



# Mobile County PUBLIC SCHOOLS

1 Magnum Pass | Mobile, Alabama 36618 | 251-221-4000 | www.mcps.com

**BOARD OF SCHOOL COMMISSIONERS**  
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Reginald A. Crenshaw, Ph.D. - District 3  
Johnny Hatcher - District 5

**SUPERINTENDENT Chresal D. Threadgill**

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

Bid No. 23-02  
BUYER: KAREN HENDERSON

January 24, 2023

**INVITATION TO BID**  
**A/C FILTERS**  
**FACILITIES DEPARTMENT**

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 **Tuesday, February 7, 2023 @ 2:00 PM** 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  
Mobile County Public Schools

\_\_\_\_\_  
Name(Typed or Printed)

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

**LEARNING TODAY. LEADING TOMORROW.**



Mobile County  
PUBLIC SCHOOLS

# LET'S LOAD THE BASES!

## Miracle League of West Mobile: Schmidt Family Park



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](http://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

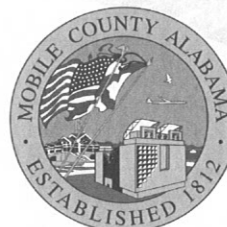
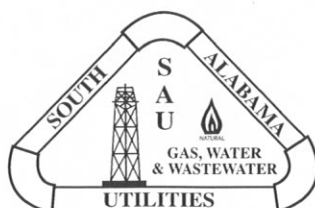
*Home Run*

\$100,000-\$249,999

*Grand Slam*

\$250,000 +

**ALABAMA PECAN  
DEVELOPMENT  
CO. INC**



**Mobile County  
PUBLIC SCHOOLS**

# MIRACLE LEAGUE OF WEST MOBILE: SCHMIDT FAMILY PARK

[MCPSS.COM/MIRACLELEAGUE](http://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.

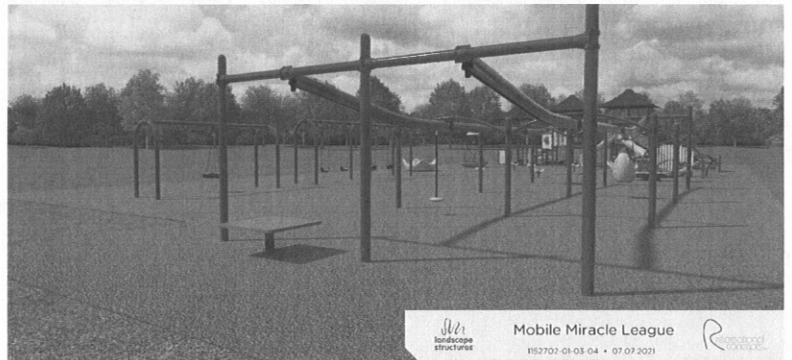
The Miracle League baseball field will feature a synthetic rubberized turf that accommodates wheelchairs and other assistive devices while helping to prevent injuries. The field will have double-wide lanes, allowing the players more space as they round the bases. The park will also include a regular 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](http://mcpss.com/miracleleague).

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



## 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](mailto: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 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

## GENERAL TERMS AND CONDITIONS

### MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.

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

## **GENERAL TERMS AND CONDITIONS**

### **MOBILE COUNTY PUBLIC SCHOOL'S PURCHASING DEPT.**

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. 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.

**19. 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.

**20. 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.

**21. 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.

**22. 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.

**23 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.

**24. 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.

**25. 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

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

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.

**26. 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.

**27. 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.

**28. 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.

**29. 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.

**30. 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.

**31. 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.

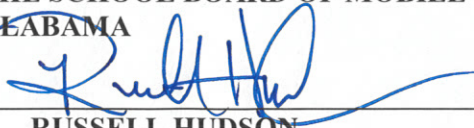
**A. FORCE MAJEURE: The parties' under this agreement are subject to, and neither party shall be liable for delays, or failure to perform caused by or due to fire, flood, water, weather events, labor disputes, power outages, civil disturbances, or any other cause beyond the party's reasonable control**

**32. 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.

**33. 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**



MINIMUM SPECIFICATIONS  
A/C FILTERS  
MOBILE COUNTY PUBLIC SCHOOL SYSTEM

I Intent of Bid

- A. *The intent of this bid is to establish a contract between the Board of School Commissioners of Mobile County, Alabama, hereafter referred to as the Board, and bidder for the furnishing and servicing of "High Capacity" a/c filters and other filters mentioned as needed.*

II Qualification of Bidders

- A. To be considered, any person, firm, or corporation responding to this Invitation to Bid must be the manufacturer or the manufacturer's authorized sales dealer for the items quoted.
- B. Bids will be accepted only from firms engaged on a full-time basis in the filter business and have been in the filter servicing industry under the same company name for a minimum of 5 years.
- C. Bidders must furnish three (3) references for the furnishing and installing of similar size customers. Name of company with address, phone number and contact person with an e-mail address must be included.
- D. Awarded vendor will be responsible for furnishing and installing filters at all sites every three (3) months or sooner if needed. **Awarded vendor will be responsible for the disposal of all used filters. Used filters cannot be disposed of at any of Mobile County Public School System dumpsters and additional dumpsters will not be allowed on any MCPSS sites.**
- E. The successful bidder is required to have an Alabama State HVAC Contractors License and a minimum of two (2) technicians who are NAFA Certified who will be installing filters. All persons installing filters must be NAFA certified. Copy of license and technician certifications are to be included with bid. "Helpers" will not be allowed to service any part of this contract.
- F. The awarded vendor must have a 24-hour emergency response time for "as needed" filters.
- G. The hours of service for installing filters will be Monday thru Friday 7:00 am until 3:30 pm.
- H. All persons entering schools are to be in company uniform and all are to have picture ID badges. All technicians must check in and check out at the front office. Background checks are required for all personnel entering the schools, please see the attached forms.
- I. Bidder shall submit a short narrative on their approach of how they will service a district of this size and how the program will be implemented including length of time to complete the initial install service of all filters, number of employees to service this contract.
- J. Bidder to provide the number of new employees needed to hire to successfully execute this contract.

III Materials Bid

- A. All products quoted shall be new, packed in manufacturer's original containers or in accordance with good commercial practices.
- B. The successful bidder must guarantee all items to be free from defects in materials and workmanship. Bidder agrees to replace, in a timely manner, defective materials upon request of the Board.
- C. High-Capacity Filters - Tracking/Log (See Attachment) is provided to show the site locations, quantity +/- and filter sizes currently used at these locations.

On the pricing sheet, is a complete listing of filter sizes used throughout the district. We request a per unit filter cost of each filter size. This unit cost is to include the filter, installation, and all other costs to successfully complete this task as listed in the Intent of Bid.

We understand there may be errors (Per Attachment) with quantities and filter sizes. In the event of any errors, the procedures below must be followed:

1. The results from the first order placed will be used as a benchmark for future orders/invoicing.
2. All discrepancies shall be noted by site locations which will be verified by Mobile County Public School System and if agreed upon will change the master inventory log to reflect.
3. New A/C Equipment – MCPSS will notify successful bidder of these changes by e-mail.
4. **All filters installed must be dated with the date of installation of said filter. The date must be written and visible on the filter using a black permanent marker. Filters will be randomly checked for compliance by MCPSS.**

- D. **You will be coordinating the installation of the filters with our four (4) Zone Coordinators. You will be required to report back to the Zone Coordinators weekly and report the completed locations and make them aware of any encountered discrepancies. Attached are the names of the Zone Coordinators along with the schools each one is responsible for.**

#### IV Delivery and Method of Award

- A. All items shall be quoted net, F.O.B., Various office locations and school sites.
- B. The School District may award this contract to the lowest responsible resident (Mobile County, Alabama) bidder having a place of business that meets the required specifications and their bid is no more than three (3) percent greater than the lowest responsible bidder. The determined preference zone is within Mobile County, Alabama. (Section 41-16-50, Title 41, Chapter 16 Code of Alabama)

The successful bidder will be issued a "Blanket P.O." for the work to be completed at all site locations. The company will invoice quarterly against the P.O. issued.

- C. Successful bidder(s) will be allowed a maximum of seven (7) working days to deliver and install items ordered after receipt of purchase order.
- D. The Board, or its designated representative, will in their sole discretion, determine which bid meets the full intent and scope of the bid request.
- E. The following factors will be used to determine low bidder, not necessarily in the order listed.
1. References
  2. Capability of Company handling contract if awarded
  3. Price
  4. Years in business servicing filters

#### V Period of Bid

- A. The term of the contract shall be from the formal acceptance date of the bid proposal through the next 12 months. The bid may be renewed annually up to a maximum of two years with both parties' consent.

#### VI Proposal Form

- A. Proposal form shall be filled out in full. Failure to provide all information requested will be cause for rejection of bid.

## VII Terms 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., the 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.
- B. **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).**
- C. The above stated terms of payment are the only terms the Board will consider. Any bid submitted which does not comply with our stated terms will not be considered for award.

## VIII Price Escalation Clause

- A. During the period of this bid, the Board will allow price increases upon receipt of updated manufacturer price schedules as applicable. Updates must be submitted to the Purchasing Department for approval. Price must be firm for the first contract year.

## XI Insurance

- A. 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: Karen Henderson. The policies of insurance shall be delivered upon request within seven workdays 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.

## X Indemnification

- A. The Contractor further agrees to indemnify and hold harmless, the Board, from all liability, loss, cost, damage, expenses, or other obligations, including reasonable attorney's fees which may result from injury to or death of the Contractor's employees, agents and servants arising out of Contractor's obligations contained herein. The Contractor further agrees to indemnify and hold harmless, the Board, of from all fines, suites, claims, demands or actions of any kind or nature, by reason of the Contractor's actions associated with this agreement.

## XI School Safety and Security

- A. It shall be the responsibility of the Contractor 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 Contractor'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. Be especially cautious at all times when driving anywhere near school buildings where youngsters may suddenly and unexpectedly run out.
- 
- B. The Administrator of this contract may require the Contractor immediately removed from any District site any employee whom the Administrator or on-site school personnel deem to be incompetent, careless, or otherwise objectionable.
  - C. The Contractor, including without limitation its laborers and employees, shall not fraternize or otherwise communicate with students except in cases of safety and like necessities.
  - D. The Contractor 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.
  - E. The Contractor 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 pocketknife that is not directly used as a tool for work in progress.
  - F. Removal of a specific person from District property as a result of any condition mentioned above will not relieve the Contractor from obligations for timely performance of the work and will not be considered grounds for a request for additional funds.
  - G. Personnel of the contractor shall observe all regulations of the district. Failure to do so may be grounds for fair dismissal.

XII Questions

- A. If you have any questions regarding this bid, please contact Karen Henderson @ 251-221-4473 or email [kahenderson@mcps.com](mailto:kahenderson@mcps.com).

## A/C Filter Specifications

### Part I - 1"– 4" inch Filters

**GENERAL:** *Furnish "High Capacity" air filters on an as needed basis.* Filters shall be pleated panels. Each shall consist of a cotton and/or synthetic media, heavy gauge expanded metal support grid and enclosed in a frame. The filter shall be listed by Underwriters' Laboratories 900 Class 2.

**FILTER MEDIA:** Filter Media is to be equivalent to MERV 8 or greater, per ASHRAE Test Standard 52.2, 2007. An independent test report, current within the past 36 months of this request, shall be submitted with your bid, confirming filter performance. Minimum performance shall meet or exceed the data per the table below.

**DEPTH:** Filter shall be of 1", 2" or 4" depth. The filter face area shall not contain less than (see below) pleats per linear foot and respective face area. Initial resistance at fpm (see below).

FILTER DEPTH	MAX INITIAL RESISTANCE		NUMBER OF PLEATS PER LINEAR FOOT	MINIMUM MEDIA AREA PER 1 SQ. FT. OF FACE AREA
	MEDIUM 295 FPM	HIGH 492 FPM		
1"	0.22	0.33	16	2.2 sq. ft.
2"	0.14	0.26	15	4.5 sq. ft.
4"	0.14	0.23	11	7.5 sq. ft.

**MEDIA SUPPORT GRID:** The media support shall be constructed of heavy gauge (0.13) expanded electro galvanized metal with grid members being no less than 0.25" wide, providing an open area of not less than 96%. The grid shall be bonded to the media on the air exiting side to eliminate media vibration and pull away. The grid shall be formed to uniform V shaped pleat, with the open area on the air entering side, for maximum utilization of the media and low airflow resistance.

**ENCLOSING FRAME:** The frame shall be constructed of rigid, high wet strength beverage board and be die cut to form a flat surface without overlapping corners on the air entering and exiting sides. Diagonal support members shall be bonded to both the air entering and air exiting sides of each pleat. The enclosing frame shall be chemically bonded to the filter pack on all four sides.

### Part II – Rigid Cell Filters

**General:** Furnish air filters on an as needed basis. Filters are to be extended media rigid type, designed for use in commercial or industrial HVAC systems where medium to high efficiency filtration is required.

Filters are to be MERV11 per ASHRAE Standard 52.2 test methods. Filters are to be suitable for variable air volume systems. Operating face velocity ranges are from 0 to 625 FPM. Styles to be available in box and single header. The filter header and cell sides shall be high-impact plastic or minimum 26 gauge galvanized metal. The filters shall be listed by Underwriters' Laboratories as UL 900, Class 2.

**Gasketed Header:** Headered filters installing in filter framing modules or side access housings which require gaskets on opposite header sides to prevent air bypass. Gaskets are on the sides parallel to the separators or are on the sides perpendicular to the separators.

**Construction:** Filters are designed for temperatures up to 150°F with peaks up to 180°F. Cell depth shall not exceed 11.5 inches.

**Media Support:** Media support grid shall be heavy gauge expanded metal. Pleat separators shall be plastic.

**Headers:** 13/16" wide corrosion-resistant steel or high-impact plastic  
**Operating Limits:** 100% RH and 150°F with peaks up to 180°F.

Filter Performance shall meet or exceed the following data table. An independent test report, current within the past 36 months of this request, shall be submitted with your bid, confirming filter performance.

Maximum Initial ΔP @ 492 FPM	Final ΔP @ 492 FPM	Minimum MERV @ 492 FPM	Minimum Dust Holding Capacity, ASHRAE Test Dust 275 grams
0.25	1.0	11	

### **Part III – Mini Pleat Filters**

General: Furnish 4" mini pleat air filters on an as needed basis. Filters are to be extended surface self-supported mini pleat filters and are designed for use in air filtration systems and equipment where medium to high efficiency filtration is required.

Filters are to be MERV 11 per ASHRAE 52.2 test methods and have a 65% efficiency as per ASHRAE 51.2.

The frame is to 100% synthetic polypropylene media bonded with a water-resistant adhesive to a 100% polypropylene plastic frame. The filters shall be listed by Underwriters' Laboratories as UL 900 standard, Class 2

**Part I** – Koch Filter, Multi-Pleat XL8, High-Capacity Filters or approved equal

**Part II** – Filtration Group, Synthetic Rigid Cell or approved equal

**Part III** – Air Flow Mini Pleat or approved equal

**NW Zone****NE Zone****SW Zone****SE Zone**

<b>Scott Roberson</b>	<b>Darius Evans</b>	<b>Ben Seale</b>	<b>Billy Towler</b>
<a href="mailto:saroberson@mcpss.com">saroberson@mcpss.com</a>	<a href="mailto:devans2@mcpss.com">devans2@mcpss.com</a>	<a href="mailto:bpseale@mcpss.com">bpseale@mcpss.com</a>	<a href="mailto:wjtowler@mcpss.com">wjtowler@mcpss.com</a>
221-4652	221-5503	221-2375	221-5533
Allentown ES	Austin ES	Alba MS	A.Williams/Shop
Baker HS	Barton Academy	Booth ES	Council ES
Blount HS	Calloway-Smith MS	Breitling ES	Craighead ES
Calcedaveaver ES	Chastang MS	Bryant Center	Dauphin Is. ES
Causey MS	CLC	Bryant HS	Davidson HS
Central Office	Collins-Rhodes ES	Burns MS	Denton ES
Citronelle HS	Dunbar MS	Burroughs ES	Dodge ES
Clark-Shaw MS	Evans Special	Castlen ES	Dickson ES
Collier ES	Faulkner VS	Dawes ES	Early Start Learning
Indian Springs ES	Forest Hill ES	Dixon ES	Fonde ES
Lott MS	Grant ES	Environmental CTR	Gilliard ES
McDavid-Jones ES	Holloway ES	GrandBay MS	Hall ES
Montgomery HS	Howard ES	Griggs ES	Hollingers Is. ES
Orchard ES	Just 4	Hankins MS	Leinkauf ES
Scarborough MS	Leflore HS	Haskew ES	Maryvale ES
Semmes ES	Mobile Co. Trn.	Hutchens ES	Eichold-Mertz ES
Semmes MS	North Mobile 5-8	Meadowlake ES	Morningside ES
Tanner Wms ES	Old Shell Rd. ES	Davis ES	Murphy HS
Taylor White ES	Brazier ES	O'Rourke ES	Pillans MS
Turner ES	Phillips Prep	St. Elmo ES	BC Rain HS
Will ES	Robbins ES	Theodore HS	Regional School
Wilmer ES	Vigor HS		Shepard ES
	Washington MS		Spencer-Westlawn ES
	Whitley ES		Transportation
			Williamson HS

# 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.mcpcss.com/immigrataion](http://www.mcpcss.com/immigrataion) and [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify)

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*



# 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@mcps.com](mailto:charben@mcps.com).

## 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
- The variance sheet (if applicable)
- The debarment sheet
- No Bid Bond required
- 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

BOARD OF SCHOOL COMMISSIONERS  
MOBILE COUNTY PUBLIC SCHOOLS

VENDOR MINORITY QUESTIONNAIRE

BID NO#: 23-02

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: \_\_\_\_\_



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

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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.

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Organization Name

PR/Award Number of Project Name

---

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

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Signature(s)

Date

## 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 exists, 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
----------------------------------	---------	-------------------------


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.)

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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.)

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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, audiotope, 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](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](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**

## **CRIMINAL BACKGROUND CHECKS**

**Criminal Background Checks.** By submitting a bid, BIDDER agrees that the BIDDER and each officer, director, employee, servant, agent, and subcontractor of the BIDDER, and any other individual who will provide services involving access to and/or communication with students on the BIDDER's behalf, will fully cooperate with the BOARD in complying with all laws and regulations regarding criminal background checks. This cooperation will include, but will not be limited to, giving written consent to obtain criminal history background information checks and providing fingerprints for each individual who will have access to students to either agents of the BOARD or to another entity as directed by the BOARD and authorized by Alabama law. All individuals must pass the required criminal background check prior to having access to and/or communication with students. As of this date, criminal background checks are being handled through the BOARD's human resources department and processed by the State Board of Education. A copy of the fingerprinting process overview is attached hereto. **Once the background check has been completed successfully, the Board's human resources department will issue an identification badge. This badge is to be worn visibly at all times while on school board property. The cost of this badge is \$5.00, and the cost is the responsibility of the vendor.**

Prior to beginning work for the BOARD, the BIDDER, or a representative thereof with similar managerial authority, shall submit an Affidavit under oath to the BOARD, in a form satisfactory to the BOARD, stating that the BIDDER has satisfied the above requirements concerning fingerprint-based criminal background checks and will continue to do so. The BIDDER acknowledges that these requirements set forth a continuing obligation on the part of the BIDDER to assure that all persons having access to and/or communication with students will have passed the required background checks.

In the event any of the above referenced individuals are found to be unsuitable by the State Board of Education, all challenges allowed by law, administrative and through litigation, are expressly waived by the BIDDER on BIDDER's own behalf and on behalf of the individual, and such individual is precluded from providing any services to BOARD. If a replacement individual satisfactory to BOARD is not provided by the BIDDER within five (5) days, the BOARD may terminate the contract in accordance with its termination provisions.

Nothing contained herein shall be construed as establishing an agency relationship between the BIDDER and the BOARD nor shall anything contained herein be construed as an assertion of control, or reserved right of control over the activities of the BIDDER or the agents or employees of the BIDDER.

**NOTE: See FORM AAPS and Site Locations for Fingerprinting**

## FORM AAPS

# Alabama Applicant Processing Service (AAPS) Fingerprinting Overview

**\*\*\*Applicants must register on-line prior to arriving at the fingerprint location\*\*\***

### STEP 1 - REGISTRATION

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**Option 1 - Online Registration** – [https://www.aps.gemalto.com/al/index\\_adeNew.htm](https://www.aps.gemalto.com/al/index_adeNew.htm)

- Applicants are responsible for their own registration. Information incorrectly entered during registration and submitted during fingerprinting CANNOT be corrected and is the responsibility of the applicants. Changes to incorrect registration data MAY be corrected online or by telephone prior to fingerprint submission.

**Option 2 - Telephone Registration** – 866-989-9316

- Gemalto encourages ALL applicants to register online.
- Applicants are responsible for their own registration. Information incorrectly entered during registration and submitted during fingerprinting CANNOT be corrected and is the responsibility of the applicants. Changes to incorrect registration data MAY be corrected online or by telephone prior to fingerprint submission.

**Option 3 - Out-of-State Applicants/Paper Fingerprint Cards**

- Out-of-State applicants may submit a completed fingerprint card AND a money order or cashiers check in the amount of \$56.15 made out to Gemalto Cogent. Applicants MUST register ONLINE prior to mailing in fingerprint cards AND must include their REGISTRATION ID on the back of the fingerprint card.

For more information, visit the following link: [https://www.aps.gemalto.com/al/AL\\_Documents/AL\\_Cardscan.htm](https://www.aps.gemalto.com/al/AL_Documents/AL_Cardscan.htm)

**Submit fingerprint cards to:**

- Gemalto Cogent  
ALSDE Cards Scan  
639 N Rosemead Blvd.  
Pasadena, CA 91107

### STEP 2 - PAYMENT

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**Fingerprint Fee is \$48.15**

- Applicants may pay online during registration using a debit or credit card
- No cash, credit card or business checks are accepted at the fingerprint locations.
- Applicants may pay at the fingerprint site with money order or cashier check
  - Payments must be made out to **Gemalto Cogent**
  - Payment amount for ALSDE fingerprinting is \$48.15

### STEP 3 - FINGERPRINTING

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Visit any Gemalto Cogent fingerprint location in Alabama.

See *Print Locations & Hours* at [https://www.aps.gemalto.com/al/index\\_adeNew.htm](https://www.aps.gemalto.com/al/index_adeNew.htm)

Bring valid identification.

See *What to Bring; ID Verification* at [https://www.aps.gemalto.com/al/index\\_adeNew.htm](https://www.aps.gemalto.com/al/index_adeNew.htm)

## SITE LOCATIONS FOR FINGERPRINTING

Service Location Address	<b>Mobile County Public Schools – Central Office Division of Human Resources – Building G</b> 1 Magnum Pass Mobile, AL 36618
Hours of Operations	Fingerprint hours (by appointment only): Mon & Wed 8:30a - 11:30a / 1:30p - 3:30p
Telephone Number (Applicant Use)	<b>251-221-4500</b>  Please see <a href="https://www.aps.gemalto.com/al/index_adeNew.htm">https://www.aps.gemalto.com/al/index_adeNew.htm</a> for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check.

Service Location Address	<b>AIM Mail Centers #153</b> 6300 Grelot Road Suite G Mobile, AL 36609  Winn-Dixie Shopping Center Hillcrest and Grelot Roads
Hours of Operations	Mon-Fri 9:00-6:00, Saturday 10:00-3:00  Please do not overwhelm the service by sending large groups of applicants to the locations. <b>If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours.</b> The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	<b>251-666-6432</b>  Please see <a href="https://www.aps.gemalto.com/al/index_adeNew.htm">https://www.aps.gemalto.com/al/index_adeNew.htm</a> for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check.

Service Location Address	<b>UPS Store #2422</b> 4354 Old Shell Rd Mobile, AL 36608
Hours of Operations	Mon-Fri 8:00-6:30  Please do not overwhelm the service by sending large groups of applicants to the locations. <b>If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours.</b> The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	<b>251-460-0600</b>  Please see <a href="https://www.aps.gemalto.com/al/index_adeNew.htm">https://www.aps.gemalto.com/al/index_adeNew.htm</a> for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check.

BID ON: A/C FILTERS - FACILITIES DEPARTMENT

BID NO: 23-02

OPENED: FEBRUARY 7, 2023 @ 2:00 PM

School Name	Description	Frequency	Quantity per Service	Annual Quantity	Price Per Unit	Annual Total	Brand/Model	Delivery ARO
Alba Middle	Box Pleat 10x36x1 HC	Quarterly	12	48 \$	\$			
Alba Middle	Box Pleat 10x48x1 HC	Quarterly	6	24 \$	\$			
Alba Middle	Box Pleat 10x60x1 HC	Quarterly	14	56 \$	\$			
Alba Middle	Box Pleat 12x24x1 HC	Quarterly	36	144 \$	\$			
Alba Middle	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$			
Alba Middle	Box Pleat 16x25x1 HC	Quarterly	8	32 \$	\$			
Alba Middle	Box Pleat 16x25x2 HC	Quarterly	23	92 \$	\$			
Alba Middle	Box Pleat 18x30x1 HC	Quarterly	1	4 \$	\$			
Alba Middle	Box Pleat 20x20x1 HC	Quarterly	2	8 \$	\$			
Alba Middle	Box Pleat 20x20x2 HC	Quarterly	1	4 \$	\$			
Alba Middle	Box Pleat 20x24x1 HC	Quarterly	2	8 \$	\$			
Alba Middle	Box Pleat 20x25x2 HC	Quarterly	17	68 \$	\$			
Alba Middle	Box Pleat 20x30x1 HC	Quarterly	1	4 \$	\$			
Alba Middle	Box Pleat 20x30x2 HC	Quarterly	6	24 \$	\$			
Alba Middle	Box Pleat 20x35x2 HC	Quarterly	28	112 \$	\$			
Alba Middle	Box Pleat 24x24x1 HC	Quarterly	3	12 \$	\$			
Alba Middle	Box Pleat 24x30x1 HC	Quarterly	1	4 \$	\$			
Allentown Elementary	Box Pleat 15x20x2 HC	Quarterly	8	32 \$	\$			
Allentown Elementary	Box Pleat 16x20x2 HC	Quarterly	4	16 \$	\$			
Allentown Elementary	Box Pleat 16x25x2 HC	Quarterly	4	16 \$	\$			
Allentown Elementary	Box Pleat 16x25x4 HC	Quarterly	16	64 \$	\$			
Allentown Elementary	Box Pleat 16x30x1 HC	Quarterly	3	12 \$	\$			
Allentown Elementary	Box Pleat 20x24x4 HC	Quarterly	8	32 \$	\$			
Allentown Elementary	Box Pleat 20x25x4 HC	Quarterly	32	128 \$	\$			
Alma Bryant High	Box Pleat 20x30x1 HC	Quarterly	1	4 \$	\$			
Alma Bryant High	Box Pleat 12x24x1 HC	Quarterly	6	24 \$	\$			
Alma Bryant High	Box Pleat 12x24x2 HC	Quarterly	23	92 \$	\$			
Alma Bryant High	Box Pleat 15x20x2 HC	Quarterly	32	128 \$	\$			
Alma Bryant High	Box Pleat 16x20x2 HC	Quarterly	12	48 \$	\$			
Alma Bryant High	Box Pleat 16x25x2 HC	Quarterly	4	16 \$	\$			
Alma Bryant High	Box Pleat 20x25x1 HC	Quarterly	1	4 \$	\$			
Alma Bryant High	Box Pleat 20x25x2 HC	Quarterly	1	4 \$	\$			
Alma Bryant High	Box Pleat 20x35x2 HC	Quarterly	6	24 \$	\$			



Alma Bryant High	Box Pleat 24x24x2 HC	Quarterly	156	624 \$	\$
Alma Bryant High	Box Pleat 24x30x1 HC	Quarterly	12	48 \$	\$
Austin Elementary	Box Pleat 12x20x2 HC	Quarterly	2	8 \$	\$
Austin Elementary	Box Pleat 12x24x2 HC	Quarterly	4	16 \$	\$
Austin Elementary	Box Pleat 20x20x2 HC	Quarterly	17	68 \$	\$
Austin Elementary	Box Pleat 20x24x2 HC	Quarterly	4	16 \$	\$
Austin Elementary	Rigid Box 12x20x12 - 65% S/H	Annual	2	2 \$	\$
Austin Elementary	Rigid Box 12x24x12 - 65% S/H	Annual	4	4 \$	\$
Austin Elementary	Rigid Box 20x20x12 - 65% S/H	Annual	17	17 \$	\$
Austin Elementary	Rigid Box 20x24x12 - 65% S/H	Annual	4	4 \$	\$
Baker High	Box Pleat 12x20x2 HC	Quarterly	3	12 \$	\$
Baker High	Box Pleat 12x24x1 HC	Quarterly	1	4 \$	\$
Baker High	Box Pleat 12x24x2 HC	Quarterly	11	44 \$	\$
Baker High	Box Pleat 16.5x24x2 HC	Quarterly	12	48 \$	\$
Baker High	Box Pleat 16x20x2 HC	Quarterly	40	160 \$	\$
Baker High	Box Pleat 16x24x2 HC	Quarterly	16	64 \$	\$
Baker High	Box Pleat 16x25x1 HC	Quarterly	4	16 \$	\$
Baker High	Box Pleat 16x25x2 HC	Quarterly	16	64 \$	\$
Baker High	Box Pleat 16x30x1 HC	Quarterly	2	8 \$	\$
Baker High	Box Pleat 18x20x2 HC	Quarterly	2	8 \$	\$
Baker High	Box Pleat 20x20x1 HC	Quarterly	12	48 \$	\$
Baker High	Box Pleat 20x20x2 HC	Quarterly	12	48 \$	\$
Baker High	Box Pleat 20x25x2 HC	Quarterly	16	64 \$	\$
Baker High	Box Pleat 24x24x2 HC	Quarterly	69	276 \$	\$
Baker High	Rigid Box 12x24x12 - 65% S/H	Annual	6	6 \$	\$
Baker High	Rigid Box 24x24x12 - 65% S/H	Annual	18	18 \$	\$
Barton Academy	Box Pleat 12x24x1 HC	Quarterly	1	4 \$	\$
Barton Academy	Box Pleat 12x24x2 HC	Quarterly	2	8 \$	\$
Barton Academy	Box Pleat 16x16x2 HC	Quarterly	1	4 \$	\$
Barton Academy	Box Pleat 16x20x2 HC	Quarterly	3	12 \$	\$
Barton Academy	Box Pleat 16x25x1 HC	Quarterly	9	36 \$	\$
Barton Academy	Box Pleat 16x25x2 HC	Quarterly	6	24 \$	\$
Barton Academy	Box Pleat 16x27x2 HC	Quarterly	1	4 \$	\$
Barton Academy	Box Pleat 16x36x1 HC	Quarterly	1	4 \$	\$
Barton Academy	Box Pleat 18x18x1 HC	Quarterly	3	12 \$	\$
Barton Academy	Box Pleat 18x36x1 HC	Quarterly	1	4 \$	\$
Barton Academy	Box Pleat 20x20x1 HC	Quarterly	2	8 \$	\$
Barton Academy	Box Pleat 20x20x2 HC	Quarterly	32	128 \$	\$
Barton Academy	Box Pleat 24x24x2 HC	Quarterly	8	32 \$	\$
Barton Academy	Box Pleat 24x30x1 HC	Quarterly	12	48 \$	\$

Barton Academy	Box Pleat 24x36x1 HC	Quarterly	7	28 \$	\$
Blount High	Box Pleat 16x16x2 HC	Quarterly	2	8 \$	\$
Blount High	Box Pleat 16x20x2 HC	Quarterly	10	40 \$	\$
Blount High	Box Pleat 16x20x4 HC	Quarterly	2	8 \$	\$
Blount High	Box Pleat 16x25x2 HC	Quarterly	22	88 \$	\$
Blount High	Box Pleat 16x25x4 HC	Quarterly	8	32 \$	\$
Blount High	Box Pleat 16x30x2 HC	Quarterly	1	4 \$	\$
Blount High	Box Pleat 18x20x2 HC	Quarterly	13	52 \$	\$
Blount High	Box Pleat 18x24x2 HC	Quarterly	8	32 \$	\$
Blount High	Box Pleat 20x20x1 HC	Quarterly	2	8 \$	\$
Blount High	Box Pleat 20x20x2 HC	Quarterly	85	340 \$	\$
Blount High	Box Pleat 20x20x4 HC	Quarterly	6	24 \$	\$
Blount High	Box Pleat 20x24x2 HC	Quarterly	28	112 \$	\$
Blount High	Box Pleat 20x25x2 HC	Quarterly	24	96 \$	\$
Blount High	Box Pleat 20x30x1 HC	Quarterly	3	12 \$	\$
Blount High	Box Pleat 24x24x2 HC	Quarterly	24	96 \$	\$
Booth Elementary	Box Pleat 20x24x2 HC	Quarterly	20	80 \$	\$
Booth Elementary	Box Pleat 24x24x2 HC	Quarterly	24	96 \$	\$
Brazier Elementary	Box Pleat 12x24x1 HC	Quarterly	1	4 \$	\$
Brazier Elementary	Box Pleat 15x48x1 HC	Quarterly	1	4 \$	\$
Brazier Elementary	Box Pleat 20x25x2 HC	Quarterly	16	64 \$	\$
Breiting Elementary	Box Pleat 16x20x2 HC	Quarterly	36	144 \$	\$
Breiting Elementary	Box Pleat 16x24x2 HC	Quarterly	7	28 \$	\$
Breiting Elementary	Box Pleat 16x25x2 HC	Quarterly	52	208 \$	\$
Bryant Career/ Tech	Box Pleat 12x12x1 HC	Quarterly	1	4 \$	\$
Bryant Career/ Tech	Box Pleat 12x24x1 HC	Quarterly	5	20 \$	\$
Bryant Career/ Tech	Box Pleat 16x16x1 HC	Quarterly	2	8 \$	\$
Bryant Career/ Tech	Box Pleat 16x20x2 HC	Quarterly	1	4 \$	\$
Bryant Career/ Tech	Box Pleat 16x24x1 HC	Quarterly	1	4 \$	\$
Bryant Career/ Tech	Box Pleat 20x20x1 HC	Quarterly	4	16 \$	\$
Bryant Career/ Tech	Box Pleat 20x20x2 HC	Quarterly	1	4 \$	\$
Bryant Career/ Tech	Box Pleat 20x22x1 HC Nominal	Quarterly	8	32 \$	\$
Bryant Career/ Tech	Box Pleat 20x24x1 HC	Quarterly	1	4 \$	\$
Bryant Career/ Tech	Box Pleat 20x25x2 HC	Quarterly	3	12 \$	\$
Bryant Career/ Tech	Box Pleat 22x22x1 HC	Quarterly	1	4 \$	\$
Bryant Career/ Tech	Box Pleat 24x24x1 HC	Quarterly	1	4 \$	\$
Bryant Career/ Tech	Box Pleat 24x30x1 HC	Quarterly	2	8 \$	\$
Burns Middle	Box Pleat 12x24x2 HC	Quarterly	19	76 \$	\$
Burns Middle	Box Pleat 16x20x2 HC	Quarterly	18	72 \$	\$
Burns Middle	Box Pleat 24x24x2 HC	Quarterly	36	144 \$	\$

Burns Middle	Rigid Box 24x24x12 - 65% S/H	Annual	6	6 \$	\$
Burroughs Elementary	Box Pleat 12x24x2 HC	Quarterly	2	8 \$	\$
Burroughs Elementary	Box Pleat 16x16x2 HC	Quarterly	4	16 \$	\$
Burroughs Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Burroughs Elementary	Box Pleat 16x25x2 HC	Quarterly	8	32 \$	\$
Burroughs Elementary	Box Pleat 20x24x2 HC	Quarterly	6	24 \$	\$
Burroughs Elementary	Box Pleat 20x25x1 HC	Quarterly	2	8 \$	\$
Burroughs Elementary	Box Pleat 20x35x2 HC	Quarterly	8	32 \$	\$
Burroughs Elementary	Box Pleat 24x24x2 HC	Quarterly	18	72 \$	\$
Bus Shop	Box Pleat 12x24x1 HC	Quarterly	1	4 \$	\$
Bus Shop	Box Pleat 16x25x2 HC	Quarterly	10	40 \$	\$
Bus Shop	Box Pleat 20x20x1 HC	Quarterly	2	8 \$	\$
Bus Shop	Box Pleat 20x24x1 HC	Quarterly	1	4 \$	\$
Calcedeaver	Box Pleat 12x24x2 HC	Quarterly	14	56 \$	\$
Calcedeaver	Box Pleat 16x20x2 HC	Quarterly	15	60 \$	\$
Calcedeaver	Box Pleat 20x20x2 HC	Quarterly	5	20 \$	\$
Calcedeaver	Box Pleat 20x24x2 HC	Quarterly	12	48 \$	\$
Calcedeaver	Box Pleat 20x25x2 HC	Quarterly	4	16 \$	\$
Calcedeaver	Box Pleat 24x24x2 HC	Quarterly	6	24 \$	\$
Calcedeaver	MiniPleat 12x24x4 - M11	Annual	6	6 \$	\$
Calcedeaver	MiniPleat 16x20x4 - 65%	Annual	3	3 \$	\$
Calcedeaver	MiniPleat 20x20x4 - M11	Annual	5	5 \$	\$
Calcedeaver	MiniPleat 20x24x4 - M11	Annual	4	4 \$	\$
Calcedeaver	MiniPleat 24x24x4 - M11	Annual	6	6 \$	\$
Calloway Smith Middle	Box Pleat 20x20x1 HC	Quarterly	1	4 \$	\$
Calloway Smith Middle	Box Pleat 20x25x2 HC	Quarterly	92	368 \$	\$
Castlen Elementary	Box Pleat 10x60x1 HC	Quarterly	27	108 \$	\$
Castlen Elementary	Box Pleat 12x24x2 HC	Quarterly	4	16 \$	\$
Castlen Elementary	Box Pleat 16x20x2 HC	Quarterly	2	8 \$	\$
Castlen Elementary	Box Pleat 16x25x2 HC	Quarterly	4	16 \$	\$
Castlen Elementary	Box Pleat 20x20x2 HC	Quarterly	8	32 \$	\$
Castlen Elementary	Box Pleat 20x22x1 HC Nominal	Quarterly	6	24 \$	\$
Castlen Elementary	Box Pleat 20x24x2 HC	Quarterly	8	32 \$	\$
Castlen Elementary	Box Pleat 20x25x2 HC	Quarterly	2	8 \$	\$
Castlen Elementary	Rigid Box 12x24x12 - 65% S/H	Annual	4	4 \$	\$
Castlen Elementary	Rigid Box 20x24x12 - 65% S/H	Annual	8	8 \$	\$
Causey Middle	Box Pleat 12x24x2 HC	Quarterly	3	12 \$	\$
Causey Middle	Box Pleat 12x25x2 HC	Quarterly	1	4 \$	\$
Causey Middle	Box Pleat 16x20x2 HC	Quarterly	7	28 \$	\$
Causey Middle	Box Pleat 16x25x2 HC	Quarterly	7	28 \$	\$

Causey Middle	Box Pleat 20x20x2 HC	Quarterly	16	64 \$	\$
Causey Middle	Box Pleat 20x24x2 HC	Quarterly	18	72 \$	\$
Causey Middle	Box Pleat 20x25x2 HC	Quarterly	6	24 \$	\$
Causey Middle	Box Pleat 24x24x2 HC	Quarterly	45	180 \$	\$
Causey Middle	Rigid Box 12x24x12 - 65% S/H	Annual	3	3 \$	\$
Causey Middle	Rigid Box 20x20x12 - 65% S/H	Annual	16	16 \$	\$
Causey Middle	Rigid Box 20x24x12 - 65% S/H	Annual	18	18 \$	\$
Causey Middle	Rigid Box 24x24x12 - 65% S/H	Annual	45	45 \$	\$
Central Administration	Box Pleat 20x20x1 HC	Quarterly	2	8 \$	\$
Central Administration	Box Pleat 20x20x2 HC	Quarterly	5	20 \$	\$
Central Administration	Box Pleat 24x24x1 HC	Quarterly	2	8 \$	\$
Central Operations	Box Pleat 12x24x2 HC	Quarterly	13	52 \$	\$
Central Operations	Box Pleat 16x20x2 HC	Quarterly	2	8 \$	\$
Central Operations	Box Pleat 16x25x2 HC	Quarterly	12	48 \$	\$
Central Operations	Box Pleat 18x25x2 HC	Quarterly	2	8 \$	\$
Central Operations	Box Pleat 20x20x1 HC	Quarterly	1	4 \$	\$
Central Operations	Box Pleat 20x25x2 HC	Quarterly	54	216 \$	\$
Central Operations	Box Pleat 22x22x1 HC	Quarterly	4	16 \$	\$
Central Operations	Box Pleat 24x24x2 HC	Quarterly	163	652 \$	\$
Chastang Middle School	Box Pleat 12x24x2 HC	Quarterly	14	56 \$	\$
Chastang Middle School	Box Pleat 16x20x2 HC	Quarterly	3	12 \$	\$
Chastang Middle School	Box Pleat 20x20x2 HC	Quarterly	7	28 \$	\$
Chastang Middle School	Box Pleat 20x24x2 HC	Quarterly	22	88 \$	\$
Chastang Middle School	Box Pleat 24x24x2 HC	Quarterly	14	56 \$	\$
Chastang Middle School	Rigid Box 12x24x12 - 65% S/H	Annual	16	16 \$	\$
Chastang Middle School	Rigid Box 16x20x12 - 65% S/H	Annual	3	3 \$	\$
Chastang Middle School	Rigid Box 20x20x12 - 65% S/H	Annual	7	7 \$	\$
Chastang Middle School	Rigid Box 20x24x12 - 65% S/H	Annual	22	22 \$	\$
Chastang Middle School	Rigid Box 24x24x12 - 65% S/H	Annual	14	14 \$	\$
Citronelle Career Tech	Box Pleat 12x24x2 HC	Quarterly	6	24 \$	\$
Citronelle Career Tech	Box Pleat 14x20x2 HC	Quarterly	2	8 \$	\$
Citronelle Career Tech	Box Pleat 16x20x2 HC	Quarterly	13	52 \$	\$
Citronelle Career Tech	Box Pleat 16x25x2 HC	Quarterly	74	296 \$	\$
Citronelle Career Tech	Box Pleat 20x20x1	Quarterly	1	4 \$	\$
Citronelle Career Tech	Box Pleat 20x20x2 HC	Quarterly	1	4 \$	\$
Citronelle Career Tech	Box Pleat 20x24x2 HC	Quarterly	2	8 \$	\$
Citronelle Career Tech	Box Pleat 20x25x2 HC	Quarterly	20	80 \$	\$
Citronelle High	Box Pleat 12x24x2 HC	Quarterly	15	60 \$	\$
Citronelle High	Box Pleat 15x20x2 HC	Quarterly	16	64 \$	\$
Citronelle High	Box Pleat 20x20x2 HC	Quarterly	19	76 \$	\$

Citronelle High	Box Pleat 20x24x2 HC	Quarterly	35	140 \$	\$
Citronelle High	Box Pleat 24x24x2 HC	Quarterly	7	28 \$	\$
Citronelle High	Rigid Box 12x24x12 - 65% S/H	Annual	15	15 \$	\$
Citronelle High	Rigid Box 20x20x12 - 65% S/H	Annual	19	19 \$	\$
Citronelle High	Rigid Box 20x24x12 - 65% S/H	Annual	34	34 \$	\$
Citronelle High	Rigid Box 24x24x12 - 65% S/H	Annual	6	6 \$	\$
Clark-Shaw Magnet	Box Pleat 12x20x2 HC	Quarterly	3	12 \$	\$
Clark-Shaw Magnet	Box Pleat 16x16x1 HC	Quarterly	3	12 \$	\$
Clark-Shaw Magnet	Box Pleat 16x16x2 HC	Quarterly	16	64 \$	\$
Clark-Shaw Magnet	Box Pleat 20x20x2 HC	Quarterly	15	60 \$	\$
Clark-Shaw Magnet	Box Pleat 20x25x2 HC	Quarterly	52	208 \$	\$
Clark-Shaw Magnet	Box Pleat 20x30x1 HC	Quarterly	1	4 \$	\$
Clark-Shaw Magnet	Box Pleat 24x24x1 HC	Quarterly	1	4 \$	\$
Collier Elementary	Box Pleat 12x24x2 HC	Quarterly	10	40 \$	\$
Collier Elementary	Box Pleat 24x24x2 HC	Quarterly	35	140 \$	\$
Collins-Rhodes Elementary	Box Pleat 16x20x2 HC	Quarterly	14	56 \$	\$
Collins-Rhodes Elementary	Box Pleat 20x20x2 HC	Quarterly	43	172 \$	\$
Collins-Rhodes Elementary	Box Pleat 20x24x2 HC	Quarterly	6	24 \$	\$
Collins-Rhodes Elementary	Box Pleat 24x24x2 HC	Quarterly	8	32 \$	\$
Collins-Rhodes Elementary	Rigid Box 16x20x12 - 65% S/H	Annual	4	4 \$	\$
Collins-Rhodes Elementary	Rigid Box 20x20x12 - 65% S/H	Annual	39	39 \$	\$
Collins-Rhodes Elementary	Rigid Box 20x24x12 - 65% S/H	Annual	6	6 \$	\$
Collins-Rhodes Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	2	2 \$	\$
Continuous Learning Center	Box Pleat 15x20x2 HC	Quarterly	24	96 \$	\$
Continuous Learning Center	Box Pleat 16x20x2 HC	Quarterly	39	156 \$	\$
Continuous Learning Center	Box Pleat 16x25x1 HC	Quarterly	7	28 \$	\$
Continuous Learning Center	Box Pleat 16x25x2 HC	Quarterly	31	124 \$	\$
Continuous Learning Center	Box Pleat 18x36x1 HC	Quarterly	1	4 \$	\$
Continuous Learning Center	Box Pleat 20x20x2 HC	Quarterly	4	16 \$	\$
Continuous Learning Center	Box Pleat 20x25x2 HC	Quarterly	10	40 \$	\$
Council Magnet	Box Pleat 12x24x2 HC	Quarterly	3	12 \$	\$
Council Magnet	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Council Magnet	Box Pleat 20x20x2 HC	Quarterly	13	52 \$	\$
Council Magnet	Box Pleat 20x24x2 HC	Quarterly	6	24 \$	\$
Council Magnet	Box Pleat 20x25x1 HC	Quarterly	2	8 \$	\$
Council Magnet	Box Pleat 22x22x1 HC	Quarterly	3	12 \$	\$
Council Magnet	Box Pleat 24x24x1 HC	Quarterly	2	8 \$	\$
Council Magnet	Box Pleat 24x24x2 HC	Quarterly	12	48 \$	\$
Council Magnet	Rigid Box 12x24x12 - 65% S/H	Annual	3	3 \$	\$
Council Magnet	Rigid Box 16x20x12 - 65% S/H	Annual	8	8 \$	\$

Council Magnet	Rigid Box 20x20x12 - 65% S/H	Annual	13	13 \$	\$
Council Magnet	Rigid Box 20x24x12 - 65% S/H	Annual	6	6 \$	\$
Council Magnet	Rigid Box 24x24x12 - 65% S/H	Annual	12	12 \$	\$
Craighead Elementary	Box Pleat 16x20x2 HC	Quarterly	3	12 \$	\$
Craighead Elementary	Box Pleat 16x25x4 HC	Quarterly	6	24 \$	\$
Craighead Elementary	Box Pleat 20x20x4 HC	Quarterly	3	12 \$	\$
Craighead Elementary	Box Pleat 20x25x2 HC	Quarterly	12	48 \$	\$
Craighead Elementary	Box Pleat 20x25x4 HC	Quarterly	18	72 \$	\$
Dauphin Island Elementary	Box Pleat 10x10x1 HC	Quarterly	1	4 \$	\$
Dauphin Island Elementary	Box Pleat 18x18x1 HC	Quarterly	1	4 \$	\$
Dauphin Island Elementary	Box Pleat 20x20x1 HC	Quarterly	6	24 \$	\$
Dauphin Island Elementary	Box Pleat 20x20x4 HC	Quarterly	4	16 \$	\$
Dauphin Island Elementary	Box Pleat 20x24x1 HC	Quarterly	3	12 \$	\$
Dauphin Island Elementary	Box Pleat 20x30x1 HC	Quarterly	1	4 \$	\$
Dauphin Island Elementary	Box Pleat 24x24x1 HC	Quarterly	2	8 \$	\$
Dauphin Island Elementary	Box Pleat 24x30x1 HC	Quarterly	2	8 \$	\$
Davidson High	Box Pleat 12x24x1 HC	Quarterly	4	16 \$	\$
Davidson High	Box Pleat 12x24x2 HC	Quarterly	9	36 \$	\$
Davidson High	Box Pleat 13.5x53.5x1 HC	Quarterly	2	8 \$	\$
Davidson High	Box Pleat 13.5x77x1 HC	Quarterly	52	208 \$	\$
Davidson High	Box Pleat 16x20x2 HC	Quarterly	53	212 \$	\$
Davidson High	Box Pleat 16x20x4 HC	Quarterly	34	136 \$	\$
Davidson High	Box Pleat 16x25x2 HC	Quarterly	2	8 \$	\$
Davidson High	Box Pleat 16x25x4 HC	Quarterly	2	8 \$	\$
Davidson High	Box Pleat 18x25x2 HC	Quarterly	1	4 \$	\$
Davidson High	Box Pleat 20x20x4 HC	Quarterly	20	80 \$	\$
Davidson High	Box Pleat 20x22x2	Quarterly	1	4 \$	\$
Davidson High	Box Pleat 20x24x2 HC	Quarterly	24	96 \$	\$
Davidson High	Box Pleat 20x25x2 HC	Quarterly	13	52 \$	\$
Davidson High	Box Pleat 20x25x4 HC	Quarterly	6	24 \$	\$
Davidson High	Box Pleat 24x24x2 HC	Quarterly	11	44 \$	\$
Davis Elementary	Box Pleat 12x24x1 HC	Quarterly	1	4 \$	\$
Davis Elementary	Box Pleat 14x25x2 HC	Quarterly	8	32 \$	\$
Davis Elementary	Box Pleat 16x20x1 HC	Quarterly	1	4 \$	\$
Davis Elementary	Box Pleat 16x20x2 HC	Quarterly	5	20 \$	\$
Davis Elementary	Box Pleat 16x25x1 HC	Quarterly	8	32 \$	\$
Davis Elementary	Box Pleat 16x25x2 HC	Quarterly	4	16 \$	\$
Davis Elementary	Box Pleat 20x20x2 HC	Quarterly	5	20 \$	\$
Davis Elementary	Box Pleat 20x25x2 HC	Quarterly	5	20 \$	\$
Daves Intermediate	Box Pleat 12x24x2 HC	Quarterly	8	32 \$	\$

Dawes Intermediate	Box Pleat 16x20x2 HC	Quarterly	28	112 \$	\$
Dawes Intermediate	Box Pleat 16x24x2 HC	Quarterly	6	24 \$	\$
Dawes Intermediate	Box Pleat 20x20x2 HC	Quarterly	6	24 \$	\$
Dawes Intermediate	Box Pleat 20x24x2 HC	Quarterly	14	56 \$	\$
Dawes Intermediate	Box Pleat 20x25x2 HC	Quarterly	2	8 \$	\$
Dawes Intermediate	Box Pleat 24x24x2 HC	Quarterly	4	16 \$	\$
Dawes Intermediate	MiniPleat 12x24x4 - M11	Annual	8	8 \$	\$
Dawes Intermediate	MiniPleat 20x20x4 - M11	Annual	6	6 \$	\$
Dawes Intermediate	MiniPleat 20x24x4 - M11	Annual	14	14 \$	\$
Dawes Intermediate	MiniPleat 24x24x4 - M11	Annual	4	4 \$	\$
Denton Middle	Box Pleat 12x24x2 HC	Quarterly	2	8 \$	\$
Denton Middle	Box Pleat 20x20x2 HC	Quarterly	3	12 \$	\$
Denton Middle	Box Pleat 20x24x2 HC	Quarterly	24	96 \$	\$
Denton Middle	Box Pleat 20x25x2 HC	Quarterly	6	24 \$	\$
Denton Middle	Box Pleat 24x24x2 HC	Quarterly	20	80 \$	\$
Denton Middle	Rigid Box 12x24x12 - 65% S/H	Annual	2	2 \$	\$
Denton Middle	Rigid Box 20x20x12 - 65% S/H	Annual	3	3 \$	\$
Denton Middle	Rigid Box 20x24x12 - 65% S/H	Annual	24	24 \$	\$
Denton Middle	Rigid Box 20x25x12 - 65% S/H	Annual	6	6 \$	\$
Denton Middle	Rigid Box 24x24x12 - 65% S/H	Annual	20	20 \$	\$
Dickson Elementary	Box Pleat 12x24x2 HC	Quarterly	3	12 \$	\$
Dickson Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Dickson Elementary	Box Pleat 16x24x2 HC	Quarterly	8	32 \$	\$
Dickson Elementary	Box Pleat 20x20x1 HC	Quarterly	1	4 \$	\$
Dickson Elementary	Box Pleat 24x24x2 HC	Quarterly	45	180 \$	\$
Dickson Elementary	Rigid Box 12x24x12 - 65% S/H	Annual	3	3 \$	\$
Dickson Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	45	45 \$	\$
Dixon Elementary	Box Pleat 10x20x1 HC	Quarterly	4	16 \$	\$
Dixon Elementary	Box Pleat 16x20x1 HC	Quarterly	2	8 \$	\$
Dixon Elementary	Box Pleat 16x20x2 HC	Quarterly	32	128 \$	\$
Dixon Elementary	Box Pleat 16x24x1 HC	Quarterly	4	16 \$	\$
Dixon Elementary	Box Pleat 16x25x2 HC	Quarterly	11	44 \$	\$
Dixon Elementary	Box Pleat 16x30x1 HC	Quarterly	1	4 \$	\$
Dixon Elementary	Box Pleat 20x20x1 HC	Quarterly	2	8 \$	\$
Dixon Elementary	Box Pleat 20x20x2 HC	Quarterly	12	48 \$	\$
Dixon Elementary	Box Pleat 20x25x2 HC	Quarterly	22	88 \$	\$
Dixon Elementary	Box Pleat 20x25x4 HC	Quarterly	10	40 \$	\$
Dodge Elementary	Box Pleat 14x20x1 HC	Quarterly	12	48 \$	\$
Dodge Elementary	Box Pleat 14x21x1 HC	Quarterly	9	36 \$	\$
Dodge Elementary	Box Pleat 14x24x1 HC	Quarterly	22	88 \$	\$

Dodge Elementary	Box Pleat 14x30x1 HC	Quarterly	21	84 \$	\$
Dodge Elementary	Box Pleat 16x20x2 HC	Quarterly	58	232 \$	\$
Dodge Elementary	Box Pleat 16x25x1 HC	Quarterly	4	16 \$	\$
Dodge Elementary	Box Pleat 20x20x1 HC	Quarterly	3	12 \$	\$
Dodge Elementary	Box Pleat 20x20x2 HC	Quarterly	12	48 \$	\$
Dodge Elementary	Box Pleat 20x22x1 HC Nominal	Quarterly	18	72 \$	\$
Dunbar Magnet	Box Pleat 12x36x1 HC	Quarterly	3	12 \$	\$
Dunbar Magnet	Box Pleat 14x20x1 HC	Quarterly	20	80 \$	\$
Dunbar Magnet	Box Pleat 14x24x1 HC	Quarterly	34	136 \$	\$
Dunbar Magnet	Box Pleat 14x30x1 HC	Quarterly	17	68 \$	\$
Dunbar Magnet	Box Pleat 16x20x1 HC	Quarterly	2	8 \$	\$
Dunbar Magnet	Box Pleat 16x20x2 HC	Quarterly	4	16 \$	\$
Dunbar Magnet	Box Pleat 16x24x2 HC	Quarterly	12	48 \$	\$
Dunbar Magnet	Box Pleat 16x25x1 HC	Quarterly	2	8 \$	\$
Dunbar Magnet	Box Pleat 16x25x2 HC	Quarterly	7	28 \$	\$
Dunbar Magnet	Box Pleat 18x20x1 HC	Quarterly	6	24 \$	\$
Dunbar Magnet	Box Pleat 20x25x2 HC	Quarterly	5	20 \$	\$
Eichold-Mertz School	Box Pleat 16x25x4 HC	Quarterly	6	24 \$	\$
Eichold-Mertz School	Box Pleat 20x24x4 HC	Quarterly	30	120 \$	\$
Eichold-Mertz School	Box Pleat 20x25x4 HC	Quarterly	6	24 \$	\$
Environmental Center	Box Pleat 16x20x2 HC	Quarterly	1	4 \$	\$
Environmental Center	Box Pleat 16x25x1 HC	Quarterly	8	32 \$	\$
Environmental Center	Box Pleat 20x25x1 HC	Quarterly	1	4 \$	\$
Evans Special School	Box Pleat 12x18x2 HC	Quarterly	1	4 \$	\$
Evans Special School	Box Pleat 12x24x2 HC	Quarterly	15	60 \$	\$
Evans Special School	Box Pleat 16x20x2 HC	Quarterly	2	8 \$	\$
Evans Special School	Box Pleat 20x20x2 HC	Quarterly	8	32 \$	\$
Evans Special School	Box Pleat 20x24x2 HC	Quarterly	3	12 \$	\$
Evans Special School	Box Pleat 20x25x2 HC	Quarterly	4	16 \$	\$
Evans Special School	Box Pleat 24x24x2 HC	Quarterly	12	48 \$	\$
Faulkner Vocational	Box Pleat 12x28x1 HC	Quarterly	1	4 \$	\$
Faulkner Vocational	Box Pleat 14x28x1 HC	Quarterly	7	28 \$	\$
Faulkner Vocational	Box Pleat 16x20x2 HC	Quarterly	4	16 \$	\$
Faulkner Vocational	Box Pleat 16x25x2 HC	Quarterly	4	16 \$	\$
Faulkner Vocational	Box Pleat 16x28x1 HC	Quarterly	2	8 \$	\$
Faulkner Vocational	Box Pleat 16x30x1 HC	Quarterly	16	64 \$	\$
Faulkner Vocational	Box Pleat 20x20x2 HC	Quarterly	4	16 \$	\$
Faulkner Vocational	Box Pleat 20x25x1 HC	Quarterly	2	8 \$	\$
Faulkner Vocational	Box Pleat 20x25x2 HC	Quarterly	24	96 \$	\$
Fonde Elementary	Box Pleat 12x24x2 HC	Quarterly	7	28 \$	\$



Fonde Elementary	Box Pleat 16x25x2 HC	Quarterly	9	36 \$	\$
Fonde Elementary	Box Pleat 20x20x1 HC	Quarterly	8	32 \$	\$
Fonde Elementary	Box Pleat 20x20x4 HC	Quarterly	1	4 \$	\$
Fonde Elementary	Box Pleat 22x22x1 HC	Quarterly	2	8 \$	\$
Fonde Elementary	Box Pleat 24x24x2 HC	Quarterly	31	124 \$	\$
Fonde Elementary	Rigid Box 12x24x12 - 65% S/H	Annual	2	2 \$	\$
Fonde Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	22	22 \$	\$
Forest Hill Elementary	Box Pleat 12x24x2 HC	Quarterly	1	4 \$	\$
Forest Hill Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Forest Hill Elementary	Box Pleat 16x25x2 HC	Quarterly	4	16 \$	\$
Forest Hill Elementary	Box Pleat 18x25x2 HC	Quarterly	2	8 \$	\$
Forest Hill Elementary	Box Pleat 20x20x2 HC	Quarterly	2	8 \$	\$
Forest Hill Elementary	Box Pleat 20x24x2 HC	Quarterly	14	56 \$	\$
Forest Hill Elementary	Box Pleat 20x25x2 HC	Quarterly	4	16 \$	\$
Forest Hill Elementary	Box Pleat 24x24x2 HC	Quarterly	18	72 \$	\$
Forest Hill Elementary	Rigid Box 12x24x12 - 65% S/H	Annual	1	1 \$	\$
Forest Hill Elementary	Rigid Box 20x20x12 - 65% S/H	Annual	2	2 \$	\$
Forest Hill Elementary	Rigid Box 20x24x12 - 65% S/H	Annual	14	14 \$	\$
Forest Hill Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	18	18 \$	\$
Gilliard Elementary	Box Pleat 16x20x2 HC	Quarterly	4	16 \$	\$
Gilliard Elementary	Box Pleat 16x25x2 HC	Quarterly	3	12 \$	\$
Gilliard Elementary	Box Pleat 16x30x1 HC	Quarterly	1	4 \$	\$
Gilliard Elementary	Box Pleat 20x24x2 HC	Quarterly	16	64 \$	\$
Gilliard Elementary	Box Pleat 20x25x2 HC	Quarterly	36	144 \$	\$
Gilliard Elementary	Box Pleat 24x24x2 HC	Quarterly	4	16 \$	\$
Grand Bay Middle	Box Pleat 12x12x1 HC	Quarterly	1	4 \$	\$
Grand Bay Middle	Box Pleat 12x24x1 HC	Quarterly	2	8 \$	\$
Grand Bay Middle	Box Pleat 12x24x2 HC	Quarterly	13	52 \$	\$
Grand Bay Middle	Box Pleat 15x20x2 HC	Quarterly	8	32 \$	\$
Grand Bay Middle	Box Pleat 16x25x2 HC	Quarterly	16	64 \$	\$
Grand Bay Middle	Box Pleat 18x20x1 HC	Quarterly	2	8 \$	\$
Grand Bay Middle	Box Pleat 18x43x1 HC	Quarterly	1	4 \$	\$
Grand Bay Middle	Box Pleat 20x20x1 HC	Quarterly	1	4 \$	\$
Grand Bay Middle	Box Pleat 20x20x2 HC	Quarterly	8	32 \$	\$
Grand Bay Middle	Box Pleat 20x24x1 HC	Quarterly	1	4 \$	\$
Grand Bay Middle	Box Pleat 20x24x2 HC	Quarterly	16	64 \$	\$
Grand Bay Middle	Box Pleat 20x30x1 HC	Quarterly	1	4 \$	\$
Grand Bay Middle	Box Pleat 24x24x1 HC	Quarterly	3	12 \$	\$
Grand Bay Middle	Box Pleat 24x24x2 HC	Quarterly	20	80 \$	\$
Grand Bay Middle	Rigid Box 12x24x12 - 65% S/H	Annual	13	13 \$	\$

Grand Bay Middle	Rigid Box 20x20x12 - 65% S/H	Annual	8	8 \$	\$
Grand Bay Middle	Rigid Box 20x24x12 - 65% S/H	Annual	16	16 \$	\$
Grand Bay Middle	Rigid Box 24x24x12 - 65% S/H	Annual	20	20 \$	\$
Grant Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Grant Elementary	Box Pleat 16x20x4 HC	Quarterly	3	12 \$	\$
Grant Elementary	Box Pleat 16x24x4 HC Nominal	Quarterly	2	8 \$	\$
Grant Elementary	Box Pleat 16x25x2 HC	Quarterly	8	32 \$	\$
Grant Elementary	Box Pleat 16x25x4 HC	Quarterly	17	68 \$	\$
Grant Elementary	Box Pleat 20x20x4 HC	Quarterly	9	36 \$	\$
Grant Elementary	Box Pleat 20x24x4 HC	Quarterly	6	24 \$	\$
Grant Elementary	Box Pleat 20x25x4 HC	Quarterly	7	28 \$	\$
Griggs Elementary	Box Pleat 12x24x2 HC	Quarterly	32	128 \$	\$
Griggs Elementary	Box Pleat 15x20x2 HC	Quarterly	16	64 \$	\$
Griggs Elementary	Box Pleat 16x20x2 HC	Quarterly	28	112 \$	\$
Griggs Elementary	Box Pleat 16x25x2 HC	Quarterly	8	32 \$	\$
Griggs Elementary	Box Pleat 20x20x2 HC	Quarterly	26	104 \$	\$
Hall Elementary	Box Pleat 13.5x41x1 HC	Quarterly	6	24 \$	\$
Hall Elementary	Box Pleat 13.5x53x1 HC	Quarterly	1	4 \$	\$
Hall Elementary	Box Pleat 13.5x65x1 HC	Quarterly	8	32 \$	\$
Hall Elementary	Box Pleat 13.5x77x1 HC	Quarterly	30	120 \$	\$
Hall Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Hall Elementary	Box Pleat 16x25x2 HC	Quarterly	8	32 \$	\$
Hall Elementary	Box Pleat 20x22x2	Quarterly	1	4 \$	\$
Hall Elementary	Box Pleat 20x25x1 HC	Quarterly	1	4 \$	\$
Hall Elementary	Box Pleat 20x25x2 HC	Quarterly	6	24 \$	\$
Hankins Middle School	Box Pleat 10x18x1 HC	Quarterly	2	8 \$	\$
Hankins Middle School	Box Pleat 16x16x2 HC	Quarterly	20	80 \$	\$
Hankins Middle School	Box Pleat 16x20x2 HC	Quarterly	2	8 \$	\$
Hankins Middle School	Box Pleat 16x25x1 HC	Quarterly	24	96 \$	\$
Hankins Middle School	Box Pleat 16x25x2 HC	Quarterly	15	60 \$	\$
Hankins Middle School	Box Pleat 18x18x1 HC	Quarterly	2	8 \$	\$
Hankins Middle School	Box Pleat 18x20x1 HC	Quarterly	50	200 \$	\$
Hankins Middle School	Box Pleat 18x24x1 HC	Quarterly	1	4 \$	\$
Hankins Middle School	Box Pleat 20x20x2 HC	Quarterly	4	16 \$	\$
Hankins Middle School	Box Pleat 20x22x1 HC Nominal	Quarterly	4	16 \$	\$
Hankins Middle School	Box Pleat 20x25x1 HC	Quarterly	1	4 \$	\$
Hankins Middle School	Box Pleat 20x25x2 HC	Quarterly	52	208 \$	\$
Hankins Middle School	Box Pleat 20x35x2 HC	Quarterly	8	32 \$	\$
Hankins Middle School	Rigid Box 12x20x12 - 65% S/H	Annual	2	2 \$	\$
Hankins Middle School	Rigid Box 12x24x12 - 65% S/H	Annual	2	2 \$	\$

Hankins Middle School	Rigid Box 20x24x12 - 65% S/H	Annual	10	10 \$	\$
Hankins Middle School	Rigid Box 24x24x12 - 65% S/H	Annual	10	10 \$	\$
Haskew Elementary	Box Pleat 12x24x2 HC	Quarterly	24	96 \$	\$
Haskew Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Haskew Elementary	Box Pleat 20x24x2 HC	Quarterly	24	96 \$	\$
Hollingers Island Elementary	Box Pleat 12x20x1 HC	Quarterly	1	4 \$	\$
Hollingers Island Elementary	Box Pleat 12x20x2 HC	Quarterly	3	12 \$	\$
Hollingers Island Elementary	Box Pleat 12x24x2 HC	Quarterly	3	12 \$	\$
Hollingers Island Elementary	Box Pleat 15x20x2 HC	Quarterly	8	32 \$	\$
Hollingers Island Elementary	Box Pleat 16x16x1 HC	Quarterly	2	8 \$	\$
Hollingers Island Elementary	Box Pleat 16x20x1 HC	Quarterly	22	88 \$	\$
Hollingers Island Elementary	Box Pleat 16x20x2 HC	Quarterly	12	48 \$	\$
Hollingers Island Elementary	Box Pleat 20x20x1 HC	Quarterly	5	20 \$	\$
Hollingers Island Elementary	Box Pleat 20x20x2 HC	Quarterly	6	24 \$	\$
Hollingers Island Elementary	Box Pleat 20x22x2	Quarterly	1	4 \$	\$
Hollingers Island Elementary	Box Pleat 20x24x2 HC	Quarterly	3	12 \$	\$
Hollingers Island Elementary	Box Pleat 20x25x2 HC	Quarterly	11	44 \$	\$
Hollingers Island Elementary	Rigid Box 12x20x12 - 65% S/H	Annual	3	3 \$	\$
Hollingers Island Elementary	Rigid Box 12x24x12 - 65% S/H	Annual	3	3 \$	\$
Hollingers Island Elementary	Rigid Box 20x20x12 - 65% S/H	Annual	3	3 \$	\$
Hollingers Island Elementary	Rigid Box 20x24x12 - 65% S/H	Annual	3	3 \$	\$
Holloway Elementary	Box Pleat 15x20x2 HC	Quarterly	16	64 \$	\$
Holloway Elementary	Box Pleat 18x18x1 HC	Quarterly	1	4 \$	\$
Holloway Elementary	Box Pleat 20x25x2 HC	Quarterly	20	80 \$	\$
Holloway Elementary	Box Pleat 24x24x2 HC	Quarterly	12	48 \$	\$
Holloway Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	12	12 \$	\$
Howard Elementary	Box Pleat 15x20x2 HC	Quarterly	16	64 \$	\$
Howard Elementary	Box Pleat 16x25x4 HC	Quarterly	6	24 \$	\$
Howard Elementary	Box Pleat 20x20x2 HC	Quarterly	18	72 \$	\$
Howard Elementary	Box Pleat 20x24x4 HC	Quarterly	15	60 \$	\$
Howard Elementary	Box Pleat 20x25x4 HC	Quarterly	6	24 \$	\$
Howard Elementary	Box Pleat 24x24x2 HC	Quarterly	8	32 \$	\$
Howard Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	8	8 \$	\$
Hutchens Elementary	Box Pleat 16x24x4 HC Nominal	Quarterly	16	64 \$	\$
Hutchens Elementary	Box Pleat 16x30x1 HC	Quarterly	1	4 \$	\$
Hutchens Elementary	Box Pleat 20x24x4 HC	Quarterly	40	160 \$	\$
Indian Springs Elementary	Box Pleat 12x24x2 HC	Quarterly	3	12 \$	\$
Indian Springs Elementary	Box Pleat 12x25x2 HC	Quarterly	3	12 \$	\$
Indian Springs Elementary	Box Pleat 16x20x2 HC	Quarterly	28	112 \$	\$
Indian Springs Elementary	Box Pleat 16x25x2 HC	Quarterly	16	64 \$	\$

Indian Springs Elementary	Box Pleat 20x24x2 HC	Quarterly	6	24 \$	\$
Indian Springs Elementary	Box Pleat 20x25x2 HC	Quarterly	26	104 \$	\$
Indian Springs Elementary	Box Pleat 20x30x2 HC	Quarterly	34	136 \$	\$
John Will Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
John Will Elementary	Box Pleat 16x25x2 HC	Quarterly	8	32 \$	\$
John Will Elementary	Box Pleat 20x24x2 HC	Quarterly	18	72 \$	\$
John Will Elementary	Box Pleat 20x25x2 HC	Quarterly	6	24 \$	\$
John Will Elementary	Box Pleat 24x24x2 HC	Quarterly	27	108 \$	\$
Just 4 Develop. Lab	Box Pleat 16x25x1 HC	Quarterly	8	32 \$	\$
Just 4 Develop. Lab	Box Pleat 18x25x1 HC	Quarterly	1	4 \$	\$
Just 4 Develop. Lab	Box Pleat 20x20x1 HC	Quarterly	1	4 \$	\$
Just 4 Develop. Lab	Box Pleat 20x25x2 HC	Quarterly	16	64 \$	\$
Just 4 Develop. Lab	Box Pleat 20x30x1 HC	Quarterly	1	4 \$	\$
Just 4 Develop. Lab	Box Pleat 20x35x2 HC	Quarterly	4	16 \$	\$
Just 4 Develop. Lab	Box Pleat 24x24x2 HC	Quarterly	12	48 \$	\$
Leflore Magnet	Box Pleat 12x24x2 HC	Quarterly	7	28 \$	\$
Leflore Magnet	Box Pleat 16x20x2 HC	Quarterly	20	80 \$	\$
Leflore Magnet	Box Pleat 20x20x2 HC	Quarterly	42	168 \$	\$
Leflore Magnet	Box Pleat 20x24x2 HC	Quarterly	53	212 \$	\$
Leflore Magnet	Box Pleat 20x25x2 HC	Quarterly	2	8 \$	\$
Leflore Magnet	Box Pleat 24x24x2 HC	Quarterly	26	104 \$	\$
Leflore Magnet	Rigid Box 12x24x12 - 65% S/H	Annual	7	7 \$	\$
Leflore Magnet	Rigid Box 16x20x12 - 65% S/H	Annual	19	19 \$	\$
Leflore Magnet	Rigid Box 20x20x12 - 65% S/H	Annual	39	39 \$	\$
Leflore Magnet	Rigid Box 20x24x12 - 65% S/H	Annual	52	52 \$	\$
Leflore Magnet	Rigid Box 24x24x12 - 65% S/H	Annual	26	26 \$	\$
Leinkauf Elementary	Box Pleat 16x20x1 HC	Quarterly	8	32 \$	\$
Leinkauf Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Leinkauf Elementary	Box Pleat 16x25x1 HC	Quarterly	6	24 \$	\$
Leinkauf Elementary	Box Pleat 16x25x2 HC	Quarterly	4	16 \$	\$
Leinkauf Elementary	Box Pleat 18x18x1 HC	Quarterly	1	4 \$	\$
Leinkauf Elementary	Box Pleat 18x24x1 HC	Quarterly	40	160 \$	\$
Leinkauf Elementary	Box Pleat 20x20x1 HC	Quarterly	8	32 \$	\$
Leinkauf Elementary	Box Pleat 20x20x2 HC	Quarterly	8	32 \$	\$
Leinkauf Elementary	Box Pleat 20x25x2 HC	Quarterly	15	60 \$	\$
Leinkauf Elementary	Box Pleat 24x24x1 HC	Quarterly	1	4 \$	\$
Leinkauf Elementary	Box Pleat 24x24x2 HC	Quarterly	1	4 \$	\$
Leinkauf Elementary	Box Pleat 25x25x2 HC	Quarterly	3	12 \$	\$
Lott Middle	Box Pleat 12x24x2 HC	Quarterly	9	36 \$	\$
Lott Middle	Box Pleat 15x20x2 HC	Quarterly	40	160 \$	\$

Lott Middle	Box Pleat 20x20x2 HC	Quarterly	11	44 \$	\$
Lott Middle	Box Pleat 20x24x2 HC	Quarterly	13	52 \$	\$
Lott Middle	Box Pleat 24x24x2 HC	Quarterly	5	20 \$	\$
Lott Middle	Rigid Box 12x24x12 - 65% S/H	Annual	9	9 \$	\$
Lott Middle	Rigid Box 20x20x12 - 65% S/H	Annual	11	11 \$	\$
Lott Middle	Rigid Box 20x24x12 - 65% S/H	Annual	13	13 \$	\$
Lott Middle	Rigid Box 24x24x12 - 65% S/H	Annual	5	5 \$	\$
Maryvale Elementary	Box Pleat 12x24x2 HC	Quarterly	2	8 \$	\$
Maryvale Elementary	Box Pleat 16x20x2 HC	Quarterly	4	16 \$	\$
Maryvale Elementary	Box Pleat 16x25x2 HC	Quarterly	12	48 \$	\$
Maryvale Elementary	Box Pleat 18x24x2 HC	Quarterly	2	8 \$	\$
Maryvale Elementary	Box Pleat 20x20x2 HC	Quarterly	24	96 \$	\$
Maryvale Elementary	Box Pleat 20x30x2 HC	Quarterly	50	200 \$	\$
Maryvale Elementary	Box Pleat 24x24x2 HC	Quarterly	14	56 \$	\$
Maryvale Elementary	Rigid Box 20x24x12 - 65% S/H	Annual	3	3 \$	\$
Maryvale Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	11	11 \$	\$
Mcdavid-Jones Elementary	Box Pleat 10x22x1 HC	Quarterly	1	4 \$	\$
Mcdavid-Jones Elementary	Box Pleat 16x20x4 HC	Quarterly	24	96 \$	\$
Mcdavid-Jones Elementary	Box Pleat 16x24x4 HC Nominal	Quarterly	24	96 \$	\$
Mcdavid-Jones Elementary	Box Pleat 18x24x4 HC	Quarterly	4	16 \$	\$
Mcdavid-Jones Elementary	Box Pleat 20x20x4 HC	Quarterly	6	24 \$	\$
Mcdavid-Jones Elementary	Box Pleat 20x25x4 HC	Quarterly	34	136 \$	\$
Mcdavid-Jones Elementary	Box Pleat 24x24x4 HC	Quarterly	8	32 \$	\$
Meadowlake Elementary	Box Pleat 15x20x2 HC	Quarterly	16	64 \$	\$
Meadowlake Elementary	Box Pleat 16x20x2 HC	Quarterly	4	16 \$	\$
Meadowlake Elementary	Box Pleat 16x24x2 HC	Quarterly	24	96 \$	\$
Meadowlake Elementary	Box Pleat 16x25x2 HC	Quarterly	8	32 \$	\$
Meadowlake Elementary	Box Pleat 20x20x2 HC	Quarterly	4	16 \$	\$
Meadowlake Elementary	Box Pleat 20x24x2 HC	Quarterly	8	32 \$	\$
Meadowlake Elementary	Box Pleat 20x28x2	Quarterly	4	16 \$	\$
Mobile County Training	Box Pleat 10x20x1 HC	Quarterly	2	8 \$	\$
Mobile County Training	Box Pleat 15x20x2 HC	Quarterly	8	32 \$	\$
Mobile County Training	Box Pleat 16x25x2 HC	Quarterly	60	240 \$	\$
Mobile County Training	Box Pleat 20x20x1 HC	Quarterly	9	36 \$	\$
Mobile County Training	Box Pleat 20x24x1 HC	Quarterly	15	60 \$	\$
Mobile County Training	Box Pleat 20x25x1 HC	Quarterly	2	8 \$	\$
Mobile County Training	Box Pleat 20x25x2 HC	Quarterly	40	160 \$	\$
Mobile County Training	Box Pleat 20x35x2 HC	Quarterly	8	32 \$	\$
Montgomery High	Box Pleat 12x24x2 HC	Quarterly	15	60 \$	\$
Montgomery High	Box Pleat 15x20x2 HC	Quarterly	24	96 \$	\$

Montgomery High	Box Pleat 16x16x2 HC	Quarterly	2	8 \$	\$
Montgomery High	Box Pleat 16x20x1 HC	Quarterly	1	4 \$	\$
Montgomery High	Box Pleat 16x20x2 HC	Quarterly	28	112 \$	\$
Montgomery High	Box Pleat 16x20x4 HC	Quarterly	8	32 \$	\$
Montgomery High	Box Pleat 16x24x2 HC	Quarterly	24	96 \$	\$
Montgomery High	Box Pleat 16x25x1 HC	Quarterly	18	72 \$	\$
Montgomery High	Box Pleat 16x25x2 HC	Quarterly	19	76 \$	\$
Montgomery High	Box Pleat 16x30x1 HC	Quarterly	8	32 \$	\$
Montgomery High	Box Pleat 20x20x1 HC	Quarterly	5	20 \$	\$
Montgomery High	Box Pleat 20x20x2 HC	Quarterly	16	64 \$	\$
Montgomery High	Box Pleat 20x20x4 HC	Quarterly	8	32 \$	\$
Montgomery High	Box Pleat 20x24x1 HC	Quarterly	1	4 \$	\$
Montgomery High	Box Pleat 20x24x2 HC	Quarterly	16	64 \$	\$
Montgomery High	Box Pleat 20x25x2 HC	Quarterly	26	104 \$	\$
Montgomery High	Box Pleat 24x24x1 HC	Quarterly	6	24 \$	\$
Montgomery High	Box Pleat 24x24x2 HC	Quarterly	35	140 \$	\$
Montgomery High	Rigid Box 12x24x12 - 65% S/H	Annual	15	15 \$	\$
Montgomery High	Rigid Box 20x20x12 - 65% S/H	Annual	1	1 \$	\$
Montgomery High	Rigid Box 20x24x12 - 65% S/H	Annual	11	11 \$	\$
Montgomery High	Rigid Box 24x24x12 - 65% S/H	Annual	35	35 \$	\$
Morningside Elementary	Box Pleat 14x25x2 HC	Quarterly	21	84 \$	\$
Morningside Elementary	Box Pleat 15x20x2 HC	Quarterly	42	168 \$	\$
Morningside Elementary	Box Pleat 16x24x2 HC	Quarterly	40	160 \$	\$
Morningside Elementary	Box Pleat 20x24x2 HC	Quarterly	16	64 \$	\$
Murphy	Box Pleat 10x20x1 HC	Quarterly	1	4 \$	\$
Murphy	Box Pleat 10x20x2 HC	Quarterly	4	16 \$	\$
Murphy	Box Pleat 12x20x1 HC	Quarterly	1	4 \$	\$
Murphy	Box Pleat 12x24x2 HC	Quarterly	3	12 \$	\$
Murphy	Box Pleat 14x20x1 HC	Quarterly	1	4 \$	\$
Murphy	Box Pleat 15x20x2 HC	Quarterly	16	64 \$	\$
Murphy	Box Pleat 16x16x2 HC	Quarterly	22	88 \$	\$
Murphy	Box Pleat 16x20x1 HC	Quarterly	1	4 \$	\$
Murphy	Box Pleat 16x20x2 HC	Quarterly	76	304 \$	\$
Murphy	Box Pleat 16x24x2 HC	Quarterly	17	68 \$	\$
Murphy	Box Pleat 16x25x1 HC	Quarterly	13	52 \$	\$
Murphy	Box Pleat 16x25x2 HC	Quarterly	21	84 \$	\$
Murphy	Box Pleat 16x30x1 HC	Quarterly	3	12 \$	\$
Murphy	Box Pleat 18x25x2 HC	Quarterly	2	8 \$	\$
Murphy	Box Pleat 18x28x1 HC	Quarterly	5	20 \$	\$
Murphy	Box Pleat 20x20x1 HC	Quarterly	10	40 \$	\$

Murphy	Box Pleat 20x20x2 HC	Quarterly	79	316 \$	\$
Murphy	Box Pleat 20x22x1 HC Nominal	Quarterly	2	8 \$	\$
Murphy	Box Pleat 20x23x1	Quarterly	1	4 \$	\$
Murphy	Box Pleat 20x24x2 HC	Quarterly	29	116 \$	\$
Murphy	Box Pleat 20x25x2 HC	Quarterly	49	196 \$	\$
Murphy	Box Pleat 20x30x2 HC	Quarterly	4	16 \$	\$
Murphy	Box Pleat 24x24x1 HC	Quarterly	2	8 \$	\$
Murphy	Box Pleat 24x24x2 HC	Quarterly	6	24 \$	\$
Murphy	Rigid Box 20x24x12 - 65% S/H	Annual	15	15 \$	\$
North Mobile School	Box Pleat 12x24x2 HC	Quarterly	5	20 \$	\$
North Mobile School	Box Pleat 12x24x4 HC	Quarterly	5	20 \$	\$
North Mobile School	Box Pleat 20x20x2 HC	Quarterly	36	144 \$	\$
North Mobile School	Box Pleat 20x24x2 HC	Quarterly	10	40 \$	\$
North Mobile School	Box Pleat 20x24x4 HC	Quarterly	12	48 \$	\$
North Mobile School	Box Pleat 20x25x2 HC	Quarterly	9	36 \$	\$
North Mobile School	Rigid Box 12x24x12 - 65% S/H	Annual	5	5 \$	\$
North Mobile School	Rigid Box 20x20x12 - 65% S/H	Annual	36	36 \$	\$
North Mobile School	Rigid Box 20x24x12 - 65% S/H	Annual	19	19 \$	\$
O Rourke Elementary	Box Pleat 15x20x2 HC	Quarterly	56	224 \$	\$
O Rourke Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
O Rourke Elementary	Box Pleat 16x25x2 HC	Quarterly	32	128 \$	\$
O Rourke Elementary	Box Pleat 20x20x2 HC	Quarterly	6	24 \$	\$
O Rourke Elementary	Box Pleat 20x24x2 HC	Quarterly	3	12 \$	\$
O Rourke Elementary	Box Pleat 20x25x2 HC	Quarterly	8	32 \$	\$
O Rourke Elementary	Box Pleat 24x24x2 HC	Quarterly	12	48 \$	\$
O Rourke Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	12	12 \$	\$
Old Shell Magnet	Box Pleat 16x20x2 HC	Quarterly	6	24 \$	\$
Old Shell Magnet	Box Pleat 16x25x2 HC	Quarterly	2	8 \$	\$
Old Shell Magnet	Box Pleat 16x30x1 HC	Quarterly	2	8 \$	\$
Old Shell Magnet	Box Pleat 20x20x2 HC	Quarterly	14	56 \$	\$
Old Shell Magnet	Box Pleat 20x25x2 HC	Quarterly	12	48 \$	\$
Orchard Elementary	Box Pleat 15x20x2 HC	Quarterly	8	32 \$	\$
Orchard Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Orchard Elementary	Box Pleat 16x25x2 HC	Quarterly	4	16 \$	\$
Orchard Elementary	Box Pleat 18x36x1 HC	Quarterly	2	8 \$	\$
Orchard Elementary	Box Pleat 20x20x2 HC	Quarterly	6	24 \$	\$
Orchard Elementary	Box Pleat 20x24x2 HC	Quarterly	12	48 \$	\$
Orchard Elementary	Box Pleat 20x25x2 HC	Quarterly	8	32 \$	\$
Orchard Elementary	Box Pleat 20x35x2 HC	Quarterly	4	16 \$	\$
Phillips Preparatory	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$

Phillips Preparatory	Box Pleat 16x25x2 HC	Quarterly	140	560 \$	\$
Phillips Preparatory	Box Pleat 20x20x2 HC	Quarterly	24	96 \$	\$
Phillips Preparatory	Box Pleat 20x22x1 HC Nominal	Quarterly	2	8 \$	\$
Phillips Preparatory	Box Pleat 20x25x2 HC	Quarterly	45	180 \$	\$
Phillips Preparatory	Box Pleat 20x30x2 HC	Quarterly	12	48 \$	\$
Pillans Middle	Box Pleat 16x20x2 HC	Quarterly	9	36 \$	\$
Pillans Middle	Box Pleat 16x25x2 HC	Quarterly	12	48 \$	\$
Pillans Middle	Box Pleat 20x20x1 HC	Quarterly	1	4 \$	\$
Pillans Middle	Box Pleat 20x20x2 HC	Quarterly	35	140 \$	\$
Pillans Middle	Box Pleat 20x25x2 HC	Quarterly	36	144 \$	\$
Rain High	Box Pleat 12x24x2 HC	Quarterly	6	24 \$	\$
Rain High	Box Pleat 14x17x1 HC EXACT	Quarterly	76	304 \$	\$
Rain High	Box Pleat 15x20x2 HC	Quarterly	4	16 \$	\$
Rain High	Box Pleat 16x20x2 HC	Quarterly	75	300 \$	\$
Rain High	Box Pleat 16x20x4 HC	Quarterly	4	16 \$	\$
Rain High	Box Pleat 16x24x2 HC	Quarterly	1	4 \$	\$
Rain High	Box Pleat 16x25x2 HC	Quarterly	7	28 \$	\$
Rain High	Box Pleat 17x22.5x1 HC	Quarterly	30	120 \$	\$
Rain High	Box Pleat 18x24x2 HC	Quarterly	2	8 \$	\$
Rain High	Box Pleat 20x20x2 HC	Quarterly	8	32 \$	\$
Rain High	Box Pleat 20x25x2 HC	Quarterly	26	104 \$	\$
Rain High	Box Pleat 24x24x2 HC	Quarterly	1	4 \$	\$
Regional School	Box Pleat 16x20x1 HC	Quarterly	11	44 \$	\$
Regional School	Box Pleat 16x25x1 HC	Quarterly	4	16 \$	\$
Regional School	Box Pleat 16x25x2 HC	Quarterly	2	8 \$	\$
Regional School	Box Pleat 20x20x1 HC	Quarterly	11	44 \$	\$
Regional School	Box Pleat 20x25x2 HC	Quarterly	6	24 \$	\$
Regional School	Box Pleat 20x25x4 HC	Quarterly	4	16 \$	\$
Robbins Elementary	Box Pleat 14x25x2 HC	Quarterly	28	112 \$	\$
Robbins Elementary	Box Pleat 15x20x2 HC	Quarterly	56	224 \$	\$
Robbins Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Robbins Elementary	Box Pleat 16x24x2 HC	Quarterly	28	112 \$	\$
Robbins Elementary	Box Pleat 16x25x2 HC	Quarterly	34	136 \$	\$
Robbins Elementary	Box Pleat 20x24x2 HC	Quarterly	12	48 \$	\$
Saint Elmo Elementary	Box Pleat 16x20x2 HC	Quarterly	8	32 \$	\$
Saint Elmo Elementary	Box Pleat 16x25x2 HC	Quarterly	140	560 \$	\$
Saint Elmo Elementary	Box Pleat 18x20x1 HC	Quarterly	1	4 \$	\$
Saint Elmo Elementary	Box Pleat 20x20x2 HC	Quarterly	6	24 \$	\$
Saint Elmo Elementary	Box Pleat 20x24x2 HC	Quarterly	6	24 \$	\$
Saint Elmo Elementary	Box Pleat 20x25x2 HC	Quarterly	12	48 \$	\$



Saint Elmo Elementary	Box Pleat 20x30x2 HC	Quarterly	8	32 \$	\$
Saint Elmo Elementary	Box Pleat 24x24x2 HC	Quarterly	3	12 \$	\$
Scarborough Middle	Box Pleat 12x25x2 HC	Quarterly	4	16 \$	\$
Scarborough Middle	Box Pleat 14x25x2 HC	Quarterly	47	188 \$	\$
Scarborough Middle	Box Pleat 15x20x2 HC	Quarterly	94	376 \$	\$
Scarborough Middle	Box Pleat 16x24x2 HC	Quarterly	28	112 \$	\$
Scarborough Middle	Box Pleat 20x24x2 HC	Quarterly	16	64 \$	\$
Scarborough Middle	Box Pleat 20x25x2 HC	Quarterly	16	64 \$	\$
Scarborough Middle	Box Pleat 20x35x2 HC	Quarterly	2	8 \$	\$
Semmes Elementary	Box Pleat 15x20x2 HC	Quarterly	8	32 \$	\$
Semmes Elementary	Box Pleat 16x20x2 HC	Quarterly	4	16 \$	\$
Semmes Elementary	Box Pleat 16x25x2 HC	Quarterly	8	32 \$	\$
Semmes Elementary	Box Pleat 20x20x2 HC	Quarterly	8	32 \$	\$
Semmes Elementary	Box Pleat 20x25x2 HC	Quarterly	28	112 \$	\$
Semmes Middle School	Box Pleat 12x20x2 HC	Quarterly	2	8 \$	\$
Semmes Middle School	Box Pleat 12x24x2 HC	Quarterly	2	8 \$	\$
Semmes Middle School	Box Pleat 16x20x2 HC	Quarterly	6	24 \$	\$
Semmes Middle School	Box Pleat 16x25x2 HC	Quarterly	3	12 \$	\$
Semmes Middle School	Box Pleat 18x25x2 HC	Quarterly	2	8 \$	\$
Semmes Middle School	Box Pleat 20x20x2 HC	Quarterly	10	40 \$	\$
Semmes Middle School	Box Pleat 20x24x2 HC	Quarterly	33	132 \$	\$
Semmes Middle School	Box Pleat 20x25x2 HC	Quarterly	7	28 \$	\$
Semmes Middle School	Box Pleat 24x24x2 HC	Quarterly	45	180 \$	\$
Semmes Middle School	Rigid Box 12x20x12 - 65% S/H	Annual	2	2 \$	\$
Semmes Middle School	Rigid Box 12x24x12 - 65% S/H	Annual	2	2 \$	\$
Semmes Middle School	Rigid Box 20x20x12 - 65% S/H	Annual	2	2 \$	\$
Semmes Middle School	Rigid Box 20x24x12 - 65% S/H	Annual	27	27 \$	\$
Semmes Middle School	Rigid Box 24x24x12 - 65% S/H	Annual	45	45 \$	\$
Shepard Elementary	Box Pleat 16x20x2 HC	Quarterly	10	40 \$	\$
Shepard Elementary	Box Pleat 20x20x2 HC	Quarterly	8	32 \$	\$
Shepard Elementary	Box Pleat 20x24x2 HC	Quarterly	17	68 \$	\$
Shepard Elementary	Box Pleat 24x24x2 HC	Quarterly	3	12 \$	\$
Shepard Elementary	Rigid Box 16x20x12 - 65% S/H	Annual	10	10 \$	\$
Shepard Elementary	Rigid Box 20x20x12 - 65% S/H	Annual	8	8 \$	\$
Shepard Elementary	Rigid Box 20x24x12 - 65% S/H	Annual	17	17 \$	\$
Shepard Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	3	3 \$	\$
Spencer/ Westlawn	Box Pleat 16x20x4 HC	Quarterly	6	24 \$	\$
Spencer/ Westlawn	Box Pleat 16x25x4 HC	Quarterly	6	24 \$	\$
Spencer/ Westlawn	Box Pleat 20x20x4 HC	Quarterly	4	16 \$	\$
Spencer/ Westlawn	Box Pleat 20x25x4 HC	Quarterly	24	96 \$	\$

Tanner Williams Elementary	Box Pleat 12x20x2 HC	Quarterly	2	8 \$	\$
Tanner Williams Elementary	Box Pleat 12x24x2 HC	Quarterly	1	4 \$	\$
Tanner Williams Elementary	Box Pleat 16x20x2 HC	Quarterly	24	96 \$	\$
Tanner Williams Elementary	Box Pleat 20x20x2 HC	Quarterly	24	96 \$	\$
Tanner Williams Elementary	Box Pleat 20x24x2 HC	Quarterly	12	48 \$	\$
Tanner Williams Elementary	Rigid Box 12x20x12 - 65% S/H	Annual	3	3 \$	\$
Tanner Williams Elementary	Rigid Box 20x20x12 - 65% S/H	Annual	24	24 \$	\$
Tanner Williams Elementary	Rigid Box 20x24x12 - 65% S/H	Annual	12	12 \$	\$
Taylor-White Elementary	Box Pleat 12x24x2 HC	Quarterly	8	32 \$	\$
Taylor-White Elementary	Box Pleat 16x20x2 HC	Quarterly	3	12 \$	\$
Taylor-White Elementary	Box Pleat 20x20x2 HC	Quarterly	7	28 \$	\$
Taylor-White Elementary	Box Pleat 20x24x2 HC	Quarterly	16	64 \$	\$
Taylor-White Elementary	Box Pleat 24x24x2 HC	Quarterly	8	32 \$	\$
Taylor-White Elementary	MiniPleat 12x24x4 - M11	Annual	8	8 \$	\$
Taylor-White Elementary	MiniPleat 16x20x4 - 65%	Annual	3	3 \$	\$
Taylor-White Elementary	MiniPleat 20x20x4 - M11	Annual	7	7 \$	\$
Taylor-White Elementary	MiniPleat 20x24x4 - M11	Annual	16	16 \$	\$
Taylor-White Elementary	MiniPleat 24x24x4 - M11	Annual	8	8 \$	\$
Theodore High	Box Pleat 12x20x2 HC	Quarterly	28	112 \$	\$
Theodore High	Box Pleat 12x24x2 HC	Quarterly	8	32 \$	\$
Theodore High	Box Pleat 14x25x2 HC	Quarterly	2	8 \$	\$
Theodore High	Box Pleat 15x20x2 HC	Quarterly	8	32 \$	\$
Theodore High	Box Pleat 16x20x2 HC	Quarterly	18	72 \$	\$
Theodore High	Box Pleat 16x24x1 HC	Quarterly	2	8 \$	\$
Theodore High	Box Pleat 16x25x1 HC	Quarterly	4	16 \$	\$
Theodore High	Box Pleat 16x25x2 HC	Quarterly	6	24 \$	\$
Theodore High	Box Pleat 18x25x2 HC	Quarterly	4	16 \$	\$
Theodore High	Box Pleat 20x20x2 HC	Quarterly	23	92 \$	\$
Theodore High	Box Pleat 20x22x1 HC Nominal	Quarterly	2	8 \$	\$
Theodore High	Box Pleat 20x25x2 HC	Quarterly	223	892 \$	\$
Theodore High	Box Pleat 20x26x2 HC	Quarterly	12	48 \$	\$
Theodore High	Box Pleat 24x24x1 HC	Quarterly	1	4 \$	\$
Theodore High	Box Pleat 24x24x2 HC	Quarterly	4	16 \$	\$
Theodore High	Box Pleat 24x30x1 HC	Quarterly	1	4 \$	\$
Turner Elementary	Box Pleat 12x24x2 HC	Quarterly	18	72 \$	\$
Turner Elementary	Box Pleat 24x24x2 HC	Quarterly	35	140 \$	\$
Turner Elementary	Rigid Box 12x24x12 - 65% S/H	Annual	14	14 \$	\$
Turner Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	22	22 \$	\$
Vigor High	Box Pleat 12x24x2 HC	Quarterly	10	40 \$	\$
Vigor High	Box Pleat 12x28x1 HC	Quarterly	1	4 \$	\$

Vigor High	Box Pleat 16x16x2 HC	Quarterly	4	16 \$	\$
Vigor High	Box Pleat 16x20x1 HC	Quarterly	1	4 \$	\$
Vigor High	Box Pleat 16x20x2 HC	Quarterly	14	56 \$	\$
Vigor High	Box Pleat 16x20x4 HC	Quarterly	4	16 \$	\$
Vigor High	Box Pleat 16x25x2 HC	Quarterly	40	160 \$	\$
Vigor High	Box Pleat 16x25x4 HC	Quarterly	6	24 \$	\$
Vigor High	Box Pleat 16x36x1 HC	Quarterly	2	8 \$	\$
Vigor High	Box Pleat 18x18x2 HC	Quarterly	24	96 \$	\$
Vigor High	Box Pleat 20x20x1 HC	Quarterly	2	8 \$	\$
Vigor High	Box Pleat 20x20x2 HC	Quarterly	44	176 \$	\$
Vigor High	Box Pleat 20x20x4 HC	Quarterly	4	16 \$	\$
Vigor High	Box Pleat 20x24x2 HC	Quarterly	9	36 \$	\$
Vigor High	Box Pleat 20x25x2 HC	Quarterly	16	64 \$	\$
Vigor High	Box Pleat 20x25x4 HC	Quarterly	4	16 \$	\$
Vigor High	Box Pleat 20x35x2 HC	Quarterly	10	40 \$	\$
Vigor High	Box Pleat 24x24x2 HC	Quarterly	32	128 \$	\$
Vigor High	Rigid Box 12x24x12 - 65% S/H	Annual	10	10 \$	\$
Vigor High	Rigid Box 20x20x12 - 65% S/H	Annual	36	36 \$	\$
Vigor High	Rigid Box 20x24x12 - 65% S/H	Annual	9	9 \$	\$
Vigor High	Rigid Box 24x24x12 - 65% S/H	Annual	21	21 \$	\$
Washington Middle	Box Pleat 16x20x2 HC	Quarterly	9	36 \$	\$
Washington Middle	Box Pleat 16x25x2 HC	Quarterly	86	344 \$	\$
Washington Middle	Box Pleat 20x20x2 HC	Quarterly	20	80 \$	\$
Washington Middle	Box Pleat 20x25x2 HC	Quarterly	32	128 \$	\$
Whitley Elementary	Box Pleat 12x24x2 HC	Quarterly	4	16 \$	\$
Whitley Elementary	Box Pleat 20x24x2 HC	Quarterly	36	144 \$	\$
Whitley Elementary	Box Pleat 24x24x2 HC	Quarterly	4	16 \$	\$
Williamson High	Box Pleat 10x18x1 HC	Quarterly	1	4 \$	\$
Williamson High	Box Pleat 12x24x2 HC	Quarterly	3	12 \$	\$
Williamson High	Box Pleat 13.5x53x1 HC	Quarterly	3	12 \$	\$
Williamson High	Box Pleat 13.5x65x1 HC	Quarterly	15	60 \$	\$
Williamson High	Box Pleat 13.5x77x1 HC	Quarterly	19	76 \$	\$
Williamson High	Box Pleat 14x20x1 HC	Quarterly	26	104 \$	\$
Williamson High	Box Pleat 14x24x1 HC	Quarterly	55	220 \$	\$
Williamson High	Box Pleat 14x30x1 HC	Quarterly	24	96 \$	\$
Williamson High	Box Pleat 16x20x2 HC	Quarterly	16	64 \$	\$
Williamson High	Box Pleat 16x24x2 HC	Quarterly	16	64 \$	\$
Williamson High	Box Pleat 16x25x2 HC	Quarterly	37	148 \$	\$
Williamson High	Box Pleat 16x30x1 HC	Quarterly	4	16 \$	\$
Williamson High	Box Pleat 20x20x1 HC	Quarterly	1	4 \$	\$

Williamson High	Box Pleat 20x20x2 HC	Quarterly	48	192 \$	\$
Williamson High	Box Pleat 20x24x1 HC	Quarterly	2	8 \$	\$
Williamson High	Box Pleat 20x25x2 HC	Quarterly	43	172 \$	\$
Williamson High	Box Pleat 20x30x2 HC	Quarterly	2	8 \$	\$
Williamson High	Box Pleat 24x24x2 HC	Quarterly	3	12 \$	\$
Williamson High	Box Pleat 9x33.5x1 HC	Quarterly	12	48 \$	\$
Wilmer Elementary	Box Pleat 12x24x2 HC	Quarterly	1	4 \$	\$
Wilmer Elementary	Box Pleat 20x20x2 HC	Quarterly	6	24 \$	\$
Wilmer Elementary	Box Pleat 20x24x2 HC	Quarterly	8	32 \$	\$
Wilmer Elementary	Box Pleat 20x25x2 HC	Quarterly	16	64 \$	\$
Wilmer Elementary	Box Pleat 24x24x2 HC	Quarterly	13	52 \$	\$
Wilmer Elementary	Rigid Box 12x24x12 - 65% S/H	Annual	1	1 \$	\$
Wilmer Elementary	Rigid Box 20x24x12 - 65% S/H	Annual	8	8 \$	\$
Wilmer Elementary	Rigid Box 24x24x12 - 65% S/H	Annual	13	13 \$	\$

**GRAND TOTAL:**

\$ \_\_\_\_\_