Mobile County
PUBLIC SCHOOLS

Reginald A. Crenshaw, Ph.D., President, District 3
Sherry Dillihay-McDade, Vice President, District 4
Lonnie Parsons, District 1
Don Stringfellow, District 2
Johnny Hatcher, District 5

1 Magnum Pass, P.O. Box 180069, Mobile, Alabama 36618 Superintendent Chresal D. Threadgill

Purchasing Department
Phone (251)221-4473
Fax (251)221-4472
mcpss.com

Bid No. 25-45 July 31, 2025
BUYER: CYNTHIA MARTIN

INVITATION TO BID
STRIPPING AND WASING CAFETERIA FLOORS
AS NEEDED UNTIL SEPTEMBER 30, 2026

Sealed proposals will be received by the Board of School Commissioners of Mobile County, Alabama at its Purchasing Department, 1 Magnum Pass, Mobile, Alabama 36618, until **August 20, 2025 @ 10:00 AM** at which time they will be publicly opened and read aloud.

1. The submission of the bid by the vendor, acceptance and award of the bid by the School Board of Mobile County, Alabama, and subsequent purchase orders issued against said award shall constitute a binding, enforceable contract. Unless stipulated in the bid documents, no other contract documents shall be issued.
2. The undersigned, as bidder, hereby declares that I have examined the Instructions, General Terms, Conditions and Specifications, and affirm that I have not been in any agreement or collusion among bidders, employees of the Mobile County Public School System, or prospective bidders in restraint of freedom of competition. Furthermore, I understand that fraudulent and collusive bidding is a crime and can result in fines and prison sentences.
3. Bidder has become fully familiar with the general terms, conditions and specifications of this bid request and agrees to abide by all conditions stated herein:
4. **Bidder agrees to VISA® Virtual Credit Card Program through AOC/Regions Bank for invoice payments in place of a check to pay for purchases from this solicitation. See payment terms for more information.**

PLEASE PRINT OR TYPE BELOW

Legal Name of Vendor:_____

Mailing Address:_____

City, State, Zip Code:_____
(List Toll Free Number if Applicable)
Telephone Number:_____ Fax _____

_____ _____
Authorized Signature of Bidder Authorized Name(Typed or Printed)

_____ _____
Director of Purchasing Name(Typed or Printed)
Mobile County Public Schools

THIS COMPLETED FORM MUST APPEAR AS THE TOP SHEET FOR ALL BIDS SUBMITTED

LET'S LOAD THE BASES!

Miracle League of West Mobile: Schmidt Family Park

THE MIRACLE LEAGUE

Our community is coming together to build baseball fields and a playground for children with special needs. The Miracle League of West Mobile: Schmidt Family Park will be constructed on Johnson Road, about two miles southwest of the intersection of Airport Boulevard and Snow Road.

You have the opportunity to help us create a miracle in Mobile County! If you hit a Single, Double, Triple, Home Run, or Grand Slam, you, your family, your business or your organization will be recognized at the park.

Several community organizations have already stepped up to the plate, donating land, providing funds to pave the road, and more. The key players thus far are: the Alabama Pecan Development Company, Inc., Schmidt-Barton Family Fund, South Alabama Utilities, Mobile County Public Schools and the Mobile County Commission. The Alabama Pecan Development Company, Inc., has donated more than 24 acres to the project and South Alabama Utilities has donated more than 4 acres. The Schmidt-Barton Family Fund is donating up to $1 million in matching funds toward the estimated $5 million in total construction costs.

Donations are now being accepted at mcpss.com/miracleleague to cover the remaining costs associated with the park.

Why should you donate?

Currently, many Mobile County youths with mental and physical disabilities are unable to play baseball in existing parks due to the lack of facilities that meet their needs. The Miracle League of West Mobile: Schmidt Family Park will be open to children from the entire county and surrounding areas. Approximately 8,300 children with disabilities would be able to play here.

Single
$1,000-$9,999

Double
$10,000-$49,000

Triple
$50,000-$99,999

Home Run
$100,000-$249,999

Grand Slam
$250,000 +

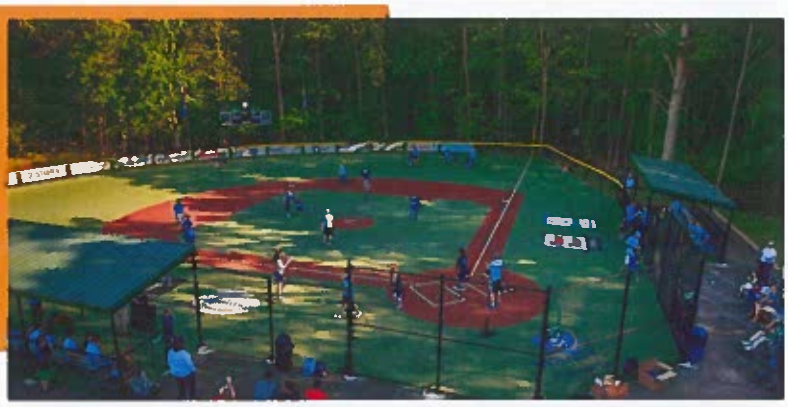
ALABAMA PECAN DEVELOPMENT CO. INC

SOUTH ALABAMA SAU GAS, WATER & WASTEWATER UTILITIES

MOBILE COUNTY ALABAMA ESTABLISHED 1812

Mobile County PUBLIC SCHOOLS

MIRACLE LEAGUE OF WEST MOBILE: SCHMIDT FAMILY PARK



MCPSS.COM/MIRACLELEAGUE

We are working directly with The Miracle League, which is based in Georgia and has 240 fields across the United States and in Puerto Rico and Canada, on this project. Why? So our children with mental and physical disabilities can experience the joy of America's favorite pastime. It's more than just a game. The Miracle League is about making new friends, building self-esteem and being treated just like other athletes.

The Miracle League baseball field will feature a synthetic rubberized turf that accommodates wheelchairs and other assistive devices while helping to prevent injuries. The field will have double-wide lanes, allowing the players more space as they round the bases. The park will also include a regular baseball field for children who are middle-school-aged. The hope is to one day build a school on the site to serve special-needs and autistic students.

This will be the first Miracle League field in Mobile County. The project will progress in phases as funding becomes available, with the Miracle Field and Playground as the major components of the first phase.

The first phase of the plan will cost approximately $2.3 million. We still need to raise $1 million to fund all facets of Phase 1, which we hope to complete in the fall of 2022.

Mobile County Public Schools is overseeing the financing of the project. We are applying for various grants and accepting donations at: mcpss.com/miracleleague.

We appreciate your support as we make a miracle happen in west Mobile!

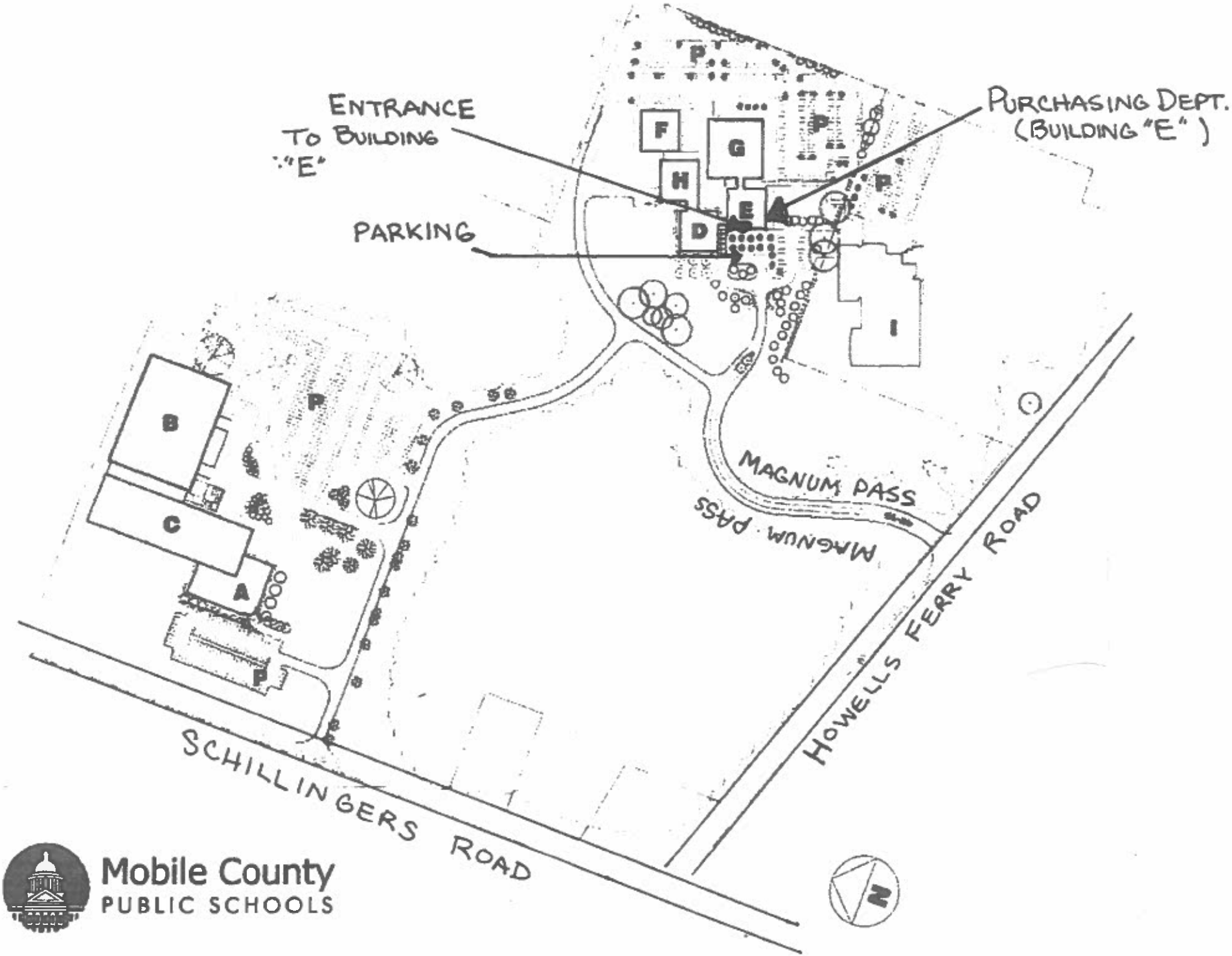
NEW BUILDING ENTRANCE

FOR

"PURCHASING DEPARTMENT"

Please note the entrance to Building "E" (1 Magnum Pass) has changed. You will need to enter Building "E" as shown on the following diagram where you will be checked in by a security officer and then directed to the Purchasing Department.

Please allow sufficient time for this change if you are dropping off a bid on the same day as the bid closes. MCPSS will NOT be responsible for any late bids.



Mobile County
PUBLIC SCHOOLS

Directory

A — Building A

Student Services Building

Student Services	4245
Health Services	4292
Microcomputer Services	5142
STI Office/Classroom Software Support	6201
Hardware Support	6223
Network Support	6222

B — Building B

Professional Development.	.5200
Central Receiving/Distribution	.5115
Textbooks.	5108
JROTC	.5100
Print Shop.	6273
Archives.	4858
Make & Take	.5223
Mail Services	.6400

C — Building C

Environmental Services	4700

D — Building D

Executive Building

Office of the Superintendent.	.4394
Chief Financial Officer	.4434
Comptroller	4494
Budget Office.	4506
Child Nutrition Program	4374

E — Building E

Business Building

Security Office.	4108
Purchasing.	4473
Accounting	4445
Accounts Payable	4436
Local School Accounting	4427

F — Building F

Facilities Office.	.4822

G — Building G

Human Resources Office.	.4543
Payroll Office.	.4449
TV Studio.	.3119

H — Building H

Technology Building

Information Technology Services	.4583
Instructional Technology	.8210
Office of Communications.	8822

I — Building I

Academic Affairs Building

Board Offices & Board Meeting Room.	.4387
Academic Affairs.	.4159
Curriculum & Instruction.	.4141
Federal Programs	.5220
Special Education	.4220
Career/Technical Education.	.4019

Public Board Meetings

P — Parking - Public and Employee

GENERAL TERMS AND CONDITIONS
MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.

1. ALABAMA IMMIGRATION LAW COMPLIANCE:
As a Contractor/Vendor as defined in the Act, to the Local Board of Education (Board), it is crucial to your relationship (future or continuing) with the Board that you comply with the Immigration Reform Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Accordingly please provide your Affidavit of Immigration Compliance. These documents can be found in the following bid package along with a compliance check list.

2.ADDITIONAL ORDERS: Unless it is specifically stated to the contrary in the bid response, the School District reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions; to extend the renewal date until a new bid is in place, if it is mutually agreeable.

3. ADDENDA: If it becomes necessary to revise any part of this bid, a written addendum will be provided to all bidders that are **registered** with the Purchasing Department. The Board is not bound by any oral representations, clarifications, or changes made in the written specifications by the school's employees, unless such clarification or change is provided to bidders in written addendum form from Purchasing Department.

4. APPLICABLE LAW: This contract shall be construed and interpreted according to Alabama Law.

5. ASSURANCE OF NON-CONVICTION OF BRIBERY: The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or Federal government.

6. AWARD CONSIDERATION: The following factors will be considered in determining the lowest **responsible** bidder:
Overall quality, Conformity with specifications both general and specific, Purposes for which materials or services are required, Delivery dates and time required for delivery, Unit acquisition cost, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable.

7. BID AND PERFORMANCE SECURITY: If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany the bid and be made payable to Board of School Commissioners of Mobile County. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the School District and underwritten by a company licensed to issue bonds in the State of Alabama. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Purchasing Manager deems the failure to be nonsubstantial. All checks will be returned to the bidders within five (5) days after the contract has been Board approved. If a performance bond is required, the successful bidder will be notified after the awarding of the contract.

8.BRAND NAMES: The name of a certain brand, make, model number, manufacturer, or definite specification is to denote the quality standard of the article desired, but does not restrict the bidder to the particular brand, make, model number, manufacturer, or specification named. It is set forth to convey the general style, character, and quality of the item desired to the prospective bidder. Whenever the words "or approved equal" appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named, which is approved by the Purchasing Department or their designated representatives. The burden of proof that alternate brands are in fact equal or better falls on the bidder, and proof must be to the Board's satisfaction.

9. CONFLICT OF INTEREST: Section 36-25-9 of the Code of Alabama states: "No member of any county or municipal agency, board, or commission shall vote or participate in any matter in which the member or family member of the member has any financial gain or interest" Employees may not use their offices or positions for personal gain and must adhere to applicable provisions of the Alabama Ethics Law and the MCPSS Board policy 6.10 concerning Ethics. Further information can be found on both the Alabama Ethics Commission's and MCPSS Website.

10.DELIVERY OF BIDS: Bids must be received in the Purchasing Office by the the date and time specified on the bid cover. All bids will be accepted until the time and date stated on the bid cover. No bids will be accepted that extend past the time and date on the bid cover. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bids submitted by U.S. Mail must be addressed to the Board of School Commissioners, Purchasing Office, P.O. Box 180069, Mobile, AL 36618; when using other couriers, send to the Board of School Commissioners, Purchasing Office, 1 Magnum Pass, Mobile, AL 36618. The School District accepts no responsibility for premature opening

of bid response not properly identified or late arrival of a bid response for whatever reason. No fax or emails will be accepted. The Board will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Board of School Commissioners, Purchasing Department by the time stated in the bid request. All bids shall remain firm for acceptance by the Board for a period of 60 days from the date of bid opening.

If the School System is closed for any reason, including but not limited to: Acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (the "Force Majeure Events") which closure prevents the opening of bids at the advertised date and time, all bids received shall either be publicly opened and read aloud on the next business day that the department opens at the advertised time or the bid opening will be extended by sending out an addendum that states the new date and time to all registered bidders.

11.ERRORS IN BIDS: Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after the bid opening may not be corrected.

12. FEDERAL MONIES

Expenditure of federal monies require the bidder to comply with all applicable standards, orders, or regulations issued pursuant to the following:

Clean Air Act (42 U.S.C. 7401-7671q); Federal Water Pollution Control Act as amended (22 U.S.C. 1251-1387) Buy American provision (7 CFR §210.21); Equal Employment Opportunity (41 CFR §60); Davis-Bacon Act (40 U.S.C. 3141-3148) ;Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Rights to Inventions Made Under a Contract or Agreement (37 CFR §401.2); Debarment and Suspension (Executive Orders 12549 and 12689), Copeland "Anti-Kickback" act (18 U.S.C. 874 and 40 U.S.C. 276c) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) Procurement of Recovered Materials (See §200.322) National Defense Authorization Act (NDAA) Section 889

13.HAZARDOUS AND TOXIC SUBSTANCES: Bidder must comply with all applicable Federal, State, County and City laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to information hazardous and toxic substances, and as amended from time to time. Bidder shall provide the School District with a "Material Safety Data Sheet" if required.

14. INVOICING, DELIVERY, PACKAGING: Invoices shall be prepared only after ordered materials have been delivered. Payment will be made in accordance with Terms of Payment in the Minimum Specifications. **District personnel may choose to use a VISA® Purchasing Card and E-Payables process for invoice payments in place of a check to pay for purchases from this solicitation. Unless exception is noted in the bid response, the bidder by submitting a bid, agrees to accept the VISA® purchasing card and E-Payables process, as an acceptable form of payment and may not add additional service fees/handling charges to purchases made with the VISA® purchasing card. Refusal to accept this condition may cause your bid to be declared non-responsive.**

All invoices must show the purchase order number. Vendors shall not ship any material without an authorized purchase order from the Board of School Commissioners of Mobile County or local school. All packages delivered must show the purchase order number. The successful bidder will be required to furnish all materials, equipment, and/or service called for at the bid price quoted. In the event the bidder fails to deliver within a reasonable period of time, as determined by the Board, the right is reserved to cancel the award and subsequent purchase order and purchase from the next lowest responsible bidder the items needed. The original bidder will be back charged the difference between the original contract price and the price the Board has to pay as a result of the failure to perform by the original contractor. All bids will remain firm for acceptance for 60 days from the date of bid opening. Prices shall be net F.O.B.; School Site, Mobile County, AL. The title and risk of loss of the goods will not pass to the Board, Departments, Schools until receipt and acceptance takes place at the F.O.B. point.

15. INSPECTION OF PREMISES: At reasonable times, the Board may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the Board makes such an inspection, the contractor must provide reasonable assistance. The Board reserves the right on demand and without notice all the vendor's files associated with a subsequent contract where payments are based on contractor's record of time, salaries, materials, or actual

expenses. This same clause will apply to any subcontractors assigned to the contract.

16. INSURANCE: The School Board of Mobile County, AL shall be added as an additional insured on all Contractors' liability policies. Copy of policy to be given to the Purchasing Dept where it will remain on file.

COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE

Contractor shall purchase and maintain during the life of this contract, public liability insurance against bodily injury, personal injury, property damage which shall include comprehensive general liability, contractual liability, products and completed operations liability in limits of not less than $2,000,000 per occurrence and $3,000,000 Aggregate. The contract shall protect him and any subcontractor performing the work covered by this contract, from claims for damages which may arise from operations under this contract, whether such operations are by himself or by any subcontractor, or by anyone directly or indirectly employed by either of them.

The Contractor shall indemnify and hold harmless the Owner against any and all claims for personal injuries and/or property damage as a result of Contractor's **and its Subcontractor** acts, operations, or omissions and shall carry contractual liability and property damage insurance to cover such indemnification. The limits of contractual coverage shall agree with the limits stated above for Contractor's regular public comprehensive general liability coverage and property damage.

A. LIMITATION TO DAMAGE: In no event shall the BOARD or any of its Commissioners, officers, employees, agents, or servants be liable to the Contractor or Vendor for any direct or indirect, special, consequential, or incidental damages or lost profits or punitive damages, arising out of or related to this bid document, or to the performance of or breach of any provision hereof.

17. INVITATION TO BID: Any provisions made in the Invitation for Bid supersedes any provisions outlined here in the General Terms and Conditions.

18. IMMIGRATION: 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 damages resulting therefrom. If Contractor employs one or more employees within the State of Alabama, Contractor shall provide documentation establishing that Contractor is enrolled in the E-Verify program.

19. NON-DISCRIMINATION: The Board provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, or disability in consideration for an award.

20. OPEN TRADE PROVISION: In compliance with Alabama Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

21. PRODUCT TESTING: Vendor shall incur all cost involved in obtaining an Independent Laboratory Test if the Board deems necessary during the term of the contract or before the contract is awarded. The Board reserves the right to request a demonstration of any product or service before making the award at no additional cost to the school district. The time frame of the testing will be mutually agreed upon by both parties.

22. PATENTS: Bidders guarantees that the sale and/or use of goods will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the School District, employees on any claims arising out of the purchase of goods or services.

23. PROTESTS: Any protest to the Board's consideration of any bid must be submitted in writing and received by the Purchasing Director no later than five (5) calendar days after awarding date of the bid. If needed, The Chief Financial Officer will send a written reply to the protesting bidder. The Board of Education is the final authority on issues relating to this contract. The Purchasing Director is the Board's representative in the award and administration of this contract, and will issue and receive all documents, notices and correspondence. The decision of the Board of Education is final, conclusive, and binding on all parties concerned.

24. PREPARATION OF BID: All bids shall be typewritten or in ink on the form(s) prepared by the Board. Bids prepared in pencil will not be accepted. All proposals must be signed by officials of the corporation or company duly authorized to sign bids. Any bid submitted without being signed will automatically be

rejected. All corrections or erasures shall be initialed and dated by the person authorized to sign bids. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

25. PRICING: Prices quoted shall be delivered prices and shall include any and all costs, charges, taxes, and fees i.e. the Board shall only pay the price and amount quoted and nothing more.

26. PURCHASES: Once the bid is board approved, a letter will be issued to the awarded vendor(s). This letter does not authorize to make purchases. Purchase orders will be issued as authorization for all purchases.

27. QUESTIONS/CONTACT: All questions must be directed to the buyer listed on the particular bid. Clarification will be made only by written addenda sent to all registered bidders. The Board will not be responsible for verbal answers regarding the intent or meaning of the specifications or for any verbal instructions given prior to the bid opening. **Bidders shall not contact any member of the Mobile County School Board, Superintendent, or Staff regarding this bid prior to such bid has been Board approved. Any such contact shall be cause for rejection of your proposal.**

28. REJECTION OF BIDS: Mobile County School District reserves the right to accept or reject any or all bids in whole or in part for any reason, to waive technicalities or informalities, or to advertise for new proposals, if, in the judgment of the awarding authority, the best interest of the School District will be promoted thereby. Bidders may be disqualified and rejection of proposals may be recommended to for any of (but not limited to) the following causes: Failure to use the bid forms furnished by the Board of School Commissioners, Lack of signature by an authorized representative on the bid form, Failure to properly complete the bid form and vendor compliance, Default on previous contracts, Evidence of collusion among bidders, Unauthorized alteration of the bid form. On the final board approved bid tabulation, a written justification of all bidders that were rejected will be presented and made public.

29. SAMPLES: Bidders will not be required to furnish samples at the time of bid opening, unless specifically called for. The Board reserves the right to request samples after bid opening to assist in the evaluation of proposals submitted.

30. TABULATION: Bid results are posted on Purchasing's web site, and will remain for sixty (60) days after the posting date. The awarding bidders will be sent a written notification via mail.

31. TERMINATION BASED ON LACK OF FUNDING: Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the appropriating authority is deemed to be the Board of School Commissioners of Mobile County. Insufficient funds shall be the grounds for immediate termination of this solicitation.

32. TERMINATION FOR THE CONVENIENCE OF THE BOARD: The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or part, whenever the Purchasing Manager shall deem that termination is in the best interest of the School District. Such determination shall be in the sole discretion of the Purchasing Manager. In such event, the School District shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

33. TERMINATION FOR DEFAULT: If an award results from this bid, and the contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the School District. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for the termination of the contract, and the contractor is not entitled to recover any costs incurred by the contractor up to the date of termination.

A. FORCE MAJEURE: The parties' under this agreement are subject to, and neither party shall be liable for delays, or failure to perform caused by or due to fire, flood, water, weather events, labor disputes, power outages, civil disturbances, or any other cause beyond the party's reasonable control

34.WARRANTY: The bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the School District, and that it will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. The bidder further warrants all items for a period of one year, unless otherwise stated, from the date of acceptance of the items delivered and installed or work completed. All repairs, replacements, or adjustments during the warranty period shall be at the bidder's sole expense.

GENERAL TERMS AND CONDITIONS
MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.

35. VENDOR LIST: A bidder may be removed from the Qualified Vendor List if a vendor fails to respond to three (3) consecutive ITB's. A properly submitted "No Bid" is considered as a response and the vendor will receive credit for the response.

THE BOARD MAY REJECT ANY BID FOR FAILURE BY THE BIDDER TO COMPLY WITH ANY REQUIREMENTS STATED ABOVE IN THE BID PROPOSAL OR IN ATTACHMENTS THERETO WHICH BECOME PART OF THE BID.

THE SCHOOL BOARD OF MOBILE COUNTY, ALABAMA

_____

RUSSELL HUDSON
DIRECTOR OF PURCHASING

VENDOR BID REGISTRATION

Vendors:

Our records indicate you are registered to receive "Invitation to Bids" from Mobile County Public School System. The Mobile County School System is changing the way vendors are notified for Invitation to Bids. Currently, we are sending post card notifications by US Mail to all vendors who are registered.

The NEW NOTIFICATION PROCESS will begin and consist of the vendor receiving an email notification of Invitation to Bids. A web site has been established for vendors to register and select the bid categories from which they want to receive bid invitations. These are the steps you need to take:

1. Go to Https://bidreg.mcpss.com/ezregistration.html
2. Select "New Applicant" and you will create a user name and password, and then follow the prompts.
3. Please note the email bid notifications will be sent from bidnotify@mcpss.com save this in your address directory to prevent email being sent to SPAM.

Even though vendors are currently registered to receive bids, all vendors MUST register in the new database in order to receive an ITB "Invitation to Bid" . If you do not register, you will not receive an ITB. Also, all vendors are responsible for maintaining their vendor profile in the database for such things as address, contact info, email, bid categories, etc..... This information needs to stay current to assure you receive ITB's. I would strongly encourage vendors to visit MCPSS.com once a week to be knowledgeable of all bid activity.

Thank you for your cooperation as this will allow us to drastically reduce postage costs and work more efficiently. Please feel free to contact us if you have questions at 251-221-4473.

GENERAL SPECIFICATIONS
STRIPPING AND WAXING FLOORS

I. Intent of Bid

The intent of this bid is to establish a contract between the Board and bidder(s) for the services of stripping and waxing the cafeteria, dining room floors and other common areas of the school as described herein on an as needed basis.

There are two (2) parts to the pricing sheets of this bid. **"Part I"** will be for "Other Common Areas" in the schools which will include halls, classrooms, office areas, etc. **"Part II"** will be for the "Cafeteria Dining Rooms" only.

Once the bid has been awarded to the successful bidder(s), the CNP manager and the Principal will decide to use one of the following methods that best meets the needs of their school. The schools will have the option to utilize this contract in the following ways:

1. **Choose the awarded bidder(s) to perform the work;**
2. **Choose the school custodial staff to perform the work;**
3. **Choose the CNP staff to perform the work in the cafeteria dining room area.**

No amount of work will be guaranteed to the successful bidder.

II. Qualifications of Bidders

Bids will be accepted only from firms engaged on a full-time basis in the janitorial service business.

Bidder must have a minimum of five (5) years experience in the type of work called for in the specifications.

Bidder is responsible for the site visit and the correct square footage measurements of each cafeteria dining area. The successful bidder(s) will be responsible for the site visit to determine the square footage for other common areas in the school when requested by the Principal.

The vendor's capability, quality of work, past work, experience and knowledge of stripping and waxing the floors will have priority over the cost.

Each bidder **must** submit with their proposal a minimum of three (3) references listing the following information:
1. Name of company.
2. Scope of work performed.
3. Address.
4. Telephone number.
5. Contact person, email address and their title.

Each bidder *must* submit with their proposal a bid bond or cashier's check in the amount of $2,500.00. Cashier's check must be listed in the company's name as remitter. (Cashier's Checks will be returned via certified mail after Board approval).

All persons entering schools are to be in company uniform and all are to have picture ID badges. Background checks are required for all personnel entering the schools, please see the attached forms.

III. Period of Contract

The Board will contract with the successful bidder(s) for a period of one (1) year from the date of Board approval and may be renewed annually for a maximum of two (2) years, if both parties agree and the terms and conditions remain the same.

IV. **Method of Award**

Bid will be awarded by individual zones or a method which deems to be in the best interest of the Board.

Part I and Part II Due to the number of schools, MCPSS has decided to award **Part I and Part II** to all vendors meeting the minimum specifications of the bid. The schools will have the option to contact any of the awarded vendors that has received an award as a result of this bid. The schools will check with the vendors for availability and pricing and then issue a purchase order. Hopefully, this will eliminate the problems with one vendor not being able to meet our demands.

No amount of work will be guaranteed to the successful bidder.

Mobile County Public School System will provide all of the stripper and wax regardless of which method is chosen by the Principal and the CNP manager.

B. All services are to be quoted F.O.B., Destination, School Site, Mobile County, Mobile, AL. The title and risk of loss of the goods will not pass to the Board, departments, or local schools until receipt and acceptance takes place at the FOB point.

V. **Cancellation**

This contract may be cancelled by the School Board for any reason giving the successful bidder a ten (10) day written notice of termination.

VI. **Method of Payment**

A. While it is the intent of the Board of School Commissioners to pay all bills within thirty (30) days, there may be times when this strict requirement cannot be adhered to, as payment is normally processed approximately thirty (30) days from final approvals of receipts and verified invoices. Should a contestment result regarding quality, terms, etc., thirty (30) days would appear after the matter has been cleared. Payment may be expedited by providing original invoices and/or certified copies of an original, should a copy be the only thing available. If a copy is used, certification must state "true, correct, and unpaid original invoice", and signed by an official of the company.

District personnel may choose to use a VISA® Virtual Credit Card Program through AOC/Regions Bank for invoice payments in place of a check to pay for purchases from this solicitation. Unless exception is noted in the bid response, the bidder by submitting a bid agrees to accept the VISA® Virtual Credit card process, as an acceptable form of payment and may not add additional service fees/handling charges to purchases made with the VISA® Virtual Credit card. Refusal to accept this condition may cause your bid to be declared non-responsive. (See the attached E-Payables explanation and the VISA Virtual Card vendor enrollment data elements form.)

B. The above stated terms of payment are the only terms which the Board will consider. Any bid submitted which does not comply with our stated terms will not be considered for award.

VII. **Insurance**

The bidder shall provide, at the company's own expense, insurance as described below. **A copy of your current insurance document must be submitted with your proposal.**

The successful bidder(s) shall provide a copy of a Certificate of Insurance naming the School Board as an additional insured and must be sent to the Purchasing Department, Attention: Cynthia Martin. The policies of insurance shall be delivered within seven (7) working days after notification of award. Minimums included shall be:

A. Worker's Compensation - per Alabama Statutes
B. Comprehensive General Liability

Bodily Injury (including death) Property Damage and Personal Injury $1,000,000 per person, $3,000,000 per occurrence.
Commercial Automobile liability insurance of $1 million per person, $3 million per occurrence.

It will be the sole responsibility of the awarded vendor to provide a copy of the insurance as required above, for each additional year at the time of renewal. Failure to provide current insurance may be cause for bid to be rejected.

VIII. **Indemnity and Hold Harmless; Payment of Theft Losses**

The **CONTRACTOR** agrees that it shall indemnify, defend, and hold harmless the BOARD and its Commissioners, officers, employees, servants, agents, successors, and assigns ["the indemnitees"], against any and all claims, losses, damages, costs, attorneys' fees and expenses, suits, administrative hearings, and causes of action that the BOARD and/or the other indemnitees may be subject to or required or ordered to pay as a result of any action or inaction of the CONTRACTOR, or any of its present or former officers, directors, employees, servants, agents, subcontractors, successors, and/or assigns.

These indemnification obligations shall survive the expiration or termination of this Agreement. The indemnifying party (the CONTRACTOR) shall have the right to conduct and control the defense of any claim for which it is providing indemnification by counsel it selects, which counsel shall be subject to the reasonable approval of the indemnitees. Nothing herein shall be deemed to prevent the indemnitees from cooperating with the indemnifying party and participating in the defense of any litigation by its own counsel at its own cost and expense. The indemnitees shall cooperate fully in the defense of the claim(s) and shall provide access to all information, documents and witnesses pertinent to the claim(s) under its control. The indemnifying party shall not compromise, settle or otherwise dispose of any claim for which it has accepted and is providing indemnification pursuant to this Agreement, except with the prior written consent of the indemnitees and the indemnitees shall not compromise, settle or otherwise dispose of any claim for which it has or shall seek indemnification pursuant to this Agreement, except with the prior written consent of the indemnifying party. Any such settlements shall include the full release of the indemnitees from all claims. These indemnification provisions shall apply severally with respect to each indemnitee and be enforceable to the fullest extent permitted by law.

IX. **School Safety and Security**

It shall be the responsibility of the successful bidder(s) to ascertain the District Branch or Office, under whose direction the service shall be performed. The rules and regulations pertaining to safe driving on school grounds, particularly when students and children are present must be adhered to. The successful bidder's drivers shall exercise extreme caution at all times. Drivers entering school premises when school is not in session shall lock any gate or door to which they have access both when entering and/or leaving the grounds.

Policy for Vehicles on School Grounds during the School Day:

A. Avoid driving in the school playground area at any time if it is practical to park on the street or in another area to make deliveries.
B. Do not drive in playground areas in which children are playing.
C. Do not, under any circumstances, back trucks during the school day across any school property where children might be present unless assisted by an adult flagman.
D. Be especially cautious at all times when driving anywhere near school buildings where students may suddenly and unexpectedly run out.

A. The Administrator of this contract may require the successful bidder to be immediately removed from any District site any employee whom the Administrator or on-site school personnel deem to be incompetent, careless, or otherwise objectionable.

B. The successful bidder(s), including without limitation its laborers and employees, shall not fraternize or otherwise communicate with students except in cases of safety and like necessities.

C. The successful bidder(s) shall not allow any laborer or employee to wear objectionable clothing or caps with other than company logo, objectionable clothing will be determined by the District's on-site personnel, or use profanity in any manner while on District property. **The successful bidder(s) and their employees must have some form of company identification while on Board premises, such as shirt with company name and an employee identification badge.**

D. The successful bidder(s) shall ensure that its laborers and employees fully comply with all District policies and regulations. Examples include:

Each person representing a group of workers must report in at the school's main office upon arrival at the work site.
Each person shall maintain professional workmanlike attire.
No person shall use tobacco, or possess alcohol or any illegal or dangerous substance, firearms or deadly weapons on District property.
No person shall possess any weapon of any kind as defined in District policy, including without limitation a pocket knife that is not directly used as a tool for work in progress.

E. Removal of a specific person from District property as a result of any condition mentioned above will not relieve the successful bidder(s) from obligations for timely performance of the work and will not relieve the successful bidder from obligations for timely performance of the work and will not be considered grounds for a request for additional funds.

F. Personnel of the successful bidder(s) shall observe all regulations of the district. Failure to do so may be grounds for fair dismissal.

X. **Questions**

If you have any questions regarding this bid please contact Cynthia Martin at 251-221-4473 or by e-mail at cpmartin@mcpss.com.

XI. **Scope of Work – NO WORK IS TO BE DONE WITHOUT A SIGNED PURCHASE ORDER**

A. The successful bidder(s) is to provide stripping and waxing services to include, but not limited to, the cafeteria dining room floors and other common areas of the school. Some schools listed will not have cafeterias therefore N/A will be listed in the estimated dining room sq. ft. column.

B. **The other common areas of the school will be stripped and waxed as requested by the Principal. The CNP manager and Principal will be responsible for scheduling the dates and times for service with the awarded vendor(s).**

C. Mobile County Public School System will allow the successful bidder(s) a period of two (2) weeks lead time to begin any contracted work.

D. Additional schools will need to be added and/or deleted in the future. These schools are not known at this time. The successful bidder(s) must agree to incorporate the additional schools at a price that is comparable to a school that is currently under contract.

E. Travel time and mileage related to scheduled service shall be included in the successful bidders bid price.

F. **Bidders are encouraged to survey each school site and upon determining material requirements, submit with their bid proposal the required amount of stripper and floor finish needed to complete each cafeteria dining room floor that they are bidding on. The amount of stripper and floor finish would then be preapproved at the time of the bid award. The quantity of the stripper and floor finish must be listed on the attached pricing sheets. Example: 2 buckets of stripper & 3 buckets of finish will be needed. The square footage of the other common areas of the schools are not known at this time. The successful vendor will be responsible for visiting the site and measuring the area for the correct amount of square footage at the time of the requested service. If bidders choose to visit the site, an appointment should be scheduled with the cafeteria manager or Principal prior to visiting site. Phone numbers are listed on the pricing sheets. The estimated square footage is given for the cafeteria dining rooms, however, the bidder will be responsible for inspecting the work area before submitting the bid. The price submitted in the bid proposal can not change for any reason.**

G. The bidder(s) must sign in at the front office of each school before going to the cafeteria and other common areas of the school.

H. All furniture will be removed and replaced by the owner (MCPSS), which will include: classroom furniture, tables, serving line equipment and point of sale/cashier units, etc. The CNP manager or Principal *may* choose to allow the awarded vendor to remove the furniture as described above at a square footage cost. The bidder(s) must list the price for removing the furniture on the price sheets supplied in the bid package.

I.. After stripping and waxing the cafeteria dining room floors and other common areas of the school, the successful vendor(s) shall leave the site area completely clean and free of debris at the completion of services performed. The successful vendor(s) shall **leave no cleaning problem for other school personnel to perform**. **If the cleaning is not performed according to bid specifications, and the Board has to use its own personnel to complete the work, the vendor(s) will issue a credit of 50% against applicable invoice.**

J. **IMPORTANT: In the event the vendor(s) has to be called back to re-do the contracted work because it was decided the work was not done correctly the first time, 50% will be deducted from the total invoice amount from that particular job. We strongly suggest that the successful vendor(s) inspect all jobs thoroughly before releasing.**

K. **The approved floor finish and stripper will be supplied by MCPSS, are the following products**:
   1. Floor Finish – 25% Solids by Victoria Bay, 5 gallon container which will cover 2,000 – 3,000 sq. ft. (+/-).
   2. Floor Stripper – Rinse Free Stripper by Victoria Bay, 5 gallon container.

L. **The successful bidder(s) will supply all equipment (which includes but is not limited to: floor cleaning/stripping machines, buckets, mops, garbage cans, trash bags, squeegees, towels, wet/dry vac, etc.) and labor required to completely remove all floor finish down to the flooring material with the approved floor stripper (to be supplied by MCPSS). Edges and baseboards are to be clean and free of any soil or old floor finish. Floor is to be rinsed and all strip water is to be completely removed by using a wet/dry vac. A minimum of five (5) coats of the approved floor finish (to be supplied by MCPSS) is to be applied.**

   Note: The successful bidder(s) is not to use MCPSS equipment.

M. Unused, partially used and empty buckets of floor finish and stripper are the property of MCPSS, and are to be left with the cafeteria manager or Principal at the end of each job. The same number of buckets of floor finish and stripper issued to the successful bidder are required to be turned in at the end of the job. For example, if one (1) bucket of stripper and two (2) buckets of floor finish are issued, then one (1) bucket of stripper and two (2) buckets of floor finish are to be turned into the CNP manager or Principal when the job is completed. This includes unused, partially used or empty buckets. In the event we do not receive the quantity issued, the vendor(s) will be charged the amount the district pays for the product plus 30% (thirty percent) for additional paperwork.

N. The Board will only be charged for services performed. Supplies and equipment are not to be invoiced.

XII. Definitions **of Services**

A. **Floor Stripping** – Removal or stripping of all wax or floor finish down to the flooring material, (including corners and edges) using compound especially prepared for this purpose, with brush or steel wool agitation as required, followed by rinsing with plain water to remove all wax or finish, solution, dirt and film. The strip water must be removed by using a wet/dry vac. All splash (stripper splash/machine spray) must be cleaned off of vertical surfaces such as baseboards, doors, furniture bottoms or threshold metal. Before the floor finish is applied, a dust mop must be used on entire floor surface to ensure that the area is completely clean and ready.

B. **Primary Floor Finishing** – Application of five (5) coats of water-emulsion floor finish with clean applicator over entire floor after stripping as instructed above. No buffing is required. Wax should be smooth and consistent with a high gloss finish, free from any embedded dirt. All baseboards, doors, walls and furniture must be free from wax splash or drips.

C. **Clean Up** – All supplies, equipment and machines shall be kept free of traffic lanes or other areas where they might be hazardous and shall be secured at the end of each work period in areas provided for this purpose. Cloths, mops, or brushes, containing residue of wax or other combustible material subject to spontaneous ignition, shall not be disposed of or stored within the building or dumped in the on site diposal facility. **VENDOR(S)** shall be responsible to legally dispose of any and all hazardous or flammable materials as required by law. All dirt and debris resulting from work under this contract shall be disposed of each day at the completion of work. Only biodegradable cleaning solutions shall be disposed of in plumbing fixtures provided for this purpose.

XIII. **Definitions of the Price Sheet Columns: PART I & PART II**

PART I (Other common areas at various school sites such as: halls, classrooms, office areas, etc.)

A. **Price for Minimum of 10,000 sq. ft.:** List in this column the price per square foot for a minimum of 10,000 sq. ft. that will be charged for each school site.

B. **OPTION: Price for less than 10,000 sq. ft.:** List in this column the price per square foot that will be charged for less than 10,000 sq. ft. for each school site.

C. **Additional Charge for Removing Furniture per Square Foot** – This price will be listed and charged in the event the Principal request the successful bidder to remove furniture as described in the Scope of Work.

PART II (Cafeteria Dining Rooms)

A. **Quantity of Buckets of Stripper/Finish Required for the Cafeteria Dining Room** – List in this column the quantity of buckets of stripper and wax needed to complete the dining room area.

B. **Price for Stripping and Waxing Cafeteria Dining Room** – This price is to be for "each cleaning" for the total amount of square footage for the Cafeteria dining room.

C. **Square Footage Price (Café. Dining Room)** – This price is the listed price to be charged per square foot. This price multiplied by the estimated dining room square footage must equal the amount listed in the column for stripping and waxing cafeteria dining room for each cleaning.

D. **Additional Charge for Removing Furniture per Square Foot** – This price will be listed and charged in the event the CNP manager or Principal request the successful bidder to remove furniture as described in the Scope of Work.

XIV. **Demonstration**

Mobile County Public School System reserves the right to require a demonstration of any and all equipment and/or services to be used in stripping and waxing the cafeteria dining room floors and other common areas of the schools. **Prior to selecting a vendor(s), bidders may be asked to strip and wax a test area to demonstrate their capability, at the bidder's expense, using the same equipment that will be used when the contract is awarded. Example: Dining room floor or other common areas of the school. The stripper and wax required for the demonstration will be supplied by Mobile County Public School System.**

XV. **Warranty**

The successful bidder shall warrant to the Board that all work will meet or exceed the regulatory and safety standards that are in place at the time the work is performed.

XVI. **Invoicing**

Awarded vendor(s) will submit invoices to:

Each Individual School Address
Attn: CNP Manager and/or Principal

Other common school areas, depending on funding, could be paid by local school level or a district purchase order.

Invoices must contain the following information:

a. Purchase Order **(must have prior to work being performed)**
b. Date of service, school name, school contact name
c. Work order or Job number
d. Any and all notations of work performed, existing problems
e. Identify the size of cafeteria dining room or other common areas where work was performed

Copy of bidders invoice must be submitted with proposal.

XVII. **Legal Requirements**

Services rendered are subject to any and all federal, state, county and local laws, ordinances, rules and regulations, including OSHA requirements that in any manner affect said services.

XVIII. **Inspection**

The Board reserves the right to inspect, review and approve any stripping and waxing of the cafeteria dining room floors or other common areas done at a school site at any time to be assured services provided meet the terms and conditions of this contract.

IMPORTANT: In the event the vendor(s) has to be called back to re-do the contracted work because it was decided the work was not done correctly the first time, 50% will be deducted from the total invoice amount from that particular job. We strongly suggest that the successful vendor(s) inspects all jobs thoroughly before releasing.

Draft Opt. 2

MOBILE COUNTY PUBLIC SCHOOLS
2025-2026 SCHOOL YEAR CALENDAR

175-Students
187-Teachers

3-Independence Day
(System wide Holiday)
4-Independence Day

July 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-New Year's Day (System Wide Holiday)
2- Students and Teachers Holiday
5-Teacher Work Day
6-3rd QTR. Begins/ Students Back
19-MLK Jr. Day (System wide Holiday)
S-18/ T-19 Days

4-Teacher Work Day
5-7-Professional Development
8-.5 Adm/.5 Teacher Work Day

11-School Start / 1st Qtr Begins
Students Days-15
Teachers Days-20

August 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16-18-Presidents' Day/ Fat Tueday
19-20 Professional Development/
No Students
S-15/T-17 Days

1-Labor Day
(System wide Holiday)
22-Distance Learning Day

Students 21 Days
Teachers 21 Days

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13-Distance Learning Day
13-End of 3rd Qtr (43 Days)
16-Teacher Work Day
17-4th Qtr Begins
S-21/ T-22 Days

10 -End of 1st Qtr (44 DAYS)
10- Distance Learning Day

13-2nd Qtr Begin
Students Days-23
Teachers Days-23

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

13-17- Spring Break
S-17/T-17 Days

10-Distance Learning
11-Veterans Day
(System wide Holiday)
24-28 Thanksgiving Break
(School Holiday)

Students Days-14
Teachers Days-14

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22-End of 4th Qtr (44 Days)
25-Memorial Day
System wide Holiday
26-28-Teacher work Day
S-16/ T-19 Days

19-2nd Qtr Ends (44 Days)

22-31 Christmas Break
(School Holiday)

Students Days-15
Teachers Days-15

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

12 Month Employee Holidays 2025-26
July 3-Independence Day
Sept.1-Labor Day
Nov. 11-Veterans Day
Nov.26-28 Thanksgiving
Dec. 24-26-Christmas Break
Dec.31 & Jan. 1 New Year's
Jan.19 MLK Jr. Day
Feb. 16-18 Mardi Gras/ Pres. Day
May 25- Memorial Day/June18-Juneteenth Day

Virtual /Distance Instruction
Summer School
8-FLEX DAYS
First and Last Day of Quarter
Teacher Planning/Staff Development/Student Holiday
Student/Teacher Holidays

Mobile County School Board Accounts Payable Department

What is a Virtual Credit Card?

The District has adopted the use of a VISA Virtual Credit Card powered by AOC/Regions Bank. AOC receives invoice and purchase order details from Accounts Payable and assigns a one-time use credit card number.

The VISA Virtual Credit Card allows the District to pay vendors via a credit card and turn around a vendor payment in a shorter time frame than the current paper check you now receive.

How Does Virtual Credit Card Work?

- After goods are delivered and/or services rendered, vendors submit invoices to the Account Payable Department according to the current process.
- When Accounts Payable has authorization of a match (purchase order and invoice) and the invoice(s) are due for payment according to your current payment terms with the District the payment process begins.
- The vendor then receives an email notification of the payment from the District
- The vendor then logs into a secure site from the email received and puts in the assigned PIN number. Each payment notification will include the card number, expiration date, security code, payment amount and invoice and/or PO numbers.
- Once the vendor receives the email, the credit card has been authorized to be charged for the amount listed in the email. When the vendor charges the card as authorized in the email, the virtual card will no longer be available for charges. When the next payment is provided the vendor will receive a new card number, security code and expiration date with invoice amount and/or PO number.

What are the Benefits to using the VISA Virtual Card?

- Receive payments 7 -10 days sooner; resulting in a quicker cash flow for day to day operations or investments.
- Reduce the cost of paper processing and employee time spent on preparing and making bank deposits.
- Void the risk of lost or stolen checks
- Quickly reduce outstanding accounts receivable balances.

How do I Participate in the VISA Virtual Card Program?

Simply contact the Mobile County School Board Accounts Payable Department at (251)221-4437 and request to be enrolled in the VISA Virtual Card Program through AOC/Regions Bank.

AOC/Regions Bank

VISA Virtual Card Vendor Enrollment Data Elements

1. Vendor Number (Internal Use Only- MCPSS)
2. Vendor Name
3. Vendor Address
4. Accounts Receivable Contact Name
5. Accounts Receivable Contact Email
6. Accounts Receivable Contact Phone Number

Vendor please provide and complete below:

Vendor Name

_____

Vendor Address

_____

Vendor A/R Contact Name

_____

Vendor A/R Email Address

_____

Vendor A/R Phone Number

_____

If you have any questions please contact Chuck Harben in Accounts Payable 251-221-4437 or email charben@mcpss.com.

IMMIGRATION LAW COMPLIANCE

CONFIRMATION REQUEST:
AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE

Vendor Information

Name: _____

Address: _____
Street Address *Suite/Unit #*

_____
City *State* *ZIP Code*

Phone: ( ) _____ Alternate Phone: ( ) _____

Please Read the attached Immigration Notice and Select one (1) of the Following:

☐ The Alabama Immigration Law **DOES NOT** apply to the above named company. Please explain:

_____

_____

☐ The Alabama Immigration Law **DOES** apply to the above named company and the documents are on file with Mobile County School System

☐ The Alabama Immigration Law **DOES** apply to the above named company and the **AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE** DOCUMENTS are ATTACHED with the Bid Response

The documents are available at www.mcpss.com/immigrataion and www.dhs.gov/e-verify

_____

Employee Signature *Date*

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 1722-1733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions 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 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 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 or local) terminated for cause or default.

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

Organization Name | PR/Award Number of Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s) | Date

Form AD-1047 (1/92)

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reasons of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction", "participant," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9 Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

VENDOR DISCLOSURE STATEMENT

Information and Instructions

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exits, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2001-955

Family Member of a Public Employee - The spouse or a dependent of the public employee.

Family Member of a Public Official - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

Family Relationship - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

Person - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

Public Official and Public Employee - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.

State of Alabama
Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP | TELEPHONE NUMBER ( )

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP | TELEPHONE NUMBER ( )

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

OVER

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature Date

Notary's Signature Date Date Notary Expires

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000.

REQUIRED FEDERAL PROVISIONS FOR PROCUREMENT IN CNP PROGRAMS

Title 2: Grants and Agreements
PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS
Subpart F—Audit Requirements Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

REQUIRED FEDERAL PROVISIONS FOR PROCUREMENT IN CNP PROGRAMS

Title 7: Agriculture
PART 210—NATIONAL SCHOOL LUNCH PROGRAM
Subpart E—State Agency and School Food Authority Responsibilities §210.21 Procurement.

(d) Buy American—

(1) Definition of domestic commodity or product. In this paragraph (d), the term 'domestic commodity or product' means—

(i) An agricultural commodity that is produced in the United States; and

(ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

(2) Requirement.

(i) In general. Subject to paragraph (d)(2)(ii) of this section, the Department shall require that a school food authority purchase, to the maximum extent practicable, domestic commodities or products.

(ii) Limitations. Paragraph (d)(2)(i) of this section shall apply only to—

(A) A school food authority located in the contiguous United States; and

(B) A purchase of domestic commodity or product for the school lunch program under this part.

(f) Cost reimbursable contracts—

(1) Required provisions. The school food authority must include the following provisions in all cost reimbursable contracts, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

(i) Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;

(ii) (A) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

(B) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

(iii) The contractor's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars;

(iv) The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the State agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

(v) The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and

(vi) The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.

(2) Prohibited expenditures. No expenditure may be made from the nonprofit school food service account for any cost resulting from a cost reimbursable contract that fails to include the requirements of this section, nor may any expenditure be made from the nonprofit school food service account that permits or results in the contractor receiving payments in excess of the contractor's actual, net allowable costs.

(g) Geographic preference.

(1) A school food authority participating in the Program, as well as State agencies making purchases on behalf of such school food authorities, may apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When utilizing the geographic preference to procure such products, the school food authority making the purchase or the State agency making purchases on behalf of such school food authorities have the discretion to determine the local area to which the geographic preference option will be applied.

(2) For the purpose of applying the optional geographic procurement preference in paragraph (g)(1) of this section, "unprocessed locally grown or locally raised agricultural products" means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: **U.S. Department of Agriculture**
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: **(202) 690-7442; or**

(3) email: **program.intake@usda.gov.**

This institution is an equal opportunity provider.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1.mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2.fax:
(833) 256-1665 or (202) 690-7442; or
3.email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

AMERICAN COMMODITY DISTRIBUTION ASSOCIATION
Agriculture • Industry • Government • Community
Working Together to Nourish the Nation

American Commodity Distribution Association
P.O. Box 841
Pensacola, FL 32591

CHILD NUTRITION PROGRAMS
REQUIRED FEDERAL PROVISIONS

Disclaimer: This is a living document and is subject to revision. This is merely a guidance document and does not necessarily contain every requirement that pertains to a contract; ACDA accepts no liability for any of its contents. This document was created with input from the ACDA Education Committee, State Agencies, Recipient Agencies, and the Urban School Food Alliance.

In addition to other contracts provisions required by the program regulations for the Federal award, all contracts made by a non–Federal entity under a Federal award must contain provisions set forth in 2 CFR 200.318 -.326 and 2 CFR 200 Appendix II., **as applicable**. Please note, however, that not all of these provisions must be included in every contract awarded by a program operator. If you are unsure whether you will need to include a specific Federal provision in your contract, please consult with your State Agency or an Attorney. There may be additional State or local requirements required, please consult with your State Agency. Program operators always need to follow the strictest of Federal, State, or local requirements.

Below are the required Federal Provisions listed in 2 CFR 200 Appendix II that may pertain to your contract:

- **REMEDIES:** If the contract is for more than the simplified acquisition threshold currently set at **$250,000**, your contract must include a clause that addresses administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. The USDA does not prescribe the form or content of these clauses. Check with an attorney to determine if state or local law prescribes the use of specific language.

- **TERMINATION:** If the contract is in excess of **$10,000**, your contract must contain a clause that addresses termination for cause and for convenience by the school district including the manner by which it will be effected and the basis for settlement. The USDA does not prescribe the form or content of these clauses. Check with an attorney to determine if state or local law prescribes the use of specific language.

- **EQUAL EMPLOYMENT OPPORTUNITY:** This clause would be required only for contracts that meet the definition of "federally assisted **construction** contract." You should consult with the State agency or an attorney to determine whether this clause should be included.

- **DAVIS–BACON ACT CLAUSE:** This clause would be required only for prime **construction** contracts in excess of **$2,000** awarded by non–Federal entities. You should consult with the State agency or an attorney to determine whether this clause should be included.

- **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT CLAUSE**: This clause would be required only for contracts awarded by the non–Federal entity in excess of $100,000 that involve the **employment of mechanics or laborers**. You should consult with your State agency or an attorney to determine whether this clause should be included.

- **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**: This clause is only necessary when the award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the school food authority wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. A food service department generally does not award contracts of this nature. You should consult with your State agency or an attorney to determine whether this clause should be included.

- **CLEAN AIR / CLEAN WATER:** For contracts and sub grants of amounts in excess of **$150,000**, your contract must include a clause requiring the contractor to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387) and the contractor must agree to report all violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

  Neither the State agency nor the USDA prescribes the form or content of these clauses. The following are suggestions of clauses that can be used:

  - The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.
  - The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 et seq. The Contractor agrees to report each violation to the USDA and the appropriate EPA Regional Office.

- **SUSPENSION AND DEBARMENT:** The Contractor understands that a contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

  The entity can verify the vendor is not debarred or suspended using the SAM system: https://www.sam.gov/SAM/pages/public/index.jsf

  While there is not a specific form, the following is suggested language that can be used:

  By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

  The certification in this clause is a material representation of fact relied upon by {**insert name of school district**}. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to {**insert name of school district**}, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 CFR 180.220 while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

- **LOBBYING**: Contractors that apply or bid for an award exceeding **$100,000** must file the required certification pursuant to Byrd Anti–Lobbying Amendment (31 U.S.C. 1352).

  Neither the State agency nor USDA prescribes the form or content of these clauses. The following is a

suggestion of clause that can be used:

The Contractor will comply with the Byrd Anti–Lobbying Amendment (31 U.S.C. 1352) and certifies to the tier above that it will not and has not used Federal appropriated funds to pay an person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by U.S.C 1352. If applicable, contractor will complete the disclosure of lobbying with non-Federal funds using Lobbying Activities Form (Form SF-LLL) and submit to {insert name of contracting entity} annually.

Below are the required Federal Provisions listed in 2 CFR 200.318 – 200.326 that may pertain to your contract:

- **COOPERATIVE AGREEMENTS AKA PIGGYBACKING ((ONLY IF ALLOWING) 2 CFR 200.318):** To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

  While there are no specific Federal requirements for language to be included, USDA memo SP 02-2016 and SP 05-2017 includes the requirements that must be in original solicitation and resulting contract.

- **CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS (2 CFR 200.321):** The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Many states have websites that includes resources to find these vendors, as well as the links below.

  While there are no specific Federal requirements for language to be included, the following excerpt from 2 CFR 200.321 summarizes the process:

  Affirmative steps must include:
  (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

- **PROCUREMENT OF RECOVERED MATERIALS (2 CFR 200.322):** This provision only applies to a non–Federal entity that is a **state agency** or **agency of a political subdivision of a state** and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. You should consult with your State agency or an attorney to determine whether this clause applies to you and your contractors.

ADDITIONAL CONTRACT PROVISIONS REQUIRED BY THE FEDERAL AGENCY (USDA) FOR NSLP, SBP, AND FOOD DISTRIBUTION CONTRACTS

Please remember that Program Operators must also include additional required contract provisions identified in the program regulations for the Federal award (7 CFR 210, 250, etc.).

- **BUY AMERICAN PROVISION**: The Buy American provision was added to the National School Lunch Act (NSLA) by Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336). Section 12(n) to the NSLA (42 USC 1760(n)), requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product.

  The following clause language is suggested, but not mandatory:
  - "Domestic Commodity or Product" are defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States.
  - "Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically.
  - Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.
  - The Buy American provision (7 CFR Part 210.21(d), 7 CFR 220.16(d), 7 CFR 250.23) is one of the procurement standards SFAs must comply with when purchasing commercial food products served in the school meals programs.
  - Buy American: Schools participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US.
  - Farmed fish must be harvested within the United States or any territory or possession of the United States. Wild caught fish must be harvested within the Exclusive Economic Zone of the United States or by a United States flagged vessel (section 4207 of the Agriculture Improvement Act of 2018).
  - Federal regulations require that all foods purchased for Child Nutrition Program be of domestic origin to the maximum extent practicable. While rare, two (2) exceptions may exist when:
    - the product is not produced or manufactured in the US in sufficient, reasonable and available quantities of a satisfactory quality, such as bananas and pineapple; and
    - competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.
  - All products that are normally purchased by Distributor as non-domestic and proposed as part of this solicitation must be identified with the country of origin. Distributor shall outline their procedures to notify School when products are purchased as non-domestic.
  - Any substitution of a non-domestic product for a domestic product (which was originally a part of the solicitation), must be approved, in writing, by the Food Service Director, prior to the delivery of the product to the School. Any non-domestic product delivered to the School, without the prior, written approval of the Food Service Director, will be rejected.
  - Distributor must affirm their willingness to assert their best and reasonable efforts to ensure compliance with this Federal rule.

- **GEOGRAPHIC PREFERENCE (OPTIONAL):** A school food authority participating in the NSLP may apply a geographic preference when procuring **unprocessed** locally grown or locally raised agricultural products. School food authorities have the discretion to determine the local area to which the geographic preference option will be applied. Other types of geographic or local preference are prohibited when using Federal Child Nutrition Program funds.

  While the State Agency and USDA does not have specific language around this provision, USDA has numerous guidance documents and examples on the USDA Geographic Preference tip sheet.

- **COST REIMBURSABLE CONTRACTS (ONLY IF USING)**: The school food authority must include the following provisions in all cost reimbursable contracts, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts.
  - The contract language provided below is mandatory (7 CFR 210.21(f), 7 CFR 220.16(e), and 7 CFR 250.53).
    - Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
    - The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account);
  - or
    - The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
    - The contractor's determination of its allowable costs must be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars;
    - The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the State agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
    - The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
    - The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.
    - Prohibited expenditures. No expenditure may be made from the nonprofit school food service account for any cost resulting from a cost reimbursable contract that fails to include the requirements of this section, nor may any expenditure be made from the nonprofit school food service account that permits or results in the contractor receiving payments in excess of the contractor's actual, net allowable costs.

- **DURATION OF CONTRACT (FSMC SPECIFIC):** This requirement is for all school food authority's that enter into a contract with a Food Service Management Company.

- (7 CFR 210.16 (d)) Duration of contract. The contract between a school food authority and food service management company shall be of a duration of no longer than 1 year; and options for the yearly renewal of a contract signed after February 16, 1988, may not exceed 4 additional years. All contracts shall include a termination clause whereby either party may cancel for cause with 60-day notification.

- **RECALL CONTACTS (USDA FOODS PROCESSING SPECIFIC):** The following two provisions must be included in all bids/responses for USDA Foods Processing (Responding to a Food Recall – Procedures for Recalls of USDA Foods).
  - A provision for information for processor food recall procedures.
  - Contact information for a point and backup person for handling food recalls.

- **USDA NONDISCRIMINATION STATEMENT:** All publications that mention USDA Child Nutrition Programs must include the following revised nondiscrimination statement. This includes solicitation and bid documents.
  - In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
  - Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
  - To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
  - (1) mail: U.S. Department of Agriculture
    Office of the Assistant Secretary for Civil Rights
    1400 Independence Avenue, SW
    Washington, D.C. 20250-9410;
    (2) Fax: (202) 690-7442; or
    (3) Email: program.intake@usda.gov.

    This institution is an equal opportunity provider

BACKGROUND CLEARANCES

For MCPSS Contractors and Third-Party Agents

Contractors and other Third-Party Agents who provide personnel support and services to Mobile County Public Schools are required to have that personnel submit fingerprints for a criminal history background check through the Alabama State Department of Education. This background check is required for all personnel and service providers who may have the opportunity for unsupervised access to MCPSS students.

Items Needed:

- A computer, tablet, or smartphone with internet access
- A valid email account
- Established AIM account
- ALSDE ID#
- Fee of $44.95 paid by debit card, credit card, or PayPal account (prepaid debit card or credit cards are acceptable)
- Ability to provide commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)

Steps in the Process (must be completed in the following order):

Step 1: Create an AIM Account

- Copy and paste the link below in your web browser for instructions on creating an AIM account.

  https://content.myconnectsuite.com/api/documents/71ce52e65b444567a742cc3425f2f972

- Creating an AIM account Video Tutorial: https://youtu.be/OGliSwfnWrM
- **Important:** Be sure to make note of your **ALSDE ID#** upon completion of this step.

Step 2: Complete Background Check Registration in AIM

- Copy and paste the link below in your web browser for written instructions on Step 2- Step 4

  https://content.myconnectsuite.com/api/documents/6bdd68a8e6684959a7266617c4373119

- Registering with Fieldprint Video Tutorial: https://youtu.be/XviAd6avZH0
- **Important:** Select Mobile County Public Schools as the institution you are seeking employment with.
- **RSA ID #**– You can select "No" and "Continue" to skip this section if you do not have an RSA ID#.

Step 3: Create Fieldprint Account

Step 4: Complete authorization forms, schedule appointment, and fee payment

Step 5: Report for fingerprint appointment

- Report to your selected location at the specified time to complete the fingerprint scan.

BOARD OF SCHOOL COMMISSIONERS

MOBILE COUNTY PUBLIC SCHOOLS

VENDOR MINORITY QUESTIONNAIRE

BID NO#: 25-45

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list, as we are now required to provide this information to the State Department.

VENDOR NAME: _____

ADDRESS: _____

PHONE #: _____

FAX #: _____

IS THE COMPANY MINORITY OWNED?: ____YES ____NO

IS THE COMPANY OWNED BY: ____MALE ____FEMALE ___BOTH

IS THE COMPANY INCORPORATED ____YES ____NO

ETHNICITY OF OWNERSHIP:

____ ASIAN AMERICAN
____ AMERICAN INDIAN
____ BLACK
____ DISABLED
____ HISPANIC
____ OTHER *(PLEASE SPECIFY)*:_____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

Revised 6/27/07

CHECKLIST

This checklist is provided to assist Bidders in the preparation of their bid response. Included in this checklist are important requirements that are the responsibility of each Bidder to submit with their response in order to make their bid response fully compliant. This checklist is only a guideline; it is the responsibility of each Bidder to read and comply with the Invitation to Bid in its entirety.

____ Mailing envelope has been addressed to:

Board of School Commissioners Purchasing Office P. O. Box 180069 Mobile, AL 36618	OR	Board of School Commissioners Purchasing Office 1 Magnum Pass Mobile, AL 36618

____ Mailing envelope must be sealed and marked with:

- Bid Number
- Bid Title
- Bid Opening Date and Time

TO HELP REDUCE POSTAGE COSTS, AWARD NOTICES WILL ONLY BE MAILED TO SUCCESSFUL BIDDERS. THE BID RESPONSES CAN BE VIEWED ON THE WEBSITE; AFTER BOARD APPROVAL, THE OFFICIAL AWARD CAN BE VIEWED ON THE WEBSITE (ACTIVE CONTRACTS).

ALL COURIER DELIVERED BIDS MUST HAVE THE BID NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET

Check Each Of The Following As The Necessary Action Is Completed.

- ☐ The **Invitation to Bid** sheet has been signed
- ☐ The minority questionnaire
- ☐ Bid Bond
  Each bidder is to submit with their proposal a bid bond or cashier's check in the amount of 5% of the total amount of the bid or same will not be considered. (Not to exceed $10,000.00) (Bid Checks will be returned certified mail after board approval)
- ☐ Addendum (if any) has been included
- ☐ AOC Vendor Enrollment Data Sheet
- ☐ Read all bid requirements and specifications
- ☐ Alabama Immigration Law Compliance Documents
- ☐ Vendor Disclosure Statement

SPECIFICATION VARIANCE SHEET

BID ON: STRIPPING AND WAXING CAFETERIA FLOORS – AS NEEDED UNTIL 9/30/2026
BID NO: 25-45

If bidding a substitute, bidder must identify in detail the differences on this sheet. Please include any other documents that will support your explanation. Failure to complete this document may result in rejection of bid.

ITEM #	EXPLANATION

BID ON: STRIPPING AND WAXING FLOORS - AS NEEDED UNTIL 9/30/2026
BID NO.: 25-45
OPENED: AUGUST 20, 2025 @ 10:00 AM

PART I - OTHER COMMON AREAS OF THE SCHOOL SUCH AS HALLS, CLASSROOM, OFFICE AREAS, ETC.

No estimated square footage is given for these areas.

1	Minimum of 10,000 square feet to be stripped and waxed	$ _____	per sq. ft.
	OPTION		
2	Under 10,000 square feet to be stripped and waxed	$ _____	per sq. ft.
3	Additional charge for removing furniture per square foot.	$ _____	per sq. ft.

BID ON: STRIPPING AND WAXING FLOORS - AS NEEDED UNTIL 9/30/2026
BID NO.: 25-45
OPENED: AUGUST 20, 2025 @ 10:00 AM

PART II - CAFETERIA DINING ROOMS

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	NW ZONE					
1	Allentown Elementary 10330 Howells Ferry Road Semmes, AL 36575 221-1004, Victoria Jackson - Mgr.	5,456	_____	$ _____	$ _____	$ _____
2	Baker High 8901 Airport Blvd. Mobile, AL 36608 221-3014, Veronica Tribbitt - Mgr.	6,300	_____	$ _____	$ _____	$ _____
3	Blount High 5450 Lott Road Eight Mile, AL 36613 221-3064, Quarndra Carter - Mgr.	5,696	_____	$ _____	$ _____	$ _____
4	Calcedeaver Elementary 20185 Richard Weaver Road Mt. Vernon, AL 36560 221-1093, Jacquelyn Byrd - Mgr.	3,504	_____	$ _____	$ _____	$ _____
5	Causey Middle 2205 McFarland Road Mobile, AL 36695 221-2075, Kelly Bacon - Mgr.	5,187	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	NW ZONE					
6	Citronelle High 19325 Rowe Street Citronelle, AL 36522 221-3453, Kristy Brannan - Mgr.	4,756	_____	$ _____	$ _____	$ _____
7	Clark-Shaw Magnet 5960 Arlberg Street Mobile, AL 36608 221-2101, Beverly Nelson - Mgr.	6,890	_____	$ _____	$ _____	$ _____
8	Collier Elementary 601 Snow Road North Mobile, AL 36608 221-1126, Darra Lloyd - Mgr.	4,788	_____	$ _____	$ _____	$ _____
9	Indian Springs Elementary 4550 Highpoint Blvd. Eight Mile, AL 36613 221-1435, Terrie Christian - Mgr.	3,312	_____	$ _____	$ _____	$ _____
10	Lott Middle 17740 Celeste Road Citronelle, AL 36522 221-2244, Pam Gardner - Mgr.	3,600	_____	$ _____	$ _____	$ _____
11	McDavid-Jones Elementary 16250 Highway 45 Citronelle, AL 36522 221-1519, Cassandra Hopkins - Mgr.	5,200	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	NW ZONE					
12	Montgomery High 4275 Snow Road Semms, AL 36575 221-3159, Shandrell Henderson - Mgr.	6,091	_____	$ _____	$ _____	$ _____
13	Orchard Elementary 6400 Howells Ferry Rd. Mobile, AL 36618 221-1573, Rebecca D. Doglione - Mgr.	2,940	_____	$ _____	$ _____	$ _____
14	Scarborough Middle 1800 Phillips Lane Mobile, AL 36618 221-2322, Jaspen Taylor - Mgr.	4,026	_____	$ _____	$ _____	$ _____
15	Semmes Elementary 10100 Blackwell Nursery Road Semmes, AL 36575 221-1635, Nancy Morris - Mgr.	2,750	_____	$ _____	$ _____	$ _____
16	Semmes Middle 4566 Ed George Road Semmes, AL 36575 221-2348, Michelle Bosarge - Mgr.	5,265	_____	$ _____	$ _____	$ _____
17	Tanner Williams Elementary 13700 Tanner Williams Road Wilmer, AL 36587 221-1677, Charlene Thigpen - Mgr.	4,053	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	NW ZONE					
18	Taylor-White Elementary 476 Eliza Jordan Road, North Mobile, AL 36608 221-1467, Karen Peek - Mgr.	2,993	_____	$ _____	$ _____	$ _____
19	Turner Elementary 8361 Lott Road Wilmer, AL 36587 221-1290, Debbie Ory - Mgr.	3,384	_____	$ _____	$ _____	$ _____
20	Will Elementary 5750 Summit Avenue Mobile, AL 36608 221-1755, Samantha Nettles - Mgr.	3,000	_____	$ _____	$ _____	$ _____
21	Wilmer Elementary 7465 Wilmer Georgetown Road Wilmer, AL 36587 221-1785, Kim Flowers - Mgr.	3,388	_____	$ _____	$ _____	$ _____
	TOTAL FOR NW ZONE			$ _____		

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	NE ZONE					
22	Austin Elementary 150 Provident Lane Mobile, AL 36608 221-1019, Denise Williams - Mgr.	2,240	_____	$ _____	$ _____	$ _____
23	Calloway-Smith Middle 350 North Lawrence Street Mobile, AL 36603 221-2045, Tiffany Clark - Mgr.	2,900	_____	$ _____	$ _____	$ _____
24	Chastang-Fournier PreK-8 2800 Berkley Street Mobile, AL 36617 221-2084, - Jonathon McCreary - Mgr.	3,220	_____	$ _____	$ _____	$ _____
25	Continuous Learning Center 1870 Pleasant Avenue Mobile, AL 36617 221-2122, Alfredetta Howard - Mgr.	2,310	_____	$ _____	$ _____	$ _____
26	Collins-Rhodes Elementary 5110 St. Stephens Road Eight Mile, AL 36613 221-1225, Lavell Morris - Mgr.	2,864	_____	$ _____	$ _____	$ _____
27	Dunbar Magnet 500 St. Anthony Street Mobile, AL 36603 221-2164, Nydia English - Mgr.	3,680	_____	$ _____	$ _____	$ _____
28	Barton Academy 504 Government Street Mobile, AL 36602 221-1043, Kerri McCullough, Mgr.	2,651	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	NE ZONE					
29	Evans 6301 Biloxi Avenue Mobile, AL 36608 221-5406, Tammy Niles - Mgr.	3,916	_____	$ _____	$ _____	$ _____
30	Forest Hill Elementary 4501 Moffett Road Mobile, AL 36618 221-1276, Varistine King - Mgr.	2,500	_____	$ _____	$ _____	$ _____
31	Grant Elementary 535 Easterling Street Prichard, AL 36610 221-1316, Erica Dickinson - Mgr.	2,340	_____	$ _____	$ _____	$ _____
32	Holloway Elementary 625 Stanton Road Mobile, AL 36617 221-1394, Bonnie James - Mgr.	2,500	_____	$ _____	$ _____	$ _____
33	Howard Elementary 957 Dr. Martin L King Drive Mobile, AL 36603 221-1405, Tonya Knowles - Mgr.	7,950	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	NE ZONE					
34	LeFlore High 700 Donald Street Mobile, AL 36617 221-3123, Lakeisha Gardner - Mgr.	5,220	_____	$ _____	$ _____	$ _____
35	Mobile Co. Training 800 Whitley Street Prichard, AL 36610 221-2266, Tannishea Drake - Mgr.	4,472	_____	$ _____	$ _____	$ _____
36	North Mobile Middle 1950 Salco Road West Axis, AL 36505 221-2005, Amy Colvin - Mgr.	2,840	_____	$ _____	$ _____	$ _____
37	Old Shell Road Magnet 3160 Heather Street Mobile, AL 36607 221-1555, Diane Benion - Mgr.	2,000	_____	$ _____	$ _____	$ _____
38	Just 4 2161 Butler Street Mobile, AL 36617 221-1045, Cora Peoples - Mgr.	4,400	_____	$ _____	$ _____	$ _____
39	Phillips Preparatory 3255 Old Shell Road Mobile, AL 36607 221-2289, Audrey Hardman - Mgr.	4,476	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	NE ZONE					
40	Robbins Elementary 2416 West Main Street Prichard, AL 36610 221-1602, Arnetha Walker - Mgr.	2,964	_____	$ _____	$ _____	$ _____
41	Vigor High 913 North Wilson Avenue Prichard, AL 36610 221-3390, Alma Moore North- Mgr.	6,111	_____	$ _____	$ _____	$ _____
42	Washington Middle 1961 Andrews Street Mobile, AL 36617 221-2370, Gloria Jones - Mgr.	3,496	_____	$ _____	$ _____	$ _____
43	Whitley Elementary 528 Sipsey Street Prichard, AL 36610 221-1735, Charita Terrell - Mgr.	8,528	_____	$ _____	$ _____	$ _____
	TOTAL FOR NE ZONE			$ _____		

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	SW ZONE					
44	Alba Middle 14180 South Wintzell Avenue Bayou La Batre, AL 36509 221-2502, Teonda Lyons - Mgr.	3,800	_____	$ _____	$ _____	$ _____
45	Booth Elementary 1701 Hurricane Boulevard Irvington, AL. 36544 221-1057, K. Michelle Cook - Mgr.	4,686	_____	$ _____	$ _____	$ _____
46	Breitling Elementary 8350 Grand Bay Wilmer Rd. South Grand Bay, AL 36541 221-1072, Dacey Green - Mgr.	3,750	_____	$ _____	$ _____	$ _____
47	Bryant High 14001 Hurricane Boulevard Irvington, AL 36544 221-3601, Toy Hollingshead- Mgr.	5,248	_____	$ _____	$ _____	$ _____
48	Burns Middle 6175 Girby Road Mobile, AL 36693 221-2026, Deborah Ferguson - Mgr.	2,924	_____	$ _____	$ _____	$ _____
49	Burroughs Elementary 6875 Burroughs Lane Theodore, AL 36582 221-1080, Shani Clark - Mgr.	2,173	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	SW ZONE					
50	Castlen Elementary 9960 School House Road Grand Bay, AL 36541 221-1101, Tammy Rand - Mgr.	3,120	_____	$ _____	$ _____	$ _____
51	Dawes Intermediate Elementary 10451 West Lake Road Mobile, AL 36695 221-1490, Stella Pridgen - Mgr.	3,388	_____	$ _____	$ _____	$ _____
52	Dixon Elementary 8650 Four Mile Road Irvington, AL 36544 221-1192, Heida Ladnier - Mgr.	2,772	_____	$ _____	$ _____	$ _____
53	Grand Bay Middle 12800 Cunningham Rd. Grand Bay, AL 36541 221-2401, Theresa Jackson - Mgr.	4,796	_____	$ _____	$ _____	$ _____
54	Griggs Elementary 6001 Three Notch Road Mobile, AL 36619 221-1336, Taqueta Green - Mgr.	4,690	_____	$ _____	$ _____	$ _____
55	Hankins Middle 5750 Katherine Hankins Drive Theodore, AL 36582 221-2206, Brandi Ladnier - Mgr.	6,800	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	SW ZONE					
56	Haskew Elementary 7001 White Oak Drive Irvington, AL 36544 221-1856, Tammy Gordon - Mgr.	4,860	_____	$ _____	$ _____	$ _____
57	Hutchens Elementary 10005 West Lake Road Mobile, AL 36695 221-1423, Derra Webb - Mgr.	2,997	_____	$ _____	$ _____	$ _____
58	Meadowlake Elementary 8251 Three Notch Road Mobile, AL 36619 221-1526, Shirley Nelson - Mgr.	5,272	_____	$ _____	$ _____	$ _____
59	Davis Elementary 6900 Nan Gray Davis Road Theodore, AL 36582 221-1165, Stacy Hardeman - Mgr.	2,995	_____	$ _____	$ _____	$ _____
60	O'Rourke Elementary 1975 Leroy Stevens Road Mobile, AL 36695 221-1587, Patricia Knapp - Mgr.	3,800	_____	$ _____	$ _____	$ _____
61	St. Elmo Elementary 8666 McDonald Rd. Irvington, AL 36544 221-1672, Marla Murrill - Mgr.	2,637	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	SW ZONE					
62	Theodore High 6201 Swedetown Road Theodore, AL 36582 221-3339, Joanne Nelson - Mgr.	6,000	_____	$ _____	$ _____	$ _____
	TOTAL FOR SW ZONE			$ _____		

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	SE ZONE					
63	Council Traditional 751 Wilkinson Street Mobile, AL 36603 221-1138, Shamira Marks - Mgr.	3,400	_____	$ _____	$ _____	$ _____
64	Craighead Elementary 1000 South Ann Street Mobile, AL 36605 221-1156, Isis Morrison - Mgr.	4,400	_____	$ _____	$ _____	$ _____
65	Dauphin Island Elementary 1501 Beinville Blvd. Dauphin Island, AL 36528 221-1162, Teonda Lyons - Mgr.	1,040	_____	$ _____	$ _____	$ _____
66	Davidson High 3900 Pleasant Valley Road Mobile, Al 36609 221-3091, Carolyn Franks - Mgr.	5,795	_____	$ _____	$ _____	$ _____
67	Denton Middle 3800 Pleasant Valley Road Mobile, AL 36609 221-2155, Jessica Wright - Mgr.	4,123	_____	$ _____	$ _____	$ _____
68	Dodge Elementary 2615 Longleaf Drive Mobile, AL 36693 221-1199, Phyllis Drinkard - Mgr.	4,460	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	SE ZONE					
69	Dickson Elementary 4645 Bit & Spur Road Mobile, AL 36608 221-1181, Gwyn Brown - Mgr.	3,579	_____	$ _____	$ _____	$ _____
70	Fonde Elementary 3956 Cottage Hill Road Mobile, Al 36609 221-1244, Annicer Bendolph - Mgr.	3,294	_____	$ _____	$ _____	$ _____
71	Gilliard Elementary 2757 Dauphin Island Parkway Mobile, AL 36605 221-1827, Sharon Nettles - Mgr.	3,200	_____	$ _____	$ _____	$ _____
72	Hall Elementary 1108 Antwerp Street Mobile, AL 36605 221-1349, Altheria Hunter - Mgr.	4,400	_____	$ _____	$ _____	$ _____
73	Hollingers Island Elementary 2400 Hammock Road Mobile, AL 36605 221-1379, Veronica Vasquez - Mgr.	2,900	_____	$ _____	$ _____	$ _____
74	Leinkauf Elementary 1410 Monroe Street Mobile, AL 36604 221-1496, Stacey Logan - Mgr.	3,300	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	SE ZONE					
75	Maryvale Elementary 1901 North Maryvale St. Mobile, AL 36605 221-1814, Kimberly S. Steele - Mgr.	2,982	_____	$ _____	$ _____	$ _____
76	Eichold-Mertz Elementary 2815 Government Street Mobile, AL 36606 221-1213, Amanda Heaton - Mgr.	3,168	_____	$ _____	$ _____	$ _____
77	Morningside Elementary 2700 Greenbrier Drive Mobile, AL 36605 221-1544, Tina Robinson - Mgr.	3,612	_____	$ _____	$ _____	$ _____
78	Murphy High 100 South Carlen Street Mobile, AL 36606 221-3208, Nonya Jones - Mgr.	11,326	_____	$ _____	$ _____	$ _____
79	Pillans Middle 2051 Military Road Mobile, AL 36605 221-2310, Kimberly Lowe - Mgr.	5,760	_____	$ _____	$ _____	$ _____
80	Rain High 3125 Dauphin Island Parkway Mobile, AL 36605 221-3236, Terresa Morrisette - Mgr.	6,000	_____	$ _____	$ _____	$ _____

		Estimated Café. Dining Room Sq. Ft. (+/-)	Qty (Buckets) of Stripper/Finish Required for Café. Dining Room	Price for Stripping & Waxing Café. Dining Room (each cleaning)	List Price Per Square Footage (Café. Dining Room)	Additional Charge for Removing Furniture Per Sq. Ft.
	SE ZONE					
81	Shepard Elementary 3980-B Burma Road Mobile, AL 36693 221-1647, Felicia Drinkard - Mgr.	3,750	_____	$ _____	$ _____	$ _____
82	Spencer-Westlawn Elementary 3071 Ralston Rd. Mobile, AL 36606 221-1708, Aubrey Glenn - Mgr.	2,400	_____	$ _____	$ _____	$ _____
83	Williamson High 1567 East Dublin Street Mobile, AL 36605 221-3417, Deborah Godfrey - Mgr.	4,700	_____	$ _____	$ _____	$ _____
	TOTAL FOR SE ZONE			$ _____		

GRAND TOTAL OF ALL ZONES $ _____

Bidders:
The square footage listed for the cafeteria dining rooms are "estimated" and it is the repsonsibility of the bidder to inspect the work area and confirm the square footage. The price submitted on the bid pricing sheets can not change for any reason after submittal.