



GENERAL POLICIES GOVERNING BIDS

The Board proposes to make all purchases in accordance with Alabama Law. As we understand it, the purposes of the Alabama State Bid Law are: (1) to enable the Boards of Education (and other public agencies) to get maximum value in goods and services for the money spent, and (2) to give responsible business concerns a fair opportunity to share in business created through public expenditures.

Under the law, the Board has the right to reject any or all bids and to consider quality, suitability to purpose, delivery dates, responsibility of bidders and other factors in selecting the products and services to be purchased and determining the successful bidders. The Board will select in each case what it considers to be the best product or service for the price.

Records showing the bids received and prices paid for each item will be placed on file and may be examined by the public upon request. If a bid is awarded to someone other than the lowest bidder, a note of explanation will appear in bid records. Mail inquiries regarding bids will not be answered.

INSTRUCTIONS FOR BIDDING

1. Bids must be written or typed on the Invitation to Bid (or its attachments).
2. Mail or hand deliver sealed bid to the address on the Invitation to Bid.
3. Mark outside of the sealed envelope, the number of this bid: Bid# 19-004. Any bid that is prematurely opened because it is not clearly marked on the outside of the envelope in this manner will be disqualified.
4. Bids must be in the Board office by the date and time shown on the Invitation to Bid. Late bids WILL NOT be accepted.
5. Bids will be received until the date and hour set in the Invitation to Bid.
6. The Board is exempt from sales tax. The bid should reflect this status.

**INVITATION TO BID****BID# 19-004**

The Winston County Board of Education (hereinafter the Board) hereby requests bids for floor stripping / waxing in the following school classrooms and hallways:

1. **BID #1 - Addison Elementary School** – Winning bidder will be required to remove all furniture and other items on the floor before stripping/waxing and return furniture to the classroom as it was before removing.
2. **BID #2 - Addison High School** – Winning bidder will be required to remove all furniture and other items on the floor before stripping/waxing and return furniture to the classroom as it was before removing.
3. **BID #3 - Double Springs Elementary School** –Winning bidder will be required to remove all furniture and other items on the floor before stripping/waxing and return furniture to the classroom as it was before removing.
4. **BID #4 - Winston Career Academy** - Winning bidder will be required to remove all furniture and other items on the floor before stripping/waxing and return furniture to the classroom as it was before removing.

Bidders will apply a minimum of four (4) coats of wax in hallways, and a minimum of two (2) coats of wax in classrooms during the summer. Bidders will scrub all hallways and apply a minimum of two (2) coats of wax (hallways only) during the winter.

Winston County Schools requests that bidders visit each site prior to submitting a bid. Principals will show bidders the rooms that need to be stripped/waxed (Note: At some schools, there are rooms that are not used that may not need to be stripped/waxed).

1. **Availability to complete this project will be between the dates of May 25, 2019 and July 31, 2019 for summer work; and December 20, 2019 and January 5, 2020 for winter work.**
2. **No Bid Bond is required.**
3. **Awards will be made Item-by-Item.**
4. **The Board reserves the right to reject any or all bids, in whole or in part, and may waive any formalities in the bid if, in its opinion, it is in the best interest of the Board to do so.**

Time and date bid must be received: **Thursday, March 7, 2019 at 2 pm CST.**

Bid Delivery/Opening Location: **Winston County Board of Education
P.O. Box 9 / 25101 Highway 195
Double Springs, Alabama 35553**



BID SUBMISSION FORM

Proposal for Bid # 19-004: Floor Stripping / Waxing

BID #1 PRICE (Addison Elementary) \$_____ Bidder to supply wax. ___ Yes ___ No

BID #2 PRICE (Addison High School) \$_____ Bidder to supply wax: ___ Yes ___ No

BID #3 PRICE (Double Springs Elementary) \$_____ Bidder to supply wax: ___ Yes ___ No

BID # 4 PRICE (Winston Career Academy) \$_____ Bidder to supply wax: ___ Yes ___ No

Name of Firm Submitting Bid: _____

Mailing Address: _____

Telephone: _____

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If you have questions concerning bid specifications, please contact Danny Springer at 205-717-3389 or 256-636-2507. Financial questions may be directed to Andrew McCay, Chief School Financial Officer at 205-489-5018, extension 6715.

I certify by my signature below that the bid price provided above is correct and that I have the authority to obligate the company to perform under the conditions outlined herein. By submission of this bid, I certify that neither the vendor 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.

Signature

Date

Print or Type Name

Title



**Information Regarding the Beason-Hammon
Alabama Taxpayer and Citizen Protection Act**

Alabama laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the 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 contractor's **E-Verify Memorandum of Understanding** MUST BE INCLUDED with the bid. 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 E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also 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. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

VENDOR MINORITY QUESTIONNAIRE

The following information is required by the Alabama State Department of Education. Please complete this form and return it with your bid proposal. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list.

VENDOR NAME: _____

ADDRESS: _____

PHONE: _____

IS THE COMPANY MINORITY OWNED? ___ YES ___ NO

IS THE COMPANY OWNED BY? ___ MALE ___ FEMALE ___ BOTH

IS THE COMPANY INCORPORATED? ___ YES ___ NO

ETHNICITY OF OWNERSHIP:

___ ASIAN AMERICAN

___ AMERICAN INDIAN

___ BLACK

___ DISABLED

___ HISPANIC

___ OTHER (PLEASE SPECIFY): _____

Signature of Authorized Representative

Date

Print or Type Name

Title