

BID CHECKLIST

A complete bid packet should include the following:

- ☐ Bid letter that is complete, signed, and notarized
- ☐ Disclosure Statement form that is complete, signed, and notarized
- ☐ Exhibit H/Beason-Hammon Act for that is complete, signed, and witnessed
- ☐ Certification Pursuant to Act No. 2006-557 for that is complete and signed
- ☐ E-Verify Memorandum of Understanding
you can check your enrollment status or enroll at www.e-verify.gov
- ☐ Revenue Sharing Schedule form that is complete, signed, and notarized
- ☐ Brief narrative describing your business and experience in the food service industry
- ☐ Current business license
- ☐ Most recent Inspection Report from the appropriate County Health Department
- ☐ Business plan detailing your plan for Wallace Community College – Dothan
- ☐ Three (3) letters of recommendation from current clients
- ☐ Timeline of startup to commencement of operation

WALLACE COMMUNITY COLLEGE – DOTHAN
1141 WALLACE DRIVE
Dothan, Alabama 36303
August 19, 2022

Dear Sir or Madam:

Sealed bids for items listed below will be accepted in the Business Office of Wallace Community College – Dothan (WCCD) until the time and date indicated below.

As provided by state statute, the college reserves the right to accept or reject all bids or any portion thereof.

DR. LINDA C. YOUNG, President
Marc Nicholas, Dean of Business Affairs

Bid Instructions:

1. Price to be quoted should include shipping cost for delivery to Dothan, AL.
2. No price shall include state tax or federal excise tax. Certificates furnished upon request.
3. Bid must be submitted in ink with signatures and initials as required. Pencil will not be accepted.
4. Bid must be notarized.
5. Bidder must use the form provided and clearly indicate the bid number and opening date on the outside of the return envelope.
6. If item requested cannot be furnished as specified, a substitute may be made by giving full description of item being bid.
7. No errors will be corrected after bids are opened.
8. Alabama laws require that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, **the business entity or employer must provide documentation of enrollment in the E-Verify program**. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The contractor's E-Verify Memorandum of Understanding must be included with the bid. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the Federal website www.e-verify.gov. The Alabama Department of Homeland Security <http://immigration.alabama.gov> has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employee Identification Number (EIN) also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.
9. Bids exceeding \$10,000.00 must include a Bid Bond for 5% of total bid, provided that bonding is available for included services, equipment, or materials. The Bid Bond must be furnished prior to contract award. **A Cashier's Check made payable to Wallace Community College – Dothan for 5% of the total bid amount may be substituted in lieu of a bid bond.** The check will be returned upon contract completion.

BID NO. 1588 TO BE OPENED AT APPROX. 12:00 P.M. Friday, September 9, 2022 - Business Affairs Conference Room, Grimsley Hall, Dothan Campus.

Wallace Community College – Dothan (WCCD) is seeking bids/proposals from qualified vendors to provide a **comprehensive food services program** for students, faculty/staff, and the community at our Dothan Campus.

- A. The successful vendor must meet the following requirements:
 - a. Provide breakfast and lunch menu items.
 - b. Maintain operating hours from 7:30 a.m. to 2:00 p.m. Monday through Thursday. Friday operation is optional.
 - c. Provide any necessary equipment not currently available in the institution's cafeteria.
 - d. Maintain operations within the standards promulgated by the Alabama Department of Public Health and the Dale County Health Department.
 - e. Have a proven history in the food service field. Franchise operations with national to regional branding ***preferred***.
- B. As required by policies of the Alabama Community College System, and in conformance to the laws of the State of Alabama, the successful vendor must also adhere to the following requirements:
 - a. Provide liability insurance in the amount of 1 million dollars throughout the life of the contract.
 - b. Provide workman's compensation insurance as currently required by Alabama statute.
 - c. Agree to hold WCCD harmless to all claims, loss, or liability with regard to the destruction of property or the injury of persons in the service area.
 - d. Adhere to all Federal, State, and Local laws, as well as College policies.
 - e. Ensure that all employees are legally employable in the State of Alabama in an educational institution.
- C. Wallace Community College – Dothan (WCCD) will provide the following:
 - a. Kitchen fully equipped with ovens, cooktops, reach-in-freezers, walk-in cooler, ice maker, sinks, and dishwasher.
 - b. Serving area with steam table, salad bar, deli bar, and reach-in cooler.
 - c. Large dining area with tables and chairs.
 - d. All utilities, telephone service, and internet service.
 - e. Maintenance to all college-owned equipment.
 - f. Four-year contract with three two-year renewal options.
 - g. If vendor provides fried foods, they will be responsible for maintaining the fire suppression system and ventilation hood and its inspections.
- D. To qualify for consideration, interested vendors should submit the following information along with the bid packet by Noon on Friday, September 9, 2022:
 - a. A brief narrative describing your business and your experience in the food service industry.
 - b. A copy of your current business license and Inspection Report from the appropriate County Health Department.
 - c. A business plan detailing what you propose for WCCD.
 - d. Letters of recommendation from three current clients.
 - e. A timeline outlining startup to commencement of operation.
 - f. Completion of the attached Revenue Sharing Schedule.
- E. WCCD is looking for a long-term relationship that is profitable to both the vendor and the institution. However, first and foremost, the College is interested in a quality product. Evaluation of this bid/proposal will be made on the following criteria.
 - a. Success of vendor's existing business (30%)
 - b. College's perceived viability of vendor's business plan (30%)
 - c. Proposed Revenue Sharing Schedule (40%)
- F. The contract entered into by the vendor and the College may be terminated by either party without cost or penalty upon a 90-day written notice. The contractor is expected to provide satisfactory products, services and payments to the College through the life of the contract. The College reserves the right to unilaterally terminate the contract should the contract fail to provide an acceptable level of service and products.
- G. Responses should be submitted in a sealed envelope marked "Food Service Bid #1588" to Marc Nicholas, Dean of Business Affairs, 1141 Wallace Drive, Dothan, AL 36303. Any questions can be directed to the same at 334-556-2223.

H. Agreement

We are in position to furnish the items/services specified herein and can begin services within _____ days after entering contract. 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.

** In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in, or doing business with, a jurisdiction with which this State can enjoy open trade. **

Firm: _____

Signature: _____

Terms: _____

Date: _____

Address: _____

Phone No: _____

Sworn to and subscribed before me this

_____ day of _____ 20 _____

Notary Public

My Commission Expires: _____ / _____ / _____



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

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

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

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.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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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:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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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
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Notary's Signature	Date	Date Notary Expires
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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.

EXHIBIT H

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

RE Contract/Grant/Incentive (*describe by number or subject*):

_____ **by and**
between _____
(Contractor/Grantee) and _____ **(State Agency or**
Department or other Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, is authorized to provide the representations that are set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".

2. Applying the following definitions from the Section 3 of the Act, the Contractor/Grantee business structure is as indicated by my initials.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

- _____ a. The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.
- _____ b. The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien, as that term is defined in Section 3 of the Act, within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

{Alien is any person who is not a citizen or national of the United States, as described in 8 U.S.C. § 1101, et seq., and any amendments thereto.}

{Unauthorized Alien is an alien who is not authorized to work in the United States as defined in 8 U.S.C. § 1324a(h)(3).}

4. Contractor/Grantee is enrolled in E-Verify unless *{initial the following selections which apply}*:

- _____ (a) it is not eligible to enroll because of the rules of that program or other factors beyond its control.

_____(b) it is excused from the requirement of enrollment in E-Verify because it does not have an employee in
the State of _____ Alabama.
Certified this _____ day of _____ 20____.

Name of Contractor/Grantee/Recipient

By:

Its

The above Certification was signed in my presence by the person whose name appears above, on this _____ day of
_____ 20_____.

WITNESS _____

Print Name of Witness

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 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 acknowledge that the awarding authority may declare the contract void if the certification is false.

Company Name _____

Signature _____ Date _____

REVENUE SHARING SCHEDULE

As a component of my bid to Wallace Community College – Dothan, I submit the following schedule for sharing revenue with the institution:

\$0 - \$15,000 per month - _____% of gross revenue

\$15,001 - \$20,000 per month - _____% of gross revenue

\$20,001 and greater per month - _____% of gross revenue

Company

Signature

Date

Sworn to and subscribed before me this

_____ day of _____ 20 _____

Notary Public

My Commission Expires: _____ / _____ / _____