



1900 Highway 31 South
Bay Minette, AL 36507

Bid Invitation # 2023-0002

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 19th of July, 2023, at 9:00 a.m., in the office of the Chief Financial Officer on the Bay Minette campus of Coastal Alabama Community College for the service of:

for Coastal Alabama Community College

1900 Highway 31 South Bay Minette, AL 36507

This invitation package consists of 24 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 7 days prior to the date of the bid opening:

Tonya Banks
Purchasing Agent
Coastal Alabama Community College
1900 Highway 31 South
Bay Minette, Alabama 36507
Telephone: (251) 580-4912
Email: Tonya.Banks@coastalalabama.edu

SUBMIT SEALED BID PROPOSALS TO:

Bid Number: 2023-0002
ATTN: Jessica Davis
Chief Financial Officer
Coastal Alabama Community College
1900 Highway 31 South
Bay Minette, Alabama 36507

Answers to all such requests will be given to all recorded bidders.



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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 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 labor when applicable.

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 will 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.

In consideration of receiving an award under this invitation to bid, Contractor shall by the acceptance of such award undertake and agree to indemnify, hold harmless and defend College, the Alabama Community College System and the Alabama Community College System Board of Trustees and their respective employees, officers, members, servants, agents, successors and assigns from and against any and all claims, demands, suits, actions, causes of action, damages, costs and expenses, including attorney's fees, for bodily injury, wrongful death, personal injury or property damage in any way arising from, related to, or caused by, in whole or in part, the acts or omissions of Contractor or its agents, employees, officers, servants or contractors.

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

The College has the right to cancel any contract, for cause, including, but not limited to, the following:
Revised 05/2019

(1) failure to deliver within the terms of contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the vendor, (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provision of state or federal law; and (6) any other breach of contract.

Termination - the College reserves the right, for its convenience and without cause or penalty, to terminate any agreement with 30 days written notice.

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

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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)

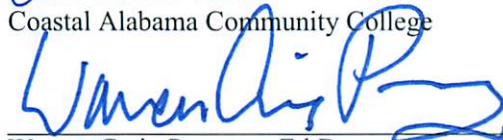
For the purchase of Personal Property or Contractual Services, Code of Alabama, 1975, Section 41-16-27(d) provides as follows:

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 5th day of May 20 23.



Jessica Davis
Chief Financial Officer
Coastal Alabama Community College



Warren Craig Pouncey, Ed.D.
President
Coastal Alabama Community College

Coastal Alabama Community College will abide by the Alabama Community College System board policy 308.01: Cash and Investment Management.

All service proposals must be within the guidelines of this policy and procedure:

Policy

POLICY NAME:	308.01: Cash and Investment Management
EFFECTIVE:	March 10, 2021
SUPERSEDES:	<u>308.01</u> issued April 13, 2016
SOURCE:	<u>Code of Alabama 41-14A-3; 16-60-111.4</u>
CROSS REFERENCE:	302.01; <u>315.01</u>

The President shall establish a cash management and investment program for institutional funds. The President is authorized to select the depository of funds for their respective institution. Financial institutions utilized as depositories must be insured by FDIC/FSLIC and must be designated as a member Qualified Public Depository (QPD) in the Security for Alabama Funds Enhancement (SAFE) program. The President shall designate the chief financial officer to be responsible for the day-to-day activities and functions of the program. Such officer shall be bonded in an appropriate amount in accordance with Board of Trustees Policy 302.01. The designee shall manage both daily cash flow and short-term investments.

Procedure:

**CHANCELLOR'S PROCEDURES FOR POLICY
308.01: Cash and Investment Management**

1. Investment Goals
 - a. Foster sound and prudent judgment in the management of assets consistent with the fiduciary responsibility to the citizens of Alabama.
 - b. Investment of all appropriate available cash on a daily basis or longer-term basis to secure the maximum investment return, which is consistent with investment management policy.
 - c. Maximization of balances available for short-term investment.
 - d. Sufficient liquid funds available to pay current obligations in a timely manner.
 - e. To the extent funds are available, to maintain a minimum of two months' operating contingency in cash and short-term investments (maturing one year or less).
2. Depository Accounts

a. Financial institution services (to include investments) shall be evaluated and selected based upon services rendered by the financial institutions serving the institution. The President shall determine the primary financial institution, or banks, where funds are deposited through a best value review process. Financial institutions utilized as depositories must be insured by FDIC/FSLIC and must be designated as a member Qualified Public Depository (QPD) in the Security for Alabama Funds Enhancement (SAFE) program.

3. Investments

a. All funds invested shall be invested in a manner consistent with all applicable state and federal laws and regulations.

b. All monies shall be placed in interest-bearing accounts unless legally restricted by an external agency.

c. Investments in debt securities are limited to the two highest quality credit ratings as described by nationally recognized statistical rating organizations (NRSROs) such as A.M. Best Company, Inc., Dominion Bond Rating Service Ltd., Fitch, Inc., Moody's Investors Service, and the Standard & Poor's Division of the McGraw Hill Companies, Inc. *Obligations of the U.S. government or obligations explicitly guaranteed by the U.S. government are excluded from this requirement.*

d. Investment securities must be insured, registered in the Institution's name, or held in the counterparty's trust department in the Institution's name.

e. Legally permissible investments include:

- 1) U.S. Treasury bills, notes, bonds and stripped Treasuries.
- 2) U.S. Agency notes, bonds, debentures, discount notes and certificates.
- 3) Certificates of Deposits, checking and money market accounts of savings and loan associations, mutual savings banks, or commercial banks whose accounts are insured by the FDIC/FSLIC, and who are designated a Qualified Public Depository (QPD) under the Security for Alabama Funds Enhancement (SAFE) program.
- 4) Mortgage-Backed Securities (MBS).
- 5) Mortgage related securities to include Collateralized Mortgage Obligations (CMOs).
- 6) Repurchase Agreements.
- 7) Stocks and bonds which have been donated to the institution.
- 8) Gifts and Donations as noted in Board Policy 315.01.

f. Notwithstanding the institution is authorized to purchase from the aforementioned list of legally permissible investments, the institution portfolio shall consist primarily of bank CDs and interest-bearing accounts, United States Treasury securities, debentures of a United States Government Sponsored Entity (GSE) and securities backed by collateral issued by GSEs. In order to diversify the portfolio's exposure to concentration risk, the portfolio's maximum allocation to specific product sectors is as follows:

1) U.S. Treasury bills, notes and bonds can be held without limitation as to amount. Stripped Treasuries shall never exceed 50 percent of the Institution's total investment portfolio. Maximum maturity of these securities shall be 10 years.

2) U.S. Agency securities shall have limitations of 50 percent of the institution's total investment portfolio for each Agency, with two exceptions. TVA and SLMA shall be limited to 10 percent of total investments. Maximum maturity of these securities shall be 10 years. Agencies that qualify for investment are: Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Tennessee Valley Authority (TVA), and Student Loan Marketing Association (SLMA).

3) Certificates of Deposit with savings and loan associations, mutual savings banks, or commercial banks may be held without limit provided the depository is a QPD under the SAFE Program. CD maturity shall not exceed five years.

4) Mortgage-Backed Securities (MBS) shall include those issued by Government National Mortgage Association, (GNMA), Federal National Mortgage Association, (FNMA), and Federal Home Loan Mortgage Corporation, (FHLMC). The aggregate average life maturity for all holdings of mortgage-backed securities shall not exceed seven years, while the maximum average life maturity of any one security may not exceed 10 years. The aggregate total of all mortgage-backed securities may not exceed 50 percent of the institution's total investment portfolio.

5) The institution may invest in CMO's (Collateralized Mortgage Obligations) and REMIC Securities (Real Estate Mortgage Investment Conduits) issued and collateralized by GNMA, FNMA and FHLMC. The total portfolio of mortgage related securities shall not exceed 50 percent of the institution's total investment portfolio. The aggregate average life maturity for all holdings of CMOs/REMICs shall not exceed seven years while the average life maturity of any one security shall not exceed 10 years.

6) A repurchase transaction is a transaction in which the institution agrees to purchase a security from a counterparty and to resell the same or an identical security to that counterparty at a specified future date and at a specified price. The institution may enter into a repurchase transaction so long as: (1) the repurchase securities are legal investments under state law for institutions; (2) the institution receives a daily assessment of the market value of the repurchase securities, including accrued interest, and maintains adequate margin that reflects a risk assessment of the repurchase securities and the term of the

transaction; and (3) the institution has entered into signed contracts with all approved counterparties.

7) The institution has discretion to determine if it should hold or sell other investments that it may receive as a gift or donation.

g. The institution shall not invest in stripped mortgage-backed securities, residual interest in CMOs, mortgage servicing rights or commercial mortgage related securities.

8) Investment of debt proceeds and deposits with trustees is governed by provisions of the debt agreement. Funds may be invested in any legally permissible instrument.

9) Endowment donations to the Institution shall be invested in accordance with the procedures and policies developed by the Institution and approved by the Chancellor. Funds shall be managed and invested in accordance with the "Alabama Uniform Prudent Management of Institutional Funds Act" Code of Alabama Sections 19-3C-1 and following.

10) Investment Income

a. Interest earned shall be clearly accounted for in accordance with policies and procedures set forth in the *Fiscal Procedures Manual*.

b. Interest income shall be used for appropriate institution purposes.

I. GENERAL SCOPE OF SERVICES

Required services to be provided include the following:

A. Accepting deposits, processing checks, and other routine services required by the Coastal Alabama Community College in its daily operation.

B. Process and provide the following:

1. Wire Transfers
2. ACH (Automated Clearing House) origination services
3. Depository services
4. ZBA Services
6. Lockbox Services
7. Credit Card Processing Services
8. Short Term Investment Services
9. Corporate Credit Card Services

C. Utilization of Internet-based information reporting system. Coastal Alabama Community College must have access to detailed daily account activity, monthly statements, internal transfers, online wires, online stop payments, ACH origination, and lockbox services, with sufficient security in place.

- For security, does your institution provide the following
- Single Sign-on for access to multiple services if required? _____Yes
_____No
- Dual control? _____Yes _____No
- Describe the authentication process for access to your online system

D. Each institution's response to this invitation to bid must include a statement agreeing to provide the services listed in (A), (B), and (C) above.

E. The successful institution must furnish Coastal Alabama Community College a monthly bank statement. The statement must list the checks cleared in check number sequence. The monthly cut-off is the last day of the month for all accounts. Statements must be delivered as soon as practical after the end of the month. Statements will utilize either imaging that provides the front and back copy of the cancelled check or access to online images.

Please provide a sample Account Analysis statement.

F. Bidders also may propose to provide additional services to the college for a specified fee.

II. MINIMUM REQUIREMENTS TO BE INCLUDED IN THE PROPOSAL

Proposals submitted under this RFP must include information that addresses the following minimum requirements:

- A. Discussion of the institution's experience as a whole and in providing the services noted in the Scope of Services (I) to other organizations.
- B. Experience and qualification of key staff that will be assigned if the institution is successful in this RFP process. Include both general experience of the key staff and specific experience applicable to the Scope of Services (I).
- C. Identification of any potential conflict of interest which might limit or undermine the institution's ability to provide Coastal Alabama Community College with those services listed in this RFP's Scope of Services.
- D. The institution's latest annual report and the institution's most recent call report. (A link to an online report is satisfactory.)
- E. The financial institution must maintain offices (main offices or branches) near the following locations, be organized under the laws of the State of Alabama and be a Qualified Public Depository with the State of Alabama. The financial institution shall provide a list of bank locations (main office and branches) near Coastal Alabama Community College located at:

Coastal Alabama Community College 1900 Highway 31 South Bay Minette, AL 36507

Coastal Alabama Community College 1975 Avenue C Mobile, AL 36615

Coastal Alabama Community College 6574 AL Hwy 21 Atmore, AL 36502

Coastal Alabama Community College 220 Alco Drive Brewton, AL 36426

Coastal Alabama Community College 440 Fairhope Avenue Fairhope, AL 36532

Coastal Alabama Community College 251 College Street Gilbertown, AL 36908

Coastal Alabama Community College 3301 Gulf Shores Parkway Gulf Shores, AL 36542

Coastal Alabama Community College 2800 South Alabama Ave. Monroeville, AL 36460

Coastal Alabama Community College 30755 Highway 43 South Thomasville, AL 36784

If no location exists near the above-listed locations what alternative method will be provided.

Collateral Requirements

- a. Are you willing to hold and collateralize balances as required by the Savings and Loan Association Public Deposit Protection Act? Is there a maximum amount the bank is willing to collateralize?
- b. Where will collateral be held?

Response to Product and Services Questions

ACH, Wire and Other Transfers:

Please describe the bank's on-line transfer, wire service, and ACH service capability.

1. Does your institution offer same-day ACH payments? Please include deadlines for same day and next day payments.
2. What is the process for initiating wire transfers? Please include deadlines and security procedures.
3. What delivery methods are available for ACH and wire transfer files?

Deposit Transmittal Process:

1. Does the bank offer desktop deposit or other remote deposit services? If not offered, what is the required deposit preparation for checks? What is the cut-off time for remote deposits?
2. Please describe the bank's deposit requirements. How should the coin and currency deposits be prepared? Can checks, currency and coin be included in the same deposit or are split deposits required?
3. Please describe the documentation available for checks deposited. Is a copy of a check available via the website?

Lockbox:

2. Address each point in the proposal
 - a. Imaging Capability
 - b. Average number of remittance items per check
 - c. Standardized remittance advice?
 - i. Dimensions (width and length)
 - d. Image correspondence (items received without a check)?
 - e. Legal documents included in mail that must be returned to the company
 - f. Multiple files during the day
 - g. Weekend processing and deposit
 - h. Full check MICR Capture (want/require check number or remitter DDA information)
 - i. Preferred remittance information delivery format:
 - j. Information to be reported (e.g. lockbox information only; lockbox net check returns; all immediate and 1-day net of all ACH, adjustments)
 - k. Electronic payments received

- l. Check desired advising format for electronic payments received**
- m. Daily consolidated summary of all transactions**

Fraud Protection:

- 1. Does your bank offer positive pay service?**
- 2. Please describe what information is verified via positive pay? ie: Check Amount, Payee Name verification, Signature, etc.?**
- 3. Does your institution offer electronic fraud protection for ACH debits? Please describe.**

Balance & Detail Reporting: (One page plus sample reports.):

- 1. Please fully describe the bank's on-line information reporting system including the following:**
 - File format available to export**
 - Detailed list of reports**
 - Can it be accessed by mobile phone?**
- 2. If requested, is a demo of the online system available?**
- 3. Can reports be custom-tailored for the end-user?**
- 4. Can the bank provide credit or deposit information by location or identifier number as part of the online reports?**
- 6. What is the bank's contingency plan for providing this information in the event of unexpected bank systems problems or natural disasters?**

III. FEE SCHEDULE

1. Please provide a comprehensive fee schedule for all services that are included in this Request for Proposal. Optional services that the institution does not currently use should also be included.

3. Please provide Earnings Credit Rate (ECR) if applicable.

BID NO. 2023-0002

TO BE COMPLETED BY VENDOR

The vendor must complete the following and return this page with the attached forms.

1. 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 avoid the competitive bid process.
2. Bid items will be delivered to Coastal Alabama Community College at the specified location within _____ days after the receipt of purchase order.
3. Bid items will be completely installed within _____ hours after delivery to Coastal Alabama Community College (if applicable).
4. Bid prices are good for _____ days.
5. Terms: _____
6. Vendor or Name: _____
7. Mailing Address: _____
8. Phone Number: _____
9. Fax Number: _____
10. Signature of Bidder: _____

Sworn to and subscribed before me this _____ day of _____, 20__
_____.

Notary Public

SEAL:

My Commission Expires

12 Months Analysis Statements

TRENDING CRITERIA

MONTH(S):

March 2022 through March 2023

ANALYSIS SUMMARY

MONTH	VOLUME
Mar-22	16,228,226.45
Apr-22	12,639,587.60
May-22	11,532,812.45
Jun-22	10,642,177.74
Jul-22	7,869,894.66
Aug-22	16,568,470.80
Sep-22	27,593,613.11
Oct-22	18,842,788.25
Nov-22	15,472,356.25
Dec-22	9,809,407.09
Jan-23	8,502,396.35
Feb-23	18,834,419.85
Mar-23	19,229,502.46

Total number of deposit accounts

1

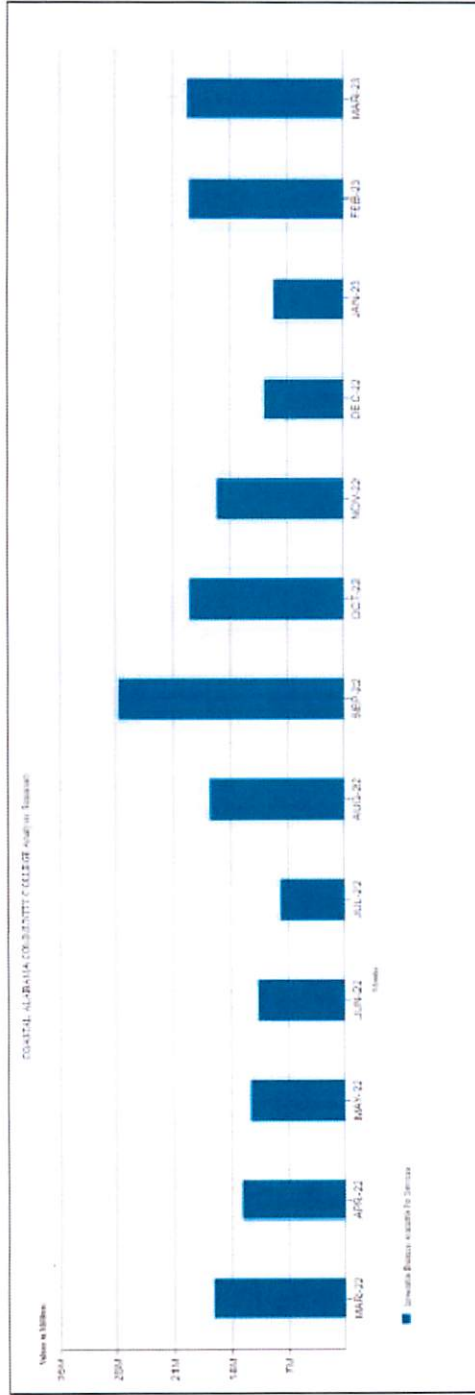
Cash Deposits vs Checks and Credit Cards

CURRENT BALANCE AS OF 4/24/23

15,814,019.19

Wells Fargo	Cash	Checks	CC
03/01/2023-03/31/2023	4,852.21	253,028.85	158,064.63
02/01/2023-02/28/2023	12,748.00	285,665.92	98,058.53
01/01/2023-01/31/2023	12,481.09	531,986.78	1,555,770.27
12/01/2022-12/31/2022	7,537.40	314,842.51	484,293.96
11/01/2022-11/30/2022	7,351.64	264,942.12	124,116.28
10/01/2022-10/31/2022	6,786.52	298,163.97	159,282.96
09/01/2022-09/30/2022	3,382.77	615,859.74	205,123.43
08/01/2022-08/31/2022	14,165.29	613,520.28	2,400,035.15
07/01/2022-07/31/2022	2,772.73	417,444.92	364,791.88
06/01/2022-06/30/2022	362.40	280,392.97	124,496.47
05/01/2022-05/31/2022	12,249.80	416,411.82	1,209,054.41
04/01/2022-04/30/2022	2,765.00	202,361.03	178,625.33
03/01/2022-03/31/2022	3,693.24	194,168.03	92,824.79
TOTALS	91,148.09	4,688,788.94	7,154,538.09

Section: **Analysis Summary** Selected Field(s): **Investable Balance Available for Services**
 Month(s): **March 2022 through March 2023**



Month	Investable Balance Available for Services
MAR 2022	16,214,501.46
APR 2022	12,645,863.37
MAY 2022	11,536,421.54
JUN 2022	10,645,807.15
JUL 2022	7,871,059.56
AUG 2022	16,574,143.06
SEP 2022	27,600,148.34
OCT 2022	18,855,138.73
NOV 2022	18,476,571.33
DEC 2022	9,612,603.79
JAN 2023	8,210,773.60
FEB 2023	18,841,638.43
MAR 2023	19,239,334.43

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2 Business name/disregarded entity name, if different from above
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code
7 List account number(s) here (optional)
Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number												
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OR												
Employer identification number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>												

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



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 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 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)**

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)