



Mobile County PUBLIC SCHOOLS

Reginald A. Crenshaw, Ph.D., President, District 3
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1 Magnum Pass, P.O. Box 180069, Mobile, Alabama 36618

Superintendent Chresal D. Threadgill

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

Bid No. 25-22
BUYER: KAREN HENDERSON

April 4, 2025

INVITATION TO BID
OIL CHANGE SERVICES – TRANSPORTATION DEPARTMENT
DISTRICT VEHICLE FLEET – AS NEEDED BASIS

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 **Wednesday, April 16, 2025 @ 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

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 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

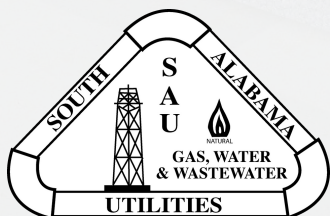
Home Run

\$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

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

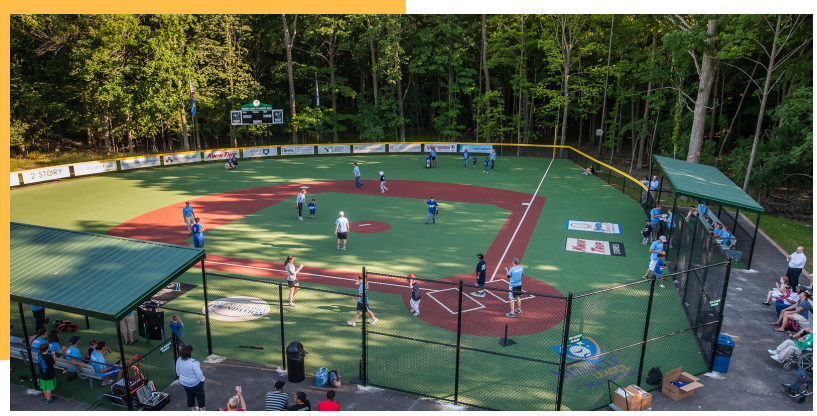
The Miracle League baseball field will feature a synthetic rubberized turf that accommodates wheelchairs and other assistive devices while helping to prevent injuries. The field will have double-wide lanes, allowing the players more space as they round the bases. The park will also include a regular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

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

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

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

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



NEW BUILDING ENTRANCE

FOR

“PURCHASING DEPARTMENT”

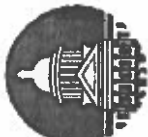
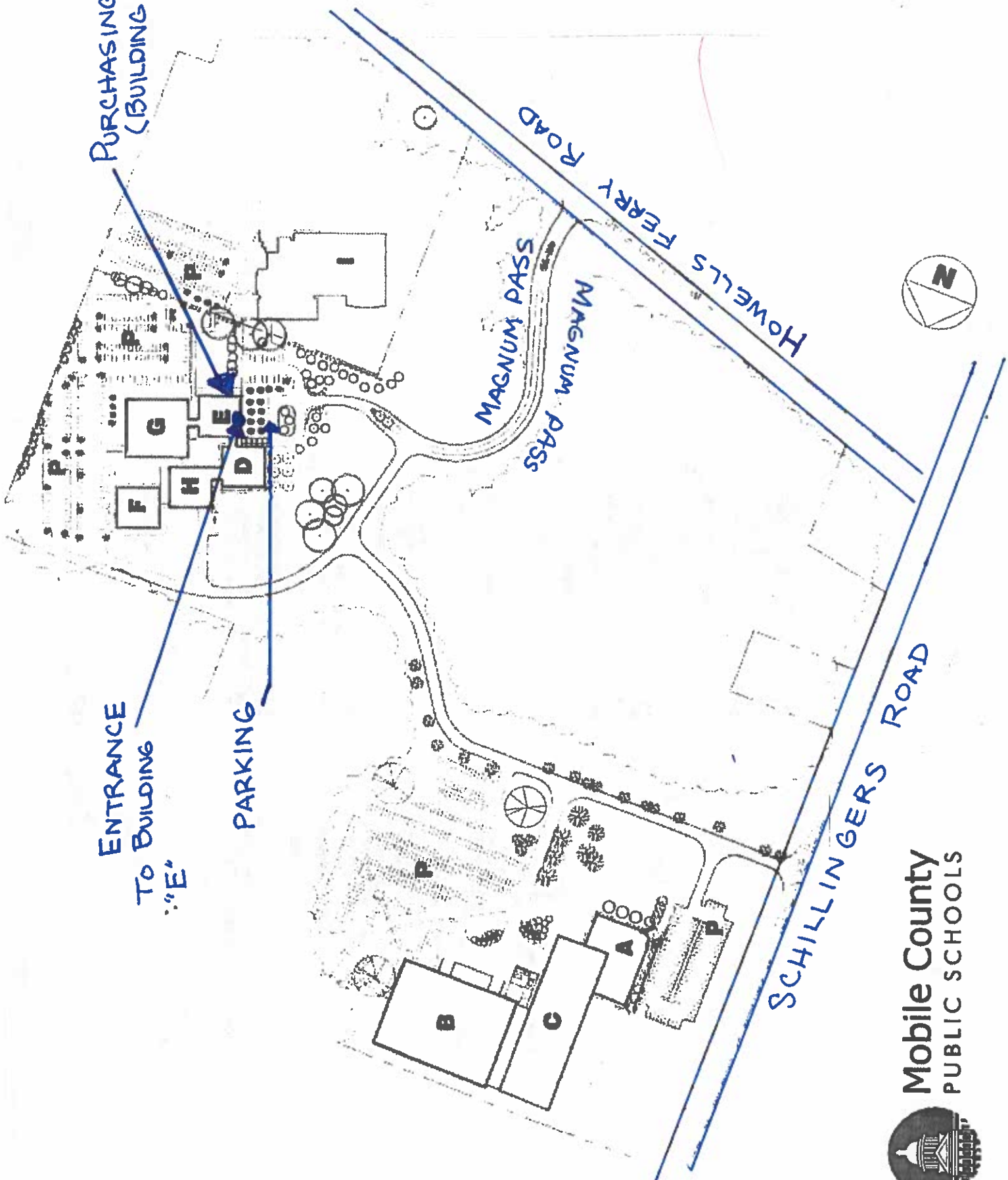
Please note the entrance to Building “E” (1 Magnum Pass) has changed. You will need to enter Building “E” as shown on the following diagram where you will be checked in by a security officer and then directed to the Purchasing Department.

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

PURCHASING DEPT.
(BUILDING "E")

ENTRANCE
TO BUILDING
"E"

PARKING



Mobile County
PUBLIC SCHOOLS

Directory

A	Building A Student Services Building	Student Services 4245 Health Services 4292 Microcomputer Services 5142 STI Off/Classroom Software Support 6201-23/25 Hardware Support 6223 Network Support 6222	Building F Facilities Office. 4822
B	Building B Professional Development Central Receiving/Distribution Textbooks JROTC Print Shop Archives Make & Take Mail Services	5200 5115 5108 5100 6273 4658 5223 9400	Building G Human Resources Office. 4543 Physical Office. 4448 TV Studio. 3119
C	Building C Environmental Services	4703	Building H Technology Building Information Technology Services 4563 Instructional Technology 8210 Office of Communications 8622
D	Building D Executive Building Office of the Superintendent. 4394 Chief Financial Officer 4434 Comptroller 4494 Budget Office 4506 Child Nutrition Program 4374		Building I Academic Affairs Building Board Offices & Board Meeting Room. 4387 Academic Affairs. 4159 Curriculum & Instruction. 4141 Federal Programs 5220 Special Education 4220 Career/Technical Education. 4019 Public Board Meetings
E	Building E Business Building Security Office. 4108 Purchasing 4473 Accounting 4445 Accounts Payable 4438 Local School Accounting 4427		Building J Parking - Public and Employee

VENDOR BID REGISTRATION

Vendors:

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

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

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

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

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

GENERAL 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. IMMIGRATION: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or

continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom. If Contractor employs one or more employees within the State of Alabama, Contractor shall provide documentation establishing that Contractor is enrolled in the E-Verify program.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**THE SCHOOL BOARD OF MOBILE COUNTY,
ALABAMA**

**RUSSELL HUDSON
DIRECTOR OF PURCHASING**

GENERAL SPECIFICATIONS
OIL CHANGE SERVICES – TRANSPORTATION DEPARTMENT
DISTRICT VEHICLE FLEET – AS NEEDED

I Intent of Bid

- A. The intent of this bid is to establish a contract between the Board and bidder for the furnishing of oil change services as described herein. The contract period will be effective for one (1) year from date of Board approval and renewed annually for a period of two (2) additional years as long as both parties agree.
- B. The Mobile County School District (MCPSS) is seeking to enter into an agreement with one (1) local oil change vendor to handle routine vehicle servicing on an as needed basis. **For a single standard price, this routine service will include oil and filter change, checking and topping off most other vehicle fluids, and conducting a general safety inspection.**

Our Transportation personnel are trained and equipped to handle comprehensive services, and repairs. It is not the Board's intent that the selected oil change facility attempt to conduct any in-depth inspections and repair of vehicle brake systems, shocks and struts, or any other mechanical components. **Services are to be restricted to routine oil changes as set forth in the Scope of Services.** Vendor personnel must not attempt to sell the drivers of County vehicles any replacement parts or additional services.

Due to MCPSS's large geographical area (Mobile County), we would prefer a bidder to have multiple locations throughout Mobile County that would make it more accessible to our fleet of drivers.

II Qualifications of Bidders

- A. Bids will be accepted only from firms engaged on a full-time basis in the oil change service business and must have certified and trained employees to handle work as described herein.
- B. Provide three (3) references/contact names and numbers of similar services (commercial references).

III Delivery and Method of Award

- A. Bid will be awarded on a lump sum basis, or as owner deems to be in the best interest of the Board.

IV 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.

IV 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 which the Board will consider. Any bid submitted which does not comply with our stated terms will not be considered for award.

V INSURANCE REQUIREMENTS

1. General Liability:

Commercial Liability for bodily injury and property damage:

\$2,000,000 General Aggregate Limit

\$1,000,000 Products

\$1,000,000 Personal Injury

\$1,000,000 Each Occurrence

2. Automobile Liability:

\$1,000,000 Combined Single Limit

3. Workers' Compensation:

As Required by the State of Alabama

VI QUESTIONS: If you have any questions regarding this bid, please contact Karen Henderson @251-221-4473, or email kahenderson@mcpss.com.

SCOPE OF SERVICES

Services:

At a single standard price for FWD, AWD, RWD and 4WD vehicles, oil changes must include:

1. Drain engine oil and refill with up to five (5) quarts of oil (as per vehicle specifications)
2. Replace oil filter
3. Check and top off:
 - power steering fluid
 - windshield washer fluid
 - engine coolant
 - battery fluid (except for sealed batteries)
 - transmission/transaxle fluid
 - differential oil
4. Check and adjust tires to recommended pressure, as per truck manufacturer. Please provide pressure results as noted below

RF _____ LF _____ RR _____ LR _____

5. Inspection of:
 - brake fluid (transparent reservoirs)
 - serpentine belts
 - exterior lights
 - windshield wiper blades
 - Tire Depth

6. Chassis lubrication (where applicable)

Oil Quality

- Oil used in the Service must be a major brand oil such as Shell, Mobil, Conoco, Valvoline, and Pennzoil, or approved equal by MCPSS.
- Oil must meet ILSAC GF-5 and API SN requirements for any oil used as per vehicle manufacturer. In addition, the oil used must meet or exceed the specifications for Formula Shell Engine Oils of the same SAE grade.

Additional Charges

- The Board will not pay for oil added in excess of the specified oil capacity of the vehicle.

Observed Problems

Vendors are expected to immediately advise the Transportation Department personnel by phone if any of the following items are noted:

- low brake fluid level
- worn serpentine belts
- worn or damaged windshield wiper blades
- inoperative lights
- serious fluid leaks
- safety concerns or damaged components These issues

should also be noted on the billing invoice.

Training of vendor personnel:

- The selected vendor will be expected to train their employees in the proper procedures for servicing MCPSS vehicles, and billing for those services. Credit cards will not be used to pay for oil change services.
- "Next Service" stickers must indicate a 5,000-mile service interval or what the manufacturer recommends. Do not enter a date.

Invoicing:

- Invoices must show the price for the Service and the cost of any additional oil, drain plug gasket, or drain plug with gasket. **No other services or parts will be paid for by MCPSS.**
- Note observed maintenance issues on the invoice.
- Identify vehicle by at least two of the following: Unit number, VIN, or license plate number.
- Invoice must include the printed name, signature and driver's license of the MCPSS driver.

Email invoice to Transportation Services as soon as possible, within five (5) working days of service.

Email: tlovet@mcps.com

VEHICLE_#	VIN#	MAKE	MODEL	YEAR	FUEL
010-6	1FTEX15N4SKA45767	FORD	F-150	1995	GAS
0120-1	1GDJG31U541911651	GMC	3500	2004	GAS
0136-1	1HTSCABM3WH538467	INTERNATIONAL	4000	1998	Diesel
0460-1	VG6BA07A8TB501839	MACK	CS200P	1996	GAS
0750-1	1GBJG31U451121672	CHEV	3500	2005	GAS
1000	1FMRE11L32HB20012	FORD	E-150	2002	GAS
1001	1GCRKPEA6CZ231867	CHEVROLET	SILVERADO	2012	GAS
1004	1GCRCPEA6CZ228285	CHEVROLET	SILVERADO	2012	GAS
1008	3HAJTSKM3DL309456	INTERNATIONAL	4300M7	2013	DIESEL
1009	1FTNE2EW3CDA59329	FORD	E-250	2012	GAS
1026	1FTFW1CF9DFA39560	FORD	F-150	2013	GAS
1032	1HTSCAAMXYH309756	INTERNATIONAL	4700	2000	DIESEL
1033	1HTSCAAM81H387751	INTERNATIONAL	4700	2001	DIESEL
1044	1FTRF12584NC59381	FORD	F150	2004	GAS
1046	1FTPX14V07NA00244	FORD	F150	2007	GAS
1048	1FTPX12V07NA00246	FORD	F150	2007	GAS
1053	1FTRE14W45HB25475	FORD	E-150	2005	GAS
1055	1FTRX12W95NB60995	FORD	F-150	2005	GAS
1056	1D7HA18P86J220809	DODGE	R-1500	2006	GAS
1062	1FTSS34L67DB19120	FORD	E-350	2007	GAS
1064	1GCRCPEAXCZ230895	CHEVROLET	SILVERADO	2012	GAS
1065	1GCRCPEA4CZ228463	CHEVROLET	SILVERADO	2012	GAS
1066	1GCRCPEA9CZ228474	CHEVROLET	SILVERADO	2012	GAS
1067	1GCRCPEA6CZ227881	CHEVROLET	SILVERADO	2012	GAS
1068	1GCRCPEA7CZ227713	CHEVROLET	SILVERADO	2012	GAS
1113	1FTRF12W36NB73553	FORD	F-150	2006	GAS
1114	1FTRF12W56NB73554	FORD	F-150	2006	GAS
1115	1FTMF1CFXCFC61287	FORD	F-150	2012	GAS
1116	1FTMF1CFXCFC61286	FORD	F-150	2012	GAS
1130	1FTRX12W87KC84972	FORD	F-150	2007	GAS
1201	1GCRKPEA2CZ228206	CHEVROLET	SILVERADO	2012	GAS
1207	3D7KR26D37G817530	DODGE	RAM-250	2007	GAS
1210	1GCRCPEAXCZ228726	CHEVROLET	SILVERADO	2012	GAS
1211	1GCRCPEA5CZ229654	CHEVROLET	SILVERADO	2012	GAS
1214	1FDRF3GTXCEC99409	FORD	F-350	2012	DIESEL
1215	1FDRF3GT6CEC99410	FORD	F-350	2012	DIESEL
1218	1FTNF20L23ED845591	FORD	F-250	2003	GAS
1219	1FTNF20L43ED84592	FORD	F-250	2003	GAS
1223	1FTRF12W15NA62661	FORD	F150	2005	GAS

1224	1FTRF12W35NA62662	FORD	F150	2005	GAS
1235	1FTNF20506EB71869	FORD	F-250	2006	GAS
1236	1FDNF20587EA01966	FORD	F250	2007	GAS
1237	1FDNF205X7EA01967	FORD	F250	2007	GAS
1238	1FDNF20508EB33623	FORD	F250	2007	GAS
1240	1FDNF20548EB33625	FORD	F250	2007	GAS
1300	1FTFX1CF6BFC95472	FORD	F-150	2011	GAS
1316	1FTRE14W36HA49135	FORD	E-150	2006	GAS
1318	1FTRE14W76HA49137	FORD	E-150	2006	GAS
1402	1FTNF20556EA41196	FORD	F-250	2006	GAS
1408	1FTWW30P46EA41198	FORD	F-350	2006	DIESEL
1410	1HTSCZWM9LH201239	INTERNATIONAL	4700	1990	DIESEL
1412	1HTMPAFN97H477773	INTERNATIONAL	4200	2007	DIESEL
1506	1HTWNAZRXCJ591040	INTERNATIONAL	7500	2012	DIESEL
1513	3HCGSSNTXFL715566	INTERNATIONAL	7600	2015	DIESEL
1514	3HAWCAAR9FL711577	INTERNATIONAL	7400	2015	DIESEL
1602	1FAHP24W08G147355	FORD	TARUS	2008	GAS
1603	2G1WB58K681248169	CHEV	IMPALA	2008	GAS
1604	2G1WA5EK3A1177218	CHEV	IMPALA	2007	GAS
1606	2G1WB58K679402220	CHEV	IMPALA	2007	GAS
1607	2G1WF5E31D1263805	CHEV	IMPALA	2013	GAS
1608	2G1WF5E35D1263418	CHEV	IMPALA	2013	GAS
1609	1FAHP2D88EG178821	FORD	TAURUS	2014	GAS
1611	2G1WF5EK2B1252705	CHEVROLET	IMPALA	2011	GAS
1612	2G1WA5EK1A1157968	CHEVROLET	IMPALA	2010	GAS
1613	2G1WA5EK9A1157345	CHEVROLET	IMPALA	2010	GAS
1627	1FAFP53223A209955	FORD	TARUS	2003	GAS
1645	1FAFP53242A175595	FORD	TARUS	2002	GAS
1649	2G1WB58K179373905	CHEV	IMPALA	2007	GAS
1650	2G1WB58K381252292	CHEV	IMPALA	2007	GAS
1651	2G1WF5EK3B1211385	CHEV	IMPALA	2011	GAS
1652	1FAHP2D84FG163704	FORD	TARUS	2015	GAS
1653	1FAHP2D88FG163706	FORD	TARUS	2015	GAS
1654	1FAHP2D86FG163705	FORD	TARUS	2015	GAS
1706	2FTRF17W44CA93593	FORD	F-150	2004	GAS
1707	2FTRF17W64CA93594	FORD	F-150	2004	GAS
1709	2FTRF17WX4CA93596	FORD	F-150	2004	GAS
1713	1FDXF46P34ED64040	FORD	F-450 SD	2004	DIESEL
1714	1FDXF46P54ED64041	FORD	F-450 SD	2004	DIESEL
1717	1FDNF20595EB30618	FORD	F-250 SD	2005	GAS

1718	1FDNF20505EB30619	FORD	F-250 SD	2005	GAS
1719	1FDNF20575EB30620	FORD	F-250 SD	2005	GAS
1721	1FDNF205X5EB69783	FORD	F-250 SD	2005	GAS
1722	1FDNF20515EB69784	FORD	F-250 SD	2005	GAS
1724	1FTNE24W76HA49126	FORD	E-250	2006	GAS
1725	1FTNE24W96HA49127	FORD	E-250	2006	GAS
1726	1FTNE24W06HA49128	FORD	E-250	2006	GAS
1727	1FTNE24W26HA49129	FORD	E-250	2006	GAS
1728	1FTNE24W96HA49130	FORD	E-250	2006	GAS
1729	1FTNE24W06HA49131	FORD	E-250	2006	GAS
1730	1FTNE24W26HA49132	FORD	E-250	2006	GAS
1731	1FTNE24W46HA49133	FORD	E-250	2006	GAS
1732	1FDNF20586EA68503	FORD	F-250 SD	2006	GAS
1733	1FDNF205X6EA68504	FORD	F-250 SD	2006	GAS
1736	1FTNE24W16DA73879	FORD	E-250	2006	GAS
1737	2FTRF12W76NB73555	FORD	F-150	2006	GAS
1739	2FTRF12W96NB73556	FORD	F-150	2006	GAS
1740	1HTMPAFM87H477772	INTERNATIONAL	4200	2007	DIESEL
1741	1FDNF20517EA01968	FORD	F250	2007	GAS
1742	1FDNF20567EA01965	FORD	F250	2007	GAS
1744	1FDXF46R28EC52319	FORD	F-450	2008	DIESEL
1745	1FDNF205X8EC52280	FORD	F-250	2008	GAS
1746	1FDRF3GT8CEC99411	FORD	F-350	2012	DIESEL
1747	1FDRF3GTXCEC99413	FORD	F-350	2012	DIESEL
1748	1FDRF3GT1CEC99413	FORD	F-350	2012	DIESEL
1749	1GB0CVCG9DF130847	CHEVROLET	SILV	2013	GAS
19501	3C6TR4CT9JG356063	DODGE RAM	2500	2018	GAS
19503	ZFBERFAB9H6E59881	DODGE RAM	PROMASTER	2017	GAS
19504	1FTEX1CB5KKC42214	FORD	F150	2019	GAS
19505	1FM5K7B84KGA77729	FORD	EXPLORER	2019	GAS
19506	1FM5K7B80KGA77730	FORD	EXPLORER	2019	GAS
19507	3GNCJKSB7KL251132	CHEVROLET	TRAX	2019	GAS
19508	3GNCJKSB0KL249108	CHEVROLET	TRAX	2019	GAS
19509	1GCWGAFGXK1190564	CHEVROLET	EXP CARGO	2019	GAS
19510	1FDRF3GTXKED54746	FORD	SUPER DUTY	2019	DIESEL
19511	1FDRF3GT1KED54747	FORD	SUPER DUTY	2019	DIESEL
19512	1FDRF3GT3KED54748	FORD	SUPER DUTY	2019	DIESEL
19513	1GCWGAFG1K1226786	CHEVROLET	EXP CARGO	2019	GAS
19514	1FDRF3GT8KED54745	FORD	SUPER DUTY	2019	DIESEL
19515	1GCWGAFG1K1250621	CHEVROLET	EXP CARGO	2019	GAS

20501	3GNCJKS0LL230351	CHEVROLET	TRAX	2020	GAS
20502	1FVACXFC8LHLM7575	FREIGHTLINER	M2	2020	DIESEL
20503	3C6UR4CJ8LG145491	RAM	2500	2020	GAS
20504	1GCZGHFG3L1209110	CHEVROLET	G3500	2020	GAS
20505	1GCZGHFG5L1209254	CHEVROLET	G3500	2020	GAS
20506	1GCZGHFGXL1209377	CHEVY	G3500	2020	GAS
20507	1GCZGHFGXL1209217	CHEVY	G3500	2020	GAS
20508	1GCZGHFG8L1209233	CHEVY	G3500	2020	GAS
20509	1GCZGHFG9L1209354	CHEVY	G3500	2020	GAS
20510	3FA6P0G7XLR194555	FORD	FUSION	2020	GAS
20511	3FA6P0G71LR194556	FORD	FUSION	2020	GAS
20512	3FA6P0G73LR194557	FORD	FUSION	2020	GAS
20513	3FA6P0G75LR194558	FORD	FUSION	2020	GAS
20514	1FTEX1CB0LFB37459	FORD	F150	2020	
20515	ZFBHRFAB6L6P40345	DODGE	RAM	2020	GAS
20516	ZFBHRFAB2L6P51729	DODGE	RAM	2020	GAS
20517	ZFBHRFAB9L6P62520	DODGE	RAM	2020	GAS
20518	ZFBHRFAB1L6P62589	DODGE	RAM	2020	GAS
20519	1FTEW1CB1LFC11202	FORD	F150	2020	GAS
20520	1FTEX1CB3LKE47483	FORD	F150	2020	GAS
20521	3FA6P0G76LR206748	FORD	FUSION	2020	GAS
20522	3FA6P0G73LR209218	FORD	FUSION	2020	GAS
20523	1FTEX1CB1LKE47482	FORD	F150	2020	GAS
20524	1FTEX1CB7LKE47485	FORD	F150	2020	GAS
20525	1FTEX1CB5LKE47484	FORD	F150	2020	GAS
20526	1FTEX1CB5LKE47481	FORD	F150	2020	GAS
20527	1FTEX1CB1LKE47479	FORD	F150	2020	GAS
20528	1FTEX1CB4LKE47475	FORD	F150	2020	GAS
20529	1FTEX1CB0LKE47473	FORD	F150	2020	GAS
20530	1FTEX1CB9LKE47486	FORD	F150	2020	GAS
20531	1FTEX1CB9LKE47472	FORD	F150	2020	GAS
20532	1FTEX1CB6LKE47476	FORD	F150	2020	GAS
20533	1FTEX1CB0LKE47487	FORD	F150	2020	GAS
20534	1FTEX1CBXLKE47478	FORD	F150	2020	GAS
20535	1FTEX1CB8LKE47480	FORD	F150	2020	GAS
20536	1FTEX1CB8LKE47477	FORD	F150	2020	GAS
20537	1GCWGAFG2L1254226	CHEVROLET	G3500	2020	GAS
20538	1FTEX1CB2LKE47474	FORD	F150	2020	GAS
20539	1FTEW1CB6LKF19585	FORD	F150	2020	GAS
20540	1FTEW1CB5LKF04771	FORD	F150	2020	GAS

20541	1FTEW1CB3LKF04770	FORD	F150	2020	GAS
20542	1FTEW1CB7LKF04772	FORD	F150	2020	GAS
20543	1FMSK7DH2LGD12498	FORD	EXPLORER	2020	GAS
20544	3C6UR5CJ5LG293894	RAM	2500	2020	GAS
20545	1GNSCNKD1MR173659	CHEVROLET	TAHOE	2021	GAS
21501	1GCUYAEFXMZ157484	CHEVROLET	1500	2021	GAS
21502	1GCUYAEF9MZ158240	CHEVROLET	1500	2021	GAS
21504	1FVACWFC3NHNH4045	FREIGHTLINER	M2106	2022	DIESEL
21505	1GCWGAFP0M1265615	CHEVROLET	EXP CARGO	2021	GAS
21506	1GCWGAFP5M1265349	CHEVROLET	EXP CARGO	2021	GAS
21507	1GCWGAFP6M1265442	CHEVROLET	EXP CARGO	2021	GAS
21508	1GCWGAFP2M1265504	CHEVROLET	EXP CARGO	2021	GAS
21509	1FMSK7DH9MGB61421	FORD	EXPLORER	2021	GAS
21510	ZFBHRFAB4M6U16280	RAM	VAN	2021	GAS
21511	1G1ZB5ST0MF085570	CHEVROLET	MALIBU	2021	GAS
21512	1G1ZB5ST3MF085630	CHEVROLET	MALIBU	2021	GAS
21513	1G1ZB5ST1MF085514	CHEVROLET	MALIBU	2021	GAS
21514	1G1ZB5ST6MF085511	CHEVROLET	MALIBU	2021	GAS
21515	1GCWGAFP8M1265636	CHEVROLET	EXP CARGO	2021	GAS
21516	1GCWGAFP8M1265328	CHEVROLET	EXP CARGO	2021	GAS
21517	1GCWGAFP3M1265575	CHEVROLET	EXP CARGO	2021	GAS
21518	1GCWGAFP0M1265582	CHEVROLET	EXP CARGO	2021	GAS
21519	1GCWGAFPXM1265184	CHEVROLET	EXP CARGO	2021	GAS
21520	1GCWGAFP1M1265154	CHEVROLET	EXP CARGO	2021	GAS
22501	1FD0W5GT4NEC35664	FORD	F550	2022	DIESEL
22502	1FD0W4GT8NEC35662	FORD	F450	2022	DIESEL
22503	1FD0W4GTXNEC35663	FORD	F450	2022	DIESEL
22504	3ALACWFC9NDNH5955	FREIGHTLINER	M2106	2022	DIESEL
22505	3ALACXFEXNDNH9617	FREIGHTLINER	M2106	2022	DIESEL
22506	1FTFW1E51NFA73420	FORD	F150	2022	GAS
22507	3GNAXHEV2NS100787	CHEVROLET	EQUINOX	2022	GAS
22508	3GNAXHEV8NS100776	CHEVROLET	EQUINOX	2022	GAS
22509	1FTFW1E54NFB03543	FORD	F150	2022	GAS
22510	1FTFW1E5XNFB03577	FORD	F150	2022	GAS
22511	1FTFW1E57NFA95289	FORD	F150	2022	GAS
22512	1FTFW1E54NFA95556	FORD	F150	2022	GAS
22513	1FMSK8BB6NGB32240	FORD	EXPLORER	2022	GAS
22514	3C7WR5CJ1NG251875	DODGE RAM	2500	2022	GAS
22515	3C7WR5CJ8NG251873	DODGE RAM	2500	2022	GAS
22516	3C7WR5CJ4NG251871	DODGE RAM	2500	2022	GAS

22517	3C7WR5CJ9NG251879	DODGE RAM	2500	2022	GAS
22518	3C7WR5CJ7NG251881	DODGE RAM	2500	2022	GAS
22519	3C6UR5CJ7NG251844	DODGE RAM	2500	2022	GAS
22520	3C6UR5CJ4NG251851	DODGE RAM	2500	2022	GAS
22521	3C7WR5CJ5NG251877	DODGE RAM	2500	2022	GAS
22522	3C6UR5CJXNG251837	DODGE RAM	2500	2022	GAS
22523	3C6UR5CJ1NG251838	DODGE RAM	2500	2022	GAS
22524	3C7WR5CJ9NG251882	DODGE RAM	2500	2022	GAS
22525	3C8UR5CJ3NG251842	DODGE RAM	2500	2022	GAS
22526	3C6UR5CJXNG251840	DODGE RAM	2500	2022	GAS
22527	3C8UR5CJ6NG251852	DODGE RAM	2500	2022	GAS
22528	3C6UR5CJ4NG251865	DODGE RAM	2500	2022	GAS
22529	3C6UR5CJ8NG251853	DODGE RAM	2500	2022	GAS
22530	1FMSK8BB8NGB31249	FORD	EXPLORER	2022	GAS
22531	1FMSK8BB3NGB32261	FORD	EXPLORER	2022	GAS
22532	1FMSK8BB5NGB30592	FORD	EXPLORER	2022	GAS
22533	1G1ZC5ST1NF181187	CHEVROLET	MALIBU	2022	GAS
22534	3C6UR5CJ4NG251848	DODGE RAM	2500	2022	GAS
22535	3C6UR5CJ5NG251843	DODGE RAM	2500	2022	GAS
22536	3C6UR5CJ1NG251841	DODGE RAM	2500	2022	GAS
22537	1FMSK8BB3NGB32244	FORD	EXPLORER	2022	GAS
22538	3C7WR5CJ5NG251880	DOGE RAM	2500	2022	GAS
22539	3C7WR5CJ0NG251883	DOGE RAM	2500	2022	GAS
22540	3C6UR5CJ9NG251845	DOGE RAM	2500	2022	GAS
22541	3C6UR5CJ1NG251855	DOGE RAM	2500	2022	GAS
22542	3C6UR5CJ3NG251839	DOGE RAM	2500	2022	GAS
22543	3C6UR5CJ2NG251850	DOGE RAM	2500	2022	GAS
22544	3C6UR5CJXNG251854	DOGE RAM	2500	2022	GAS
22545	3C7WR5CJ6NG251872	DODGE RAM	2500	2022	GAS
22546	3C7WR5CJXNG251874	DODGE RAM	2500	2022	GAS
22547	3C7WR5CJ3NG251876	DODGE RAM	2500	2022	GAS
22548	3C7WR5CJ7NG251878	DODGE RAM	2500	2022	GAS
22549	3C6UR5CJ3NG295310	DODGE RAM	2500	2022	GAS
23501	2FMPK4J91PBA10313	FORD	EDGE	2023	GAS
23502	1FTYE1Y84PKA97061	FORD	TRANS 150	2023	GAS
23503	1FTYE1Y86PKA96445	FORD	TRANS 150	2023	GAS
23504	1FTYE1Y81PKA97213	FORD	TRANS 150	2023	GAS
23505	1FTYE1Y80PKA97249	FORD	TRANS 150	2023	GAS
23506	1FTEW1C59PKE32621	FORD	F150	2023	GAS
23507	1FTFW1E54PFB53510	FORD	F150	2023	GAS

23508	1FTEW1CB2PKE89152	FORD	F150	2023	GAS
23509	1FTEW1C54PKE89146	FORD	F150	2023	GAS
23510	1FTYE1Y83PKA97195	FORD	F150	2023	GAS
23511	1HTEUMML2RS629608	INTERNATIONAL	MV607	2024	DIESEL
23512	1FTYE1Y84PKB50891	FORD	TRANSIT	2023	GAS
23513	1FTYE1Y81PKB50881	FORD	TRANSIT	2023	GAS
23514	1FTFW1E52PKF71992	FORD	F150	2023	GAS
23515	1FTFW1E55PKF71923	FORD	F150	2023	GAS
23516	1FTEW1C50PKF71858	FORD	F-150	2023	GAS
23517	1FTFW1E59PKF72153	FORD	F-150	2023	GAS
23518	1FTFW1E56PKF72918	FORD	F-150	2023	GAS
23519	1FTFW1E53PKF72486	FORD	F-150	2023	GAS
23520	1FTEW1C51PKF72159	FORD	F-150	2023	GAS
23521	1FTEW1C55PKF72519	FORD	F-150	2023	GAS
23522	1FTEW1C52PKF71795	FORD	F-150	2023	GAS
23523	1FTEW1C54PKF72513	FORD	F-150	2023	GAS
23524	1FTEW1C55PKF71922	FORD	F150	2023	GAS
23525	1FTEW1C5XPKF72595	FORD	F150	2023	GAS
23526	1FTFW1E57PKF72328	FORD	F150	2023	GAS
23527	1FTEW1CB2PKF83483	FORD	F150	2023	GAS
23528	1FTEW1CBXPKF83408	FORD	F150	2023	GAS
23529	1FMSK7DH5PGC14264	FORD	EXPLORER	2024	GAS
23530	1FMSK7DH1PGC14228	FORD	EXPLORER	2024	GAS
23531	1FMSK7DH9PGC14106	FORD	EXPLORER	2024	GAS
24501	1C4RJHAG7R8543391	JEEP	CHEROKEE	2024	GAS
24502	2C4RC1BG6RR121133	CHRYSLER	PACIFICA	2024	GAS
24503	3C6UR5CJ3RG186674	DODGE	RAM 2500	2024	GAS
24504	1FTEW1C5XPKG01142	FORD	F-150	2023	GAS
24505	1FTEW1C58PKG02015	FORD	F-150	2023	GAS
24506	1FTEW1C59PKF75469	FORD	F-150	2023	GAS
24507	2FMPK4G90RBB01387	FORD	EDGE	2024	GAS
24508	2FMPK4G9XRBB01123	FORD	EDGE	2024	GAS
24509	3ALACWFC6RDVH4381	FREIGHTLINER	M2 106	2024	DIESEL
24510	1FT7W2BA2REC83970	FORD	F250	2024	GAS
24511	3C6UR5CJ4RG186666	DODGE	RAM 2500	2024	GAS
24512	3C6UR5CJ5RG186675	DODGE	RAM 2500	2024	GAS
24513	1FTEW1LP1RKD16642	FORD	F150	2024	GAS
24514	1FTEW1K57RKE16387	FORD	F150	2024	GAS
24515	1FTEW1K5XRKE16108	FORD	F150	2024	GAS
24516	1FMSK7DH9RGA81690	FORD	EXPLORER	2024	GAS

24517	1FMSK8DHXRG31354	FORD	EXPLORER	2024	GAS
24518	1FMSK7DH4RGA81323	FORD	EXPLORER	2024	GAS
24519	1FMSK7DH1RGA76290	FORD	EXPLORER	2024	GAS
24520	1FMSK7DH0RGA75941	FORD	EXPLORER	2024	GAS
24521	1FMSK7DH6RGA81288	FORD	EXPLORER	2024	GAS
24522	1FMSK7DH4RGA82133	FORD	EXPLORER	2024	GAS
24523	1FMSK7DH5RGA81248	FORD	EXPLORER	2024	GAS
24524	1FMSK7DH4RGA82018	FORD	EXPLORER	2024	GAS
24525	1FTMF1CB6PKF73289	FORD	F150	2023	GAS
24526	1FTMF1CB9PKF73383	FORD	F150	2023	GAS
24527	1FTFW2L53RFB75588	FORD	F150	2024	GAS
24528	1FTFW1L59RKE96018	FORD	F150	2024	GAS
24529	1FTFW1L55RKE97294	FORD	F150	2024	GAS
24530	1FTFW1L55RKE96825	FORD	F150	2024	GAS
24531	1FTFW1L5XRKE97193	FORD	F150	2024	GAS
24532	1FTFW1L59RKE95905	FORD	F150	2024	GAS
24533	1FTFW1L55RKE95481	FORD	F150	2024	GAS
24534	1FTFW1L5XRKE96206	FORD	F150	2024	GAS
24535	1FDBF2AA4REF25620	FORD	F250	2024	GAS
24536	1FD7W2AA4REF24960	FORD	F250	2024	GAS
24537	1FTFW1L55RKF24803	FORD	F150	2024	GAS
25501	1FTEW1LP5SKD20568	FORD	F150	2025	GAS
25502	1FTEW1LP0RKD16745	FORD	F-150	2025	GAS
500	1GNSKFEC8KR175109	CHEVROLET	TAHOE	2019	GAS
501	1FVACWCS86HV69463	INTERNATIONAL	M2	2006	DIESEL
502	WD0PF045275209702	DODGE	SPINTER	2007	DIESEL
600	1GCRCPEA8CZ206031	CHEVROLET	C1500	2012	GAS
601	1GCRCPEA7CZ205534	CHEVROLET	C1500	2012	GAS
6020	1GC1KYE84DF175866	CHEVROLET	SILVERADO	2013	GAS
607	1FTNF20L03ED84590	FORD	F-250	2003	GAS
609	1FTDF17W2VNC92227	FORD	F150	1997	GAS
611	1FTRX12W45NB49130	FORD	F150	2005	GAS
614	1GCRCPEA7CZ204836	CHEVROLET	C1500	2012	GAS
615	1GCRCPEA1CZ208185	CHEVROLET	C1500	2012	GAS
617	1GCNCPX1CZ294178	CHEVROLET	C1500	2012	GAS
618	1GBM7H1J3RJ105503	CHEVROLET	C-70	1994	DIESEL
619	1GCNCPX9CZ292839	CHEVROLET	C1500	2012	GAS
625	1HTMPAFL13H572417	INTERNATIONAL	4200	2003	DIESEL
626	1HTMPAFL33H572418	INTERNATIONAL	4200	2003	DIESEL
627	1HTMPAFL53H572419	INTERNATIONAL	4200	2003	DIESEL

629	2FTRX17W83CB10908	FORD	F150	2003	GAS
631	2FTRF17W63CB10909	FORD	F150	2003	GAS
632	1FTRX17W7XNA96483	FORD	F150	1999	GAS
634	1FTRF12W55NA62663	FORD	F150	2005	GAS
636	1FDNF20L84EC12207	FORD	F-250SD	2004	GAS
638	1FDNF20L14EC12209	FORD	F-250SD	2004	GAS
639	1FTRX12W46FB41833	FORD	F150	2006	GAS
646	1FTRX12WX6FB41836	FORD	F150	2006	GAS
647	1FTRX12W16FB41837	FORD	F150	2006	GAS
648	1FTRX12W36FB41838	FORD	F150	2006	GAS
656	1FAFP52UX4A174246	FORD	TAURUS	2004	GAS
659	3D7KR26DX7G796580	DODGE	RAM 2500	2007	GAS
660	1FTRX12W47KC84970	FORD	F150	2007	GAS
662	1FDXF46R08EA24562	FORD	F150	2008	DIESEL
663	1FDXF46R78EA03028	FORD	F150	2008	DIESEL
665	3FRNF6FL4CV353266	FORD	F650	2012	DIESEL
701	1GCRCPEA4CZ227748	CHEVROLET	SILVERADO	2012	GAS
704	1GCRCPEA6CZ231476	CHEVROLET	SILVERADO	2012	GAS
705	1GCRCPEA8CZ229034	CHEVROLET	SILVERADO	2012	GAS
706	1GCNCPEX8CZ230865	CHEVROLET	SILVERADO	2012	GAS
710	1FTRX17W32NB18438	FORD	F-150	2002	GAS
711	1FTNE2EW2CDA59323	CHEVROLET	E-250	2012	GAS
712	1FTNE2EW4CDA59324	CHEVROLET	E-250	2012	GAS
713	1FDXF46F22EC57663	FORD	F-450SD	2002	DIESEL
714	1FTNE2EW6CDA59325	CHEVROLET	E-250	2012	GAS
715	1FTNE2EW8CDA59326	CHEVROLET	E-250	2012	GAS
719	1FTNE2EWXCDA59327	CHEVROLET	E-250	2012	GAS
720	1FTNE2EW1CDA59328	CHEVROLET	E-250	2012	GAS
735	1FTEF27L9VNC99563	FORD	F-250	1997	GAS
736	1FDXF46F92EC57661	FORD	F-450SD	2002	DIESEL
742	1FTSE34L72HA89862	FORD	E-350	2002	GAS
746	1FTSE34L52HA89858	FORD	E-350	2002	GAS
750	1FDXW46P93ED42073	FORD	F-450SD	2003	DIESEL
786	1HTSCNEP7MH342512	INTERNATIONAL	1700	1991	DIESEL
789	2FTRF17W23CB00068	FORD	F-150	2003	GAS
902	1FTNF20576EA41197	FORD	F-250	2006	GAS
906	1HTMMAAM17H485941	INTERNATIONAL	4300	2007	DIESEL
931	1FTNE1EW8DDA30002	FORD	E-150	2013	GAS

IMMIGRATION LAW COMPLIANCE

CONFIRMATION REQUEST: AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE

Vendor Information

Name: _____

Address: _____
Street Address *Suite/Unit #*

_____ *City* *State* *ZIP Code*

Phone: () _____ Alternate Phone: () _____

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

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

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

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

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

Employee Signature

Date

Mobile County School Board Accounts Payable Department

What is a Virtual Credit Card?

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

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

How Does Virtual Credit Card Work?

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

What are the Benefits to using the VISA Virtual Card?

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

How do I Participate in the VISA Virtual Card Program?

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

AOC/Regions Bank

VISA Virtual Card Vendor Enrollment Data Elements

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

Vendor please provide and complete below:

Vendor Name

Vendor Address

Vendor A/R Contact Name

Vendor A/R Email Address

Vendor A/R Phone Number

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

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 #: 25-22

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: _____

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number of Project Name

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

Signature(s)

Date

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

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

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

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

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

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
----------------------------------	---------

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

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

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

REQUIRED FEDERAL PROVISIONS FOR PROCUREMENT IN CNP PROGRAMS

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Subpart F—Audit Requirements Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

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

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

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

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

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

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

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

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

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

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

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

REQUIRED FEDERAL PROVISIONS FOR PROCUREMENT IN CNP PROGRAMS

Title 7: Agriculture

PART 210—NATIONAL SCHOOL LUNCH PROGRAM

Subpart E—State Agency and School Food Authority Responsibilities §210.21 Procurement.

(d) Buy American—

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

- (i) An agricultural commodity that is produced in the United States; and
- (ii) A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

(2) Requirement.

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

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

- (A) A school food authority located in the contiguous United States; and
- (B) A purchase of domestic commodity or product for the school lunch program under this part.

(f) Cost reimbursable contracts—

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

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

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

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

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

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

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

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

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

(g) Geographic preference.

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

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

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, 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, 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.

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**EXHIBIT A
PRICING AND PROPOSAL INFORMATION**

1. Standard Oil Change and Service

- a. \$_____Price for oil change service including filter, up to five quarts of **standard** oil and all services listed as Services in the Scope of Services.
- b. \$_____Price for each additional quart of oil for capacity greater than five quarts.

2. Semi-Synthetic Oil Change and Service

- a. \$_____Price for oil change service including filter, up to five quarts of **semi-synthetic** oil and all services listed as Services in the Scope of Services.
- b. \$_____Price for each additional quart of oil for capacity greater than five quarts.

3. Full Synthetic Oil Change and Service

- a. \$_____Price for oil change service including filter, up to five quarts of **synthetic** oil and all services listed as Services in the Scope of Services.
- b. \$_____Price for each additional quart of oil for capacity greater than five quarts.

4. Other

- a. \$_____Replace drain plug gasket
- b. \$_____Replace drain plug and gasket

Brand and trade name of oil to be used in MCPSS vehicles: _____

Brand and trade name of oil filters to be used in MCPSS vehicles: _____

Include with your proposal a specification sheet for the oil/filter to be used in MCPSS vehicles and any pertinent technical information about the oil filters to be used.

** Please provide a list of at least three commercial reference contacts

** Please provide average time to service a MCPSS vehicle: _____

** Please provide a written description of how you plan to handle servicing MCPSS vehicles including scheduling, wait times, training of personnel to meet the needs of this contract, invoicing, and any additional services to be included at no extra charge, etc.

** Number of locations in Mobile County, AL: _____
List locations on a separate sheet.

** Provide with bid response a sample "service sheet" that will be used.