



Request for Proposal for  
Campus Maintenance Projects

The Alabama School of Mathematics and Science  
1255 Dauphin Street  
Mobile, Alabama 36604

Bid No. 2023-01

To: All Bidders

The Alabama School of Mathematics and Science (ASMS) is accepting bids for various maintenance projects on campus. The projects will include pressure washing and repairs in the Girls' Dormitory, window repairs in the Administration and Science buildings, and pressure washing of sidewalks. Full specifications about the projects will be described below in the bid.

Responses to this Invitation to Bid shall be submitted in a sealed envelope marked "Campus Maintenance Projects." Bids may be mailed or delivered to:

Alabama School of Math and Science (ASMS)  
Campus Maintenance Projects  
1255 Dauphin Street  
Mobile, Alabama 36604  
Email: [Jhoyle@asms.net](mailto:Jhoyle@asms.net)

**Key Dates for RFP**

Friday	January 6, 2023	3:00 pm.	Release of RFP
Wednesday	January 11, 2023	9:00 a.m.	Pre-bid Walk Through (Optional)
Monday	January 23, 2023	9:00 a.m.	Deadline for Proposals
Monday	January 23, 2023	10:00 a.m.	Proposals opened in ASMS Coffee House
Tuesday	January 24, 2023	12:00 p.m.	Award will be made by 12:00 p.m. notified via email

Before completing their bid, bidders are instructed to carefully read all items, conditions, and specifications in this packet and the attached pages.

ASMS reserves the right to accept or reject any and all bids and to waive any irregularity in bids received to award the entire bid to one vendor or to make awards by groups or line items, whichever is in the best interest of the school.

Any questions concerning this bid may be forwarded to: [jhoyle@asms.net](mailto:jhoyle@asms.net).

Your interest and participation are solicited and appreciated.

Sincerely,

John Hoyle, Ph.D.  
President

## General Terms and Conditions

1. Bids should be received by mail or hand delivery before the bid opening of day. Bids not received by Monday, January 23, 2023, at 9 a.m. will not be considered.
2. Bids must be submitted in accordance with terms, conditions, and instructions outlined in this packet.
3. An optional walk-through is scheduled for Wednesday, January 11, 2023, at 9 a.m. This will be the only time available for those interested to see the sites.
4. No awards of any kind are made at the time of the bid opening. A bid acceptance notification will be sent via email to the contractor.
5. Bid packets must include a cover page with the bid title "ASMS Maintenance Projects", bid # 2023-01, and submitted by and the bidder's company and contact information.
6. Bids should be presented in such a way as to provide subtotals for each project (*see page 4*) and a grand total for the overall project.
7. The contractor is responsible for the removal of any and all waste materials or other debris during the maintenance project and all cost associated with the disposal of the debris.

## Maintenance Projects and Work Details

**1. Girls Dormitory Project – Specifications:** All work must be supervised and debris cleanup to follow.

- Pressure Wash and Seal Brick
- Touch Up Caulk/Sealant at joints
- Prepare and repaint steel lintels above windows
- Repaint stucco bands and trim

**2. Administration Building Project – Specifications:** All work must be supervised and debris cleanup to follow.

**A. Auditorium: East, North and West Side**

- Pressure wash and seal brick
- Touch up caulk/sealant at joints
- Prepare and paint steel lintels above windows
- Repaint stucco bands and trim

**B. Auditorium: Stain Glass**

- Refurbish five (5) stained glass windows on West side of building

**C. Auditorium: Wash Sidewalks**

- Pressure wash sidewalks around Auditorium

**D. Auditorium: Patch interior around windows**

- Patch plaster and touch up at ten (10) window returns at both sides of building

**3. Science Building Project – Specifications:** Remove and replace the following windows. All work must be supervised and debris cleanup to follow.

- Two 42" x 72" double casement operable windows
- One 21" x 72" single casement operable window.
  - Aluminum casement open able windows similar as existing ones
  - White paint finish
  - 1" insulated glass units
  - Includes caulking and brake metal as required.
- Four 24" x 72" fixed windows
- Four 24" x 60" fixed windows
- One 24" x 62" fixed window
- One 25" x 50" fixed window
- One 24" x 32" fixed window
  - Aluminum storefront windows, 2" x 31/2" framing for insulated glass
  - White paint finish
  - 1" clear insulated glass
  - Must include caulking and brake metal as required.
- Replacement of 1" glass in existing fogged windows, approximately 16" x 54"

## INVITATION FOR BIDS

Bidders should submit their bid information in a sealed envelope with “Bid #2023-01 Campus Maintenance Projects, with the *date and time delivered to ASMS* clearly marked on the outside of the envelope.

All bidders shall base their proposals on the exacts services, and/or equipment specified herein. ASMS reserves the right to accept any or all items on any bidder’s proposal at the unit price submitted. ASMS reserves the right to reject any or all proposals and to waive technical errors if the best interest of ASMS will thereby be promoted.

Evidence of liability and workers compensation insurance should be provided at Bid opening. ASMS should be listed as an “Additional Insured” within five days after award of bid, and Certificates must be provided to ASMS. The contractor shall provide, at the company’s own expense, insurance as described below.

Worker’s Compensation and Employers Liability insurance providing coverage under the Alabama Workers Compensation Act in an amount not less than required by Alabama law. Comprehensive Commercial General Liability Insurance, including Blanket Contractual and Completed Operations coverages, in an amount not less than \$1,000,000 for any one occurrence for bodily injury, including death, and property damage liability.

The vendor, to the fullest extent permitted by law, shall indemnify and hold harmless ASMS, its elected and appointed officials, employees, agents and specified volunteers against all claims, damages, losses and expenses, including, but not limited to, attorney’s fees, arising out of or resulting from the performance of this contract, provided that any such claim, damage, loss or expense (1) is attributable to personal injury, including bodily injury sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom, and (2) is caused by any negligent act or omission of the vendor, or any of their sub-contractors, sub-consultants, or anyone directly or indirectly employed by any of them or anyone for whose acts they are legally liable. Such obligation should not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

It is customary that payment terms will be Net 30 days from invoice date. ***However, due to certain breaks in the school schedule, occasionally forty-five (45) days from invoice date will be necessary to process payment.*** Vendor will be responsible for disclosing in their bid their acceptance of these terms. Checks will be mailed to the address furnished by the vendor.

The successful bidder shall provide a copy of the current business license within five (5) days of award of the bid. Vendor must be in compliance with E-Verify requirements of the Alabama Illegal Immigration Act 2011-535 and as amended in Act 2012-491 (see attached). Documents must be signed and returned with a bid package. All questions should be directed to the President’s office by emailing [jhoyle@asms.net](mailto:jhoyle@asms.net). **Please do not call the school.**

## VENDOR MINORITY QUESTIONNAIRE

Please complete this form and return it with your bid proposal. It is necessary that you check all categories that apply to your company. Failure to comply could result in rejection of your proposal and/or removal of your name from our bidder's list, as we are now required to provide this information to the State of Alabama.

BID NO. \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

FAX #: \_\_\_\_\_

IS THE COMPANY MINORITY OWNED?: \_\_\_\_\_ YES \_\_\_\_\_ NO

IS THE COMPANY OWNED BY: \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_ BOTH

IS THE COMPANY INCORPORATED: \_\_\_\_\_ YES \_\_\_\_\_ NO

ETHNICITY OF OWNERSHIP:

\_\_\_\_\_ ASIAN AMERICAN

\_\_\_\_\_ AMERICAN INDIAN

\_\_\_\_\_ BLACK

\_\_\_\_\_ DISABLED

\_\_\_\_\_ HISPANIC

\_\_\_\_\_ OTHER (PLEASE SPECIFY): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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

DATE: \_\_\_\_\_

## COMPLIANCE WITH ALABAMA IMMIGRATION LAW

A condition for the award of a contract, bid or grant with the Alabama School of Mathematics and Science (the School) requires that all such awarded contractors, vendors or grantees employing one or more employees in Alabama utilize the E-Verify program for newly hired employees. This requirement is placed upon vendors, contractors, and grantees to which a contract has been awarded as a result of a competitive bid process. The compliance requirements of the Alabama Immigration Act include the following:

If your organization/entity does NOT employ one or more employees in the State of Alabama, you must submit the following:

- Submit an updated W-9 Form.
- A letter stating that your organization/entity DOES NOT employ one or more employees in Alabama.

If your organization/entity DOES employ one or more employees in the State of Alabama, you must submit the following:

- Submit an updated W-9 Form.
- Submit to the Board a copy of your E-Verify Memorandum of Understanding. If required to comply and you are not registered, you must go to the following web site to enroll in E-Verify which is a federal program that verifies the employment eligibility of all newly hired employees. <http://www.uscis.gov/portal/site/uscis>. Go to the E-Verify Home Page to initiate enrollment. Once you go through the steps to enroll, the program will print the requested E-Verify Memorandum of Understanding. This is the document, a copy of which you must submit along with the Affidavit attached to this memo.
- Execute and submit to the Board the attached Alabama Immigration Law Compliance Law Contract in the attached "Notice" form provided.

Please submit a W-9 Form, a copy of your E-Verify Memorandum of Understanding and a signed copy of the attached Notice of Compliance Contract along with your bid documents.

Sincerely,

Kristy Gunther  
Director of Finance

SEQ CHAPTER \h \r 1Notice of Alabama Immigration Law Compliance Requirements for Awarded Contracts or Agreements with ASMS.

As a Contractor, as defined in the Act, to the Alabama School of Mathematics and Science (“School”), it is critical to your relationship (future or continuing) with the School 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 and as further amended by Act No. 2012-491.

Every contract or agreement entered into by the School as a result of a competitive bid process 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. 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. 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.

Contractor shall 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 submit to the School a copy of the e-Verify 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 violates any term of this provision, this Agreement will be subject to immediate termination by the School. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the School 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 School 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:

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Contractor Officer or Owner Signature/Date

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Print Name/Title/Company

Please execute and return to Alabama School of Mathematics and Science

#### ADDITIONAL REQUIREMENTS

Current Number of Employees \_\_\_\_\_

Type(s) of Equipment Used \_\_\_\_\_

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Any damage which takes place on school property shall be reported immediately to the ASMS administration. Failure to report damage or continual incidences of damage to properties could result in termination of the contract.

REFERENCES OF CURRENT CUSTOMERS (3)

Not required by those currently providing service to ASMS

Customer Name \_\_\_\_\_

Contact Name and Number \_\_\_\_\_

Customer Name \_\_\_\_\_

Contact Name and Number \_\_\_\_\_

Customer Name \_\_\_\_\_

Contact Name and Number \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email address \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE