

**BID#2018-20 Lawn Care Bid**  
**DATE: June 12, 2018**  
**INSTRUCTIONS TO BIDDERS**

Madison City Board of Education will receive sealed bids for **BID#2018-20 Lawn Care Bid** hereinafter described and specified in Exhibit A.

All proposals must be in sealed envelopes and shall be in the hands of Eric Haynes, Madison City Central Office Accounting Supervisor, no later than **9:59 a.m. on June 12, 2018**. The bid opening will be held at **10:00 a.m. (Central Standard Time) on Tuesday, June 12, 2018** at the Madison City Board of Education Central Office, 211 Celtic Drive, Madison, Alabama.

A **Mandatory Pre-Bid Meeting** will be held at **10:00 a.m. June 4, 2018** at the Madison City Board of Education Central Office, 211 Celtic Drive, Madison, Alabama.

Sealed bids may be **mailed** to Madison City Board of Education, ATTN: Eric Haynes, Madison City Central Office Accounting Supervisor, 211 Celtic Drive, Madison, AL 35758, or **delivered** to the Madison City Board of Education Central Office located at 211 Celtic Drive, Madison, AL 35758.

**NOTICE TO ALL BIDDERS:** In order to comply with H.B. 56-Alabama Immigration Law an *Affidavit of Alabama Immigration Law Compliance*, and an *E-Verify Memorandum of Understanding* must be completed. Failure to do so will result in the rejection of the submitted proposal. 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](http://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.

Proposals for furnishing the equipment shall be filled out where called for in the blank spaces on the bid sheet proposal forms. The original signature shall be in longhand and shall be the legal name of the bidder, or the authorized to sign. The completed form should be without interlineations, alteration or erasure. The original proposal must be submitted in ink. Any additional copy requirements will be identified in the specifications.

No oral, telegraphic or telephone proposals or modifications will be accepted. The bidder, before submitting a proposal, shall carefully examine the specifications to fully inform himself as to all conditions and limitations.

All items delivered shall be free from defects in materials and workmanship. Any and all items found to be defective or failing to meet specifications shall be deemed unacceptable, removed from the premises and replaced by the equipment manufacturer at no cost to the owner.

All bids shall remain in force for a period of **One (1) Year with an option to renew for four (4) additional years** and may be rejected by the owner at any time prior to the expiration of this period. The owner reserves the right to reject any/or all bids as may be deemed best for his interest, and reserves the right to award the contract or contracts to other than the low bidder if in the interest of the ultimate economy and standardization to do so.

All bids received shall guarantee items bid to meet or exceed specifications listed. If quoting other than specified, pictures, description and specifications shall accompany all bids. Bidder shall specify make and model quoted.

Items furnished, as a result of this bid **shall be delivered prices** to purchaser, and must meet or exceed the specifications indicated on the quotation sheet. Items not conforming to specifications may be rejected and returned at the vendor's expense.

Items not delivered in accordance with the specifications general and/or special conditions of this bid concerning quantity and quality, etc., may be purchased on the open market and any increase of cost over the bid price shall be charged to the vendor.

All materials, equipment, etc., shall be new and of kind specified, and shall be in undamaged condition when turned over to the owner. Vendor shall be responsible for making any claims for items received damaged in shipment.

All prices submitted on this proposal are to be delivered prices and shall not include any state or local taxes.

Reference to brand name, manufacturer's suppliers, catalog numbers, etc., is intended to set quality standards and does not exclude bids from others as long as quality standards are met. It is the owner's intent not to accept a lesser quality than is set forth in these specifications. Manufacturer's specifications shall prevail as if written in full detail.

All bidders are to submit bids on bid sheet proposal forms furnished by the Madison City Board of Education, which are enclosed. All items must have a unit price and extended price. In case of discrepancies, the unit price shall govern.

**Each bidder must submit with his proposal a CERTIFIED CHECK or ORIGINAL BID BOND equal to 5% of the total bid if the contract amount exceeds ten thousand dollars (\$10,000.00), but in no event no more than ten thousand dollars (\$10,000.00) must accompany the bidders proposal. The successful bidders' certified check or bid bond will be returned upon execution of the contract. All other checks and bid bonds will be returned to unsuccessful bidders.**

Quantities given herein are believed to be correct, but the right to alter or vary these quantities or the right to purchase additional materials above the stated herein at the bid price is reserved.

Questions regarding the technical aspects of the bid should be directed to:

Michael Gunner  
Madison City Board of Education  
(256)464-8370 ext 11247  
[mhgunner@madisoncity.k12.al.us](mailto:mhgunner@madisoncity.k12.al.us)

Questions regarding the formalities of the bid process should be directed to:

Eric Haynes  
Madison City Board of Education  
(256)464-8370 x 10228  
[ehaynes@madisoncity.k12.al.us](mailto:ehaynes@madisoncity.k12.al.us)

***BIDDERS ARE REQUESTED TO RETAIN THESE SPECIFICATIONS, CONDITIONS AND INSTRUCTIONS FOR FUTURE REFERENCE.***

## **I. GENERAL INFORMATION**

- A. These instructions, conditions, and specifications are in addition to and are part of the instructions and conditions that appear on the printed Madison City Board of Education's "BID SHEET" form, and shall govern the selections of the items listed.
- B. All bids shall be returned on the form provided by the Madison City Board of Education Purchasing Department.
- C. 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. Three (3) non-responsive bid requests will result in a vendor being removed from Madison City Board of Education's vendor list.



- D. Firm prices shall be bid and include all packing, handling, shipping charges and delivery to the destination shown.
- E. 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 proposals 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.
- F. The F.O.B. point shall be to Madison City Schools. Each carton or package for each purchase order is to have the following information: Name of school, c/o Madison City Schools, purchase order number and serial number.
- G. If installed by the vendor, the vendor is responsible for the prompt removal of all debris resulting from this bid.
- H. The Madison City 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.
- I. In the event the low bidder(s) refuses to accept the entire requirements without deviation, their bid will then be considered non-responsive and their bid bond/check will be forfeited to the Madison City Board of Education. After refusal by the first bidder, the bid may be awarded to the next lowest bidder.
- J. 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 indication the type, size, and quality of materials, products, service or equipment consideration best adapted to the Board's intended use.
- K. Vendors shall bid on all items within the specified group/category. It is the intent of the Madison City 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 Madison City Board of Education.
- L. 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 caused by misuse and not by the manufacturer) immediately upon notification. Additional warranty considerations may be a factor in the bid award.
- M. The Madison City Board of Education is tax exempt from all tax (Tax I.D. 63-1192346). This statement in no way is to be construed as relieving the seller or contractor from their tax obligation.
- N. Bids delivered in Federal Express, UPS, or any other such deliverer's envelope shall be sealed in a separate envelope inside the deliverer's packaging. The bid name, number and bid opening date shall be written on the outside of deliverer's envelope. Failure to do this may cause the bid to be inadvertently opened and thus rejected.
- O. The Madison City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) have been designated to handle inquiries regarding non-discrimination policies:

Coordinator of Personnel

[211 Celtic Drive, Madison, AL 35758](mailto:211.Celtic.Drive.Madison.AL.35758)

[256-464-8370](tel:256-464-8370) Ext. 10231

## **II. METHOD OF AWARD**

- A. The Madison City Board of Education reserves the right to accept the lowest bid on all items combined from one bidder or any feasible combination of bids by items from different companies that result in the low bid.
- B. The award will be made to the lowest responsive and responsible bidder or bidders meeting requirements and specifications. Bidders will be responsible for furnishing all product requirements, requested on the bid, to the individual schools and other various locations within Madison City.
- C. In the event the low bidder refuses to accept the entire requirements in a category without deviation, his bid may then be considered non-responsive.
- D. A refusal by the first low bidder may result in the bids being awarded to the next low bidder meeting requirements and specifications.
- E. The Madison City Board of Education reserves the right to accept or reject any or all bids.
- F. The award will be made in accordance with Code of Alabama 1975 Section 16-13B-1.
- G. The decision of the Madison City Board of Education will be final.
- H. Award will be made on unit price basis, extended price basis, or for other reasons mentioned in I. General Information, Paragraph D. that will best serve the interest of the Madison City Board of Education.

## **III. CONTRACT PERIOD**

**The contract period shall be for One (1) year with an option to renew for four (4) additional years.**

## **IV. PRICING**

- A. Prices are to be quoted by the "Unit" indicated on the face of the "Bid Sheet" form.
- 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; delivered to the various locations, in amounts ordered.
- D. Madison City Board of Education reserves the privilege to rebid or re-negotiate any item(s) if price(s) are beyond amount anticipated or negotiations are unsatisfactory.

## **V. QUANTITY**

The quantities of items specified herein are based upon estimated use. Because quantities listed are estimated, they may be increased or decreased according to needs of various locations.

## **VI. BACK ORDERS**

- A. Items temporarily out of stock shall be a minimum. When this occurs, the designated representative may determine the method used to obtain such items. Alternative procurement methods will only be utilized for temporary shortages.
- B. If items are out of stock, the designated representative will be notified, as early as possible, in writing. Excessive backorders will be grounds for contract cancellation.

## **VII. CANCELLATION**

No item in the bid is to be canceled without the prior consent of the Madison City Board of Education.



## VIII. DEFAULT

- A. If at any time the vendor makes a delivery that is not in accordance with the instructions, conditions, and specifications set forth by the Madison City Board of Education, without the consent of said Madison City Board of Education, such delivery shall constitute grounds for the cancellation of the contract and/or removal of this vendor from the Madison City Board of Education's vendor list, for not less than one (1) year.
- B. Any vendor issuing any type of gift, stamps, premiums, or other type of favor to any employee of the Madison City Board of Education shall constitute grounds for the cancellation of the contract and shall be excluded from the mailing list of all purchases of the Madison City Board of Education.

## IX. SPECIAL REQUIREMENTS

- A. Madison City Board of Education reserves the right to purchase any items inadvertently omitted, from the vendor who is awarded a particular category.
- B. Madison City Board of Education reserves the right to cancel the contract or any category at any time without penalty if service, quality, or delivery is not satisfactory if continuation of the contract or category is determined to be inconsistent with the best interests of Madison City Board of Education.
- C. **IF APPLICABLE: All contractors submitting proposals for service type and/or construction type contracts, shall provide a copy of Madison City and all required State of Alabama license(s) within 48 hours of the bid opening date and time. License numbers and residency shall be written on proposal/quote/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.

- D. **IF APPLICABLE: All proposals shall include Madison City Business License number or other applicable Alabama county license number and all required State of Alabama license numbers.**
- E. Bidders may be disqualified and rejection of proposals may be recommended for any of (but not limited to) the following reasons:
  - a. Failure to use the bid forms furnished by the Madison City Board of Education.
  - b. Lack of signature by an authorized representative on the bid form.
  - c. Failure to properly complete the bid form.
  - d. Lack of vendor compliance.
  - e. Evidence of collusion among bidders
  - f. Unauthorized alteration of the bid form.
- F. The Madison City Board of Education assumes no legal liability to purchase items or services under any contract until funds are appropriated for that particular fiscal year.
- G. Where both Instructions To Bidders (ITB) and Specifications relate to the same thing, the Specifications will prevail; that is, the specific language will take precedence over the more general wording, however, where both the ITB and Specifications may be given reasonable effect, both are to be retained.

## **X. MANUFACTURER'S NAME AND SUBSTITUTIONS**

- A. Any bidder wishing to supply alternate equipment other than that specified shall submit a request for substitution to the Madison City Board of Education at the Pre-Bid Conference or at least ten (10) days prior to the BID OPENING DATE if a Pre-Bid Conference is not scheduled.
- B. If APPLICABLE - Bidders requesting such substitutions are cautioned to examine mechanical and electrical plans and building conditions to determine if such substitution will require changes in mechanical or electrical or require rearrangement. If any of the above changes would be involved, a layout of such changes and any additional cost (itemized) must be submitted with the request for substitution. If proposed substitutions entail additional cost which was not submitted with the request for substitution and approval is granted, bidders shall be responsible for such costs.
- C. In addition, a request for substitution must be accompanied by the manufacturer's specifications and a "Substitution Request Form" which provides the Madison City Board of Education with a detailed description of the manner in which proposed substitution conforms and/or varies from the item specified. No request for substitution will be considered without an accompanying "Substitution Request Form."
- D. It is understood by the Madison City Board of Education that no agent, dealer, broker or agency may bind a manufacturer beyond the manufacturer's own printed literature. Therefore, any party submitting a Substitution Request Form stating compliance with a feature specified for the prime specified item or as an option for that item in the manufacturer's literature, may be accompanied by a letter on the Manufacturer's own letterhead stating that the manufacturer shall comply with the specified feature and such compliance shall not adversely affect the manufacturer's product performance, reliability, durability, appearance or affect the warranty.
- E. If the substituted item is approved and subsequently installed and upon final inspection found to deviate from the specifications in a manner not detailed in the "Substitution Request Form", the Contractor shall, at the discretion of the School Board, bring the equipment into compliance with the specifications at his own cost. In consideration of the job stage at the time of final inspection, the Contractor shall take no more than 5 working days to make this replacement. Bidders are encouraged to review the replacement. Bidders are encouraged to review the "Substitution Request Form" prior to using such items in their bid. Awarded Contractor shall be responsible for deviations not detailed in the "Substitution Request Form" submitted FROM ANY SOURCE. Approval of submittals by the Madison City Board of Education does not relieve the Contractor of this condition. The "Substitution Request Form" can be found at the end of this document.
- F. No request for substitution will be considered after the Pre-Bid Conference or after 10 days prior to the BID OPENING DATE if a Pre-Bid Conference is not scheduled, except in instances where the item is no longer available. The Madison City Board of Education Purchasing Agent or designated representative will approve exceptions when availability of product is in question.



**MADISON CITY BOARD OF EDUCATION  
SUBSTITUTION REQUEST FORM**

VENDOR NAME \_\_\_\_\_ BID # \_\_\_\_\_

BID NAME \_\_\_\_\_

ITEM # \_\_\_\_\_

ITEM DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED SUBSTITUTE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOW IS SUBSTITUTE SIMILAR\* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOW IS SUBSTITUTE DIFFERENT\* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MANUFACTURERS SPECS MUST BE INCLUDED.

\_\_\_\_\_  
**APPROVAL DATE**

\_\_\_\_\_  
**APPROVED BY**

## Proposal Check List

The following is a checklist of requirements developed by the Madison City Board Of Education that may assist in the preparation of your proposal. This list is not all-inclusive and is made available for your convenience. The Instructions To Bidders and Addenda (if issued) specify all proposal requirements and should be read thoroughly to ensure that all bid requirements are met. The following list identifies some common reasons why bids are rejected and considered non-responsive:

- **Failure to comply with H.B. 56 Alabama Immigration Law(in bold print on 1<sup>st</sup> page)\*\*\***
- Bid opening date and time (late submission)
- Original signatures and date on proposal required (copies submitted)
- Proposal should be without: interlineations, alteration or erasure (do not use white out, do not line through and initial, do not change figures on pricing sheet, etc. Pricing sheet should be without corrections.) \*\*\*
- Bid Bond/Certified Check requirements (in bold print on 2<sup>nd</sup> page), **if applicable \*\*\***
- Product specifications do not meet requirements
- Incomplete bids \*\*\*
- Bids not identified on UPS, Federal Express, etc. packages, thus inadvertently opened \*\*\*
- Copies of licenses not submitted when required along with license number written on bid sheet \*\*\*
- Failure to use bid forms supplied with bid packet
- Failure to fill out bid form correctly
- Late substitution requests (see X. Manufacturer's Name and Substitutions) \*\*\*

Note: \*\*\* - Most common reasons why bids are rejected.

Please read the Instructions To Bidders for specific requirements as they can change from bid to bid. The goal of the Madison City Board of Education is to provide for fair and open competition. Following the Instructions To Bidders will ensure that all proposals are considered.

Thank you.



## Certification of Pricing Sheet

VENDOR NAME: \_\_\_\_\_

VENDOR MAILING ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

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

BUSINESS LICENSE NO.: \_\_\_\_\_

MINORITY BUSINESS: YES OR NO (IF YES, PLEASE PROVIDE DOCUMENTATION)

IF NO BID, STATE REASON: \_\_\_\_\_

### POSTING OF BID TABULATIONS:

Bid tabulations with recommended awards will be available for review by interested parties at the locations where bids were opened. Failure to file a protest within 72 hours after bid opening shall constitute a waiver of proceedings. All bidders are encouraged to attend the bid opening. No information or opinion concerning the ultimate outcome will be given while consideration of the award is in progress. Bid award may be held for NINETY (90) days pending evaluation.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder and that the bidder is in compliance with all requirements of the invitation to Bid, including but not limited to certification requirements in submitting bid to an agency for the State of Alabama. The bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the State of Alabama all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust Laws of the United States and the State of Alabama for price fixing relating to the particular commodities or services purchased or acquired by the State of Alabama. At the State's discretion such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the bidder.

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

\_\_\_\_\_  
Date

**\*\*PLEASE RETURN THIS SHEET WITH PRICING SHEET\*\***

## **Payment/Procedure Terms**

As part of an ongoing effort to streamline our purchasing process and improve the timeliness of payments to you, The Madison City Board of Education would like to invite you to participate in one of two of our new electronic payment programs:

### **Virtual credit card payments**

You will submit your invoices in the usual manner. Once approved, a payment notification will be routed to you immediately by email. This email contains remittance information and outlines each invoice number(s), the total amount being paid, and the card information to process the transaction through your existing card acceptance process. The funds will be loaded onto a zero balance card that is exclusive for The Madison City Board of Education.

If you choose to enroll in this process, please complete the “Virtual credit card payment enrollment form” and include with your sealed bid packet. If you are the winning vendor, you will then be contacted by our enrollment partner, FEDAC Processing Company, to answer any questions you may have and to further explain the process if necessary. If you have any questions or need assistance, you can call FEDAC toll-free, at 1-888-621-3585, to speak directly with a representative.

If this process is not compatible with your current resources, FEDAC can present an alternative method where all approved transactions are processed on your behalf and the funds are deposited directly into your checking account. This process is referred to as Deposit-Pay and only applies to transactions between The Madison City Board of Education and your company.

Benefits to your company include:

- Invoices are paid weekly as soon as they are processed.
- Accelerating the receipt of cash, as funds are typically deposited within 48 hours of the payment transaction.
- Eliminating check processing and collection costs associated with lost or misplaced checks.
- Reducing exposure to check fraud and credit card fraud because the card is at a zero balance until the Madison City Board of Education funds it.
- Going green-paperless, electronic payments are more secure, save money and also help conserve the environment by eliminating printing and mailing paper checks.

If you have any questions regarding Virtual credit card payments, please contact Geanell Brenner at [gbrenner@madisoncity.k12.al.us](mailto:gbrenner@madisoncity.k12.al.us) or 256-464-8370.



## **ACH Payments**

In lieu of receiving a check for goods and/or services provided to The Madison City Board of Education, your company's payment will be sent via electronic transfer and automatically credited to your account at your financial institution. You would still invoice us as usual; however, once the invoice(s) is approved and processed for payment, an electronic remittance advice would be emailed to your company and your bank account would be credited.

If you choose to enroll in this process, please complete the "ACH payment enrollment form" and include with your sealed bid packet.

Benefits to your company include:

- ACH offers cost savings to the vendors and to The Madison City Board of Education.
- Funds are credited and available to the recipient without the need for making manual deposits.
- Increases payment security.
- Eliminates the 2 to 3 day mail time.

If you have any questions regarding ACH payments, please contact Geanell Brenner at [gbrenner@madisoncity.k12.al.us](mailto:gbrenner@madisoncity.k12.al.us) or 256-464-8370.

# Virtual Credit Card Enrollment Form

This form is to be completed in order to initiate the virtual credit card payment process.  
To access the fillable form online please go to [www.madisoncity.k12.al.us](http://www.madisoncity.k12.al.us) and look under the  
Business & Finance section/forms/vendor

Please provide the contact information of the person(s) or department responsible for setting up this  
payment process.

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

CONTACT NAME: \_\_\_\_\_

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

PHONE NUMBER: \_\_\_\_\_

**Please ensure you have attached a W-9 to this worksheet.**

## **For Madison City Business Office Use Only**

Date of Contact: \_\_\_\_\_

Vendor #: \_\_\_\_\_

Virtual Payment Vendor: \_\_\_\_\_



# ACH Payment Enrollment Form

This form is used for Automated Clearing House (ACH) payments  
To access the fillable form online please go to [www.madisoncity.k12.al.us](http://www.madisoncity.k12.al.us)  
and look under the Business & Finance section/forms/vendor

## Payee/Company Information:

Name:	
Current Mailing Address:	
SSN or Tax ID (required):	Contact Person Name(required):
Telephone:	Fax:
Email Address(required):	

## Financial Institution Information:

Name:
Address:
Nine-Digit Routing Transit Number(usually first set of 9-digit numbers at bottom of check):
Account Number:
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Name of Payee or Authorized Official (Please print):
Signature and Title of Payee or Authorized Official (Required):
Date:

**A voided check must accompany this form in order to receive payments electronically.**

**Please ensure you have attached a W-9 to this worksheet.**

# NEW VENDOR CONTACT INFORMATION

This form is to be completed before the Madison City Board of Education can perform business with the vendor.

The information provided below will be used to conduct correspondence with the company.

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

CONTACT NAME: \_\_\_\_\_

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

PHONE NUMBER: \_\_\_\_\_



**Please ensure you have attached a W-9 to this worksheet.**

**Failure to do so will result in a delay in service.**

**\*\*Please remit a W-9 along with your bid packet \*\***

**For Business Office Use Only**

**Date of Contact:** \_\_\_\_\_

**Vendor #:** \_\_\_\_\_

**Virtual Payment Vendor:** \_\_\_\_\_

### Lawn Care Specifications

During the normal growing season, the Madison City Board of Education requires the grass and lawn areas be cut at the times specified in the contract. Service will be required for each location at intervals indicated on the enclosed bid sheets. Additionally the contractor agrees to the following:

- A. Contractor agrees to furnish all labor, materials, tools, equipment and transportation necessary to cut grass, edge sidewalks, blow off all hardtop and sidewalk areas, keep unintended vegetation off fences, and pick up trash.
- B. Whether the site is cut with tractor, mower, weed eater, or lawn mower, the debris from the cutting will be blown off all parking lots, sidewalks, entrance areas, etc. Any excessive clippings will be raked up and removed from the site.
- C. All areas inaccessible to open area cutting equipment must be trimmed mechanically. Examples of areas include, but are not limited to, utility poles, play units, fencing, flowerbeds etc.
- D. **CHEMICAL AGENT CAN BE USED FOR FENCE PERIMETERS ONLY and ON DITCH ON WALL TRIANA LOT.**
- E. All walkways, entrance areas and curbing will be mechanically edged every cutting period.
- F. It is the responsibility of the contractor to police the area before each cutting and remove all trash and litter after each cutting.
- G. All equipment shall be inspected to ensure it meets safety and standard requirements to perform the assignment task, prior to the contract being awarded.
- H. **Invoices must be submitted to the school or service location the same day as the cut is performed or the next business day if the cut occurs on a non-school work day.**
- I. Services should be performed after school hours or at the discretion of the principal.
- J. While on school property, vehicles must be clearly marked with the name of the vendor.
- K. **On locations under 50 acres, service will be completed on the same day. On locations over 50 acres service will be completed within two consecutive days.**

Contractor shall secure and maintain insurance as specified below through the duration of this contract; such amounts as may be necessary to protect the interest of the Madison City Board of Education against hazards or risk of losses hereinafter specified. Such insurance shall be carried by a company or companies doing business by agent in the County of Madison, the County of Limestone, and shall be in a form and amount to be approved by The Madison City Board of Education and **list the Madison City Board of Education as an additional named insured on the policy.**



The Certificate of Insurance shall contain a provision that not less than ten (10) days written notice shall be given to the Madison City Board of Education before any policy or coverage is canceled. Without limiting the requirements above set forth, the insurance coverage shall include a minimum of:

- A. Workman's Compensation Insurance in an amount required under the laws of the State of Alabama. In case any work is sublet, with the consent of the Madison City Board of Education, the contract shall require the subcontractor similarly to provide Workman's Compensation Insurance for all latter employees.
- B. Public General Liability Insurance, written in comprehensive form, that protects the Contract and the Madison City Board of Education against claims arising from injuries to members of the public, Madison City Board of Education employees or damage to property of others arising out of any act or omission to act of the contractor or any of its agents, employees, or subcontractors. The limit of liability shall not be less than \$1,000,000.00 combined single limits.
- C. Property Insurance, which shall include damage to the property of the Madison City Board of Education in an amount not less than. \$1,000,000.00.
- D. **The contractor shall provide proof of the required coverage before issuing any contractual agreement and before any work may be commenced on the Madison City Board of Education property.**

#### **OTHER**

Areas to be cut are all grass around school and playing fields. It is the responsibility of the contractor to visit each site. The successful bidder will be required to provide references and other documentation, as may be required, by the Madison City Board of Education to verify ability to perform the work required. It is recommended that the bidder provide a list of comparable work references as an attachment to the proposal.

Athletic Fields at the following locations will **NOT** be included in this bid:

Liberty Middle

Discovery Middle

James Clemens High

Bob Jones High

Madison City Schools Stadium

## LAWN MAINTENANCE WORK SCHEDULE

<b>October</b>	*Mow twice.
(4 weeks)	*Blow off and edge driveways and sidewalks.
<b>November</b>	*Mow once.
(4 weeks)	*Remove leaves from property.
	*Blow off and edge driveways and sidewalks.
<b>December</b>	*Mow once, if needed.
	*Remove leaves, branches and debris as needed.
(5 weeks)	*Blow off and edge driveways and sidewalks.
<b>January</b>	*Mow once, if needed.
(4 weeks)	*Remove dead limbs, debris, weeds and leaves as needed.
	*Blow off and edge driveways and sidewalks.
<b>February</b>	*Mow once.
(4 weeks)	*Remove dead limbs, debris, weeds and leaves as needed.
	*Blow off and edge driveways and sidewalks.
<b>March</b>	*Mow twice.
(5 weeks)	*Remove dead limbs, debris, weeds and leaves as needed.
	*Blow off and edge driveways and sidewalks.
<b>April</b>	*Mow twice.
(4 weeks)	*Remove dead limbs, debris, weeds and leaves as needed.
	*Blow off and edge driveways and sidewalks.
	*Keep fences clear of growth
<b>May</b>	*Mow weekly.
(4 weeks)	*Remove dead limbs, debris, weeds and leaves as needed.
	*Blow off and edge driveways and sidewalks.
	*Keep fences clear of growth

- June**            \*Mow weekly.
- (5 weeks)            \*Remove dead limbs, debris, weeds and leaves as needed.
- \*Blow off and edge driveways and sidewalks.
- \*Keep fences clear of growth
- July**            \*Mow weekly.
- (4 weeks)            \*Remove dead limbs, debris, weeds and leaves as needed.
- \*Blow off and edge driveways and sidewalks.
- \*Keep fences clear of growth
- August** \*Mow weekly.
- (4 weeks)            \*Remove dead limbs, debris, weeds and leaves as needed.
- \*Blow off and edge driveways and sidewalks.
- \*Keep fences clear of growth
- September**    \*Mow weekly.
- (5 weeks)            \*Remove dead limbs, debris, weeds and leaves as needed.
- \*Blow off and edge driveways and sidewalks.

### **Madison City Schools Grass Mowing Scope of Work**

**Bob Jones High School, 650 Hughes Road (1-2 consecutive days)**

Mow all grass and trim around buildings, fences, trees, borders, structures (includes around athletic fields) and weed control inside chiller area.

Exclude fenced athletic fields.

Include band practice field (north of Eastview Road).

Include area north of Eastview Road, except for athletic fields.

Exclude athletic fields north of Eastview Road.

Include mowing up to the Eastview Road pavement.

Include two courtyards in the center of the building with access from the west side of the building.



East to Hughes Road; North to property line; West to end of athletic field area north of Eastview; and West to tree line south of Eastview; and South to tree line/neighbor fences.

**Central Office, 211 Celtic Drive (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, and structures.

East to Celtic Drive; North to south stadium road; West to farm field; South to farm field.

**Central Office Annex, 4192 Sullivan Street (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, and structures.

East to Sullivan Street; North to Perry Street; West to fence behind trailer; South to the north wall of the old fire station.

**Columbia Elementary School, 667 Balch Road (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, structures, playground, portables (includes athletic fields) and weed control inside chiller area and playground.

Include around and behind playground area.

Include two soccer fields.

West to Balch Road; South to tree line (including inside detention pond area); East to tree line behind soccer fields; North to tree line.

**Discovery Middle School, 1304 Hughes Road (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, structures (includes around athletic fields) and weed control inside chiller area.

Exclude fenced athletic fields.

Include soccer field inside track.

East to Hughes Road; North to tree line/fences (including between trees and neighbors fence in northwest portion of property); West to tree line/fences (including behind softball and baseball fields); South to southeast portion to road between school and senior citizens center and the southwest portion to 10 feet beyond the outside of the paved track.

**Heritage Elementary School, 11775 County Line Road (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, structures, playground, portables (includes athletic fields) and weed control inside chiller area and playground.

Include area inside the paved track plus 20 feet on the wooded sides of the track.

Include area inside the playground fence.

Include fenced area on north side of school.

West to County Line Road; North to paved Bradford Greenway walking trail; East to track plus 20 feet; South to access road and along track plus 20 feet where possible.

**Horizon Elementary School, 7855 Old Madison Pike (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, structures, playground, portables (includes athletic fields) and weed control inside chiller area and playground.

From main building to service road and behind the school

Include inside fenced athletic play fields.

North to Old Madison Pike (including area along Old Madison Pike); West to tree line; South to fence on south side of play fields; East to neighbors fence.

**James Clemens High School, 11306 County Line Road (1-2 consecutive days)**

Mow all grass and trim around buildings, fences, trees, borders, structures (includes around athletic fields) and weed control inside chiller area.

Exclude wildlife preservation area.

Exclude fenced athletic fields.

Exclude two soccer fields.

Include band practice field.

Include javelin field.

Include around pond.

Include grass islands in parking lots.

East to County Line Road; North to property line including in ditch north of soccer fields; West to Burgreen Road; South to property line which is generally fenced behind residences (the southern border property line is straight to Burgreen Road and does not follow the access road at the southwest corner of the property).

**Liberty Middle School, 281 Dock Murphy Drive (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, structures (includes around athletic fields) and weed control inside chiller area.

Exclude fenced athletic fields.

West to tree line; North to tree line; East to tree line; South to tree line. Begin mowing the west side at the bridge on the north side of the entrance to the school. Mow to 20 feet beyond outside road on east side.

Mow to gate at NE corner.

**Madison Elementary School, 17 College Street (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, structures, playground, (includes athletic fields) and weed control inside chiller area and playground.

Include grass area inside playground.

Include grass areas in the fenced central courtyard that is accessible from the west side.

Include grass areas outside of the fence on Mill Road, Sullivan Street, and the corner of Mill Road and Sullivan Street.

North to Mill Road; West to Sullivan Street; South to College Street; East to property line that runs along the tree line/fence line.

**Mill Creek Elementary School, 847 Mill Road (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, structures, playground, portables (includes athletic fields) and weed control inside chiller area and playground.

Include soccer field.

Include inside paved track.

Include grass islands.

West to Mose Chapel Road; North to tree line north of soccer field; East to tree line; South to Mill Road.

**Pre-K Center, 74 Nance Road (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, structures, playground, and weed control inside playground.

Include inside the fenced playground.

East to Nance Road; North to one mower width outside the fence; West to one mower width outside the fence; South to tree line (one mower width outside the fence area).

**Rainbow Elementary School, 50 Nance Road (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, structures, playground, (includes athletic fields) and weed control inside chiller area and playground.

Include inside white fence and inside paved track.

Include inside fenced playground area.

Include inside fenced nature classroom area.

East to Nance Road; North to fences; West to Rainbow Circle (including west of white fence); South to tree line.

**Transportation Facility, 217 Westchester Road (1 day)**

Mow all grass and trim around buildings, fence, trees, borders and structures

Include mowing islands in bus parking lot.

Include large unpaved north parking area.

Must keep weeds and vines off of all fences.

Must keep weeds and vines from growing in gravel roads and in gravel parking areas.

Include two mower widths outside of east property-line fence (back of lot) from North gate South to tree line and ditch.

East to Westchester; North to fence at tree line; West to fence and tree line; South to power box with bollards just south of fence.

**West Madison Elementary School, 4976 Wall Triana Highway (1 day)**

Mow all grass and trim around buildings, fences, trees, borders, structures, playground, (includes athletic fields) and weed control inside chiller area and playground.

Include grass area inside playground fence.

East to Wall Triana Highway; South to Liberty Drive (including entrance on north side of Liberty Drive); West to neighbor fences; North to line of power poles running east; West beginning at Wall Triana Highway.

**Wall Triana Lot, just north of Browns-Ferry Road and adjacent to Kroger Shopping Center (1 day)**

#### **LOT MAINTENANCE WORK SCHEDULE**

**October-September:**            **-Mow only upon request within 7 days of request for up to five cuts annually.**  
   **-Pricing will be per cut.**

Mow all grass South to Kroger ditch line, East to tree and property line, North to residential fenced and tree line, West to Wall Triana.

Include weed control in ditch (chemical if necessary) and weed control around borders.



# Madison City Schools Operations

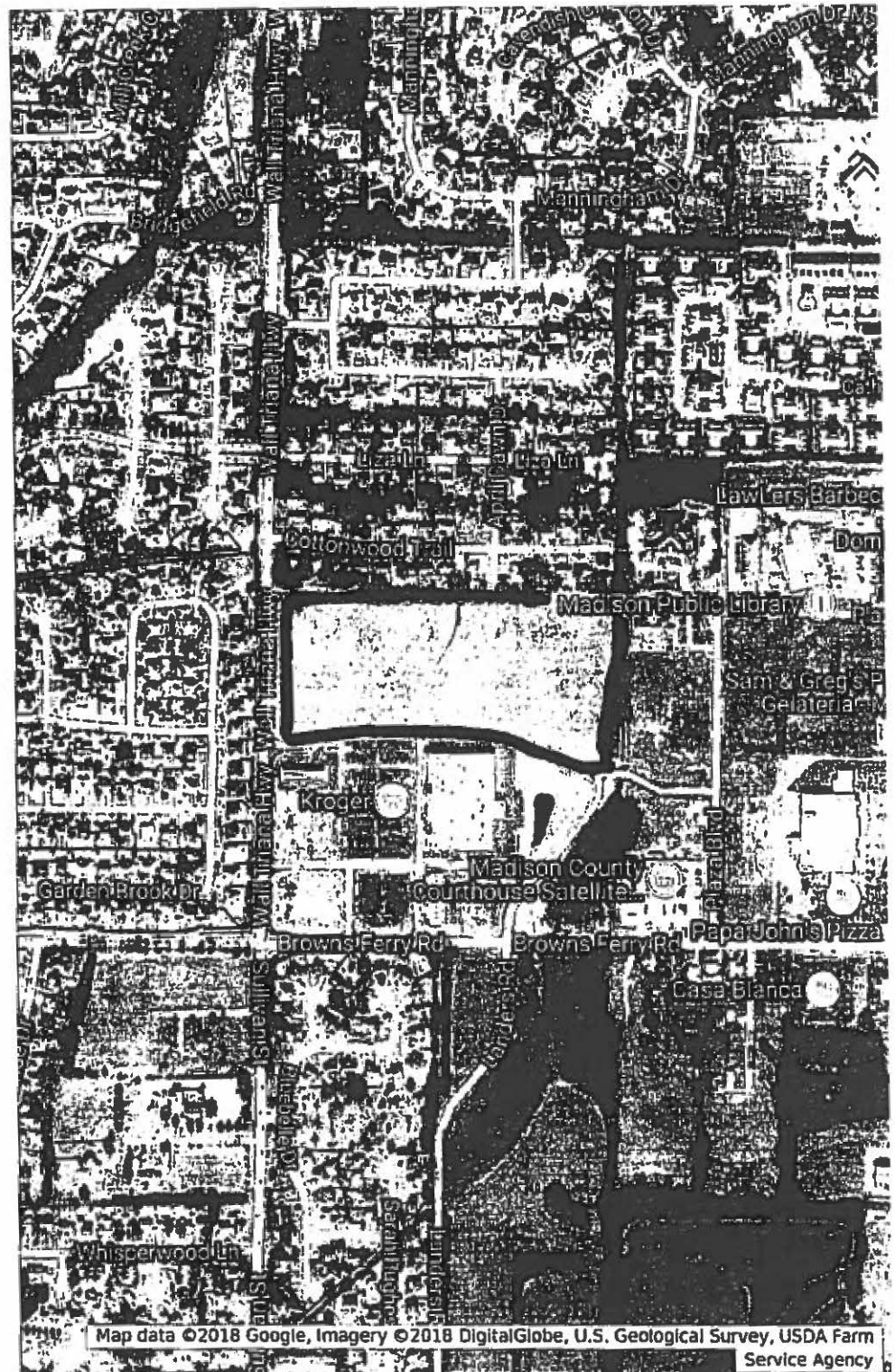
## School Sites and Land Holdings

- James Clemens High School
- Heritage Elementary
- Mill Creek Elementary
- Liberty Middle School
- Columbia Elementary
- West Madison Elementary
- Bob Jones High School
- Discovery Middle School
- Rainbow Elementary
- Madison Pre-K Center
- Horizon Elementary
- Land
- Central Office
- Central Office Annex (leased)
- Madison Elementary
- Transportation

### Building Size and Capacities

- Discovery Middle
- Liberty Middle
- Heritage Elementary
- James Clemens High School
- Columbia Elementary
- Mill Creek Elementary
- Madison Elementary
- Horizon Elementary
- West Madison Elementary
- Bob Jones High School
- Rainbow Elementary
- Madison Pre-K Center

- Central Office Annex (leased)**  
**Central Office**  
**Transportation**



**Bob Jones North of Eastview**



**Bob Jones School**





**Central Office and City Stadium**



**Central Office Annex**





## Columbia North



## Columbia South





**Discovery Middle**



**Heritage Entrance**





**Heritage School**



**Horizon**





**James Clemens High**



**Liberty Middle**





**Madison Elementary School**



**Madison Elementary Southeast Section**





**Mill Creek**



**Pre-K Center**





**Rainbow**



**Transportation Department South**





## **Transportation Department North**

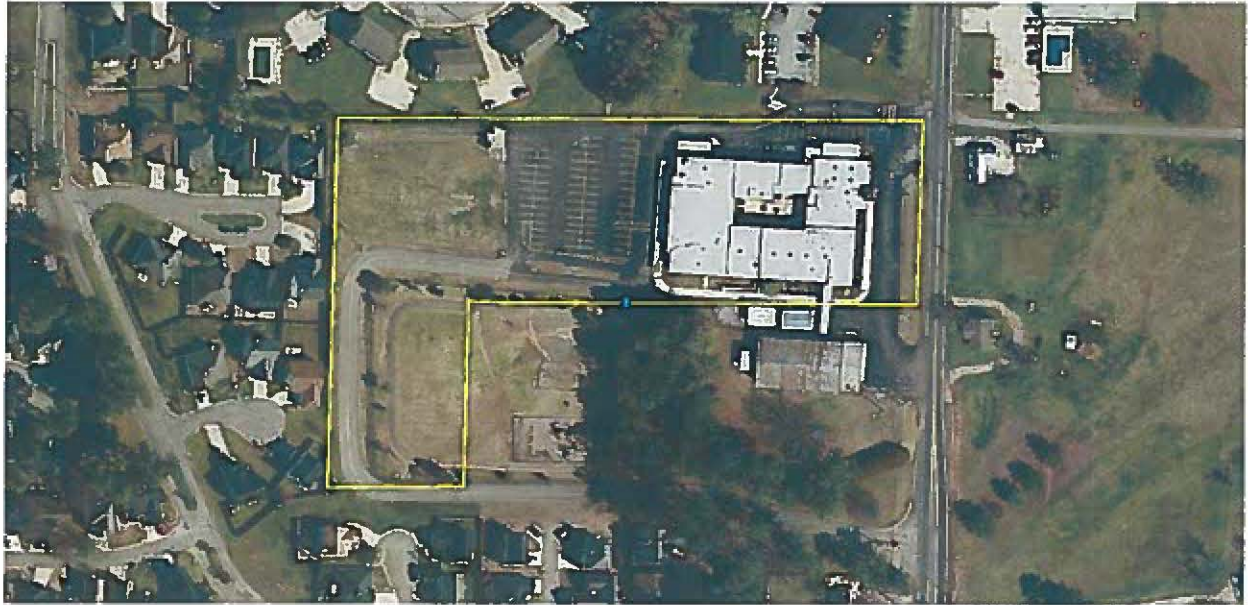


## **West Madison Elementary Middle Section**





**West Madison School**



**West Madison South Section**

