

WALLACE COMMUNITY COLLEGE - DOTHAN

Bid #: 1634 Fleet Vehicle – Toyota Sienna

Issue Date: Tuesday, November 26, 2024

Due Date: Tuesday, December 17, 2024, by 2:00 PM CST

Mail or Submit to:

Wallace Community College – Dothan
Business Affairs Office
1141 Wallace Drive
Dothan, AL 36303

Direct all bid inquiries to:

Lauren Tidwell

Administrative Secretary to the Dean of Business Affairs

Phone: 334-556-2288

Email: ltidwell@wallace.edu



BID INSTRUCTIONS

ADMINISTERED BY: Mr. G. Keith Phillips, Interim President

Marc Nicholas, Dean of Business Affairs

- 1. The price(s) submitted should include any associated costs such as any labor, equipment, transport/delivery charges, training materials, etc.
- 2. No price shall include state tax or federal excise tax. Exemption letter furnished upon request.
- 3. All forms must be completed in ink and signed/initialed/notarized/witnessed where required. Pencil will not be accepted.
- 4. Must be submitted in a sealed envelope using the forms provided and clearly indicate the bid number, bid name, and opening date on the outside of the return envelope.
- 5. If a requested item or service cannot be furnished as specified, a substitute may be made by giving full description of the item or service being bid.
- 6. Correction of errors in evaluation factors will not be allowed after bid opening. However, the College reserves the right to waive or allow correction of technical errors in accordance with Alabama Code, Section 41-4-132.
- 7. The Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act 2011-535) requires that, as a condition for the award of a contract by a government agency 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. 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. The contractor's E-Verify Memorandum of Understanding must be supplied before contract award.



BID AGREEMENT

ADMINISTERED BY:

Mr. G. Keith Phillips, Interim President Marc Nicholas, Dean of Business Affairs

A. OBJECTIVE

Wallace Community College – Dothan (WCCD) is seeking bids from qualified and experienced vehicle dealerships to provide one (1) new Toyota Sienna (or equivalent) for use in our fleet.

B. GENERAL VENDOR REQUIREMENTS

The successful bidder must:

- 1) Have sufficient capability and capacity to provide the materials and full scope of services requested herein.
- 2) Provide all materials, labor, equipment and supplies necessary to execute the Contract.
- 3) Attend meetings, if necessary, with College representatives, which may include a pre-bid meeting, precontract meeting, and occasional progress meetings. The date, time and location of these meetings will be provided as scheduled.
- 4) Provide list of subcontractors, if any, to be used during the Contract for the College's review and approval.

C. BID SPECIFICATIONS / SCOPE OF WORK

1) General Vehicle Description:

2024-2025 new Toyota Sienna (or equivalent)

- 2) Vehicle Specifics:
 - a. Color Preference: white, silver, or black (in that order)
 - b. Interior: leather, preferred, no color preference
 - c. Must have a third row
 - d. Must be able to stow or remove the second and third row
 - e. Engine: 4-cylinder or 6-cylinder
 - f. Transmission: automatic
 - g. Back-up Camera: rear vision camera
 - h. Audio System: AM/FM stereo and Bluetooth capability
 - i. Cruise Control: steering wheel mounted controls
 - Safety Assist: emergency brake assist, lane keep assist, lane departure alert

D.	<u>SP</u>	PECIFICATION VARIATION			
	Please list below any variations from the stated specifications:				
E.	EV	/ALUATION FACTORS			
	1)	pricing each bidder lists below sho as any labor, equipment, material	ted total price that fully considers all specifications in Section C. The uld not include sales tax and should include all applicable costs such so specified additions, transport/delivery charges, fuel costs, training acturer fees, etc. Bidders should consider any possible fluctuation of g.		
		2024 <u>r</u>	FULL FIXED PRICE FOR: EW Toyota Sienna (or equivalent)		
		\$_			
		2025 <u>N</u>	FULL FIXED PRICE FOR: EW Toyota Sienna (or equivalent)		
		\$_			
	2)	Availability: Bidders should submit tany possible supply chain delays.	he total time it will take to fulfill the contract, taking into consideration		
			TOTAL TIME TO FULFILL:		
			weeks		
	Fai	ilure to respond to the Evaluation Fa	tors above may result in a bid package being declared nonresponsive.		
F.	<u>EV</u>	/ALUATION SCALE			
	The bid providing the best overall cost and availability to the College will be awarded the contract using the following criteria:				
	1) 2)		70% 30%		
			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.

G. BID SCHEDULE

The table below shows the intended schedule for this bid, which the College will make every effort to adhere to.

Event	Responsibility	Day, Date and Time
Issue Bid/RFP	The College	Tuesday, November 26, 2024
Submit Written Questions	Vendor	Monday, December 9, 2024 by 12:00 NOON
Response to Written Questions	The College	Thursday, December 12, 2024
Submit Bid/Proposal	Vendor	Tuesday, December 17, 2024 by 2:00 PM
Contract Award	The College	TBD

H. BID QUESTIONS

Upon review of the bid documents, Vendors may have questions to clarify or interpret the bid in order to submit the best bid possible. Vendors should submit any such questions by the above due date.

Written questions should be emailed to ltidwell@wallace.edu by the date/time specified above. Vendors should enter "Bid #1634: Questions" as the subject for the email. Questions should include reference to the applicable bid section.

Questions received prior to the submission date, the College's response(s), and any additional terms deemed necessary by the College will be posted in the form of an addendum to the College's Bid Solicitation webpage https://www.wallace.edu/about/bid-solicitation/ and shall become an Addendum to this bid. No information, instruction or advice provided orally or informally by any College personnel, whether made in response to a question or otherwise in connection with the bid, should be considered authoritative or binding. Vendors should rely only on written material contained in an Addendum to this bid.

I. <u>BID SUBMITTAL</u>

Vendors shall bear the risk for late submission due to unintended or unanticipated delay, or technical issue. It is the Vendor's sole responsibility to ensure its proposal has been received by the College by the specified date and time of opening. Any bid received or attempted to be submitted after the deadline will be rejected.

All bids should be submitted in a *sealed* envelope with the bid number, bid name, and opening date clearly marked on the outside of the envelope. Bids can be submitted by mail or in person at Wallace Community College – Dothan, Business Office, 1141 Wallace Drive, Dothan, AL 36303.

Critical updates may be included in Addenda to this bid. It is important that all participating Vendors periodically check the College's Bid Solicitation webpage https://www.wallace.edu/about/bid-solicitation/ for any Addenda that may be issued prior to the proposal due date. All Vendors shall be deemed to have read and understood all information in this bid and all Addenda thereto. Bid submissions shall be in accordance with the terms and conditions herein and any addenda issued hereafter.

J. BID SUBMITTAL CONTENTS

Below are the requirements necessary for a complete bid packet. These requirements include any authorized signatures where requested. Vendor submissions should include the following items and should be arranged in the following order.

1) <u>Bid Agreement</u>: The Bid Agreement must include all pages (pp. 1-7) of this bid document with completion of Specification Variation in Section D, if any, Evaluation Factor(s) in Section E, and Acknowledgement/Certification in Section O that requires authorized signature and notary.

- 2) <u>Vendor Contact Form (Enclosure A)</u>: Include company name, physical address, mailing address, company phone number, the authorized representative's name, title, direct phone number and email address.
- 3) <u>Disclosure Statement (Enclosure B)</u>: Completed, signed, and notarized
- 4) Beason-Hammon (Enclosure C): Completed, signed, and witnessed
- 5) W9 Tax Form (Enclosure D): Completed and signed
- 6) <u>E-Verify MOU</u>: Include a copy of your E-Verify Memorandum of Understanding (MOU). See instructions on Page 2, Bid Instructions

K. CONTRACT ADMINISTRATION/TERM

The terms of the Contract shall begin at the time of contract award.

L. FINANCIAL TERMS

Payment to the Vendor will be made after the completion of service and after submission of an invoice by the Vendor. The Vendor shall provide any administrative documentation required such as disclosure statements, tax identification forms, etc. necessary for the successful processing of payment.

M. <u>TERMINATION</u>

The College reserves the right to terminate the Contract for non-performance should the Vendor not meet the criteria of the Contract. If the Vendor 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.

N. 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, Section 41-4-132. 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.

O. ACKNOWLEDGMENT/CERTIFICATION

By executing this bid, the undersigned certifies to all of the following and acknowledges the contract may be declared void if it is discovered these certifications are false:

- 1) In compliance with Alabama Code 41-16-5, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person of an entity based in, or doing business with, a jurisdiction with which this State can enjoy open trade.
- 2) As required by Alabama Code 41-4-142, the undersigned certifies to the best of the vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.
- 3) As required by Alabama Code 41-4-142, the undersigned certifies that it, its contractors, or affiliates are appropriately registered to collect and remit sales and use tax, or simplified sellers use tax and lease tax.

- 4) As required by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act 2011-535), the undersigned vendor certifies that it, and each of its sub-contractors for any contract awarded as a result of this bid/proposal, complies with the requirements of Act 2011-535, including the requirement for each employer in Alabama to verify the work authorization of its employees through the federal E-Verify system.
- 5) 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:
Date:	Print Name:
Terms:	Title:
Address:	Sworn to and subscribed before me this
	day of 20
Phone:	Notary Public
Email:	My Commission Expires://



VENDOR CONTACT FORM

COMPANY INFORMATION

Company Name: _		
Physical Address: _		
Mailing Address: _ _		
Company Phone N	umber:	
AUTHORIZED REPI	RESENTATIVE'S INFORMATION	
Authorized Repres	entative's Name:	
Γitle:		
Direct Phone Num	ber:	_
Direct Email Addre	ess:	_

ENCLOSURE B: DISCLOSURE STATEMENT



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 of last fiscal year?	
Agency/Department in the current of last riscal 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 Sta	ıte
Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)	
NAME OF PUBLIC OFFICIAL/EMPLOYEE ADDRESS STATE DEPARTMENT/AGENC	Ϋ́

List below the name(s) and a family, or any of your employ Identify the public officials/p additional sheets if necessar	vees have a family relationship public employees and State Do	and who may directly persona	Illy benefit financially from	m the proposed transaction.
NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBL PUBLIC EM		STATE DEPARTMENT/ NCY WHERE EMPLOYED
If you identified individuals in i	tems one and/or two above, de	scribe in detail below the direc	t financial benefit to be g	gained by the public officials,
additional sheets if necessary	ly members as the result of the .)	contract, proposal, request for	proposal, invitation to bi	a, or grant proposal. (Attach
	ndirect financial benefits to be g the result of the contract, prop			
List below the name(s) and ac invitation to bid, or grant propo	ddress(es) of all paid consultant	s and/or lobbyists utilized to o	btain the contract, propo	esal, request for proposal,
NAME OF PAID CONSULTAI	NT/LOBBYIST	ADDRESS		
best of my knowledge. I fur	nder oath and penalty of perj ther understand that a civil p owingly providing incorrect o	enalty of ten percent (10%)		
Signature		Date		
oignature		Date		
Notary's Signature		Date		Date Notary Expires

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.

ENCLOSURE C: BEASON-HAMMON

Sta	te of				
Co	unty 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			
bet	ween	(Contractor/Grantee)			
and	1	(State Agency or Department or other Public Entity)			
The	e undersigned hereby certifies to the State of Alabama as follo	DWS:			
1.	authorized to provide the representations that are set out in knowledge of the provisions of THE BEASON-HAMMON 2011-535 of the Alabama Legislature, as amended by Act 2				
2.	initials. <u>BUSINESS ENTITY</u> . Any person or group of persons empenterprise, profession, or occupation for gain, benefit, advashall include, but not be limited to the following: a. Self-employed individuals, business entities filing liability companies, foreign corporations, foreign transact business in this state, business trusts, and b. Any business entity that possesses a business lice	e Act, the Contractor/Grantee business structure is as indicated by my loying one or more persons performing or engaging in any activity, ntage, or livelihood, whether for profit or not for profit. "Business entity' g articles of incorporation, partnerships, limited partnerships, limited limited partnerships, foreign limited liability companies authorized to any business entity that registers with the Secretary of State. These, permit, certificate, approval, registration, charter, or similar form of tity that is exempt by law from obtaining such a business license, and any put a business license.			
	person having control or custody of any employment, place or entity employing any person for hire within the State of occupant of a household contracting with another person to a. The Contractor/Grantee is a business en	oint stock association, agent, manager, representative, foreman, or other of employment, or of any employee, including any including any person Alabama, including a public employer. This term shall not include the perform casual domestic labor within the household. Intity or employer as those terms are defined in Section 3 of the Act. 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 a Section 3 of the Act, within the State of Alabama and herea employ an unauthorized alien within the State of Alabama. {Alien is any person who is not a citizen or national of amendments thereto.} {Unauthorized Alien is an alien who is not authorized.}	not knowingly employ an unauthorized alien, as that term is defined in after it will not knowingly employ, hire for employment, or continue to the United States, as described in 8 U.S.C. § 1101, et seq., and any 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 <i>(initial the appeal to ap</i>	rules of that program or other factors beyond its control.			
		arollment in E-Verify because it does not have an employee in the State			
Cer	tified this day of 20				
	·	Name of Contractor/Grantee/Recipient			
		Ву:			
		Its			
	e above Certification was signed in my presence by the person day of 20	n whose name appears above, on			
		WITNESS			
		Print Name of Witness			

(Rev. October 2018) Department of the Treasury

Internal Revenue Service

Request for Taxpayer **Identification Number and Certification**

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

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

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
Print or type. Specific Instructions on page 3.	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. Che following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership single-member LLC Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)	
Print or type.	Note: Check the appropriate box in the line above for the tax classification of the single-member ow LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the o another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a sing is disregarded from the owner should check the appropriate box for the tax classification of its owner.	wner of the LLC is le-member LLC that	Exemption from FATCA reporting code (if any)
ë	Other (see instructions)		(Applies to accounts maintained outside the U.S.)
See Sp	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name a	nnd address (optional)
0,	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		
Pai	Taxpayer Identification Number (TIN)		
Enter	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avo	oid Social sec	curity number
reside	up withholding. For individuals, this is generally your social security number (SSN). However, fo ent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other es, it is your employer identification number (EIN). If you do not have a number, see <i>How to ge</i>] - [] - []
TIN, I	ater.	or	
	: If the account is in more than one name, see the instructions for line 1. Also see What Name a	and Employer	identification number
Numk	per To Give the Requester for guidelines on whose number to enter.		-
Par	t II Certification		
Unde	r penalties of perjury, I certify that:		
2. I ar	e number shown on this form is my correct taxpayer identification number (or I am waiting for a m not subject to backup withholding because: (a) I am exempt from backup withholding, or (b)	I have not been no	otified 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	Signature of	
Here	U.S. person ►	Date I

General Instructions

Section references are to the Internal Revenue Code unless otherwise

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 taxpaver 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.

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. Bysubmitting 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