

March 9, 2025

**INVITATION TO BID**

**BID NUMBER 26-009**

Sealed bids will be received by the Choctaw County Board of Education, 107 Tom Orr Drive, Butler, Alabama 36908 at the Office of the Superintendent for Annual Maintenance Contract. The decision as to the awarding of the bid will be based on a study of the prices and other factors which might be important in determining the most advantageous bid in accordance with applicable law. **Bids will be opened** in the Office of the Superintendent of Education at **10:00 A.M. on Thursday, March 26, 2026** and shall be read aloud and considered. Dealers should mark the outside of the envelope “**BID ON ANNUAL MAINTENANCE CONTRACT**”.

The Board reserves the right to reject any and/or all bids, to waive formalities, and to award the contract to the most advantageous bidder. Unit price must be a firm bid covering **April 1, 2026 through March 31, 2027**. Each vendor shall be responsible for the delivery of maintenance service to the schools listed below:

Choctaw County Elementary School  
201 Tom Orr Drive  
Butler, AL 36904

Southern Choctaw High School  
10941 Highway 17  
Gilbertown, AL 36908

Choctaw County High School  
277 Tom Orr Drive  
Butler, AL 36904

Choctaw County Board of Education  
107 Tom Orr Drive  
Butler, AL 36904

Southern Choctaw Elementary School  
10935 Highway 17  
Gilbertown, AL 36908

Choctaw County Transportation Department  
698 E Pushmataha St  
Butler, AL 36904

Telephone: 205-459-3031

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Jacqui James, Superintendent

## **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 exemptions. **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](http://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 Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

## 1. **INTRODUCTION**

The Choctaw County Board of Education is seeking bids for an Annual Maintenance Contract (AMC). This Request for Bid (RFB) is not to be construed as a Comprehensive Service Contract (CMC).

## 2. **SUBMITTAL DEADLINE**

Submittal must be presented no later than 10:00 A.M. on Thursday, March 26, 2026 to:  
Choctaw County Board of Education  
ATTN: Angela Jenkins or Tenika White  
107 Tom Orr Drive  
Butler, AL 36904

Bids received after the date and time set for receiving bids will **NOT** be considered. The Choctaw County Board of Education will **NOT** be responsible for misdirected bids. Vendors should call the Choctaw County Board of Education's Central Office at **205-459-3031** to ensure receipt of their bid documents prior to the opening date and time listed on the Bid Form.

Eligible bids will be opened and considered at 10:00 A.M. on Monday, March 26, 2026.

## 3. **CONTRACT AWARD**

Bids shall be considered by the Choctaw County Board of Education staff based on cost of procurement, contractor integrity, compliance with public policy, record of past performance, financial and technical resources, and the best overall value to the Choctaw County Board of Education. The Choctaw County Board of Education reserves the right to accept or reject any or all bids, waive formalities in the bidding, waive irregularities in any or all bids, and make a bid award deemed to be in the best interest of the Choctaw County Board of Education.

## 4. **SUBMITTAL REQUIREMENTS**

All bids shall be submitted on forms provided by the Choctaw County Board of Education with the item bid stated on the face of the sealed envelope. Bidders **MUST** provide the Choctaw County Board of Education with their bids signed by an employee or officer having legal authority to submit bids on behalf of the bidder. The entire cost of preparing and providing responses shall be borne by the bidder.

The Choctaw County Board of Education requires the following to be included in the submittal for this contract:

1. Submittal 1 (attached): Invitation to Bid/Project Submittal Sheet. Fill out completely, and return with submittal.

2. Proof of appropriate State of Alabama contractor license or proof of pending license, and insurance carried by the contractor. Please list coverage by types, and amounts. Also, please include contractual liability.

## 5. **REQUIREMENTS**

- **The Service Company is a company engaged in the business of servicing and maintaining Commercial and Residential Heating and Air Conditioning Systems, and is willing to provide such services to the Customer as per the terms herein.**
- **The customer desires to have the Service Company furnish maintenance on the following:**
  - **General Maintenance for all Choctaw County Board of Education Schools.**
  - **General Maintenance for all Choctaw County Board of Education.**
  - **General Maintenance for all Choctaw County Transportation Department.**
- **In Consideration of the mutual covenants, the parties agree as follows:**

### 1. **Maintenance Services**

The Service Company shall maintain and service the following list of package items (the “Package”), to include all service and installations.

- HVAC Parts and Supplies
- Light Fixture Parts and Supplies
- Light Fixture Bulbs
- Plumbing Parts and Supplies
- Air Filters
- Cafeteria Equipment Parts and Supplies
- Lift and Equipment Rental
- Labor

And keep the Package items in good working order. The Service Company shall provide scheduled preventative maintenance during regular business with the schedule to be based on the specific needs of the Package as determined by the Service Company. In addition, the Service Company shall provide unscheduled remedial maintenance (“on-call service”) as and when needed. Both scheduled and unscheduled service maintenance shall include the following as deemed necessary by the Service Company.

- General Maintenance
- Miscellaneous Items as Agreed Upon

### 2. **Excluded Services**

- Fire Alarm Maintenance
- Lawn-Care Maintenance

- Painting Maintenance
- New Construction Projects

#### **6. Monthly Service Amendment Clause**

*Notwithstanding any other provision of this Agreement, the Client reserves the right to change or amend the scope of services provided under this Agreement with no less than thirty (30) days written notice to the Service Provider. Such changes or amendments shall be effective on the first day of the following month after notice is given, and may include, but are not limited to, alterations to the types of services, the frequency of services, or the addition or removal of specific service tasks.*

*The Service Provider agrees to comply with any such changes or amendments to the services as directed by the Client. If the Service Provider is unable to accommodate the requested changes or amendments, the Client may terminate this Agreement in accordance with the termination provisions herein. Any changes or amendments to the services agreed upon by both parties shall be documented in writing and signed by both parties, constituting an integral part of this Agreement.*

#### **7. Term of Contract**

The term of the contract shall commence on April 1, 2026 and shall continue in full force and effect until March 31, 2027 or until it is terminated.

#### **QUESTIONS AND COMMENTARY**

Inquiries regarding this RFB shall be addressed to Angela Jenkins at [ajenkins@choctawal.org](mailto:ajenkins@choctawal.org) (Choctaw County Board of Education) no later than March 26, 2026. Inquires may also be faxed to 205-459-3037. Responses shall be in writing. No information exchanged verbally shall be considered binding.

Thank you for your assistance. If you have any questions, please do not hesitate to contact Choctaw County Board of Education at 205-459-3031.

**CHOCTAW COUNTY BOARD OF EDUCATION**

**BID FORM**

**Bid Number – 26-009**

DATE & TIME OF BID OPENINGS: March 26, 2026 at 10:00 A.M.

Maintenance service for all four (4) schools, central office, and transportation department.

The service company shall maintain and service the following list of package items, to include all service and installation:

- HVAC Parts and Service
- Light Fixture Parts and Supplies
- Light Fixture Bulbs
- Plumbing Parts and Supplies
- Air Filters
- Cafeteria Equipment Parts and Supplies
- Lift and Equipment Rental
- Labor

Total Bid Price \$ \_\_\_\_\_

**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.

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**UNSIGNED BIDS WILL BE REJECTED**

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

STATE TAX PERMIT NUMBER: \_\_\_\_\_