|  |
| --- |
| Elmore County Board of Education |
|  |  |  |  |  |
|  |  | **100 H. H. Robison Drive** |  |  |
|  |  | **P. O. Box 817** |  | BOARD MEMBERS |
| Richard E. Dennis |  | **Wetumpka, Alabama 36092** |  | Michael Morgan, President |
| Superintendent |  |  |  | Dale Bain, Vice President |
|  |  |  |  | Leisa Finley |
| Jason M. Mann |  | **Telephone: (334) 567-1200** |  | Kitty Graham |
| Chief Financial Officer |  | **Fax: (334) 567-1405** |  | Joey Holley |
|  |  | **www.elmoreco.com** |  | Mark Nelson |
|  |  |  |  | Patrycya Lowery Tucker |
|  |  |  |  |  |

**LAWN CARE MAINTENANCE BID # 19-005**

SEALED BIDS WILL BE RECEIVED BY THE ELMORE COUNTY BOARD OF EDUCATION, 100 H.H. ROBISON DRIVE, WETUMPKA, ALABAMA, 36092 UNTIL **10:00 AM ON DECEMBER 18, 2018** AND PUBLICLY OPENED AND READ FOR LAWN CARE MAINTENANCE IN THE CENTRAL OFFICE CONFERENCE ROOM.

**GENERAL SPECIFICATIONS AND CONSIDERATIONS**

1. THERE WILL BE A MANDATORY WALK THROUGH ON DECEMBER 10, 2018 AT 10:00AM. WE WILL MEET AT CENTRAL OFFICE, MAINTENANCE DEPARTMENT NO LATER THAN 10AM. **IF SOMEONE FROM YOUR COMPANY DOES NOT ATTEND THIS WALK THROUGH, YOUR BID WILL NOT BE ACCEPTED.**
2. **ALL BIDS ARE TO BE SEALED AND ALL BIDDERS MUST BE INSURED AND LICENSED.**
3. **COMPANY NAMES, PROOF OF INSURANCE (LIABILITY) AND BID NUMBER (#19-005) ARE TO BE POSTED ON THE OUTSIDE OF THE BID ENVELOPE. \*\*\*This is required for the bid to be accepted and opened.**
4. BIDS MAY BE HAND CARRIED OR MAILED, HOWEVER, IT IS THE RESPONSIBILITY OF THE BIDDERS TO ASSURE THAT BIDS ARE RECEIVED AT THE TIME OF BID OPENING PER CLOCK IN THE MAINTENANCE OFFICE.
5. IT IS NOT THE RESPONSIBILITY OF THE ELMORE COUNTY BOARD OF EDUCATION TO AWARD BIDS ON PRICE ONLY. QUALITY, CONFORMITY WITH SPECIFICATIONS, PURPOSE FOR WHICH IS REQUIRED, TERMS OF DELIVERY, TERMS OF PAYMENT, TRANSPORTATION, DATES OF DELIVERY, PAST SERVICES AND EXPERIENCE ARE AMONG THE FACTORS THAT MAY BE CONSIDERED IN DETERMINING THE RESPONSIBLE BIDDER.
6. THE ELMORE COUNTY BOARD OF EDUCATION RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.
7. THIS WILL BE BID AS PER AREA. IF YOU ARE THE LOW/RESPONSIBLE BIDDER ON ONE AREA YOU WILL BE AWARDED THAT AREA. IF YOU HAVE THE LOW/RESPONSIBLE BID FOR ALL OF THE SCHOOL AREAS, YOU SHALL BE AWARDED ALL FOUR AREAS

DIRECT ALL QUESTIONS TO MR. GARY GREGORY (334) 391-3029 OR MS. CECILE WHETSTONE (334) 567-1420

**LAWN CARE MAINTENANCE Bid # 19-005**

**ELMORE COUNTY BOARD OF EDUCATION**

**SCOPE OF WORK TO BE PERFORMED**

1. 33 cuts per year;
2. February 1, March 3, April 3, May 4, June 4, July 5, August 5, September 3, October 3, November 1, December 1
3. Shrubs to be trimmed including crepe-myrtles 7 times a year and clippings will be picked up;
4. April, June, July, August, September, October, December
5. Pine Straw to be put in beds 4 times a year;
6. February, April, July, October

AGREEMENT

The Vendor will provide 33 cuts per year (see the scope of work) for cuts per month. If the number of cuts cannot be made for any reason the monthly payment will be adjusted to show not all cuts were made for that month. **Cuts will be blown away from all HVAC units and vehicles**. Before each cut the Vendor will notify the front office and give time for any cars to be moved away from curbs.

At every cut the Vendor will weed eat against buildings, fence lines, curbs where they meet asphalt, playground equipment, flagpoles, and any other object in the grass areas. Edging will be done at every cut around sidewalks, patios, curbs and all other areas that need edging. All flower beds will be weeded once a month.

Pine straw will be put in beds 4 times a year (see scope of work).

All areas; sidewalks, drives, parking lots, porches, patios, curbs will be blown after each cut.

Vendors will not maintain athletic facilities including football fields, competition or practice including areas inside of the stadium area. Baseball field or areas inside the fence surrounding the field. Softball fields including areas inside the fence surrounding the field. Soccer fields or areas inside the fence surrounding the soccer field. Band fields or anything else considered athletic facility.

Vendors invoice should be turned by the 25th of the month following the service performed. The Maintenance Office will review invoice and start the payment process. ECBOE can pay by check or credit card, whichever the vendor prefers. The vendor is **not allowed** to charge a convenience fee if the credit card method is used. If check method is preferred, please allow up to 15 days to receive payment.

The agreement will be in effect starting February 1, 2019 and will end January 31, 2020. Contracts may be rolled an additional year two times at the discretion of the owner. If the agreement is rolled over it will be for the same scope of work and the same price quoted the previous year.

The vendor must maintain and stated business license and Liability insurance of no less than One Million dollars ($1,000,000.00). **If the Vendor sprays the Vendor must maintain a Pesticide Applicator Permit.**

The areas under contract can and will be inspected by the school administrator. If the administrator is not satisfied with the service performed the Maintenance Supervisor will be contacted. Failure to make corrections in a timely manner will be considered grounds for termination of this agreement by the owner.

Either owner or vendor may terminate this agreement for non-compliance by the other party. Budgetary constraints of the owner or other just cause by written 30 days’ notice delivered to the other.

Employees of the vendor will absolutely have no contact with any student or staff member. Contact with either will be terms for immediate release.

**ALABAMA IMMIGRATION LAW COMPLIANCE GUIDELINES**

**FOR CONTRACTORS AND VENDORS DOING BUSINESS WITH**

**THE ALABAMA DEPARTMENT OF REVENUE**

Section 9 of Alabama Act No. 2011-535 entitled the “Beason-Hammon Alabama Taxpayer and

Citizen Protection Act” (http://ago.alabama.gov/File-Immigration-AL-Law-2011-535) requires

that, as a condition for the award of a contract to a business entity or employer that employs

one or more employees working in Alabama, the business entity or employer provide an

affidavit and documentation of enrollment in the Federal E-Verify program. During the

performance of the contract, the business entity or employer shall participate in the E-Verify

program and shall verify every employee that is required to be verified according to the

applicable federal rules and regulations. The attached Affidavit For Business

Entity/Employer/Contractor and the entity’s E-Verify Memorandum of Understanding must be

included with the bid or contract. If you do not believe these requirements are applicable to

your entity, include an explanation justifying such exemption.

An entity can obtain the E-Verify Memorandum of Understanding upon completion in the EVerify

enrollment process located at the federal web site www.uscis.gov/everify or at the

Alabama Department of Homeland Security web site http://immigration.alabama.gov. The

Alabama Department of Homeland Security has established an E-Verify employer agent account

for any business entity or employer with 25 or fewer employees that will provide a participating

business entity or employer with the required documentation of enrollment in the E-Verify

program.

You may scan and e-mail your documents to: everify@revenue.alabama.gov or fax to

(334) 353-8599.

**\*\*\*SEE NEXT PAGE**

**FORM FOR SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b)** \**(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE EVERIFY**PROGRAM)*

*­*

**AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER/CONTRACTOR**

*(To be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision*

*thereof, or any state-funded entity to a business entity or employer that*

*employs one or more employees)*

State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before me, a notary public, personally appeared \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(print name)*

who, being duly sworn, says as follows:

As a condition for the award of any contract, grant, or incentive by the State of Alabama, any

political subdivision thereof, or any state-funded entity to a business entity or employer that

employs one or more employees, I hereby attest that in my capacity as

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(state position)* for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(state business*

*entity/employer/contractor name)*

that said business entity/employer/contractor shall not knowingly employ, hire for employment, or

continue to employ an unauthorized alien.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program.\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Affiant

***Sworn to and subscribed before me this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2\_\_\_\_.***

***I certify that the affiant is known (or made known) to me to be the identical party he or she***

***claims to be.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature and Seal of Notary Public***

|  |  |
| --- | --- |
| 1. CENTRAL OFFICE COMPLEX | 100 HH ROBISON DRIVE, WETUMPKA |
| 2. TECHNOLOGY BUILDING | 525 MICANOPY STREET, WETUMPKA |
| 3. CENTRAL OFFICE ANNEX | 517 MICANOPY STREET, WETUMPKA |
| 4. WETUMPKA ELEMENTARY | 510 MICANOPY STREET, WETUMPKA |
| 5. WETUMPKA CHILD DEVELOPMENT | 504 MICANOPY STREET, WETUMPKA |
| 6. ELMORE COUNTY TECHNICAL CENTER | 800 KELLY FITZPATRICK DRIVE, WETUMPKA |
| 7. WETUMPKA MIDDLE | 1000 MICANOPY STREET, WETUMPKA |
| 8. ECAPS /ICARE | 124 CHAPEL ROAD, WETUMPKA |
| 9. WETUMPKA HIGH | 1251 COOSA RIVER PARKWAY, WETUMPKA |
| 10. REDLAND ELEMENTARY | 495 SCHOLARS DRIVE, WETUMPKA |
| 11. ECLECTIC ELEMENTARY | 35 HARDEN STREET, ECLECTIC |
| 12. ECLECTIC MIDDLE | 170 S. ANN STREET, ECLECTIC |
| 13. ELMORE COUNTY HIGH | 155 N. COLLEGE AVENUE, ECLECTIC |
| 14. ECLECTIC CHILD DEVELOPMENT | 35 HARDEN STREET, ECLECTIC |
| 15. HOLTVILLE ELEMENTARY | 287 WHATLEY ROAD, DEATSVILLE |
| 16. HOLTVILLE MIDDLE | 655 BULLDOG LANE, DEATSVILLE |
| 17. HOLTVILLE HIGH | 10425 HOLTVILLE ROAD, DEATSVILLE |
| 18. COOSADA ELEMENTARY | 5260 AIRPORT ROAD, MILLBROOK |
| 19. AIRPORT RD. INTERMEDIATE | 384 BLACKMON FARM LANE, MILLBROOK |
| 20. MILLBROOK MIDDLE | 4228 CHAPMAN ROAD, MILLBROOK |
| 21. STANHOPE ELMORE HIGH | 4300 MAIN STREET, MILLBROOK |
| 22. MILLBROOK CHILD DEVLOPMENT | 5720 MAIN STREET, MILLBROOK |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Elmore County Board of Education** |  |  |  |  |  |  |  |  |  |  |
| **Wetumpka Area Lawn Care Bid #19-005** |  |  |  |  |  |  |  |  |
|  |  |  | **Proposed Service Schedule** |  |  |  |  |  |
| **Prosposed Services** |   | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **TOTAL** |
| **1.) Turf Areas** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **A.** Treatment **(fertilization & weed control)\*** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Mowing Service **(mow, edge, weedeat, blow)** |   |   | **1** | **3** | **3** | **4** | **4** | **5** | **5** | **3** | **3** | **1** | **1** | **33** |
| **C.** Leaf Service \* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **D.** Fire Ant Treatment \*  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.) Shrubs & Ornamentals**  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A.** Fertilization\* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Shrub Service  |   |  |  |  | **1** |  | **1** | **1** | **1** | **1** | **1** |  | **1** | **7** |
| **C.** Ornamental Trees\*  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **3.) Shrub Beds** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **A.** Pre-Emergent \* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Post Emergent Application\* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **C.** Perennials (**winter pruning) \***  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **D.** Mulch (**longneedle pinestraw)**  |   |   | **1** |  | **1** |  |  | **1** |  |  | **1** |  |  | **4** |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **YEARLY BUDGET** |  |   |   |   |   |  |  |  |  |  |  |  |  |  |
| **MONTHLY BREAKDOWN** |  |   |   |   |   |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Elmore County Board of Education** |  |  |  |  |  |  |  |  |  |  |
| **Millbrook Area Lawn Care Bid #19-005** |  |  |  |  |  |  |  |  |  |
|  |  |  | **Proposed Service Schedule** |  |  |  |  |  |
| **Prosposed Services** |   | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **TOTAL** |
| **1.) Turf Areas** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **A.** Treatment **(fertilization & weed control)\*** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Mowing Service **(mow, edge, weedeat, blow)** |   |   | **1** | **3** | **3** | **4** | **4** | **5** | **5** | **3** | **3** | **1** | **1** | **33** |
| **C.** Leaf Service \* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **D.** Fire Ant Treatment \*  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |
| **2.) Shrubs & Ornamentals**  |
| **A.** Fertilization\* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Shrub Service  |   |  |  |  | **1** |  | **1** | **1** | **1** | **1** | **1** |  | **1** | **7** |
| **C.** Ornamental Trees\*  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |
| **3.) Shrub Beds** |
| **A.** Pre-Emergent \* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Post Emergent Application\* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **C.** Perennials (**winter pruning) \***  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **D.** Mulch (**longneedle pinestraw)**  |   |   | **1** |  | **1** |  |  | **1** |  |  | **1** |  |  | **4** |
|   |
|   |
| **YEARLY BUDGET** |  |   |  |  |  |  |  |  |  |  |  |
| **MONTHLY BREAKDOWN** |  |   |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Elmore County Board of Education** |  |  |  |  |  |  |  |  |  |  |
| **Holtville Area Lawn Care Bid #19-005** |  |  |  |  |  |  |  |  |  |
|  |  |  | **Proposed Service Schedule** |  |  |  |  |  |
| **Prosposed Services** |   | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **TOTAL** |
| **1.) Turf Areas** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **A.** Treatment **(fertilization & weed control)\*** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Mowing Service **(mow, edge, weedeat, blow)** |   |   | **1** | **3** | **3** | **4** | **4** | **5** | **5** | **3** | **3** | **1** | **1** | **33** |
| **C.** Leaf Service \* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **D.** Fire Ant Treatment \*  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |
| **2.) Shrubs & Ornamentals**  |
| **A.** Fertilization\* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Shrub Service  |   |  |  |  | **1** |  | **1** | **1** | **1** | **1** | **1** |  | **1** | **7** |
| **C.** Ornamental Trees\*  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |
| **3.) Shrub Beds** |
| **A.** Pre-Emergent \* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Post Emergent Application\* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **C.** Perennials (**winter pruning) \***  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **D.** Mulch (**longneedle pinestraw)**  |   |   | **1** |  | **1** |  |  | **1** |  |  | **1** |  |  | **4** |
|   |
|   |
| **YEARLY BUDGET** |  |   |  |  |  |  |  |  |  |  |  |
| **MONTHLY BREAKDOWN** |  |   |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Elmore County Board of Education** |  |  |  |  |  |  |  |  |  |  |
| **Eclectic Area Lawn Care Bid #19-005** |  |  |  |  |  |  |  |  |  |
|  |  |  | **Proposed Service Schedule** |  |  |  |  |  |
| **Prosposed Services** |   | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **TOTAL** |
| **1.) Turf Areas** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **A.** Treatment **(fertilization & weed control)\*** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Mowing Service **(mow, edge, weedeat, blow)** |   |   | **1** | **3** | **3** | **4** | **4** | **5** | **5** | **3** | **3** | **1** | **1** | **33** |
| **C.** Leaf Service \* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **D.** Fire Ant Treatment \*  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |
| **2.) Shrubs & Ornamentals**  |
| **A.** Fertilization\* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Shrub Service  |   |  |  |  | **1** |  | **1** | **1** | **1** | **1** | **1** |  | **1** | **7** |
| **C.** Ornamental Trees\*  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |
| **3.) Shrub Beds** |
| **A.** Pre-Emergent \* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **B.** Post Emergent Application\* |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **C.** Perennials (**winter pruning) \***  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **D.** Mulch (**longneedle pinestraw)**  |   |   | **1** |  | **1** |  |  | **1** |  |  | **1** |  |  | **4** |
|   |
|   |
| **YEARLY BUDGET** |  |   |  |  |  |  |  |  |  |  |  |
| **MONTHLY BREAKDOWN** |  |   |  |  |  |  |  |  |  |  |  |

**LAWN CARE MAINTENANCE BID # 19-005**

SEALED BIDS WILL BE RECEIVED BY THE ELMORE COUNTY BOARD OF EDUCATION, 100 H.H. ROBISON DRIVE, WETUMPKA, ALABAMA, 36092 UNTIL **10:00 AM ON DECEMBER 18, 2018** AND PUBLICLY OPENED AND READ FOR LAWN CARE MAINTENANCE IN THE CENTRAL OFFICE CONFERENCE ROOM.

THERE WILL BE A MANDATORY WALK THROUGH ON DECEMBER 10, 2018 AT 10:00AM. WE WILL MEET AT CENTRAL OFFICE, MAINTENANCE DEPARTMENT NO LATER THAN 10AM. **IF SOMEONE FROM YOUR COMPANY DOES NOT ATTEND THIS WALK THROUGH, YOUR BID WILL NOT BE ACCEPTED.**