

March 13, 2019

INVITATION TO BID:

The Eufaula City Schools Board of Education invites you to bid on providing Summer Floor Cleaning for Eufaula City Schools as specified on the attached pages. Sealed proposals will be received until **09:45 a.m., April 3, 2019**, at the above address at which time they will be opened publicly and read.

INSTRUCTIONS FOR BIDDER:

The Board of Education reserves the right to reject any and/or all bids, to waive all formalities in bidding, to be the sole judge of quality and equality of the several bid proposals and to award the contract to the most desirable bidder.

Envelopes containing bids must be sealed and marked in the outside lower left hand corner: **Eufaula City Schools Summer Floor Cleaning Bid # 019-002, April 3, 2019, 09:45 a.m.**

All bids must be submitted on the attached Bid Proposal Form and signed by the bidder.

Eufaula 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.

All prices submitted on the proposal are to be comprehensive.

The contract for purchase will be put into effect by means of a purchase order executed after tabulations are compiled and the bid is awarded by the Eufaula City Schools Board of Education.

Any questions regarding the the bid process or specifications should be directed to:

James Bailey
Eufaula City Schools
333 State Docks Road
Eufaula, Al 36027
(334) 687-1108

DELIVERY: The services should be delivered as specifiec in the Supplemental Instructions to Bidders.

- **PAYMENT:** The successful bidder can expect payment from the Eufaula City Schools.

INSTRUCTIONS TO BIDDERS

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1. BID DOCUMENTS

The Bid Documents consist of the Advertisement for Bids, these Instructions to Bidders, any modifications of or supplements to these Instructions to Bidders, and the Proposal Form.

2. LICENSING REQUIREMENTS:

The bidder must have the appropriate business license and must show the Owner evidence of license before bidding or the bid will not be received by the Owner. A bid which is for work outside of the type or types of work stipulated in the bidder's license, will not be considered.

3. INSURANCE REQUIREMENTS

As an attachment to the bid document submitted, the bidder must provide proof of current insurance as follows:

- a. General Liability for an amount not less than \$1,000,000.
- b. Workers Compensation for all persons to be employed at the work site.

4. QUALIFICATIONS of BIDDERS and PREQUALIFICATION PROCEDURES:

- a. Any special qualifications required of contractors or material suppliers, are set forth in the Bid Documents.
- b. The Awarding Authority may have elected to prequalify bidders. Parties interested in bidding for this contract are directed to the Advertisement for Bids and Supplemental Instructions to Bidders to determine whether bidders must be prequalified and how they may obtain copies of the Awarding Authority's published prequalification procedures and criteria.
- c. Release of Bid Documents by the Owner to a prospective bidder will not constitute any determination by the Owner that the bidder has been found to be qualified, prequalified, or responsible.

5. EXAMINATION of BID DOCUMENTS and the SITE of the WORK :

Before submitting a bid for the Work, the bidders shall carefully examine the Bid Documents, visit the site, and satisfy themselves as to the nature and location of the Work, and the general and local conditions, including weather, the general character of the site or building, the character and extent of existing work within or adjacent to the site and any other work being performed thereon at the time of submission of their bids. The submission of a bid shall constitute a representation by the bidder that the bidder has made such examination and visit and has judged for and satisfied himself or herself as to conditions to be encountered regarding the character, difficulties, quality, and quantities of work to be performed and the material and equipment to be furnished, and as to the contract requirements involved.

6. EXPLANATIONS and INTERPRETATIONS:

- a. Should any bidder observe any ambiguity, discrepancy, omission, or error in the drawings and specifications, or in any other bid document, or be in doubt as to the intention and meaning of these documents, the bidder should immediately report such to the Owner and request clarification.

- b. Clarification will be made only by written Addenda sent to all prospective bidders.

The Owner will be responsible in any manner for verbal answers or instructions regarding intent or meaning of the Bid Documents.

- c. In the case of inconsistency between drawings and specifications or within either document, a bidder will be deemed to have included in its bid the better quality or greater quantity of the work involved unless the bidder asked for and obtained the Owner's written clarification of the requirements before submission of a bid.

7. SUBSTITUTIONS

- a. The identification of any product, material, system, item of equipment, or service in the Bid Documents by reference to a trade name, manufacturer's name, model number, etc. (hereinafter referred to as "source"), is intended to establish a required standard of performance, design, and quality and is not intended to limit competition unless the provisions of paragraph "d" below apply.

- b. When the Bid Documents identify only one or two sources, or three or more sources followed by "or approved equal" or similar wording, the bidder's proposal may be based on a source not identified but considered by the bidder to be equal to the standard of performance, design and quality as specified; however, such substitutions must ultimately be approved by the Owner. If the bidder elects to bid

on a substitution without "Pre-bid Approval" as described below, then it will be understood that proof of compliance with specified requirements is the exclusive responsibility of the bidder.

c. When the Bid Documents identify three or more sources and the list of sources is not followed by "or approved equal" or similar wording, the bidder's proposal shall be based upon one of the identified sources, unless the bidder obtains "Pre-bid Approval" of another source as described below. Under these conditions it will be expressly understood that no product, material, system, item of equipment, or service that is not identified in the Bid Documents or granted "Pre-Bid Approval" will be incorporated into the Work unless such substitution is authorized and agreed upon through a Contract Change Order.

d. If the Bid Documents identify only one source and expressly provide that it is an approved sole source for the product, material, system, item of equipment, or service, the bidder's proposal must be based upon the identified sole source.

e. Procedures for "Pre-bid Approval". If it is desired that a product, material, system, piece of equipment, or service from a source different from those sources identified in the Bid Documents be approved as an acceptable source, application for the approval of such source must reach the hands of the Owner at least seven days prior to the date set for the opening of bids. At the Owner's discretion, this seven day provision may be waived. The application for approval of a proposed source must be accompanied by technical data which the applicant desires to submit in support of the application. The Owner will give consideration to reports from reputable independent testing laboratories, verified experience records showing the reputation of the proposed source with previous users, evidence of reputation of the source for prompt delivery, evidence of reputation of the source for efficiency in servicing its products, or any other pertinent written information. The application to the Owner for approval of a proposed source must be accompanied by a schedule setting forth in which respects the materials or equipment submitted for consideration differ from the materials or equipment designated in the Bid Documents. The burden of proof of the merit of the proposed substitution is upon the proposer. To be approved, a proposed source must also meet or exceed all express requirements of the Bid Documents. Approval, if granted, shall not be effective until published by the Owner in an addendum to the Bid Documents.

8. PREPARATION and DELIVERY of BIDS:

a. Proposal Form:

(1) Bids must be submitted on the Proposal Form as contained in the Bid Documents; only one copy is required to be submitted.

(2) All information requested of the bidder on the Proposal Form must be filled in. The form must be completed by typewriter or hand-printed in ink.

(3) Identification of Bidder: On the first page of the Proposal Form the bidder must be fully identified by completing the spaces provided for:

(a) the legal name of the bidder,

(b) the state under which laws the bidder's business is organized and existing,

(c) the city (and state) in which the bidder has its principal offices,

(d) the bidder's business organization, i.e., corporation, partnership, or individual

(to be indicated by marking the applicable box and writing in the type of organization if it is not one of those listed), and

(e) the partners or officers of the bidder's organization, if the bidder is other than an individual. If the space provided on the Proposal Form is not adequate for this listing, the bidder may insert "See Attachment" in this space and provide the listing on an attachment to the Proposal Form.

(4) Where indicated by the format of the Proposal Form, the bidder must specify lump sum prices in both words and figures. In case of discrepancy between the prices shown in words and in figures, the words will govern.

(5) All bid items requested in the Proposal Form, including alternate bid prices and unit prices for separate items of the Work, must be bid. If a gross sum of bid items is requested in the Proposal Form, the gross sum shall be provided by the bidder.

(6) In the space provided in the Proposal Form under "Bidder's Alabama License", the bidder must insert his or her current contractor's state license number, current bid limit, and type(s) of work for which bidder is licensed.

(7) The Proposal Form shall be properly signed by the bidder. If the bidder is:

(a) an individual, that individual or his or her "authorized representative" must sign the Proposal Form;

(b) a partnership, the Proposal Form must be signed by one of the partners or an “authorized representative” of the Partnership;

(c) a corporation, the president, vice-president, secretary, or “authorized representative” of the corporation shall sign and affix the corporate seal to the Proposal Form. As used in these Instructions to Bidders, “authorized representative” is defined as a person to whom the bidder has granted written authority to conduct business in the bidder’s behalf by signing and/or modifying the bid. Such written authority shall be signed by the bidder (the individual proprietor, or a member of the Partnership, or an officer of the Corporation) and shall be attached to the Proposal Form.

(8) Interlineation, alterations or erasures on the Proposal Form must be initialed by the bidder or its “authorized representative”.

b. Bid Guaranty

(1) The Proposal Form must be accompanied by a cashier’s check, drawn on an Alabama bank, or a Bid Bond, executed by a surety company duly authorized and qualified to make such bonds in the Eufaula City Schools Board of Education payable to the same.

(2) If a Bid Bond is provided in lieu of a cashier’s check, the bond shall be on the Bid Bond form as stipulated in the Bid Documents.

(3) The amount of the cashier’s check or Bid Bond shall not be less than five percent of the contractor’s bid, but is not required to be in an amount more than ten thousand dollars.

c. Delivery of Bids:

(1) Bids will be received until the time set, and at the location designated, in the Advertisement for Bids unless notice is given of postponement. Any bid not received prior to the time set for opening bids will be rejected absent extenuating circumstances and such bids shall be rejected in all cases where received after other bids are opened.

(2) Each bid shall be placed, together with the bid guaranty, in a sealed envelope. On the outside of the envelope the bidder shall write in large letters “Proposal”, below which is to be marked in the outside lower left hand corner: **Eufaula City Schools Floor Cleaning Bid #019-002, April 3, 2019, 09:45 a.m.** the name of the bidder, and the bidder’s current license number.

(3) Bids may be delivered in person, or by mail if ample time is allowed for delivery. When sent by mail, the sealed envelope containing the bid, marked as indicated above, shall be enclosed in another envelope for mailing.

9. WITHDRAWAL or REVISION of BIDS:

a. A bid may be withdrawn prior to the time set for opening of bids, provided a written request, executed by the bidder or the bidder’s “authorized representative”, is filed with the Owner prior to that time. The bid will then be returned to the bidder unopened.

b. A bid which has been sealed in its delivery envelope may be revised by writing the change in price on the outside of the delivery envelope over the signature of the bidder or the bidder’s “authorized representative”. In revising the bid in this manner, the bidder must only write the amount of the change in price on the envelope **and must not reveal the bid price.**

c. Written communications, signed by the bidder or its “authorized representative”, to revise bids will be accepted if received by the Owner prior to the time set for opening bids. The Owner will record the instructed revision upon opening the bid. Such written communication may be by facsimile if so stipulated in Supplemental Instructions to Bidders. In revising the bid in this manner, the bidder must only write the amount of the change in price **and must not reveal the bid price.**

d. Except as provided in Article 12 of these Instructions to Bidders, no bid shall be withdrawn, modified, or corrected after the time set for opening bids.

10. OPENING of BIDS:

Bids will be opened and read publicly at the time and place indicated in the Advertisement for Bids. Bidders or their authorized representatives are invited to be present.

11. INCOMPLETE and IRREGULAR BIDS:

A bid that is not accompanied by data required by the Bid Documents, or a bid which is in any way incomplete, may be rejected. Any bid which contains any uninitialed alterations or erasures, or any bid which contains any additions, alternate bids, or conditions not called for, or any other irregularities of any kind, will be subject to rejection.

12. BID ERRORS

a. Errors and Discrepancies in the Proposal Form. In case of error in the extension of prices in bids, the unit price will govern. In case of discrepancy between the prices shown in the figures and in words, the words will govern.

b. Mistakes within the Bid. If the low bidder discovers a mistake in its bid, the low bidder may seek withdrawal of its bid without forfeiture of its bid guaranty under the following conditions:

(1) Timely Notice: The low bidder must notify the Awarding Authority in writing, within three working days after the opening of bids, that a mistake was made. This notice must be given within this time frame whether or not award has been made.

(2) Substantial Mistake: The mistake must be of such significance as to render the bid price substantially out of proportion to the other bid prices.

(3) Type of Mistake: The mistake must be due to calculation or clerical error, an inadvertent omission, or a typographical error which results in an erroneous sum. A mistake of law, judgment, or opinion shall not constitute a valid ground for withdrawal without forfeiture.

(4) Documentary Evidence: Clear and convincing documentary evidence of the mistake must be presented to the Awarding Authority and the Architect as soon as possible, but no later than three working days after the opening of bids. The Awarding Authority's decision regarding a low bidder's request to withdraw its bid without penalty shall be made within 10 days after receipt of the bidder's evidence or by the next regular meeting of the Awarding Authority. Upon withdrawal of bid without penalty, the low bidder shall be prohibited from (1) doing work on the project as a subcontractor or in any other capacity and (2) bidding on the same project if it is re-bid.

13. DISQUALIFICATION of BIDDERS:

Any bidder(s) may be disqualified from consideration for contract award for the following reasons:

a. Collusion. Any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition to bid at a fixed price or to refrain from bidding or otherwise shall render the bids void and shall cause the bidders or prospective bidders participating in such agreement or collusion to be disqualified from submitting further bids to the Awarding Authority on future lettings. (See § 39-2-6, Code of Alabama 1975, for possible criminal sanctions.)

b. Advance Disclosure. Any disclosure in advance of the terms of a bid submitted in response to an Advertisement for Bids shall render the proceedings void and require readvertisement and rebid.

c. Failure to Settle Other Contracts. The Awarding Authority may reject a bid from a bidder who has not paid, or satisfactorily settled, all bills due for labor and material on other contracts in force at the time of letting.

14. CONSIDERATION of BIDS:

a. After the bids are opened and read publicly, the bid prices will be compared and the results of this comparison will be available to the public. Until the final award of the contract, however, the Awarding Authority shall have the right to reject any or all bids, and it shall have the right to waive technical errors and irregularities if, in its judgment, the bidder will not have obtained a competitive advantage and the best interests of the Awarding Authority will be promoted.

b. If the Bid Documents request bids for projects or parts of projects in combination or separately, the Bid Documents must include modifications of, or supplements to, these Instructions to Bidders setting forth applicable bid procedures. Award or awards will be made to the lowest responsible and responsive bidder or bidders in accordance with such bid procedures.

15. DETERMINATION of LOW BIDDER by USE of ALTERNATES

a. The Awarding Authority may request alternate bid prices (alternates) to facilitate either reducing the base bid to an amount within the funds available for the project or adding items to the base bid within the funds available for the project. Alternates, if any, are listed in the Proposal Form in the order in which they shall cumulatively deduct from or add to the base bid for determining the lowest bidder.

b. If alternates are included in the Proposal Form, the Awarding Authority shall determine the dollar amount of funds available and immediately prior to the opening of bids shall announce publicly the funds available for the project. The dollar amount of such funds shall be used to determine the lowest bidder as provided

herein below, notwithstanding that the actual funds available for the project may subsequently be determined to be more or less than the expected funds available as determined immediately prior to the time of the opening of bids.

c. If the base bid of the lowest bidder exceeds the funds available and alternate bid prices will reduce the base bids to an amount that is within the funds available, the lowest bidder will be determined by considering, in order, the fewest number of the alternates that produces a price within the funds available. If the base bid of the lowest bidder is within the funds available and alternate bid prices will permit adding items to the base bid, the lowest bidder will be determined by considering, in order, the greatest number of the alternates that produces a price within the funds available.

d. After the lowest bidder has been determined as set forth above, the Awarding Authority may award that bidder any combination of alternates, provided said bidder is also the low bidder when only the Base Bid and such combination of alternates are considered.

16. AWARD of CONTRACT:

a. The contract shall be awarded to the lowest responsible and responsive bidder unless the Awarding Authority finds that all the bids are unreasonable or that it is not in the best interest of the Awarding Authority to accept any of the bids. A responsible bidder is one who, among other qualities determined necessary for performance, is competent, experienced, and financially able to perform the contract. A responsive bidder is one who submits a bid that complies with the terms and conditions of the Advertisement for Bids and the Bid Documents. Minor irregularities in the bid shall not defeat responsiveness.

b. A bidder to whom award is made will be notified by telegram, confirmed facsimile, or letter to the address shown on the Proposal Form at the earliest possible date. Unless other time frames are stipulated in Supplemental Instructions to Bidders, the maximum time frames allowed for each step of the process between the opening of bids and the issuance of an order to proceed with the work shall be as follows:

(1) Award of contract by Awarding Authority 30 calendar days after the opening of bids

(2) Contractor's return of the fully executed contract, with bonds and evidence of insurance, to the Awarding Authority 15 calendar days after the contract has been presented to the contractor for signature

(3) Awarding Authority's approval of the contractor's bonds and evidence of insurance and completion of contract execution 20 calendar days after the contractor presents complete and acceptable documents to the Owner

(4) Notice To Proceed issued to the contractor 15 calendar days after final execution of contract by the Awarding Authority,

The time frames stated above, or as otherwise specified in the Bid Documents, may be extended by written agreement between the parties. Failure by the Awarding Authority to comply with the time frames stated above or stipulated in Supplemental Instructions to Bidders, or agreed extensions thereof, shall be just cause for the withdrawal of the contractor's bid and contract without forfeiture of bid security.

c. Should the successful bidder or bidders to whom the contract is awarded fail to execute the Contract and furnish acceptable Performance and Payment Bonds and satisfactory evidence of insurance within the specified period, the Awarding Authority shall retain from the bid guaranty, if it is a cashier's check, or recover from the principal or the sureties, if the guaranty is a bid bond, the difference between the amount of the contract as awarded and the amount of the bid of the next lowest responsible and responsive bidder, but not more than \$10,000. If no other bids are received, the full amount of the bid guaranty shall be so retained or recovered as liquidated damages for such default. Any sums so retained or recovered shall be the property of the Awarding Authority.

d. All bid guaranties, except those of the three lowest bona fide bidders, will be returned immediately after bids have been checked, tabulated, and the relation of the bids established. The bid guaranties of the three lowest bidders will be returned as soon as the contract bonds and the contract of the successful bidder have been properly executed and approved. When the award is deferred for a period of time longer than 15 days after the opening of the bids, all bid guaranties, except those of the potentially successful bidders, shall be returned. If no award is made within the specified period, as it may by agreement be extended, all bids will be rejected, and all guaranties returned. If any potentially successful bidder agrees in writing to a stipulated extension in time for consideration of its bid and its bid was guaranteed with a cashier's check, the Awarding Authority may permit the potentially successful bidder to substitute a satisfactory bid bond for the cashier's check.

Eufaula City Schools Floor Cleaning Bid #019-002

e. The bid will include the option to extend or renew the contract for a second year. Any additional contract or extension will be at the same prices, terms, and specifications as the initial agreement. Any successive contract or extension must have the written approval of both the authorized agent of the Board of Education and the bidder no later than fifteen (15) days prior to the expiration of the original contract.

17. Alabama Immigration Law Compliance:

All bidders must provide the Eufaula City Schools Board of Education proof of compliance by submitting a notarized *Affidavit of Immigration Law Compliance* **and** an *E-Verify Memorandum of Understanding* at the time the awarding contract is signed. Supporting documentation, details, and forms are located after the Proposal Form in this bid packet.

END of INSTRUCTIONS TO BIDDERS

PROPOSAL FORM

To: Eufaula City Schools Board of Education

Date: _____

In compliance with your Advertisement for Bids and subject to all the conditions thereof, the undersigned

(Legal Name of Bidder)

hereby proposes to furnish all labor, equipment, materials, supplies and perform all work required for the **Floor Cleaning for Eufaula City Schools** in accordance with Drawings and Specifications.

The Bidder, which is organized and existing under the laws of the State of _____, having its principal offices in the City of _____, is: a Corporation a Partnership
 individual (other) _____.

LISTING OF PARTNERS OR OFFICERS: If Bidder is a Partnership, list all partners and their addresses; if Bidder is a Corporation, list the names, titles, and business addresses of its officers:

BIDDER'S REPRESENTATION: The Bidder declares that it has examined the site of the Work, having become fully informed regarding all pertinent conditions, and that it has examined the Specifications (including all Addenda received) for the Work and the other Bid and Contract Documents relative thereto, and that it has satisfied itself relative to the Work to be performed.

BASE BID: (Total Bid Price) For Floor Cleaning for Eufaula City Schools complete as shown and specified,

the sum of _____ Dollars (\$ _____)

BID SECURITY: The undersigned agrees to enter into a Contract and furnish the prescribed Performance and Payment Bonds and evidence of insurance within fifteen calendar days, or such other period stated in the Bid Documents, after the contract forms have been presented for signature, provided such presentation is made within 30 calendar days after the opening of bids, or such other period stated in the Bid Documents. As security for this condition, the undersigned further agrees that the funds represented by the Bid Bond (or cashier's check) attached hereto may be called and paid into the account of the Awarding Authority as liquidated damages for failure to so comply. Attached hereto is a: (Mark the appropriate box and provide the applicable information.)

Bid Bond, executed by _____ as Surety, a cashier's check on the _____ Bank of _____, for the sum of _____ Dollars (\$ _____) made payable to the Awarding Authority.

BIDDER'S LICENSE:

State License: _____

ACKNOWLEDGEMENT OF ADDENDUM NUMBERS: _____

CERTIFICATIONS: The undersigned certifies that he or she is authorized to execute contracts on behalf of the Bidder as legally named, that this proposal is submitted in good faith without fraud or collusion with any other bidder, that the information indicated in this document is true and complete, and that the bid is made in full accord with State law. Notice of acceptance may be sent to the undersigned at the address set forth below.

The Bidder also declares that a list of all proposed suppliers will be submitted at a time subsequent to the receipt of bids as established by the Eufaula City Schools, but in no event shall this time exceed twenty-four (24) hours after receipt of bids.

Legal Name of Bidder _____

_____ Mailing Address

*** By (Legal Signature)** _____

* Name (type or print) _____

* Title _____

Telephone Number _____

Cell Phone Number _____

Email Address _____

* If other than the individual proprietor, or an above named member of the Partnership, or the above named president, vice-president, or secretary of the Corporation, attach written authority to bind the Bidder. Any modification to a bid shall be over the initials of the person signing the bid, or of an authorized representative.

Exceptions: (list item number and the exception, if no exceptions, state NO EXCEPTIONS)

**AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE BY A
CONTRACTOR OR GRANTEE TO THE EUFAULA CITY SCHOOLS BOARD OF EDUCATION IN THE STATE
OF ALABAMA AND/ OR THE STATE BOARD OF EDUCATION**

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b), this Affidavit of Alabama Immigration Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract by a local school board ("the Board") or by the Alabama Department of Education (ALSDE) to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from the State of Alabama Department of Education, or funds from any political subdivision of the State of Alabama, or any public funded entity (including a local school board). Contractors and Grantees are to provide notice to their Subcontractors of their Alabama Immigration Compliance obligations.

State of Alabama:
County of _____:

Before me, a notary public, personally appeared _____ (print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as _____ (your position) for _____ (name of contractor or grantee), said Contractor or Grantee does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, Contractor or Grantee affirms that it is providing notice to its subcontractors of their Alabama Immigration Compliance obligations.

I further attest that said Contractor or Grantee is enrolled in the E-Verify program and attached to this Affidavit is our E-Verify Memorandum of Understanding confirming such program enrollment. I have read this Affidavit and swear and affirm that it is true and correct.

Signature of Affiant

Sworn to and subscribed before me this ____ day of _____, 2____.
I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

Signature and Seal of Notary Public

Notice of Alabama Immigration Law Compliance Requirements to all Contractors of the Eufaula City Schools

As a Contractor, as defined in the Act, to the EUFAULA CITY SCHOOLS (“Board”), it is critical to your relationship (future or continuing) with the Board that you comply with the Immigration Reform and Control 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 with attached E-Verify Memorandum of Understanding, as requested in the attached memorandum. If you do not believe these obligations apply to you, please notify the Board immediately.

Every contract entered into by the Board from this point forward with a contractor will contain the following clause or one substantially similar:

Alabama Immigration Law Compliance Contract: Contractor agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, which makes it unlawful for an employer in Alabama to *knowingly* hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. Without limiting the foregoing, Contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien, and shall have an officer or other managerial employee who is personally familiar with the Contractor’s hiring practices to execute an affidavit to this effect on the form supplied by the Board and return the same to the Board. Contractor shall also enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall attach to its affidavit the E-Verify Program for Employment Verification and Memorandum of Understanding and such other documentation as the Board may require to confirm Contractor’s enrollment in the E-Verify Program. Contractor agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the Project, and shall include in all of its contracts a provision substantially similar to this paragraph. If Contractor receives *actual knowledge* of the unauthorized status of one of its employees in the State of Alabama, it will remove that employee from the project, jobsite or premises of the Board and shall comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Contractor shall require each of its subcontractors, or other parties with whom it has a contract, to act in a similar fashion. If Contractor violates any term of this provision, this Agreement will be subject to immediate termination by the Board. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Board from any and all losses, consequential damages, expenses (including, but not limited to, attorneys’ fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor’s failure to fulfill its obligations contained in this paragraph.

To the extent that there is no formal written contract between the Board and the Contractor, such as where business is conducted by purchase order, this document shall serve as the Alabama Immigration Compliance Contract.

Alabama Immigration Law Compliance Contract Notice Acknowledged and Agreed by Contractor whose name appears below:

Contractor Officer or Owner Signature/Date

Print Name/Title/Company

**AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE BY A
SUBCONTRACTOR TO EUFAULA CITY SCHOOLS BOARD OF EDUCATION IN THE STATE OF
ALABAMA AND/OR THE STATE BOARD OF EDUCATION**

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b), this Affidavit of Alabama Immigration Compliance is to be completed and signed by an officer or owner of a subcontractor and notarized, as a condition for the award of any contract by a local school board ("the Board") or by the Alabama Department of Education (ALSDE) to a Contractor that employs one or more employees in the State of Alabama and is a recipient of funds from the State of Alabama Department of Education, or funds from any political subdivision of the State of Alabama, or any public funded entity. As determined by the Superintendent of the Alabama Department of Education, a notarized Subcontractor Affidavit in this format shall be acceptable by all Contractors to local school boards in the State of Alabama and the ALSDE in compliance with the Act. Subcontractors are to provide notice to their Subcontractors of their Alabama Immigration Compliance obligations.

State of Alabama:

County of _____:

Before me, a notary public, personally appeared _____ (print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a subcontractor to a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as _____ (your position) for _____ (name of subcontractor), said subcontractor does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, subcontractor affirms that it is providing notice to its subcontractors of their Alabama Immigration Compliance obligations.

I further attest that said subcontractor is enrolled in the E-Verify program and attached to this Affidavit is our E-Verify Memorandum of Understanding confirming such program enrollment. Further, as a direct subcontractor, for those current employees for whom the E-Verify system may not be used in accordance with applicable federal rules and regulations, subcontractor has reviewed, or had reviewed, the Form I-9s for each of its current employees and has a good faith belief that it has complied with ALA. CODE § 31-13-9(c) and (d).

I have read this Affidavit and swear and affirm that it is true and correct.

Signature of Affiant

Sworn to and subscribed before me this _____ day of _____, 2_____.

I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

Signature and Seal of Notary Public

Floor Cleaning

1.1 Contract Duration and Characteristics

1.1.1. Term: This is a Request for Proposal only. Proposals will be treated as offers to enter into a Contract with the Eufaula City Schools Board of Education. The award of a Contract by the Eufaula City Schools Board of Education shall constitute a Contract, subject to the execution of a formal written Contract to the satisfaction of the Eufaula City Schools Board of Education, which Contract shall incorporate the RFP and the successful Contractor’s Proposal. The final Contract shall be subject to the review and approval by the Eufaula City Schools Board of Educations’ legal counsel. Notwithstanding the above, the Eufaula City Schools Board of Education shall have the right to make all final determinations regarding the final form of Contract. The Floor Cleaning shall commence as determined in the Supplemental Instructions to Bidders.

1.2 Scope of Floor Cleaning

Flooring	Work to Be Performed	School
1. Carpet	All carpet will be thoroughly vacumed, spot cleaned and extracted per specifications.	Eufaula Primary School Eufaula Elementary School Admiral Moorer Middle School Eufaula High School ELC and Central Office
2. VCT/Terrazzo/Ceramic	All hallways will be stripped and waxed with a minimum of six (6) coats of Ecolab Phazer wax or comparable and machine buffed to a high gloss. Classrooms will be stripped and waxed with a minimum of five (5) coats. Same specifications.	Admiral Moorer Middle School includes cafeteria ELC and Central Office includes cafeteria
3. Restrooms and Locker Rooms	Floors, machine scrub and disinfected all ceramic tile floors and stained concrete	Eufaula Primary School Eufaula Elementary School Admiral Moorer Middle School Eufaula High School ELC and Central Office
4. Contents of rooms	The contractor is responsible for removing all items in each room or office. The contractor will remove items and setup each room in the original configuration when finished.	Eufaula Primary School Eufaula Elementary School Admiral Moorer Middle School Eufaula High School ELC and Central Office

1.3 Schedules

1.3.1 Renovations: Eufaula High School will have painting inside classrooms and hallways. We will not have access to certain areas until after August 1, 2019. No exceptions. Summer School is going to be at Admiral Moorer Middle School this year. We will need to work around that schedule.

SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

1. **Equipment & Supplies:** The contractor will be responsible for providing all equipment, materials and supplies. The contractor will provide a list of all equipment, materials and supplies that will be used in performing the tasks of the contract. The list of equipment will detail the types and quantities of equipment, materials, supplies and all things necessary that are anticipated to accomplish custodial services in accordance with the RFP. The list should accompany the RFP as an attachment if not, the bid can be rejected.
 - Materials and supplies shall not be used in performance of the contract in the District until the applicable Material Safety Data Sheets (MSDS) for all hazardous materials have been presented to the District Administrator. The contractor shall use environmentally safe products when possible. The contractor will not use any material that the District determines to be unsuitable or harmful to the surfaces intended for its use. Costs for correcting damage caused by misused or unauthorized materials will be the sole responsibility of the contractor. The contractor shall purchase and issue all chemicals in their original containers.
 - Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed by law, regulatory agencies or this contract. Markings or labeling of materials containing hazardous or toxic substance or wastes shall be in accordance with all Federal, State, and County laws ordinances, rules and regulations.
 - No bleach or ammonia products will be used in the operations of the floor cleaning.
 - No Eufaula City Schools equipment including scrubbers, mops, or buckets can be used.
2. **Contract Management:** The contractor shall furnish with their proposal response, a organizational chart of his proposed supervisor structure to be used in the performance of the duties identified herein. The chart should indicate the levels of supervision to be used at Eufaula City Schools.
 - The contractor shall provide an Operations Manager/Supervisor who will supervise at the contractor's discretion, at Eufaula City Schools. The operations manager/supervisor will have total responsibility for the project.
 - The contractor will provide an adequate force of skilled work persons who are thoroughly trained and experienced in the necessary crafts and skills and at least seventeen (17) years of age.
3. All employees of the contractor working in the Eufaula City Schools must have a clear criminal history background check as required by the Alabama Child Protection Act of 1999. This will be at the contractors expense.
4. Any damage or loss sustained by the school to its occupants, premises, or contents as a result of the performance, lack of performance, negligence or dishonesty of the contractor, its employees, or agents is to be borne by the contractor.
5. Bidders may contact James Bailey at 334-695-1344 for additional information and to setup a walk-thru of each location mentioned in this bid.