



RFP #24-019

Commercial Zero-Turn Mower

BIDDERS ARE REQUESTED TO RETAIN THESE INSTRUCTIONS, CONDITIONS, AND SPECIFICATIONS FOR FUTURE REFERENCE. ONCE AWARDED THIS IS YOUR CONTRACT DOCUMENT.

Bid Opening Date: **August 15, 2024**
Bid Opening Time: **10:00 a.m.**

Bid must be delivered to: Elmore County Board of Education
Attn: RFP #24-019
100 H. H Robison Drive
Wetumpka, AL 36093

Late proposals will not be opened.

Delivering proposals to other locations within the Elmore County School system for forwarding to the Central Office is not acceptable.

Check online for modifications to bid. Notices will be posted, not mailed. It is your responsibility to check this site daily until the deadline for changes (48 hours prior to proposal opening) <https://www.elmoreco.com/RFP>

I. GENERAL INFORMATION

- A. All bidders must use our form for submitting their proposal.
- B. All proposals must be sealed and marked in the lower left-hand corner “**Commercial Zero-Turn Mower**” with bid number **24-019**, opening time and date. Late proposals will not be opened.
- C. The Elmore County Board of Education is tax exempt under State and Federal law. Bids will not include State Sales Tax, Federal Excise Taxes, or any other fee.
- D. Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If the contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file.
- E. Although the System is seeking proposals on specific product specifications, the use of trade names should be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

II. DISQUALIFICATION OF BIDS

Proposals may be disqualified before the awarding of the contract for any of the following:

- A. Failure to mark envelope as required.
- B. Failure to sign or notarize the bid document.



- C. Failure to include requested information or other details of the proposal.
- D. Excessive errors.
- E. Failure to provide required Bonds (if applicable).
- F. Failure to provide E-Verify documents.
- G. Failure to have an original signature on the bid form, a faxed copy is not acceptable.

III. SPECIAL TERMS AND CONDITIONS

PURPOSE: The purpose of this proposal request is to contract with qualified firm(s) or individual(s) for the purchasing of commercial zero-turn mowers (**with minimum 60" cut**) that are in accordance with proposal requirements and specifications provided by the Elmore County Schools.

- A. EVALUATION SCHEDULE: The proposals will be initially evaluated for conforming to the requirements of the RFP.
- B. TERMS OF AWARD(S): It is the intent of the school district to issue an award for the products indicated in the RFP specifications. **Awards will not be made based on price alone.**
- C. Any deviations from the general terms and conditions or exceptions taken shall be described fully and appended to the proposal form on the vendor's letterhead over the signature of the person signing the proposal form. Such appendages shall be considered part of the vendor's formal proposal. For the absence of any statements of deviation or exception, the RFP shall be accepted as in strict compliance with all terms and conditions.
- D. If a vendor receives a proposal award, an order is placed and vendor is unable to meet the delivery requirements, meet service requirements, or material that meets the Districts needs as outlined in the RFP, or is unable to hold bid price, or fails to provide product or service within a reasonable period of time, AND/OR fails to provide product complying with bid specifications, as determined by the District, the District reserves the right to go to the next responsible bidder that meets bid specifications. If the bid item delivered does not meet specifications or is received in an unsatisfactory condition and is in a damaged or unusable condition, or if service is unsatisfactory, vendor must pick up item immediately, and replace to each district's satisfaction at no additional charge, or issue full credit, for service a return visit must be rescheduled within 24 hours. Rejected items must be removed from the district's premises by the vendor upon verbal notification.
- E. PRICE CLAUSES: Prices shall be firm for the initial term of the contract. Prices as stated must be complete for the services offered and shall include all associated costs. DO NOT include sales tax on any item in the bid. Your firm will indicate the cost of each product or service.



F. EVALUATION: Award(s) will be made to the responsive and responsible bidder(s) whose proposal(s) is (are) determined in writing to be most advantageous to the Elmore County Schools.

Evaluation criteria is listed below in the relative order of importance:

- Qualifications of the Bidder, financial and otherwise, to provide the District with these services required in the required period of time, provide appropriate staffing to meet deadline, provide necessary resources and show a history of demonstrated competence.
- Assessment of the Bidder's abilities to meet and satisfy the needs of the District, taking into consideration additional services, or expertise offered, that exceed the requirements, or the bidder's inability to meet some of the requirements of the specifications.
- Cost – While cost is a significant factor in considering the placement of the awards, it is not the only factor. The award will not be based on price alone, nor will it be based solely upon the lowest fees submitted.
- Past performance of work with Elmore County Schools and other school districts within the state of Alabama.
- Information obtained by the District from Bidder's references or other clients.
- Responsiveness of the bid in clearly stating and understanding the scope of work, and in meeting the requirements of the bid.
- Jason Mann, CFO, is the local point of contact for any questions on this RFP. He can be reached at 334-567-1200, ext. 20026.

IV. PROPRIETARY/ CONFIDENTIAL INFORMATION

Each bidder is to indicate in his or her bid if anything is proprietary or confidential in nature.

V. INFORMATION ABOUT OUR DISTRICT

The Elmore County School District consists of 15 schools, PreK-12 and 3 alternative program sites. Enrollment is currently 11,250 students with moderate growth predicted for the next several years.

VI. REQUIRED MINIMUM PROJECT SPECIFICATIONS

In this RFP we are looking for proposals for 60-inch cut commercial grade zero-turn mowers or its equivalent. All equipment will be of professional grade and be acceptable to the Maintenance Director. The equipment will be a reputable, nationally recognized brand. All equipment specified will be new equipment. Used equipment is not acceptable. Local repair and service is mandatory.

Equipment: (minimum specs listed, *or its equivalents*)

- Cut Deck Width – 60” minimum
- Transmission and Drive System Type - Hydrostatic



- Horsepower - 24 HP minimum
- Brakes – Lever Activated
- Tires (Rear) – 22*12*12
- Tires (Front) – 13*6.5” -6.0 minimum
- Fuel System – Gas
- Fuel Tank Capacity – 5 GAL minimum
- Ground Speed – 8 MPH minimum
- Driver Position – Seated
- Seat – High Back with suspension and padded arm rests
- Discharge – Side
- Deck Material – 7 Gauge Steel minimum
- Cutting Heights – Low 1.5 in.; High 6 in.
- Roll Bar - *Included

***WARRANTIES & SERVICE AGREEMENTS**

Please specify in detail all warranties that are associated with the products included in your proposal. In addition, please include any and all information on service warranties, delivery assistance, and loaner options during periods of repair and maintenance on the mower.

***TRADE IN ALLOWANCE**

Please specify if you will accept trade-ins at the time of purchase. If trade in is accepted, please detail your process of trade in value determination.

VII. OVERVIEW OF SERVICE EXPECTATIONS

Successful Bidder must be able to:

1. Be able to provide responsible bid response that meets RFP requirements.
2. Provide products no later than mid-September 2024



VIII. ALABAMA IMMIGRATION LAW

- A. The Beason-Hammon Alabama Taxpayer and Citizen Protection Act includes several sections that affect the financial operations of Alabama School boards.
- B. Effective April 1, 2012, every business entity or employer doing business in Alabama is required to enroll in E-Verify* and follow the related federal law and regulations for verifying the employment eligibility of newly hired employees using the E-Verify program. {See Section 31-13-15(b)}

**If you are an out-of-state employer with NO EMPLOYEES located in the State, then registration in E-Verify is not required, but a statement to such is required.*

- C. Two other sections of the law require business entities and employers with one or more employees working in Alabama to utilize the E-Verify program for newly hired employees as a condition of a contract, grant, or incentive awarded by a public entity on or after January 1, 2012 through the competitive bidding process. {See Section 31-13-9(a) & (b) and Section 31-13-25(b)}.
- D. Alabama laws (see Title 31, Chapter 13 of the Code of Alabama 1975) require that, as a condition for the award of a contract* by a school board to a business entity or employer with one or more employees working in Alabama; the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contractor's E-Verify Memorandum of understanding must be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the

E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish on E-Verify employer agent account.

**Act 2012-491 defines the term contract as, "...a contract awarded by the state, any political subdivision thereof, or any state-funded entity that was competitively bid..."*

- E. If you have not previously supplied evidence of compliance with the Alabama Immigration Law to the Elmore County Schools, you will need to submit evidence with your bid response through the completion of Exhibit A and any necessary attachments.



Submission

Be sure you have read this RFP carefully. Be sure to provide all additional information requested.

Failure to include information in your package may result in your proposal being rejected.

If you have any questions regarding any requirement, including the Alabama Immigration Law requirement, you must contact us for clarification. If you notice errors in the bid, you must contact us 72 hours prior to bid opening so that corrections can be posted for all bidders.

Exhibits A & B **must** be included in your bid package.

Use the Following Method of Delivery

Address

ELMORE COUNTY BOARD OF EDUCATION
ATTN: BID #24-019” - “Commercial Zero-Turn Mower”
100 H. H. Robison Drive
Wetumpka, AL 36092

**Note: Late proposals will not be opened and will be disqualified.
Please put Bid Number 24-019 on outside of mailing envelope.**



EXHIBIT A
ALABAMA IMMIGRATION LAW COMPLIANCE NOTIFICATION

All Vendors wishing to submit proposals must be able to provide The Elmore County School System with evidence of their compliance with the Alabama Immigration Law as described in Section XII of this bid.

Please respond to the following and submit this form with your bid.

Failure to properly execute this exhibit must be considered grounds for rejecting this bid.

I have read and understand the expectations for materials which will demonstrate compliance with the Alabama Immigration Law.

I understand that any award is contingent upon receipt of all materials necessary that demonstrate compliance.

This company has no operations or employees within the state of Alabama, therefore the Alabama Immigration Law requirements do not apply. However, should this company be awarded this contract, and should this company later employ individuals in the state of Alabama, this company will comply with and submit all necessary documentation for compliance with this law.

Or

This company has already submitted all necessary documents to The Elmore County School System Accounting Department which verify compliance with the Alabama Immigration Law.

Or

This company meets the requirements for compliance with the Alabama Immigration Law and has included the necessary materials within this bid response.

Company: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Name (Print or type): _____

Title: _____

Signature: _____



EXHIBIT B

COMPANY BACKGROUND, BILLING POLICY, WARRANTY OR GUARANTEE, AND REFERENCES

As is outlined in Section V of the Bid Specifications, please address the following questions.

- 1. The length of time your company has been doing business under its current name.**

- 2. The length of time your company has been doing business in the State of Alabama.**

- 3. The length of time your company has been conducting business with school systems.**

- 4. In the space below, please indicate your company's warranty or guarantee as it relates to the services under this bid.**

- 5. In the space below, please indicate your company's billing policy.**



EXHIBIT B (Continued)

COMPANY BACKGROUND, BILLING POLICY, WARRANTY OR GUARANTEE, AND REFERENCES

6. Please provide up to three (3) current Alabama references that we may contact. All fields must be complete.

1. **Company:** _____

Address: _____

Contact Person: _____ Phone #: _____

Email: _____ Date service began: _____

2. **Company:** _____

Address: _____

Contact Person: _____ Phone #: _____

Email: _____ Date service began: _____

3. **Company:** _____

Address: _____

Contact Person: _____ Phone #: _____

Email: _____ Date service began: _____

4. **Company:** _____

Address: _____

Contact Person: _____ Phone #: _____

Email: _____ Date service began: _____

5. **Company:** _____

Address: _____

Contact Person: _____ Phone #: _____

Email: _____ Date service began _____

