

MARK D. NEIGHBORS
SUPERINTENDENT
KENNETH BURTON
ASST. SUPERINTENDENT
PAM FOURTENBARY
ASST. SUPERINTENDENT
CHRIS HARRISON
CHIEF FINANCIAL OFFICER



BOARD OF EDUCATION
J. KEVIN ROYAL, M.D.
CHAIRMAN
ANTIONE T. HARVIS
PATSY BOYD PARKER
CHARLES D. BEAMS, JR.
TIPI MILLER

REQUEST FOR PROPOSAL
RFP # 22-0628-01
LAWN CARE SERVICES

The Opelika City Board of Education is requesting proposals for the lawn care services on each campus of Opelika City Schools. Requests for Proposals will be accepted until 1:30 p.m. CST on Monday, June 28, 2021. There will be a mandatory pre-bid meeting held on Wednesday, June 23, 2021 at 9:00 a.m. CST at the Board of Education, 300 Simmons Street, Opelika, AL.

Requests for Proposals are to be mailed or hand delivered to the attention of:

**Opelika City Schools
Attn: Kenneth Burton (Bid # 22-0628-01)
300 Simmons Street
Opelika, Alabama 36801**

“Request for Proposals for Lawn Care Service (RFP #22-0628-01), due no later than 1:30 p.m. CST on Monday, June 28, 2021”, is to be clearly marked on the outside of the envelope. Any responses received late will be returned unopened. The Opelika City Board of Education is not responsible for Requests for Proposals misplaced or mailed incorrectly.

This bid is for lawn care service as specified in bid document for each campus of Opelika City Schools.

Any questions may be directed to Kenneth Burton, Assistant Superintendent. He can be reached at (334) 745-9700 or by e-mail at kenneth.burton@opelikaschools.org.

OPELIKA CITY SCHOOLS
LAWN CARE SERVICES BID
MONDAY, JUNE 28, 2021 1:30 P.M. CST
Bid # 22-0628-01

I. MISCELLANEOUS SPECIFICATIONS

1. Specifications are not intended to eliminate any reputable manufacturer, brand or bidder. Reference to manufacturers, brand names, suppliers catalog numbers, etc., is intended to set quality standards and does NOT exclude bids from others as long as quality standards are met. Pictures, descriptions and specifications shall accompany all bids.
2. If a bid differs in any way from the bid specifications, the bidder must list the differences on the bid proposal form telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required.
3. It is the bidder's responsibility to comply with all local, state and federal laws as they apply to this bid.
4. Opelika City Schools is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975.
5. Bid price is to be all-inclusive with no further charges made against the City of Opelika Board of Education.
6. Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act and Environmental Protection Agency Regulations.
7. **If the bid amount is \$10,000.00 or more a certified check or bid bond, payable to the Opelika city board of Education, in the amount not less than five percent of the amount of the bid (1st year's contract total) but in no event more than \$10,000, must accompany the bidders proposal. Said bond will remain in effect until the contract is completed.**
8. Vendor **must provide a minimum of \$1,000,000.00 general liability insurance with bid proposal.**
9. Vendor **must provide proof of workman's compensation** insurance with bid proposal.
10. Bid must include a **Business License from the City of Opelika.**
11. **Alabama Immigration Law Compliance (E-Verify)** – Proof of compliance with the immigration law must be submitted with this bid.
12. The City of Opelika Board of education is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment on the basis of sex, race religion, national origin, color, age or any handicapping condition. The Board of education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.
13. All bids received shall guarantee service bid to meet or exceed the specifications listed. If Opelika City Schools determine specifications are not being met, the bid contract will be terminated by giving a 30 days prior written notice and award the remainder of the contract to the next lowest bidder.
14. The final awarding of this bid will be made by the Board of Education based on a recommendation from the Superintendent. The Superintendent will base his recommendation on consultation with the Assistant Superintendent for Administration.
15. If you choose not to bid, please return the invitation to Opelika City Schools and state the reason. Failure to respond may be cause for your name to be removed from our bid list.
16. **Contract to begin on July 1, 2021** and end on June 30, 2022. Contract will be awarded within 10 days of BOE awarding bid. Contract may be extended on agreement by Opelika City Schools and the vendor for an additional two (2) 1 year contracts (July 1, 2022-June 30, 2023 and July 1, 2023-June 30, 2024, respectively) with an escalation increase in price permitted of 3% for the second (2nd) year and 2% for the third (3rd) year.
17. A **mandatory pre-bid** conference is scheduled for **Wednesday, June 23, 2021**, beginning with the Board of Education Office, 300 Simmons Street, **at 9:00 a.m.** Please contact Jeff Foster at 334-745-9704 with any questions.

II. Scope of Service:

To provide **all** weed trimming, edging, mowing, hedge pruning and general detail work to the school campuses as listed below using the same timing of service and service specifications as listed.

Carver Primary School	Opelika Middle School
Jeter Primary School	Opelika Learning Center
Southview Primary School	Board of Education
Northside Intermediate School	Bus Shop
Morris Avenue Intermediate School	Bus Yard
West Forest Intermediate School	*Address & contact info on page 4

III. Service Specifications:

- A. Weed trimming and edging of all concrete/asphalt surfaces on school campus. In addition, spray treatment (weed control) should be applied for routine maintenance.
- B. Mowing of **all** grass areas on outside perimeter of each campus.
- C. Blowing of all mowing, edging and weed trimming debris.
- D. Shrub pruning three (3) times per year – March, July, and November.
- E. Weed trimming around all trees, shrubs, and stationary objects.
- F. A service verification must be submitted to each school office for principal/designee's signature when service is complete. A form is included.

IV. Timing of Service:

- A. Early Spring to Fall, March to November, (time of year with vigorous weed and grass growth) - each campus to receive services once every 14 calendar days.
- B. Remainder of year - once a month for a total of 21 services per contract year.

Please note: Campuses listed above must be cut the week prior to school opening.

OPELIKA CITY SCHOOLS
LAWN CARE SERVICES BID
MONDAY, JUNE 28, 2021 1:30 P.M. CST
Bid # 22-0628-01

Bid Proposal Form

Location	Bid Proposal Amount
Carver Primary School	\$ _____
Jeter Primary School	\$ _____
Southview Primary School	\$ _____
Morris Avenue Intermediate School	\$ _____
Northside Intermediate School	\$ _____
West Forest Intermediate School	\$ _____
Opelika Middle School (OMS)	\$ _____
Opelika Learning Center (OLC)	\$ _____
Board of Education	\$ _____
Bus Shop	\$ _____
Bus Yard	\$ _____
Grand Total	\$ _____

Bid awarded per base bid

Vendor Name: _____

Address: _____

Name of Representative (Type or Print): _____

Authorized Signature: _____ **Date:** _____

Telephone: (____) _____ **Cell:** (____) _____ **Fax:** (____) _____

Email: _____

Vendor Check List	Yes	No
Pre-bid – attended meeting		
Business License included		
Certified check or bid bond included		
General Liability/Workman's Comp Insurance included		
*Is this a minority race owned or managed business?		
*This information is required by the State Department of Education as part of financial reporting purposes only.		

Alternate Bid

Opelika High School Campus

1700 Lafayette Parkway

Opelika, AL 36801

334-745-9715

Contact(s): Farell Seymore, Principal

Russ Harwick, Assistant Principal

Scope of Service:

To provide **all** weed trimming, edging, mowing, hedge pruning and general detail work to the areas specified by the owner at the pre-bid meeting. Timing of service will be bi-weekly with service specifications same as the original bid.

Alternate Bid

Bid Proposal Form

Location	Bid Proposal Amount
Opelika High School	\$ _____
Grand Total	\$ _____

Vendor Name: _____

Address: _____

Name of Representative (Type or Print): _____

Authorized Signature: _____ **Date:** _____

Telephone: (____) _____ **Cell:** (____) _____ **Fax:** (____) _____

Email: _____

Vendor Check List	Yes	No
Pre-bid – attended meeting		
Business License included		
Certified check or bid bond included		
General Liability/Workman's Comp Insurance included		
*Is this a minority race owned or managed business?		
*This information is required by the State Department of Education as part of financial reporting purposes only.		

OPELIKA CITY SCHOOLS
LAWN CARE SERVICES BID
MONDAY, JUNE 28, 2021 1:30 P.M. CST
Bid # 22-0628-01

**Opelika City Schools
2021-2022**

Campus	Location	Contact	Phone #
Carver Primary School	307 Carver Avenue	Joe Ross	745-9712
Jeter Primary School	700 Jeter Avenue	David Carpenter	745-9723
Southview Primary School	2712 Marvyn Parkway	Mary Patton	745-9711
Northside Intermediate School	601 North 5th Street	Cindy Poteet	745-9731
Morris Ave Intermediate School	8 Morris Avenue	Nino Mason	745-9734
West Forest Intermediate School	2801 Waverly PKWY	Ryan McDonald	745-9737
Opelika Middle School	1206 Denson Drive	Keith York	745-9726
Opelika Learning Center	214 Jeter Avenue	Steve Carson	741-5603
Board of Education	300 Simmons Street	Kenneth Burton	745-9700
Bus Shop	1528 Hooper Avenue	Jeff Foster	745-9704
		Eric Hendrix	741-5611
Bus Yard	" " " "	Jeff Foster	745-9704
*Opelika High School	1700 Lafayette Parkway	Farrell Seymore	745-9715

*Alternate Bid Location

Bidder's Information

1. Mandatory Pre-bid

Vendor must attend the mandatory pre-bid conference in order to place a bid. The conference will be held at **9:00 a.m. CST on Wednesday, June 23, 2021**. Vendor should report to the Opelika City Board of Education, 300 Simmons Street, Opelika, AL.

2. Time for Receiving Bids

Sealed bids must be received on or before **Monday, June 28, 2021, 1:30 CST** at the Opelika Board of Education, 300 Simmons Street, Opelika, AL 36801. No faxed or emailed bid will be accepted. Any bid received after the exact time specified for receipt will not be considered and will be returned with date/time arrival stamp.

3. Sealed Bid

Sealed bids should be duly noted on front of envelope with the following:

Opelika City Schools

Bid # 22-0628-01 Lawn Care Services

Monday, June 28, 2021 1:30 PM CST

4. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids; failure to do so will be at the **Bidder's** own risk and he/she cannot secure relief on the plea of error.

5. Bidder must provide at least two (2) current and local references that may be contacted regarding work performance. References must be long standing accounts.

6. Award of Contract

a) The contract will be awarded to that responsive and responsible **Bidder** whose bid will be most advantageous to Opelika City Schools, price and other factors considered.

Consideration shall be given to such matters as **Contractor** integrity, compliance with public policy, record of past performance and financial and technical resources.

b) **Opelika City Schools** reserves the right to reject any bid or all bids when there are sound documented business reasons in their best interest, and to waive informalities and minor irregularities in bids received.

c) **Opelika City Schools** reserves the right to reject the bid of a **Bidder** who has previously failed to perform properly or complete on time contracts of a similar nature, or the bid of a **Bidder** who investigation shows is not in a position to perform the contract.

d) **Opelika City Schools** will award the bid per the base bid.

7. Verification of Service The contractor will verify each cut with the school campus office by submitting the form given to them by the owner.

**Opelika City Schools
Lawn Care Service
Verification Form**

Campus	Date of Service	Technician's Signature
Carver Primary School	_____	_____
Jeter Primary School	_____	_____
Southview Primary School	_____	_____
Northside Intermediate School	_____	_____
Morris Ave Intermediate School	_____	_____
West Forest Intermediate School	_____	_____
Opelika Middle School	_____	_____
Opelika Learning Center	_____	_____
Board of Education	_____	_____
Bus Shop	_____	_____
Bus Yard	_____	_____
*Opelika High School	_____	_____

*Alternate Bid Location

Administrator Signature _____

Date:_____