5-15-SS

Shelton State Community College will receive sealed bids in its Purchasing Office until **6/10/2015 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 **5-15-SS**
Attention: Judy Johnson
Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405

"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 No bid may be withdrawn after the scheduled closing time for receipts of bids for a period of thirty (30) days.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 Ann Bracknell, 205.391.2958 or Michelle Bass, 205.391.5810.

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 SPECIFICATIONS

5-15-SS

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

___________________________________________________________

FEDERAL IDENTIFICATION # _________________________________
SHELTON STATE
COMMUNITY COLLEGE
9500 OLD GREENSBORO RD.
TUSCALOOSA, AL 35405
BID INVITATION
5-15-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

Page 7
State of Alabama

Disclosure Statement

(Required by Act 2001-935)

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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 officials/public employees work. (Attach additional sheets if necessary.)

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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 official/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

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<th>FAMILY MEMBER</th>
<th>ADDRESS</th>
<th>PUBLIC OFFICIAL/EMPLOYER</th>
<th>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 employees, 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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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.

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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
Shelton State Community College
Deferred Tuition Payment Plan
Request for Proposal Specifications

System policy requires Shelton State Community College tuition and fees to be paid in full by the first day of class in each semester. Therefore, the College is seeking providers that will allow students to make installment payments and guarantee Shelton State Community College 100% tuition and fee payment for each semester a student is enrolled.

Deferred tuition payment plan proposals must include, but are not limited to, the items listed below. Evaluations will also be made on these criteria.

- Company history
- Company demo or PowerPoint presentation of business process
- Maximum amount per semester students can contract for tuition and fees
- Percent down payment required by students by first day of class
- Number of days past first day of class that guaranteed payment will be remitted to the College
- Amount of any fees charged to students
- Amount of any fees charged to the College (including credit card transaction fees)
- Computer support provided
- Customer service provided
- Promotional support provided
- List of current similar clients in Alabama with guaranteed payment plan
- Implementation timeframe

Company demos or PowerPoint presentations can be emailed to mbass@sheltonstate.edu. All other required information should follow bid packet instructions as previously stated.
5-15-SS

June 10, 2015

SUMMARY SHEET

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