

WALLACE COMMUNITY COLLEGE – DOTHAN

1141 WALLACE DRIVE
Dothan, Alabama 36303
April 19, 2023

Dear Sir or Madam:

Sealed bids for items or services detailed herein 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, if any, 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/or 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 a requested item or service cannot be furnished as specified, a substitute may be made by giving full description of item or service being bid.
7. No errors to evaluation criteria will be corrected after bids are opened. However, the College reserves the right to waive or allow correction of technical errors in accordance with Alabama law. The College also reserves the right to negotiate price and terms with the awarded bidder prior to the contract start date.
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.** For bidders who are not awarded the contract, the cashier's check will be returned with the rejection letter. For the bidder(s) who are awarded the contract, the cashier's check will be returned upon contract completion.

BID NO. 1597 Custom Cargo Van Conversion TO BE OPENED AT APPROX. 2:00 PM Thursday May 4, 2023 - Business Affairs Conference Room, Grimsley Hall, Dothan Campus.

Wallace Community College – Dothan (WCCD) is seeking bids from qualified and experienced automobile customization firms to provide a custom cargo van conversion according to the attached bid specifications.

If you wish to arrange a site visit prior to bidding to inspect the actual layout and conditions of the cargo van, please call the Business Office at 334-556-2288. Any sketches, calculations, etc. furnished as part of the specifications are informational only and conditions should be verified before bidding.

Required Bid Content

- A. Total Cost: All bidders should submit a total price for all work listed in the attached specification pages. This total price should not include sales tax and should include any labor, equipment, materials, transport/delivery charges, training materials, etc.

Total price for services specified in the attached specifications pages: \$ _____

- B. Design Plan: All bidders should submit a design plan that includes the proposed design, materials to be used, and all subcontractors, if any, that will be used throughout the project.

- C. Completion Time: All bidders should submit a total time to completion that considers possible delays due to availability of materials, labor, etc. The completion time should be listed in weeks.

Total completion time: _____ weeks

Failure to provide the above 3 items (A through C) with the content requested may result in a bid package being declared nonresponsive.

Responses should be submitted in a sealed envelope marked "Bid #1597 Custom Cargo Van Conversion" to Marc Nicholas, Dean of Business Affairs, 1141 Wallace Drive, Dothan, AL 36303. Any questions can be directed to the Purchasing Manager, Joley Anderson, at 334-556-2288.

The College reserves the right to accept or reject any or all proposals, to waive technical errors, and to award this contract to the bidder who provides the best overall service, reliability, and cost to the College in accordance with the provisions of The Code of Alabama 1975.

**** 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. ****

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

Signature: _____

Terms: _____

Date: _____

Address: _____

Phone No: _____

Sworn to and subscribed before me this

_____ day of _____ 20 _____

Notary Public

My Commission Expires: _____ / _____ / _____

BID SPECIFICATIONS AND REQUIREMENTS

Bid #1597 Custom Cargo Van Conversion

April 19, 2023

Below are specifications and requirements for the Custom Cargo Van Conversion for Wallace Community College – Dothan. Any variation from the specifications herein could result in an unsuccessful bid.

A. CONTRACTOR REQUIREMENTS

The successful bidder must:

1. Have sufficient capability and capacity to provide the full scope of services requested in the time required.
2. Provide all materials, labor, equipment and supplies necessary to perform this contract.
3. Provide administrative documentation required such as disclosure statements, tax identification request form, etc. required for the successful prosecution of the work and payment processing.
4. Attend meetings as required with College representatives, which may include a pre-bid meeting, pre-contract meeting and periodic job progress meetings. The date, time and location of these meetings will be provided as scheduled.
5. Provide a list of subcontractors, if any, to be used on the project for the College's review and approval.

B. SPECIFICATIONS

Below are the desired specifications for the custom conversion of a 2023 Ford Transit Cargo Van 250 LR RWD. Enclosed are floor plans and images of the cargo area for reference.

1. General specifications:

- a) Electrical capacity to support electrical outlets, small refrigerator, monitors, and additional lighting
- b) Mounts and proper support for (2) 24" monitors and (1) 48" monitor (monitors bought separately)
- c) Cube shelving system with (12) 12" x 12" cubbies and lockable doors
- d) 27" tall cabinet with counter top, locking door and travel straps
- e) 27" H x 70" W x 18" D open counter space with seating
- f) Space for a small refrigerator (under open counter)
- g) Air conditioning for cargo/office area
- h) Additional lighting

2. Monitor specifications:

The College will purchase the monitors separately. The monitor specifications are to help with the electrical planning and pricing.

Monitor I (there will be two of these 24-inch monitors at the work station area):

- a) Product: Roku 24" Class Select Series 720p HD Smart Roku TV
- b) Model: 24R2A5R
- c) Power: 45W
- d) Product dimensions: 21.7" W x 13.1" H x 3.4" D
- e) Curved screen: No
- f) Number of HDMI inputs (total): 3
- g) Number of USB ports (total): 1
- h) Ethernet port: No
- i) VESA wall mount standard: 100mm x 100mm

Monitor II (this 48-inch monitor will be on a swing arm beside the work station, closest to the rear doors):

- a) Product: TCL 48" Class LED 1080p HD Smart Roku TV
- b) Model: 48FS3750
- c) Power: 100W
- d) Product dimensions: 42.9" W x 24.9" H x 3.2" D
- e) Curved screen: No
- f) Number of HDMI inputs (total): 3
- g) Number of USB ports (total): 1
- h) Ethernet port: Yes
- i) VESA wall mount standard: 200mm x 200mm

C. PROPOSAL EVALUATION PROCESS

1. The bid/proposal providing the best overall service and cost to the College will be awarded the contract using the following evaluation factors:

a) Total cost of specified services.....	35%
b) Quality of design and materials	30%
c) Completion time.....	35%
Total:	100%

Proposals will be ranked in order from least cost/most beneficial to the College to the highest cost/least beneficial to the College in each attribute. Review for item (a) will be numerical and based solely on proposed prices. Review for item (b) will be subjective and based on the information provided by the bidder. Review for item (c) will be numerical and based on the amount of time the services will take to complete.

D. CONTRACT ADMINISTRATION

Services should begin within the specified timeframe listed on page 2 of the bid letter. Payment will be made after the completion of services and after submission of an invoice by the contractor.

E. TERMINATION

The College reserves the right to terminate the contract for non-performance should the contractor not meet the criteria of the contract. If the contractor does not meet the contract requirements, the College will issue a cure notice specifying the deficiencies and allowing a time for correction (normally 10 days). If the deficiencies are not corrected in the time frame specified, the College may terminate the contract.

F. RIGHT TO AWARD

The College reserves the right to award this contract or any portion of this contract to a successful bidder, to negotiate with any or all bidders, to reject, accept and/or reconcile technical errors and to make any other decision which is considered in the best interest of the College in accordance with the provisions of The Code of Alabama 1975. This contract will not be awarded solely on the basis of lowest price offered, but on the best overall value, quality and timeliness for the College.

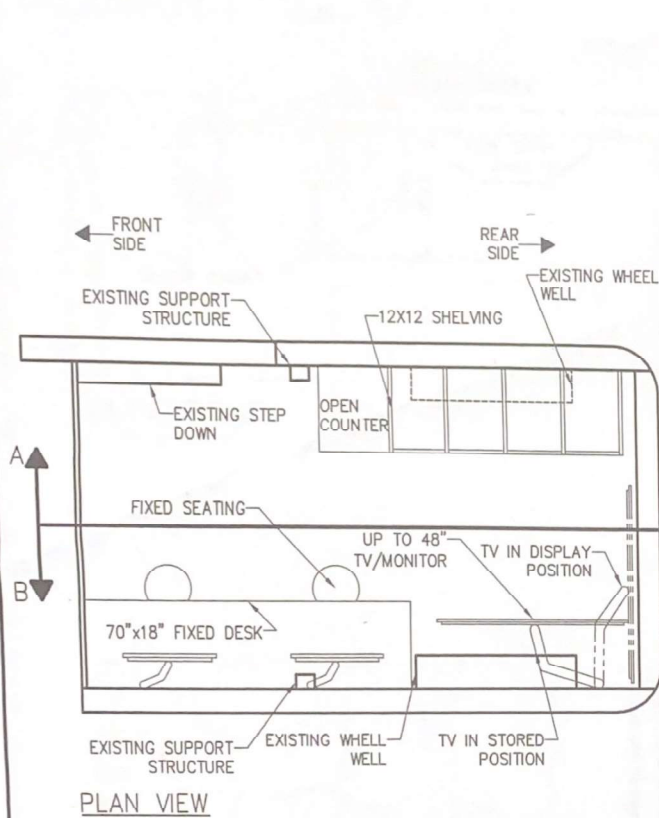
G. SPECIFICATION VARIATION

Please list below any variations from the stated specifications:

By signing below, the bidding firm acknowledges the specifications detailed herein, and any listed variations, as part of the contract.

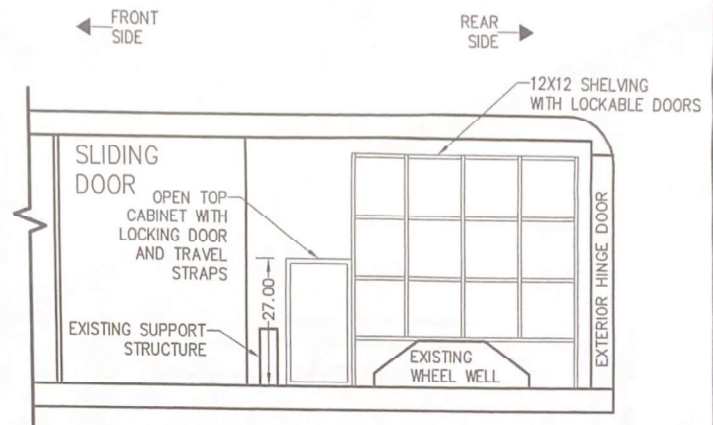
Firm: _____

By: _____
Signature

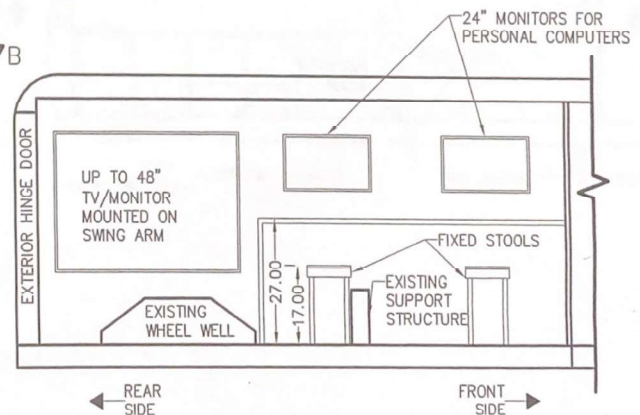


PLAN VIEW

NO
Fixed Seating
Awning
Running Board



SECTION A



SECTION B

*CONCEPTUAL DESIGN

Mobile Office
Plan
Scale: 1: 30

Spring 2023













State of Alabama Disclosure Statement

(Required by Act 2001-955)

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
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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.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
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OVER

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 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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Act 2001-995 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.

State of _____

County of _____

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 _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.