



**Office of Business Affairs and Finance**

1621 Fifth Avenue, North

Bessemer, AL 35020

Phone: 205.432.3029 Fax: 205.432.3085

Email: [pstewart@bessk12.org](mailto:pstewart@bessk12.org)

**BID# BCS-2024-731  
Outdoor Digital Signs**

Bessemer City Board of Education will accept sealed bids for outdoor digital signs at multiple schools within the district. In most cases, existing structures may be used, removing the existing sign and replacing it with a new one. In other instances, BCS requests proposals for new locations for the signs; in these cases, the respondent should work with BCS to determine the best placement within electrical and zoning constraints. In all cases, BCS requests a complete solution, including graphics design, installation, and user training. The respondents will be responsible for removing and disposing of the existing signs.

All respondents are required to submit **3 (three) copies** of their bid. **SEALED BIDS WILL BE RECEIVED BY THE FINANCE DEPARTMENT LOCATED AT BESSEMER CITY BOARD OF EDUCATION, 1621 5TH AVENUE NORTH, BESSEMER, AL 35020 UNTIL MONDAY, JULY 1<sup>st</sup>, 2024 @ 2:00 P. M.**

**The envelope must be labeled:**

**Bid# BCS-2024-731**

**Outdoor Digital Signs**

Bessemer Board of Education

Finance Department

ATTN: Patricia Stewart, CSFO

1621 5th Avenue North

Bessemer, AL 35020

The bids will be opened and read publicly **at the Bessemer Board of Education in the Boardroom on July 2, 2024, @ 10 am.** **IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDER TO MAKE CERTAIN THAT THE SEALED BID IS RECEIVED IN THE FINANCE DEPARTMENT ON/BEFORE JULY 1, 2024. ANY BIDS RECEIVED AFTER THE DESIGNATED DATE AND TIME WILL NOT BE CONSIDERED. THE BOARD HAS THE RIGHT TO REJECT ANY AND ALL BIDS.**

## SCOPE OF WORK

**2. Specifications:** BCS supplies the following specifications as the desired product minimum, but it will accept equivalent or superior products.

**a) Location: Westhills Elementary, 710 Glenn Rd.**

Recommendation: Takedown the existing digital board top off the pole and dispose of it. Manufacture and install on existing pole new top 18" x 72" all aluminum frame signs with school name using 3M Scotchcal Translucent 3630 vinyl on flat Agrilite Illuminate internally with Hanley LED Model HLED-WS6600.  
Manufacture and install new digital boards, 36" x 72" display viewing area, and 15mm pixel pitch with remote cloud-based programming.

**b) Location: Jonesboro Elementary, 125 Owen Ave.**

Recommendation: Takedown existing school name panels and reader board panels from existing signs. Manufacture and install on existing pole new school name panels using 3M Scotchcal Translucent 3630 vinyl on flat Agrilite Illuminate internally with Hanley LED Model HLED-WS6600.  
Manufacture and install new digital boards, 48" x 96" display viewing area, and 15mm pixel pitch with remote cloud-based programming.

**c) Location: Bessemer City Middle School, 100 High School Dr.**

Recommendation: Takedown existing signs from the two existing poles.  
Paint existing poles.  
Manufacture and install on existing poles new school name 36" x 84" all aluminum frame sign. Illuminate internally with LED using 3M Scotchcal Translucent 3630 vinyl with flat Agrilite faces illuminated internally with Hanley LED Model HLED-WS6600.  
Manufacture and install new digital boards, 48" x 84" display viewing area, and 15mm pixel pitch with remote cloud-based programming.

**d) Location: Greenwood Elementary School, 5012 Roslyn Rd.**

Recommendation: Takedown existing signs from the existing pole.  
Manufacture and install on existing pole new school name 24" x 72"  
All aluminum frame signs are using 3M Scotchcal Translucent 3630 vinyl on flat Agrilite faces.  
Illuminate internally with Hanley LED Model HLED-WS6600.  
New pole covers.  
Manufacture and install new digital boards, 36" x 72" display viewing area, and 15mm pixel pitch with remote cloud-based programming.

**e) Location: Abrams Elementary School, 1200 23rd Street North**

**Solution 1:** Takedown existing signs from the existing pole. Manufacture and install on existing pole new 24" x 96" school name all aluminum frame sign, illuminate internally with Hanley LED Model HLED-WS6600.  
3M Scotchcal Translucent 3630 vinyl on flat Agrilite faces. New pole cover.  
Manufacture and install new digital boards, 48" x 96" display viewing area, 15mm pixel pitch with remote cloud-based programming.

**Solution 2:** Locate a new structure and sign closer to the road. Ideally, this would be in the area enclosed by the front drive and the fence, or beyond the drive next to the fence.

**f) Location: Charles F. Hard Greenwood Elementary School, 2801 Arlington Ave.**

Recommendation: Takedown existing signs from the existing pole.

New sign at the new location.

Manufacture and install a 24" x 72" new school name all-aluminum frame sign.

Illuminated internally with Hanley LED Model HLED-WS6600.

Use 3M Scotchcal Translucent 3630 vinyl on flat Agrilite faces. New pole cover.

Manufacture and install new digital boards, 36" x 72"

display viewing area, 15mm pixel pitch with remote cloud-based programming.

**g) Location: Bessemer City High School, 4950 Premiere Pkwy.**

**Sign 1:** To be located near the entrance to the front drive

Manufacture and install new school name 69" x 96" all aluminum frame sign.

Illuminate internally with Hanley LED Model HLED-WS6600

Use 3M Scotchcal Translucent 3630 vinyl on flat Agrilite faces.

Pole cover.

Manufacture and install new digital boards, 48" x 96"

display viewing area, 15mm pixel pitch with remote cloud-based programming.

Sign location to be determined. Suggested location near the entrance.

**Sign 2:** To be located on the property line nearest Interstate 20/59, visible from the Interstate. Materials should be similar to Sign 1 but with dimensions and pixel pitch appropriate for the viewing distance.

**3. Grounding:** All signs should be grounded according to the following guidelines: i) All signs are to be bonded to two in-earth copper ground rods 3/8" in diameter and at least 6' long.

ii) Grounding copper wire (conductor) must run from the grounding lug of the display cabinet directly to the grounding rod.

iii) At no point in time can the display structure (support structure, pole) be used to ground the display cabinet. Although a steel structure is conductive, a copper rod maintains to be a superior conductor throughout the life of the sign. Also, NEC Sec. 250-54 requires the resistance to ground of a single-made electrode to be 25 ohms or less.

iv) It is recommended that each cabinet or display face have an independent grounding rod. It is recommended that the grounding wire be connected to the grounding rod by an exothermic weld.

v) The grounding rod must be completely buried at a minimum of 6ft (length of the rod). vi) Grounding wire must be one continuous length without a splice or joint (NEC250.64 C).

vii) A distance of 8ft is recommended between the display structure and the grounding rod or a measured grounding resistance of 10 Ohms or less.

viii) Distance between grounding rods must be a minimum of 6ft from one to another.

**Connectivity:** The connection from the sign to the building should be wireless. This can be either a point-to-point wireless bridge or a cellular connection to the cloud.

## SECTION I-GENERAL INFORMATION

1. **General Criteria for Awarding Bids:** Bids shall be awarded to the lowest responsible bidder, taking into consideration the amount of the bid, the quality of commodities, goods, or services proposed to be provided and their conformity with specifications, compatibility with existing services, material or equipment, the purpose for which the contract or order is to be awarded, terms of delivery (including date, point of delivery or pickup, and transportation charges), and other identifiable objective circumstances or considerations that reasonably reflect or evidence the bidders' ability to meet the requirements of the invitation to bid.

2. **Bid Process Governed by Law:** The process of bid solicitation and the awarding of bids and contracts based thereupon shall, in all respects, be governed and controlled by applicable law, any provision herein to the contrary notwithstanding.

3. **Eligibility:** Prospective bidders and contractors shall be appropriately licensed, certified, or registered with appropriate governmental or regulatory authorities and must be prepared to demonstrate to Bessemer City Board of Education ("the Board") their fitness and ability to provide the product, material, or service on the terms and conditions specified. Prospective vendors shall be responsible for advising the Board of their desire to be included in invitations to bid. The Board reserves the right not to solicit, receive, or entertain bids from vendors which have not responded to previous invitations, which have not performed to the satisfaction of the Board in prior transactions, or which cannot demonstrate to the satisfaction of the Board their willingness or ability to meet the reasonable requirements of the Board.

4. **Insurance Requirements:** Bidders or their contractors shall provide commercial general liability insurance coverage with a minimum aggregate limit of not less than one million dollars for personal injury, bodily injury, or death and property damage arising out of any one occurrence. Said liability policy shall be endorsed to include the Bessemer City Board of Education as an additional insured on a primary and on-contributory basis. The insurance carrier shall provide coverage and a defense to the Board, its agents, servants, officers, board members, and employees. Bidders may be required to furnish evidence of appropriate liability, workers' compensation, or other insurance as a prerequisite to award a bid or contract by the Board with the type and amount of coverage(s) to be specified in the invitation.

5. **Advance Provisions or Samples:** The Board reserves the right to request demonstrations or samples of products or services before an award is made. The vendor must supply a return label or pick up the sample within one month following the bid opening. However, if the vendor does not attempt to pick up the sample within one month, the Bessemer City Board of Education will dispose of the product. Pictures, descriptions, and other explanatory documents and materials are encouraged and may be submitted with the bid.

6. **Discretion to Reject Bid:** The Board expressly reserves the right to reject all bids or parts thereof in its sole discretion.

**7. Hold Harmless:** Contracting party agrees to indemnify, hold harmless and defend Jefferson County, Alabama, its elected officers and employees (hereinafter referred to in this paragraph collectively as "County"), from and against any and all loss expense or damage, including court cost and attorney's fees, for liability claimed against or imposed upon County because of bodily injury, death or property damage, real or personal, including loss of use thereof arising out of or as a consequence of the breach of any duty or obligations of the contracting party included in this agreement, negligent acts, errors or omissions, including engineering and/or professional error, fault, mistake or negligence of Integrator, its employees, agents, representatives, or subcontractors, their employees, agents or representatives in connections with or incident to the performance of this agreement, or arising out of Worker's Compensation claims, Unemployment Compensation claims, or Unemployment Disability compensation claims of employees of company and/or its subcontractors or claims under similar such laws or obligations Company obligation under this Section shall not extend to any liability caused by the sole negligence of Bessemer Board of Education, or its employees. Before beginning work, the contracting party shall file with the Board a certificate from his insurer showing the amounts of insurance carried and the risk covered thereby. Liability insurance coverage must be at least \$1,000,000. During performance, the company must effect and maintain insurance from a company licensed to do business in the State of Alabama. Coverage required includes 1) Comprehensive General Liability, 2) Comprehensive Automobile Liability, 3) Worker's Compensation and Employers' Liability.

**8. Equivalent Bids:** Bid specifications that refer to company names, brand names, or model numbers shall, unless otherwise provided, be construed to permit bids to be proposed that offer products, materials, or services of equivalent (or better) utility and quality. Bids proposing a comparable product, service, or material should include a complete explanation of the nature of any deviation or discrepancy from advertised specifications and the reasons such discrepancies should be deemed equivalent to the advertised specifications. Proprietary specifications may be waived for functional equivalents. *The Board or its agents will be the sole party responsible for determining equal or better bids.*

**9. Delivery Terms:** Purchase orders will be issued as deliveries are required. No back orders will be accepted. Purchase order numbers must appear on all invoices. Failure to deliver as specified and in accordance with the bid submitted, including promised delivery, will constitute sufficient grounds for cancellation of the order at the option of the Bessemer City Board of Education.

**10. Taxes:** The Bessemer City Board of Education is exempt from all taxes; however, the bidder shall be responsible for payment of all sales, use, lease, ad valorem, and any other taxes that may be levied or assessed because of the transaction.

**11. Bidder's Certification:** Bidder certifies by bidding that it is fully aware of the conditions of service and purpose for which item(s) included in this bid are to be purchased and that the bid proposal will meet these requirements of service and purpose to the satisfaction of Bessemer City Board of Education.

**12. Disqualification of Bids:** Bids may be disqualified before the awarding of the contract for any of the following:

- A. Failure to mark the envelope as required.
- B. Failure to sign the bid document on any signature line.
- C. Failure to include requested information (example, deviations).
- D. Excessive errors.
- E. Failure to include bid bond (if required).
- F. Failure to have an original signature on the bid form or a faxed copy is not acceptable.
- G. Failure to attend the pre-bid meeting (if required).
- H. The bidder shall not alter this “Invitation” in any way. Any changes from those specified shall be listed as a deviation. Failure to abide by this may result in the bid being disqualified.
- I. Failure to provide all information requested.

**13. Reduction in Pricing:** In the event the vendor receives a reduction in cost from their supplier or manufacturer, the Bessemer City Board of Education shall receive the benefit of such a reduction on any undelivered portion of the contract.

**14. Sales and Use Tax Transactions:**

**Direct Purchase Transactions**

The Bessemer City Board of Education is exempt from all taxes; however, the bidder shall be responsible for payment of all sales, use, lease, ad valorem, and any other taxes that may be levied or assessed by reason of the transaction.

**15. Waive informality, technicality, or irregularity:** Bessemer City Board of Education, or its Agent, shall have the right to waive any informality, technicality, or irregularity.

**16. Termination of contract:** The Bessemer City Board of Education has the right to cancel any contract, in accordance with Procurement Contract Rules and regulations, for cause, including but not limited to the following: (1) failure to deliver within the terms of the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the vendor, (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional statutory provisions by state or federal law; and (6) substantial change in the financial or economic condition of the Bessemer City Board of Education, (7) failure to resolve billing issues in a timely manner, (8) any other breach of contract. If the contract is terminated, the contract may be awarded to the next lowest responsible bidder.

**17. Pricing:** Vendor agrees that Bessemer City Board of Education will be charged no more for item(s) bid than the State of Alabama or P.A.C.A. contracts. Prices must be firm for each contract period and must include transportation, handling, packaging, and any service charges. Increase in unit prices, if any, for subsequent periods shall be within the percentage of increase allowed by the “Invitation” and must be submitted thirty days prior to the contract expiration date. Notification and documentation of the increase shall be forwarded to the Chief School Finance Officer for approval.

No additional charges/surcharges are allowed other than the pricing specified within the bid document.

**18. Alternative Purchasing:** The Bessemer City Board of Education reserves the right to purchase any product identified on this bid from another valid governmental bid should the alternate bid pricing be lower than the pricing on this bid.

**19. Smoke-Free Policy:** All Bessemer City Schools, facilities, and offices are smoke-free environments. All potential and successful bidders must abide by this policy.

**20. Deviation Disclosure:** Any and all deviations must be identified and documented on the appropriate enclosed form. Failure to do so may result in the vendor being disqualified.

**21. Collusion:** The Board will not be a party to collusion among vendors. The enclosed non-collusion form shall be completed and forwarded with the bid.

**22. Certificate of Eligibility:** All potential vendors must disclose eligibility to bid on the project. Complete the enclosed Certificate of Eligibility.

**23. Vendor Guidelines:** All vendors doing business with Bessemer City Schools are expected to comply with guidelines for doing work on school premises. Enclosed are the vendor guidelines for working in Bessemer City Schools when you return your proposal.

**24. Compliance with Bonding Requirements:** Under the Alabama Bid Law, it is at the owners' discretion whether or not to ask for bonding requirements for any contract exceeding \$10,000.00. Therefore, a bidder is not required to submit bonding with their proposal.

**25. Audit:** To verify pricing, the successful bidder must agree to allow the Bessemer City Board of Education to audit-related records with 72-hour notice.

**26. Immigration Law:** By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to violate this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting from it.

#### **27. E-VERIFY UNDER ALABAMA LAW**

Alabama businesses with one or more employees working in Alabama must enroll with the federal E-Verify system as of April 1, 2012, under the state's immigration law Alabama enacted in 2011 and revised in 2012. Sole proprietorships with no employees do not have to enroll with E-Verify.

Every NEW employee in Alabama, no matter their nationality or place of birth, must be deemed employable under the federal E-Verify system.

#### **ENROLL ONLINE**

To enroll your business or organization in the E-Verify system, a free online service of the U.S. Dept. of Homeland Security, directly from your computer, go to [www.uscis.gov/everify](http://www.uscis.gov/everify)

## **INSURANCE**

The successful bidder will maintain such insurance as will protect him and the Bessemer City Board of Education from claims under the Workmen's Compensation Acts and from claims for damage and personal injury, including death, which may arise from operations under this contract. Insurance will be written by companies authorized to do business in Jefferson County, Alabama, and **shall include Bessemer City Board of Education as Added Additional Insured by Endorsement, including a thirty (30) day(s) written cancellation notice.** Evidence of insurance will be furnished to the Purchasing agent by seven (7) days after the Purchase Order/contract date. A successful bidder is also required to include the bid number in the insurance evidence.

### **Insurance Minimum Coverage**

The contracting party shall file the following insurance coverage and liability limits with the Bessemer City Board of Education Superintendent's Office and Finance Department before beginning work with the Bessemer City Board of Education.

#### **General Liability:**

\$1,000,000 - Bodily injury and property damage combined occurrence

\$1,000,000 - Bodily injury and property damage combined aggregate

\$1,000,000 - Personal injury aggregate

Comprehensive Form includes premises/Operations, products/completed operations, contractual, independent contractors, and broad form property damage and personal injury.

#### **Automobile Liability:**

\$1,000,000 - Bodily injury and property damage combined coverage

Any automobile, including hired and non-owned vehicles

#### **Workers Compensation and Employers Liability:**

\$100,000 - Limit each occurrence

#### **Umbrella Coverage:**

\$1,000,000 - Each occurrence

\$1,000,000 – Aggregate

The quality and grade of all products and services provided by the low bidder shall meet all Local, State, and Federal requirements and inspection/building codes and tests, permits, and licenses, including, but not limited to, ADEM, OSHA, Fire & Safety, EPA, American Disability Act, and Health Department.

## **Award**

The following criteria will be used in evaluating and awarding this bid: BCS will assess vendors on their ability to provide the services, including the overall cost for said services. All proposal prices are to be firm for ninety (90) days. BCS reserves the right to contact references other than and in addition to those furnished by a vendor. BCS will convene a four (4) member evaluation committee to evaluate the bid which is most advantageous to BCS. Each person will evaluate the information provided by the bidders and other information available to BCS. Using a total 100-



point scale, each evaluator will rate and grade the bidders on the following factors:

1. Quality of Products and Equipment – Maximum 20 points. When scoring this factor, the evaluators may consider the quality of products used, including, but not limited to, environmental impact, durability, etc.
2. Quality of Service – Maximum 20 points. When scoring this factor, the evaluators will consider the quality of service given to the list of references you provided, including the quality of previous service rendered to BCS if any of the bidders have previously served BCS.
3. Ability to Supply – Maximum 25 points. Here, the bidders are graded on their resources and ability to supply BCS with appropriate coverage. The evaluators will provide higher scores for those bidders who can demonstrate that they already have the necessary resources to provide the services/materials requested.
4. Complete packet – Maximum 5 points. Ensured that all required and signed documents are included in your packet.
5. Price – Maximum 30 points. The lowest bidder will receive 30 points for the price factor unless it is determined that the low bid is unreasonably low or that the bidder could not provide the requested services for the price quoted. In the event that any bid is determined to be unreasonably low by two of the three evaluators, then that bid would be deemed rejected, and the 30-point score would be given to the next lowest bidder. The other bidders would be scored in relation to the percentage that their respective bid exceeds the lowest bid, and deductions from the maximum 30 points would be made to each of them based on that percentage. For example, if the second lowest bidder's bid is 10% more than the lowest bid, the score of the second lowest bidder would be reduced from 30 to 10% (i.e., Maximum 30 points -3 points = 27 points).

However, the award is subject to Board approval for any service agreements or additional terms and conditions. The bid is the contract; no other agreement will be signed.

#### **Notice of Intent to Award and Basis of Payment**

- i. Upon approval of the Board to award services, the Superintendent or her designee will advise the proposer.
- ii. The terms of the services will be outlined in the contract/agreement between BCS and the proposer.
- iii. Payment will be made to the Contractor within thirty (30) days of receiving the invoice and inspecting each digital board. The invoice shall state the date and amount the service was performed. Special services will be billed via a separate invoice and described by the service provided and the date it was provided.

All Bidders should have verifiable projects of similar function, size, and complexity. The bidder must furnish a sales/service representative to handle all details of the order or subsequent service. Bidder is to provide the name, address, and phone number of the representative who will be handling the order and any necessary service or warranty claims.

### Official Contact

Questions regarding this RFP, please contact Erica Love-Bevelle, Local School Accountant, at

Bessemer Board of Education  
1621 Fifth Avenue North  
Post Office Box 1230  
Bessemer, Alabama 35021  
Ofc. 205.432.3023 Fax: 205.432.3085  
Email: ebevelle@bessk12.org

### Proposal Due Date

Three (3) originals of the proposal must be delivered (in-person/via mail service) no later than **Monday, July 1<sup>st</sup>, 2024, at 2:00 P.M. CST** to:

**Bid# BCS-2024-731**  
**Outdoor Digital Signs**  
Bessemer Board of Education  
Finance Department  
ATTN: Patricia Stewart, CSFO  
1621 5th Avenue North  
Bessemer, AL 35020

Late proposals will be kept by Bessemer City Schools (BCS) but will not be considered for award. BCS will not consider for award any proposals submitted via facsimile, email, or other forms of electronic submission.

### Proposal Withdrawal

Any proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal of the proposal to the issuing office. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

### Solicitation Protest

A proposer may protest or request a change of a solicitation provision, evaluation criterion, scope of work, specification, or contract term no later than seven (7) calendar days before the proposal's due date. No protest of or request to change a solicitation provision, evaluation criterion, scope of work, specification, or contract term, or a protest of the selection of a consultant or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification, or contract term will be considered after such time. The protest or request for change shall include the reason for the protest or change, any proposed language, and why the proposed language would benefit BCS. BCS shall consider the protest or request for change and may reject the protest or request for change, issue an addendum, or cancel the RFP. The protest must be submitted to BCS at the following address:

**Patricia Stewart**  
Chief School Financial Officer  
Bessemer Board of Education  
Office of Business Affairs and Finance  
1621 Fifth Avenue North  
Post Office Box 1230  
Bessemer, Alabama 35021

Addenda

BCS may modify the RFP at any time prior to the RFP due date by issuing a written addendum to all proposers who are participating in the process at the time the addendum is issued and posted on the BCS website ([www.bessk12.org](http://www.bessk12.org)) on the front page under the “Bids” tab in the “Business and Accounting” section. The addenda will be numbered consecutively. Only through a written addendum may BCS modify the RFP. Any other modifications (verbal or otherwise) to the RFP specifications shall not be binding upon BCS. It is the sole responsibility of proposers to check the BCS website for any addenda BCS may issue.

Cancellation, Delay, Suspension of Solicitation, or Rejection of Proposals

BCS may delay or suspend this solicitation if doing so is in the best interest of BCS as determined by BCS. BCS may reject any or all proposals (in whole or in part) if doing so is in the best interest of BCS as determined by BCS.

Irregularities

BCS reserves the right to waive any non-material irregularities or information in the RFP or in any proposal. *Bessemer City Schools reserves the right to reject any or all proposals and solicit additional proposals if that is determined to be in the best interest of Bessemer City Schools.*

Incurred Costs

BCS is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

Ownership of Documents

Any material submitted by a proposer shall become the property of BCS. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

Confidentiality of Information

All information and data furnished to the Proposer by BCS and all other documents to which the proposer’s employees have access during the preparation and submittal of the proposal shall be treated as confidential to BCS. Any oral or written disclosure to unauthorized individuals is prohibited.

### Public Record

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

### Equal Opportunity Policy for Vendors

Bessemer City Schools requires all proposers to comply with equal opportunity policies. Bessemer City Schools' programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

### REQUIRED CONTENT OF BID AND ATTACHMENTS

The checklist is required to be included with your submission. It is the responsibility of each vendor/bidder to read and comply with the Request for Proposal (RFP) in its entirety. Failure to provide any of the information requested in this solicitation or to meet any of the criteria outlined herein is the reason for disqualification without consideration.

**DOCUMENT CHECKLIST**  
*All Required Items-unless notated*

1. Cover Page (include in packet)
2. Vendor specializations/certifications or a brief description of qualifications  
*(company brochure is acceptable)*
3. Photos *(optional)*
4. Certification of Eligibility and Non-Collusion
5. Certification of Compliance with specifications
6. Bond Compliance
7. Deviation Form completed with any detailed substitutions, including technical information for equivalent products
8. Vendor Guideline for Working in Bessemer
9. Bessemer Business License (or application)
10. Smoking and Non-use of Tobacco
11. Company E-verify Documentation
12. Proposal Agreement

---

Authorized Signature

# Cover Page

**Bid# BCS-2024-731**

Outdoor Digital Signs

Proposals are due July 1st, 2024 @ 2:00pm

## CERTIFICATION OF ELIGIBILITY

The prospective bidder certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

---

Company Name	Street Address City, State, Zip
--------------	---------------------------------

---

Name and Title of Authorized Representative

---

Signature	Date
-----------	------

## CERTIFICATE OF NON-COLLUSION

### THE BIDDER CERTIFIES THE FOLLOWING TO BE TRUE:

- This bid is the result of independent consideration, and no other bidder or competitor has been involved.
  
- The contents of this bid have not been disclosed, nor will such occur knowingly, prior to the bid opening, to another bidder, potential bidder, or competitor.
  
- There has not been nor will there be any attempt to induce other persons, corporations, or partnerships to be involved in or to refrain from involvement in the bid process.
  
- The signer certifies that the aforementioned statements are accurate to the best of his/her knowledge, and the penalties may be implemented to the bidder and/or the signer if violations occur.

---

Company Name	Bid Date
--------------	----------

---

Name of Signer (Print Name)	Authorized Signature
-----------------------------	----------------------

## CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS

The Undersigned person declares that he or she is legally authorized to bind the firm hereby represented and that the firm being represented is licensed to do business in the State of Alabama and hereby certifies that he or she has examined and fully comprehends the requirements of and specifications for Bessemer City Board of Education.

We propose to furnish said items or services quoted and guarantee that, if the order is placed with us, we shall furnish said items in accordance with your specifications and requirements unless otherwise indicated.

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

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

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

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



### **Compliance with Bonding Requirements:**

Under the Alabama Bid Law, it is required for any contract exceeding \$10,000.00, that the bidder submits with his bid, either a certified check, a cashier's check, or a bid bond payable to the Bessemer Board of Education in an amount (subject to a maximum of \$10,000.00 equal to five percent (5%) of the bid). All bids must comply with the State Bid Law. The successful bidder may be required to furnish a performance bond in the amount of 100% and not less than 50% of the contract price.

The amount of bid bond or check that is being enclosed is \$ \_\_\_\_\_

Bonding Company: \_\_\_\_\_

---

Authorized Signature

Title

Date

# DEVIATION FORM

If the undersigned bidder intends to deviate from the specifications, the bidder must fully document and list each deviation in complete detail, including reasons for the deviation. General statements may not be acceptable.

If no deviations are submitted, the bidder assures the buyer of full compliance with the specifications and conditions and ensures the buyer that the samples accompanying the bid meet all specifications.

**ANY DEVIATION FROM PUBLISHED SPECIFICATIONS MUST BE IDENTIFIED ON THIS DEVIATION FORM. FAILURE TO ABIDE BY THIS REQUEST MAY RESULT IN A BIDDER BEING DISQUALIFIED.**

---

Authorized Signature

---

Title

## **Vendor Guidelines For Working with Bessemer Board of Education**

- NO weapons on school grounds.
- NO illegal substances on school grounds.
- NO smoking or vaping on school grounds.
- Face covering will be worn at all times until further notice from the Superintendent • Visible identification is required at all times.
- Sign in upon arrival and sign out on departure.
- NO contact or communication with students.
- Appropriate language is used at all times.
- NO cell phones/pagers occupied in classrooms.
- Contract information and bid specifications furnished to the Finance Department.
- Work schedule furnished to the Chief School Finance Officer before starting the job/project.
- Project completion date furnished to Chief School Finance Officer.
- Advance notice is given of after-hours work, including areas to which access is needed. • All equipment and physical plant left DAILY in good working order and securely locked.
- Work debris removed DAILY by vendor.
- School equipment is replaced in the original location.

---

Authorized Signature

---

Date

**SMOKING AND NON-USE OF TOBACCO PRODUCTS  
ON SCHOOL PROPERTY**

To promote the welfare of the young people entrusted to its care and in recognition of the acknowledged harmful effects of cigarettes and other tobacco products both to the smoker and those around him/her, the Board prohibits smoking and the use of other tobacco products in all buildings of the Board at all times.

Smoking and the use of other tobacco products are prohibited on the grounds of all Bessemer Board of Education facilities at any time.

The policy applies to students, employees of the Board, and to visitors on the property of Bessemer City Schools. Smoking and tobacco usage policies and sanctions, which are a part of the Code of Student Conduct, are extensions of this policy and are not limited by its scope. Employees in violation of this policy will be reprimanded.

LEGAL REF.: Code of Alabama § 16-1-30. Alabama Administrative Code, 290-030010-06, Regulations Governing Public, Non-Public Accredited and Non-Accredited Schools

---

Company Name

Street Address

---

Name and Title of Authorized Representative

City, State, Zip

## PROPOSAL AGREEMENT

I/We have examined the conditions/specifications outlined in your Request for Proposal (RFP) and agree to provide the services according to your conditions/specifications and instructions at the indicated prices. I/We, the undersigned understand and accept the instructions and conditions under which this bid/proposal is being submitted.

This bid/proposal consists of all required documentation to present a complete proposal. I/We understand that a company officer's signature is required, and if this has not been done, our bid/proposal may be considered incomplete and, therefore, rejected.

Base Price:           \$ \_\_\_\_\_ for Westhills Elementary School  
Base Price:           \$ \_\_\_\_\_ for Jonesboro Elementary School  
Base Price:           \$ \_\_\_\_\_ for Bessemer City Middle School  
Base Price:           \$ \_\_\_\_\_ for Greenwood Elementary School  
Base Price:           \$ \_\_\_\_\_ for Abrams Elementary School  
Base Price:           \$ \_\_\_\_\_ for C. F. Hard Elementary School  
Base Price:           \$ \_\_\_\_\_ for Bessemer City High School

Grand Total for the project: \$ \_\_\_\_\_

Name of Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

\_\_\_\_\_  
Proposer's Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email Address