Shelton State Community College will receive sealed bids in its Purchasing Office until **10/1/2014 at 2:00 PM** for the items described in the bid invitation. Bids will be publicly opened and read aloud in the Volkert Conference Room, Room #3605A.

**SUBMIT BID PROPOSAL TO:**

Bid Number   **22-14-SS**  
Attention: Judy Johnson  
Shelton State Community College  
9500 Old Greensboro Road  
Tuscaloosa, AL  35405

Page    Contents  
2-3    General Conditions and Instructions to Bidders  
4-5    Specifications  
6    Bid Proposal Form  
7    Bid Certificate  
8-9    State of Alabama Disclosure Statement  
10    Vendor Certification  
11    Attachment

"No Bid" Responses Are Requested
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. All bids are to be in sealed envelopes with the above bid number and opening on the outside of the envelope. All forms should be completed and included in the sealed envelope. Mark your bid to the attention of Judy Johnson, Purchasing Officer.

2. Only written modifications to proposals will be accepted.

3. Bidders may submit proposals on any one or all items listed. However, the College reserves the right to select and purchase individual items.

4. All bid prices are to be quoted F.O.B. Shelton State Community College, Tuscaloosa, Alabama.

5. The College reserves the right to accept or reject any bid or part thereof and waive informalities that may be deemed in the best interest of the College.

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

7. If quotations are offered on substitute items, the bidder must include catalogues/brochures with complete descriptions and manufacturers' specifications.

8. Guarantees/warranties are to be furnished by the vendor as provided by the manufacturer.

9. Bid prices are not to include tax. Tax exemption certificates furnished upon request.

10. All items are to be free from defects in material and workmanship. If items are defective or damaged or do not meet the specifications, they are to be replaced immediately by the vendor at no additional cost to the college.

11. Quantities listed on the specifications sheet are believed to be correct. However, the college reserves the right to alter or vary the quantities for a period of ninety (90) days from the bid opening.

12. No payments on partial shipments will be made until all items have been received in good condition.
13. No bid may be withdrawn after the scheduled closing time for receipts of bids for a period of thirty (30) days.

14. Any and all damages caused to the College by the successful bidder will be repaired promptly at no cost to the College.

15. 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.

16. The contractor must comply with all federal, state, county and city laws regarding license fees and agreements.

17. The contractor must comply with Alabama Act 2011-535 and agrees to submit an Affidavit of Alabama Immigration Law Compliance as well as an E-Verify Memorandum of Understanding.

18. Nonresident Bidder Information: Act Number 2001-637 of the 2001 Alabama Legislature, which became effective on May 21, 2001, and is codified as Code of Alabama, Section 39-3-5, provides as follows:

Section 1: 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 a federal agency, preferences shall be given to resident contractors, and a non resident 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 contract 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.

Section 2: A summary of this law shall be made a part of the advertised specifications of all projects affected by this law.
SPECIFICATIONS

Please bid on the items listed on pages 4-5, or equivalent, for Shelton State Community College.

Charges for postage/handling/delivery should be included in the bid price.

Shelton State reserves the right to purchase any additional quantity of the above referenced item for a period of at least three hundred sixty-five days (one year) following the bid opening date.

If you have general bid questions, please contact Judy Johnson at 205.391.2238.

For questions regarding the bid specifications, please contact Vaughan Lynch at 205.391.2987.

CERTIFICATION PURSUANT TO ACT NUM. 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 NO. 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 IS FALSE.
PLEASE SEE ATTACHED FOR BID SPECIFICATIONS
BID PROPOSAL FORM

Proposal of ________________________________________________

(Company Name)

of ________________________________________________________

(City and State)

Hereinafter, called "Bidder," a corporation, organized and existing under the laws of the State of ________________, a partnership, or an individual doing business as:

________________________________________________________________________

TO: Shelton State Community College
9500 Old Greensboro Rd.
Tuscaloosa, AL  35405
Attn: Judy Johnson

BID PRICE $_____________________________________________________

FEDERAL IDENTIFICATION # ________________________________
I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

__________________________________________________
Firm or Company Name

__________________________________________________
Address

__________________________________________________
City, State and Zip Code

__________________________________________________
Telephone Number

__________________________________________________
Fax Number

__________________________________________________
Name of Company Representative
(Please Print)

__________________________________________________
Signature of Company Representative

BID CERTIFICATE MUST BE NOTARIZED

Sworn and subscribed before me this the __________ day of _______________, 20____.

__________________________________________________
Notary Public

__________________________________________________
Date my commission expires
State of Alabama
Disclosure Statement
(Required by Act 2001-955)

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

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<th>STATE AGENCY/DEPARTMENT</th>
<th>TYPE OF GOODS/SERVICES</th>
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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.

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<th>STATE AGENCY/DEPARTMENT</th>
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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 official/public employees work. (Attach additional sheets if necessary.)

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<tr>
<th>NAME OF PUBLIC OFFICIAL/EMPLOYEE</th>
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<th>STATE DEPARTMENT/AGENCY</th>
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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.)

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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>
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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:

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<th>NAME OF PAID CONSULTANT/ LOBBYIST</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 _____________

Act 2001-955 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.
GENERAL INFORMATION:
Shelton State Community College considers all vendors to be valuable assets in fulfilling its education, health, research, and service missions. As such, vendors should conduct their business openly, fairly, and honestly. All vendors are expected to fulfill their contractual commitments to the College in terms of cost, delivery, and quality of products and services. The College procurement contracts are a matter of public record, and they are based upon formal competitive bids or good faith negotiations between the College and the vendor. Failure to fulfill contractual commitments can jeopardize a company’s status as an acceptable College vendor.

The following statement is applicable to all Requests for Formal Bid and Contracts for Professional Services that are required on all taxable sales and leases into Alabama:

Certification Pursuant To Act No. 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 No. 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 is false.

______________________________
Company Name

______________________________
Signature of Responsible Party

______________________________  ______________________
PRINT: Name, Title                      Date
ATTACHMENT

Demopolis Internet Project

Shelton State Community College (hereinafter called the College), is seeking a bid for a two year internet connection agreement to Demopolis College satellite campus which is located at 918 South Cedar Avenue Demopolis, Alabama 36732.

Internet Connection Performed by Contractor

1. The internet connection has to have a connection speed of at least 12Mbps.
2. The Contractor will provide all necessary equipment and supplies to make the connection active.
3. This service must be in place by October 1, 2014.

INDEPENDENT CONTRACTOR STATUS

For all purposes under this bid, Contractor shall be serving exclusively as an independent contractor and shall accept all responsibilities of an independent contractor, including but not limited to tax and withholding responsibilities, control over his/her own personnel, and control over his/her own use of material and equipment.

DUTIES OF THE COLLEGE

1. The College shall provide such information to Contractor as will be necessary to assist Contractor in the performance in his/her duties in this project.
2. The College shall provide such assistance from its staff as will be necessary and reasonable to assist Contractor in the performance in his/her duties in this project.
### SUMMARY SHEET

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