

February 3, 2026

INVITATION TO BID

Sealed proposals will be received by the Choctaw County Board of Education, 107 Tom Orr Drive, Butler, Alabama 36904, on **Wednesday, February 24, 2026 at 10:00 a.m. for HVAC Replacement Bid #26-008** to be performed at Choctaw County Public Schools.

Bid packets may be picked up at Choctaw County Board of Education 107 Tom Orr Drive, Butler, AL 36904.

Specifications for HVAC Repairs

The following specifications form the basis for service.

1. All bidders are to submit bids to the Choctaw County Board of Education. Telephone bids will not be accepted. Bids submitted by "fax" machine will not be accepted. All bids are to be mailed or delivered in a sealed envelope.

2. All bidders shall base their proposals on the exact schedule of equipment, material or service specifications herein.

Choctaw County Public Schools List:

Choctaw County High School (see attached)

Southern Choctaw Elementary School (see attached)

Southern Choctaw High School (see attached)

3. The Owner reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. The Owner reserves the right to reject any and all bids and to waive information.

4. All prices submitted on the proposal are to be delivered prices to the Choctaw County Board of Education and shall not include any federal, state or local sales tax.

5. Bidders shall sign & return all pages of the complete bid to imply complete understanding and compliance with all bid requirements.

6. All question should be directed to the Choctaw County Board of Education, 107 Tom Orr Drive, Butler, AL 36904, phone 205-459-3031 Ext. 2003 to Angela Jenkins.

7. All bids must be received, by mail or hand delivered, not later than **10:00 a.m. Wednesday, February 24, 2026** at which time they will be opened and publicly read aloud.

8. Should a bidder find discrepancies in or omissions from the bidding document

or should be in doubt as to their meaning, clarification should be requested by calling Angela Jenkins, Secretary to the Superintendent, Choctaw County Board of Education, Butler, Alabama 36904, (205) 459-3031 Ext. 2003

9. In the event special conditions and/or qualifiers are stipulated in a bid, the bidder must define or describe the conditions/qualifiers in plain and common layman's terms. For example, "laid-in costs", "vendors cost", "plus inspection", etc.

10. Bidders shall clean up and discard all debris from the worksite after all repairs have been completed. Bidders are expected to dispose of old HVAC unit.

11. All bids must be received, by mail or hand delivered, not later than **10:00 a.m. Wednesday, February 24, 2026** at which time they will be opened and publicly read aloud.

12. All bids must be sealed in an envelope and the envelope must be marked in the lower left corner as follows:

HVAC Bid

To Be Opened at the Choctaw County Board of Education

Wednesday February 24, 2026

13. The Board reserves the right to reject any and/or all bids or any part thereof; to waive technicalities or informalities; and to award the contract to the most advantageous bidder in accordance with applicable law.

14. Alabama Immigration Law Compliance

E-Verify Memorandum of Understanding

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 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 vendor'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.



Jacquie James, Superintendent of Education

Project #1 Choctaw County High School Cafeteria

1. Replace the two units in dining area
2. Replace the kitchen unit

Project #2 Southern Choctaw Elementary School Cafeteria

1. Replace the two units in dining area
2. Replace the kitchen unit

Project #3 Choctaw County High School Classroom

1. Replace unit in Room 140

Project #4 High School Gym Project

1. Replace stage unit at Choctaw County High School gymnasium
2. Replace stage unit at Southern Choctaw High School gymnasium

CHOCTAW COUNTY BOARD OF EDUCATION BID FORM

Bid Number 26-008

DATE & TIME OF BID OPENINGS: February 24, 2026

- | | |
|--|----------|
| 1. Project #1 Choctaw County High School Cafeteria | \$ _____ |
| 2. Project #2 Southern Choctaw Elementary School Cafeteria | \$ _____ |
| 3. Project #3 Choctaw County High School Classroom | \$ _____ |
| 4. Project #4 High School Gym Project | \$ _____ |

Total Bid Price \$ _____

Anticipated number of days from receipt of a work order or notice to proceed for completion of the project: _____ days.

EXECUTION OF BID

Upon endorsement of this bid below, the bidder certifies that he/she/it has read and agreed to the requirements set forth for this RFB, including specifications, terms and conditions, and agrees to furnish all work, technical personnel, materials, labor, equipment, incidentals, and services at the Total Bid Price stated above.

UNSIGNED BIDS WILL BE REJECTED

NAME OF FIRM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Name (printed): _____ Signature: _____

TITLE: _____

DATE: _____ PHONE: _____ FAX: _____

STATE TAX PERMIT NUMBER: _____