



Brenda Coley  
Superintendent

## RUSSELL COUNTY BOARD OF EDUCATION

506 14<sup>TH</sup> STREET  
PO BOX 400  
PHENIX CITY, AL 36868-0400  
TELEPHONE: (334)468-5540 FAX: (334)448-8314  
<https://myrcsd.org/>

*Kenneth Barnes  
Ruthie Carpenter  
Dillie Elliot  
Keith Mitchell  
Tommy Pugh  
Eugenia Upshaw  
Joseph Williams*

June 11, 2020

To Whom It May Concern:

RE: Invitation to Bid-**Bid #20-002**  
**Lawn Maintenance**

In compliance with the Alabama Bid Law, Act 2009-760, Alabama Legislature Session 2009, Russell County School District will be receiving sealed bids for the above referenced service according to the attached bid form. Sealed bids can be mailed or hand delivered but **MUST** be in the business office by 2:00 p.m. (EST) on July 7, 2020. The Business Office physical address is 506 14<sup>th</sup> Street, Phenix City, AL 36868. The official bid specifications and bid forms are enclosed.

There will be a mandatory pre-bid meeting to visit all sites on Wednesday, June 24 and Thursday, June 25 2020, at 10:00 A.M. EST at the Central Office Annex located at 91 Poorhouse Road, Seale, AL 36875. Bidders are required to attend one of the two dates. Bidders will travel to each campus to discuss scope of work. A map is provided in the enclosed bid specification package.

Russell County School District reserves the right to reject any and all bids. All bids are subject to board approval.

Thank you for your interest in providing these services.

Sincerely,

Cody Patterson,  
CSFO  
334-468-5544  
[pattersonc@russellcsd.net](mailto:pattersonc@russellcsd.net)

**RUSSELL COUNTY SCHOOL DISTRICT**  
**506 14<sup>th</sup> Street**  
**Phenix City, AL 36868**

**INVITATION FOR BIDS:**

- 1. All bidders should submit bids on the forms provided. Bids should be placed in a sealed envelope with “Bid #20-002 Lawn Maintenance, JULY 7, 2020, 2:00 P.M.” clearly marked on the outside of the envelope.**

**MANDATORY – pre-bid meeting on Wednesday, June 24 and Thursday, June 25 at 10:00 a.m. EST at the Central Office Annex located at 91 Poorhouse Road Seale, AL 36875. All bidders are required to attend one of the meetings.**

- 2. All bids shall remain in force for up to sixty days after the date of bid opening and may be accepted or rejected by the Owner at any time prior to the expiration of this period. Contract prices shall be for up to three years.**
- 3. All bidders are required to submit per cut prices for each campus on the bid.**
- 4. All prices submitted on the proposal are to be delivered prices to a specified location in the Russell County School District. Russell County School District is exempt from sales tax.**
- 5. All bidders shall base their proposals on the exact schedule of materials, services, and/or equipment specified herein.**
- 6. The Owner reserves the right to accept any or all items on any bidder’s proposal at the unit price submitted. The Owner reserves the right to reject any or all proposals and to waive technical errors if the best interest of the Owner will thereby be promoted. Winning bid subject to Board Approval.**
- 7. Prospective vendors should be licensed, bonded, and insured and shall provide evidence of such with their bid proposal. Evidence of liability and workers compensation insurance should be provided at Bid opening. Russell County School District should be listed as an “Additional Insured” upon contract signing.**
- 8. All bidders shall provide a copy of your business license.**
- 9. Vendor must be in compliance with E-Verify requirements (see attached). Documents must be signed and returned with bid package.**
- 10. Russell County School District will not be responsible for any paperwork, registration, or forms associated with “dealer specials”.**

**11. Scheduling for first and last cut of the season will be made based on weather. Mr. Jordan will contact vendor to begin and end mowing. If additional mowing is needed, vendor will be notified. This contract is effective for the mowing season beginning in summer of 2020. The contract can be extended up to the issuance of a new bid which will go out in February or March 2023, unless otherwise needed.**

**12. All questions should be directed to Tyrone Jordan at 706-527-8215.**

**ADDITIONAL REQUIREMENTS**

Bidder must use commercial style lawn and trimming equipment. Push mowers not acceptable except in small tight areas.

**Grass must be cut every 10 days in order to avoid excess grass piling up. Please ensure grass clippings are not piled up around walk areas and sidewalks are blown off.**

**Any damage which takes place on school property shall be reported immediately to the Principal on each campus or Mr. Jordan, if the principal is unavailable. Failure to report damage or continual incidences of damage to properties will result in termination of mowing contract.**

Current Number of Employees: \_\_\_\_\_

Type of Equipment Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCOPE OF SERVICE**

Provide mowing and trimming services every 10 days for the following campuses of Russell County School District. Bidder will also be expected to remove all limbs, twigs, and other debris before mowing which occur due to wind and storms. Grass needs to be removed from front entrances as cut in order to avoid tracking additional grass clippings into school facilities. All sidewalks on school property should be cleaned off prior to vendor leaving the premises.

**Fenced areas may be sprayed with grass and weed killer as long as it is a narrow path in order to aide with weed eating on all campuses.**

## Individual Campus

Location and Service

Cost Per Cut

- A. Dixie Elementary School  
4914 US Hwy 80 West  
Opelika, AL 36804

Mow all grass and trim around all buildings, trees, borders, fences, sidewalks, curbs and structures, and blowing off sidewalks and parking lots.

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- B. Ladonia Elementary School  
9 Woodland Dr  
Phenix City, AL 36869

Mow all grass and trim around all buildings, trees, borders, fences, sidewalks, curbs and structures, and blowing off sidewalks and parking lots.

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- C Mt. Olive Primary/Intermediate School  
454 State Hwy 165  
Fort Mitchell, AL 36875

Mow all grass and trim around all buildings, trees, borders, fences, sidewalks, curbs and structures, and blowing off sidewalks and parking lots.

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- D. Oliver Elementary  
77 Longview Street  
Seale, AL 36875

Mow all grass and trim around all buildings, trees, borders, fences, sidewalks, curbs and structures, and blowing off sidewalks and parking lots.

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- E. Russell County Middle School  
4716 Old Seale Hwy 431  
Seale, AL 36875

Mow all grass and trim around all buildings, trees, borders, fences, sidewalks, curbs and structures, and blowing off sidewalks and parking lots.

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F. Russell County High School  
4699 Old Seale Hwy 431  
Seale, AL

Mow all grass and trim around all buildings, trees, borders,  
fences, sidewalks, curbs and structures, and blowing off  
sidewalks and parking lots.

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G. Central Office Annex Campus  
91 Poorhouse Road  
Seale, AL 36875

Mow all grass and trim around all buildings, trees, borders,  
fences, sidewalks, curbs and structures, and blowing off  
sidewalks and parking lots.

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**Total price per cut for all properties combined**

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REFERENCES OF CURRENT CUSTOMERS (3)

*Not required by those currently providing service to Russell County School District*

Customer Name: \_\_\_\_\_

Contact Name and Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Contact Name and Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Contact Name and Number: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

(Do you texting on this number: \_\_\_\_\_ Yes \_\_\_\_\_ No)







By signing the information below, I agree that I have provided Russell County School District with all documents required in the bid package.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Schools in Russell County

Untitled layer

-  Dixie Elementary School
-  Ladonia Elementary School
-  Mount Olive Primary School
-  Oliver Elementary School
-  Russell County High School
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Russell County Middle School

