



**AUTAUGA COUNTY BOARD OF EDUCATION
OFFICE OF THE SUPERINTENDENT**

Excellence in Education

**SPENCE AGEE
SUPERINTENDENT**

**PEST CONTROL MAINTENANCE BID #2019-01
BID INSTRUCTIONS AND SPECIFICATIONS**

The Autauga County Board of Education will accept sealed bids until **10:00 a.m.** on **December 7, 2018** for pest control services as specified herein. The bid sheet and other required documents may be mailed or delivered to the Autauga County Board of Education. The required **sealed** envelope should be addressed as follows:

Autauga County Board of Education
Attn: Laura Atchison, Secretary to the Superintendent
153 West Fourth Street
Prattville, Alabama 36067
SEALED BID #2019-01: Pest Control
TO BE OPENED: December 7, 2018

The **bid opening** will be held at **10:00 a.m.** on December 7, 2018 inside the boardroom of the Autauga County Board of Education.

The duration of this contract shall be **from January 1, 2019 through December 31, 2019**. The Board of Education reserves the right to extend this contract for four (4) additional twelve (12) month periods. Any contract extension is contingent upon written approval of both the contractor and the Autauga County Board of Education.

School Specifications for Pest Control

1. School visits must be scheduled between 2:45-3:45.
2. Sign in/out is required at all schools. The pest control binder will also list any issues that need to be addressed since last visit.
3. Principal or designee must be present to allow technician into all areas of the school that may be locked.
4. During summer months, the technician must contact principal or designee to schedule the visit.
5. Visits are to be scheduled monthly. Technician needs to be sure it has been a month in between visits.
6. Service specifications include the extermination and effective control of ants, rats, mice, roaches, spiders and water bugs.
7. Technician will respond within 24 hours to call backs and will re-spray problem areas within 48 hours of notification of the problem. This repeat spraying will be performed at no charge.
8. Requests for emergency treatment will be performed within 24 hours.
9. Invoices must be submitted to principal or designee upon completion of service.

Child Nutrition Specifications for Pest Control

1. Cafeteria visits must be scheduled between 1:30-2:30.
2. Sign in/out is required at all cafeteria locations. The pest control binder will also list any issues that need to be addressed since the last visit.
3. Manager or designee must be present to allow technician into cafeteria areas that may be locked. School personnel may not let technicians in unless it is discussed with manager prior to visit.
4. Technician **must always** get signature on invoice of cafeteria personnel. An unsigned invoice **will not** be paid.
5. During summer months the awarded vendor **must contact** cafeteria manager before visit and schedule a visit. If the manager cannot be contacted, the vendor will need to contact the Child Nutrition Office at 334-361-0805. If no one is contacted and an invoice is sent in, it **will not** be paid.
6. Awarded vendor must supply Material Safety Data Sheets of all products used.
7. Visits are to be scheduled monthly. So, when scheduling vendor needs to be sure it has been a month in between visits.
8. If initial visit requires a revisit, awarded provider will provide the revisit at no charge.

GENERAL SCOPE

- A. All bids shall be returned on the bid sheet provided by the Autauga County Board of Education.
- B. All bid forms shall be signed and dated by the vendor. If not signed and dated, it will be considered as non-responsive to the bid request. Two (2) non-responsive bid requests will result in a vendor being removed from Autauga County Board of Education's vendor list.
- C. The Autauga County Board of Education believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and is committed to nondiscrimination because of race, creed, color, sex, age, national origin, or religion.

BID AWARD

- A. The Autauga County Board of Education reserves the right to accept or reject any or all bids.
- B. The award will be made in accordance with Code of Alabama 1975 Section 41-16-50.
- C. The decision of the Autauga County Board of Education will be final.
- D. The Autauga County Board of Education may not award on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, terms of payment, transportation, dates of delivery, past service, and experience are among the factors that may be considered in determining the responsive/responsible bidder.
- E. In the event the low bidder(s) refuses to accept the entire requirements without deviation, their bid will then be considered non-responsive. After refusal by the first bidder, the bid may be awarded to the next lowest bidder if next lowest bidder satisfies item D.
- F. Specifications are written as if in full detail. Use of specific names and numbers is not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size, and quality of materials, products, service or equipment consideration best adapted to the Board's intended use.
- G. Vendors shall bid on all items within the specified group/category. It is the intent of the Autauga County Board of Education to award the bid by groupings/categories or as a total package bid award; however, the Board reserves the right to award the bid in any manner which will best serve the interest of the Autauga County Board of Education.

PRICING

- A. Prices are to be quoted by the “unit” indicated on the face of the bid sheet.
- B. Prices are not to exceed two (2) decimal places.
- C. The bidder offers and agrees to furnish all items upon which prices are quoted, at the price set opposite each item, in the quantity as stated on the bid, and delivered to the various locations in units ordered.
- D. The Autauga County Board of Education reserves the privilege to rebid or renegotiate any item(s) if price(s) are beyond amount anticipated or if negotiations are unsatisfactory.
- E. Firm prices shall be bid and include all packing, handling, shipping charges, and delivery to the destination shown.
- F. In the event of extension error(s), the unit price will prevail and the bidder’s total offer will be corrected accordingly. In the event of addition error(s), the bidder’s total will be corrected accordingly. Bidders must check their proposal for any such errors and state the discount(s) in the proposal where applicable. Failure to do so will be at the bidder’s risk.
- G. The Autauga County Board of Education is tax exempt from all tax (Tax ID 63-6000743). This statement is in no way to be construed as relieving the seller or contractor from their tax obligation.

PAYMENT

- A. All copies of invoices shall be legible and uniform in size. Successful bidders shall indicate by marking on invoices any merchandise ordered but not delivered.
- B. Each invoice shall have an authorized signature by the contact person of the location to certify completion of service.
- C. Invoices shall be issued monthly.
- D. Payment of invoices is the responsibility of the administrator of each location. Payment of invoices shall be made no later than the last day of the month if invoice is received by the 15th of the month.

CANCELLATIONS

- A. No item in the bid is to be canceled without prior consent of the Autauga County Board of Education.

SPECIAL REQUIREMENTS

*Requirement A must be returned with Bid Sheet for Bid Opening.

- A. Proof of compliance with HB 56: Alabama Immigration Law by completing and submitting the following documents:
 - Notarized **Affidavit of Immigration Law Compliance***
 - Signed **Notice of Alabama Immigration Law Compliance Requirements*** which contains contractual provisions
 - **E-Verify Memorandum of Understanding** is required if you complete PART II on the Affidavit of Immigration Law Compliance. Please visit www.uscis.gov/e-verify to complete this enrollment.

Also, you must obtain from each subcontractor a notarized **Affidavit of Immigration Law Compliance-Subcontractor*** for your records. This is not to be turned into the Autauga County Board of Education.

*These documents can be accessed online at www.acboe.net. Select “*Business & Finance*”, followed by “*Forms & Procedures*”, then “*Finance Forms*”. The packet is entitled ‘*Affidavit of Immigration Law Compliance*’.

- B. The Autauga County Board of Education reserves the right to purchase any items and services inadvertently omitted, from the vendor who is awarded a particular category.
- C. The Autauga County Board of Education reserves the right to cancel the contract or any category at any time without penalty if service and quality is unsatisfactory in continuation of the contract or category is determined to be inconsistent with the best interests of the Autauga County Board of Education.
- D. IF APPLICABLE: All contractors submitting proposals for service type and/or construction type contracts, shall provide a copy of Autauga County and all required State of Alabama license(s) with the bid sheet.
- E. IF APPLICABLE: All proposals shall include Autauga County Business License number or other applicable Alabama county license number and all required State of Alabama license numbers.
- F. The Autauga County Board of Education assumes no legal liability to purchase items or services under any contract until funds are appropriated for that particular fiscal year.

AUTAUGA COUNTY SCHOOLS

Prattville Kindergarten School (K)

Jodi Womble, Principal
338 First Street
Prattville, AL 36067
(334) 361-3890 – Fax: (334) 361-3891
jodi.womble@acboe.net

Prattville Primary School (1-2)

Holly McNider, Principal
216 Wetumpka Street
Prattville, AL 36067
(334) 365-6277 – Fax: (334) 365-0116
holly.mcnider@acboe.net

Prattville Elementary School (3-4)

Felissa Clemons, Principal
134 Patrick Street
Prattville, AL 36067
(334) 361-3885 – Fax: (334) 361-3835
felissa.clemons@acboe.net

Prattville Intermediate School (5-6)

Hosea Addison, Principal
1020 Honeysuckle Drive
Prattville, AL 36067
(334) 361-3880 – Fax: (334) 361-3884
hosea.addison@acboe.net

Daniel Pratt Elementary School (1-6)

Donna Finch, Principal
420 Harvest Loop Road
Prattville, AL 36066
(334) 361-6400 – Fax: (334) 358-2393
donna.finch@acboe.net

Prattville Junior High School (7-8)

Janice Stockman, Principal
1089 Martin Luther King Jr Drive
Prattville, AL 36067
(334) 365-6697 – Fax: (334) 361-3870
janice.stockman@acboe.net

Prattville High School (9-12)

Brock Dunn, Principal
P. O. Box 680810 (Zip: 36068)
1315 Upper Kingston Road
Prattville, AL 36067
(334) 365-8804 – Fax: (334) 358-0011
brock.dunn@acboe.net

Pine Level Elementary School (K-5)

Christen Harry, Principal
2040 Highway 31 North
Deatsville, AL 36022
(334) 358-2658 – Fax: (334) 358-2309
christen.harry@acboe.net

Marbury Middle School (6-8)

Jerome Barrington, Principal
210 County Road 20 East
Marbury, Alabama 36051
(334) 365-3522 – Fax: (205) 755-3168
jerome.barrington@acboe.net

Marbury High School (7-12)

Lyman Woodfin, Principal
2360 Highway 31 N.
Deatsville, AL 36022
(334) 387-1910 – Fax: (334) 387-1920
lyman.woodfin@acboe.net

Autaugaville School (K-12)

Susan Butts, Principal
2708 Dutch Bend Street
Autaugaville, AL 36003
(334) 365-8329 – Fax: (334) 365-8043
susan.butts@acboe.net

Billingsley School (K-12)

Gregory Pittman, Principal
2446 County Road 77
Billingsley, AL 36006
(205) 755-1629 – Fax: (205) 755-1633
gregory.pittman@acboe.net

Technology Center

Deana Goodwine, Supervisor
1301 Upper Kingston Road
Prattville, AL 36067
(334) 361-0258 – Fax: (334) 361-3839
deana.goodwin@acboe.net

Second Chance Alternative School

Darryl Pickett, Principal
819 Cardinal Lane
Prattville, AL 36067
(334) 361-3833 – Fax: (334) 361-3834
darryl.pickett@acboe.net

Central Office

Spence Agee, Superintendent
Tisha Addison, Director of Student
Services/Secondary Supervisor
153 W Fourth Street
Prattville, AL 36067
(334) 365-5706 – Fax: (334) 361-3828
tisha.addison@acboe.net

Special Education**Central Office Annex**

Amy Tucker, Supervisor
127 West Fourth St
Prattville, AL 36067
(334) 361-3843 – Fax: (334) 365-1672
amy.tucker@acboe.net

Transportation Department

Neil Messick, Supervisor
202 Hughes Street
Prattville, AL 36067
(334) 361-3897 – Fax: (334) 361-3823
neil.messick@acboe.net

Chapter One Center

Rachel Surles
131 Washington Street
Prattville, AL 36067
(334) 361-3840 – Fax: (334) 361-3842
rachel.surles@acboe.net

**PEST CONTROL SERVICES
BID FORM**

<u>Facility</u>	<u>Monthly Fee all areas other than kitchen/lunchroom</u>	<u>Monthly Fee (kitchen/lunchroom area)</u>
Prattville Primary School	_____	_____
Prattville Kindergarten School	_____	_____
Prattville Elementary School	_____	_____
Prattville Intermediate School	_____	_____
Prattville Junior High School	_____	_____
Prattville High School	_____	_____
Central Office	_____	NA
Area Technology Center	_____	NA
Autaugaville School	_____	_____
Billingsley School	_____	_____
Marbury Middle School	_____	_____
Marbury High School	_____	_____
Alternative School	_____	NA
Special Education Department	_____	NA
Chapter I Department	_____	NA
Daniel Pratt Elementary School	_____	_____
Pine Level Elementary School	_____	_____
Transportation Department	_____	NA
SUBTOTAL	_____	_____

TOTAL MONTHLY BID FOR KITCHEN/LUNCHROOM & ALL OTHER AREAS _____

Company

Company Representative Signature