



MADISON COUNTY COMMISSION

Finance Department

100 Northside Square

Room 700

Huntsville, AL 35801

INVITATION TO BID

Bid Date	Bid Number	Title	Bid Opening Date
10/24/2018	2018-50	For Carpet and Vinyl Tile	11/06/2018

Please submit a sealed price quotation of the items listed herein. (Faxed bids will not be accepted.) The submissions will be addressed to:

Madison County Purchasing
100 Northside Square, Room 700
Huntsville, AL 35801

Responding Bids will be publicly opened at the date and time shown above. If unable to quote, write "NO BID" on the enclosed response form and return.

Complete specifications of items not adequately defined herein may be obtained upon request. Brand names and catalog numbers identified are used solely to indicate expected levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give a full description of the item. Final determination as to equal quality of substitution will be made by the Procurement Specialist.

The Madison County Commission reserves the right to award this bid on an all-or-none or item by item basis, to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to Phil Clanton :
pclanton@madisoncountyal.gov

Vendor Name 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. COMPANY NAME: _____

THIS BID MUST BE NOTARIZED.

Subscribed and sworn to before

SIGNATURE: _____

Me this _____ day of _____ 20____.

PRINT NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

Tyler Rosenblum
Procurement Specialist

FEDERAL ID# _____

Madison County Commission
Awarding Authority

DATE: 10/24/2018

GENERAL CONDITIONS AND INSTRUCTIONS

1. Bid Number must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, e-mailed modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Bidders must submit an original and one (1) copy of its bid. Incomplete and/or irregular bids may be subject to rejection. The following forms **must** be submitted:
 - a) **Bid Response Form** (included in Bid Packet)- must be completed in its entirety and signed by an authorized agent of the company. Bid forms that are not signed will be disqualified. All submissions must be printed or written in ink.
 - b) **Bid Detail Form** – (included in Bid Packet) – must be signed by person completing form
 - c) **Bid Specification Sheet (if included in bid packet)** – each specification must be initialized to indicate acknowledgment.
 - d) **Business License** – a copy of a current City of Huntsville business and Madison County Business License, if required by law, and shall be current on payment of all city and county sales taxes. If vendor is not required to have a City of Huntsville Business License or a Madison County Business License, vendor must specify why a license is not required.
 - e) **Sworn Affidavit of Employer Regarding Unauthorized Aliens** - (Included in bid package or available on-line at county website)
 - f) **Sworn Affidavit of Subcontractor Regarding Unauthorized Aliens** - (Included in bid package or available on-line at county website)
 - g) **Memo of Understanding** (available on E-Verify website after registration)
4. Madison County Commission may add or delete locations, as needed, during the period of the contract.
5. Shipping shall be F.O.B., Destination. Delivery address will be specified in the awarded Purchase Order.
6. Vendors having a place of business within the legal boundaries of Madison County shall be given a 5% preference over vendors located outside of the legal boundaries of Madison County.
7. Unless otherwise specified, the contract period will be for one year with two one year renewable option period.. Prices shall remain firm for the entire contract period.

SUCCESSFUL VENDORS

1. Successful vendors will keep in effect at all times, and must furnish the Madison County Commission, with Certificates for the following insurance coverage:
 - a. \$1 million General Liability
 - b. \$1 million Auto Liability
 - c. \$1 million Workers Compensation
2. Successful vendors must provide performance bond in the amount of the contract. This provision is bid specific and will be defined in the bid specifications or relevant contract, if required. Such bond will be required before the start of work by the successful vendor.
3. Successful vendor must provide completed W-9 form.
4. The Madison County Commission and successful vendor reserves the right to terminate agreement at any time during the contract period, providing either party gives a sixty (60) day written notice

SPECIFICATIONS

- BID AWARD TERM** - The bid will be awarded for a 1 year period with the condition that Madison County and the successful vendor may mutually option to extend the bid award for two (2) additional and consecutive one (1) year periods. **How long will you honor your bid price(s)? _____ year(s).**

- Vendors' price shall include material, labor, delivery and removal & discarding of old carpet.

- Vendor shall be responsible for removing & replacing furniture as needed to install any and all types of flooring.

- Vendors may contact **Phil Clanton at pclanton@madisoncountyal.gov or (256) 532-3657** to schedule an appointment to take measurements in offices and/or questions regarding the specifications in this bid.

- Vendors shall quote on a price per square yard installed.

- Carpeting shall be priced with Standard Action Backing and Encore Plus Backing.

- Madison County Commission reserves the right to request measurements for various departments on an as needed basis.

Link Style or Equal

Yarn	100% Nylon: J&J Encore [®] SD Ultima [®] (with recycled content) Bulked Continuous Filament or Equal
Dye Method	Solution Dyed
Surface Texture	Dense Patterned Loop
Patterning Technique	TechnoWeave [®] II
Pattern Repeat	7/16" W x 7/16" L approximately (1.11 x 1.11 cm)
Gauge	1/10 (3.94 rows/cm)
Tufted Stitches Per Inch	9
Yarn Weight	26 oz./sy (882 grams/m ²)
Finished Pile Thickness	.111 inch (2.82 mm) (ASTM D-418)
Density	8,432
Weight Density	219,232
Secondary Backing	Endure [®] Plus
Special Technologies	ProTex [®] - Fluorochemical
Width	12 ft. (3.66m)
Flammability	Class 1
Smoke	Less than 450 flaming
Static Generation	Less than 3.0 kv (AATCC-134)
ADA Compliance	Compliant for Accessible Routes
Warranties	Lifetime Stain Removal Lifetime Colorfastness to Light and Atmospheric Contaminants Lifetime Wear Lifetime Static Lifetime Against Delamination Lifetime Against Tuft Bind Failure (edge ravel, yarn pulls, zippering) Lifetime Moisture Barrier

Price per square yard: \$ _____ (Standard Action Backing)

Price per square yard: \$ _____ (Encore Plus Backing)

Carpet Tile or Equal

Manufacturer	Mowhawk Commercial
Pattern	Various
Color	Various
Size	24" x 24"
Installation	Quarter-Term

Price per square yard: \$ _____

Vinyl Composition Tiles (VCT) or Equal

Manufacturer	Mannington Commercial
Pattern/Grade	Essentials or Equal
Color	Mannington 111 Dalmation
Installation	Quarter-Term
Gauge	Overall Nominal Thickness – 125" (3.18mm)
Average Weight	65 lbs/carton (29.5 kg/carton); 1.43 lbs/tile (0.65kg/tile)
Nominal Size	12" x 12" (30.48cm x 30.48cm)
Recommended Load Limit	Static Load Limit – 75 p.s.i (5.28 kg/cm ²)

Price per square foot: \$ _____

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. Failure of non-enrollment of E-Verify and required documentation.**
- C. Lack of signature on all notarized document(s) by authorized representative on the bid forms.**
- D. Failure to properly complete the bid.**
- E. Evidence of collusion among bidders.**
- F. Unauthorized alteration of bid/proposal form.**
- G. Failure to submit other forms and documents as required.**
- H. 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. **Must provide E-Verify Company ID:** _____

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. **Must provide E-Verify Company ID:** _____

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. **Must provide Company ID:** _____

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: _____

Company ID Number:

Approved by:

Employer	
Name (Please Type or Print)	Title
Signature	Date
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	
Signature	Date

Sample

Company ID Number:

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	
Company Facility Address	
Company Alternate Address	
County or Parish	
Employer Identification Number	
North American Industry Classification Systems Code	
Parent Company	
Number of Employees	
Number of Sites Verified for	

Sample