



# ELMORE COUNTY BOARD OF EDUCATION

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Richard E. Dennis, Superintendent  
Jason M. Mann, CSFO

June 6, 2024

## BID # 24-013

### **“Substitute Teachers and Non-Instructional Staffing Services”**

Sealed bids for "**Substitute Teachers and Non-Instructional Staffing Services**" for use in Elmore County Schools will be received by the Elmore County Board of Education at its Central Office until **10:00 a.m. Tuesday, June 18, 2024**, at which time they will be publicly opened and read.

The specifications and bid information attached should be read carefully. On the final page, you must enter your bid, sign, and have notarized. If the document is not submitted as requested, it may be such that we cannot classify this offer as a legitimate bid.

***Alabama Laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama; the business or entity must provide documentation of enrollment in the E-Verify program (if applicable). More information regarding these new requirements may be found under Section XII in this bid document titled “Alabama Immigration Law”.***

There will be no bid bond required for this bid.

Should any single provider not be able to supply all of the services requested in this Bid, the District reserves the right to award portions of this contract to more than one Bidder. Multiple contracts would be issued based upon the District receiving the best services at the lowest effective cost. The Elmore County Board of Education reserves the right to reject any/and/or all bids and to waive informalities in awarding this bid.

Interested parties should review the materials included and pay close attention to key deadlines and required documents. Questions regarding specifications for this bid should be directed to Susanne Goodin, Director of Human Resources via email – [susanne.goodin@elmoreco.com](mailto:susanne.goodin@elmoreco.com); or Jason Mann, CSFO via email – [jason.mann@elmoreco.com](mailto:jason.mann@elmoreco.com).

Sincerely,

Jason Mann, SFO  
Chief School Finance Officer

***Every student empowered. Every student succeeds.***

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