#### WALLACE COMMUNITY COLLEGE SELMA

OFFICE OF FACILITIES & PUBLIC SAFETY

DR. JAMES M. MITCHELL PRESIDENT

DR. ROSA C. SPENCER ACTING DEAN OF BUSINESS AND FINANCE

Dear Sir or Madam:

Wallace Community College Selma is mandated by the Alabama Department of Revenue to ensure that any vendor(s) the college does business with is appropriately registered to collect and remit sales, use and lease tax as required by the Alabama Department of Revenue.

The Code of Alabama act number. 2006-557 states "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 that state department of agency certification required by the Alabama Department of Revenue.

Therefore, to ensure prompt payment please complete the attached forms and return to Wallace Community College Selma.

Respectfully Submitted,

esal Spons

Dr. Rosa Spencer

Acting Dean of Business & Finance

## **SALES TAX CERTIFICATION**

(Name/Company's representative)	(Company's name)
appropriately registered to col	llect and remit sales, use, and lease tax as required by
the Alabama Department of R	Revenue.
4	
STATE OF ALABAMA CE	ERTIFICATE NUMBER:
STATE OF ALABAMA CE	ERTIFICATE NUMBER:
STATE OF ALABAMA CE	Date

\*\*\*This document must be completed, notarized and returned as a part of

your official bid package.

(Rev. August 2013) Department of the Treasury

#### Request for Taxpayer **Identification Number and Certification**

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

IIIIBITI	al Hevertue Service				
	Name (as shown on your income tax return)				
ge 2.	Business name/dlsregarded entity name, if different from above				
Print or type See Specific Instructions on page	Check appropriate box for federal tax classification:  Individual/sole proprietor		Exemptions (se	e instructions):	
Print or type Instructions	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶		Exempt payee of Exemption from code (if any)	code (if any) n FATCA reporting	
is si	☐ Other (see instructions) ►		code (ir any)	<del></del>	
. S	Address (number, street, and apt. or suite no.)	ester's name an	d address (ent	innall	
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See Sp	City, state, and ZIP code		4		
	List account number(s) here (optional)				
Pa					
Enter	your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line	Social secu	rity number		
reside entitie	old backup withholding. For Individuals, this is your social security number (SSN). However, for a ent alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other es, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>		-	-	
	n page 3.  If the account is in more than one name, see the chart on page 4 for guidelines on whose	Employer k	tentification n	umber	
numb	er to enter.				
Par	t III Certification	+			
	r penalties of perjury, I certify that:		25 20 20		
	e number shown on this form is my correct taxpayer identification number (or I am waiting for a num	horte he iee			
2. I a Se	m not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have rvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividence subject to backup withholding, and	a not been no	itified by the I	Internal Payanus	
3. la	m a U.S. citizen or other U.S. person (defined below), and				
	FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is co	rrect			
Certif becau Intere gener instru	ication instructions. You must cross out Item 2 above if you have been notified by the IRS that you use you have falled to report all interest and dividends on your tax return. For real estate transactions at paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an inteally, payments other than interest and dividends, you are not required to sign the certification, but you can page 3.	are currently i, item 2 does	not apply. Fo	or mortgage	
Sign	Signature of				

#### General Instructions

U.S. nerson ≥

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

Here

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- 2. Certify that you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person If you are:

An Individual who is a U.S. citizen or U.S. resident allen,

Date ▶

- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
- · An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301,7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



Dr. James M. Mitchell President

Office of Business & Finance

Jacqueline Smith Dean of Business & Finance

#### - ALABAMA IMMIGRATION LAW COMPLIANCE

As you may know, the State of Alabama passed new legislation effective January 1, 2012 requiring anyone receiving state monies to verify they are in compliance with the new immigration law. This legislation requires us to hold payment of services rendered on or after January 1, 2012 until proper verification has been obtained.

- If you are a business that is paid directly by Wallace Community College Selma, please complete the Affidavit of Alabama Immigration Law Compliance, an E-Verify Memorandum of Understanding (<a href="www.uscis.gov everify">www.uscis.gov everify</a>), and a signed Alabama Immigration Law Compliance contract and return to us.
- If you have subcontractors that you employ, you are also required to obtain an Affidavit of Alabama Immigration Law Compliance from them and keep on file at your establishment.

There are several pages included in this packet, including a memorandum further explaining the law. Please take a few moments and look over this information completely. If you have any questions regarding this, please feel free to contact (334) 876-9246. Otherwise, please fill out the appropriate information and return to us as soon as possible in order to insure no disruption in payment. You may return the information by mail – Wallace Community College Selma, C/O Business Office, P.O. Box 2530, Selma, AL 36702-2530.

#### **MEMORANDUM**

TO: Vendors, Contractors and Grantees

FROM: Wallace Community College Selma

#### RE: H.B. 56-Alabama Immigration Law Compliance

The purpose of this Memorandum is to direct your prompt attention to Alabama Immigration Law Compliance flow-down requirements that went into effect on January 1, 2012. Those are discussed herein and can be summarized as follows:

- PROVIDE Wallace Community College Selma proof that you are in compliance with the immigration law by timely submitting a notarized Affidavit of Alabama Immigration Law Compliance and an E-Verify Memorandum of Understanding.
- PROVIDE Wallace Community College Selma a signed Alabama Immigration Law Compliance Contract in the attached Notice form provided,
- 3. PROVIDE your subcontractors notice of their compliance obligations and OBTAIN from each a notarized Affidavit of Alabama Immigration Law Compliance-SUBCONTRACTOR.

The requirements above are a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees working in the State of Alabama. As a Contractor of a Grantee, if you believe these obligations do not apply to you, please notify the Institution immediately.

For your convenience, we have included for your use a sample AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE-CONTRACTOR AND GRANTEES. Please complete, notarize, and return a copy to Wallace Community College Selma along with your attached E-VERIFY MEMORANDUM OF UNDERSTANDING. See ALA. CODE 31-31-9 (c).

You are to obtain from your subcontractors a notarized AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE-SUBCONTRACTOR. You are required to maintain your subcontractors' affidavits at your offices. These documents will be subject to audit. You may provide a copy of this Memorandum with your notarized memorandum to your subcontractors as an explanation for this mandatory requirement.

Finally, you will find a NOTICE OF ALABAMA IMMIGRATION LAW COMPLIANCE REQUIREMENTS TO ALL CONTRACTS ("CONTRACTORS") OF ACCS Institutions for execution by contractors and to be returned to Wallace Community College Selma. To the extent

that there is no formal written contract between a contractor and Wallace Community College Selma, such as where business is conducted by purchase order, this document shall serve as your Alabama Immigration Law Compliance Contract. Similar language will also be in contractual agreements or grant documents with Wallace Community College Selma.

## Notice of Alabama Immigration Law Compliance Requirements to all Contractors of ACCS INSTITUTIONS

As a contractor, as defined in the Act, to an ACCS institution, it is critical to your relationship (future or continuing) with the institution that you comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Accordingly, please provide your Affidavit of Alabama Immigration Law Compliance with attached E-Verify Memorandum of Understanding, as requested in the attached memorandum. If you do not believe these obligations apply to you, please notify the Institution immediately.

Every contract entered into by Wallace Community College Selma, with a contractor will contain the following clause or one substantially similar:

Alabama Immigration Law Compliance Contract: Contractor agrees that it will fully comply with the Immigration reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, which makes it unlawful for an employer in Alabama to knowingly hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirement or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. Without limiting the foregoing, Contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien, and shall have an officer or other managerial employee who is personally familiar with the contractor's hiring practices to execute an affidavit to this effect on the form supplied by the Institution and return to the same Institution. Contractor shall also enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall attach to its affidavit the E-Verify Program for Employment Verification and Memorandum of Understanding and such other documentation as the Institution may require to confirm Contractor's enrollment in the E-Verify Program. Contractor agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens to perform any work in connection with the project, and shall include in all of its contracts a provision substantially similar to this paragraph. If Contractor receives actual knowledge of the unauthorized status of one of its employees in the State of Alabama, it will remove that employee from the project, jobsite or premises of the Institution and shall comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason- Hammon Alabama Taxpayer and Citizen Protection Act. Contractor shall require each of its subcontractors, or other parties with whom it has a Contract, to act in a similar fashion. If Contractor violates any term of this provision, this Agreement will be subject to immediate termination by the Institution. To the fullest Extent permitted by law, Contractor shall defend, indemnify and hold harmless the Institution from any and all losses, consequential damages, expenses (including, but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor's failure to fulfill its obligations contained in this paragraph.

To the extent that there is no formal written contract between Wallace Community College Selma and the contractor, such as where business is conducted by purchase order, this document shall serve as the Alabama Immigration Law Compliance Contract.

ind Agreed by

Please execute and return to Wallace Community College Selma within the next 10 days.

# AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE BY A CONTRACTOR OR GRANTEE TO ACCS INSTITITIONS AND/OR BOARD OF TRUSTEES OF THE ACCS

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b), this Affidavit of Alabama Immigration Law Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notorized, as a condition for the award of any contract by an ACCS Institution to an employer that employs one or more employees in the State of Alabama or funds from any political subdivision of the State of Alabama, or any public-funded entity (including an ACCS Institution). Contractors and Grantees are to provide notice to their Subcontractors of their Alabama Immigration Law Compliance obligations.

State of Alabama:
County of:
Before me, a notary public, personally appeared(print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:
As a condition for being a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as (your position) for (name of contractor or grantee), said Contractor or Grantee does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, Contractor or Grantee affirms that it is providing notice to its subcontractors of their Alabama Immigration Law Compliance obligations.
I further attest that said Contractor or Grantee is enrolled in the E-Verify program and attached to this Affidavit is our E- Verify Memorandum of understanding confirming such program enrollment. I have read the Affidavit and swear and affirm that it is true and correct.
Signature of Affiant
Sworn to and subscribed before me this day of, 2  I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.
Signature and Seal of the Notary Public
To be returned to Wallace Community College Selma



## State of Alabama

## Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM	
ADDRESS	-
CITY, STATE, ZIP  TELEPHONE NUMBER	_
STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD	_
ADDRESS	_
CITY, STATE, ZIP TELEPHONE NUMBER	
This form is provided with:  Contract Proposal Request for Proposal Invitation to Bid Grant Proposal	_
Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any stagency/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 vided, 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 stagency/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 any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction of the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary)	tion.
NAME OF PUBLIC OFFICIAL/EMPLOYEE ADDRESS STATE DEPARTMENT/AGE	NCŸ

FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
you identified individuals in items one fficials, public employees, and/or their rant proposal. (Attach additional sheet	family members as the result of the co	elow the direct financial bene ontract, proposal, request for	efit to be gained by the publi proposal, invitation to bid, o
E		9,	S81 847
	<u> </u>		
Describe in detail below any indirect fina public official or public employee as the additional sheets if necessary.)	ancial benefits to be gained by any pul result of the contract, proposal, reque	blic official, public employee, set for proposal, invitation to b	and/or family members of th oid, or grant proposal, (Attac
ist below the name(s) and address(es) osal, invitation to bid, or grant proposa	of all paid consultants and/or lobbyis	ts utilized to obtain the contra	act, proposal, request for pro
NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS		
			27.2
ly signing below, I certify under oath to the best of my knowledge. I further to exceed \$10,000.00, is applied for ki	r understand that a civil penalty of t	en percent (10%) of the am	is form are true and correct ount of the transaction, no
o the best of my knowledge. I further	r understand that a civil penalty of t	en percent (10%) of the am	is form are true and correction, no
o the best of my knowledge. I further	r understand that a civil penalty of t	en percent (10%) of the am	is form are true and correct ount of the transaction, no
o the best of my knowledge. I further o exceed \$10,000.00, is applied for ki	r understand that a civil penalty of t nowingly providing incorrect or mis	en percent (10%) of the am	is form are true and correction ount of the transaction, no

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

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

## **Contractor Services for Renovation:**

Cafeteria Renovation

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

## **Invitation to Bid**

Bid Number: 1118

Bid Opening Date and Time April 1, 2020; 1:00pm

Bids received after this date and time will not be accepted

Vendor Signature/Date

### **Submit Sealed Bids To:**

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

Dr. James Mitchell

President

Wallace Community College Selma

Dr. Rosa Spencer

Dean of Business and Finance

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:

Keith Jackson

334-876-9238

Keith.jackson@wccs.edu

Location:

WCCS - Hank Sanders Technology Center

1st Floor Conference Room 3000 Earl Goodwin Parkway

Selma, AL 36703

Time:

1:00pm

Date:

March 11, 2020

#### **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 contacts), 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 Dr. Rosa Spencer 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 contacts), 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 contactor 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. 1118 Wallace Community College Selma for bid on Contractor Services for Renovation for ADMINISTRATION BUILDING CAFETERIA.

## **CERTIFICATION**

Date:

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 NameSignature Title	
Address:	Sworn to and subscribed before me on this day2020.	-
Phone:	Notary Public	
Total Bid Amounts: 1. \$	CAMPUS CAFETERIA – Renovation	

## 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 Dean of Business and Finance, P. O. Box 2530, Selma, AL 36702-2530. Payments will be awarded subsequent to inspection as follows:

- Initial payment of 20% 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:

	BODILY INJ	URY PR	OPERTY DAMAGE	
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.

## REMODELING SERVICE SPECIFICATIONS 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: Masonry shop located at 3000 Earl Goodwin Parkway, Selma, AL 36701.

#### GENERAL

\* It is the intent of these specifications that the contractor is to provide the labor, equipment and supplies needed to perform the work as scheduled to remodel the cafeteria. The paint colors and tile selections are provided. If exact specifications are not used, then approved "Like" material can be used. The bathroom faucets, sinks, toilets and partitions will mimic restrooms in the Administration Building (To be shown at required pre-bid). Contractors may schedule an appointment to see Administration Building restrooms prior to pre-bid.

#### 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.

When possible, the contractor should schedule work to be performed during college holidays or semester breaks.

#### REMODELING SERVICES DEFINED

Kitchen and dining room renovation 4,790 sq. ft.

- 1. New kitchen floor tile
- 2. Kitchen interior wall painting
- 3. Re-tile kitchen floor
- 4. Remove Wall (non-retaining) that enters cafeteria
- 5. Replace Wall (non-retaining) that enters cafeteria with glass wall/2 glass doors
- 6. Add coffee bar wall with window
- 7. Add water line to west end of cafeteria
- 8. Add cabinet with sink to west end of cafeteria for coffee bar
- 9. Add privacy wall for coffee bar
- 10. New Storage room shelving for kitchen
- 11. Change Mop station in kitchen
- 12. Replace kitchen Restroom sinks, toilets and tile
- 13. Replace kitchen lights with LED lighting
- 14. New dining room tile
- 15. Dining room interior wall painting
- 16. Dining room ceiling tile replacement
- 17. Add pendant lighting
- 18. Replace dining room lights with LED lighting

#### Materials to be used

Flooring tile type & skew - Kitchen: Daltile Quarry Adobe Brown; Café: Tarkett- Travertine Toscano 18"x18", Quartzite Mediterranean 18"x18" or similar

Ceiling tile - Acoustical Solution or similar

Paint Type & Color – Sherwin Williams: Stop SW6869, Accessible Beige SW 7036, Mindful Gray SW7016, Hyper Blue SW6965, Blue Blood SW6966 Blue Plate SW6796, Extra White SW7006 or similar

Cabinets- Café as shown

Sink/faucets – Kitchen: Lowes; Kohler Commercial Wall Mounted Sink; Delta Commercial Faucet, or similar Café: N/A.

#### 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. **SECTION 1:** If the Contractor is a SOLE PROPRIETOR. Fill In This Section Only: Name: (middle) (first) 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:

# SCHEDULE B CONTRACTOR'S QUALIFICATION STATEMENT

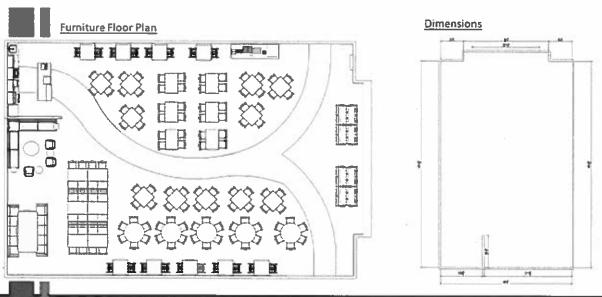
mitted	i to:	
mitted	i by:	6
	(address)	
	(principal office)	
	[ ] Corporation [ ] Partnership [ ] Individual [ ] Other	
1. 2.	How many years has your organization been in business as a  How many years has your organization been in business under its present busin	service contractor: ess name?
3.	If 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)	

	rganization ever been an officer or failed to complete a service contract? mstances:
72 15	
List major service contracts your or	ganization has under contract on this date:
1(company name)	<u> </u>
(company name)	(date employment)
(address)	(amount contract)
(city, state, zip)	(length contract)
2.	
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)
(city, state, zip)	
Company name Amount of	

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
N	OTARIZATION

## SCHEDULE C CURRENT REFERENCES

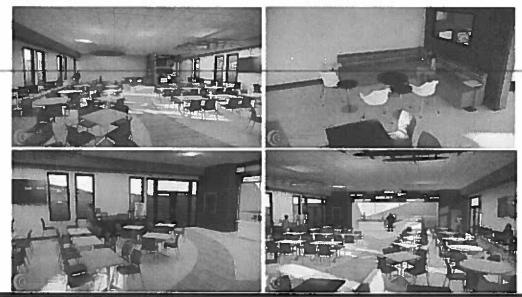
REFERENCE #1	
Business Name	Amount of Contract
Address	Length of Contract
City, State and Zip	# Square Feet
Administrator of Contract	Telephone Number
REFERENCE #2	
Business Name	Amount of Contract
Address	Length of Contract
City, State and Zip	# Square Feet
Administrator of Contract	Telephone Number
REFERENCE #3	
Business Name	Amount of Contract
Address	Length of Contract
City, State and Zip	# Square Feet
Administrator of Contract	Telephone Number
REFERENCE #4	
Business Name	Amount of Contract
Address	Length of Contract
City, State and Zip	# Square Feet
Administrator of Contract	Telephone Number



## FLOOR PLAN

Seating Capacity: 155





## RENDERINGS

Seating Capacity: 155



#### 3. Re-tile kitchen floor

## **Daltile**

Quarry Adobe Brown 6 in. x 6 in. Abrasive Ceramic Floor



AL SHARE			
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Number of Pass per Gara	All		

#### **Grout and Sealant Color Kit**

See Next Page





#### Model # 0T05661A Store SO SKU #1000524856

- \*Unglated textured finish with a low shoon and a slight variation in tone
- \*Class 4 abrasion resistance suitable for floor applications with heavy foot traffic
- "Vitreous tile has water absorption of more than 0.5% but less than 3%
- \*C.O.F. greater than ,60 to ,79 is required for commortal applications to meet or exceed ADA (Americans with Disabilities Act) Guidelines. Skid Resistant, Indoor use
- •Frost resistant \*Commercial use

### KITCHEN FLOORING

Manufacturer: Home Depot



## Grout and Sealant Color Kit STONETECH Heavy Duty Grout Sealer Is

designed for coment based grout and protects against oil and water-based stains.

\*Product #: 5T306-1000t



LATICRETE International, Inc. 1 LATICRETE Park North Bethany, CT 06524-3423 USA

Telephone: +1.203,393,0010

Toll Free: +1.888.786.6343

+1.203.393.1684

Website: www.laticrete.com

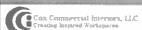


#### Features & Benefits

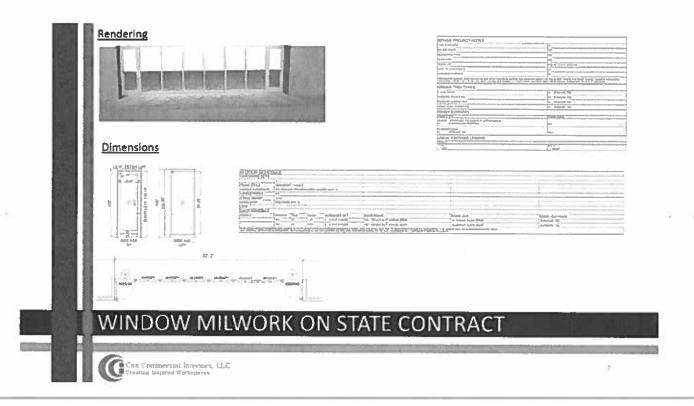
- ·Heavy duty protection against most stains
- Protects against grout and makes cleaning easier
- •Water-based formula
- •Interior Use

## **FLOORING GROUT**

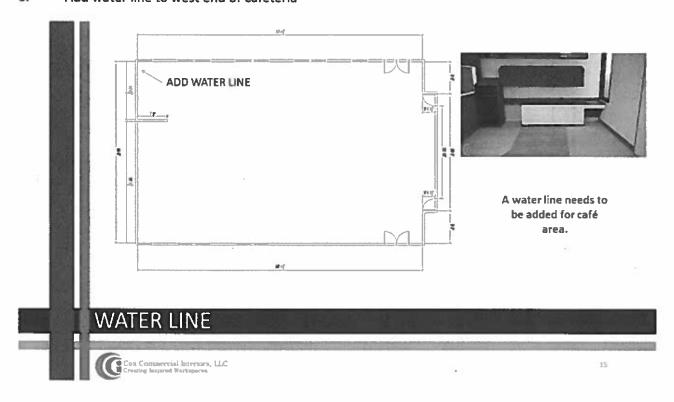
Manufacturer: Laticrete



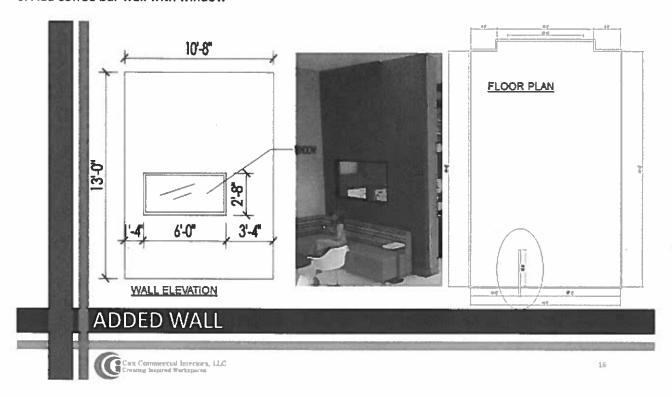
- 4. Remove Wall (non-retaining) that enters cafeteria
- 5. Replace Wall (non-retaining) that enters cafeteria with glass wall/2 glass doors



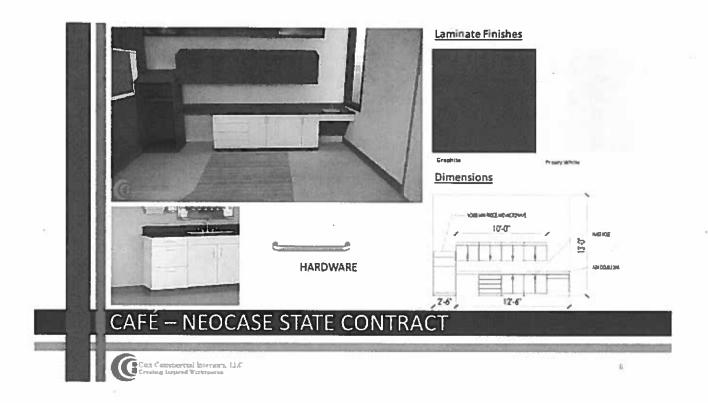
#### 6. Add water line to west end of cafeteria



### 6. Add coffee bar wall with window



7. Add cabinet with sink to west end of cafeteria for coffee bar



#### 11. Change Mop station in kitchen

#### TSB3011 32" X 32" STOCKTON TERRAZZO MOP BASIN

Model(s): T5B3011



- PRODUCT FEATURES
  \* Square mop service basin
- \* 12\* (305mm) deep
  \* 6\* (152mm) stainless steel drop from threshold
  \* Includes integral stainless-steel drain assembly

and strainer plate

Nominal Dimensions 32'x 32"



Crey Portland Camero with White Chips (501)

- Specifications
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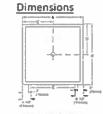
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<u>Finish</u>







### **MOP CLOSET**

Manufacturer: AF SUPPLY



#### 12. Replace kitchen Restroom sinks, toilets and tile

KOHLER Wellcomme Utra White Elongated Standard Height Commercial Toilet Bowl

Here + 143353QAEegel 4 E-98054-33-0



-Elongated, standard height book -fant wicrob-at freich finhalts the growth of mold, middee, stanhand odor pousing bacter is en the fluore surface -fa-fr2-in reprisoud

MOMLE Brenham Wall-Mounted or Concealed Carrier
Arm Mounted Commercial Bathroom Sink with 4-in
Centerset Faucet Holes and Stroud, Antimicrobial Farish

#### # 1435383 Model Ex-1955-554-0



Hartemorphial finish with bisthe growth of mold-, mildown stawn and odom causing bacteria on the finiture surface indepthis health care and education installations ind-incontent faucet holes. Belta Commercial Chrome 1-Handle 4-in Centerset WaterSerge Bathroom Sink Faucet

tom # 794035 Model # 220101



\*4-m contenset
\*Cart-brane body
\*Vendal-resistant byer handle

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### KITCHEN BATHROOM

Manufacturer LOWE'S



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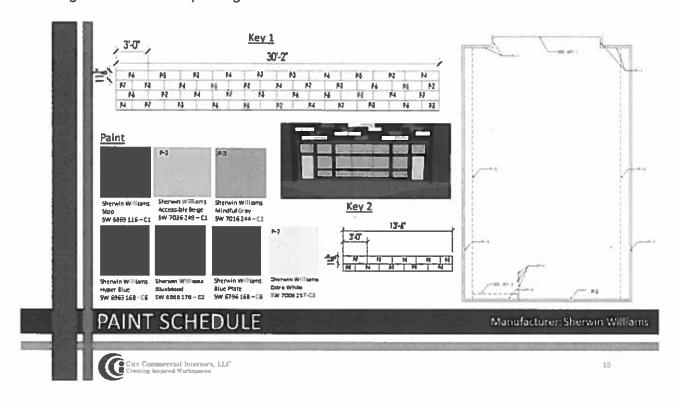
#### 14. New dining room tile Cara 600 69- 578 13 partour-gation pall constrage 500 8F FOB Florence, Aurosporal 97-on centroper SF FOB Flore Product \$2.99 per SF Adhesas Laminate Flooring INT-Z reight FOB Filtering. AL appear their cents per sF end filter agrees 44 weeks on custom 2 weeks on feldife incorporate behavior for 29, 2020 Freight Lead Fime •100% recyclable in the ReStart®Program DIT-I Terkett Travertire Tosters LE's LE' Tarkett Duartz*te* Mediterranean 28° a 18° Technical and environmental specifications Format Type: Tile Total thickness: 0 120 " (3 05 mm) Wear layer thickness: 30 mil (0 76 mm) Format & Size: Tile 18" x 18" Square Edges Packaging: 45 Sq. Ft per box Installed Method Glue-Down PATH 3' WIDE 3 ASTM Product Type Solid Viryl Floor Tile (ASTM F1700). Professional Warranty (in years): 20 year limited Contact Info Gingue DYSON Acquire Decisive T + 4 200 F PET 4000 N = 4 23 (004 8287 The Resource Reser 15/13 2nd Ave Harmatoki Bernagaier, 4L 36200

FLOORING SCHEDULE

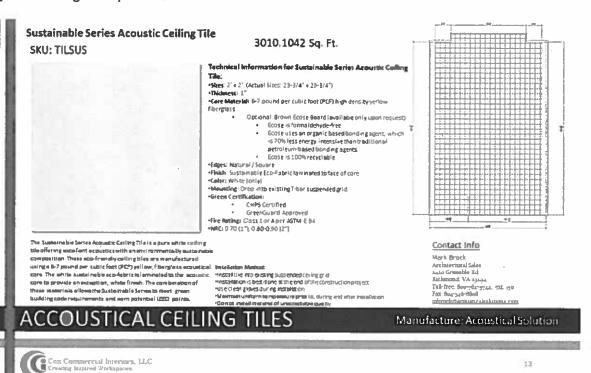
Manufacturer: Tarkett



### 15. Dining room interior wall painting



#### 16. Dining room ceiling tile replacement



### 17. Add pendant lighting

