

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

BID SUBMISSION CHECKLIST

Bid #2017-39

Bid Opening Date: June 29, 2017

√	<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
	One (1) original and five (2) copies
	*Included bid bond, if applicable
	*Included performance bond, if applicable
	No Spiral Binding
	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 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.**

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:

By: _____

Printed Name: _____

Position: _____

STATE OF ALABAMA

COUNTY OF MADISON

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 ALABAMA

COUNTY OF MADISON

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 ALABAMA

COUNTY OF MADISON

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: 2017-39

Madison County Commission will accept bids for one or more new 2016 F-150 XL Super Crew Cab or equal for the Madison County Building Inspection Department.

Bids will open on **Thursday, June 29, 2017** 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: **June 29, 2017**

GENERAL SPECIFICATIONS

- Listed below are minimum specifications desired by the Madison County Commission. Any deviations of the specifications on vendor response must be noted. Also, specification brochures/sheets must accompany your bid.
- Successful vendor shall furnish all technical and service manuals upon delivery of truck(s). Please check appropriate box indicating service and technical manuals will be included with delivery of equipment:

Yes	No

- Delivery may factor greatly in awarding bid.

If you have any questions or concerns regarding the “Technical Specifications” contact Dale Robertson at 256-746-2950 or inspection [@madisoncountyal.gov](mailto:madisoncountyal.gov).

All procurement questions must be sent via email to Angela Anderson at bidspecs@madisoncountyal.gov. Questions will not be permitted via telephone.

TECHNICAL SPECIFICATIONS

2016 F-150 XL Super Crew Cab or Equal

- 4x4 SuperCrew Cab Styleside 5.5’ box 145” WB
- Engine: 3.5L V6 Ti-VCT FFV
- Transmission: Electronic 6-Speed Automatic
- 3.73 Axle Ratio
- GVWR: 6,350 lbs Payload Package
- Tires: P265/70R17 OWL A/T
- Wheels: 17" Silver Steel
- Vinyl 40/20/40 Front Seat
- 145" Wheelbase
- Monotone Paint Application
- Radio: AM/FM Stereo w/6 Speakers
- Interior Colors: Medium Earth Gray
- Primary Color: Oxford White

Delivery Date: _____

Make/Model: _____

Total Cost (each): \$ _____

How long will you honor your bid price(s)? _____ **month(s)**

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