Invitation to Bid (ITB)

Grounds Maintenance Bid
Date: October 5, 2026

Grounds Maintenance Bids for Dothan City Schools Facilities Department will be received until 9:00 am, Monday, October 19, 2026 at the office of the Dothan Board of Education in Training Room I, 1665 Honeysuckle Road, Dothan, AL 36305, at which time they will be opened publicly and read. Bids turned in after this time will not be considered. Bid will be posted on the DCS website, available for review or pick up in the front office at 1665 Honeysuckle Road, and is also sent to each current vendor who has requested solicitation.

There will be NO pre-bid conference this year. Bidders are encouraged to thoroughly inspect all school sites to familiarize themselves with local conditions. Submission of a bid constitutes certification that the bidder has inspected the sites and accepts all existing operational conditions. If you have any specific questions you can email them to shgodwin@dothan.k12.al.us BEFORE Wednesday, Oct.14th at 10:00am and they will be answered and posted to website by Friday, Oct. 16th at 1:00pm. There will be no questions answered at the bid opening.

Section 1: Bidding Instructions & Compliance Requirements

- Current W-9
- Commercial Insurance Limits:
  - General Liability: $1,000,000 per occurrence / $1,000,000 aggregate.
  - Workers' Compensation: Alabama Statutory limits.
- City of Dothan Business License.
- Valid Horticultural Business License required for any chemical application.
- **Mandatory Background Checks:** Contractor must certify that all personnel assigned to DCS properties have cleared a criminal background check in compliance with DCS Board Policy (Policy 5.3) prior to entering campus during school hours or while students are present. Standard third-party or state/FBI criminal background checks are acceptable.
- **E-Verify Compliance:** Mandatory Alabama E-Verify Affidavit for public entity contracting.

Staffing & Operational Capacity Verification

Bidders must demonstrate sufficient personnel and equipment resources to fulfill all required grounds maintenance schedules across awarded properties without interruption. Bidders must submit a Staffing & Operational Capacity Statement with their proposal detailing:

- Total number of full-time and active part-time grounds maintenance employees currently on payroll.
- Dedicated crew size (number of personnel and designated crew leaders) assigned to handle Dothan City Schools properties.
- A plan for maintaining required service schedules during peak growing season or in the event of employee absenteeism, equipment breakdowns, or inclement weather delays.

Bids must be submitted on the official DCS Bid Form attached to this packet (also available on the DCS website and at the pre-bid meeting). Envelopes containing bids must be sealed and marked in the lower left corner with the bid number and current business license number clearly identified on the outside of the envelope.

Awards will be made by Grounds Bid Package (Section 1: North & West Zone; Section 2: South & East Zone) to the lowest responsible and responsive bidder meeting all published specifications. Each Section will be evaluated and awarded independently to the lowest responsible and responsive bidder for that section. Bidders may bid on Section 1, Section 2, or Both.

To be determined a "responsible bidder," vendor proposals must meet the following objective thresholds:

- **Experience:** Minimum of three (3) consecutive years in active commercial, municipal, or educational grounds maintenance.
- **References:** Provide three (3) verifiable commercial, governmental, or educational references demonstrating comparable project scope. Comparable commercial accounts (e.g., large commercial complexes, homeowners associations) are fully acceptable.
- **Capacity:** Verification of adequate dedicated equipment and staffing as outlined in the Staffing & Capacity Affidavit.
- **Performance Record:** No formal contract terminations for cause or un-cured defaults on public or commercial grounds contracts within the past thirty-six (36) months.

Determination of Non-Responsibility: If the Board tentatively determines that the lowest price bidder is non-responsible, written notice detailing the specific factual basis will be issued to the bidder. The bidder will have two (2) business days to submit written rebutting evidence prior to final Board award determination.

Bidders must submit a completed Staffing & Operational Capacity Statement with their proposal. DCS reserves the right to request redacted payroll summaries or conduct pre-award site/ equipment inspections to confirm operational capacity prior to award. All proprietary staffing data submitted shall be maintained as confidential commercial records to the extent permitted by Alabama law.

Section 2: Scope of Work & Seasonal Frequency

Service Type	March – September (Peak)	October – February (Off-Peak)	Specifications
Mowing & Turf Care	Every 10 Days (~21–22 visits)	Once a Month (5 visits)	Maintain Bermuda at 1.5–2.5" and Centipede at 2.0–2.5". Maintain sharp blades; string-trim around all structures and fence lines.
Edging & Trimming	Every 10 Days	Monthly	Mechanical edging of all curb lines, sidewalks, tracks, building perimeters, and bed edges during every mowing visit.
Hardscape Debris Clean-up	Every 10 Days	Monthly	Blow clean all sidewalks/walkways, breezeways, parking areas, tracks, and entrance zones immediately following mowing operations.
Pre-Mow Trash Sweep	Every 10 Days	Monthly	Complete grounds sweep for trash, limbs, and loose debris prior to launching mower decks to prevent projectile hazards.

Section 3: Grounds Maintenance Specific Constraints

Contract Term: Initial Term January 1, 2027 – December 31, 2028 (Optional 1-Year Renewal through Dec 31, 2029)

Operational Hours: No mowing or heavy power equipment operation during student arrival (7:00 AM – 8:00 AM) or dismissal (2:30 PM – 3:30 PM). Weekend/after-school service is preferred for elementary zones. (There will be some adjustments sent out during our Testing Schedules as well during the school year)

Safety Barriers: Equipment must shut down immediately when students or staff pass within 50 feet of the active work zone.

Trash Pick-Up: Entire site must be cleared of litter, limbs, and hazards prior to launching mowing decks to prevent flying debris.

Specifics:
This bid is to provide mowing for the entire grounds – including inside all HVAC fenced enclosures (except for sport areas specifically defined at DPA/DHS). Standard weed eating practices to include inside fenced chiller areas, edging walkways/curbs/fence lines and blowing off debris. Vendors will be responsible for providing their own lock for gates available for access. Contractor shall furnish all labor, equipment, supervision, fuel, and materials necessary to perform comprehensive grounds maintenance, turf management, edging, weed-eating, and debris removal for the properties listed.
*Pruning shrubs, pine straw and weeding flowerbeds will be outside the scope of this bid. Any such work will be contracted separately by each school administrator.

Special Areas / Mowing Equipment:
In addition to the above-mentioned areas the following courtyards will be mowed and edged on the above-mentioned schedule as well: Beverlye Intermediate School, DC Early Education/ Central Office, Head Start Pre-School Center, and Selma Street Elementary School. Weeds may be sprayed in the rocked courtyard/HVAC fence areas only if you can provide the valid horticultural business license. The interior courtyards at Beverlye/DCEEC/Central will be cut with push mowers and weed-eaters – no riding lawnmowers allowed in these areas.

Official boundary maps are provided in the bid set to help define the definitive scope for athletic zones. A pre-start walkthrough will be conducted with Admin/Facilities/Athletic Director solely for physical orientation prior to the start of the contract. (Dothan Preparatory - The football field inside the track at DPA is NOT included in this contract. Both endzones from both goalposts to the track ARE INCLUDED, around the Terry Collins Complex and the backside of the track to the fence ARE included in this contract. Dothan High – The practice field inside the track is NOT included in this contract. The hill beside tiered seating at the softball field is NOT included. The small hill beside the football turf field at the back of Fine Arts is NOT included. Band practice Field is NOT included. The baseball and softball playing field is NOT included. The small hill in front of Boys Athletic Complex is NOT included.)

For safety purposes, no bush hogs will be allowed on school properties. Due to irrigation systems, no large tractors are allowed at Hidden Lake, Highlands, and Slingluff. Functionally equivalent equipment/methods are acceptable if they meet turf height and safety specs without irrigation risk. The awarded vendor(s) will be responsible for any damages incurred to vehicles or school property by flying objects from their mowing/edging equipment.

Payment for Services:
Awarded vendors will be issued a Purchase Order. Invoices must be submitted upon completion of each scheduled maintenance service using the DCS Standard Grounds Inspection Checklist. The site administrator or designated Facilities representative shall verify completion against the published scope of work within twenty-four (24) hours.

In the event of incomplete or deficient service (e.g., missed edging, missed trash sweep), the Facilities Department will notify the contractor in writing. The contractor shall have forty-eight (48) hours from notice to cure the cited deficiency. Unsatisfactory performance that is uncured may result in a proportional deduction from the invoice or contract default proceedings pursuant to Ala. Code § 16-13B-7(a).

In the event an awarded vendor resigns, surrenders the contract, or fails to comply with the terms and conditions of the award prior to the end of the contract term, the vendor must provide at least thirty (30) days written notice to the Facilities Department. Pursuant to Ala. Code § 16-13B-7(a), upon receipt of written notice of default or resignation, the Dothan City Board of Education reserves the right to immediately terminate the award and award the remaining contract term to the next lowest responsible bidder who submitted a bid under this ITB, at their original bid pricing, or re-solicit bids if deemed to be in the best interest of the Board.

The bid will become effective January 1, 2027 and will be accepted for two years with the option to extend the contracts at the Board’s discretion for an additional year. The renewal would use the original bid pricing.

Required Vendor Submittals

1. Completed DCS Bid Form
2. W-9
3. Proof of General Liability Insurance and business license
4. Staffing & Operational Capacity Statement (including current employee count and dedicated crew structure)
5. Three (3) verifiable commercial, governmental, or educational references demonstrating comparable project scope
6. Signed certifications contained in this ITB

1. E-Verify Certification

The successful vendor shall certify compliance with Alabama's immigration laws and participation in E-Verify if required by law.

Authorized Signature: _____ Date: _____

2. Non-Collusion Affidavit

The undersigned certifies that this bid has been made independently and without collusion, fraud, or unlawful agreement with any other bidder.

Authorized Signature: _____ Date: _____

3. Conflict of Interest Disclosure

Vendor shall disclose any actual or potential conflicts of interest involving Dothan City Schools, Board members, or employees.

Disclosure: _____

4. Insurance Requirements

General Liability Insurance
Workers' Compensation (if applicable)

5. DCS Vendor Minority Questionnaire

(Grounds Maintenance Bid 2026)
Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to shgodwin@dothan.k12.al.us as soon as possible. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list, as we are now required to provide this information to the State Department.

Vendor Name: _____
Address: _____
Phone #: _____
Is the company minority owned?: _____ Yes _____ No
Is the company owned by: _____Male _____ Female _____Both
Is the company incorporated _____Yes _____ No
Ethnicity of Ownership:

_____ Asian American
_____ American Indian
_____ Black
_____ Disabled
_____ Hispanic
_____ Other (Please specify)

Signature: _____
Print Name: _____
Title: _____ Date: _____

6. Signature Page

Company: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Grounds Bid Packages

Section 1: North & West Zone

- Kelly Springs Elementary
- Morris Slingluff Elementary
- Dothan High School / Dothan Tech Center
- Dothan 6th Grade Center
- Girard Elementary
- Highlands Elementary
- DCS Central Office / Early Education Center
- DCS Bus Transportation Department

Section 2: South & East Zone

- Wilson Street
- Carver 9th Grade Academy
- Faine Elementary
- Headstart Preschool
- Heard Elementary
- Selma Elementary
- Carver Math, Science and Technology
- Dothan Prep Academy
- Beverlye Intermediate
- Hidden Lake Elementary

Bidders may submit proposals for Section 1, Section 2, or Both Sections. Each section will be evaluated and awarded as an independent contract to the lowest responsible and responsive bidder for that section.

OFFICIAL DCS BID FORM

BID # 8325-10

DOTHAN CITY SCHOOLS
1665 Honeysuckle Road; Suite One
DOTHAN, AL 36305

The undersigned bidder declares that he has read and understands the ADVERTISEMENT FOR BIDS:

GROUNDS BID PACKAGES	COST PER MOWING
SECTION ONE	
Kelly Springs Elementary	$
Morris Slingluff Elementary	$
Dothan High School / Dothan Tech Center	$
Dothan 6th Grade Center	$
Girard Elementary	$
Highlands Elementary	$
DCS Central Office / Early Education Center	$
DCS Bus Transportation Department	$

GROUNDS BID PACKAGES	COST PER MOWING
TOTAL COST for Section One	$
SECTION TWO	
Wilson Street	$
Carver 9th Grade Academy	$
Faine Elementary	$
Headstart Preschool	$
Heard Elementary	$
Selma Elementary	$
Carver Math, Science and Technology	$
Dothan Prep Academy	$
Beverlye Intermediate	$
Hidden Lake Elementary	$
TOTAL COST for Section TWO	$

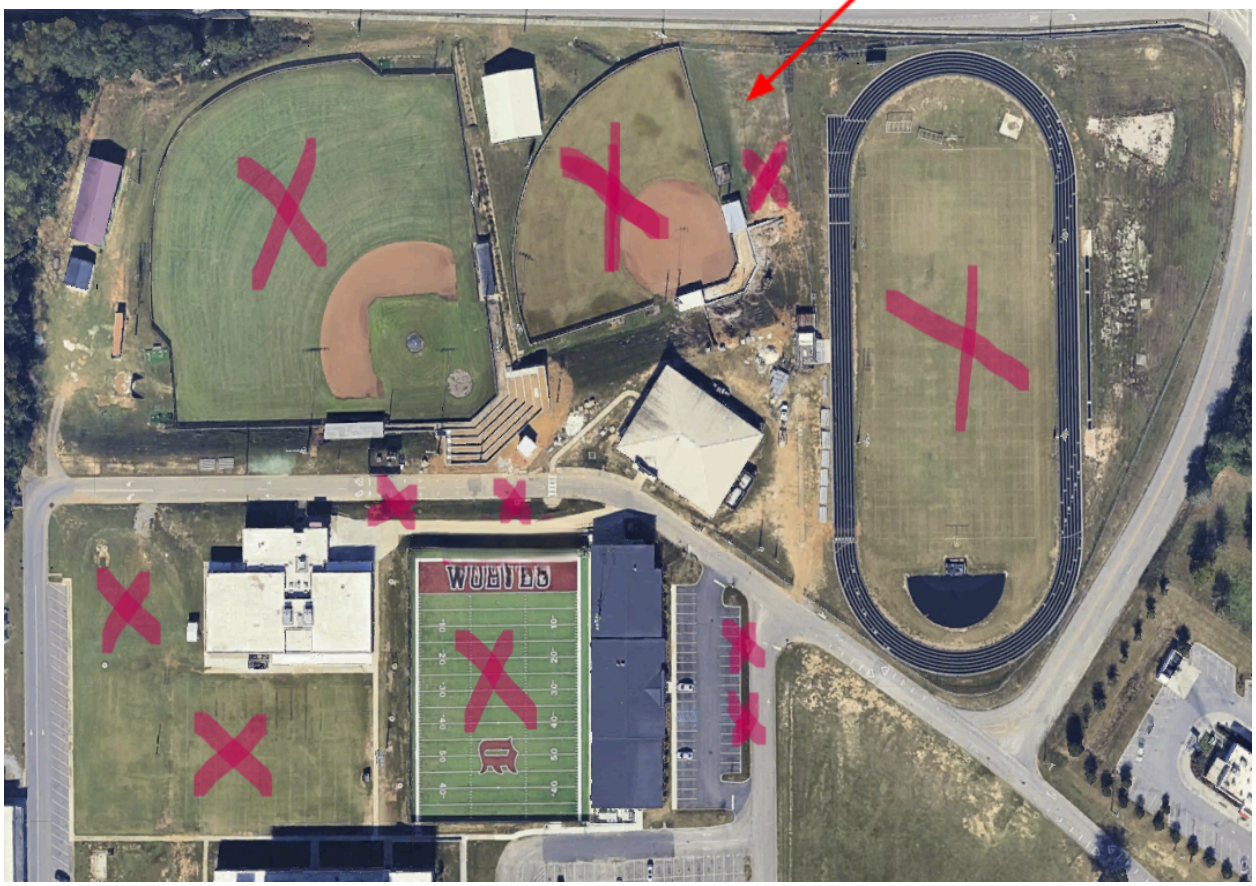
Bidders may submit proposals for Section 1, Section 2, or Both Sections. Each section will be evaluated and awarded as an independent contract to the lowest responsible and responsive bidder for that section. Prices must be itemized per campus as detailed above.

PRICES QUOTED ON THE ABOVE ITEMS WILL REMAIN FIRM FOR TWO YEARS FROM DATE OF BOARD APPROVAL. The Board reserves the right to terminate the contract upon thirty (30) days written notice due to loss of funding, proration, school closures, or non-performance.

Business Name:

DOTHAN HIGH SCHOOL

Do not cut the area on hill where grasses are planted



DOTHAN PREPARATORY ACADEMY

