



**JEFFERSON**  
COUNTY SCHOOLS

Mrs. Carita Venable, *President* | Mr. Oscar S. Mann, *Vice President*  
Mr. Ronnie Dixon | Mr. Eddie Brown | Ms. Stephanie Floyd

Walter B. Gonsoulin Jr., Ph.D.  
*Superintendent*

April 3, 2024

**BIDS AND CONTRACTS DEPARTMENT**  
**Invitation to Bid #26-24**

SEALED BIDS WILL BE RECEIVED BY THE BIDS AND CONTRACTS DEPARTMENT,  
JEFFERSON COUNTY BOARD OF EDUCATION, 2100-18TH STREET SOUTH,  
BIRMINGHAM, ALABAMA 35209-1891 UNTIL:

**Wednesday, April 17, 2024 @ 3:00 p.m.**

AT WHICH TIME THE BIDS WILL BE OPENED AND READ PUBLICLY FOR PURCHASE  
AND DELIVERY OF:

**HVAC & Refrigeration Labor – Jefferson County Schools**

**RETURN ENTIRE COMPLETED PROPOSAL TO:** Bids and Contracts Department  
Jefferson County Board of Education  
2100 18<sup>th</sup> Street South  
Birmingham, AL 35209

IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDER TO MAKE CERTAIN THAT THE  
BIDS ARE RECEIVED IN THE BIDS AND CONTRACTS DEPARTMENT BEFORE THE  
SCHEDULED BID OPENING. ANY BIDS RECEIVED AFTER THE DESIGNATED DATE AND  
TIME, WILL NOT BE CONSIDERED. BIDDER MUST USE THIS FORM AND RETURN IN ITS  
ENTIRETY. *DO NOT RETURN SHEETS WHICH ARE "NO BID"*

**Outside of your bid envelope must be marked with the Bid number, date and time of bid opening, General Contractor's license number, if applicable**  
**(US MAIL, FEDERAL EXPRESS, UPS, ETC.).**

FOR FURTHER INFORMATION RELATED TO THE PRODUCTS OR PROJECT CALL:  
Lee Pody, Director of Support Operations Phone: 205-379-4600  
FOR FURTHER INFORMATION RELATED TO THE BID PROCESS CALL:  
Tracie Busby, Bids and Contracts Phone: 205-379-2215

Terms, conditions, and criteria applicable to bids and contracts awarded pursuant thereto:

## **SECTION I-GENERAL INFORMATION**

1. **General Criteria for Awarding Bids:** Bids shall be awarded to the lowest responsible bidder, taking into consideration the amount of the bid, grading rubric, the quality of commodities, goods or services proposed to be provided and their conformity with specifications, compatibility with existing services, material or equipment, the purpose for which the contract or order is to be awarded, terms of delivery (including date, point of delivery or pickup, and transportation charges), and other identifiable objective circumstances or considerations that reasonably reflect or evidence the bidders' ability to meet the requirements of the invitation to bid.
2. **Bid Process Governed by Law:** The process of bid solicitation and the awarding of bids and/or contracts based thereupon shall, in all respects, be governed and controlled by applicable law, any provision herein to the contrary notwithstanding.
3. **Eligibility:** Prospective bidders and contractors shall be properly licensed, certified, or registered with appropriate governmental or regulatory authorities and must be prepared to demonstrate to the Jefferson County Board of Education ("the Board") their fitness and ability to provide the product, material, or service on the terms and conditions specified. Prospective vendors shall be responsible for advising the Board of their desire to be included in invitations to bid. The Board reserves the right not to solicit, receive, or entertain bids from vendors which have not responded to previous invitations, which have not performed to the satisfaction of the Board in previous transactions, or which cannot demonstrate to the satisfaction of the Board their willingness or ability to meet the reasonable requirements of the Board.
4. **Insurance Requirements:** Bidders or its contractor shall provide commercial general liability insurance coverage with a minimum aggregate limited of not less than one million dollars for personal injury, bodily injury or death and property damage arising out of any one occurrence. Said liability policy shall be endorsed to include the Jefferson County Board of Education as an additional insured on a primary and on – contributory basis and the insurance carrier shall provide coverage and a defense to the Jefferson County Board of Education, its agents, servants, officers, board members and employees. Bidders may be required to furnish evidence of appropriate liability, workers compensation, or other insurance as a prerequisite to an award of a bid or contract by the Board with the type and amount of coverage(s) to be specified in the invitation.
5. **Conflict of Interest:** Section 36-25-9 of the Code of Alabama states: "No member of any county or municipal agency, board, or commission shall vote or participate in any matter in which the member or family member of the member has any financial gain or interest" Employees may not use their offices or positions for personal gain and must adhere to applicable provisions of the Alabama Ethics Law.
6. **Discretion to Reject Bid:** The Jefferson County Board of Education expressly reserves the right to reject all bids or parts thereof in its sole discretion.

## SECTION I-GENERAL INFORMATION (Continued)

7. **Hold Harmless:** Contracting party agrees to indemnify, hold harmless and defend Jefferson County, Alabama, its elected officers and employees(hereinafter referred to in this paragraph collectively as "County"), from and against any and all loss expense or damage, including court cost and attorney's fees, for liability claimed against or imposed upon County because of bodily injury, death or property damage, real or personal, including loss of use thereof arising out of or as a consequence of the breach of any duty or obligations of the contracting party included in this agreement, negligent acts, errors or omissions, including engineering and/or professional error, fault, mistake or negligence of Integrator, its employees, agents, representatives, or subcontractors, their employees, agents or representatives in connections with or incident to the performance of this agreement, or arising out of Worker's Compensation claims, Unemployment Compensation claims, or Unemployment Disability compensation claims of employees of company and/or its subcontractors or claims under similar such laws or obligations Company obligation under this Section shall not extend to any liability caused by the sole negligence of the County, or its employees. Before beginning work, contracting party shall file with the County a certificate from his insurer showing the amounts of insurance carried and the risk covered thereby. Liability insurance coverage must be no less than \$1,000,000. During performance the company must effect and maintain insurance from a company licensed to do business in the State of Alabama. Coverage required includes 1) Comprehensive General Liability; 2) Comprehensive Automobile Liability; 3) Worker's Compensation and Employers' Liability.
  
8. **Equivalent Bids:** Bid specifications which refer to company names, brand names or model numbers shall, unless otherwise provided, be construed to permit bids to be proposed which offer products, materials or services of equivalent (or better) utility and quality. Bids proposing an equivalent product, service or material should include a complete explanation of the nature of any deviation or discrepancy from advertised specifications and the reasons such discrepancies should be deemed equivalent to the advertised specifications. Proprietary specifications may be waived for functional equivalents. *The Board or its agents will be the sole party responsible for determining equal or better bids.*
  
9. **Delivery Terms:** Purchase orders will be issued as deliveries are required. No back orders will be accepted. Purchase order numbers must appear on all invoices. Failure to deliver as specified and in accordance with the bid submitted, including promised delivery; will constitute sufficient grounds for cancellation of the order at the option of the Jefferson County Board of Education.
  
10. **Taxes:** The Jefferson County Board of Education is exempt from all taxes; however, bidder shall be responsible for payment of all sales, use, lease, ad valorem and any other taxes that may be levied or assessed by reason of the transaction.
  
11. **Bidder's Certification:** Bidder certifies by bidding that it is fully aware of the conditions of service and purpose for which item(s) included in this bid are to be purchased, and that the bid proposal will meet these requirements of service and purpose to the satisfaction of the Jefferson County Board of Education.

## SECTION I-GENERAL INFORMATION (Continued)

12. **Disqualification of Bids:** Bids may be disqualified before the awarding of the contract for any of the following:
  - A. Failure to mark the envelope as required.
  - B. Failure to sign a bid document on any signature line.
  - C. Failure to include requested information (example, deviations).
  - D. Excessive errors.
  - E. Failure to include bid bond (if required).
  - F. Failure to have an original signature on the bid form, a faxed copy is not acceptable.
  - G. Failure to attend the pre-bid meeting (if required).
  - H. Failure to provide all information requested, as requested.
  
13. **Reduction in Pricing:** In the event the vendor receives a reduction in cost from their supplier or manufacturer, the Jefferson County Board of Education shall receive the benefit of such a reduction on any undelivered portion of the contract.
  
14. **Waive informality, technicality or irregularity:** The Jefferson County Board of Education, or its Agent, shall have the right to waive any informality, technicality or irregularity.
  
15. **Termination of contract:** The Jefferson County Board of Education has the right to cancel any contract, in accordance with Procurement Contract Rules and regulations, for cause, including but not limited to, the following: (1) failure to deliver within the terms of contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the vendor, (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional statutory provisions by state or federal law; and (6) substantial change in the financial or economic condition of the Jefferson County Board of Education, (7) failure to resolve billing issues in a timely manner, (8) any other breach of contract. If the contract is terminated the contract may be awarded to the next lowest responsible bidder.
  
16. **Section 200:** This project is partially funded by the US Department of Education and the procurement methods indicated in 2 CRF 200, section 320 "Methods of Procurement to be followed" must be adhered to. Prospective bidders should review and understand the code of federal regulations (CRF) and ensure their bid adheres to applicable requirements.

## SECTION I-GENERAL INFORMATION (Continued)

17. **Pricing:** Vendor agrees that the Jefferson County Board of Education will be charged no more for item (s) bid than the State of Alabama or P.A.C.A. contracts. Prices must be firm for each contract period and must include transportation, handling, packaging, and any service charges. Increase in unit prices, if any, for subsequent periods shall be within the percentage of increase allowed by the "Invitation" and must be submitted thirty days prior to contract expiration date. Notification and documentation of increase shall be submitted to the Bids and Contracts Dept. for approval. Contract renewal/extension will constitute acceptance of price increases. No additional charges/surcharges allowed other than pricing specified within the bid document.
18. **Alternative Purchasing:** The Jefferson County Board of Education reserves the right to purchase any product identified on this bid from another valid governmental bid should the alternate bid pricing be lower than the pricing on this bid.
19. **Smoke Free Policy:** All Jefferson County facilities and offices are smoke free environments. All potential and successful bidders must abide by this policy.
20. **Deviation Disclosure:** Any and all deviations must be identified and documented on the appropriate enclosed form. Failure to do so may result in disqualification of vendor.
21. **Collusion:** The Board will not be party to any form of collusion among vendors. The enclosed non-collusion form shall be completed and forwarded with the bid.
22. **Certificate of Eligibility:** All potential vendors must disclose eligibility to bid on project. Complete enclosed Certificate of Eligibility.
23. **Vendor Guidelines:** All vendors doing business with the Jefferson County Schools are expected to comply with guidelines for doing work on school premises. Enclose Vendor Guidelines for working in Jefferson County Schools when returning your proposal.
24. **Compliance with Bonding Requirements:** Under the Alabama Bid Law it is at the owners' discretion whether or not to ask for bonding requirements for any contract exceeding \$10,000.00. Therefore, bidder is not required to submit bonding with their proposal.
25. **Audit:** For the purpose of verifying pricing, the successful bidder must agree to allow the Jefferson County Board of Education to audit related records with 72 hour notice.
26. **Immigration Law:** 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 there from."

**Bid #26-24**

**SECTION II-GENERAL CONDITIONS**

**INSURANCE:**

The successful bidder will maintain such insurance as will protect him and the County from claim under Workmen's Compensation Acts, and from claims for damage and/or personal injury, including death, which may arise from operations under this contract. Insurance will be written by companies authorized to do business in Jefferson County, Alabama and **shall include Jefferson County, Alabama as Added Additional Insured By Endorsement including a thirty (30) day(s) written cancellation notice.** Evidence of insurance will be furnished to the Purchasing agent not later than seven (7) day(s) after Purchase Order/contract date. Successful bidder is also required to include the bid number on the evidence of insurance.

**Insurance Minimum Coverage:**

Contracting party shall file the following insurance coverage and limits of liability with the County's Human Resource Department and Purchasing Department before beginning work with the County.

**General Liability:**

\$1,000,000 - Bodily injury and property damage combined occurrence

\$1,000,000 - Bodily injury and property damage combined aggregate

\$1,000,000 - Personal injury aggregate

Comprehensive Form including Premises/Operation, Products/Completed Operations, Contractual, Independent contractors, Broad Form property damage and personal injury.

**Automobile Liability:**

\$1,000,000 - Bodily injury and property damage combined coverage

Any automobile including hired and non-owned vehicles

**Workers Compensation and Employers Liability:**

\$100,000 - Limit each occurrence

**Umbrella Coverage:**

\$1,000,000 - Each occurrence

\$1,000,000 – Aggregate

**PROPOSAL INSTRUCTIONS:**

In order to facilitate the analysis of responses to this bid, Bidders are required to prepare their responses in accordance with the instructions outlined in this section. Responses not complying with this format may be considered non-responsive and may be removed from consideration on this basis. All costs incurred by the Bidder in preparing the response or costs incurred in any other manner by the Bidder with regard to this BID will be wholly the responsibility of the bidder. All responses, materials, supporting materials, correspondence and documents submitted by the Bidder become the property of Jefferson County and will not be returned.

**VENDOR'S COSTS:**

**Costs for developing responses are entirely the responsibility of the Vendor and shall not be chargeable to Jefferson County Schools.** Responses should be prepared as simply as possible and provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the Bid. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

**Bid #26-24**

**SECTION II-GENERAL CONDITIONS**

The quality and grade of all products and services provided by low bidder shall meet all Local, State, and Federal requirements and inspection/building codes and test, permits, and license including, but not limited to ADEM, OSHA, Fire & Safety, EPA, American Disability Act and Health Department.

**Overview:** The purpose of this “Invitation to Bid” is to make available to our schools/facilities the labor costs and cost plus percentage for parts, supplies and equipment necessary to properly service HVAC and Refrigerant at Jefferson County Schools/facilities.

Jefferson County has a maintenance staff that maintains each school, however in some cases, contracting certain jobs will be necessary. These services will be as needed with no guarantee of services. Successful bidder will be required to submit a quote based on labor and cost plus percentages for materials/supplies.

**Award:** The following criteria will be used in evaluating and awarding this bid: 1) the general criteria for awarding bids, as included in Section I- General Information, 2) the total cost of all items identified on the quote form. In addition, the bidder must acknowledge and agree to the cost plus 10% for materials and refrigerant.

**Contract Period:** The price submitted must be effective for one year with an option to renew up to four additional years under the same terms and conditions with written agreement between both parties. At each renewal, successful bidder may increase hourly rates up to 2% based on documented wage hour increases for the year and must be agreed upon by both parties. Refrigerant increases will be allowed annually with supporting documentation of no more the 3%.

**Non Specified Items/Cost Plus 10%:** The Board, through this “Invitation”, reserves the right to purchase non-specified materials, supplies, parts and equipment necessary to maintain the service of HVAC and like equipment, from the successful bidder as the need arises at a cost plus 10%. For these non-specified items, bidder must initial in agreement to the cost plus 10% that will be offered for materials, parts, supplies, equipment, etc.

The purpose of identifying the **Cost Plus 10%** is to allow the Jefferson County Board of Education to buy from this bid materials, supplies, parts or similar (non-specified) items that may be needed to properly maintain the necessary equipment at Jefferson County Schools/facilities.

**Failure to initial in agreement may cause your bid to be considered as non-responsive.**

**Continuance of Contract:** The continuation of this contract is contingent upon the appropriation of funds from the appropriate government funding sources. If sufficient monies are not provided to allow continuation of this contract, the contract shall terminate on the date when funds are no longer available.

**Bid #26-24**

**SECTION II-GENERAL CONDITIONS (Continued)**

**Compliance:** In the event the lowest bidder refuses to accept all the requirements set forth in this bid without deviation, that bid will then be considered as non-respondent. In this case, the award of this contract will be rescinded with the new award going to the next low bidder meeting specifications.

**Pending Legal Actions:** Disclose all past or present legal actions or party to all legal actions involved in for this service or product. Failure of accurate disclosure may result in bidder being disqualified.

**Minimum Qualifications**

1. Statutory licensure requirements, if applicable.
2. Successful bidder shall have a minimum of three (3) years providing services of similar size, nature and complexity to that specified and experience doing business under the same firm name in which the bids are submitted. Joint venture contracts **will not** be considered. Successful verifiable history of completing projects or delivering services within the specified time and budget.
3. All subcontractors must be capable of 100% bonding, if applicable.
4. Successful bidder shall have bonding capacity of at least \$250,000.
5. Inexperience or non responsible contractors are precluded from bidding and award.
6. **Required Background Check:** Anyone that performs work at Jefferson County Schools must have a basic criminal background check on file. All results must be permissible and appropriate to be able to work in the schools. It is the bidders' responsibility to pay for these reports and to keep them on file for audit purposes.

**Payment Procedures/Terms**

All orders must be initiated with a purchase order.

No backorders allowed, as specified on purchase order.

Purchase orders are mailed unless otherwise instructed.

Vendor will have measures in place to prevent duplication of orders.

Vendor is expressly prohibited from the exchange of goods without approval of the assistant director of accounts payable. Return of goods to suppliers should be adequately controlled by the issuance of a credit memorandum sent to the Jefferson County Board of Education.

It is customary that payment terms will be Net 30 days from invoice date. However, because of the volume of purchases by the Jefferson County Board of Education, and certain down times, such as Christmas holidays, spring and fall breaks and summer vacation, occasionally 45 days from invoice date will be necessary to process payment. Vendor will be responsible for disclosing in their bid their acceptance of these terms. Checks will be mailed to the address furnished by the vendor and can not be picked up at the central office except as approved by the Finance Director. Any problems with collection of payment should be addressed to the Assistant Director of Finance at 205-379-2108. By submitting a signed proposal for this bid, the vendor is acknowledging acceptance of these payment procedures/terms.

\_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date



**Bid #26-24**

**HVAC & REFRIGERANT LABOR BID**

Item #1 - Hourly Rate for Technician (Regular Time) \$ \_\_\_\_\_ Per Man  
Item #2 - Hourly Rate for Helper (Regular Time) \$ \_\_\_\_\_ Per Man  
Item #3 - Overtime Rate for Technician \$ \_\_\_\_\_ Per Man  
Item #4 - Overtime Rate for Helper \$ \_\_\_\_\_ Per Man

**Cost Per Pound for Refrigerant**

Item #5 - R-404A \$ \_\_\_\_\_ lb.  
Item #6 - R-409A \$ \_\_\_\_\_ lb.  
Item #7 - R-22 \$ \_\_\_\_\_ lb.  
Item #8 - R-410A \$ \_\_\_\_\_ lb.  
Item #9 - R-134A \$ \_\_\_\_\_ lb.

**Total Cost of all items 1-9:** \$ \_\_\_\_\_  
(Award based on above amount – bidder must bid all items)

**Response Time for HVAC Calls** \_\_\_\_\_  
**Response Time for Refrigeration Calls** \_\_\_\_\_  
(Regular Time) Bidder to specify regular hours M-F \_\_\_\_\_  
(Overtime) Min. 2 hours (Pre-Approval required) \_\_\_\_\_  
Bidder to specify their normal overtime procedures for Holidays/Weekends \_\_\_\_\_

**REQUIREMENTS:**

1. **MATERIALS Cost Plus 10%** \_\_\_\_\_ **Initial in Agreement**  
Failure to initial in agreement may result in your bid being determined as non-responsive.
2. **REFRIGERANT Cost Plus 10%** \_\_\_\_\_ **Initial in Agreement**  
Failure to initial in agreement may result in your bid being determined as non-responsive.
3. EMERGENCY SERVICE RESPONSE TIME CAN NOT EXCEED 3 HOURS  
((EMERGENCIES TO BE SPECIFIED BY OWNER))
4. NO ADDITIONAL REPAIR CAN BE APPROVED BY ANYONE OTHER THAN AUTHORIZED PERSONNEL THRU PO # SYSTEM
5. BIDDER MAY NOT USE SUB-AGENTS WITHOUT PRIOR APPROVAL OF OWNER
6. BIDDER MUST HAVE HAD LOCAL \$ STATE LICENSES FOR A MINIMUM OF 3 YEARS
7. SUCCESSFUL BIDDER MUST SUBMIT COMPUTER GENERATED INVOICES/TICKETS/STATEMENTS WITH COMPLETE DESCRIPTION OF SERVICES/ITEMS, AFTER EACH VISIT, THE BIDDER MUST HAVE THE PRINCIPAL SIGN THE TICKET AND MAKE A COPY – THE PRINCIPAL WILL THEN FAX TO SUPPORT OPERATIONS.
8. **No Minimum cost for service calls**
9. BIDDER MUST HAVE AN OFFICE WITHIN A 50 MILE RADIUS OF 2513 CEDAR HILL DRIVE, BIRMINGHAM, AL 35217.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

**Bid #26-24**

**IDENTIFICATION**

If Jefferson County business Licenses were issued to your company for the past twelve (12) months, please list numbers: \_\_\_\_\_ Vendor's Federal I.D. Number: \_\_\_\_\_

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

I certify that \_\_\_\_\_ (Company name) has \_\_\_\_, or has not \_\_\_\_, been in operation for at least one year at location (s) zoned for the type of business conducted by my company at the address stated above.

**IF BIDDER IS NOT FROM THE BIRMINGHAM AREA, BIDDER SHOULD INDICATE, IN DETAIL, THEIR PLAN FOR PROVIDING SERVICE SHOULD THEY RECEIVE THE AWARD.**

All Bidders should have verifiable projects of similar function, size and complexity. Bidder must furnish a sales/service representative to handle all details of order or subsequent service. Bidder is to provide name, address and phone number of representative who will be handling the order and any necessary service or warranty claims.

Name of Sales/Service Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**HOW IS THIS PROPOSAL SUBMITTED? (Indicate only one)**

- Meeting the exact specifications ( )YES ( )NO or
- As an equal/or better to the stated specifications ( )YES ( )NO

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

**Bid #26-24**

### **CERTIFICATION OF ELIGIBILITY**

The prospective bidder certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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Organization Name	Street Address	City, State, Zip
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Name and Title of Authorized Representative

### **CERTIFICATE OF NON-COLLUSION**

**THE BIDDER CERTIFIES THE FOLLOWING TO BE TRUE:**

- This bid is the result of independent consideration and no other bidder or competitor has been involved.
  
- The contents of this bid have not been disclosed, nor will such occur knowingly, prior to the bid opening, to another bidder, potential bidder or competitor.
  
- There has not been nor will there be any attempt to induce other persons, corporations or partnerships to be involved in or to refrain from involvement in the bid process.
  
- The signer certifies that the aforementioned statements are accurate to the best of his/her knowledge and the penalties may be implemented to the bidder and/or the signer of violations occur.

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Organization Submitting Bid

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Date

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Name of Signer (Print Name)

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Authorized Signature

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Title

**Bid #26-24**

## **CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS**

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The Undersigned person declares that he or she is legally authorized to bind the firm hereby represented, and that the firm being represented is authorized to do business in the State of Alabama, and hereby certifies that he or she has examined and fully comprehends the requirements of and specifications for the Jefferson County Board of Education. We propose to furnish said items or services quoted and guarantee that, if the order is placed with us, we shall furnish said items in accordance with your specifications and requirements unless otherwise indicated.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## **DEVIATION FORM**

In the event that the undersigned bidder intends to deviate from the specifications, the bidder must fully document and list each deviation in complete detail including reasons for the deviation. General statements may not be acceptable.

If no deviations are submitted, the bidder assures the buyer of full compliance with the specifications and conditions, and assures the buyer that samples accompanying bid meet all specifications.

**ANY DEVIATION FROM PUBLISHED SPECIFICATIONS MUST BE IDENTIFIED ON THIS DEVIATION FORM. FAILURE TO ABIDE BY THIS REQUEST MAY RESULT IN A BIDDER BEING DISQUALIFIED.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

**Bid #26-24**

**Vendor Guidelines  
for Working in  
Jefferson County Schools**

- NO weapons on school grounds.
- NO illegal substances on school grounds.
- NO smoking on school grounds.
- Visible identification required at all times.
- Sign in upon arrival, sign out on departure.
- NO contact or communication with students.
- Appropriate language used at all times.
- NO cell phones/pagers occupied in classrooms.
- Contract information and bid specifications furnished to the Principal.
- Work schedule furnished to the Principal, before starting the job/project.
- Project completion date furnished to the Principal.
- Advance notice given of after hours work, including areas to which access is needed.
- All equipment and physical plant left DAILY in good working order and securely locked.
- Work debris removed DAILY by vendor.
- School equipment replaced in original location.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date