



WALLACE
COMMUNITY
COLLEGE
Dothan • Eufaula

**Bid Invitation # 1650
Used Bucket Truck**

Bid Issue Date: Thursday, April 30, 2026

Bid Opening Date: Thursday, May 14, 2026 at 1:00 PM CST

Bid Opening Location: Grimsley Hall Room 179

Submit bid proposal to:

Wallace Community College – Dothan
Business Affairs Office
Bid #1650
1141 Wallace Drive
Dothan, AL 36303

Direct all bid inquiries to:

Joley Anderson
Phone: 334-556-6821
Email: janderson@wallace.edu

BID INSTRUCTIONS

1. 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.
2. Bids must be received prior to the bid opening date and time. Late bids will not be considered.
3. All forms must be completed in ink and signed/initialed/notarized/witnessed where required. Bids written in pencil will not be accepted.
4. All bidders are required to complete a Disclosure Statement. Act 2002-955 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 \$25,000. Any changes to the status of the information on this form will require the submission of an updated form to the college.
5. If a requested item or service cannot be furnished as specified, a substitute may be made by giving a full description of the item or service being bid.
6. All bids must be **notarized**.
7. 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.
8. 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/Bidder's E-Verify Memorandum of Understanding must be supplied before contract award.**



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Bid Invitation # 1650 Used Bucket Truck

A. OBJECTIVE

Wallace Community College – Dothan is seeking bids from qualified companies to provide (1) used bucket truck. Please list up to two used bucket trucks in Section C.

B. BID SPECIFICATIONS / SCOPE OF WORK

1. General Description:

Used (2021 or newer) Altec, Terex, or similar bucket truck with 100,000 miles or less.

2. Preferred Specifications:

- a. Model year: 2021 or newer
- b. Manufacturer: Altec, Terex, or similar
- c. Chassis mileage: 100,000 or fewer miles
- d. Engine model: Cummins; Diesel; 250; 73714026; or similar
- e. Transmission: Automatic
- f. Engine hours: 2,500 or less
- g. Color: White
- h. Working height: 60ft
- i. Unit mount: Over rear axle
- j. Primary and auxiliary stabilizer: A-frame outrigger
- k. Boom classification: Insulated
- l. Bucket occupancy: Double

**** The College reserves the right for an on-site inspection of the vehicle prior to award. ****

C. BID EVALUATION

Proposals will be ranked in order from least cost/most beneficial to the highest cost/least beneficial to the College in each attribute. The review of item 2 will be subjective and based on the information provided by the bidder. The College will evaluate each proposal submitted based on the following criteria:

1. PRICING: Bidders should submit a fixed total price that fully considers all aspects of Section B. The pricing should exclude sales tax and include any/all applicable costs, such as: labor, equipment, materials, transportation/delivery charges, fuel costs, and training materials. Bidders should consider any possible fluctuation or inflation of costs.

USED BUCKET TRUCK #1:

YEAR/MAKE/MODEL	MILEAGE	COLOR
VIN	WARRANTY	PRICE
	<input type="checkbox"/> Yes, information attached <input type="checkbox"/> As is NO warranty	

USED BUCKET TRUCK #2:

YEAR/MAKE/MODEL	MILEAGE	COLOR
VIN	WARRANTY	PRICE
	<input type="checkbox"/> Yes, information attached <input type="checkbox"/> As is NO warranty	

2. **CONDITION AND FUNCTIONALITY:** The Bidder shall submit general information pertaining to the vehicle, to include the following: a full list of specifications, the warranty documentation (if any), and the fleet/service/inspection records of the vehicle. The alignment of these specs/records with the College’s needs, and the more benefits they provide, will determine the score of this item.

Fleet/Lease History:

Bidder to provide information regarding fleet/lease history.

- Fleet/lease records attached

Service Records:

Bidder to provide available service and/or maintenance records if available.

- Service/maintenance records attached

Diesel Particulate filter cleaned & Regeneration completed

Date: _____ Mileage: _____

Average MPG (if known): _____ (with idle) _____ (without idle)

Inspection Records:

Bidder to provide the current DOT inspection records.

- DOT inspection records attached

Other:

Bidder to list any OEM installed options: _____

D. EVALUATION SCALE

1. Pricing	70%
2. Condition and Functionality	30%
	<hr/>
	Total: 100%

E. TERMS

1. The Contractor/Bidder should only accept/process orders that are accompanied by a Purchase Order (PO). The College is not financially liable for orders that are not pre-approved via the PO process.
2. Payment to the Contractor/Bidder will be processed after the College’s inspection of the materials and after submission of an invoice by the Contractor/Bidder. Payment will be made by check at the time of pickup/delivery. Payment shall be contingent on the College’s inspection of and satisfaction with the completed services and/or materials.
3. The Contractor/Bidder shall provide any administrative documentation required, such as disclosure statements, tax identification forms, etc., necessary for the successful processing of payment.

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, Section 41-4-132. This contract will not be awarded solely on the basis of the lowest price offered but on the best overall value, quality, and timeliness for the College.

The College reserves the right to reject any or all bids, or any part thereof, and to waive any technicality in the bidding in the best interest of the Institute. Bids will be awarded in a manner that is in the best interest of Wallace Community College – Dothan and may be awarded to multiple bidders.

G. TERMINATION

The College reserves the right to terminate the Contract for non-performance should the Contractor/Bidder not meet the criteria of the Contract. If the Contractor/Bidder 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. Either party reserves the right to terminate this contract with a 60-day written notice. If either party chooses to terminate this contract, the agreed-upon services should continue at the terms specified herein throughout the termination period.

H. BID QUESTIONS

Upon review of the bid documents, Contractor/Bidder may have questions in order to better interpret the bid. Contractor/Bidder should submit any such questions by the due date supplied in Section N.

Written questions should be emailed to janderson@wallace.edu by the specified date/time. Contractor/Bidder should enter “Bid #1650 – Used Bucket truck: Questions” as the subject for the email. Questions should include a 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 to the College’s bid solicitation webpage <https://www.wallace.edu/about/bid-solicitation/>. 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. Contractor/Bidder should rely only on the official written material posted on the College’s bid solicitation webpage.

I. BID SUBMITTAL

Contractor/Bidder shall bear the risk of late submission due to unintended or unanticipated delays or technical issues. It is the Contractor/Bidder’s sole responsibility to ensure its proposal is received by the College by the specified date/time of opening. Any bid received or attempt to submit 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 on the College’s bid solicitation webpage. It is important that all participating bidders periodically check this webpage <https://www.wallace.edu/about/bid-solicitation/> for any additional information that may be issued prior to the proposal due date. All Contractor/Bidder 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 SCHEDULE

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

Event	Responsibility	Day, Date, and Time
Issue Bid/RFP	The College	Thursday, April 30, 2026
Deadline to Submit Written Questions	Contractor	Wednesday, May 6, 2026 by 12:00 NOON CST
Response to Written Questions	The College	Friday, May 8, 2026 by 5:00 PM CST
Submit Bid/Proposal	Contractor	Thursday, May 14, 2026 by 1:00 PM CST
Contract Award	The College	TBD

K. BID SUBMITTAL CONTENTS

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

- Bid Agreement: The bid agreement must be complete and include all 7 pages of this document.
- Condition & Functionality Documents: Provide all information/documentation listed in Section C.2.
- Vendor Contact Form: Provide complete contact form (enclosed).
- Disclosure Statement: Completed, signed, and notarized (enclosed).
- Beason-Hammon: Completed, signed, and witnessed (enclosed).
- W9 Tax Form: Completed and signed (enclosed).
- E-Verify MOU: Include a copy of your E-Verify Memorandum of Understanding (MOU) as described in the Bid Instructions on Page 2.

L. ACKNOWLEDGMENTS / CERTIFICATIONS

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/Bidder 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 Contractor/Bidder'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 Contractor/Bidder, 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 Contractor/Bidder certifies that it, and each of its sub-Contractor/Bidder 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.
6. I acknowledge that by signing and submitting this bid solicitation, and upon issuance of a formal award letter by the College, this bid document becomes a binding contract between Wallace Community College – Dothan and the awarded Contractor/Bidder.

Firm: _____

Signature: _____

Date: _____

Print Name: _____

Terms: _____

Title: _____

Address: _____

Phone: _____

Email: _____

<p>Sworn to and subscribed before me this</p> <p>_____ day of _____ 20 _____</p> <p>_____</p> <p>Notary Public</p> <p>My Commission Expires: ____ / ____ / ____</p>



VENDOR CONTACT FORM

COMPANY INFORMATION

Company Name: _____

Physical Address: _____

Mailing Address: _____

Company Phone Number: _____

AUTHORIZED REPRESENTATIVE'S INFORMATION

Authorized Representative's Name: _____

Title: _____

Direct Phone Number: _____

Direct Email Address: _____

Vendor Disclosure Statement Information and Instructions

Act 2025-035 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 \$25,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2025-035.

Pursuant to Act 2025-035, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2025-035

Family Member of a Public Employee - The spouse or a dependent of the public employee.

Family Member of a Public Official - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

Family Relationship - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

Person - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

Public Official and Public Employee - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.



State of Alabama

Disclosure Statement

(Required by Act 2025-035)

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 _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Act 2025-035 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 \$25,000.

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

