



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

**Excellence in Education**

**SPENCE AGEE  
SUPERINTENDENT**

**LAWN MAINTENANCE BID #2018-03  
BID INSTRUCTIONS AND SPECIFICATIONS**

The Autauga County Board of Education will accept sealed bids until **10:00 a.m.** on **April 9, 2018**, for lawn service according to the specifications below. 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: Tisha Scott-Addison, Coordinator of Operations  
153 West Fourth Street  
Prattville, Alabama 36067  
SEALED BID #2018-03: Lawn Maintenance  
TO BE OPENED: April 9, 2018 at 10:00 a.m.

The **bid opening** will be held at **10:00 a.m.** on April 9, 2018, inside the Board Room of the Autauga County Board of Education.

The **duration** of this contract shall be **from May 1, 2018 through April 30, 2019**. The Board of Education reserves the right to extend this contract for two (2) additional twelve (12) month periods. Any contract extension is contingent upon written approval of both the contractor and the Autauga County Board of Education to be agreed upon for the upcoming school year prior to the end of the current school year.

**SERVICES VISITS REQUIRED:**

- Service not to exceed 12 visits per contract term as specified:  
May 2018 – August 2018: 2 visits per month  
September 2018: 1 visit  
March 2019: 1 visit  
April 2019: 2 visits

**PLEASE CONTACT THE SCHOOL DIRECTLY TO SCHEDULE  
APPOINTMENT TO VIEW THE PROPERTY**

**AUTAUGA COUNTY SCHOOLS**

**PRATTVILLE, ALABAMA**

**ADVERTISEMENT FOR BID**

**Bid #2018-03 LAWN MAINTENANCE**

**Bid Opening: April 9, 2018, 10:00 a.m.**

**For questions regarding the information in this packet, please contact Mrs. Addison at 334.365.5706.**

**For questions regarding the individual properties or to view the properties, please refer to the next page for each site-specific contact.**

**Services for the period May 1, 2018 through April 30, 2019 are requested for the following sites and are defined below:**

Site #1	Second Chance	819 Cardinal Lane	Prattville, AL 36067	Darryl Pickett 334-361-3833
Site #2	Autaugaville School	2708 Dutch Bend Street	Autaugaville, AL 36003	Susan Butts 334-365-8329
Site #3	Billingsley School	2446 County Rd. 77	Billingsley, AL 36006	Gregory Pittman 205-755-1629
Site #4	Marbury High School	2360 Highway 31 North	Deatsville, AL 36022	Donna Finch 334-387-1910
Site #5	Marbury Middle School	210 County Road 20 East	Marbury, AL 36051	Jerome Barrington 205-755-2118
Site #6	Pine Level Elementary School	2040 Highway 31 North	Deatsville, AL 36022	Christen Harry 334-358-2658
Site #7	Daniel Pratt Elementary School	420 Harvest Loop Road	Prattville, AL 36066	Julie Harrington 334-361-6400
Site #8	Prattville Elementary School	134 Patrick St.	Prattville, AL 36067	Felissa Clemons 334-361-3885
Site #9	Prattville Intermediate School	1020 Honeysuckle Dr.	Prattville, AL 36067	Angela Landry 334-361-3880
Site #10	Prattville Junior High School	1089 N. Chestnut St.	Prattville, AL 36067	Janice Stockman 334-365-6697
Site #11	Prattville Kindergarten School	338 First Street	Prattville, AL 36067	Jodi Womble 334-361-3890
Site #12	Prattville High School	1315 Upper Kingston Road	Prattville, AL 36067	Brock Dunn 334-365-8804
Site #13	Prattville Primary School	216 Wetumpka Street	Prattville, AL 36067	Holly McNider 334-365-6277
Site #14	Autauga County Career Tech Center	1301 Upper Kingston Road	Prattville, AL 36067	Deana Goodwine 334-361-0258
Site #15	Chapter One Building	110 Washington St.	Prattville, AL 36067	Rachel Surles 334-361-3840
Site #16	Special Education Building	127 West Fourth St.	Prattville, AL 36067	Amy Tucker 334-361-3843
Site #17	Autauga County Board of Education	153 West Fourth St.	Prattville, AL 36067	Jay Thompson 334-365-5706

## **SERVICES REQUIRED PER VISIT**

- Cut areas of campus as specified by Administrator in the pre-bid guided site visit
- Weed-eat around all buildings, walks, ditches, etc. as directed by Administrator
- Blow off all walks and exterior concrete areas as directed by Administrator
- Keep shrubbery cut back and walkways edged as directed by Administrator
- Note: These services are to be performed at the time(s) designated by the Administrator, and are considered completed at the discretion of the Administrator.

The bidder shall comply with all requirements contained in these documents. The awarded bidder shall submit an invoice to the Administrator upon completion.

Each site is funded by Central Office for the number of visits set forth above. If a site requests additional services, the additional services are the financial responsibility of the individual site.

## **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 vendor is responsible for the prompt removal of all debris resulting from this bid.
- D. 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.
- H. The successful bidder shall guarantee all material and labor for a period of not less than one (1) year against defects of material or workmanship. The guarantee shall be dated from the time of acceptance. The successful bidder shall replace any material proved to be defective (except when it is clearly shown that the defects are cause by misuse and not by the manufacturer) immediately upon notification. Additional warranty considerations may be a factor in the bid award.

## **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. 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 I.D. 63-6000743). This statement is in no way to be construed as relieving the seller or contractor from their tax obligation.

## QUANTITY

- A. The quantities of items specified herein are based upon estimated use, and therefore, may be increased or decreased according to the needs of various locations with written authorization of the Autauga County Board of Education.

## QUALITY

- A. The intent of this bid is to give the best quality at a price schools can afford to pay. Price is the primary consideration, but judgment of the Autauga County Board of Education must be reserved as to certain desirable characteristics. If the quality of any successful bid item is not judged to be up to standards, then the bid may be cancelled.

## 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 month if invoice is received by the 15<sup>th</sup> 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

**\*Requirements A and B must be returned with Bid Sheet for Bid Opening\***

- A. Proof of insurance to cover liability on property and person:

Each Occurrence	\$1,000,000
Fire Damage (any one fire)	200,000
Medical Expense (any one person)	10,000
Personal & Adv. Injury	1,000,000
General Aggregate	2,000,000
Products – Comp/Op Aggregate	2,000,000

B. Proof of compliance with H.B. 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](http://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](http://www.acboe.net). Click on 'Finance', then 'Documents', then Forms. The packet is entitled *Immigration Law Compliance Documents*.

- C. 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.
- D. 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 Autauga County Board of Education.
- E. **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.

*A "General Contractor" is defined to be one who, for a fixed price, commission, fee, or wage undertakes to construct or superintend or engage in the construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation, or demolition of any building, highway, sewer, structure, site work, grading, paving, or project or any improvement in the State of Alabama where the cost of the undertaking is fifty thousand dollars (\$50,000) or more, shall be deemed and held to have engaged in the business of general contracting in the State of Alabama.*

- F. **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.
- G. 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.

## **DISQUALIFICATIONS/RESELECTION OF BID PROPOSALS:**

Bidders may be disqualified and rejections of proposals may be recommended for any of (but not limited to) the following reasons:

- A. Failure to use the bid forms furnished by Autauga County Board of Education
- B. Failure to provide original forms (no copies allowed)
- C. Lack of signature in ink by an authorized representative on the bid form
- D. Failure to properly complete the bid documents
- E. Failure to meet bid specifications
- F. Failure to complete the Alabama Immigration Law Compliance Forms
- G. Failure to submit all requested documents
- H. Lack of vendor compliance
- I. Evidence of collusion among bidders
- J. Unauthorized alteration of the bid form
- K. Failure to meet bid opening date and time

This list is not all-inclusive and is made available for your convenience. The Bid Specifications specify all proposal requirements and should be read thoroughly to ensure that all bid requirements are met.

The goal of the Autauga County Board of Education is to provide for fair and open competition. Following the Bid Specifications will ensure that all bid proposals are considered.



Autauga County Board of Education  
 Lawn Maintenance Bid #2018-03  
 Period: May 1, 2018 - April 30, 2019  
 Bid Sheet

Site Number	Location	Address	Contact	Contact Number	Price Per Cut	Annual Price
1	Alternative School	819 Cardinal Lane Prattville, AL 36067	Darryl Pickett	334-361-3833		
2	Autaugaville School	2708 Dutch Bend Street Autaugaville, AL 36003	Susan Butts	334-365-8329		
3	Billingsley School	2446 County Road 77 Billingsley, al 36006	Gregory Pittman	205-755-1629		
4	Marbury High School	2360 Highway 31 North Deatsville, AL 36022	Donna Finch	334-387-1910		
5	Marbury Middle School	210 County Road 20 East Marbury, AL 36051	Jerome Barrington	334-365-3522		
6	Pine Level Elementary School	2040 Highway 31 North Deatsville, AL 36022	Christen Harry	334-358-2658		
7	Daniel Pratt Elementary School	420 Harvest Loop Road Prattville, AL 36066	Julie Harrington	334-361-6400		
8	Prattville Elementary School	134 Patrick Street Prattville, AL 36067	Felissa Clemons	334-361-3885		
9	Prattville Intermediate School	1020 Honeysuckle Drive Prattville, AL 36067	Angela Landry	334-361-3880		
10	Prattville Junior High School	1089 Martin Luther King Jr Dr Prattville, AL 36067	Janice Stockman	334-365-6697		
11	Prattville Kindergarten School	338 First Street Prattville, AL 36067	Jodi Womble	334-361-3890		
12	Prattville High School	1315 Upper Kingston Road Prattville, AL 36067	Brock Dunn	334-365-8804		
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16	Chapter One Building	110 Washington Street Prattville, AL 36067	Rachel Surles	334-361-3840		
17	Autauga County Board of Education	153 West Fourth Street Prattville, AL 36067	Jay Thompson	334-365-5706		
				TOTAL	\$0.00	\$0.00

Date Submitted: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Firm Submitting Bid: \_\_\_\_\_

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

I certify by my signature below that the costs quoted in this proposal are correct and that I have the authority to obligate the company names to perform under the conditions outlined.

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Signature of Bidder

Return with the bid sheet a copy of the following as defined on bid invitation:

- Proof of insurance
- Proof of compliance with H.B. 56: Alabama Immigration Law
- Proof of driver's license
- Proof of business license