeter perform the following Restoration Scope of Work:
    a. Prep and solvent clean each of the existing scuppers to remove the existing sealants and mastics at the sides and laps.
    b. Apply the brush grade “Gray” GE Momentive® Enduris™ 3500 Silicone Roof

Coating, allow cure time. Then apply the Henry® 887G Tropi-Cool® 100% Silicone “Gray” Roof Coating.

**Library Roofing System**

20. At this roofing system, perform the same type of roof repairs as noted in the items above.

**Gymnasium Roofing System**

21. At this roofing system, perform the same type of roof repairs as noted in the items above with the exception of the following:
    a. Do not spud the existing flood coat and aggregate at the roof curb perimeters. The flood coat appeared to be in good conditions at these roof curbs. Perform the base flashings restoration and add new mill finished cap flashing as noted above.
22. At the west roof perimeter perform the following Scope of Work: a. Replace the existing or missing prefinished metal counterflashing / fascia. b. Install the prefinished metal fascia using a continuous 22-ga. lock cleat secured to the existing wood blocking using noncorrosive fasteners installed at six inches (6”) staggered on center and a minimum of one and one-fourth inch (1¼”) deep. Lap the fascia over the existing siding a minimum of two-inches (2”) and incorporate miters at the outside corners.
23. Clear the gutter of all loose debris.

**Coach’s Office and Band Room Roofing System**

24. This roofing system is located at the east side of the Gymnasium and is constructed with a standing seam metal roofing system with T-joints. Perform the following Restoration Scope of Work as follows:
    a. Hand crimp each of the T-joints where they join the ridge to wall flashing. 25. At the meal panels where previous repairs have been performed, prep solvent clean and apply and tool into place the GE Momentive®Enduris™3500 Silicone Roof Coating.





26. Prep, power wash, allow drying time and perform the following Scope of Work at each of the metal roof panel end laps and at each of the roof penetrations: a. Brush apply the GE Momentive® Enduris™ 3500 Silicone Roof Coating at each of the

metal panel end laps and roof penetrations at their base.

27. At the ridge cap to rise wall transitions, unfasten each of the galvanized metal conduits where they are attached to the ridge cap and perform the following: a. Prep and solvent clean each of the existing fastener penetrations. b. Solvent clean each of the abandoned fastener holes and allow drying time. c. Install DowSil™ 795 or approved equal sealant and reinstall the conduit brackets using oversized noncorrosive sheet metal fasteners.
    d. Tool the sealant at each of the brackets.
28. Hand tighten all the existing exposed fasteners. Where stripped or missing, replace fasteners with oversized noncorrosive fasteners.
29. Replace the sealant at the metal cap flashing at this metal roof's south wall using DowSil™ 795 or approve equal sealant in one of the Manufacturer's Standard Colors as selected by the Owner's Representative.
30. At the exterior wall penetrations at the rise wall of the Gymnasium, remove the existing sealants and install new oversized backer rods and DowSil™795 or approved equal sealant tooled into place.
31. Clear the gutters of all loose debris.

**Auditorium New Addition**

32. Perform the following Scope of Work to help provide long-term weather protection and in an effort to resolve some active leakage:
    a. At the roof curbs install the DowSil™ 795 or approved equal sealant at the top of the existing T-bars and tool the sealant into place.
    g. Install mill finished aluminum cap flashing at each of the roof curbs using .032 mill Aluminum. Secure the cap flashing using noncorrosive wood grip screws with neoprene washers spaced at twelve-inches (12") on center and four inches (4") from the outside corners. Lap the cap flashing for three-inches (3") and lap the miters a minimum of one-inch (1"). Secure the miters using mill finished pop rivets and "Gray" DowSil™ 795 or approved equal sealant tooled over the mitered lap.
33. At the lower roof perimeters where they join the rise wall, replace the metal cap flashing as follows:
    a. Remove the existing cap flashing and dispose of properly.
    b. Prep, clean and install DowSil™ 795 sealant at the abandoned fastener holes.
    c. Install new 24-ga. prefinished metal cap flashing in a color matching the existing color as close as possible. Install DowSil® 795 or approved equal sealant tooled at the top of the cap flashing.
    d. Install butyl tape between the cap flashing and the existing masonry wall.
    e. Install sealant at each of the abandoned fastener holes.
    f. Position the new cap flashing below the existing cap flashing so as to not cover the bottom portions of the existing cell weeps at the masonry head joints.

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34. At the front masonry wall where the membrane roof joins the rise wall, low pressure wash the existing masonry from an approximate height of three to four feet (3' - 4') upward to the underside of the existing masonry through-wall cell weeps. Allow drying time.
35. Apply the Evonik® Protectosil® Chem-Trete® BSM 400 Water Repellent Treatment in a wet-on-wet application using a low-pressure garden sprayer.

## General Notes

1. See the attached EagleView™ Report. **This report is being provided for information only!** The Contractor shall perform their own field measurements and test cuts, if and as needed, to provide their bid.
2. The Foreman or his Lead Man that starts the project shall be onsite full time when workers are present and shall continue to be on the project to satisfactory completion of the Final Inspection Punch List unless a change is requested by the Owner or Consultant. This individual shall be fluent in the English language or bilingual to facilitate directions and safety to the Work Crew.
3. The Roofing Contractor shall engage a Professional Waterproofing Subcontractor for the installation of the sealants at the cap flashings, conduits, metal roofing system and clerestory window systems
4. If the Contractor needs to use a crane left in position on the project property, temporary fencing with a locked gate shall be used daily around the crane mobilization area to prevent undesired access by others.
5. The Contractor is responsible for restoring sidewalks, landscape, sprinkler system(s), hardscape and pavement to current conditions if impacted while using the crane or other equipment during the reroofing project.
6. On the Bid Form, the Contractor shall confirm the number of calendar days needed for the reroofing project, including the estimated number of inclement weather days.
7. See Section 001700 – General Conditions for additional project guidelines and requirements.
8. At each of the roof areas, remove the existing and construction related debris at the completion of the project. Dispose of the debris in a proper manner. 9. All work shall be performed in a Professional Manner.
10. The Contractor shall provide a One-Year Workmanship Warranty for work installed. 11. The Contractor shall be licensed by the General Contractor Licensing Board of Alabama.
12. Contractor shall include Bid and P&P Bonds in their pricing.
13. Prices shall include Local Permits if and as required.

14. This is a Tax Exempt Project.
15. All work shall need to be substantially completed by July 31, 2026.



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**Attachments:**

- Durapax Coal Tar Flexible Surfacing Compound
- Durapax AG-2400 Asphalt Type IV Glass Fabric
- Durapax PC-0020 Tar Roof Cement
- Durapax Polyester SBS Flashing
- Evonik® Protectosil® Chem-Trete® BSM 400 Water Repellent Treatment
- GE Momentive® Enduris™ 3500 Silicone Roof Coating
- Henry® 887G Tropi-Cool® 100% Silicone Gray Roof Coating • Karnak 298 Alumin-R SBS Rubber Asphalt Reflective Coating • Soprema Alsan® 230 Field PMMA Liquid Resin
- Soprema ChemLink® M-1® Polyether Adhesive / Sealant
- Soprema ChemLink® 1-Part® Pourable Sealant






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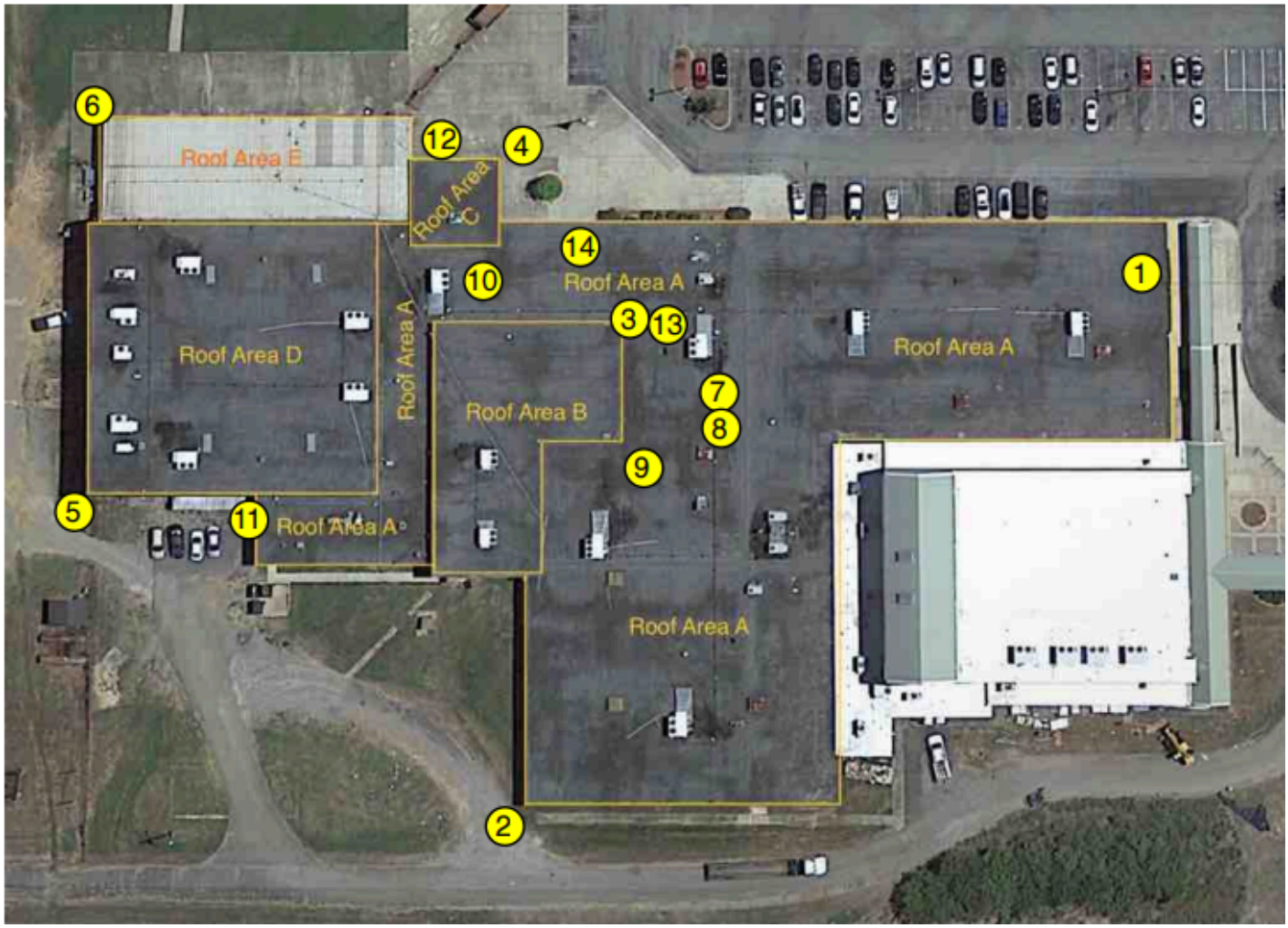

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6
Roof Area E
12
4
Roof Area C
14
Roof Area A
10
1
Roof Area D
Roof Area A
3
13
Roof Area A
Roof Area B
7
8
9
5
11
Roof Area A
Roof Area A
2

**Emergency Procurement Notice: Due to the urgent nature of this project, the successful bidder must complete all re-roofing services within a strict 30-day window from the commencement date.**
**Project Completion Deadline: July 29, 2026**

# SEALED PROPOSAL ENCLOSED

(Opened By Procurement Chief Officer)
Respondent's Name:

_____

Primary Contact:

_____

Respondent's Address:

_____

Respondent's Email:

_____

General Contractor License #

_____

Submit Response To: Ura Daniel Elliott, Chief Procurement Officer
Email For Proposal Inquiries -uelliott@midfield.k12.al.us
Telephone inquiries are not acceptable.
All questions must be submitted in writing via email:
Midfield City Schools Board Of Education
417 Parkwood St. Midfield Alabama 35228

**Solicitation No./Title: Midfield High School Reroofing ITB#482026**
**Roofing Consultant Company-Hixson Consultants,INC**

**Person Of Contact-Tony Wright**
ssizemore@bedocs.com
twright@bedocs.com

# No Bids Can Be Emailed

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### 1.1 Purpose
The Midfield City School Board of Education (the “Board”) On June 15, 2026 Board Meeting Approved The Superintendent’s Recommendation to Declare A Roofing Emergency For Midfield High School and is seeking immediate proposals from qualified Commercial Licensed General Contractor Roofing installers to provide reroofing for Midfield High School Roof in accordance with the terms, conditions, requirements, and specifications contained in this Invitation To Bid (ITB).

### 1.2 Midfield City & Midfield City School District Background
The municipality of Midfield, Alabama, encompasses an aggregate geographic area of 2.66 square miles.

Midfield, Alabama, maintains an approximate residency count of 4,800 to 5,000 citizens. Situated within Jefferson County as a Birmingham suburb, the city occupies roughly 2.7 square miles with a community composition that is over 80% African American.
Following a public vote to establish local funding, the Midfield City School District transitioned from the Jefferson County School System in 1970. Effective July 1, 1971, the Board assumed control of three facilities: Midfield Elementary, Wilkes Junior High (currently Rutledge Middle), and Rutledge School. Midfield High School was subsequently developed in 1972.

The Midfield City School District is the school system located in Midfield, Alabama. Midfield City Schools serve about 1,020 students and employ about 146 faculty and staff. The district includes one elementary school, one middle school, and one high school.

### 1.3 District Website
www.midfield.k12.al.us

### 1.4 District Site Locations

| Facility Name | Address |
|---|---|
| Midfield Board of Education | 417 Parkwood Street, Midfield, AL 35228 |
| Midfield Elementary School | 416 Parkwood Street, Midfield, AL 35228 |

| Facility Name | Address |
|---|---|
| Rutledge Middle School | 1221 8th Street, Midfield, AL 35228 |
| Midfield High School | 1600 High School Rd., Midfield, AL 35228 |
| MHS Vocational Building 2 | 1600 High School Rd., Midfield, AL 35228 |
| MCS Alternative School | 1600 High School Rd., Midfield, AL 35228 |
| MCS Performing Arts Center | 1600 High School Rd., Midfield, AL 35228 |

## 1.5 Midfield City Schools Facilities Specifications

| Building Name | Construction Year | Total Rooms | Square Footage |
|---|---|---|---|
| Midfield Board of Education | 1978 | 16 | 5,137 sq. ft. |
| Midfield High School | 1971 | 45 | 134,629 sq. ft. |
| MHS Vocational Building 1 | 1979 | 8 | 10,718 sq. ft. |
| MHS Vocational Building 2 | 1979 | 8 | 14,400 sq. ft. |
| Midfield Elementary School | 1954 | 45 | 69,165 sq. ft. |
| Rutledge Middle School | 1974 | 36 | 59,516 sq. ft. |

## 2.0 Alabama Emergency Procurement Law Code of Ala. 1975, § 41-4-136

Under Alabama law (Code of Ala. 1975, § 41-4-136), state and local agencies can bypass standard competitive bidding requirements to address situations that threaten public health, welfare, or safety (such as floods, riots, or epidemics). While public advertisement is waived, agencies must still secure as much competition as practicable and thoroughly document the emergency.

### Key Emergency Procurement Rules & Limitations

- **Strict Limits:** Procurements are strictly limited only to the supplies, services, or repairs necessary to mitigate the immediate emergency. [
- **Written Determination:** A formal written declaration is required before the contract is awarded. It must specify the nature of the emergency, the danger of delay, and justify the selection of the specific contractor.
- **Record Keeping:** Agencies must maintain a detailed record of each contract, including

the contractor's name, contract amount, type of service, and contract file identification.

- **Delegation:** The authority to declare and process emergency procurements generally rests with the Superintendent & Board Of Education.

### 2.1 ITB/RFP Schedule of Events

The schedule set forth herein represents the Board's anticipated schedule for this RFP/ITB. The Board reserves the right to modify dates at its discretion. The schedule is as follows:

| Event | Date |
|---|---|
| **Release and Post RFP/ITB#482026** | June 16, 2026 |
| Mandatory Pre-Bid Meeting Site Visit | June 16-25, 2026 8am-4pm |
| Request For Information | June 25. 2026 |
| Sealed Bid Submission Deadline | July 1, 2026 By 4P.M. @ BOE |
| Public Sealed Bid Opening | July 1, 2026 @ 4:15PM(BOE) |
| Board Approval & Award | July 2, 2026 @ 5:30PM (BOE) |
| Contractor Mobilization Start Date | End Date July 29, 2026 |

## Solicitation No./Title:Midfield High School ITB#482026
## Schedule A Mandatory Site Visit Email Contacts
## Midfield City Schools Maintenance Department
## Roderick Gulley -rgulley@midfield.k12.al.us
## Dewayne Zeigler-dzeigler@midfield.k12.al.us
## Reginald Perdue-rperdue@midfield.k12.al.us

### 2.2 Project Location Site Specifications

Midfield High School
1600 High School Road 35228, Alabama

| Category | Details |
|---|---|
| **Facility Name** | Midfield High School |

| Category | Details |
|---|---|
| **Address** | 1600 High School Road, 35228, Alabama |
| **Construction Year** | 1971 |
| **Classrooms** | 30 |
| **Offices** | 6 |
| **Data Rooms** | 2 |
| **Library** | 1 |
| **Lunchroom** | 1 |
| **Band Room** | 1 |
| **Gym** | 1 |
| **Concession Stand** | 1 |
| **Main Office** | 1 |
| **Performing Arts Center** | 1 (862 seating capacity) |
| **Total Rooms** | 45 |
| **Square Footage** | 134,629 sq. ft. |

### 3.0 Midfield City Schools Ownership of Work Product:

Midfield City Schools owns any materials, curriculum, custom software, or data *developed specifically for the school* under the ITB/RFP contract that remain the exclusive property of the school district.

### 3.1 Project Narrative:

Project Narrative: Midfield High School Re-Roofing Project#ITB 482026. Project Summary & Background The Midfield High School located at 1600 High School Rd. Midfield Al 35228 requires a complete re-roofing of the designated [Roof Section(s)/Midfield High School. The objective of this ITB is to establish a firm fixed-price contract with a qualified roofing contractor to safely remove the existing roof system and install a new, code-compliant, durable roofing system.

### 3.2 Scope of Work (SOW)

Scope of Work (SOW)The awarded contractor must provide all necessary labor, materials,

equipment, insurance, and supervision to execute the following:Demolition & Disposal: Complete tear-off of the existing [e.g., EPDM/BUR] roof system down to the structural roof deck. Properly dispose of all job-related waste and debris in compliance with local regulations.Deck Inspection & Repair: Inspect the exposed deck for damage, moisture, or deterioration. Replace any rotted or damaged decking as required (must be verified by the District/Owner).Insulation & Tapering: Install a new mechanically fastened/fully adhered polyisocyanurate insulation system with tapered cricket systems to promote positive drainage and eliminate ponding water.Membrane Application: Install a new [e.g., 60-mil White TPO / Two-Ply Modified Bitumen] roofing system in strict accordance with the manufacturer's specifications.Flashings & Sheet Metal: Flash all penetrations, curbs, and masonry walls with compatible membrane. Install new pre-finished metal perimeter edge systems, copings, and drip edges.HVAC & MEP Coordination: Safely raise, support, and/or disconnect and reconnect rooftop HVAC units, conduit, or plumbing vents to allow for proper flashing heights.

### 3.3 Safety & Occupancy Protocols

Safety & Occupancy Protocols:Because this work will occur on an active school campus, strict safety protocols must be followed:Site Security: Contractors must strictly isolate the work zone using construction fencing and barricades. No unauthorized personnel, students, or staff are permitted near the construction footprint or staging areas.Noise & Odor Control: Work generating extreme noise, heavy vibrations, or fumes must be coordinated with the school administration and scheduled during off-hours, weekends, or summer break.Debris Clean-Up: All nails, debris, and hazardous materials must be cleared from the ground, walkways, and parking lots daily.

### 3.4 Project Schedule Work

Project Schedule Work is strictly restricted to the summer recess window.Project Start Date: [Month, Day, Year, , July 2026] Substantial Completion: [Month, Day, Year, e.g., August 1, 2026]

### 3.5 Warranties & Final Inspection/Manufacturer Warranty

Warranties & Final Inspection/Manufacturer Warranty: Provide a [e.g., 20-year] Non-Prorated System Warranty for materials and watertightness.Workmanship Warranty: Provide a [e.g., 5-year] Contractor's Guarantee for labor and workmanship.Final Inspection: A mandatory punch-walk must be conducted by the Contractor, District Representative, and Manufacturer Technical Representative prior to final sign-off.

### 3.6 Cleaning of Worksite

The Bidder shall at all times, keep the premises free from accumulation of waste materials or rubbish caused by the work performed.
On a daily basis, Bidder shall remove from site, all waste materials, rubbish, tools, equipment, machinery,chemicals and surplus materials.

### 4.0 Cost of Preparation, Submitting Proposal/Oral Presentation

All costs related to the preparation and submission of the proposal and oral presentation(s) shall be borne by the Proposer. The District will not be liable for any delay in acting upon proposals.

### 4.1 Proposal Validity Period

Each Proposer agrees that its proposal will remain firm and subject to acceptance by the Board for a period of ninety (90) calendar days from the proposal opening date.

**4.2 The Parties:** The contractor pays the surety an upfront premium for the bond. If the contractor fails to perform—or goes out of business—the surety steps in to either hire a new contractor, finance the completion of the project, or compensate the owner up to the bond's penal sum.

**4.3 Project Coverage:** Performance bonds are almost always written for 100% of the total contract amount.

**5.0 Alabama Public Works:** Under Alabama law, performance (and payment) bonds are mandatory for all public works projects (e.g., schools, roads, municipal buildings) that exceed $100,000.

### 5.1 Public School College Authority Fund (PSCA)

PSCA Number Assignment: All PSCA forms must include the specific PSCA project number assigned by your funding approval authority (e.g., ALSDE for K-12).

Severable Payments: PSCA funds must be used first before any local owner funds. Contracts involving partial PSCA funding and local funds must include the Special Provision for Severable Payments.

DCM Forms Usage: If your project involves PSCA funds, you must use the PSCA-specific DCM forms (e.g., DCM Form 9-K for Owner/Architect Agreements) rather than standard state agency forms.

### 6.0 Proposal Security

Proposal security shall be payable to Midfield City Schools. It is required that the Proposer must submit with his/her proposal a certified check, cashier's check drawn on an Alabama Bank or a bid bond to Midfield City Schools in the amount equal to five (5%) percent of the bid (subject to a maximum of $10,000.00).

**6.1 Bid Bond:** A cashier's check or bid bond (usually ranging from 5% of the total bid up to $10,000) is typically required to accompany your bid proposal.Performance & Payment Bonds: If awarded the contract, you will generally be required to furnish a 100% Performance Bond and a 50% Labor & Materials Payment Bond.E-Verify Compliance: Under Alabama law, all contractors must participate in the federal E-Verify program to ensure a legal workforce. You

must provide a notarized affidavit and E-Verify documentation with your bid.Tax Exemption: Materials incorporated into qualifying public works projects are exempt from Alabama state sales and use taxes. General contractors are responsible for adhering to Alabama Department of Revenue rules to utilize this exemption.

### 6.2 Security Checks/Bid Bonds

Midfield City School Board of Education will retain security checks/bonds until:
1. The successful Bidder has signed/executed the contract.
2. Ninety (90) calendar days after bid opening or until the contract is executed, whichever is shorter.
3. Bidder refuses to enter into a contract.
4. All Bids have been rejected.

### 6.3 Performance Bond & Payment Bond

Performance Bond & Payment Bond will be due at the signing of the Proposal security or original bid bond must be received with proposal; copies are not acceptable. All proposals submitted without the required proposal security will be rejected. A surety legally authorized to conduct business in the State of Alabama shall issue the bond.

**6.4 Payment Schedule of Values (SOV):** The total in the SOV must break down the contract price into logical line items and match the payment request "to the penny".

**7.0 Retainage:** By state law, retainage is generally capped at a maximum of 10% of the estimated work. The retained amount must be released within 60 days of the project's completion.

**7.1 Stored Materials:** Contractors must use DCM Form C-10SM (or an equivalent approved tracking method) to claim and estimate the value of materials stored on-site prior to installation.

**7.2 Applicability:** The DCM's formal payment procedures apply to State Department/Agency contracts and Public School and College Authority (PSCA) or state bond-funded projects. Fully locally-funded K-12 projects do not go through DCM for payment processing.

### 8.0 Orders

Purchase Orders are required for all goods and/or services. Bidders shall not accept or deliver orders for goods and/or services without the issuance of a Purchase Order.

### 8.1 Purchase Orders

Bidder shall not accept orders or perform any work prior to the receipt of a purchase order from Midfield City Schools

A purchase order issued by the Purchasing Department is the only legal authorization for Bidders to perform services as stated herein.

A commitment, either written or verbal, from District employees without a purchase order issued by the Purchasing Department does not constitute an obligation by the District to a Bidder.

Bidders that perform services or provide commodities without a purchase order issued by the Purchasing Department do so at their own risk and at risk of non-payment.

### 8.2 Invoicing & Payment

Vendors must submit original invoices for payment.
At a minimum, invoices will include:
1. Name, address, and telephone number of the Vendor.
2. The purchase order number.
3. Accurate listing of goods and/or services.
4. Quantity, applicable unit prices, total prices, and total invoice amount.
5. Any additional information specified by the Request for Proposal.

### 9.0 Non-Discrimination

Midfield City Schools Board of Education is committed to ensuring equal opportunity in and equal access for Proposers regardless of race, color, religion, national origin, gender, age, disability, or sexual orientation
In this regard, the Board encourages Proposers to show a good faith effort to purchase goods, services and materials from minority and women owned suppliers and contractors.
Proposer shall not discriminate against client, employee, or applicant for employment because of race, age, color, religion, sex, national origin, physical or mental disability, marital status, or medical status.
Proposer shall comply with all applicable sections of the American with Disability Act.

### 9.1 Project Summary Overview

Midfield City Schools (MCS) is committed to providing a completely secure and safe environment for all students and to support learning in all its classrooms in a comfortable Environment.

The vendor will configure and

### 9.2 Proposed Contract

Provide a sample proposed contract for our legal department to review. Contract must include language for funding termination or cancellation

### 9.3 Contract Term

The project should start immediately on contract signing. It is expected that the project award will be made

### 9.4 Cancellation/Termination

Failure by either party to perform any of its provisions will constitute a default and breach of contract, in which case, the other party may require corrective action within ten (10) calendar

days from the date the defaulting party receives written notice citing the nature of the breach. Failure of the defaulting party to take corrective actions or to provide a satisfactory written reply excusing such failure within the prescribed ten (10) calendar days will authorize the other party to terminate this agreement by written notice.

Midfield City Schools may terminate all or any part of a subsequent award or contract by giving notice of default to awardee.
If the awardee: (1) refuses or fails to deliver goods and/or services within the time specified; (2) fails to comply with any provisions of this RFP/ITB or so fails to make progress as to performance,hereunder, or (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors.

In the event of termination for default, the school district's liability will be limited to the payment for goods and/or services delivered and accepted as of the date of termination.

Midfield City Schools may, during the contract period, terminate or discontinue the purchase of goods and/or services covered in this RFP/ITB at the end of the District's then current fiscal year and upon thirty (30) calendar days prior written notice to the awardee.
Continuation of any agreement between Midfield City Schools and awardee beyond a fiscal year is contingent upon appropriation of funds for the purpose of this RFP and any resulting agreement.
Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidation of damages shall accrue to Midfield City Schools as a result.

### 9.5 Public Disclosure

Subject to applicable law or regulations, the content of each Proposer's proposal submission shall become public information upon the effective date of any resulting contract.

In order to protect the integrity of the Contracting process, proposals will not be disclosed until after award and signing of the Contract. To the extent the law allows, the District will not disclose proposals to other Proposers before a Contract is signed.
This will ensure fair competition without undue advantage to any Proposer leading to private gain and public loss.
The proposals shall be deemed public records, excepting those portions, which have been designated by law as proprietary.

### 9.6 Warranty of Price

Midfield City Schools will pay the price for goods and/or services specified by the Proposer's proposal. The Proposer warrants its price to be no higher than the Proposer's current prices on services by others for identical services covered by this Request for Proposal for others for similar services, under similar conditions, and methods of purchase.
During the course of this contract, the Proposer will inform Midfield City Schools, and give the opportunity to take advantage of any price decrease on services requested by similar customers.

### 9.7 Right to Purchase Elsewhere

The Board will not actively solicit proposals and quotations or otherwise test the market solely

for the purpose of seeking alternative sources for the specified goods and/or services. If the contract term(s) are not met, the Board reserves the right to enter into a contract with the next lowest responsible Proposer for all goods and/or services covered by this contract.

### 9.8 Project Management & Oversight

The Proposer Will Provide MCS Board Of Education A Organizational Chart On Project Manager, Supervisors, And Technical Support. The Chief Procurement Officer Will Verify And Oversee All Work Of Scope For Midfield City Schools

### 9.9 Minimum Eligibility Requirements

### 10.0 Capital Improvement Projects Act (Act 2021-476 / HB 220)

Effective February 1, 2022, this legislation permits Local Education Agencies (LEAs) to perform capital improvement projects estimated by a licensed design professional to cost less than $500,000, or maintenance and repair work on existing HVAC systems or roofs, without oversight from the Division of Construction Management (DCM).

### 10.1 General Contractors

General Contractors submitting an Invitation to Bid (ITB) in Alabama must follow strict state laws and municipal regulations. Key mandatory provisions include carrying an active state license for projects over $50,000, providing Performance and Payment bonds, and complying with E-Verify immigration mandates.Primary provisions and compliance requirements in Alabama include:

### 10.2 Licensing & Bidding Thresholds/State Contractor License:

For commercial or public construction projects valued at $50,000 or more, general contractors must be licensed by the Alabama Licensing Board for General Contractors.License Disclosure: Your state license number must be clearly printed on the outside of the sealed bid envelope. For projects under $50,000, you must write "Bid less than $50,000" on the envelope.Competitive Bid Law: Municipalities and state agencies must use sealed, open competitive bidding for expenditures of $30,000 or more (for cities/counties) and $15,000 or more (for state entities).

### 11.0 Change Orders

The Prime Contractor Must Send A formal written notice the moment unforeseen site conditions or scope alterations are discovered to Midfield City Schools.

The Prime Contractor Must Detail the Costs: Provide comprehensive breakdowns detailing labor, materials, equipment, and adjustments to Overhead & Profit (OH&P).

**The 10% Cumulative Rule:** If the cumulative value of change orders exceeds 10% of the original contract amount, the Awarding Authority's legal counsel must sign the DCM Form B-11: Change Order Justification

**11.1 Submission Conditions No Withdrawing:** Most Alabama public entities mandate that bids cannot be withdrawn for 30 to 60 days following the scheduled bid opening.Local Preference: Many municipalities and boards of education apply resident/local contractor preferences, meaning your bid may be accepted if it falls within a certain percentage (e.g., 5%) of the lowest non-resident bid.To ensure a bid is responsive and compliant, it is highly

recommended to review the Alabama Competitive Bid Law Guidelines.
The District has established minimum qualifications that Proposers must meet in order for the Proposer's response to be considered responsive.

It is necessary for each Proposer to include a written statement that they understand and meet the minimum eligibility requirements as a part of the proposal, including Executive Summary and specific information as necessary to demonstrate satisfaction of each requirement as outlined below.

1. The proposer delivers a proposal organized according to the RFP/ITB and has addressed each requirement completely. Where requested has included descriptive information, literature and drawings completely.
Where requested has included descriptive information, literature and drawings that are sufficient in detail and organized to demonstrate compliance with request or specifications and has provided complete pricing as requested.

2. Proposer has been in business and provided goods and/or services that are of the same nature for a minimum of five (5) years.

3. Proposer has a minimum of three (3) references of similarly completed services, or services in progress, which demonstrate the responding firm's expertise and capabilities in similar services as outlined in the RFP.
The Board reserves the right to utilize any other references other than what is provided by the Proposer.

4. Proposer is in good standing with federal, state, and municipal jurisdictions to conduct business with the District and is not under investigation or engaged in litigation that would hinder the conduct of business

5. Proposer must provide all applicable federal and state professional licensing requirements.

6. Proposer must provide all required notifications and forms included as requested in this RFP.

7. The Proposer has presently, or will have at the time of implementation, the professionals, and supporting staff necessary to deliver the proposed goods and/or services throughout the District in a timely manner.

8. Proposer is fully capable of delivering a solution inclusive of all required goods and/or services described herein as a part of their proposed solution.

## 11.2 Solution Qualifications

- Structure the responses in this section in such a way that the responses completely and clearly address all requirements, specifications, and conditions of this RFP.

In addition, clearly identified subsections that address the following:

**A. Project Approach** - Provide a comprehensive description of the approach to providing the

goods and/or services required in the Scope of Services.

**B. Methodology** – Please provide details on how you propose to deliver a mini split system in 2 Classrooms

**C. Training -** Please include a description of user training, and product maintenance training that will be included.

**D. Implementation Plan** - Please include a realistic implementation plan for the solution proposed. Please include details on management of the supply chain of products based on known availability and delivery timeframes provided by the distributor used or manufacturer.

**E. Project Management Plan** - Please include project management process that your organization utilizes to effectively coordinate, oversee, administer, and deliver the proposed solution.

**F. Quality Assurance Plan** - Please indicate established processes and procedures to ensure that solution and records are maintained as required and in compliance with the contract provisions and applicable laws.

### 11.3 Proposal Evaluation

An Evaluation Team will review the proposals and make a recommendation.

The criteria listed below will be used ranking them in relative position based on how fully each proposal ranking them in relative position based on how fully each proposal meets the requirements of this ITB/RFP.

**Evaluation Criteria: 100 Point Evaluation**

| Criteria | Weighting (Points) | Requirements |
|---|---|---|
| **Vendor Qualifications and Experience** | **35** | Meets mandatory qualifications; provides organizational structure, management plan, narrative of experience, and at least 3 references. |
| **Budget Proposal** | **30** | Cost proposal is technically sound, cost-effective, includes options, and delineates reasonableness for activities and deliverables. |
| **Detailed Description and Delivery Date of Product & Services** | **35** | Provides clear design solution/procedures; demonstrates method/schedule for timely delivery. |

### 12.0 Award

It is the intent of the Board to award the contract to a single proposer. The contract will be awarded on evaluation of proposals considering all essential factors and in a manner that will

best serve the interest of the Midfield City School Board Of Education.

It is not the policy of the Board to award contracts on the basis of price alone, quality of service and suitability to purpose and the needs of the Board being controlling factors.

The Board may award the contract to the lowest responsible Proposer submitting the best overall proposal, best line-item proposal or may reject any or all proposals.

A refusal by the first lowest responsible Proposer may result in the proposal being awarded to the next lowest responsible Proposer meeting requirements and specifications.

### 12.1 Gratuities

The Board may terminate this contract if the Board finds, after notice and hearing, that gratuities (in the form of entertainment, gifts or otherwise) were offered or given by the Proposer, or any agent or representative of the Proposer, to any officer or employee of the Midfield City School Board of Education to secure favorable treatment with respect to the awarding, amending or making of any determination with respect to the performance of the contract.

### 12.2 Process

**a**. The District reserves the right to supplement, amend, or otherwise modify this ITB/RFP at any time prior to the selection of a Proposer.

**b**. The District intends to make an award only to a Proposer that has complied with the terms, conditions,and requirements of the RFP. The award will be based on the combined scores for proposals as outlined in the Evaluation Process.

**c**. Based upon the results of the evaluation, the District, at its sole discretion, may: recommend award to the top ranked Proposer; may short list the top ranked Proposers for further consideration; or may reject all proposals received.

**d.** In the event that the District chooses to create a finalist pool of Proposers or simply determines all proposals require deeper exploration by the District, the District may request and offer the Proposers invitations to present their solution and address the Selection Committee.

During this interactive presentation process, no alterations to the submissions of the original proposal shall be allowed,however, clarifications of proposals will be allowed.

**e**. The District reserves the right to negotiate further terms and conditions, including price with the highest ranked Proposer. If the District cannot reach a mutually beneficial agreement with the first selected Proposer, MCS reserves the right not to award or to enter into negotiations with the next highest ranked Proposer and continue this process until an agreement is reached.

### 12.3 Confidentiality
All information contained in the ITB/RFP is considered to be the exclusive property of Midfield City Schools. Recipients of this RFP are not to disclose any information contained within the RFP unless such information is publically available.

This ITB/RFP is provided for the sole purpose of allowing Vendors to respond to these specifications.

### 12.4 Selection Process
MIdfield City Schools will select the vendor that provides the most technically sound and cost-effective proposal that best fits the needs of Midfield City Schools.

The vendor product will be evaluated primarily on the scope of the activities linked to associated costs as detailed in the ITB/RFP. ITB/RFPs will be reviewed to ascertain that minimum requirements have been met.

Midfield City Schools reserves the right to conduct discussions with potential vendors in order to clarify information contained in their proposals, but the MCS has no obligation to do so.

The vendor will provide notice to the Midfield City Schools any partnership with another firm to provide parts of the solution; however, the vendor must provide management of the partner and is responsible for all project performance.

**13.0 Insurance Requirements** The successful Proposer shall provide the Procurement Chief Officer a current Certificate of Insurance (COI) as evidence of the required types of insurance and minimum liabilities specified in Attachment B - Insurance Requirements Form. Upon notice of award, the COI must be submitted to the Procurement Chief Officer within five (5) business days of notice. Proposer will not be issued a purchase order or contract before receipt of a COI.
The Board reserves the right to terminate any resulting contract if the Proposer fails to keep these policies in force for the specified amounts or for the duration of the contract term.

### 13.1 Prime Proposer
Only one (1) proposal from any one Proposer will be considered. In the event that multiple Proposers submit a joint proposal, identify a single Proposer as the Prime Proposer. The Prime Proposer is responsible for administering the overall project, coordinating, and monitoring plans and schedules, status information, administering necessary changes, and overseeing the preparation of reports and presentations. In no event will the Board consider multiple submissions from the same Proposer.

### 13.2 Permits and Licenses
Proposers shall, at their own expense, obtain all necessary permits and licenses and shall comply with all applicable local, state, and federal laws, codes, ordinances, rules, and regulations necessary of the requirements stated herein.
Proposers shall maintain all such permits, licenses, and compliances in a current status throughout the course of the contract.

## 14.0 Defense and Indemnification

The Proposer shall, without delay, make good any claim for damage, injury or loss caused by the Proposer's equipment or personnel in the performance of work on this contract. Proposer holds the District harmless and indemnifies the District from expenses, liability or payment arising from injury or death to person or persons or damage to property in which work is accomplished arising from an act of intent, negligence or omission of the Proposer or other party directly or indirectly contracted or employed by the Proposer or who is acting under the Proposer's supervision in accomplishing the work of this contract. Proposers shall hold the District harmless pursuant to security and protection of information marked proprietary or confidential.

## 14.1 Staff Qualifications and Experience

- A brief organizational chart showing the positions that will be involved with this project.

- Identify the staff and the positions on the organizational chart, provide a brief abbreviated resume of each staff that will be utilized including certifications and credentials of each.

- Identify any contractors and if they have been used by your firm previously.

- Resume of the senior level project manager, engineering lead, and field-based supervisors/managers that will be assigned to the project if selected.

## 14.2 School District Regulations

The Proposer shall follow all applicable Midfield City Schools policies and regulations while on School District property, including the no alcohol, no tobacco products, no weapons, and drug-free policies.

Displays and/or verbiage, including those on vehicles, shirts, or hats of tobacco, illegal drugs, alcoholic beverages,firearms, profane or obscene language or gestures, is prohibited in accordance with School Board Policies.

News releases including, but not limited to, commercial advertising, pertaining to this project may not be made without prior written approval from the District.

## 14.3 Identification

A photo identification badge is required for all workers and firms. Proposers shall be required to have all its employees, subcontractors or agents who will be entering onto District property as a result of this award wear, while on District property, a photo identification badge issued by the District or other similar badge and identification as deemed acceptable by the District.

## 15.0 Independent Contractor

The successful Proposer awarded the contract will be an Independent Contractor and not an employee of the Midfield City Schools Board Of Education.

## 16.0 Subcontractor

Any subcontractor or partner will be subject to the same vetting process as the vendor, and the vendor is responsible for ensuring that each subcontractor acknowledges and is contractually bound by the staffing plan and other commitments listed in this RFP.

At the award of contract, the District will determine the acceptability of proposed Subcontractors. If, by using the same criterion as the Proposer, the District determines that a proposed Subcontractor is not acceptable, the Proposer shall propose a substitute Subcontractor that is acceptable to the District.

The District's approval of a Subcontractor does not relieve the Proposer of responsibilities, duties, and liabilities under the contract. The Proposer remains responsible to the District for the acts or faults of any Subcontractor and their employees.

The Proposer shall require each Subcontractor to be bound to the District and the Proposer by the terms of this contract in full.
Such agreement shall preserve and protect the rights of the District with respect to the work performed by the Subcontractor. If requested by the District, the Proposer shall provide a copy of the contract between the Proposer and Subcontractor for review.

### 16.1 Delegation, Subcontracts and Assignment

The Proposer will not, without written consent of the Board, make any contract with any other entity for furnishing any of the completed or substantially completed services covered by this contract or assign its obligations under its obligations under this contract.

Unless provided by law, nothing in this ITB/RFP shall be construed to create any legal obligation on the part of Midfield City Schools or any respondents. Midfield City Schools reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the ITB/RFP in whole or in part, at any stage.

In no event shall Midfield City Schools be liable to respondents for any cost or damages incurred in connection with the ITB/RFP process, including, but not limited to, any and all costs of preparing a response to this ITB/RFP or any other costs incurred in reliance on this ITB/RFP.

No respondent shall be entitled to repayment from MCS for any costs, expenses, or fees related to the ITB/RFP.

All supporting documentation submitted in response to the ITB/RFP will become the property of Midfield City Schools.

Respondents may also withdraw their interest in the ITB/RFP, in writing, at any point in time, as more information becomes known.

If, within the confines of this ITB/RFP, the vendor provides intellectual property be it understood that all ITB/RFP contents are subject to Open Records Act laws and thus are subsequently in the public domain.

### 16.2 Pending Legal Actions

Proposer must identify any lawsuits or other legal proceedings against Proposer, which pertain to any of the goods and/or services, which are a part of Proposer's proposal. Proposer must attach a copy of it and/or services, which are a part of Proposer's proposal.
The proposer must attach a copy of it and state with specificity the current status of the proceedings.

### 16.3 State of Alabama Immigration Law (Act 2011-535)

By submitting a proposal to this RFP, the Proposer agrees that it will fully comply with the State of Alabama Immigration Law (Act 2011-535), as amended. The Proposer shall enroll in the E-Verify Program prior to performing any work, or continuing to perform any on-going work, and shall remain enrolled throughout the entire course of its performance of the contract awarded pursuant to this RFP. 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.
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.

Visit the U.S. Department of Homeland Security's website at www.uscis.gov/everify to:
• Print a Memorandum of Understanding (MOU), if previously enrolled in E-Verify.

### 16.4 Alabama E-Verify Employer Agent Service:

Alabama businesses with 25 or fewer employees may elect to use the Alabama E-Verify Employer Agent Service.
Contact Information:
Online: http://immigration.alabama.gov/eVerify.aspx
Phone: 855-837-4396

### 17.0 Rejection of Proposal

The Board may reject a proposal, but not limited to the following, if:
1. The Proposer misrepresents or conceals any material fact in the proposal.
2. The proposal does not conform to the RFP documents.
3. The proposal does not comply with requirements, specifications, and conditions of the RFP document.
4. It is deemed in the best interest of the Board.

### 17.1 Protests

Any protest to the Board for consideration of any proposal must be submitted in writing and received by the Chief Procurement Officer no later than five (5) business days after date of Notice of Intent to Award.
The Chief Procurement Officer will send a written reply to the Protesting Proposer.

### 17.2 Addenda

Any clarification of the RFP documents will be made by addenda. The Chief Procurement Officer shall issue addenda to the RFP documents in response to modifications, clarifications or for any other reason the Board considers advisable.
Once issued, an addendum becomes a part of the RFP documents. Addenda will be posted on

the MCS website.
It is the Proposer's responsibility to view the website for updates and addenda concerning this Request for Proposal.

### 17.3 Proposer's Qualifications and Experience Checklist

a. Include the following Proposer Information (and for each Subcontractor):

- Company name, parent company name.

- Address, city, state, and zip code of the business office.

- Federal Tax ID number

- Accounts receivable contact name, title, phone, email, address, city, state, and zip.

- Account Executive / Primary Project Manager's contact name, title, phone, email, address, city, state, and zip.

- State the nature and scope of the business.

- State the business philosophy and mission statement.

- Length of time the company has been doing business in the state.

- Size of the organization.

- Number of years in business and years providing Wireless Networks for the same manufacturer being proposed

- Provide certifications and credentials held by the company including any manufacturer specializations. Indicate if your company is a certified Minority-Owned Business

Enterprise (MBE), certified Women-Owned Business Enterprise (WBE) or certified Disadvantaged Business Enterprise (DBE).

- E-Verify Documentation - Copy of E-Verify Memorandum of Understanding (MOU), if Applicable.

b. Include the following Project Information:

- Provide three (3) of the most similar contracts, preferably K-12 educational or governmental agencies, or related engagements that Proposer is currently engaged in within the past three Years.

Each reference shall include the client's name, description of the project including primary manufacturer of components installed, contact name, title, telephone number, email address, contract value, contract start date and end date.

## 18.0 Proposal Preparation

Proposers will prepare proposals in accordance with the following:

1. All proposals shall be typewritten or filled in with pen in black or blue ink. Proposals having eras or corrections must be initiated by the Proposer in ink. All proposals must be signed in ink by an officer or employee having authority to legally bind the Proposer.

2. Unit prices will be shown when called for on the proposal sheet. In the event there is a conflict between the unit price and total price, the unit price will be used in determining the correct total price.

3. The Midfield City Schools Board of Education is exempt from Federal excise and Alabama sales and use taxes. Prices quoted shall not include Federal excise or state sales and use taxes. A Tax-Exempt Certificate will be provided upon request.

4. By submitting a proposal, each Proposer certifies that it is a duly qualified, capable, and bondable business entity, that it is not contemplating bankruptcy.

5. In setting forth these specifications, it is our intention and desire to offer equal opportunity to all Proposers,within the framework of standards of quality and design herein established. The specifications indicate the quality and services desired or acceptable, but the quality of the item and services on which proposals are submitted must, in all cases, be equal or better in quality.

## 18.1 Federal Awarded Contract Provisions

Certain funds being administered through ALSDE are Federal and are governed by Federal regulations.

All bidders must comply with and report violations of the following Federal contract requirements if applicable.

•**a**.Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

•**b**. All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

•**c**. Bidders must comply with Equal Employment Opportunity in accordance with Executive

Order 11246 (41CFR Part 60)

•**d**. Bidders must comply with the Davis-Bacon Act (40 U.S.C. 3141-3148), as supplemented by Department of Labor regulations (29 CFR Part 5).

•**e**. Bidders must comply with the Copeland Anti-Kickback Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3).

•**f.** Bidders must comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), as supplemented by Department of Labor regulations (29 CFR Part 5).

•**g**. Bidders must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

•**h.** Bidders must comply with the Clean Air Act (42 U.S.C. 7401-7671q).

•**i.** Bidders must comply with the Federal Water Pollution Control Act (33 U.S.C, 1251-1387).

•**j.** Bidders must comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

•**k**. Bidders must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (40 CFR part 247).

•**l.** Bidders must comply with the requirements of Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred,suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**m.** Bidders must comply Federal Domestic Preferences (CFR 200.322); whereas Produced in the United States, means for iron and steel products, that all manufacturing processes, materials and products shall be produced in the United States.

## 18.2 Statement of Acknowledgement

"The undersigned Contractor hereby acknowledges that they have carefully examined the Invitation to Bid (ITB), including all project specifications, scope of work, technical requirements, and any Addenda issued by the Owner. The Contractor acknowledges it is their responsibility to request written clarification on any ambiguities or discrepancies in the ITB prior

to the bid submission deadline. The Contractor understands that failure to identify or question such items will be interpreted as full agreement with all terms, conditions, and specifications contained within the ITB package."

### 18.3 Certification of Authorization & Validity

"The Contractor certifies that the bid submitted is genuine, competitive, and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation. The undersigned signatory represents and warrants that they are fully authorized and empowered to execute this Agreement on behalf of the Contractor."

### 18.4 Acceptance of ITB/RFP Conditions

"The Contractor agrees that, if selected, they will enter into a formal contract with the [Insert Agency/Owner Name] and adhere to all timelines, pricing, bonding requirements, and local/federal compliance guidelines specified in the ITB. The Contractor further agrees to hold their bid price firm for a period of [Insert Number, e.g., 90] calendar days following the formal bid opening date."

### 18.5 Contractor Signature

**Contractor/Company Name: _____**

**Authorized Signature: _____**

**Printed Name: _____**

**Title: _____**

**Date: _____**

---

### 19.0 Proposer Inquiries

Any questions regarding this Request for Proposal should be referred to the contact below:
Ura Daniel Elliott, Chief Procurement Officer
Midfield City Schools Board of Education
417 Parkwood St. Midfield,Alabama 35228
Telephone inquiries are not acceptable. All questions must be submitted in writing via email:
uelliott@midfield.k12.al.us

# Attachment A

**Proposer's Qualifications and Experience Checklist**

Please complete the following form to provide details regarding your qualifications and project experience.

## Bidder  Information

**General Contractor License #_____**

**Company Name:**

_____

**Parent Company Name:**

_____

**Business Office Address:**

_____

**Federal Tax ID Number:**

_____

### Contact Information

**Accounts Receivable Contact**

- Name: _____
- Title: _____
- Phone: _____
- Email: _____

**Account Executive / Primary Project Manager**

- Name: _____
- Title: _____
- Phone: _____
- Email: _____

### Business Profile

**Nature and Scope of Business:**

_____

**Business Philosophy and Mission Statement:**

_____

**Length of Time in Business (State):**

_____

**Size of Organization:**

_____

**Years Providing Roofing Services  for Proposed Manufacturer:**

_____

### Certifications & Credentials

**Certifications/Manufacturer Specializations:**

_____

**Business Enterprise Status (MBE/WBE/DBE):**

_____

**E-Verify MOU Attached:**

_____

## Project Information & References

*Provide details for three (3) similar contracts within the past three years (preferably K-12 or government).*

### Reference 1

**Client Name:**

_____

**Project Description & Primary Manufacturer:**

_____

**Contact Info:**

_____

**Contract Value:** [$ Value]

_____

**Performance Period:** [Start Date] to [End Date]

_____

### Reference 2

**Client Name:**

_____

**Project Description & Primary Manufacturer:**

_____

**Contact Info:**

_____

**Contract Value:** [$ Value]

_____

**Performance Period:** [Start Date] to [End Date]

_____

### Reference 3

**Client Name:**

_____

**Project Description & Primary Manufacturer:**

_____

**Contact Info:**

_____

**Contract Value:** [$ Value]

_____

**Performance Period:** [Start Date] to [End Date]

_____

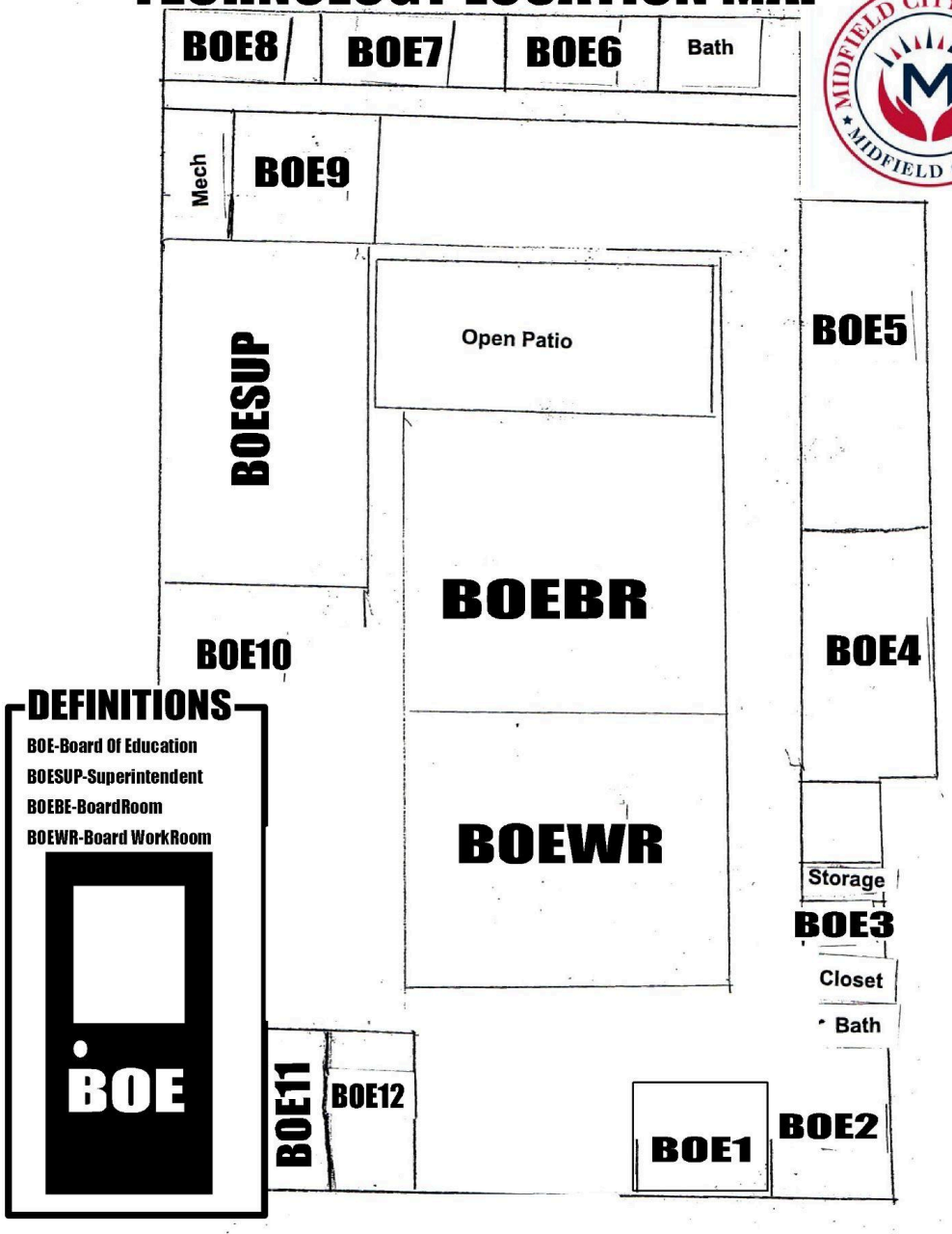
# Attachment B

# ITB Bidder Price List

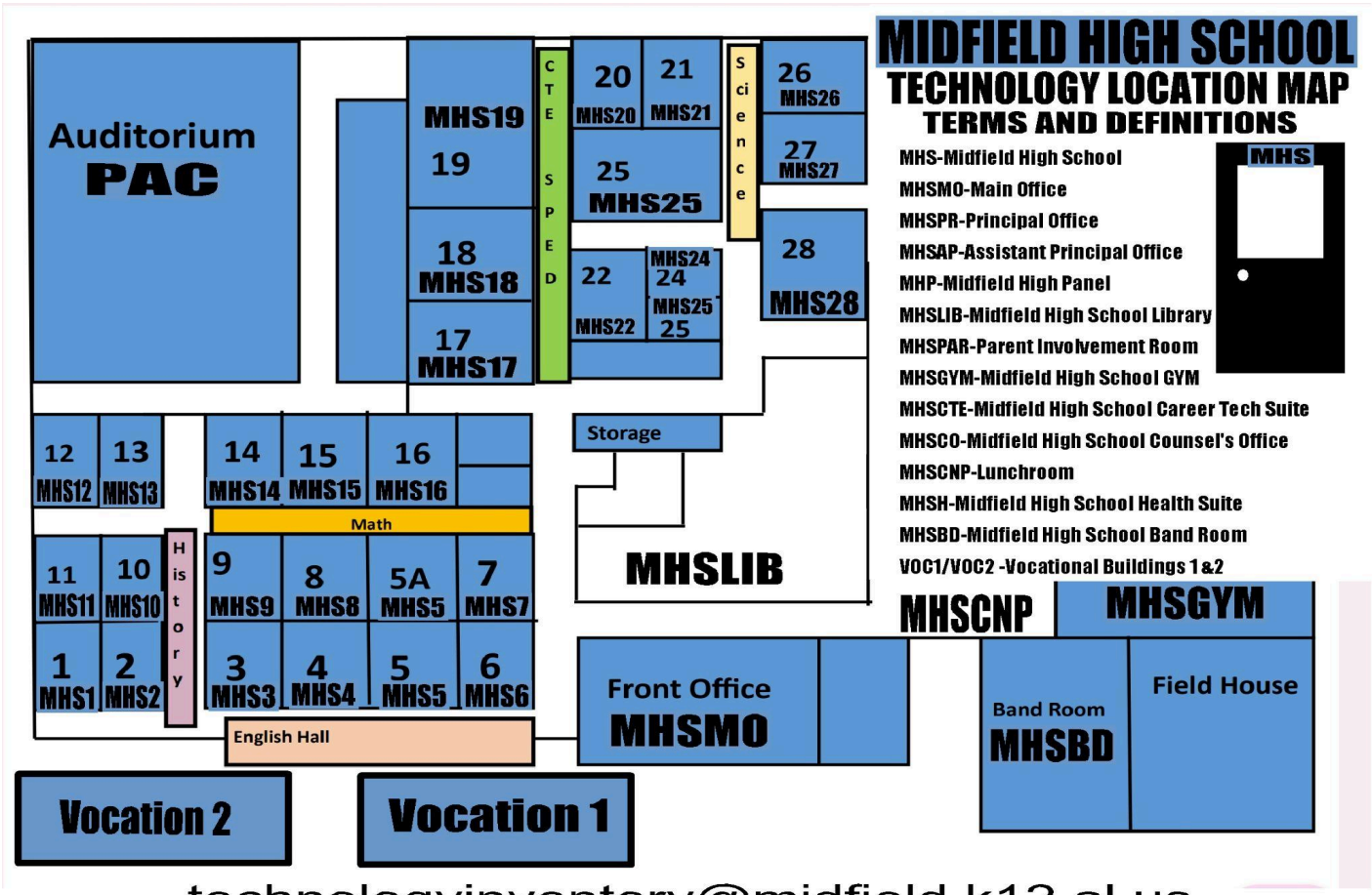
| Cost Component | | Description & Contractor Estimate |
|---|---|---|
| **Direct Labor** | | Hourly rates multiplied by estimated man-hours per unit (e.g., $65/hr). Estimated Total: $_____ |
| **Materials & Supplies** | | Fixed unit costs inclusive of standard wastage and scrap factors. Estimated Total: $_____ |
| **Equipment** | | Comprehensive rates for rental, fuel, and depreciation. Estimated Total: $_____ |
| **Subcontractor Costs** | | Pass-through unit pricing for specialized trade services. Estimated Total: $_____ |
| **Overhead & Profit (OH&P)** | | Applied as a standardized percentage across all line items. Estimated Total: $_____ |
| **TOTAL PROPOSAL PRICE** | | **$_____** |

# MIDFIELD CITY SCHOOLS BOARD OF EDUCATION

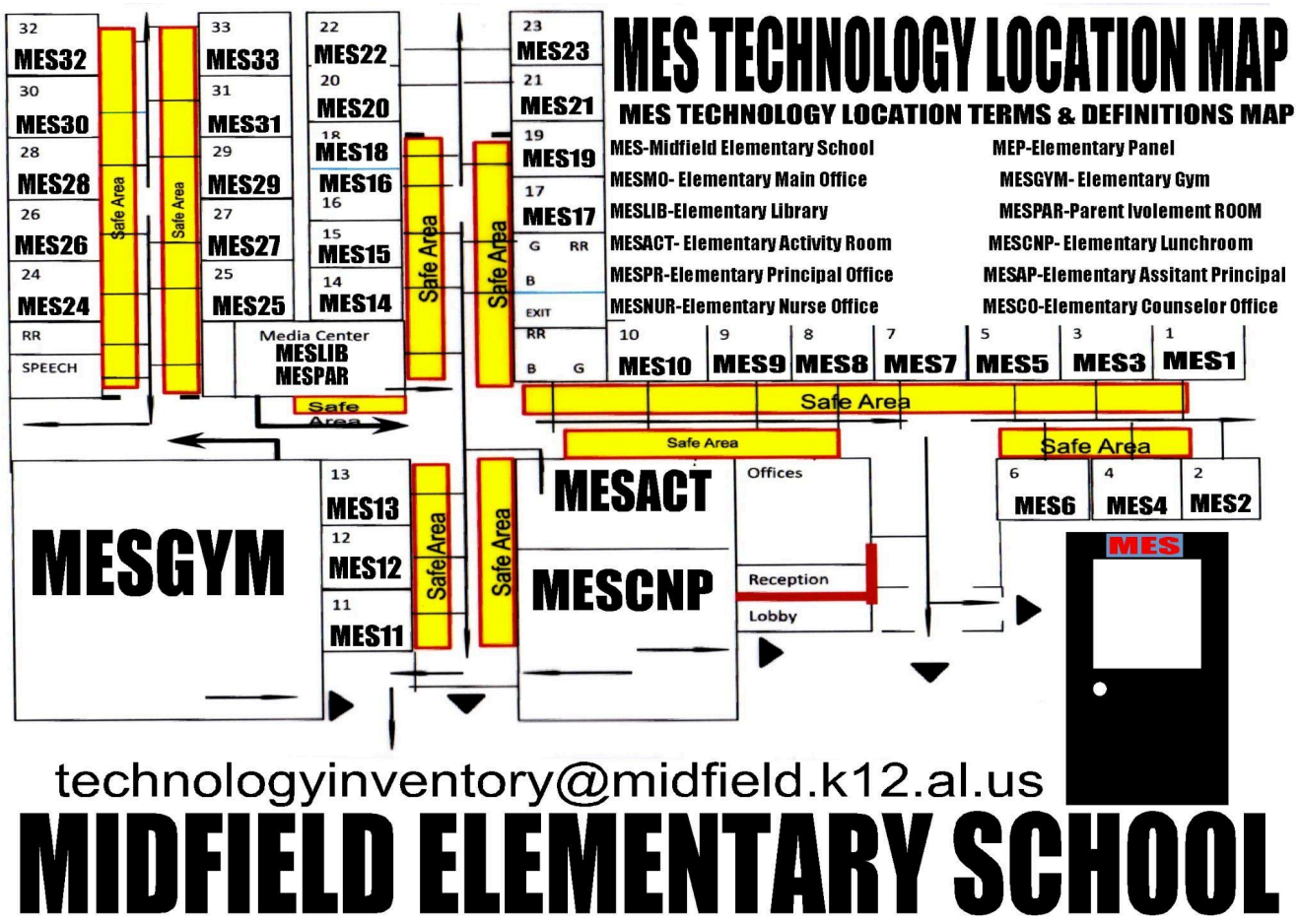
## TECHNOLOGY LOCATION MAP




technologyinventory@midfield.k12.al.us

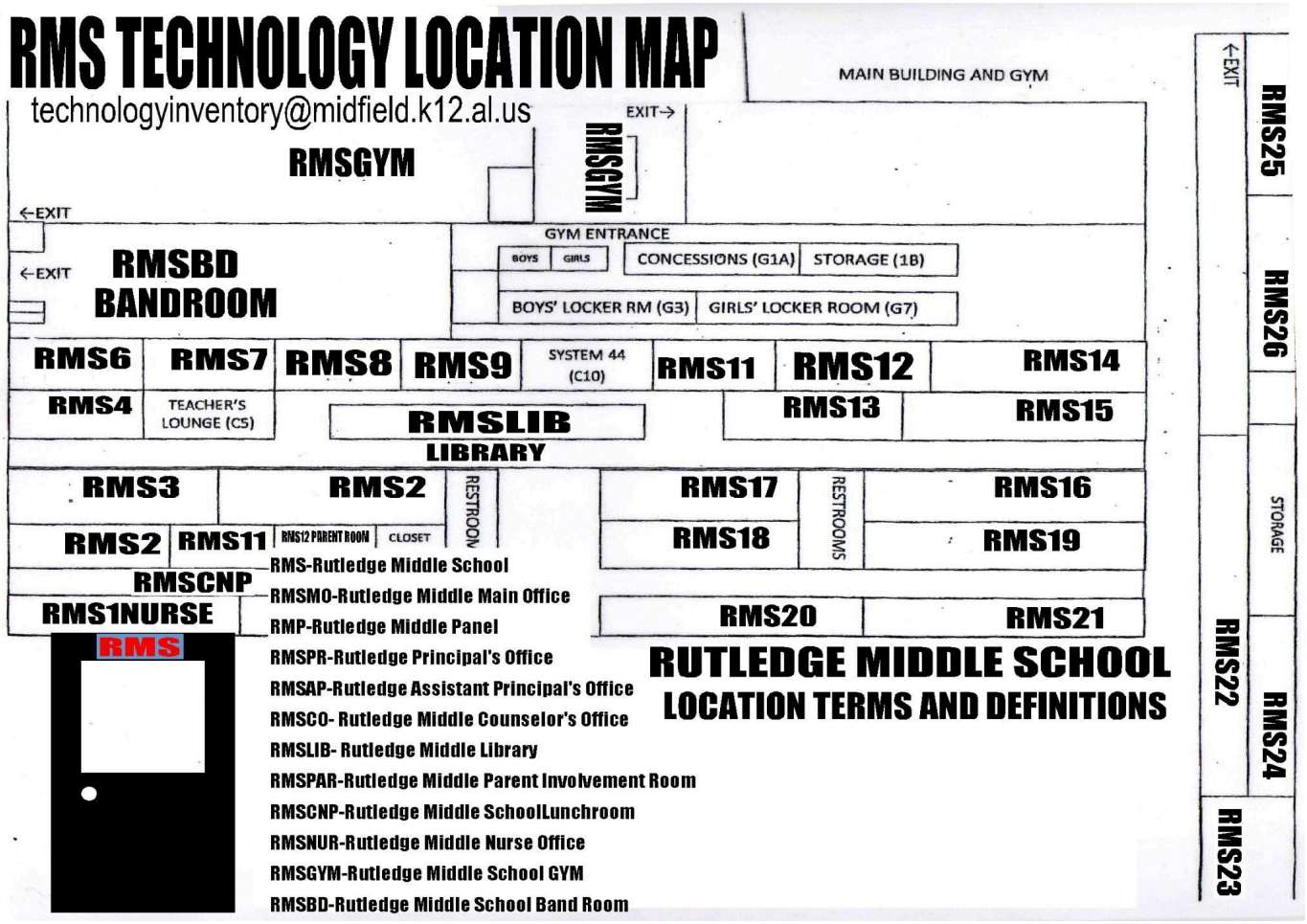



technologyinventory@midfield.k12.al.us


MES TECHNOLOGY LOCATION MAP
MES TECHNOLOGY LOCATION TERMS & DEFINITIONS MAP
MES-Midfield Elementary School
MESMO- Elementary Main Office
MESLIB-Elementary Library
MESACT- Elementary Activity Room
MESPR-Elementary Principal Office
MESNUR-Elementary Nurse Office
MEP-Elementary Panel
MESGYM- Elementary Gym
MESPAR-Parent Ivolement ROOM
MESCNP- Elementary Lunchroom
MESAP-Elementary Assitant Principal
MESCO-Elementary Counselor Office
32 MES32
30 MES30
28 MES28
26 MES26
24 MES24
RR
SPEECH
33 MES33
31 MES31
29 MES29
27 MES27
25 MES25
22 MES22
20 MES20
18 MES18
MES16
16
15 MES15
14 MES14
Media Center
MESLIB
MESPAR
23 MES23
21 MES21
19 MES19
17 MES17
G RR
B
EXIT
RR
B G
10 MES10
9 MES9
8 MES8
7 MES7
5 MES5
3 MES3
1 MES1
Safe Area
13 MES13
12 MES12
11 MES11
MESGYM
MESACT
MESCNP
Offices
Reception
Lobby
6 MES6
4 MES4
2 MES2
MES
technologyinventory@midfield.k12.al.us
MIDFIELD ELEMENTARY SCHOOL

# RMS TECHNOLOGY LOCATION MAP

technologyinventory@midfield.k12.al.us




## RUTLEDGE MIDDLE SCHOOL
## LOCATION TERMS AND DEFINITIONS

RMS-Rutledge Middle School
RMSMO-Rutledge Middle Main Office
RMP-Rutledge Middle Panel
RMSPR-Rutledge Principal's Office
RMSAP-Rutledge Assistant Principal's Office
RMSCO- Rutledge Middle Counselor's Office
RMSLIB- Rutledge Middle Library
RMSPAR-Rutledge Middle Parent Involvement Room
RMSCNP-Rutledge Middle SchoolLunchroom
RMSNUR-Rutledge Middle Nurse Office
RMSGYM-Rutledge Middle School GYM
RMSBD-Rutledge Middle School Band Room