



## **Contractor Services for Renovation:**

Wallace Community College Selma  
3000 Earl Goodwin Parkway  
Selma, Alabama 36701

### **Invitation to Bid**

**322 Avenue C Craig Field**

**Bid Number: 1150**

**Bid Opening Date and Time**  
**June 21, 2022; 10:00am**

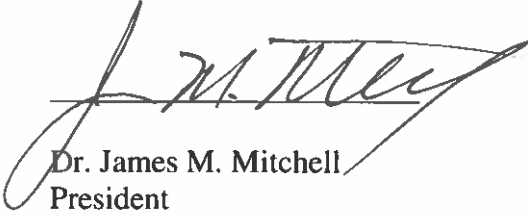
**Bids received after this date and time will not be accepted**

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Vendor Signature/Date

**Submit Sealed Bids To:**

The Office of Business and Finance  
Attention: Dean of Business and Finance  
3000 Earl Goodwin Parkway  
Hank Sanders Technology Center  
P. O. Box 2530



Dr. James M. Mitchell  
President  
Wallace Community College Selma



Judy Jordan  
Comptroller  
Wallace Community College Selma

Bidders and any other interested individuals are invited to attend the bid opening.

All Potential bidders must attend a pre-bid conference. The College reserves the right to reject any bid where the vendor failed to attend the pre-bid Conference.

**Pre-Bid Conference Information:**

**Contact person:** Victoria Hunter  
334-876-9279  
Victoria.hunter@wccs.edu

**Location:** WCCS – Hank Sanders Technology Center  
1<sup>st</sup> Floor Conference Room  
3000 Earl Goodwin Parkway  
Selma, AL 36703

**Time:** 10:00am  
**Date:** June 7, 2022

## **BID AWARD**

No errors in bids may be corrected after bids are opened.

Bid prices must be good for at least ninety (90) days after bid opening.

Length of time involving delivery and/or installation of items may be a determining factor in awarding the bid. Specify delivery and installation time involved. If applicable, installation costs are to be listed separate from equipment costs.

All factors stated in this invitation package will be evaluated in determining the successful bidder. Any omissions of the herein stated requirements may be cause for rejection for the bids submitted, solely as determined by Wallace Community College Selma.

The College reserves the right to study bids as to their correctness and to award the bid at a later date of not more than thirty (30) days.

Contractual services awarded to vendors may not be subcontracted to other vendors without the College express approval.

Wallace Community College Selma reserves the right to reject any or all bids, to waive any informality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

Must be in compliance with all applicable federal, Alabama State, county and municipal laws, regulations, resolutions and ordinances. In particular, if applicable, Title 34, Chapter 8 (dealing with general contractor licensing for businesses which construct or superintend the construction of any building, highway, sewer, grading, or any improvement or structure costing \$20,000.00 or more), Title 40, Chapter 14 (dealing with permitting, franchise tax and other taxation of corporations conducting business in the state), Title 40 Chapter 23 (dealing with sales and use tax), Title 39, Chapter 1 (dealing with submission of performance bonds, payment bonds and advertising the completion of public works contracts), Title 39, Chapter 3 (dealing with use of domestic products and workmen and labors who have actually resided in Alabama for two years next preceding such employment on public works contracts), Code of Alabama 1975, as amended.

### **GENERAL BID INFORMATION**

Bidders should carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Any explanation or additional information desired on the meaning or interpretation of the conditions or specifications of this invitation shall be referred to the Office of Business and Finance at (334) 876-9242 in sufficient time for reply before submission date of bids. Contact initiated by potential bidder with a College official will be as specifically set out in this invitation. Any other contact with a College official initiated by a potential bidder regarding this bid, between the date of this bid and to the date of the bid award, shall be deemed as an attempt to unduly influence the bid award, and may be grounds for rejection of the bid submitted by the bidder initiating such contact, at the discretion of Wallace Community College Selma.

### **BIDDER QUALIFICATIONS**

All bidders, to the best of their knowledge and belief, must be in compliance with all applicable federal, Alabama State, county and municipal laws, regulations, resolutions and ordinances. In particular, if applicable, Title 34, Chapter 8 (dealing with general contractor licensing for businesses which construct or superintend the construction of any building, highway, sewer, grading, or any improvement or structure costing \$20,000.00 or more), Title 40, Chapter 14 (dealing with permitting, franchise tax and other taxation of corporations

conducting business in the state), Title 40 Chapter 23 (dealing with sales and use tax), Title 39, Chapter 1 (dealing with submission of performance bonds, payment bonds and advertising the completion of public works contracts), Title 39, Chapter 3 (dealing with use of domestic products and workmen and labors who have actually resided in Alabama for two years next preceding such employment on public works contracts), Code of Alabama 1975, as amended; provided, the bidder is not exempted from the above mentioned code sections elsewhere in the code. All bidders bidding should be prepared to timely submit non-confidential evidence or documentation supporting the fact that they are presently licensed under the applicable code sections, suitable to, and upon request by, Wallace Community College Selma. Such non-confidential evidence or documentation may be submitted with the bid.

### **ACT NO. 2006-557**

Each vendor, contractor, or affiliate of a vendor or contractor that is offered a contract to do business with Wallace Community College-Selma shall be required to certify that the vendor or affiliate is appropriately registered to collect and remit sales, use, and lease tax as required by this section and submit to the state department or agency certification required by the Alabama Department of Revenue.

Every bid submitted and contract executed by Wallace Community College-Selma contain a certification by bidder or contractor that the bidder or contractor is not barred from bidding for or entering into a contract under this section and that the bidder or contractor acknowledges that Wallace Community College-Selma may declare the contract void if the certification completed is false.

### **PREPARING THE BID**

Bids must be typed or hand written in ink. A bid submitted in pencil is unacceptable.

No prices shall include state or federal excise taxes; tax exemption certificates are furnished upon request.

Quote prices delivered FOB destination and any discounts or terms available to the College.

Specify all terms and conditions of the warranties associated with equipment, materials, supplies and labor when applicable.

### **SUBMITTING THE BID**

Bids are to be submitted on forms provided, completed fully, and notarized.

Bids may be hand delivered to the office of Business and Finance, Wallace Community College Selma, 3000 Earl Goodwin Parkway Selma, Alabama 36701 or may be mailed to the same address. The College cannot guarantee that bids sent by mail or carrier will be received on or before the bid-opening day and time. No bids will be accepted via a fax.

All bids received must be in a sealed envelope plainly marked:

Sealed Bid No. 1150 Wallace Community College Selma for bid on Contractor Services for Replacement of 322 Avenue C Craig Field Roof.

**CERTIFICATION**

We are in a position to furnish services at prices shown below and within stated terms. 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.

**Company:** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Sworn to and subscribed before  
me on this \_\_\_\_ day \_\_\_\_\_ 2022.**

**Phone:** \_\_\_\_\_

\_\_\_\_\_  
**Notary Public**

**Total Bid Amount:**

**322 Avenue C Craig Field**

1. \$ \_\_\_\_\_

**Date:** \_\_\_\_\_

**SCOPE OF WORK  
(General Conditions)**

**DAMAGE TO COLLEGE PROPERTY**

The contractor shall be responsible for the repair or replacement of any damage to college property caused by the use, misuse, or negligence of the contractor's employees.

The contractor is responsible for reporting, in writing, within 72 hours the occurrence of damage to college property. Failure to report the damage within the specified time may be cause for termination of this contract.

**CONTRACT CANCELLATION**

The contract may be cancelled at any time at the option of the College for nonperformance of the contract. Such cancellation shall be accomplished by the giving of notice not less than 15 days prior to such cancellation and if no objection is filed in writing by the Contractor with the Dean of Business and Finance of WCCS within such 15-day period, then the contract will be deemed fully cancelled as though a formal document of cancellation had been entered into between the parties.

**UTILITIES**

The College will furnish all utilities to the contractor at existing outlets. Any modifications to existing outlets for the contractor's convenience will be at the contractor's expense. Prior approval for any alteration must be obtained from the Dean of Business and Finance. Arrangements must be made for the work to be performed and the cost charged to the contractor.

**CONTRACT PAYMENT**

Payment to be made on a monthly basis: Invoice to be submitted to the Office of Business and Finance, P. O. Box 2530, Selma, AL 36702-2530 OR Accounts Payable at: ap@wccs.edu. Payments will be awarded subsequent to inspection as follows:

- Initial payment of 10% at start then 4 equal payments of the balance until completion.

Payments will be issued within 15 days of invoice.

**INSURANCE**

The contractor shall carry adequate Property Damage and Public Liability Insurance, also Worker's Compensation and Employers Liability Insurance in statutory amounts. You must submit proof of insurance in the amount of \$1,000,000.00. Minimum coverage is listed below:

	<b>BODILY INJURY</b>		<b>PROPERTY DAMAGE</b>	
Hazard	Each Person	Each Accident	Each Accident	Aggregate
Public Liability	\$200,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
Auto Liability	\$200,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00

**BONDED EMPLOYEES**

All of the contractor's employees working on this contract shall be bonded, or contractor accepts all responsibility.

**SECURITY**

The contractor is responsible for training his employees in the security requirements of the college, and he is responsible for enforcing the security rules of the college as they apply to his employees.

In addition to any other security rules and regulations, the contractor shall inform his employees of the following:

- a. No guns, knives, or other dangerous weapons are allowed on the campus.
- b. No illegal drugs, or other prohibited substances, including alcohol, are allowed on campus.
- c. Access to the buildings will be furnished by Police Department to the contractor.

### **322 Avenue C Craig Field SCOPE**

Furnish all labor, equipment and supplies to perform the Remodeling services as outlined in the specifications listed in this document.

Labor, equipment and supplies shall be used at the following locations: 322 Avenue C Craig Field Roofs located at 322 Avenue C Craig Field, Selma, AL 36701.

### **GENERAL**

#### **SCHEDULE OF WORK**

The contractor shall furnish sufficient labor, equipment and supplies to perform the Remodeling work as scheduled, using the methods, materials, and equipment as further outlined in these specifications.

The contractor shall have a supervisor in charge of the scheduled work who shall represent the contractor and coordinate the work with the physical plant director or his designee.

The supervisor shall be approved by college administration and shall not be replaced without written consent. This supervisor must be replaced if at any time the college gives a written request.

The contractor shall maintain control of his employees while on the college campus. Any employee whose work performance or conduct is objectionable shall be immediately removed from the college premises at the request or college administration (persons to be named to the contractor awarded the contract).

The contractor shall supply the college a list of employees, social security numbers, and hours worked per day on this contract. These records are to be supplied to college administration monthly.

The contractor shall not remove employees from one job location to perform other assignments that are not a part of the WCCS Remodeling contract. The contractor shall adhere to established work schedules.

The contractor is responsible for cleanup of all debris and trash each day and at the conclusion of the renovation.



## **ROOFING SERVICES DEFINED**

### **322 Avenue C Craig Field**

Remove existing roofing and insulation to the metal decking. Install new tapered insulation and multiple ply roof assembly with a white modified bitumen cap sheet. Install new perimeter edge metal, new roof drain flashings, and new equipment flashings. Contractor is required to make all drain lines free and clear. Furnish 20 Year Warranty.

### **Vendor must include completed Schedules A-D with this bid.**

The bidder in compliance with your invitation for bids on Remodeling Service for Wallace Community College Selma, having examined the Specifications and being familiar with all conditions in connection with the proposed project hereby proposes to furnish all labor and equipment required in accordance with the Bid Documents at the price stated hereinafter.

### **SCHEDULED WORK:**

Contractor Set Compensation

Bidder understands that Wallace Community College Selma reserves the right to reject any or all bids and to waive any informality in the bidding.

Upon receipt of written notice of acceptance of this bid, bidder will execute and deliver certificate of insurance within ten days as required.

Respectfully Submitted,  
Bidder:

# SCHEDULE A CONTRACTOR INFORMATION

**INSTRUCTIONS:** Please fill in the appropriate section below. Completing all blanks within the section. This information is necessary to insure that the contract and bonds are in the correct form.

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**SECTION 1:** If the Contractor is a SOLE PROPRIETOR. Fill In This Section Only:

Name: \_\_\_\_\_

(first)

(middle)

(last)

Name under which you are engaged in business (if operating under an assumed name):  
\_\_\_\_\_

Place of Residence: \_\_\_\_\_  
(county) (state)

**SECTION 2:** If the Contractor is a PARTNERSHIP. Fill In This Section Only:

Name of Partner(s)

Place of Residence

\_\_\_\_\_  
\_\_\_\_\_

Name under which you are engaged in business (if operating under an assumed name):  
\_\_\_\_\_

Principal Place of Business: \_\_\_\_\_  
(County) (State)

**SECTION 3:** If the Contractor is a CORPORATION. Fill In This Section Only:

Name of Corporation: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ County: \_\_\_\_\_

Location of Principal Office: \_\_\_\_\_

Person executing on behalf of Corporation:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Complete Address: \_\_\_\_\_

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**SCHEDULE B  
CONTRACTOR'S QUALIFICATION STATEMENT**

Submitted to: \_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_

(name)

(address)

(principal office)

Corporation

Partnership

Individual

Joint Venture

Other \_\_\_\_\_

1. How many years has your organization been in business as a \_\_\_\_\_ service contractor?
2. How many years has your organization been in business under its present business name?

3. If a corporation, answer the following:

Date of incorporation: \_\_\_\_\_ State of incorporation: \_\_\_\_\_

Please list the following names:

President: \_\_\_\_\_

Vice President(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

4. If a partnership, answer the following:

Date of organization: \_\_\_\_\_ Type of partnership: \_\_\_\_\_  
(such as general or limited)

Name and address of all partners: (attach separate sheets as necessary):  
\_\_\_\_\_  
\_\_\_\_\_

5. If other than a corporation or partnership, describe organization and principals:  
\_\_\_\_\_  
\_\_\_\_\_

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6. Have you ever failed to complete any work awarded to you? If so, indicate When, where, and why?

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7. Has any officer or partner of your organization ever been an officer or Partner of another organization that failed to complete a service contract? \_\_\_\_\_ If so, state circumstances:

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8. List major service contracts your organization has under contract on this date:

1.	_____	_____
	(company name)	(date employment)
	_____	_____
	(address)	(amount contract)
	_____	_____
	(city, state, zip)	(length contract)
2.	_____	_____
	(company name)	(date employment)
	_____	_____
	(address)	(amount contract)
	_____	_____
	(city, state, zip)	(length contract)
3.	_____	_____
	(company name)	(date employment)
	_____	_____
	(address)	(amount contract)
	_____	_____
	(city, state, zip)	(length contract)

9. List major service contracts your organization has had in the last five years.  
Company name                      Amount of contract                      Length of contract

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(attach additional sheet if necessary)

10. Attach statement of financial conditions, including contractor's latest regular Dated audited financial statement which must contain the following items:

Current assets (cash, joint venture accounts, accounts receivable, notes Receivable, accrued interest on notes, deposits, and materials and prepaid Expenses), net fixed assets, and other assets.

current liabilities (accounts payable, notes payable, accrued interest on notes, provision for income taxes, advances received from owners, accrued salaries, and accrued payroll taxes), other liabilities, and capital (capital stock, authorized and outstanding shares par values, and earned surplus).

Date of statement or balance sheet: \_\_\_\_\_

Name of firm preparing statement: \_\_\_\_\_

By: \_\_\_\_\_  
(agent and capacity)

11. Name of bonding and insurance companies and name and address of agents; Maximum bonding capacity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Contractor certifies that qualified workers are available and will be used to do the work.

13. Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_\_.

**NOTARIZATION**

## SCHEDULE C CURRENT REFERENCES

### REFERENCE #1

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Business Name

---

Address

---

City, State and Zip

---

Administrator of Contract

---

Amount of Contract

---

Length of Contract

---

# Square Feet

---

Telephone Number

### REFERENCE #2

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Business Name

---

Address

---

City, State and Zip

---

Administrator of Contract

---

Amount of Contract

---

Length of Contract

---

# Square Feet

---

Telephone Number

### REFERENCE #3

---

Business Name

---

Address

---

City, State and Zip

---

Administrator of Contract

---

Amount of Contract

---

Length of Contract

---

# Square Feet

---

Telephone Number

### REFERENCE #4

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Business Name

---

Address

---

City, State and Zip

---

Administrator of Contract

---

Amount of Contract

---

Length of Contract

---

# Square Feet

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Telephone Number