



# TRUSSVILLE CITY SCHOOLS

476 Main Street  
Trussville, AL 35173  
(205) 228-3000 FAX (205) 228-3001

Ms. Kim Deshazo  
Board President

Dr. Patrick Martin  
Superintendent

**Date May 20, 2025**

**Bid # 25-05**

**TCS Athletic Fields Lawn Care**

**Addendum 2 adding fence area by field house**

Sealed bids for TCS **Athletic Fields Lawn Care** will be received by the Trussville City Board of Education located at 476 Main Street Trussville until **9:15 am on June 4, 2025**, at which time they will be publicly opened and read.

You may access this bid using this link to the Trussville City Schools web site <http://bit.ly/tcsbids>. Click the bid number listed above from the list under the Building and Facilities Bid folder to view the bid. If you would like to request a hard copy of this bid, you may call 205-228-3062.

In the event the Trussville City School system is closed due to unforeseen circumstances on the mandatory pre-bid date or the bid opening date please visit [www.Trussvillecityschools.com](http://www.Trussvillecityschools.com) to view the **District News** section for new dates and times.

The specifications and bid information attached should be read carefully. On the final page, you must enter your bid amount and sign. If the document is not submitted as requested, it may be such that we cannot classify this offer as a legitimate bid. All bids must comply with the Alabama State Bid Law.

It is the responsibility of each vendor to visit the school for the purpose of viewing/questioning item specifications. A mandatory pre-bid conference has been set for **May 29, 2025, @ 9:30am**, starting at the Hewitt Trussville High School Field House/Pavilion located at 6344 Husky Parkway, Trussville Alabama.

The bid will be awarded to the lowest bidder meeting specifications. Trussville City Schools reserves the right to reject any and or all bids and to waive informalities in awarding this bid to the lowest responsible bidder. If you have any questions concerning this bid, please contact the writer at 205-228-3062.

Sincerely,

Brian Pharris  
Facilities Coordinator  
476 Main Street  
Trussville, AL 35173  
(205) 228-3062

Attachments

**Bid# 25-05**  
**TCS Athletic Field Lawn Care**

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

I. GENERAL INFORMATION

- A. All bidders must use our form for submitting their bid.
- B. All bid envelopes must be sealed and marked with the following in the lower left hand corner Bid #, Name of the bid, opening time and date and company name. Late bids will not be opened.
- C. Trussville City Schools 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.
- E. Use of trade names and numbers shall be interpreted as establishing a standard of quality and, is not intended to prohibit, and does not prohibit, an interested contractor from offering to supply an substitute or alternate product made by another manufacturer if that substitute product is substantially similar in terms of quality, functionality and value. If a bidder proposes to supply a substantially equivalent, substitute product, with its bid it must (a) supply the brand, catalog, model number and other pertinent information concerning its proposed substitute, and (b) demonstrate that the substitute meets or is consistent in all material respects with the grade, quality, type, and value of the specified product.
- F. Any necessary amendments to this Bid will be posted on our web page at <https://www.trussvillecityschools.com/Page/888>. While Trussville City Schools will make an effort to communicate all amendments, monitoring the web page for amendments will be considered the vendors responsibility.
- G. Any Request for Information (RFI) should be submitted to [Jessica.nelson@trussvillecityschools.com](mailto:Jessica.nelson@trussvillecityschools.com). RFIs and any responses to RFIs will be provided or made available to all known interested bidders.

II. SPECIFICATIONS

- A. The bidder shall state the manufacturer's warranty for each item quoted and will be responsible for all warranty service as required.
- B. You shall obtain a City of Trussville Business license thirty (30) days after award of bid and send copy to Trussville City Schools.

- C. Your bid must include a Chemical Application license (if applicable).
- D. Your bid must include a Certificate of Insurance (COI) in the minimum amount of One Million dollars (\$1,000,000.00) and a Workmer's compensation certificate showing coverage in the state of Alabama.
- E. The venue for any disputes under any contract entered into shall be Jefferson County, Alabama.
- F. Any contract shall be governed by the laws of the state of Alabama. .
- G. All vendors wishing to bid shall have a minimum of five (5) years' experience doing business under the same firm name in which bids are submitted. Joint venture contracts must be pre-approved.
- H. Each vendor shall submit a list of educational facilities with the name of the facility and the contact person where they have performed the duties described in this bid. The list shall include the names of all educational institutions or entities for which the vendor has performed services within the two years preceding the date of bid submission.

### III. DISQUALIFICATION OF BIDS

Bids may be disqualified or deemed to be non-conforming for any of the following:

- A. Failure to mark envelope as required.
- B. Failure to include requested information or other details of the bid.
- C. Excessive errors.
- D. Failure to complete "Bid Form for Alabama Immigration Law Compliance" and return appropriate documentation. MUST be included even if previously submitted
- E. Failure to have an original signature on the Bid Form, a faxed copy is not acceptable.
- F. The failure to include the acknowledgment of addendum form (if applicable)
- G. Alteration of or deviation from the bid specifications or information in any way. Any and all changes from those specified shall be listed as deviations. Failure to abide by this requirement may result in the bid being disqualified from consideration.

IV. MATERIALS BID (if applicable)

- A. All items quoted shall be new packed in manufactures original containers and shall meet or exceed the specific specifications shown. Re-built or remanufactured equipment will not be considered.
- B. The bidder shall state the manufacturer's warranty for each item quoted and will be responsible for all warranty service as required.
- C. Bidders shall quote the brand and/or model specified. If bidding a substitute, bidder must identify the differences in writing on additional sheet(s). **Bidders must submit product specification sheets for all items being quoted. All bids not complying with the statement may be rejected. (if applicable)**

V. CONTRACT PERIOD/PRICING OPTIONS

- A. The bid award or any contract entered into as a result of the bid award cannot be assigned, subcontracted out or franchised out to any contractor(s). The company submitting the bid must be the company that actually performs the work and no assignment whatsoever shall be permitted.
- B. Prices should be good for the length of this contract. The contract will be based on a period of 12 months with the option to renew for four (4) years from the date the contract was awarded.
- C. Trussville City Schools reserves the right to terminate this contract with a 30-day written notice to the vender.
- D. The bid will be awarded to the lowest bidder meeting specifications. Trussville City Schools reserves the right to reject any and or all bids and to waive informalities in awarding this bid to the lowest responsible bidder. If you have any questions concerning this bid, please contact the writer at 205-228-3062.

VI. PROPOSAL FORM

- A. Proposal form shall be filled out in full.
- B. Each item quoted shall be described by brand name and model number.
- C. Each item shall be assigned a unit cost. Failure to provide this information on proposal form may be cause for rejection of bid.

VII METHOD OF AWARD and DELIVERY

- A. The award will be made to the lowest responsible bidder meeting specifications. Price is a factor in the bid award but it is not the sole factor and the bid will not automatically be awarded to the company with the lowest price. Quality, conformity

with specifications, purpose for which required, terms of delivery, past service and experience are among the factors that may be considered in determining the lowest responsible bidder.

- B. In the event the low bidder refuses to accept the entire requirements without deviation, the bid may be awarded to the next lowest bidder.
- C. Award will be made to the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the Trussville City School System.
- D. F.O.B. ADD ADDRESS FOR FOB. The title and risk of loss of the goods will not pass to Trussville City Schools, departments or local school until receipt and acceptance takes place at the FOB point. Vendor will notify Trussville City Schools 24 hours prior to delivery.

## VIII. SPECIFICATIONS/SCOPE OF WORK

The level of maintenance will depend on the areas surrounding the buildings/fields and as such each area below will each have different levels of quality maintenance. A map detailing areas is attached.

TCS Athletic Fields (This bid does not include playing fields inside the fence).

**Field House, Softball Complex, Athletic Annex, Practice Soccer field, and Band Field**

The turf areas should be cut approximately 36 times per year according to the following schedule:

Two Cuts	Three Cuts	Four Cuts
November	March	May
December	April	June
January	October	July
February		August
		September

The bid response should also include a price for one individual cut which will include all services outlined in this document. The per cut price may be used at times when the above schedule does not maintain a clean and orderly appearance.

**Example:** Following excessive rain during the summer or a mild winter Trussville City Schools might require an additional cut for the grounds.

Unnecessary cut adjustments may be made by the Trussville City Schools designee.

**Example:** In an extremely harsh winter two cuts may not be needed in January and February.

Mowing is not permitted during normal school hours. Normal school hours are Monday- Friday from 7:00AM to 4:00PM.

All clippings should be removed from the turf, natural areas bordering the turf, sidewalks, and roadways. Turf areas are to have groomed defined edges, edged with a mechanical edger.

### **Includes the following areas:**

- **Refer to the attached map. Everything in this bid should be maintained to wood line perimeter marked on the map.**
- Area between Husky Parkway and the softball complex
- Area between Husky Parkway and Field House parking lot.
- All grass area outside of fence that surround five fields.
- All areas outside of fence around softball complex, band/PE, soccer practice, soccer competition fields, and inside fence.
- Area between Trussville-Clay Road and fence beside soccer competition field.
- Area inside fence at competition soccer field.

- Area between Trussville-Clay Road and fence beside softball complex
- Area at entrance of Trussville-Clay Road around fence, around practice soccer field 6 feet on wood side outside of fence.
- Area beside sidewalk from soccer practice field to bridge (sides of banks up to tree line).
- Area at and beside bridge entrance to river.
- Area between bridge and band field from river to tree line.
- All grass area in front of, beside and behind field house (up to top of bank).
- Area around Athletic Annex to the tree line.
- Flower beds at the Athletic Annex must be well maintain with mulch.
- Area inside the fence at Pavilion/Field house.
- Includes leaf removal around AC units beside the field house.
- Fence area near bridge by Pavilion. See attached map green shading/red arrow. 6ft behind the fence to keep weeds and trees off fence.

All trash in areas including all fallen leaves, sticks, limbs, trash and other debris must be removed from areas before and after each cutting. Ditches should be cleaned (nothing shall be left in the ditches or beside the roadways). Any grass clippings noticed in newly sodded areas must be removed.

Band Field – All trash in areas including all fallen leaves, sticks, limbs, trash and other debris must be removed from areas before and after each cutting. Ditches should be cleaned (nothing shall be left in the ditches or beside the roadways). Any grass clippings noticed in newly sodded area must be removed.

### ***Quick checklist:***

It is the contractor's responsibility to keep all areas of maintenance weed free regardless of the condition of mulch or pine straw.

Each landscape area has a different level of maintenance.

All trees planted shall have limited limb maintenance. It is the contractor's responsibility to remove fallen limbs and debris in the groomed area, not the natural areas.

All dead and diseased wood will be removed as it become visible.

Most shrubs only need to be shaped, not sheared. Two annual pruning periods are required.

All shrubs with the exception of old wood shall be reviewed and shaped in February. Old wood bloomers shall be pruned after the flowers fade.

All turf will be kept at the highest quality levels. At any time the turf, shrubs or trees do not present a quality look it is the contractor's responsibility to notify Trussville City Schools.

Weed control in all areas, **except turf grass**, is the contractor's responsibility as part of this agreement. The turf grass weed control is covered in a separate agreement, but it is still the responsibility of the lawn maintenance contractor to notify the Trussville City Schools designee about the condition of the turf grass.

**Pine straw / mulch will be applied twice a year (spring and fall) at the 3 inch level.**

Mulched areas around the trunk of the tree shall be weed free. Chemical control is acceptable but if the tree suffers chemical damage, it is the responsibility of the contractor to replace the tree.

In all ground covers except Liriope, Monkey Grass and Mondo follow the shrub requirements. In Liriope, Monkey Grass and Mondo use fine ground *cypress mulch* if they are not completely filled in. Liriope, Monkey Grass and Mondo shall be cut back during the winter prior to February 15. Mechanical nylon cord trimmer is acceptable to use on Liriope, Monkey Grass and Mondo.

Woodland parking areas are not included in the bid. Please see the attached map. The main parking area on the hill near the Performing Arts wing and Band Room (defined by ornamental grasses) **are not** considered woodland parking area and will be maintained according to the above area descriptions.

Cleaning of sidewalks and paved parking after every cut except woodland parking shall be responsibility of the contractor.

The Contractor is responsible for setting irrigation systems for watering times and for turning system on

## **SUPERVISION, ADMINISTRATION AND BILLING**

### **Billing**

1. The total contract will cover the school year which, for the purposes of the contract, begins one day before the teachers return in August and ends one day after teachers finish in May. Schedule is located on the TCS website [www.trussvillecityschools.com](http://www.trussvillecityschools.com).
2. Billing will be based on the day to day cleaning specified in the scope of work.
3. Billing will be submitted on a monthly basis (10 months) on the first day of the month following service for the previous month, starting on October 1<sup>st</sup> for services provided in September and on the first day of each following month ending with billing on June 1<sup>st</sup>. for work performed in May..



**EQUIPMENT AND CHEMICALS are the vendor/bidders responsibility.**

Vendor/bidders are responsible for all equipment and supplies.

The bidder will supply TCS with data sheets on all chemicals utilized.

**The successful bidder will be expected to enter into a formal agreement with Trussville City Schools, which agreement will be entire agreement between the parties and will supersede any previous oral and written agreement.**

# Bid Form

## Alabama Immigration Law Compliance

**Sec 31-13-9(a & b)** of the **Code of Alabama 1975**, requires that as a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the state of Alabama, the business entity or employer shall:

1. Not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.
2. Provide documentation establishing that the business entity or employer is enrolled in the E-Verify program
3. Participate in the E-Verify program during the performance of the contract, and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

As a condition of this bid, to be considered a responsible bidder, you **MUST** complete the following information and provide all required documentation. **FAILURE** to do so **WILL** disqualify your bid.

Company Name ("The Company"): \_\_\_\_\_

Company assigned E-Verify Number (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Please Print or Type

Company Representative Title: \_\_\_\_\_

Please Print or Type

**Choose one:**

**A: \_\_\_\_ "The Company" does or will employ one or more employees within the State of Alabama.**

**Or**

**B: \_\_\_\_ "The Company" does NOT or will NOT employ one or more employees within the State of Alabama**

**Representative Signature:** \_\_\_\_\_

**\*\*\*\*\*Required Documentation:**

**If "A" was marked above then submit a copy of the company's E-Verify Memorandum of Understanding (MOU) including the Employer and Department of Homeland Security signature page and a completed W-9 must be included even if previously submitted.**

**If "B" was marked above then submit a completed W-9. The E-Verify and Memorandum of Understanding (MOU) is not applicable.**

### Bid Document Check List

All Bid packages must contain the following information to be consider valid. Bids packages will be disqualified for not containing the required documentation.

**Note: Vendors who continuously turn in bids with excessive errors and/or omission of required documents will be removed from the TCS Bid List**

All bid envelopes must be sealed and marked with the following in the *lower left hand corner* **Bid # Name of the bid, opening time and date, and company name**. Late bids will not be opened.

Any necessary amendments to this Bid will be posted on our web page at <https://www.trussvillecityschools.com/Page/888>. While Trussville City Schools will make an effort to communicate all amendments, monitoring the web page for amendments will be considered the vendors responsibility.

**ADDENDA:** The Bidder acknowledges receipt of Addenda Nos. \_\_\_\_ through \_\_\_\_ inclusively.

*(If there are any addenda(s) they must be acknowledged in writing here).*

**W-9** - Request for Taxpayer Identification Number and Certification

**Failure to complete “Bid Form for Alabama Immigration Law Compliance”.**

- ❖ If “A” was marked above then submit a copy of the company’s E-Verify Memorandum of Understanding (MOU) including the Employer and Department of Homeland Security signature page and a completed W-9 must be included even if previously submitted.
- ❖ If “B” is marked on the Alabama Immigration Law Compliance bid form submit a completed W9. The E-Verify Memorandum of Understanding (MOU) is not applicable.

Failure to have an original signature on the bid form, a faxed copy is not acceptable.

Failure to sign the *Bid Forms*.

Failure to include requested information or other details of the bid.

Each vendor shall submit a list of educational facilities with the name of the facility and the contact person where they have performed the duties described in this bid.

Your bid must include a Certificate of Insurance (COI) in the minimum amount of 1 million dollars and a Workman’s compensation certificate.

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Signature

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Date

## BID FORM

### TCS Athletic Fields Lawn Care

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

<b>Price for a Single Cut/Service: _____ (do not include this in the total bid price)</b>	
<b>Price for quantity of mulch, pine straw needed and charge for the spring and fall applications:</b>	_____
<b>Total Annual Price: (including annual contract price and price for quantity of mulch/pine straw for spring and fall applications)</b>	_____

- *\*Lowest responsible bidder price on premium equipment/software/services will be used to award the bid. This total price is the amount that will be considered for award purposes.*
- *Note: Any exceptions from specifications must be fully explained.*

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name (Print or type): \_\_\_\_\_

Signature: \_\_\_\_\_

Are you a Minority Owned Company? \_\_\_\_\_

**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. Compliance may be verified by state and local law enforcement agencies or representatives of the Trussville City Board of Education at any time. 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.**



