

Lamar County Board of Education

Office of Superintendent

P.O. Box 1379

Vernon, AL 35592

(205) 695-7615

Fax (205) 695-7678

May 20, 2022

BID # 2022-02

MOWER BID

Sealed bids for a mower for use by Lamar County Schools will be received by the Lamar County Board of Education at its Central Office at 150 Butler Circle SW, Vernon, AL 35592 until 2:00 p.m. Tuesday, May 31st, at which time they will be publicly opened and read. Any bids received after that time will not be opened.

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

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

There will be no bid bond required for this bid.

The Lamar County Board of Education reserves the right to reject any/and/or all bids and to waive informalities in awarding this bid.

Interested parties should review the materials included and pay close attention to key deadlines and required documents. Questions regarding specifications for this bid should be directed to Wendy Morrison, CSFO, via email – wmorrison@lamarcountyboe.com.

Sincerely,

Wendy Morrison

Wendy Morrison

CSFO, Lamar County Schools

Attachments

BID # 2022-02
Mower Bid

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

Bid Opening Date: **May 31, 2022**

Bid Opening Time: **2:00 p.m.**

Bid must be delivered to: Lamar County Board of Education
Attn: BID # 2022-02
Physical Address: 150 Butler Circle SW
Vernon, AL 35592
Mailing Address: P.O. Box 1379
Vernon, AL 35592

Late bids will not be opened.

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

I. GENERAL INFORMATION

- A. All bidders must use our form for submitting their bid.
- B. All bids must be sealed and marked in the lower left hand corner “**Mower Bid**” with bid number **2022-02**, opening time and date. Late bids will not be opened.
- C. The contract will be for a one time purchase.
- D. The Lamar County Board of Education (System) is tax exempt under State and Federal law.
- E. 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.

II. DISQUALIFICATION OF BIDS

Bids 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 bid.
- D. Excessive errors.
- E. Failure to have an original signature on the bid form, a faxed or emailed copy is not acceptable.

III. SPECIAL TERMS AND CONDITIONS

PURPOSE: The purpose of this bid is to purchase a quality commercial mower to be effective on school grounds.

- A. EVALUATION SCHEDULE: The bids will be initially evaluated for conforming to the requirements of the bid.
- B. TERMS OF AWARD(S): It is the intent of the school district to issue a contract for the period as indicated in the scope of services. 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 bid form on the vendor's letterhead over the signature of the person signing the bid form. Such appendages shall be considered part of the vendor's formal bid. For the absence of any statements of deviation or exception, the bid shall be accepted as in strict compliance with all terms and conditions.
- D. If a vendor receives a bid award, an order is placed and vendor is unable to meet the delivery requirements, meet service requirements, or product that meets the District's needs as outlined in the Request for Bids, 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 if service is unsatisfactory, the vendor must issue full credit.
- E. PRICE CLAUSES: Prices shall be firm for the initial term of the contract. Prices as stated must be complete for the product sold and shall include all associated costs. DO NOT include sales tax on any item in the bid. **Bid prices must take into account any and all costs.**
- F. EVALUATION: Award(s) will be made to the responsive and responsible bidder(s) whose bid(s) is (are) determined in writing to be most advantageous to Lamar County Schools.

Evaluation criteria are listed below in their relative order of importance:

- Qualifications of the bidder, financial and otherwise, to provide the District with these services for the required period of time, provide appropriate staffing, provide necessary resources and show a history of demonstrated competence.
- District's 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 our school district or other school districts.
- 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.

- G. BILLING: The Board of Education must be billed once the mower is in the possession of the board.

IV. TERM/TERMINATION

This is for a one time purchase only.

V. PROPRIETARY/CONFIDENTIAL INFORMATION

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

VI. REGISTERED SEX OFFENDER RESTRICTION

Pursuant to this Bid, the successful bidder by acceptance of award and a purchase order, agrees by acceptance, that no employee of the successful bidder or a sub-contractor of the successful bidder, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The successful bidder further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the contract at the District's discretion.

VII. OVERVIEW OF SERVICE EXPECTATIONS

The successful bidder must guarantee to offer quick availability of the specified mower.

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 an 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 Lamar County Board of Education 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 bid 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 via email. 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 and B **must** be included in your bid package.

Use the Following Methods of Delivery

Mailing Address

LAMAR COUNTY BOARD OF EDUCATION
ATTN: BID #2022-02 "MOWER BID"
P.O. BOX 1379
VERNON, AL 35592

Street Address

LAMAR COUNTY BOARD OF EDUCATION
ATTN: BID #2022-02 "MOWER BID"
150 BUTLER CIRCLE SW
VERNON, AL 35592

**Note: Late bids will not be opened and will be disqualified.
Please put Bid Number 2022-02 on the outside of the mailing envelope.**

**LAMAR COUNTY BOARD OF EDUCATION
MOWER PRICING SHEET**

THE UNDERSIGNED OFFERS THESE PRICES AND TERMS AS PER BID SPECIFICATIONS. BY SIGNING THIS FORM, HE/SHE SWEARS/AFFIRMS THAT HE/SHE HAS NOT BEEN A PARTY TO AGREEMENTS OR COLLUSION THAT WOULD RESTRAIN COMPETITION.

SPECIFICATIONS:

- ONE COMMERCIAL MOWER: Model Bobcat ZT6011 or pre approved equal.**
- 61” cut**
- Kawasaki 801V engine**
- Canister air filter**
- 15 gal fuel capacity**
- 225 lbf clutch**
- High back, full mechanical suspension back w/ seat slide lever**

Please Note Warranty Terms:

How soon will the mower be available: _____

Any other items of importance noted by bidder:

BOTTOM LINE BID \$ _____

OFFER AND ACCEPTANCE

The undersigned hereby offers and agrees to furnish the products and services in compliance with all terms, conditions, specifications and amendments in the Bid.

Company: _____

Federal Employee Identification #: _____

Address: _____

This, the ____ day of _____, 2022

Telephone Number: _____

Notary Public

Name (Print or type): _____

Title: _____

Signature: _____

Email: _____

THIS BID MUST BE NOTARIZED.

THIS IS YOUR CONTRACT WITH THE LAMAR COUNTY BOARD OF EDUCATION.

The successful bidder has been cautioned not to commence any bill any items or provide any service under this contract until the vendor receives a purchase order or written notice to proceed.

The Superintendent hereby executes this bid: _____
Vance Herron, Superintendent

Date

EXHIBIT A
ALABAMA IMMIGRATION LAW COMPLIANCE NOTIFICATION

All Vendors wishing to submit bids must be able to provide the Lamar 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.

___ 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 Lamar 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: _____

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

EXHIBIT B
CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an on-going drug-free awareness program to inform employees about
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
 1. Abide by the terms of the statement; and
 2. Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - e. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted –

1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

Check () if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Par 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT/AWARD NUMBER AND/OR PROJECT NAME

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE
