



Bid Invitation # 2019-1208

**STATE OF ALABAMA**

**COUNTY OF BALDWIN**

Notice Is Hereby Given that Coastal Alabama Community College, an institution of higher education under the direction and control of the "Alabama Community College System Board of Trustees" will receive and open bids on the 29th of MARCH, 2019, at 2:00 p.m., in the Office of the Vice President of Financial & Administrative Services on the Bay Minette campus of Coastal Alabama Community College for the purchase of:

**Aviation Equipment for the Brookley Field Mobile Campus**

This invitation package consists of 14 pages. Bidders should verify they have received all pages as indicated.

**GENERAL BID INFORMATION**

Bidders should carefully read all parts of the invitation package with its accompanying schedules and attachments, if any.

Brand names, model numbers, catalog numbers, etc., are used to indicate levels of quality. If bidders are unable to furnish an item as specified and desire to offer a substitute: (1) Give a full description of the item (2) Submit color brochures or pictures of the item. A sample or a field demonstration of the substituted item may be required by the college after bid opening and before bid award.

Note that specific brand names and model numbers can be specified and required for instructional items (no substitutions allowed).

When brand names or catalog numbers are not stated by the bidder, it is understood the offer is exactly as specified.

**CONTACT INFORMATION**

Bidders desiring further information or interpretation of plans or specifications must make requests in writing to:

Jessica Davis  
Vice President of Financial & Administrative Services  
Coastal Alabama Community College  
1900 Highway 31 South  
Bay Minette, Alabama 36507  
Telephone: (251) 580-2206  
Email: [Jessica.Davis@coastalalabama.edu](mailto:Jessica.Davis@coastalalabama.edu)

**SUBMIT SEALED BID PROPOSALS TO:**

Bid Number: **2019-1208**  
ATTN: Jessica Davis  
Coastal Alabama Community College  
1900 Highway 31 South  
Bay Minette, Alabama 36507

These requests must be submitted at least seven (7) days prior to bid opening. Answers to all such requests will be given to all recorded bidders.



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## **CHECKLIST**

- Bid Response Sheet
- W-9 Form
- State of AL Disclosure Form
- Affidavits AL Immigration Law
- E-Verify MOU
- Copy of Certificate of Liability Insurance
- Copy of Business License
- Proof of Federal Aviation Administration Certification

## **PREPARING AND SUBMITTING THE BID**

All bids shall be sealed when received. Bids delivered by the vendor, United States Postal Service, Federal Express, UPS or other delivery services must have the bid number indicated on the envelope. It is the responsibility of the vendor to have the bid proposal delivered to the correct addressee and location.

Bids must be received prior to the bid opening date and time. Late bids will not be considered.

All bid information submitted shall be entered in ink, type written or computer generated in the appropriate space on the forms. An authorized company representative must sign the bid in ink.

Bid prices are not to include tax. Tax exemption certificates will be furnished on request.

All applicable shipping, installation and handling costs must be included in the pricing submitted with the bid.

Quote F.O.B. delivered to sites listed in specifications. The successful bidder must assume all liability/responsibility for damage in transit.

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

Specify all terms and conditions of the warranties associated with equipment, materials, supplies and workmanship as applicable. Warranty may be a determining factor in the awarding of the bid.

## **BID EVALUATION AND AWARD**

All factors stated in this invitation package will be evaluated in determining the successful bidder. Any omission (s) of the herein stated requirements may be cause for rejection of the bid (s) submitted, solely as determined by Coastal Alabama Community College.

The College reserves the right to reject any or all bids, or any part thereof, and to waive any technicality in the bidding in the best interest of the College. Bids will be awarded in a manner which appears to be in the best interest of the College. Awards may be issued to multiple bidders.

Bid prices must be good for at least ninety (90) days. Although a certain number of items may be specified for initial purchase, the College reserves the right to purchase additional items as bid within three (3) years of bid opening as long as there are no changes in specifications and/or pricing of materials, supplies, equipment or contractual services.

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

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. Installation costs are to be listed separate from equipment costs.

The responsibility of determining the acceptability of any products offered rests solely with the College.

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

Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the College's satisfaction by the successful bidder at no additional charge.

Payment shall be contingent upon the College's inspection of and satisfaction with completed work or materials.

The College will not accept prepay terms for the items and services in this bid.

The College reserves the right to study bid(s) as to correctness and to award the bid not more than thirty (30) days after the bid opening.

The successful bidder shall maintain Worker's Compensation, Commercial General Liability and Automobile Liability insurance for the period covered by any award pursuant to this bid in such amounts as deemed acceptable by the College. Bidders may be required to provide Certificates of Insurance to the College in advance of any bid award

### **LEGAL REQUIREMENTS AND BIDDER QUALIFICATIONS**

This proposal is to be made without connection to any other person, company, or parties making a bid or proposal and is to be in all respects fair and in good faith, without collusion or fraud. Contact initiated by a 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 the bid, between the date of this bid 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 Coastal Alabama Community College.

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 \$50,000.00 or more), Title 40, Chapter 12 (dealing with privilege licenses and store licenses), 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 laborers who have actually resided in Alabama for two years next preceding such employment on public works contracts), Code of Alabama 1975, as amended; provided, the bidder is not exempted from the above mentioned code sections elsewhere in the codes. 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, Coastal Alabama Community College. Such non-confidential evidence or documentation may be submitted with the bid.

Bidder shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.

Successful bidder must provide a copy of current state, county or city business license, general contractor's license or other applicable license as required by law.

All bidders are required to complete a Disclosure Statement. Act. 2001-955 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 \$5,000.00. A Vendor Disclosure Statement is included in the bid proposal. Any changes to the status of the information on this form will require the submission of an updated form to the College.

Successful bidder will be required to complete the Alabama Immigration Law Compliance Documents and/or federally mandated e-verify documents as appropriate.

Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Section 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.

It is further agreed that if any provision of this Agreement shall contravene any statute or Constitutional provision, either now in effect of which may be enacted during the term of this Agreement, then the conflicting provision of the Agreement shall be deemed null and void.

The bidder acknowledges, and agrees that its sole and exclusive remedy for any monetary claim or any claim for which College has sovereign immunity that may arise from or relate to this Agreement is to file a claim with the Board of Adjustment of the State of Alabama. Any claim for equitable relief or for which College does not have sovereign immunity shall be brought exclusively in the appropriate state or federal court situated in and/or covering Baldwin County, Alabama.

This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict-of-law provisions or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.

These terms and conditions shall supersede any contrary language in any agreement entered into by the parties. All terms shall be reduced to writing and will not rely on any oral terms, nor shall any oral terms or agreement be incorporated herein.

As an entity of the State of Alabama, the parties recognize and agree that College cannot and will not agree to indemnify any party to a contract resulting from this bid.

In accordance with the recommendations of the Governor and the Attorney General of the State of Alabama, the parties shall consider settling all disputes arising from or related to this agreement by using appropriate forms of non-binding alternative dispute resolution.

In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination.

College reserves the right to purchase according to availability of funds.

In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

This bid document and all related quotes and materials received from vendors in response to this invitation to bid are considered by Alabama Law to be public records and as such disclosure of any and all materials received in response to this bid are available for public inspection and copying pursuant to Code of Alabama, 1975, Section 36-12-40 et seq.

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use and/or lease tax on all taxable sales and leases into Alabama. **By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557,** they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if certification is false.

Vendors who enter into contracts to supply goods or services to the College must agree to the following nondiscrimination clause:

In executing the contract, the vendor shall not discriminate against any employee or applicant because of race, religion, color, sex, age, handicap, or national origin. The contractor shall take affirmative action to ensure the applicants are employed and that employees are treated without regard to race, religion, color, sex, age, handicap, or national origin. This action will include, but not be limited to: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training including apprenticeship.

By signing this contract, the contracting parties affirm, for the duration of this agreement, that they will not violate federal immigration law or knowingly employ, hire, for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of this agreement and shall be responsible for all damages resulting there from.

### **NON RESIDENT BIDDER INFORMATION**

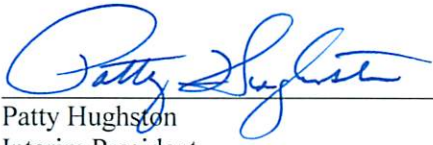
For Public Works Contracts, Code of Alabama, 1975, Section 39-3-5 provides as follows:

- (a) In the letting of public contracts in which any state, county or municipal funds are utilized, except those contracts funded in whole or in part with funds received from federal agency, preference shall be given to resident contractors, and a nonresident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Alabama public contracts only on the same basis as the nonresident bidder's state awards contracts to Alabama contractors bidding under similar circumstances; and resident contractors in Alabama, as defined in Section 39-2-12, be they corporate, individuals, or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state domicile of the nonresident
- (b) Nonresident bidders must accompany any written bid documents with a written opinion of an attorney at law licensed to practice law in such nonresident bidders' state of domicile, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that state in the letting of any or all public contracts.
- (c) A summary of this law shall be made a part of the advertised specifications of all projects affected by this law. (Acts 1984, No. 84-228, p. 348)

For the purchase of Personal Property or Contractual Services, Code of Alabama, 1975, Section 41-16-27(d) provides as follows:

The purchasing agent in the purchase of or contract for personal property or contractual services shall give preference, provided there is no sacrifice or loss in price or quality, to commodities produced in Alabama or sold by Alabama persons, firms, or corporations.

Done this 13<sup>th</sup> day of March 20 19.



Patty Hughston  
Interim President  
Coastal Alabama Community College



Jessica Davis  
Vice President of Financial & Administrative Services  
Coastal Alabama Community College



## SPECIFICATIONS for Bid No. 2019-1208

Coastal Alabama Community College is soliciting bids for various training aids needed for the Aviation Program on the Mobile Campus. Below is the listed equipment that must be compliant with the Federal Aviation Administration (FAA) specifications that will be used to train students enrolled in the FAA Part 147 school. The manufacturer of the items for this bid must be governed by the FAA.

Coastal Alabama Community College is a tax-exempt agency. Bidders are not required to bid on each piece of equipment and may submit bids on only selected items. Quoted prices need to be good for a minimum of 180 days.

Please include lead-time for any items not currently in inventory. All items must be delivered to the Mobile Campus no later than September 1, 2019. Items must be free of defect and in proper working order when delivered, unpacked and installed.

QTY	Description	Cost \$ (Includes Shipping)	Lead Time	Anticipated Date of Delivery	Cost of Installation	Warranty
1	F52 TCM Fuel Injection System Trainer					
1	AS61 Ice & Rain Protection System Trainer					
1	AS66 Heater & Air Conditioning System Trainer					
1	AL37 Anti-Skid Brake System Trainer					
1	AS79 Air Cycle Air Conditioning System Trainer					
1	AS76 Cockpit Instrumentation System Trainer					
1	AV23 Autopilot System Trainer					
1	AV12 3 Axis Autopilot System Trainer					
1	AV15 ARINC 429 Digital Data Bus System Trainer					
1	E43 Pratt & Whitney PT6A Runnable Turboprop Engine Test Cell					

\_\_\_\_\_  
Bidders Signature

Bid Prices are good for \_\_\_\_\_ days.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

SEAL:

\_\_\_\_\_  
My Commission Expires





# 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 State Agency/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 provided, 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 State Agency/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, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

**By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Notary Expires \_\_\_\_\_

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.

**ALABAMA IMMIGRATION LAW COMPLIANCE GUIDELINES  
FOR CONTRACTORS AND VENDORS DOING BUSINESS WITH  
THE ALABAMA DEPARTMENT OF REVENUE**

Section 9 of Alabama Act No. 2011-535 entitled the “Beason-Hammon Alabama Taxpayer and Citizen Protection Act” (<http://ago.alabama.gov/File-Immigration-AL-Law-2011-535>) requires that, as a condition for the award of a contract to a business entity or employer that employs one or more employees working in Alabama, the business entity or employer provide an affidavit and documentation of enrollment in the Federal E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The attached Affidavit For Business Entity/Employer/Contractor and the entity’s E-Verify Memorandum of Understanding must be included with the bid or contract. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption.

An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site [www.uscis.gov/everify](http://www.uscis.gov/everify) or at the Alabama Department of Homeland Security web site <http://immigration.alabama.gov>. The Alabama Department of Homeland Security has established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program.

You may scan and e-mail your documents to: [everify@revenue.alabama.gov](mailto:everify@revenue.alabama.gov) or fax to (334) 353-8599.

**FORM FOR SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND  
CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b)**

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**AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER/CONTRACTOR**

*(To be completed as 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)*

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, a notary public, personally appeared \_\_\_\_\_  
*(print name)*

who, being duly sworn, says as follows:

As 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, I hereby attest that in my capacity as

\_\_\_\_\_ *(state position)* for

\_\_\_\_\_ *(state business  
entity/employer/contractor name)*

that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program.\*

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

\*(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM)