

**MADISON COUNTY PURCHASING
DEPARTMENT**
100 North Side Square, Room 734
Huntsville, AL 35801

BID SUBMISSION CHECKLIST

Bid #2016-53

Bid Opening Date: January 9, 2016

√	<i>(Please check all completed items)</i>
	Signed, notarized and returned the Illegal Affidavit Forms with bid
	Completed IFB Form, signed and notarized
	Filled in all blanks within the specifications
	<i>*Included bid bond, if applicable</i>
	<i>*Included performance bond, if applicable</i>
	Included all requested information in bid package
	Certifications/Licenses/Permits, if applicable
	Certificate of Insurance(s), if applicable
	Acknowledged the Addenda, if applicable
	Put bid number, company name and address on the outside of the envelope(s)
	Sealed bid response
	Cost Sheet on CD, if applicable
	Read specifications thoroughly

INCOMPLETE AND IRREGULAR BIDS

A bid that is not accompanied by data required by the Bid Documents, or a bid which is in any way incomplete, may be rejected. Any bid which contains any uninitiated alterations or erasures, or any bid which contains any additions, alternate bids, or conditions not called for, or any other irregularities of any kind, will be subject to rejection. Bids may also be rejected for any of (but not limited to) the following causes:

- A. Failure to utilize bid forms provided by Madison County.**
- B. Lack of signature on all notarized document(s) by authorized representative on the bid forms.**
- C. Failure to properly complete the bid.**
- D. Evidence of collusion among bidders.**
- E. Unauthorized alteration of bid/proposal form.**
- F. Failure to submit other forms and documents as required.**
- G. Failure to print and submit bid forms on letter size paper**
(make sure no portion of the bid documents are cut off)

EACH VENDOR SUBMITTING A BID MUST COMPLETE
AND SUBMIT WITH ITS BID THE FOLLOWING
STATEMENT

STATE OF ALABAMA
MADISON COUNTY

VERIFIED STATEMENT REGARDING UNAUTHORIZED ALIENS

The undersigned hereby certifies, under oath, in regard to the performance of the services or for the supply of materials or things described in this Invitation for Bid, that:

(A) it has conducted a verification, pursuant to all federal and state laws, of all the employees who will perform work on the Madison County Commission contract or work on the materials or things supplied to the Madison County Commission in response to this Invitation for Bid to insure that no unauthorized aliens will be employed to perform Madison County Commission work or supply materials or things to the Madison County Commission,

and

(B) to the best of their knowledge and belief, it is not employing or otherwise using unauthorized aliens to provide services, materials or things to the Madison County Commission.

The undersigned agrees:

1. it will verify that whether an employee is an unauthorized alien by inspecting such documents as are designated by Federal Law. For contracts in excess of \$100,000.00, in any twelve (12) month period of time, the contractor or supplier shall certify to the Commission that it has and will verify, to the extent allowable by Federal Law, by using the Federal E-Verify program, that no unauthorized aliens are utilized in providing services, materials or things to the Commission;

2. upon request, it will certify to the Commission, under oath by an officer or a management level employee, that it has verified to the extent allowable under Federal Law that named or otherwise described employees utilized in providing services, materials or things to the Commission are not unauthorized aliens;

3. upon determination by any appropriate Federal Agency that an employee is an unauthorized alien, the undersigned shall terminate the unauthorized alien's employment.

4. if the undersigned fails to terminate an employee determined to be an unauthorized alien by the Federal government or fails to provide the verification described above, the Madison County Commission may terminate the contract for the performance of services, materials or things pursuant to Madison County, Alabama, Policy Regarding The Employment of Unauthorized Aliens by Contractors and Suppliers.

The requirements and obligations of this Policy and Statement shall be interpreted and implemented in a manner consistent with all Federal and State Laws. If any provision of this Policy or Statement is declared invalid or in conflict with Federal or State Laws, such invalidly or conflict shall not affect the other provisions of this Policy or Statement which can be given effect without the invalid provision. The provisions of this Policy and Statement are declared to be severable.

NAME:

BY: _____

Printed Name of Person Signing: _____

Position: _____

SWORN TO and subscribed before me on this the _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

SWORN AFFIDAVIT OF EMPLOYER REGARDING UNAUTHORIZED ALIENS

1. The undersigned hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program.

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name:

_____ **Company Name** _____

By: _____ **Signature** _____

Printed Name: _____

Position: _____

STATE OF _____

COUNTY OF _____

I, the undersigned, Notary Public in and for said County in said State, hereby certify that _____ **Employee** _____, whose name as _____ **Job Title** _____ of _____ **Name of Organization** _____, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such _____ **Job Title** _____ and with full authority, executed the same voluntarily for and as the act of said _____ **Name of Organization/Company** _____.

Given under my hand this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

SWORN AFFIDAVIT OF EMPLOYER REGARDING UNAUTHORIZED ALIENS

1. The undersigned hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program.

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name:

By: _____

Printed Name: _____

Position: _____

STATE OF _____

COUNTY OF _____

I, the undersigned, Notary Public in and for said County in said State, hereby certify that _____, whose name as _____ of _____, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such _____ and with full authority, executed the same voluntarily for and as the act of said _____.

Given under my hand this the _____ day of _____, 20____.

Notary Public
My Commission Expires: _____

SWORN AFFIDAVIT OF SUBCONTRACTOR
REGARDING UNAUTHORIZED ALIENS

1. The undersigned subcontractor hereby attests by this sworn affidavit signed before a notary that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

2. The undersigned subcontractor hereby attests that it is enrolled in the Federal E-Verify program. A true and correct copy of the undersigned's fully executed Federal E-Verify Memorandum of Understanding is attached hereto.

3. The Federal E-Verify Memorandum of Understanding attached hereto is the operative Memorandum of Understanding under which the undersigned is currently participating in the Federal E-Verify Program.

4. This sworn affidavit is provided to comply with Alabama Act No. 2011-535, known as the "Beason-Hammon Alabama Taxpayer and Citizen Protection Act."

Name:

By: _____

Printed Name: _____

Position: _____

STATE OF _____

COUNTY OF _____

I, the undersigned, Notary Public in and for said County in said State, hereby certify that _____, whose name as _____ of _____, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he, as such _____ and with full authority, executed the same voluntarily for and as the act of said _____.

Given under my hand this the _____ day of _____, 20____.

Notary Public
My Commission Expires: _____

MADISON COUNTY COMMISSION
100 NORTH SIDE SQUARE
HUNTSVILLE, ALABAMA 35801

INVITATION FOR BIDS

BID NUMBER: 2016-53

Madison County Commission will accept bids for one or more 2017 half ton pick-up truck(s) for District 3 office.

Bids will open on Monday, January 9, 2016 at 2:00 p.m.
7th Floor, Room 734 – Madison County Courthouse, Huntsville, Alabama
(See attached specifications)

Current bids are available on our website at www.madisoncountyal.gov

Each vendor submitting a bid must complete the Verified Statements Regarding Unauthorized Aliens.

The Madison County Commission will receive sealed bids until the date and time of bid opening for item(s) meeting, exceeding, or equivalent to specifications.

The Madison County Commission reserves the right to accept or reject any and all bids in whole or in part.

Failure to comply with any of the requirements contained in this invitation for bids may result in the rejection of the entire bid submitted.

Any attachments hereto become a part of the bid and will remain in the bid file.

Brand names used in this invitation for bids are for comparison purposes only and are not to be construed as indicating any preference. Any items submitted as equivalent to or exceeding specifications must be described in detail.

All bids must be submitted on this form. No errors will be corrected after bids are opened. Bids made out in pencil will NOT be accepted.

No Federal or State taxes are to be included or charged.

It is the intent of the Madison County Commission to allow any business selling the type(s) of merchandise described, to participate in our bidding process. If any prospective vendor feels that any part of these specifications would prohibit their company from submitting a bid, or has any questions regarding this bid, you may email the Purchasing Department at bidspecs@madisoncountyal.gov prior to the bid opening date.

Each vendor must possess proper state, county, and city license, certification, or other requirements imposed, for engaging in the type of activity for which bids are solicited.

Subsequent contracts will not be accepted from a vendor after a bid has been awarded. Vendors must include their contracts with the Invitation for Bids form prior to the bid opening.

Madison County reserves the right to require proof that the products bid are suitable for the purposes for which they are intended. Madison County also reserves the right to cancel a bid if the products received under the bid are not suitable for the purposes intended.

F.O.B. Destination, Freight Prepaid and Allowed. F.O.B. term to mean: Title to the goods passes to the agency upon successful inspection and acceptance once received at the delivery destination point and that the supplier will prepay and bear all of the transportation shipping costs.

Vendors must sign and notarize their bid. Failure to do so may result in rejection of bid.

Madison County Commission reserves the right to waive any minor informality which is immaterial in nature, negligible, or trivial, and does not affect responsiveness.

**SUBMIT BID TO: MADISON COUNTY PURCHASING
100 NORTH SIDE SQUARE
ROOM 734
HUNTSVILLE, AL 35801**

Vendor must show on envelope the bid number and opening date.

Each numbered bid must be in a separate envelope.

All documents submitted to Madison County will be subject to Alabama's Open Records Laws (Code of Alabama, Title 36-12-40 and 41, as last amended). Due to the provisions of the Open Records Laws and the Competitive Bid Laws (especially Code of Alabama, Title 41-16-24(b)), the Madison County Commission cannot assure any Bidder that any information submitted with the bid, even though marked "Proprietary" will not be open to public inspection and copying.

Terms of payment _____

I hereby affirm that I have not been in any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

THIS BID MUST BE NOTARIZED.

Subscribed and sworn to before
me this _____ day of
_____ 20_____.

Notary Public

Angela Anderson
Madison County Purchasing Director

Madison County Commission
Awarding Authority

COMPANY NAME: _____

SIGNATURE: _____

PRINT NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

FEDERAL ID# _____

DATE: December 23, 2016

ALL VENDORS PLEASE NOTE

Addenda: Bidders must periodically check the County's website for any addenda issued for this procurement. Madison County will not be responsible for a bidder's failure to acquire any addenda issued. The Bidder acknowledges receipt of the following addenda, if applicable: _____

www.madisoncountyal.gov

General Specifications

- Bidders shall maintain a full warranty service facility within the borders of Madison County, Alabama.
- Truck(s) shall be delivered to the purchasing District's place of operation as noted on the order, within 9 weeks of receipt of the purchase order.
- The truck(s) shall be delivered with the operators and service manuals, warranty, and application for Title.
- If you have any questions or concerns regarding the specifications you may contact vendor shall furnish in their bid package brochures and warranty information covering the equipment specified. Bid price shall include warranty coverage.
- Every technical specification **MUST BE MARKED** whether in compliance otherwise the bid will be considered non-responsive.
- Successful vendor shall furnish all technical and service manuals upon delivery of vehicle(s). Please check appropriate box indicating service and technical manuals will be included with delivery of merchandise.

Yes	No

If you have any questions or concerns regarding the technical specifications you may contact Commissioner Craig Hill at 256.731.9775 or 256.731.9809.

All procurement questions must be sent to Angela Anderson at bidspecs@madisoncountyal.gov.



Delivery Date: _____

Make/Model: _____

Total Cost: _____

Bid price valid for _____ month(s).

ALL VENDORS PLEASE NOTE

Addenda: Bidders must periodically check the Madison County website for any addenda issued for this procurement. Madison County will not be responsible for a bidder's failure to acquire any addenda issued. The Bidder acknowledges receipt of the following addenda, if applicable:

www.madisoncountyal.gov

Technical Specifications
For one or more 2017 ½ ton pickup trucks

Engine and Drive Train:

- Engine shall be a V8 of 5.0 to 5.7 liters in displacement, naturally aspirated.
- Automatic transmission.
- Four wheel drive (4X4).

Exterior:

- Crew-cab with 4 individual entry doors.
- White in color
- Cargo box with 6' 4" to 6'8" inside space.
- Cargo box liner, heavy duty. Two piece designs, molded to fit the contours of the bed leaving access to the bed tie-downs. Tailgate protection.
- 2" receiver hitches of at least class IV or greater rating and towing package with an integrated electric brake controller.
- Black side wall tires.
- External mirrors.
- Running boards rated at 300 lbs. or greater.

Interior:

- Vinyl seats. Split 40/20/40 in front, 60/40 in rear.
- Seats and interior trim shall be Gray in color.
- AM/FM Stereo radio.
- Air condition/heat/power windows and door locks.
- Black vinyl flooring with Black floor mats of the cupped style.