



# Sumter County Board of Education

P. O. Box 10 • Livingston, AL 35470 • 205/652-9605 • FAX: 205/652-9641

November 10, 2021

To: Whom It May Concern:

RE: Invitation to Bid – Lawn Care and Lawn Maintenance Services for the Sumter County School District

In compliance with the Alabama Bid Law, Act 2009-760, Alabama Legislature 2009, the Sumter County Board of Education will be receiving sealed proposals for lawn care services on each campus of the Sumter County Schools. **The bids will be opened at 9:30 A.M., CST, on November 19, 2021 at the Central Office located at 716 Country Club Rd, Livingston, AL, 35470.** All bids must be in the business office by opening time. The official bid specifications and bid forms are enclosed.

The Sumter County Board of Education reserves the right to reject any and all bids, to waive any informality in bids received, and to accept or reject any items of any bids. All bids are subject to board approval.

Thank you for your interest in providing these services.

Sincerely,

Jackie Meeks  
Chief School Financial Officer

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## I. Definitions:

- A. "The Board," "Board," "Board of Education," or "The Owner" means and refers to the Sumter County Board of Education.
- B. "Business Office" or "The Business Office" refers to the Superintendent, Chief School Financial Officer, and/ or any assigned personnel in the Finance Department.
- C. "District" means and refers to all schools, facilities, and operations of the Sumter County Board of Education.
- D. "State Board of Education" means and refers to the Board that exercises general control and supervision over the public schools of the State of Alabama as constituted and authorized by Ala. Code 16-3-1, et. seq (1975).
- E. "Alabama (State) Department of Education" means and refers to the State agency that is charged with implementing the policies, procedures, and regulations of the State Board of Education as provided in ALA Code 16-2-1, et. seq (1975).
- F. "He", "his" or "him" means and includes all genders.
- G. "Law" includes local, state, and federal statutes, regulations, ordinances, court decisions, and binding administrative orders or directives.

## II. Invitation for Bids:

The Sumter County Board of Education is requesting proposals for lawn care and maintenance services to improve the look of Sumter County School campuses through regular weed control, lawn mowing, edging borders, improving the overall health of the soil, and removing debris. Lawn care and lawn maintenance services will ensure the health and wellbeing of Sumter County lawns, and promote healthy growth.

## III. Statement of Work:

### A. Scope of Service

To provide all weed trimming, edging, mowing, hedge pruning and general detail work to the school campuses as listed below using the same timing of service and service specifications as listed.

### Area 1

Kinterbish Junior High School	5586 Kinterbish 10	Cuba, AL 36907
Bell Brown Career Tech Center	Highway 28	Livingston, AL 35470
Material Center	206 East Main St.	Livingston, AL 35470
Bus Shop/ Maintenance Shop	111 M.L. King Blvd	Livingston, AL 35470

Or

### Area 2

Livingston Junior High School	1351 N. Washington St.	Livingston, AL 35470
York West End Junior High School	515 Lincoln St.	York, AL 36925
Sumter Central High School	13878 US Hwy 11	York, AL 36925

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## B. General Description of Services

- i. Weed trimming and edging of all concrete/asphalt surfaces on school campuses. In addition, spray treatment (weed control) should be applied for routine maintenance.
- ii. Mowing of all grass areas on outside perimeter of each campus.
- iii. Blowing of all mowing, edging and weed trimming debris.
- iv. Shrub pruning when necessary.
- v. Weed trimming around all trees, shrubs, and stationary objects.

## C. Timing of Service

- i. Timing of service is biweekly during early spring to fall (March to November) or unless the vendor is notified by the Superintendent, Dr. Anthony L. Gardner, or Maintenance Supervisor, Tony Brown.
- ii. Timing of service is once a month during December, January, and February.
- iii. Campuses must be cut the week prior to school opening.
- iv. In the event of a “special event,” the vendor maybe asked to render additional services.
- v. **Any work that would interrupt classes must be completed before or after school hours.**

## D. Term of Contract

The term of contract will be completed during the fiscal year.

The initial contract term will be from October 1, 2021 – September 30, 2022.

## IV. Instructions to Bidders

- A. All bidders are to submit bids on the proposal forms furnished and in an envelope with the following:  
“**Lawn Care and Lawn Maintenance Services, Area 1, November 19, 2021, 9:30 A.M.**” or clearly marked on the outside of the envelope  
“**Lawn Care and Lawn Maintenance Services, Area 2, November 19, 2021, 9:30 A.M.**” clearly marked on the outside of the envelope.
- B. Provide a brief summary of the company, firm or individual proposing to provide such services and products for cleaning and disinfecting.
- C. Pictures, descriptions and specifications should accompany all bids offering brands other than those specified.
- D. Provide qualifications and brief summary of past experience for similar services
- E. Identify any specialized training and qualifying staff personnel for this work.
- F. Bidder must include a copy of business license. A bid which is for work outside of the type or types of work stipulated in the bidder’s license will not be considered.
- G. Bidder must provide the following types of insurance with minimum coverage limits:
  - i. \$1,000,000.00 general liability
  - ii. \$500,000 bodily injury

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\$500,000 property damage

- iv. Failure to renew or keep in force is grounds for immediate termination of services. Please provide a copy of the insurance policy.
- H. Bid price is to be all-inclusive with no further charges made against the Sumter County Board of Education.
- I. All bidders are required to submit unit prices and extended prices for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.
- J. All prices submitted on the proposal are to be delivered prices to a specified location in the Sumter County System. Sumter County Schools are exempt from sales tax.
- K. All bidders shall base their proposals on the exact schedule of materials, services, and/or equipment specified herein.
- L. Any bid received after the time and date specified will not be considered.
- M. All questions should be directed to Tony Brown, Maintenance Supervisor, (205) 742-8724.

Mailing Address:

Sumter County Board of Education

P.O. Box 10

Livingston, AL 35470

ATTN: Jackie Meeks, Chief School Financial Officer

Physical Address:

Sumter County Board of Education

716 County Club Rd.

Livingston, AL 35470

ATTN: Jackie Meeks, Chief School Financial Officer

V. **Award of Contract**

- A. The contract shall be awarded to the lowest responsible and responsive bidder unless the Awarding Authority finds that all the bids are unreasonable or that it is not in the best interest of the Awarding Authority to accept any of the bids. A responsible bidder is one who, among other qualities determined necessary for performance, is competent, experienced, and financially able to perform the contract. A responsive bidder is one who submits a bid that complies with the terms and conditions of the advertisement.
- B. The winner of the bid will be notified by phone call or any other methods of communication from "The Business Office" or "Business Office."

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## C. Payment

- i. All invoices must be delivered to the following address:

Mailing Address:  
Sumter County Board of Education  
P.O. Box 10  
Livingston, AL 35470  
ATTN: Accounts Payable

Physical Address:  
Sumter County Board of Education  
716 County Club Rd.  
Livingston, AL 35470  
ATTN: Accounts Payable

- ii. All invoices shall be legible and uniform in size.
- iii. All invoices must have the vendor's name, address, and contact number listed
- iv. All invoices must briefly describe service(s) provide and the location.
- v. Payment of invoices will follow the Accounts Payable Check Run Schedule.
- vi. Failure to perform satisfactory work will delay processing payment for services rendered.

## VI. Miscellaneous

- A. All bids shall remain in force for 30 days after the date of bid opening and may be accepted or rejected by the Owner at any time prior to the expiration of this period.
- B. The Owner reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. The Owner reserves the right to reject any or all proposals and to waive technical errors if the best interest of the Owner will thereby be promoted.
- C. Vendors must have a Public Works Contractors license as suitable for work to be accomplished on this contract prior to the start of any work.
- D. The vendor agrees to pay all state sales and use taxes, building permits and any other permit needed to complete this project.
- E. No work stoppages, strikes, sympathy strikes, slowdowns or lockouts are allowed during the execution of the work.
- F. The vendor will be required to coordinate the project with The Board, The Business Office, and/ or Tony Brown, Maintenance Supervisor.
- G. Envelopes containing bids must be sealed and sent postpaid and marked on the upper left-hand corner with name and address of bidder and identified as a sealed bid to be opened at date and time specified in the invitation.

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- H. Copies of this bid are on file and may be obtained at the Sumter County Board of Education located at 716 Country Club Rd, Livingston, AL, 35470 or by accessing the website at <http://www.sumter.k12.al.us/>.
- I. Any bid received after the time and date specified will not be considered.
- J. Bids submitted by facsimile or e-mail will not be accepted.
- K. All questions should be directed to Tony Brown, Maintenance Supervisor (205) 742-8724.

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Kinterbish Junior High School  
Bell Brown Career Tech Center  
Material Center  
Bus Shop/ Maintenance Shop

**BID for Area 1**  
5586 Kinterbish 10  
Highway 28  
206 East Main St.  
111 M.L. King Blvd

Cuba, AL 36907  
Livingston, AL 35470  
Livingston, AL 35470  
Livingston, AL 35470

DATE: \_\_\_\_\_

Item and Description	Unit Price	Extension

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned offers and agrees, if this bid is accepted within \_\_\_\_\_ calendar days from date of opening, to furnish any or all of the items upon which prices are quoted at the \_\_\_\_\_ calendar days after receipt of Purchase Order, \_\_\_\_\_ percent discount will be allowed if paid within 10 days of date of invoice.

Name and address of Bidder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## BID for Area 2

Livingston Junior High School	1351 N. Washington St.	Livingston, AL 35470
York West End Junior High School	515 Lincoln St.	York, AL 36925
Sumter Central High School	13878 US Hwy 11	York, AL 36925

DATE: \_\_\_\_\_

Item and Description	Unit Price	Extension

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned offers and agrees, if this bid is accepted within \_\_\_\_\_ calendar days from date of opening, to furnish any or all of the items upon which prices are quoted at the \_\_\_\_\_ calendar days after receipt of Purchase Order, \_\_\_\_\_ percent discount will be allowed if paid within 10 days of date of invoice.

Name and address of Bidder: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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