



Office of Business Affairs and Finance

1621 Fifth Avenue, North
Bessemer, AL 35020
Phone: 205.432.3029 Fax: 205.432.3085
Email: finance@bessk12.org

**Bid# BCS-2024-111
Districtwide Pest Control Services & Maintenance**

Bessemer City Board of Education will be accepting sealed bids for *Districtwide Pest Control Services and Maintenance at all locations including Cafeterias*. 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 **Wednesday, November 13th, 2024 @ 10 a.m.** **All envelopes (inside & outside) MUST be labeled whether mailed or hand-delivered with the bid number:**

**Bid# BCS-2024-111
Districtwide Pest Control Services
Bessemer Board of Education
ATTN: La-Tanya Dunham, Business Affairs
1621 5th Avenue North Bessemer, AL 35020**

IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDER TO MAKE CERTAIN THAT THE BIDS ARE RECEIVED IN THE FINANCE DEPARTMENT ON/BEFORE **NOVEMBER 13TH, 2024, BY 10 A.M.** **ANY BIDS RECEIVED AFTER THE DESIGNATED DATE AND TIME WILL NOT BE CONSIDERED.** BIDDER MUST USE THE ENCLOSED FORMS.

All bids will be opened and read publicly on Wednesday, November 13th, 2024, at 1 pm at Bessemer City Board of Education. Onsite school visits **are not required**; however, if you would like to visit a site or have questions about building measurements, please contact La-Tanya D. Dunham at 205 432-3030 or Reginald Mitchell at 205 432-3900. You may also send emails to ldunham@bessk12.org for any questions or concerns.

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/or 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 properly licensed, certified, or registered with appropriate governmental or regulatory authorities and must be prepared to demonstrate to the 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 previous 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 its contractor shall provide commercial general liability insurance coverage with a minimum aggregate limited 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 insurer on a primary and on – contributory basis and the insurance carrier shall provide coverage and a defense to the Bessemer City Board of Education, 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 an award of 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 Bessemer City Board of Education expressly reserves the right to reject all bids or parts thereof in its sole discretion.

SECTION I-GENERAL INFORMATION (Continued)

7. **Hold Harmless:** Contracting party agrees to indemnify, hold harmless and defend Bessemer City Schools, its elected officers and employees (hereinafter referred to in this paragraph collectively as "Bessemer"), from and against any and all loss expense or damage, including court cost and attorney's fees, for liability claimed against or imposed upon Bessemer 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, or its employees. Before beginning work, the contracting party shall file with the County a certificate from his insurer showing the amounts of insurance carried and the risk covered thereby. Liability insurance coverage must be no less than \$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 an equivalent 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 by reason 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 the Bessemer City Board of Education.

SECTION I-GENERAL INFORMATION (Continued)

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 documents 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. This "Request for Proposal" shall not be altered by the bidder in any way. Any and all 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, as requested.
13. **Reduction in Pricing:** In the event the vendor receives a reduction in cost from the 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:** The 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 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 the 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 increase shall be submitted to the Bids and Contracts Director for approval. Contract renewal/extension will constitute acceptance of price increases. No additional charges/surcharges are allowed other than the pricing specified within the bid document.

SECTION I-GENERAL INFORMATION (Continued)

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 Board of Education 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 disqualification of the vendor.
21. **Collusion:** The Board will not be a party to any form of 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 the Bessemer City Schools are expected to comply with guidelines for doing work on school premises. Enclose Vendor Guidelines for working in Bessemer City Schools when returning 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, for this RFP, the bidder is required to submit a surety bond with this proposal.**
25. **Audit:** For the purpose of verifying 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 be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all and/or any damages.

Authorized Signature

Title

Date

SECTION II-GENERAL CONDITIONS

INSURANCE:

The successful bidder will maintain such insurance as will protect him and Bessemer from claims under Workmen's Compensation Acts and from claims for damage and/or 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 Jefferson County, Alabama, 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 not later than seven (7) days (s) after the Purchase Order/contract date. Successful bidder is also required to include the bid number on the evidence of insurance.

Insurance Minimum Coverage:

The contracting party shall file the following insurance coverage and limits of liability with the County's Human Resource Department and Purchasing Department before beginning work with 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 including Premises/Operation, Products/Completed Operations, Contractual, Independent contractors, 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

PROPOSAL INSTRUCTIONS:

In order to facilitate the analysis of responses to this bid, Bidders are required to prepare their responses in accordance with the instructions outlined in this section. Responses not complying with this format may be considered non-responsive and may be removed from consideration on this basis. All costs incurred by the Bidder in preparing the response or costs incurred in any other manner by the Bidder with regard to this BID will be wholly the responsibility of the bidder. All responses, materials, supporting materials, correspondence, and documents submitted by the Bidder become the property of the Bessemer City Board of Education and will not be returned.

VENDOR'S COSTS:

Costs for developing responses are entirely the responsibility of the Vendor and shall not be chargeable to Bessemer City Schools. Responses should be prepared as simply as possible and provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of the Bid. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

Pending Legal Actions: Disclose all past or present legal actions or party to all legal actions involved in this service or product. Failure of accurate disclosure may result in the bidder being disqualified.

SECTION II-GENERAL CONDITIONS

Bidder should have a minimum of \$1,000,000 liability insurance. The quality and grade of all products and services provided by a 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.

Minimum Qualifications

1. Bidder must have HPC and WDO Company License. Submit proof of license with the proposal.
2. Successful bidder shall have a minimum of three (3) years providing services of similar size, nature and complexity to that specified and doing business under the same firm name in which the bids are submitted. Joint venture contracts will not be considered.
3. Bidder must have an office within 45 minutes of all Bessemer City Schools, staffed with at least 5 technicians who are qualified and trained to service pest control as specified.
4. Successful bidder shall have a bonding capacity of at least \$500,000.
5. Successful verifiable history of completing projects or delivering services within the specified time and budget.
6. Bidder must have at least five (5) multi-site local accounts of similar size, nature and complexity to that specified.

Overview: The purpose of this “Request for Proposal” is to make available to our schools the purchase and delivery of pest control services and maintenance.

Item #1 – Service Cafeterias

Item #2 – All school locations and

Item #3 – provides Maintenance for all locations

Monthly services for the Cafeteria and School will be paid by separate accounts. Successful bidder will be required to invoice separately, however servicing both the school and cafeteria on the same day at each monthly visit.

School District Profile: Seven (7) school cafeterias/schools and seven (7) district office locations. Attached is a list of schools and district locations. However, the district locations do not have full cafeterias, only snack rooms, restrooms, and offices.

Contract Period: Prices are effective for one year, beginning January 1, 2025, with an option to renew up to four additional years under the same terms and conditions, with written agreement between both parties. Monthly pricing should remain the same throughout the contract period.

Award: The following criteria will be used in evaluating and awarding this bid: 1) the general criteria for awarding bids, as included in Section I- General Information, 2) the total annual cost of the services and frequencies specified for both Item # 1 and Item # 2. Other factors that may be a consideration of this award may include but may not be limited to: quarterly treatments, semi-annual treatments, and if there are any pending legal actions. Periodic treatment pricing must be consistent with monthly treatment pricing.

Authorized Signature

Title

Date

SECTION II-GENERAL CONDITIONS

If a monthly service is not performed at a school (cafeteria), this will constitute grounds for immediate termination. NO Excuses – Successful bidder must follow the monthly service schedule agreed upon between both parties.

Non-Specified Items/Cost Plus Multiplier: The Bessemer City Board of Education has attempted to identify a good variety of services that would be acceptable and useful to our schools; however, Bessemer, through this “Request for Proposal,” reserves the right to purchase additional non specified services similar to those included in item # 3, on an as-needed basis.

Since it is generally accepted that the cost of the services specified in item # 3, cannot be pre-determined because of the many variables between schools, these services shall be awarded as a part of this bid at the prevailing market price. When requested by the schools, these services shall be provided at a cost that is consistent, being at or below the cost offered by other vendors in this market for these services. Any trend of pricing these services in excess of the prevailing market price offered by other vendors will be sufficient grounds for terminating this entire agreement.

Additional Purchases

The Bessemer City Board of Education reserves the right to purchase additional services under the same unit pricing and specifications as outlined in this bid. No location can contact the winning bidder to request additional services. The location Administrator shall contact the Maintenance Director and/or Superintendent for approval prior to services beginning.

Compliance: In the event the lowest bidder refuses to accept all the requirements set forth in this bid without deviation, that bid will then be considered as non-respondent. In this case, the award of this contract will be rescinded with the new award going to the next low bidder meeting specifications.

SPECIFICATIONS

A. Item # 1- Cafeteria Areas (Kitchen and Eating area)

Provide general interior pest control, on a monthly basis, for ants, roaches, mice, rats, millipedes, centipedes, spiders and other common household pest for: All Child Nutrition areas as defined in VIII.

B. Item # 2 - General School Services

At the local school, Central Office Building and School Service Center, pricing includes the following: service the restrooms, water fountains, janitorial closets, snack rooms (teacher lounge), FACS/Culinary classrooms, gymnasiums, field houses high schools) and administrative offices. The remainder of the school will be on a complaint basis which allows the successful bidder to quote other areas using the market value rate of services requested.

C. Item # 3- Additional specialized services

As requested, on an as-needed basis, for the control of other pest, including but not limited to termite treatments (does not include bonds – only treatments), bats, pigeons, snakes, ants, hornets, yellow jackets, squirrels, spiders, rodents, and lawn, one-time treatments and ornamental. Due to the diversity of school plants and budgets, these services may be obtained in a variety of methods, including, but not limited to monthly, periodic, or one-time service.

SCOPE OF WORK / I. General Information

- A. Services described and included in Item # 1 (cafeterias) and Item #2 (Schools) will be required on a monthly basis throughout the term on the bid. While services described in Item # 3 will be determined on an “as-needed basis”. Cafeteria service cannot be interrupted and must continue monthly service. Schedule both the cafeteria and school service on the same day.**
- B. All pest control products furnished to Bessemer City Board of Education must comply with the current standards and regulations established by federal laws, state or local laws including but not limited to the United States Department of Agriculture, the Jefferson County Health Department, and local cities.**
- C. In the event that the instructions, conditions, and specifications of the Bessemer City Board of Education exceed any of the previously mentioned agencies, the instructions, conditions, and specifications of said Bessemer City Board of Education will govern.**
- D. Any call-back service will be performed at no additional charge if the school is being serviced regularly. The successful bidder will be required to change the product if the problem still occurs.**
- E. Successful bidder must provide a 2-hour emergency service.**
- F. Guarantee/Warranty of treatments – Monthly (30 days), Quarterly (3 months), Semi-Annually (6 months).**
- G. Bidder must have a local office within 45 minutes of all Bessemer City Schools and must have a staff of at least 5 qualified technicians.**

Authorized Signature

Date

II. SUBMITTALS

- A. The successful bidder must be experienced in handling pest control products and services listed on the bid, with a minimum of three years' experience successfully providing the services specified.**
- B. Successful bidder will be responsible for providing MSDS for all products used in the Cafeterias.**
- C. Company must have HPC (Household, Institutional, and Industrial Pest Control) license and WDO (Wood Destroying Organisms) license. Submit proof of these licenses with your proposal.**
- D. Successful bidder must be bonded. Such proof must be submitted with the proposal.**
- E. Provide with proposals, a written guarantee that the application and/or placement of any pesticide used in the course of providing the specified services will not result in the contamination of food or food process equipment within the provisions of the Federal Food, Drug and Cosmetics Act.**
- F. Bidder must have at least five (5) multi-site local accounts of similar size, nature and complexity to that specified. Provide these accounts which include, company, contact person, and telephone number below:**

- G. Provide local address, telephone number and email address below:**

III. PRICING

- A. The bidder is to quote prices on all facilities as listed. Must bid all pricing options.**
- B. Due to the differences in school plants, age, construction and other variable factors, it is recognized and understood that it is not possible to pre-determine, with any degree of accuracy, a cost for those services included in item #3. Therefore, the cost for these services will be determined at the time of need. Under no circumstances, shall such cost exceed the general market pricing available from other providers.**
- C. Bids which, in any way, qualify or vary the terms of these instructions, conditions, and specifications will be considered non-respondent.**
- D. Although the award is to be submitted and awarded based on a monthly treatment, you should also submit pricing in the following units: quarterly treatments and semi-annual treatments.**

IV. INSPECTION

Any inspection made by the Jefferson County Department of Health that notes the presence of pests will require a service call to be made to the school immediately.

V. SERVICE CALLS

A. Cafeterias

- 1. The successful bidder will be required to schedule services for each cafeteria so that the cafeteria manager will know when to expect the service. Service calls are to be made Monday – Friday between the hours of 1:00 p.m. – 2:30 p.m. unless there is written approval from the cafeteria manager on file.**
- 2. Service calls may not be made during hours when lunch is being prepared or food is being served.**
- 3. Service calls are to be made monthly unless otherwise requested by the Maintenance Director.**

B. Other School Facilities

- 1. Service calls to be scheduled and coordinated with the Maintenance Director.**
- 2. Service calls are to be made monthly unless otherwise requested by the Maintenance Director.**
- 3. Central Office Building and remote facilities.**
- 4. Schedule the school and cafeteria on the same day or at least within the same week.**

VI. DEFAULT

If at any time the vendor makes a service call that is not in accordance with the instructions, conditions, and specifications set forth by the Bessemer City Board of Education without the consent of said Board, such delivery will constitute grounds for the cancellation of the contract, and/or the removal of this vendor from the Bessemer City Board of Education’s mailing list for not less than one year. In such a case, the award of this contract will be rescinded with the new award going to the next low bidder.

VII. BILLING

- 1) At the time of the service call to the schools/buildings, two copies of the vendor’s invoice will be left with the cafeteria manager for cafeteria service and to the school office coordinator for school services. The copies left cannot be changed. The vendor will post his records to agree with the invoice left with the cafeteria manager and the school office coordinator. (Signatures required by technician and school)**
- 2) All outstanding invoices must be closed out within 90 days of the end of the contract. Invoices must have the name of the product and the amount of placement of each invoice. Invoicing will be separated by school cafeteria and school since payment will be from two separate sources.**

VIII. SERVICE AREAS

Cafeterias- Areas to be maintained free of pests (insects, rodents, birds, etc.):

- 1. Food preparation area**
- 2. Food and supply storage area**
- 3. Food and garbage disposal area**
- 4. Dishwashing area**

5. Utility washing areas (inside & outside building)
6. Restrooms (serving the food service personnel)
7. Student dining area

Other School Facilities- Provide service to the entire school on a complaint basis, but specifically monthly service includes restrooms, water fountains, janitorial closets, snack rooms (teacher lounge), FACS/Culinary classrooms, gymnasiums, field houses, and administrative offices.

**FACS Culinary Programs Bessemer City Middle School
Bessemer City High School**

Kitchen/Food Area inside the school building will need to be serviced monthly when school is serviced at the following schools:

JS Abrams Elementary
CF Hard Elementary
Greenwood Elementary
Jonesboro Elementary
Westhills Elementary
Bessemer City Middle
Bessemer City High

Additional programs may be added throughout the contract period.

Gymnasiums/Fieldhouses

All schools have a gymnasium. Bessemer City High School will has a fieldhouse. Gymnasiums and fieldhouses must be serviced monthly.

School/Building List

Grade/Enrollment	School
Pre K-5	J.S. Abrams Elementary 1200 23 rd Street North Bessemer, AL 35020
Pre K-5	C.F. Hard Elementary 2801 Arlington Avenue Bessemer, AL 35020
Pre K-5	Greenwood Elementary 5012 Roselyn Road Bessemer, AL 35022
Pre K-5	Jonesboro Elementary 125 Owens Avenue Bessemer, AL 35020
Pre K-5	Westhills Elementary 710 Glen Road Bessemer, AL 35022
6-8	Bessemer City Middle School 100 High School Drive Bessemer, AL 35022
9-12	Bessemer City High School & Bessemer Center of Technology 4950 Premiere Parkway Bessemer, AL 35022
	Office Buildings
	New Horizon Alternative Program 1701 6 th Avenue North, Bessemer, AL 35020
	Central Office 1621 5 th Avenue North, Bessemer, AL 35020
	Central Office Annex Building 1621 5 th Avenue North, Bessemer, AL 35020
	Maintenance Department Contact Robin Jackson at 205 432-3900
	Transportation Department Contact Jeremy Beck at 205 432-3911
	Technology Department Contact Jennifer Gilbert at 205 432-3012
	Curriculum & Career Tech Department Contact Sheila Fuller at 205 432-377



BID CHECKLIST

BCS-2024-111

1. _____ SURETY BOND
2. _____ LIABILITY/WORKMAN COMPENSATION INSURANCE
3. _____ PAYMENT/PROCEDURE TERMS
4. _____ IDENTIFICATION & POINT OF CONTACT
5. _____ VENDOR GUIDELINES
6. _____ DRUG-FREE WORKPLACE
7. _____ SMOKING & NON-USE OF TOBACCO
8. _____ CERTIFICATION OF ELIGIBILITY
9. _____ CERTIFICATE OF NON-COLLUSION
10. _____ E-VERIFY DOCUMENTATION
11. _____ CERTIFICATION OF COMPLIANCE
12. _____ DEVIATION FORM
13. _____ REFERENCES (AT LEAST THREE (3))
14. _____ ENVELOPE(S) LABELED – **BID# BCS-2024-111**
DISTRICTWIDE PEST CONTROL SERVICES

Payment/Procedure Terms

ACH Process

1. Accounts Payable receives invoices from vendors.
2. Invoices are entered daily.
3. The vendor is emailed a notification of payment once an ACH payment is processed.
4. The vendor should expect payment within 24 to 48 hours.

By submitting a bid, the vendor/contractor is agreeing to accept payment for invoices via ACH or check. Successful bidder will receive complete information, once the bid is awarded. Any problems with the collection of payment should be addressed to the Business Affairs Supervisor at 205 432-3030.

_____ Authorized Signature _____ Date

QUOTE FORM

Description: Pest Control Services.

Item #1 Cafeteria Services			
Monthly Service	# Sites	# Months	Total Annual Cost
\$	7	12	\$

Item #2 Building Services			
Monthly Service	# Sites	# Months	Total Annual Cost
\$	7	12	\$

Bid Summary

Total Annual Cost Item #1 \$ _____

+

Total Annual Cost Item #2 \$ _____

=

Total Annual Cost Item # 1 & # 2 \$ _____

(Bid Award based on the above amount)

Item # 3- Provide a rationale and method of determining the cost of these services at the time of the request.

 Authorized Signature

 Title

HOW IS THIS PROPOSAL SUBMITTED? (Indicate only one)

- Meeting the exact specifications ()YES ()NO or
- As an equal/or better to the stated specifications ()YES ()NO

IDENTIFICATION

If Jefferson County business licenses were issued to your company for the past twelve (12) months, please list numbers: _____ Vendor's Federal I.D. Number:

Address: _____

I certify that _____ (Company name) has ___, or has not ___ been in operation for at least one year at location (s) zoned for the type of business conducted by my company at the address stated above.

_____ (Authorized Signature) _____ (Print Name)

IF THE BIDDER IS NOT FROM THE BIRMINGHAM AREA, THE BIDDER SHOULD INDICATE, IN DETAIL, THEIR PLAN FOR PROVIDING SERVICE SHOULD THEY RECEIVE THE AWARD.

All Bidders should have verifiable projects of similar function, size, and complexity. 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 a representative who will be handling the order and any necessary service or warranty claims.

Name of Sales/Service Representative: _____

Address: _____ Phone # _____

Delivery: Bessemer City Schools

Please attach any necessary supporting documentation.

Authorized Signature

Title

Vendor Guidelines for Working in Bessemer City Schools

- NO weapons on school grounds.
- NO illegal substances on school grounds.
- NO smoking on school grounds.
- 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 Principal, before starting job/project.
- Project completion date furnished to Principal.
- 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 replaced in the original location.

Authorized Signature

Date

Drug-Free Workplace

It is the policy of the Bessemer Board of Education that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined by 21 U.S.C. § 812) or alcohol in the Board's workplace is prohibited. Any employee on school premises or as part of school activities or school sanctioned activities who unlawfully manufactures, distributes, dispenses, possesses, or uses or who is under the influence of drugs or other controlled substances, for which the employee has no prescription from a duly licensed physician, is subject to disciplinary action up to termination or cancellation of contract. No employee, who is impaired by any illegal drug or by alcohol, will report for work, will work, or be present in the workplace. Employees who are so impaired or who possess, use or distribute illegal drugs or alcohol in the workplace are subject to the disciplinary procedures of the Board, including possible dismissal.

"Workplace" means any vehicle, office, building, classroom, or property (including parking lots) owned or operated by the Board or any other site at which an employee is to perform work for the employer. An "employee" of the Board is any individual receiving remuneration for services rendered. "Possess" means to be contained either on an employee's person or in an employee's motor vehicle, tools or areas entrusted to the control of the employee. "Impaired" means under the influence of an illegal drug or of alcohol such that the employee is unable to perform his/her assigned tasks properly.

"Designated employee" shall include employees subject to the provisions of 49 C.F.R. Part 40 of the Omnibus Transportation Employees Testing Act of 1991. Designated employees shall include those persons applying for or holding positions requiring a commercial driver license (CDL) and/or sensitive transportation related and maintenance positions.

Any employee with information of the possession, use or distribution of illicit drugs or alcohol on school premises or as part of any school or school sanctioned activity is required to report such information to the Principal, Superintendent, or other appropriate school authority.

The immediate supervisor is to be notified by the employee of any criminal drug or alcohol statute conviction (including driving under the influence of alcohol or drugs - DUI) within five (5) days of the conviction. Upon learning of such conviction, each supervisor shall immediately notify the Superintendent of a drug or alcohol status conviction of any employee.

Any employee who violates this prohibition will be: 1) required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program and/or 2) subject to appropriate personnel action, which may include but is not limited to reprimand, suspension with or without pay, and/or termination.

It is the policy of the Board to maintain a drug-free awareness program to inform employees about the danger of drug abuse in the workplace and make available information pertaining to drug counseling, rehabilitation, and employee assistance programs.

All employees will receive a copy of the Drug-Free Workplace Policy and one shall be posted in a prominent place in each building owned or operated by the Board. This policy applies to all employees as a condition of employment and all must abide by the terms of this policy.

LEGAL REF.: Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F; Code of Alabama § 16-1-14, 16-1-24.1

Drug-Free Workplace

Organization Name

Street Address

Name and Title of Authorized Representative

City, State, Zip

Signature

Date

LEGAL REF.: Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F; Code of Alabama § 16-1-14, 16-1-24.1

**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 the Bessemer 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

Organization Name

Street Address

Name and Title of Authorized Representative

City, State, Zip

Signature

Date

CERTIFICATION OF ELIGIBILITY

The prospective bidder certifies, by submission of this proposal, that neither it nor its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with the commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, and local) terminated for cause or default.

Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name	Street Address	City, State, Zip
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Name and Title of Authorized Representative

Signature	Date
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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 of violations occur.

Organization Submitting Bid

Date

Name of Signer (Print Name)

Authorized Signature

Title

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 authorized 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: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME & TITLE: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

DEVIATION FORM

This "Invitation" shall not be altered by bidder in any way. Any and all changes from those specified shall be listed as a deviation. In the event that 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 Board of full compliance with the specifications and conditions, and assures the bid meet all specifications.

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

Authorized Signature: _____ Title: _____

REFERENCES

1. Customer _____
Contact Name and Number _____

2. Customer _____
Contact Name and Number _____

3. Customer _____
Contact Name and Number _____

4. Customer _____
Contact Name and Number _____