SHELTON STATE
COMMUNITY COLLEGE
9500 OLD GREENSBORO RD.
TUSCALOOSA, AL  35405
BID INVITATION

23-13-SS

Shelton State Community College will receive sealed bids in its Purchasing Office until 10/2/2013 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 23-13-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
10-11  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 Tommy Taylor at 205.391-2617.

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
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 # _____________________________________
SHELTON STATE
COMMUNITY COLLEGE
9500 OLD GREENSBORO RD.
TUSCALOOSA, AL 35405
BID INVITATION
23-13-SS
BID CERTIFICATE

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)

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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<tr>
<th>STATE AGENCY/DEPARTMENT</th>
<th>TYPE OF GOODS/SERVICES</th>
<th>AMOUNT RECEIVED</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>
<th>DATE GRANT AWARDED</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 officials/public employees work. (Attach additional sheets if necessary.)

<table>
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<th>NAME OF PUBLIC OFFICIAL/EMPLOYEE</th>
<th>ADDRESS</th>
<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.)

|                       |         |                                          |                                        |
|                       |         |                                          |                                        |
|                       |         |                                          |                                        |
|                       |         |                                          |                                        |
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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.)

|                       |         |                                          |                                        |
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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.
ATTACHMENT

**Specification - Scope of Work**

- Remove or reposition furniture for carpet removal and installation.

- Remove existing carpet tiles and cove base in designated areas. All excess materials must be disposed of by the awarding bidder. A waste container will be provided by the owner and located on campus.

- The area is on concrete and the surface must be prepared for installations per factory specification for this type of installation.

- Installation of approximately 525 square yards carpet and cove base for
  - Direct-Glue-Down installation
  - Comply with manufacturer’s written recommendations for seam locations and direction of carpet; maintain uniformity of carpet directions and lay of pile. At doorways, center seams under the door in closed position. Level adjoining border edges.
  - Do not bridge building expansion joints with carpet.
  - Cut and fit carpet to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings._bind or seal cut edges as recommended by carpet manufacture.
  - Extend carpet into toe spaces, door reveals, closets, open bottomed obstructions, removable flanges, alcoves, and similar openings.
  - Install pattern parallel to walls and borders.

- Replace furniture to original positions.

- Available working hours are as follows:
  - Friday: Noon to 4:30 p.m.
  - Saturday: 8:00 a.m. to 5:30 p.m.
  - Additional working hours will be considered upon request.

- Project must be completed in sections so that college employees are able to return to their work areas by each Monday morning. Contractor must complete all work in pre-agreed upon areas in the above referenced working hours.

Items that will be provided by owner: carpet, carpet glue, base cove, base glue, and transition strips.

Attached: Layout of space for purposed carpet installation.
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