

TUSCALOOSA COUNTY BOARD OF EDUCATION
1118 GREENSBORO AVE. 35401
P.O. BOX 2568
TUSCALOOSA, AL 35403

GENERAL POLICIES GOVERNING BIDS

The Tuscaloosa County Board of Education proposes to make all purchases in accordance with Alabama Law. As we understand it, the purposes of the 1967 State Bid Law are: (1) to enable the Boards of Education (and other public agencies) to get maximum value in goods and service for the money spent, and (2) to give responsible business concerns a fair opportunity to share in business created through public expenditures.

Under the law, the Board of Education has the right to reject any or all bids and to consider quality, suitability to purpose, delivery dates, responsibility of bidders and other factors in selecting the products to be purchased and determining the successful bidders. The Board of Education will select in each case what it considers to be the best product for the price.

Records showing the bids received and prices paid for each item will be placed on file and may be examined by the public upon request. If an order is awarded to someone other than the lowest bidder, a note of explanation will appear in bid records. Mail inquiries about quotations will not be answered.

INSTRUCTIONS FOR BIDDING

1. Bids must be written or typed on this form (or its attachments).
2. Bidder must give make and model number (if any) and provide such specifications, descriptions and illustrations as are needed to establish the nature and quality of the goods offered and must be prepared to make a sample available for inspection upon receipt.
3. Mail or send bid to the address at the head of this page and mark outside of the sealed envelope the number of this bid shown below. **"BID #2606."**
4. Bids must be in the Board of Education Office by the date shown below.
5. Bids will be received until the date and hour set herein.
6. Samples should be submitted, if possible, before the bid opening.
7. Tailgate delivery WILL NOT be acceptable. Goods must be set inside the building.
8. All purchases shipped or delivered "Pre-paid" and shall be bid accordingly.
9. Bidder agrees to accept Visa/MasterCard Purchasing Card and/or virtual card payments for invoices in place of a check for all invoices.

This is **BID #2606**. Time and date bid must be in: 10:00 a.m Tuesday October 27, 2026
Hour Day Date

You are invited to quote prices on goods described herewith.

Prices quoted must include delivery to: As Specified
Location

The Tuscaloosa County School Board reserves the right to make an award on an item per item basis, group per group basis or on the whole to the bidder that offers the overall best price for all items specified and that is in compliance with the general and technical specifications as solely determined by the Tuscaloosa County Board.

Goods are to be delivered by: within 15 days of bid acceptance
Date

TUSCALOOSA COUNTY BOARD OF EDUCATION

BID # 2606

The Tuscaloosa County Board of Education request that you ("Contractor") submit a bid that will provide copiers pursuant to the specifications and requirements in these Bidder Information materials

This bid consist of INVITATION, GENERAL AND SPECIAL INSTRUCTIONS, AND SPECIFICATION. We understand that a company officer's signature is required, unless this has been done, our "Bid" will be considered incomplete and rejected therefore.

We, I, the undersigned do hereby understand and accept the instructions and conditions under which this quotation is being submitted.

Company: _____

Representative Signature: _____

Printed Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Office: _____ Cell: _____

Email Address: _____

Date: _____

*******This Form Must Be Completed and Returned*******

SECTION I

GENERAL INSTRUCTIONS

Bid must be received on or before date and time stated. The Board of Education reserves the right to reject any and all bids and to waive any and all formalities. While it is the intention of the Board of Education to lease all items listed the right is reserved to omit any item necessary to bring the total cost within budget provisions.

- 1) **Correction of Mistakes:** All quotations must be in ink or typewritten. NO erasures permitted. Mistakes must be crossed out and corrections inserted adjacent. Corrections must be initialed in ink by the person signing the quotation.
- 2) **Signature on Invitation:** "Invitation to Bid" shall be signed with the firm or corporate name and by an officer.
- 3) **Return Instructions:** Bidder must use the Bid form without alterations. Print a copy of the pages with *******This Form Must Be Completed and Returned******* and return in a sealed envelope with the bid # clearly written on the outside.
- 4) **Pricing:** Unit price preschool will prevail in case of conflict between unit and total price. Unit price shall include total for equipment plus all accessories as per specifications.
- 5) **Method of Award:** Award shall be made on bottom line basis, in a manner which will best serve the interest of the Tuscaloosa County Schools, recognizing that the best interests of the schools includes dealing fairly with all bidders.
- 6) **Terms:** All items listed are to be charged to the Tuscaloosa County Board of Education, PO Box 2568, Tuscaloosa, AL 35403. Invoice date to be determined by the date of delivery unless otherwise agreed.
- 7) **Payment Schedule:** Board of Education will make payment between the 15th and 20th of the following month after installation.
- 8) **Do Not Combine Items:** Quote on each item separately. Prices must be stated in units specified hereon. Each item must be considered separately and not in combination with other items. (unless otherwise specified on Invitation to Bid)
- 9) **Delivery FOB Destination:** It is understood that the bidder agrees to deliver FOB Destination, to location as indicated in specification. All costs for delivery, drayage or freight for the packing or unpacking of said articles, are to be borne by the bidder.
- 10) **Complying With Specifications:** All materials furnished must be in conformity with the specifications and will be subject to inspection and approval by the Board of Education after delivery. The right is reserved to reject and return at the risk and expense of the dealer such portion of any shipment which may be defective or fail to comply with specifications without invalidating the remainder of this order. If rejected, it will be held for disposition at the expense and risk of the dealer. Dealers will be required to replace that defective portion of an order according to specifications without additional cost to the Tuscaloosa County Board of Education. This contract shall be governed in all respect to validity, construction, capacity, performance, or otherwise-by the laws of the State.
- 11) **Guarantee:** Each bidder, by presenting a bid under these specifications, binds himself to make positive that all goods or services are fully up to the standards set by the specifications. Should it be discovered with a reasonable period of time from date of contract that goods or services are not up to standard, the Board of Education shall have the right to have such goods or services replaced by others conforming to the standard requirements and the entire expense shall be borne by the bidder.
- 12) **Correctness of Quotations:** Vendors shall verify their quotation before submission, as quotation cannot be withdrawn after public opening. No bid can be corrected after being opened. The Board of Education will not be responsible for errors or omissions on bids.

- 13) **Delivery Schedule:** The successful bidder shall deliver the articles named in the specifications by delivery date as specified on the invitation to bid. Upon failure of the successful bidder to deliver all of the items ordered within the time set or allowed, the successful bidder will be considered in default.
- 14) **Standard Contract Conditions:**
- A.** This contract shall be governed in all respects to validity, construction, capacity, performance, or otherwise by the laws of the State.
 - B.** Modifications, additions, or changes to the terms and conditions of this invitation to Bid may be cause for rejection of a bid. Bidders are requested to submit all bids on the school district's official forms. Bids submitted on company forms may be rejected.
 - C.** By his signature on the face of this document, a bidder certifies that his bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud.
 - D.** The bidder certifies that he understands collusive bidding is a violation of Federal law and can result in fines, prison sentences, and civil damage awards. He further agrees to abide by all conditions of this bid and certifies that he is authorized to sign this bid for the bidder.
- 15) **Fiscal Funding:** If the purchase order for the items covered by this proposal has not been issued by September 30th of the current Fiscal year, it should be understood that purchases in the next Fiscal year are conditional on receipt of Federal and/or State Funds. In the event of the discontinuance or a decrease in Federal and/or State Funds, the Board of Education reserves the right to decrease the quantities and/or delete items.

SECTION II

SPECIAL INSTRUCTIONS

1. **Start-Up:** The bidder shall indicate in Section IV the name of company, agent, address and phone number of the party responsible for checking operation of equipment after final installation. If installation by party other than bidder, the Board of Education shall be responsible for notifying specified agent, that the equipment is ready for start-up inspection. All start-up inspections shall be completed within 10 working days of notification. Failure to provide this information will be considered reason for rejection of bid. A written report of results of start-up inspection shall be provided school district by agent listed in Section IV.
2. **Demonstration:** All equipment with movable parts shall be demonstrated to school district employees responsible for operation and care of equipment. Bidder shall indicate in Section IV the name of company, agent, address and phone number of party responsible for demonstration. The Board of Education shall be responsible for notifying agent that equipment has been installed and start-up has been completed.
3. **Demonstration shall be provided within ten working days of notification.** Demonstration shall be conducted at a time agreeable to the school district at the site of actual equipment installation. Failure to provide this information will be considered reason for rejection of bid.
4. **Factory Authorized Service Agents:** The bidder shall indicate in Section IV the name, address and phone number of a factory authorized service agency shall be located within 250 miles of installation site. Providing this information is in addition to the dealer services required in No. 3 above. A written statement from the manufacturer shall be attached to the bid indicating that this agent is authorized to service their equipment.
5. **Codes:** All equipment must be constructed in accordance with the National Sanitation Foundation Code. All equipment must be listed and approved, where applicable, for U.L., AGA and local building codes. All food service equipment must bear the applicable.
6. **Manuals:** The Board of Education shall be provided three (3) copies of use/case manuals and illustrated parts list for all equipment with movable parts. These manuals shall be provided within ten days of installation. A schematic diagram must be furnished.
 - A. Successful bidder shall be responsible for disconnection and removal of all equipment identified and awarded on trade-in basis.
 - a) The Tuscaloosa County Board of Education will be responsible for removal of all other existing equipment prior to schedule installation date for new equipment.
7. **Assembly:** All equipment is to be uncrated, assembled, set in place, and made ready for final connections. All debris accumulated with the delivery of equipment shall be removed. Food service equipment is to be cleaned and submitted for inspection in first class condition.
8. **Installation:** Will be the responsibility of the electrical, gas, and installer contractors.
9. **Specifications:** Written description in the specification will prevail in case of conflict between written description and model number.
10. **Alternative Bids:** Bidders shall submit only one (1) bid per item specified.
11. Each contractor shall furnish their own Liability insurance. Tuscaloosa County Board of Education will NOT be liable for occurrences.
12. If you have any questions about bid specifications, procedures or method of award **contact Kaci Clements, Purchasing Assistant, at 205-342-2722.**

Delivery Requirements: Coordinate Delivery with **John Hooper, Director of Transportation** or **Charlie Price, Parts Clerk.**

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about –
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted –
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

Check () if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Par 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

.....

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

*****This Form Must Be Completed and Returned*****

AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE

In compliance with, Sections 31-13-9 (a) and (b) of the Alabama Code, this Affidavit of Alabama Immigration Compliance must be completed and signed by an officer or owner of a contractor or grantee as a condition for the award of any contract by a local school board ("the Board") or by the Alabama Department of Education (ALSDE) to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from the State of Alabama, a political subdivision of the State of Alabama, or any public funded entity (including a local school board). Please complete either Part I (if you do not employ one or more employees in the State of Alabama) or Part II (if you do employ one or more employees in the State of Alabama). Part II must be notarized as well.

PART I - (COMPLETE IF YOU DO NOT EMPLOY ONE OR MORE EMPLOYEES IN ALABAMA)

I certify in my capacity as _____ (your position) for _____ (name of contractor or grantee), that Contractor or Grantee does not employ one or more employees in the State of Alabama.

Signature

OR

PART II - (COMPLETE IF YOU DO EMPLOY ONE OR MORE EMPLOYEES IN ALABAMA)

State of Alabama:

County of _____:

Before me, a notary public, personally appeared _____ (print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as _____ (your position) for _____ (name of contractor or grantee), said Contractor or Grantee does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, Contractor or Grantee affirms that it is providing notice to its subcontractors of their Alabama Immigration Compliance obligations.

I further attest that said Contractor or Grantee is enrolled in the E-Verify program and attached to this Affidavit is our E-Verify Memorandum of Understanding confirming such program enrollment.

I have read this Affidavit and swear and affirm that it is true and correct.

Signature of Affiant

Sworn to and subscribed before me this ____ day of _____, 20____.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

Signature and Seal of Notary Public

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BIDDER AFFIDAVIT AND WARRANTY

The undersigned bidder warrants, represents and agrees that each of the following is true and correct in connection with **BID # 2606- Transportation Parts**.

- (a) it has not colluded with any other bidders;
- (b) it has not, directly or indirectly, induced any other bidder to submit a sham bid or to refrain from making a bid;
- (c) it has not paid, agreed to pay or offered any party or person (including, but not limited to, any employee or official of the Board (whether elected or appointed), either directly or indirectly, any money, a rebate, percentage of contract, or other thing of value as an inducement, or intended inducement, in the procurement of the Contract for assistance or aid rendered to or to be rendered in attempting to procure or be awarded the Contract contemplated in this Bid;
- (d) it understands that, if any employee or any official of the Board (whether elected or appointed), shall take, receive or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or other thing of value from the Contractor as an inducement, or intended inducement, in the procurement of the Contract, or the giving of business with the Board that such conduct may constitute a crime that subjects that employee, official of the Board and the Contractor (or its representatives) to punishment or a fine in accordance with state and/or federal law;
- (e) all the information contained in the response to the bid is true and correct; and
- (f) the Board may rely on information submitted in awarding the subject Contract.

Name of Firm or Company Submitting Bid

By: _____
Signature of Bidder Representative

Printed Name: _____

Its: _____
Title

Date: _____

Sworn to and subscribed before me on this _____ day of _____ 2026.

Notary Public

Commission Expiration Date

*****This Form Must Be Completed and Returned*****

Bid #2606
TRANSPORTATION PARTS
Contract Bid Response Form

\$ _____ Total Bid

BID RESPONSE PREPARED BY:

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

Please return your bid in sealed envelope with the bid number clearly written on outside.

The Tuscaloosa County Board of Education reserves the right to reject any or all bids.

If you have any questions, please **contact Sherry Langley, Chief School Financial Officer at 205-342-2767.**

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Parts Quote for Bid

Part Numbers	Description
2515681C91	Door Motor
2236822C1	Seat Belt
3612573C93	Engine Cover
3577047C2	Hood Support
1875784C93	ICP Sensor
513596C92	Air Valve
5587013	EGR Valve
2587218C1	Actuator
2520685C1	Switch
3628797C1	Heater Cut off Valve