Invitation to Bid # 955
AIDT Lawn Care and Maintenance – Alabama Aviation Training Center
Mobile, AL

Mandatory Walk-through: YES

Walk Through for Vendors: Date: May 26, 2021 Time: 9:30 AM CST

Bid must be received Before: Date: June 09, 2021 Time: 4:00 PM CST

Bid Opening: Date: June 10, 2021 Time: 11:30 AM CST

Submit Bid Proposal to: AIDT Bid Number 955
Attention: Gilmer Turner
One Technology Court
Montgomery, AL 36116

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NOTES TO BIDDERS

1. Read the entire document from beginning to end and comply with all instructions, specifications, terms and conditions of the bid. Failure to follow all instructions, terms and conditions will result in the rejection of a submitted bid.

2. Bids for goods are requested using specific manufacturer, make and model information in order to establish a standard for that good based upon the need of AIDT. Vendors may bid alternative products considered to be of “equivalent” or greater quality. At the end of the item description where spaces are marked “MFR” and “Model #,” vendors must indicate the brand and all mfr/model numbers necessary to complete good/unit as specified. This information must be completed ONLY if bidding an alternate item.

3. Vendors bidding an alternate item must submit manufacturer’s specifications with bid response.

4. Bidders must comply with all Bid Instructions (see pages 4 - 8, including Item 7 – Freight Charge FOB Destination on page 4).

5. Special programs offered for educational training should be submitted on a separate form.

6. Contact the AIDT Purchasing Agent with questions concerning this bid and/or specifications: Gilmer Turner @ 334-280-4459 or gturner@aidt.edu.

7. Due to CDC defined Covid-19 restrictions and social distancing requirements only one representative from each prospective bidder is allowed for the mandatory walk-through. All potential bidders are required to wear approved mask which covers the nose and mouth and to observe the 6-foot social distancing requirement.
### Checklist for Bid Submission

**Vendor does not have to return this form with bid response**

#### Submit with Bid Proposal:

- Bid Contact Sheet (p. 9)
- Vendor Agreement Sheet (p.10)
- Qualification Statement (p. 11)
- Current W-9 (August 2013, issued by IRS):
- Vendor Disclosure:
- E-Verify or Alabama Immigration Compliance Form
- Bid Proposal – RESPONSE

#### Submit with Bid Proposal, as applicable

- Copy of current state, county or city business license, general contractor’s license or applicable license as required by law
- Copy of General Liability (umbrella) insurance - **The coverage must be in effect for the contract period.** The copy must show amount limits for automobile, workmen’s compensation, etc. (applicable for the delivery of materials, supplies, etc.). Vendor is responsible for all losses/damages caused by its employees.
- Descriptive/technical literature with bid proposal when bidding alternate items. The brands and model numbers referenced in bid provides a level of quality, and unless otherwise specified, are not restrictive. **Reference to a website or literature with a previous bid will not satisfy this requirement.**
- Descriptive/technical literature package must include a full description of the items to including a minimum of manufacturer’s name, model number and full descriptive literature. Please note company name, FEIN, complete mailing address, bid number and opening date in the upper left corner of substitute specifications.

**Failure to include descriptive literature with the bid proposal could result in bid rejection. Physical inspection and operational evaluation of equipment may also be required without cost or obligation to AIDT before award is made.**

#### Bonds Required for Various Bid Solicitations:

1. Requirement for bonds, other than those projects covered by Title 39 of the *Code of Alabama, 1975*, as amended, will be specifically stated in the bid solicitation.
2. Bid bonds, when required, must be submitted with the bid proposal.
3. Performance bonds, when required, must be submitted within five (5) working days after notification of a bid award. Bond amount will be specifically stated in the bid solicitation.
INSTRUCTIONS TO BIDDERS

1. “All bids shall be sealed when received” (The Code of Alabama 1975, Section 41-16-54)
   Bids delivered by the vendor, United States Postal Service, Federal Express, UPS or other delivery service must be identified on front of the envelope in the lower left corner with the bid number, opening date and time indicated. It is the responsibility of the vendor to have the bid proposal delivered to the correct addressee and location.

2. Bids must be received no later than date and time indicated on the bid solicitation. Late bids or improperly submitted bids will not be considered.

3. All information shall be entered in ink, typewritten or computer generated in the appropriate space on the forms. An authorized company representative must sign the bid in ink.

4. AIDT reserves the right to reject any or all bids, or any part thereof, and to waive any technicality in the bidding in the best interest of the Institute. Bids will be awarded in the best interest of AIDT.

5. This proposal is to be made without connection with any other person, company, or parties making a bid or proposal and is to be in all respects fair and in good faith, without collusion or fraud.

6. Bid prices are not to include tax. AIDT, a state government institution, is exempt by law from paying Alabama Sales Tax. This exemption is found in Section 40-23-4 (a) (11), Code of Alabama, and it further explained in the Sales & Use Tax Rule 810-6-3-.69.02. An exemption letter will be furnished upon request.

7. Bid is F.O.B. delivered to sites listed in specifications and additional training sites added during the contract period. Additional charges are not allowed (i.e. small order charges, fuel surcharges) and will not be paid. The successful bidder must assume all liability/responsibility for damage in transit.

8. The responsibility of determining the acceptability of any products offered rests solely with AIDT.

9. Bidder shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.
10. It is the responsibility of the bidder to inspect the facilities (grounds, road access, and buildings) for delivery method, installation and/or set-up of materials, supplies and/or equipment. Failure to inspect the facilities will not relieve the bidder of responsibility to provide for delivery F.O.B. or additional costs associated with delivery, installation and set up as requested in the bid.

11. All bids must be notarized.

12. AIDT terms and conditions and the laws of the State of Alabama shall govern any contract resulting from this bid.

13. Bidders desiring further information or interpretation of plans or specifications must make requests in writing to AIDT, Attn: Gilmer Turner, One Technology Court, Montgomery, Alabama 36116, or e-mail gturner@aidt.edu at least five (5) days prior to bid opening. Answers to such requests will be given to all recorded bidders, in addendum form, which will be included as part of the contract documents.

14. References in the specifications to name brands, catalog numbers, etc., are for identification purposes only and in no way are intended to eliminate or discourage the offering of substitute items which exceed or equal the specifications.

15. When the bidder does not state a brand name or catalog number it is understood the offer is exactly as specified.

16. VENDOR RESPONSIBILITY: It is the responsibility of all bidding vendors to read this document in its entirety and to comply with all instructions, specifications and terms and conditions of the bid.

17. BID RESPONSES:
   BID INFORMATION: All information shall be entered in ink or type written in the appropriate space on the form. Bids must be signed in ink by an authorized individual on the Qualification Statement and returned to AIDT. Mistakes may be crossed out and corrections inserted before submission of the bid. The person signing the bid must initial corrections, in ink.

   BID SUBMITTED: Bids must be submitted on the forms provided to ensure complete uniformity of wording of all proposals. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

   IDENTIFICATION: Reference Page 4, Item 1: The U.S. Postal Service may apply bar code labels on envelopes which may be conceal bid identification if shown other than the lower left corner. As a result, bids can be rejected if not properly identified.
CLARIFICATION OF RESPONSE: All responses will be reviewed for compliance with the mandatory requirements stated within the bid. AIDT Purchasing Agent may contact the vendor for clarification of any response.

18. REQUESTED INFORMATION: Any additional information requested from a vendor must be furnished within (3) working days from receipt of request or as specified in the bid. Failure to furnish information within time frame above will result in bid rejection. See Checklist, page 3 regarding items that must be submitted with bid proposal.

19. ASSIGNMENT OF CONTRACT: To assign, sublet or transfer any contract resulting from this proposal, the vendor’s must receive written approval by AIDT Business Manager.

20. CHANGES/MODIFICATIONS: Changes/modifications are allowed only by written change order approved by AIDT Purchasing Agent.

21. DELIVERY DATE: Delivery date(s) may be a factor in determining the award.

22. DELIVERY/FREIGHT: All items must be delivered to the “Ship To” address shown on the P.O. No deliveries are accepted on weekends or AIDT Holidays. The bid price must include delivery/freight as well as disposal of shipping/packaging materials.

23. NEW EQUIPMENT: All equipment must be new and unused and acceptable by the original equipment manufacturer for their maintenance.

24. MANUFACTURER/MODEL: At the end of the item where marked “MFR” and “model”, vendors must indicate the manufacturer & all stock/model numbers necessary to complete the unit as specified. This information must be completed unless bidding the recommended MFR/Model.

25. WARRANTY INFORMATION: Equipment shall be warranted. Vendor must specify warranty terms and conditions. The warranty shall commence on the date the equipment is delivered. Vendor will use whatever means required to facilitate this warranty, and will insure total satisfactory performance to AIDT.

26. SERVICE: Upon request for services vendor must provide parts and labor within 12 hours of notification (Monday-Friday, 7:00 am-4:00 pm).

27. FIRM PRICING: All prices quoted must be firm for the duration of the contract.

28. AWARD METHOD: Award will be made in writing to the single, lowest bidder meeting all specifications of bid unless bid is specifically stated to be multi-awarded.
29. CANCELLATION OF AWARD:

- AIDT reserves the right, for its convenience and without cause and without a penalty, to terminate the contract upon a thirty (30) day written notice.

- The Contractor may terminate services upon delivery of a written thirty (30) day notice to AIDT, Attention: Gilmer Turner One Technology Court, Montgomery, AL 36116.

30. ORDERING PROCESS: Purchases from this contract will be made by purchase orders showing specific shipping information.

31. QUALITY OF MATERIALS AND LABOR:

- Materials used that are not otherwise specified shall be the kind and quality consistent with the trade practice for such work and shall comply with all local codes.

- All labor shall be well experienced in this type work and it shall be completed in a professional manner.

32. INVOICES: Invoice(s) are to be billed in arrears in the name of AIDT to the ‘BILL TO’ address on the Purchase Order. Invoices may also be submitted to AIDT Finance: invoices@aidt.edu.

33. PAYMENT METHOD: Payment will be made to the successful bidder when the equipment is completely built, delivered and operational or the service has been rendered.

34. NOTE TO VENDOR: Failure to submit required documentation with bid proposal may result in bid rejection.
NONRESIDENT BIDDER INFORMATION

Act Number 2001-637 of the Alabama Legislature, and is codified as Code of Alabama, Section 39-3-5, provides as follows:

§ 39-3-5. Preference to resident contractors in letting of certain public contracts required; reciprocity.

(a) In the letting of public contracts in which any state, county or municipal funds are utilized, except those contracts funded in whole or in part with funds received from federal agency, preference shall be given to resident contractors, and a nonresident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Alabama public contracts only on the same basis as the nonresident bidder’s state awards contracts to Alabama contractors bidding under similar circumstances; and resident contractors in Alabama, as defined in Section 39-2-12, be they corporate, individuals, or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state domicile of the nonresident.

(b) Nonresident bidders must accompany any written bid documents with a written opinion of an attorney at law licensed to practice law in such nonresident bidders’ state of domicile, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that state in the letting of any or all public contracts.

(c) A summary of this law shall be made a part of the advertised specifications of all projects affected by this law. (Acts 1984, No. 84-228, p.348.)

SALES TAX CERTIFICATION BY ALABAMA DEPARTMENT OF REVENUE

Certification Pursuant to Act Number 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and Local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act Number 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification in false.
BID CONTACTS

ALL BIDDERS MUST:

• Provide the names and numbers for the contact person within your organization who will be responsible for handling customer's telephone calls, faxes, e-mails, and purchase orders. Print or type the information in the spaces below if you have only one location. If you have more than one business within the State of Alabama you must furnish a list of the current locations of each of your business in the format below.

Printed Name: ___________________________________________ Job Title: ____________________________________________

Address: ____________________________________________________________

Phone: _____________________________ Fax: _____________________________

Toll Free Number _____________________________ Email ______________________________________

• List name of nearest authorized company in Alabama to provide service/repairs. The service dealer must be within 50 miles of 36615.

Company Name __________________________________________________________________________

Phone________________________ Fax _______________________ Email ______________________

Address _____________________________City _____________________State ______ Zip _____________

Contact __________________________________________ Job Title ______________________________

• List name and address of parts dealer within 50 miles of 36615 if difference from above.

Company Name __________________________________________________________________________

Phone________________________ Fax _______________________ Email ______________________

Address _____________________________City _____________________State ______ Zip _____________

Contact __________________________________________ Job Title ______________________________
VENDOR AGREEMENT

I certify that I have read all the General Conditions and Instructions to Bidders of this bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for the bidder. I agree to abide by all conditions of this bid request.

Company Name: ________________________________ FEIN __________________

Address: __________________________ City: _____________ State: ______ Zip: ______

Signature: ________________________________ Date: _______________________

Printed Name: ________________________________ Toll Free Number: ____________

Phone: ______________________ Fax: _____________ Email: ____________________
QUALIFICATION STATEMENT

I certify that I have read all the General Conditions and Instructions to Bidders of this bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for the bidder. I agree to abide by all conditions of this bid request.

Name of Company (please type or print in ink)  ________________________________
Authorized Signature (sign in ink)

Complete Address for Mailing Purchase Order and Payment  ________________________________
Typed/Printed Name of Signature Above

City  State  Zip Code
Title (please type)

Telephone Number  ________________________________
Fax Number

NOTARIZATION

Sworn and subscribed before me this the ________ day of ____________, _______

__________________________________
Notary Public Signature

__________________________________
My commission expires (date)

MINORITY INFORMATION

If this business is minority owned please qualify status below:

__________________________________
AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE BY A CONTRACTOR OR GRANTEE TO AIDT

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 Law 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 AIDT to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from any political subdivision of the State of Alabama, or any public-funded entity (including an ACCS Institution). Contractors and Grantees are to provide notice to their Subcontractors of their Alabama Immigration Law Compliance obligations.

☐ State of Alabama: County of ______________________________; OR

☐ Not an Alabama Corporation, and firm ☐ is ☐ is not enrolled in Federal E-Verify

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 ________________ (title/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 Law 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 ____________________, __________.

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
VENDOR DISCLOSURE STATEMENT INFORMATION AND INSTRUCTIONS

Section 41-16-82, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts, and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

Pursuant to Section 41-16-84 (b), Code of Alabama 1975 the State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information as required.

Pursuant to Section 41-16-86, Code of Alabama 1975, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Section 41-16-81, Code of Alabama 1975

1. Family Member of a Public Employee – The spouse or a dependent of the public employee.

2. Family Member of a Public Official – The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse’s parents, or a sibling and his or her spouse, of the public official.

3. Family Relationship – A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

4. Person – An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

5. Public Official and Public Employee - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this article, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature. (Note: The definitions for public official and public employee are now denoted as Sections 36-25-1(25) and 36-25-1(26), Code of Alabama 1975. However, Section 41-16-86 (5), Code of Alabama 1975 has not been codified to reflect such updates.)

Section 36-25-1(25), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee’s income.

Section 36-25-1(26), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-13-40, Code of Alabama 1975.
Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

THE DISCLOSURE STATEMENT MUST BE SIGNED, DATED, AND NOTARIZED PRIOR TO SUBMISSION.

State of Alabama
Disclosure Statement
Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

AIDT

ADDRESS

One Technology Court

CITY, STATE, ZIP

TELEPHONE NUMBER

Montgomery, AL 36116

334-242-0299

This form is provided with:

☐ Contract

☐ Proposal

☐ Request for Proposal

☐ Invitation to Bid

☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes  ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT

TYPE OF GOODS/SERVICES

AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes  ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT

DATE GRANT AWARDED

AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE

ADDRESS

STATE DEPARTMENT/AGENCY

Page 1 of 2
2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

<table>
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<tr>
<th>NAME OF FAMILY MEMBER</th>
<th>ADDRESS</th>
<th>NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE</th>
<th>STATE DEPARTMENT/ AGENCY WHERE EMPLOYED</th>
</tr>
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

<table>
<thead>
<tr>
<th>NAME OF PAID CONSULTANT/ LOBBYIST</th>
<th>ADDRESS</th>
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature
Date

Notary’s Signature
Date
Date Notary Expires

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000.
SCOPE OF SERVICE
ITB Bid 955 for Alabama Aviation Training Center Lawn/Ground Maintenance Services

1. Provide lawn care services for AIDT Alabama Aviation Training Center located at 1815 Ninth Street, Mobile, Alabama 36615.

2. The Contractor to provide any and ALL equipment and supplies needed to perform the lawn services as outlined in this request. AIDT will not provide any equipment and or supplies necessary to perform the services.

3. The Contractor is responsible for payroll of employees in the service of this contract plus all related payroll taxes and expenses.

4. AIDT reserves the right to add additional areas to the contracted services. In the event of an additional to the grounds maintenance AIDT and the vendor will agree on an amount to be added to the contract. Should a significant portion of the grounds be converted to parking space(s) reduction in price will be negotiated.

5. AIDT will work with the contractor to establish a schedule that is compatible with the vendor and the work schedule for AIDT employees. The suggested schedule is subject to change to achieve the most efficient work schedule.

6. The Contractor will assume all liability for employees while working on the AIDT site.

7. The Contractor will assume all liability for any injuries suffered by any person in connection with the Contractor’s equipment or vehicles.

8. The Contractor will be responsible for supervision of their personnel while on AIDT premises.

9. The Contractor will provide the AIDT representative with a business telephone number and personal contact to handle additional requests and services.

10. The contractor will invoice AIDT monthly in arrears for lawn services. AIDT will make payment net 30 days following the period of service.

11. The Contractor agrees that a walk through with an AIDT representative will be performed after each service date.
12. AIDT reserves the right to annotate any tasks not completed per the discretion of the staff member completing the walk through. Any task annotated as incomplete should first be attempted to be completed while contractor is onsite, if possible, otherwise marked incomplete on the walk through sheet.

13. The contractor will invoice for services as performed. Cost for any services not performed due to time restraints, negligence, weather, season or is not required within the service period being invoiced must be adjusted on the invoice per the cost breakdown listed on page 22.

14. In the event of an unexpected building closure (imminent weather, power outages, etc) and AIDT staff is not onsite to complete the walk through on a regular scheduled service day, a signed service note must be left in the mailbox annotating date and time services were completed.

15. The bid quote must include the following:
   a. Vendor References
   b. A copy of certificate of insurance
   c. Vendor Agreement (page 10)
   d. Qualification Statement (page 11)
   e. Other Bid forms and Documents (pages 12-16)
   f. Contractor’s Proposal Form (page 22)

**ACCESS HOURS/WORK SCHEDULE**

- Successful bidder will be provided a list of holidays that will be observed by AIDT
- Lawn Service will not be performed on AIDT observed holidays
- Specific services and service schedule follow on separate pages
- Services requested will be listed as weekly, monthly, quarterly and annually
*****IMPORTANT NOTICE*****

INSPECTION REQUIREMENTS

1. A mandatory ground inspection shall be required before submitting a bid.

2. All prospective bidders are required to perform an inspection of the property prior to submitting a bid.

3. Only vendors that attend the inspection and sign the attendance form will be considered as qualified bidders. Any bid submitted by a non-compliant bidder shall be rejected.

4. A sign in form will be provided for all attendees.

5. Only bidders attending the inspection may submit a bid proposal. For more information on the ground inspection or direction to the site, contact Michelle Newman (251)656-8764 or email at mnewman@aidt.edu

6. Grounds Inspection: Thursday, May 26, 2021 @ 9:30 am an inspection of the grounds (1815 Ninth Street, Mobile, Alabama 36615) will be done for all prospective bidders. Only vendors that attend the inspection and sign the attendance form will be considered as qualified bidders. All interested vendors must attend this site visit at the appointed date and time. Due to Coronavirus and social distancing protocol only one (1) representative from each prospective bidder is allowed. All are required to wear mask that fully covers nose and mouth.

7. Prior visits for estimate purposes are not acceptable for this bid

8. Any previous site visits or price estimates will not be considered for this bid’s bidding purposes.
# SCHEDULE OF SERVICES

<table>
<thead>
<tr>
<th>I. WEEKLY SERVICE</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mow all turf</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Edge all hard and soft edges including sprinkler</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>control valves</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Hand pull all visible weeds in flower beds,</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>concrete surfaces and parking lot</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4. Apply Round Up</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5. Pick up trash on grounds, and in parking lot</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
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<tr>
<td>6. Blow off entrances, stairs, deck, sidewalks,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>parking lots, outside break room, etc.</td>
<td>✓</td>
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</tr>
<tr>
<td>7. Perform a walkthrough with AIDT staff member after</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>work is performed</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. MONTHLY SERVICE</td>
<td>Weekly</td>
<td>Monthly</td>
<td>Quarterly</td>
<td>Annually</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------</td>
<td>---------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>1. Maintain insect control (ants, grub worms, and any other pests)</td>
<td></td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Program/check irrigation system and check all valves, replace broken/busted pipes or sprinkler heads</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. QUARTERLY</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pre-Emerge application</td>
<td></td>
<td></td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>2. Fertilize turf, trees and ground cover</td>
<td></td>
<td></td>
<td>√</td>
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<tr>
<td>3. Replace pine straw around base of trees located on the west side of the building and overflow parking lot</td>
<td></td>
<td></td>
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<td>√</td>
</tr>
<tr>
<td>4. Install and maintain seasonal color throughout areas and planters</td>
<td></td>
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<td></td>
<td>√</td>
</tr>
<tr>
<td>5. Trim/cut back trees, shrubs and flowering bushes as needed for growth, aesthetic appeal or removal of dead areas</td>
<td></td>
<td></td>
<td></td>
<td>√</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. ANNUALLY</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace dead plants, shrubs, bushes (as needed).</td>
<td></td>
<td></td>
<td></td>
<td>√</td>
</tr>
</tbody>
</table>
CONTRACTOR’S PROPOSAL

Proposal: Total for services as described in Schedule of Services on pages 14 and 15

Section I – Weekly Services
Mow all turf $___________ per week
Edge all hard and soft edges $___________ per week
Hand weed all applicable areas $___________ per week
Round Up application $___________ per week
Pick up trash in all applicable areas $___________ per week
Blow all applicable areas $___________ per week

Weekly Services Total $____________________

Section II – Monthly Services
Maintain insect control $___________ per month
Program/Check Irrigation System/check all valves $___________ per month

Monthly Services Total $____________________

Section III – Quarterly Services
Pre-Emerge application $___________ quarterly
Fertilize turf, trees and ground cover $___________ quarterly
Replace pine straw $___________ quarterly
Install and maintain seasonal color $___________ quarterly
Trim/Cut trees, shrubs, bushes $___________ quarterly

Quarterly Services Total $____________________

Section IV – Annual Services
Replace dead plants, shrubs, bushes Annual Services Total $____________________

Bid Total $____________________

Company Name ___________________________ FEIN ___________ Date _________

This bid shall be awarded for one year with the possibility of four annual renewals, up to five years, total, at the discretion of AIDT and with annual renewal letter to vendor.