

OPP CITY SCHOOLS

Office of the Superintendent

Mr. Michael D. Smithart, Superintendent

P.O. Box 840
305 East Stewart Avenue
Opp, Alabama 36467

(334) 493-3173
FAX (334) 493-3060

"We build the future"

Aylisa Beach, Opp Middle School 2001

Invitation To Bid – Installation of Ceiling Tile & Suspended Ceiling Grid

Posting Date – March 17, 2022

To Whom It May Concern:

The Opp City Board of Education is accepting sealed bids for the Installation Of Ceiling Tile & Suspended Ceiling Grid as described in the invitation to bid.

Sealed bids will be accepted until 10:00 a.m. on April 15, 2022 at the Opp City Board of Education located at 305 E Stewart Avenue, Opp, Al. 36467 at which time bids will be opened and publicly read. Please mark the outside of your envelope with "Installation of Ceiling Tile & Suspended Ceiling Grid".

The bid will be considered for award by the Opp City Board of Education at their next meeting following the opening. Notification will be provided to the successful bidder following Board approval.

The Opp City Board of Education reserves the right to reject any and/or all bids, to waive technicalities and to award the bid to other than the low bidder if cause can be documented in accordance with the requirements of Title 39 Code of Alabama.

The Opp City Board of Education provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, or disability in consideration for an award

Request For Bid

The Opp City Board of Education is soliciting bids for the “Installation of Ceiling Tile & Suspended Ceiling Grid”. Sealed bids must be received in the Superintendent’s office on or before 10:00 a.m. on April 15, 2022. Bids will be opened at that time.

Scope of Work

1. Installation of new suspended ceiling tile & suspended ceiling grid in classrooms or other areas of the school facilities as needed.
2. Removal of old suspended ceiling tile and grid and the installation of new ceiling grid and tile in classrooms or other areas of the school facilities as needed.

Bid Award & Term

If awarded the bid, the **pricing will be in effect for a period of one year**. The Board will have the option to extend the contract for an additional year if the contractor agrees. The Board has the right to reject any and all bids.

License

Contractor must provide a copy of their business license and a completed W9 before work starts.

Warranty

Workmanship will be warranted by the contractor for a period of 1 year from the date of the completion of the project.

Coordination of Work

All work will be scheduled with Bobby Baker, Maintenance Supervisor for Opp City Schools. Work areas shall be kept tidy with debris being removed at the end of each day.

Invoicing/Payment

Invoices must be submitted to Bobby Baker, Maintenance Supervisor for approval. Invoices should include Opp City School’s purchase order number. Payments are generally made twice a month, usually on the 10th and the 23rd.

Discrepancies

Should a bidder find discrepancies in or omissions from the specifications or should be in doubt as to their meaning, the bidder should notify the Opp City Board of Education at 334-493-3173 who will send written instructions to all bidders. No oral instructions will be given.

Cancellation

The Opp City Board of Education reserves the right to cancel this contract at its convenience with or without cause as determined by the Superintendent or his designee for lack of funding or any other reason deemed appropriate. If the contract is canceled, the contractor will be given a 10 day written notice.

Addendum

Any addendum issued during the time of bidding are to be covered in the proposal and will become a part of the contract.

E-Verify

Alabama law requires 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. For the duration of the contract, the contractor 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 Department of Homeland Security has 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, also known as a Federal Tax Identification Number, is required to enroll in E-Verify.

Hold Harmless

The contractor further agrees to indemnify and hold harmless, the Board, from all liability loss, cost, damage, expenses or other obligations, including reasonable attorney's fees which may result from injury to or death of the Contractor's employees, agents and servants arising out of Contractor's obligations contained herein. The contractor further agrees to indemnify and hold harmless, the Board from all fines, suits, claims, demands or actions of any kind or nature, by reason of the Contractor's actions associated with this agreement.

Insurance

The contractor shall provide, at the company's own expense, insurance as described below. Successful bidder shall provide a copy of Certificate of Insurance naming the School Board as an additional insured prior to starting work. Minimums included shall be:

- A. Worker's Compensation-per Alabama statutes.
- B. Comprehensive General Liability.
- C. Bodily Injury (including death) \$1,000,000 per person, \$1,000,000 per occurrence.
- D. Property Damage \$1,000,000 each occurrence, \$1,000,000 per occurrence.
- E. Automobile liability insurance, in such form and amounts as required by State Law.

Instructions For Bidders

1. Bids must be written or typed on the official bid document included in this invitation and signed by an authorized company official.
2. Mail or hand deliver sealed bid to the address on the Invitation to Bid. Mailed bids arriving late will not be considered. Faxed bids will not be considered.
3. Bids must be submitted in a sealed envelope marked "Installation Of Ceiling Tile & Suspended Ceiling Grid".
4. Bids must be in the Board office by the date and time shown on the Invitation to Bid. Late bids will not be accepted.
5. The Board is exempt from sales tax.

Terms & Conditions

Contractor agrees in no event shall the Board or any of its officers, employees, agents, or servants be liable to the Contractor or Vendor for any direct or indirect, special, consequential, or incidental damages or lost profits or punitive damages, arising out of or related to this bid document, or to the performance of or breach of any provision hereof.

The Opp City Board of Education reserves the right to conduct at their expense a criminal history background check.

The Contractor, including without limitation its laborers and employees, shall not fraternize or otherwise communicate with students, staff, or public, except in cases of safety and like necessities.


The Contractor shall not allow any laborer or employee to wear objectionable clothing or caps (as determined by the District's on-site personnel in their sole discretion), or use profanity in any manner while on District property.

No person shall possess, use, or be under the influence of any tobacco products, alcohol, or any illegal or controlled substance while on any school district property.

No person shall possess firearms or deadly weapons of any type on school Board property.

Sealed bids will be received until 10:00 a.m. on April 15, 2022 at which time bids will be opened publicly at the Opp City Board of Education located at 305 East Stewart Avenue, Opp, AL. 36467. Bids should be submitted in an envelope plainly marked "Ceiling Tile & Suspended Ceiling Grid".

The Board of Education reserves the right to reject any or all bids.


Superintendent

03/16/2022
Date

OPP CITY SCHOOLS
Office of the Superintendent

Mr. Michael D. Smithart, Superintendent

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Bid Response Form - Installation of Ceiling Tile & Suspended Ceiling Grid

Bid Opening – April 15, 2022 – 10:00 a.m.

Place: OPP CITY BOARD OF EDUCATION 305 E. Stewart Ave, Opp, Al. 36467

All bids must be submitted on this form. Bids must be signed (in ink) by an authorized company representative. The bid response form must be submitted in a sealed envelope plainly marked "Installation of Ceiling Tile & Suspended Ceiling Grid". Fax bids will not be accepted.

Bid to provide contract labor and equipment for the "Installation of Ceiling Tile & Suspended Ceiling Grid", based on a "per square foot" cost for the Opp City Board of Education according to the terms and conditions contained in the invitation to bid.

Installation of Ceiling Tile & Suspended Ceiling Grid

\$ _____ Per Square Foot

Removal of Old Suspended Ceiling Tile & Grid/ Installation of New Suspended Ceiling Grid & Ceiling Tile

\$ _____ Per Square Foot

I certify that this is a true, correct and valid bid. I agree with all terms and conditions contained in this bid document. Prices are good for one year from the date of Board approval.

Authorized Signature _____

Legal Name of Vendor _____

Address _____

State _____ Zip _____ Phone# _____

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Checklist

This checklist is provided to assist Bidders in the preparation of their bid response. Included in this checklist are important requirements that are the responsibility of each Bidder to submit with their response in order to make their bid response fully compliant. This checklist is only a guideline; it is the responsibility of each Bidder to read and comply with the Invitation to Bid in its entirety.

Mailing envelope has been addressed to:

Opp City Schools
P.O. Box 840
Opp, Al. 36467

Hand Delivered to:

Opp City Schools
305 East Stewart Avenue
Opp, Al. 36467

Envelope must be sealed and marked with:

"Ceiling Tile & Suspended Ceiling Grid"

Check Each Of The Following As The Necessary Action Is Completed.

- ☐ The Bid Response Form Is Signed
- ☐ The documents required for compliance with Alabama Immigration Act are included
- ☐ Read and agree to all bid requirements and specifications
- ☐ Agree to furnish a copy of business license, completed W9, certificate of liability insurance and compliance with Alabama worker's compensation statutes.