

Alabama A&M University



Marching Maroon & White Band
Uniforms

Invitation to Bid (ITB) – 2K21-02B

MM&W Band Uniforms

Deadline: March 30, 2021 – 2 P.M. CST

Alabama A&M University

Marching Maroon and White Band Uniforms

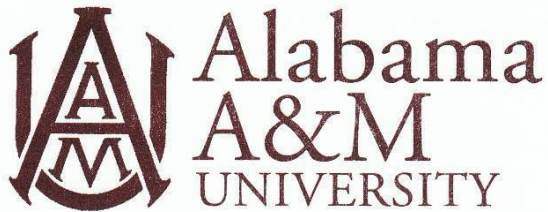
BidNo.2K21-02B

MM&W Band Uniforms

INTRODUCTION

Alabama A&M University (“University”, “Awarding Authority”) is seeking proposals from qualified vendors to provide the AAMU University Marching Band, band uniforms according the specifications described within this Invitation to Bid. Proposal must be received by the **2:00 p.m., March 30th, 2021 deadline to be considered.**





Purchasing Department
P. O. Box 1627
Normal, Alabama 35762
(256) 372-5227 Office
(256) 372-5223 Fax

GENERAL CONDITIONS & GUIDELINES

1. **Requirements:** Alabama Agricultural and Mechanical University (“AAMU”, “the Awarding Authority”) must receive each vendor’s bid/proposal package by mail or hand delivered no later than 2:00 P.M. Central Time on the bid/proposal submission deadline, which will also be the date and time of the bid/proposal opening. Unless otherwise noted, the bid/proposal opening will take place at:

Alabama Agricultural and Mechanical University
Purchasing Department
4900 Meridian Street
Patton Hall, Room 305
Normal, AL 35762

All bids/proposals received must be provided in a sealed envelope. (Ala. Code § 41-16-54 (b)) A faxed or emailed bid/proposal does not meet the requirements of the statute because it is not sealed, and all such bids/proposals will be deemed ineligible for award. (Attorney General’s Opinion # 91-016)

Mailed sealed bids/proposals sent to the Purchasing Department by logistics carriers such as FedEx, UPS, DHL, Airborne Express, and the U.S. Postal Service (USPS) must be sent to the following address:

Alabama A&M University
Purchasing Department
4900 Meridian Street
Patton, Hall, Room 305
Normal, AL 35762

2. **Bid/Proposal Preparation:** Alabama Agricultural and Mechanical University bid/proposal forms must be completed and returned as a part of the bid quote/proposal. Bids/proposals should be as thorough and detailed as possible so that AAMU may be able to properly evaluate a bidder's capabilities to provide the required products or services. All bidders must send descriptive literature and/or manufacturer's specifications along with any supplemental specifications necessary to compare the items bid/proposal with the requirements set forth in the bid/proposal form. **All bids/proposals must be submitted within a sealed package with the bid number, opening date and time, and bidder's name and address clearly indicated on the envelope.** Bidders are required to submit all items required in the bid/proposal package.

An authorized representative of the Bidding Agency shall sign ITB bid/proposal documents. All information requested must be submitted. Failure to submit all information requested may result in rejection of the bid/proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

All supporting documentation submitted with the bid/proposal should be bound in that single volume.

Ownership of all data, materials, and documentation originated and prepared for the University pursuant to the ITB shall belong exclusively to AAMU and be subject to public review.

3. **Oral Presentation:** Bidders who submit a bid/proposal in response to this ITB/proposal may be required to give an oral presentation of their bid/proposal to the Awarding Authority. This will provide an opportunity for the Bidding Agency to clarify or elaborate on the bid/proposal but will in no way change the original bid/proposal. If an oral presentation is to be required, the Awarding Authority will schedule the time and location of these presentations. Oral presentations are an option of the Awarding Authority and may not be required to be conducted.
4. **Bid Bonds:** It is required for any contract exceeding \$10,000 that the bidder submit with his or her bid a bid bond payable to Alabama A&M University in the amount not less than five percent (5%) of the base bid/proposal to not exceed \$10,000. Bid bonds must be submitted in a form of a cashier's check, certified check, postal money order, irrevocable letter of credit, or U.S. Treasury Notes in lieu of a bid bond. No personal checks or company checks will be accepted. If a bid bond, when required, is not included in a bid package, the bidder's bid package will not receive further consideration.
5. **Award:** Alabama Agricultural and Mechanical University ("AAMU", "the Awarding Authority") reserves the right to accept or to reject any or all bids/proposals and is not bound to accept the lowest bid if that bid is contrary to the best interests of the University. In making an award, intangible factors such as a bidder's service, integrity, conformity with specifications, transportation charges, terms of delivery, facilities, equipment, reputation, and past performance history will be weighed along with the quality displayed

in the samples submitted (Ala. Code § 41-16-57 (a)). Bids may be awarded either item by item, in product groups, or all or none, whichever appears to be in the best interests of the University. Selection shall be made of one bidder deemed to be fully qualified and best suited among those Bidders that submitted bids/proposals on the basis of the evaluation factors included in this ITB. Financial criteria shall be considered, but will not be the sole determining factor. After reviews have been conducted, the Awarding Authority shall select the Bidding Agency which has made the best bid/proposal and shall award the bid/proposal to that Bidding Agency. The Awarding Authority may cancel this ITB or reject any and all bids/proposals at any time prior to an award.

A bid/proposal accepted in error as the lowest responsible bid/proposal is null and void and AAMU, upon discovery of the error, may accept the lowest bid/proposal and award the contract to that bidder. (Attorney General's Opinion # 2002-071)

Under Ala. Code § 41-16-57 (c), the Awarding Authority may consider lifecycle costs in making its determination of the lowest responsible bidder.

Under Ala. Code § 41-16-57 (b), the Awarding Authority shall give preference to commodities produced in Alabama or sold by Alabama companies provided there is not a loss in price or quality. However, when the lowest bidder is a foreign entity, meaning that the vendor does not have a place of business within the State of Alabama, AAMU may award the contract to an "in-state" responsible bidder if his or her bid/proposal is within ten percent (10%) of the foreign entity's lowest responsible bid/proposal. AAMU may also award the contract to any of the following "in-state" responsible Bidders that are within ten percent (10%) of the foreign entity lowest bidder:

- A. A woman-owned enterprise
- B. A small business enterprise
- C. A minority-owned business enterprise
- D. A veteran-owned business enterprise
- E. A disadvantaged-owned business enterprise

If an "in-state" vendor is not within ten percent (10%) of the foreign entity lowest responsible bidder, the contract will be awarded to the foreign entity.

6. **Second Lowest Responsible Bidder:** An Awarding Authority can award the bid/proposal to the second lowest responsible bidder if the lowest responsible bidder defaults on the contract after the award has been made, but only under any of the following circumstances:
 - A. The lowest responsible bidder notifies the Awarding Authority in writing that he or she will no longer comply with the contract's terms.
 - B. The Awarding Authority documents the default in writing.

The second lowest responsible bidder shall only receive the award given that he or she agrees to all the terms and conditions in the original bid/proposal.

7. **Bid/Proposal Withdrawal:** No bids/proposals may be withdrawn without approval from Alabama Agricultural and Mechanical University's Purchasing Department. Any requests for withdrawal must be in writing to the Purchasing Department within five (5) days after the bid/proposal opening date with justification or reason for the withdrawal. More than two (2) such requests could result in removal from our bid/proposal list. No bid/proposal may be withdrawn after the issuance of a purchase order. If a withdrawal is made after the purchase order is issued, the vendor will be considered in default. Refer to "Default of Contractor."

Alabama Agricultural and Mechanical University may remove any vendor from the Bidders List after a vendor fails to respond to three consecutive Invitation to Bid/proposal (ITB) requests.

8. **Bid/Proposal Rejection:** The Awarding Authority may reject any bid/proposal if the price is deemed excessive or the quality of the product inferior. (Ala. Code § 41-16-57 (c)) In the event only one bidder responds to an invitation to bid/proposal, the Awarding Authority may reject the bid/proposal and negotiate the purchase or contract, provided that the negotiated price is lower than the bid/proposal price and there are no change in specifications. (Ala Code § 41-16-50 (a) and Attorney General's Opinion # 98-140). In the event only one bidder responds to an invitation to bid/proposal, the Awarding Authority may also advertise for and seek other competitive bids/proposals. Where only one responsible and responsive bid/proposal is received, AAMU may only negotiate for a price lower than the single bid/proposal received.
9. **Prices and Payment Terms:** Bidders should quote applicable cash discounts. The University will not take into consideration in the bid/proposal evaluation any cash discount of less than thirty (30) days of duration. However, we will take advantage of all discounts for which we are eligible. Identify these discounts in your bid/proposal response. Bids/proposals containing "payment in advance" or "cash on delivery (COD)" requirements may be rejected.
10. **Applicable Law:** It is agreed that this quotation is valid to the extent that it does not violate the constitution or the laws of the State of Alabama.

Bidder represents and warrants that all article and services covered by this bid/proposal meet or exceed the safety standards established and promulgated under the Federal, Occupational Safety and Health Act of 1970, No. 2006, and its regulations in effect or proposed as the date of this bid/proposal.

The furnishing of materials, supplies, equipment, or service to Alabama Agricultural and Mechanical University under this purchase order, contract, solicitation for bids/proposals, or construction specification constitutes assurance by the vendor or contractor of his compliance with applicable provisions of an pertinent regulations promulgated under Executive Order 11246, date September 28, 1965 issued by the President of the United States of America, and Public Law 88-352, 88th Congress, the "Civil Rights Act of 1964."

11. **Non-Collusion:** Any agreement or collusion among Bidders or prospective Bidders in restraint of freedom of competition, by agreement to bid/proposal at a fixed price or to refrain from bidding, or otherwise, shall render the bids/proposals of such Bidders void. Each bidder certifies that he has not been a party to such an agreement by signing this bid/proposal.
12. **New Products:** Unless specifically called for in the bid/proposal, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured or refurbished, demonstrator, used, or irregular product will be considered for purchase unless otherwise specified in the bid/proposal. The manufacturer's standard warranty will apply unless otherwise specified in the bid/proposal. All requests should be supplied complete, ready to be installed, including all cabling and connectors, where applicable.
13. **Bonds:** Bid/proposal and performance security bond, when required will be indicated.
14. **Bid/Proposal Submission:** Failure to submit a bid/proposal on the official Alabama Agricultural and Mechanical forms provided for that purpose shall be a cause for rejection of the bid/proposal. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the bid/proposal; however, AAMU reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a bid/proposal as non-responsive.

Before submitting proposal, each Bidder shall examine carefully all documents pertaining to the purchase.

Submission of bid will be considered presumptive evidence that the Bidder is conversant with the requirements of the documents and has made due allowance in his or her bid for all contingencies.

All information shall be typewritten or handwritten in the appropriate spaces on the forms. Mistakes may be crossed out and corrections inserted before submission of your bid/proposal. Corrections shall be initialed in ink by the person signing the bid/proposal.

All bids/proposals must be submitted in a sealed envelope bearing on the outside the name and address of the vendor, proposal number, name of the project, and date.

All bids/proposals must be signed. Failure to do so will result in rejection of the bid/proposal.

15. **Delivery:** Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor, to receipt of the goods by Alabama Agricultural and Mechanical University.

Delivery time may be a criterion in awarding bids/proposals. Specify earliest possible delivery after receipt of order. Failure to deliver within the time the vendor specified in

the bid/proposal will constitute a default and may cause cancellation of the contract. Refer to “Default of Contractor.”

All prices quoted are to include Free on Board (F.O.B.) shipping to Alabama Agricultural and Mechanical University, Central Receiving Building, 453 Buchanan Way, Normal, AL 35762 (unless another F.O.B. point is stated by the University on the bid/proposal form). The successful bidder must assume all responsibility for damage in transit. When installation is required, it will be stated in the bid/proposal requirements. If you are not quoting a delivered price, you must indicate your shipping provider / logistics carrier and all related transportation costs itemized in your bid/proposal for evaluation purposes.

16. **Bid/Proposal Terms:** Bidders must show unit prices, extensions, and total price, where applicable. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Bids/proposals shall remain firm for a minimum of thirty (30) days from the date of bid/proposal opening and any exceptions must be clearly stated.
17. **Bid/Proposal Opening:** Bidders may attend the bid/proposal opening, but no information or opinions concerning the ultimate award will be given at the bid/proposal opening or during the evaluation process. After the public opening of this bid/proposal, the results will not be available to Bidders not attending the opening until after an award is made.
18. **Bids/Proposals are Public Record:** All bids/proposals become a matter of public record at bid/proposal award. Alabama Agricultural and Mechanical University accepts no responsibility for maintaining confidentiality of any information submitted with bid/proposal whether labeled confidential or not.
19. **Standards of Quality:** When a material, article, or piece of equipment is identified in these specifications by reference to manufacturer’s or vendor’s name, trade name, catalog, and stock numbers, etc., it is intended merely to establish a standard; and, any material, article or equipment of other manufacturer and vendor which will perform equally the duties imposed by the general design, provided the material, article, or equipment proposed, is in the opinion of the Purchasing Agent of equal substance and function. It shall not be purchased or installed by the contractor without the Purchasing Agents’ written approval.

The bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable AAMU to determine if the product offered meets the requirements of the Invitation to Bid/proposal (ITB). Normally in competitive sealed bidding only the information furnished with the bid/proposal will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid/proposal non-responsive. Unless the bidder clearly indicates in its bid/proposal that the product offered is an “Equal” product, such bid/proposal will be considered to offer the brand name product referenced in the invitation. References to manufacturers, suppliers, catalog numbers, etc.

are intended to establish quality standards and does not exclude bids/proposals from others as long as quality standards are met. Offers of equal items must state the brand and quality standard. Alabama Agricultural and Mechanical University will be the sole judge of Equal items bid.

20. **Vendor Authorization:** Vendor must be an authorized distributor/agent to sell products proposed in this bid/proposal request. When it is deemed to be in the best interest of the University, the Purchasing Department may request an on-site premise visit to examine the facility.
21. **Default of Contractor:** Where the University has determined the contractor to be in default, the University reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid/proposal from the defaulting contractor will be considered.
22. **Fiscal Funding Clause:** The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide the continuation of a contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.
23. **Contract Cancellation:** The Purchasing Department has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including, but not limited to, the following: (1) failure to deliver within the agreed upon contract duration; (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 contractor; (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; and (6) any other breach of contract.
24. **Warranties:** Should merchandise described on this bid/proposal contain a manufacturer's warranty, Bidders must state the warranty terms in the space provided on the bid/proposal. Bids/proposals offered for merchandise when no warranty applies must clearly state: "NO WARRANTY COVERAGE." Warranty information may be criteria in making this award. Failure of Bidders to furnish this data may cause rejection of the complete bid/proposal as being non-responsive.
25. **Disclosure Statement:** The successful bidder will be required to file with the Purchasing Department a disclosure statement of relationship between contractors/grantees and employees/officials of the University. This form must be completed prior to issuance of the Purchase Order by Alabama Agricultural and Mechanical University.



Purchasing Department
P. O. Box 1627
Normal, Alabama 35762
(256) 372-5227 Office
(256) 372-5223 Fax

Contractor's E-Verify Clause and Affidavit

Effective immediately, this notice shall be included in all Requests for Proposals (RFPs) or Invitations to Bid to provide labor, supplies, or services for Alabama A&M University pursuant to contracts to be signed on or after January 1, 2012.

E-VERIFY – NOTICE (RFP)

The Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, *Code of Alabama (1975) § 31-13-1 through 31-13-30* (also known as and hereinafter referred to as “the Alabama Immigration Act”) is applicable to contracts with Alabama A&M University (the “University”). As a condition for the award of a contract and as a term and condition of the contract with the University, in accordance with § 31-13-9 (a) of the Alabama Immigration Act, any business entity or employer that employs one or more employees shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien and shall attest to such by sworn affidavit signed before a notary. Such business entity or employer shall provide a copy of such affidavit to the University as part of its bid or proposal for the contract along with documentation establishing that the business entity or employer is enrolled in the E-Verify program. The required affidavit form is included at the end of this notice. ***A response to this RFP/Invitation which does not include the required affidavit and proof of E-Verify enrollment will be considered non-conforming and non-responsive. The University at its sole discretion may allow a reasonable period, not to exceed ten (10) business days, for non-conforming bids to be amended to comply with the Alabama Immigration Act. However, the University has no duty to alert any bidder that their response is non-conforming in any aspect.***

At the time of execution of the awarded contract, the contractor will be required to execute another affidavit in substantially the same form. In addition, during the performance of the contract, such contracting business entity or employer shall continue to 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 contracting business entity or employer shall assure and require that every subcontractor performing under the contract shall also comply with §31-13-9(c), and the contracting business entity or employer shall maintain records that are available upon request by the University, state authorities, or law enforcement to verify its compliance and the compliance of all subcontractors with the requirements of the Alabama Immigration Act. Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, and possibly suspension or revocation of business licenses and permits in accordance with §31-13-9 (e) (1) & (2) or in the case of a subcontractor, in accordance with §31-13-9 (f) (1) & (2).

E-Verify Affidavit

Compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, *Code of Alabama (1975) § 31-13-1 through 31-13-30* (also known as and hereinafter referred to as "the Alabama Immigration Act") is required for Alabama A&M University contracts as a condition of the contract performance. Please provide a duly executed and notarized affidavit in the appropriate form as describe below.

AFFIDAVIT 1

I, _____, a duly authorized officer or agent of _____(contractor), do execute this affidavit on behalf of _____(contractor) and by executing this affidavit, the undersigned contractor verifies that it is a sole proprietorship, partnership, corporation or other business entity (circle one) that has no employees.

The undersigned agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Alabama A&M University, that the Contractor will secure from such subcontractor(s) verification of compliance with *Code of Alabama (1975) § 31-13-9* in a form substantially similar to this affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Alabama A&M University, at the time the subcontractor is retained to perform such services.

Name of Contractor

Signature of Authorized Officer or Agent of Contractor

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20 _____ .

Notary Public
My commission Expires: _____

OR

AFFIDAVIT 2

I, _____, a duly authorized officer or agent of _____(contractor), do execute this affidavit on behalf of _____(contractor) and by executing this affidavit, the undersigned contractor verifies its compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (*Code of Alabama (1975) § 31-13-9*), stating affirmatively that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien and that the sole proprietorship, partnership, or corporation or other business entity (circle one) which is contracting with Alabama A&M University has registered with and is participating in the federal work authorization program known as "E-verify", web address <https://e-verify.uscis.gov/enroll> operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions of the Alabama Immigration Act.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Alabama A&M University, that the Contractor will secure from such subcontractor(s) verification of compliance with *Code of Alabama (1975) § 31-13-9* in a form substantially similar to this affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Alabama A&M University, at the time the subcontractor is retained to perform such services.

E-Verify Employment Eligibility Verification User Identification Number

Name of Contractor

Signature of Authorized Officer or Agent of Contractor

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20 _____ .

Notary Public

My commission Expires: _____

Proof of Citizenship Demonstration and Declaration

(To be provided with Affidavit Form 1)

In order for an individual, including an individual who is a sole proprietor, a partner in a partnership, a general partner in a limited partnership, a partner in a non-registered limited liability partnership, or a sole member of a single member limited liability company, who is a U.S. Citizen to receive a public benefit or conduct a business transaction with Alabama A&M University, each such citizen must declare his or her U.S. citizenship by executing the declaration at the bottom of this form, and must demonstrate his or her U.S. citizenship by presenting a legible copy of one of the following items.

Note that if the presented item does not include picture identification, please also provide a copy of a valid form of picture identification, and if the presented item does not show the person's current legal name, please also provide a copy of a supporting document to verify the legal name change. Please check which of the listed items has been provided:

- Driver's license or non-driver's identification card** (issued by Alabama *or* the division of motor vehicles or the equivalent governmental agency of another state within the United States *if* the agency indicates on the applicant's driver's license or non-driver's identification card that the person has provided satisfactory proof of United States citizenship).
- Birth certificate**
- Pertinent pages of a United States valid or expired passport** (identifying the applicant and the applicant's passport number),
- United States naturalization documents or the number of the certificate of naturalization.** (If only the number of the certificate of naturalization is provided, the applicant shall not be awarded any contract until the number of the certificate of naturalization is verified with the United States Bureau of Citizenship and Immigration Services by the designated City Official, pursuant to 8 U.S.C. § 1373(c)).
- Other documents or methods of proof of United States citizenship** (issued by the federal government pursuant to the Immigration and Nationality Act of 1952, and amendments thereto).
- Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.**
- Consular report of birth abroad of a citizen of the United States of America.**
- Certificate of citizenship** (issued by the United States Citizenship and Immigration Services).
- Certification of report of birth** (issued by the United States Department of State).
- American Indian card, with KIC classification,** (issued by the United States Department of Homeland Security).
- Final adoption decree** (showing the applicant's name and United States birthplace).
- Official United States military record of service** (showing the applicant's place of birth in the United States).
- Extract from a United States hospital record of birth** (created at the time of the applicant's birth indicating the applicant's place of birth in the United States).

CITIZENSHIP DECLARATION

Under penalty of perjury, I, _____, (print name of undersigned) the undersigned do hereby declare that I am a citizen of the United States of America.

(Declarant's Signature and Date)

Verification, Demonstration, and Declaration of Lawfully Present Alien

(To be provided with Affidavit Form 1)

- A. SAVE Verification.** In order for an individual, including an individual who is a sole proprietor, a partner in a partnership, a general partner in a limited partnership, a partner in a non-registered limited liability partnership, or sole member of a single member limited liability company, who is a lawfully present alien to receive a public benefit or conduct a business transaction with the City, the City must verify, using the Systematic Alien Verification of Entitlement (SAVE) Program, that such alien is lawfully present in the United States. In order to obtain such verification, each such alien must provide: (1) **his or her Alien Registration Number**, which is as follows: _____; and (2) **a copy of non-citizen immigration documents**.
- B. Presumptive Lawful Presence.** In order for an individual, including an individual who is a sole proprietor, a partner in a partnership, a general partner in a limited partnership, a partner in a non-registered limited liability partnership, or sole member of a single member limited liability company, who is a lawfully present alien to receive a public benefit or conduct a business transaction on a temporary basis pending final verification, each such alien must declare that he or she is a lawfully present alien, by executing the declaration at the bottom of this form, and must demonstrate presumptive lawful presence, by presenting a legible copy of one of the following items.

Note that if the presented item does not include picture identification, please also provide a valid form of picture identification, and if the presented item does not show the person's current legal name, please also provide a copy of a supporting document to verify the legal name change. Please check which of the listed items has been provided:

- A valid, unexpired Alabama driver's license.**
- A valid, unexpired Alabama non-driver identification card.**
- A valid tribal enrollment card or other form of tribal identification** (bearing a photograph or other biometric identifier).
- Any valid United States federal or state government issued identification document** (bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance).
- A foreign passport with an unexpired United States Visa and a corresponding stamp or notation** (by the United States Department of Homeland Security indicating the bearer's admission to the United States).
- A foreign passport issued by a visa waiver country** (with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States).

DECLARATION OF LAWFULLY PRESENT ALIEN

Under penalty of perjury, I, _____, (print name of undersigned) the undersigned do hereby declare that I am a lawfully present alien in the United States of America.

(Declarant's Signature and Date)

Construction Specifications - Exact

1) BID INVITATION AND GENERAL CONDITIONS

- A. Sealed bid responses for furnishing the items and quantities listed in the attached specifications are hereby being requested from your company. You are asked to return the bid form page(s) with your response.
- B. All bids or proposals are sealed and delivered to:

Alabama Agricultural and Mechanical
University Purchasing Department
Attn: Jeff Robinson
4900 Meridian Street
Patton Hall, Room 305
Normal, AL 35762

on or before **2:00 pm, March 30th, 2021**, and will be opened and read in an open session at said place, hour and date. The envelope containing the bid should be marked on the outside "**SEALED BID – BAND UNIFORMS Bid 2k21-02B**". All bids received after the hour and/or date established above will be returned to the sender unopened.

2) DEVIATIONS FROM SPECIFICATIONS

- A. Any deviation from these specifications must be documented on the enclosed deviation form. It is the intent of the school for the uniform to be manufactured strictly adhering to these construction and design specifications and deviations are not expected. If deviations are not documented fully, the bidder may be disqualified.
- B. It is the intention of the buyer to offer equal opportunity to all bidders. The use of company names when referring to styles are for descriptive purposes only and are not intended to be restrictive. Materials and items referred to in these specifications are available to all firms.

3) BUYER'S RIGHTS

The buyer reserves the right to award the contract to the Bidder offering the best value, and not necessarily to the firm bidding the lowest price. The reputation of the manufacturer and representative, over-all appearance, style and fit of the uniform, quality of trims and accessories, plus special features a particular manufacturer may have that make the uniform more practical or serviceable will be major factors in

awarding the contract. Right is reserved by the Buyer to accept or reject any or all proposals, and waive informalities.

4) **SAMPLE REQUIREMENTS (EXACT)**

- A. All bidders must submit an exact sample uniform together with their proposals. This sample uniform must be in the same color as the uniform proposed; it should reflect the exact style, and must reflect the tailoring details as would be found in the uniform being proposed, and of the uniform which would be furnished if awarded the Contract by the Buyer. Where special construction features are specified, these must be furnished with the bid showing the manufacturer's version of the feature. All major items being proposed must have a sample presented for comparison. It is to be completely understood that it is the intent of the Buyer to have all items examined carefully and compared by persons conversant with quality for evaluation of internal components.
- B. All bidders must submit liberal sized swatches of the materials to be used in the final product in the color and mill-weight as listed in the Uniform Specifications.

5) **AREA REPRESENTATIVE**

Bidder must agree to provide a factory-trained representative to handle all details of the order. Said representative will be responsible for designing, measuring and servicing the order throughout the initial purchase and on a continuing basis. Bidders must list name, address and telephone number of the representative in their response.

6) **CUSTOMER INSTRUCTION MANUAL**

The successful bidder will supply a booklet containing a printout showing each uniform in sequence from smallest size to largest. The printout will indicate wearer identification number, original wearer and key measurements of uniform, i.e. height, weight, hat, chest, waist and outseam. The successful bidder will also supply recommended dry cleaning instructions for the uniforms and all accessory items; specifying precise details on care and cleaning that are to be utilized in future upkeep and maintenance of the items in this bid.

7) **SHIPPING**

Each uniform is to be thoroughly inspected before shipment. Imperfections shall be corrected before the uniforms are shipped. Uniforms are to be shipped complete with hangers (plastic) in containers. Each wardrobe container shall be marked on exterior to indicate the wearer number of each uniform enclosed. The uniforms will be ready to wear without cleaning or pressing. In the case of damaged shipment, it shall be the responsibility of the receiver to make an appropriate written notice when signing the carrier documents. The receiver shall inventory the damage and advise the uniform manufacturer in detail. Accessories such as sashes, drops, etc., as well as trousers, will be bulk packed unless otherwise specified.

8) **FABRIC SPECIFICATIONS**

Dacron/Wool blend fabrics must be cold water and alcohol sponged, decated and

inspected. The Certification of Proof of Sponging provided with this proposal should be completed and returned with your bid. Since this process is critical in the avoidance of excessive shrinkage, failure to submit this certification in writing will be cause for disqualification of the bidder.

Examine all specifications carefully. It is the intent of the buyer to audit each sample for strict compliance to the specifications. These specifications encompass methods and materials yielding only the highest quality garment, through specifying only the highest quality materials, components, accouterments and designate only time-proven tailoring of the highest standard. Make note that some methods and materials have been judged inferior and unacceptable and are so noted herein. These standards are so stated to insure a garment having a functional lifetime retention period of at least 8 to 10 years, with normal care and maintenance being exercised.

A. WOOLEN MATERIALS: Mill and Mill-Weight are listed in the Uniform Specifications with required shades. When specified, this refers to Premium Quality 100% all wool fine wale whipcord:

1. Having been specially treated with the exclusive double dyeing process using CHROME BOTTOM DYES, applied in the most effective manner known, insuring color consistency in lot after lot.
2. London cold-water sponged and live steam shrunk, meeting United States Standard Shrinkage Specifications of not more than 1%.
3. Treated with water-repellent finish by the immersion method, thus imparting water repellency by yielding to not less than a 100-spray rating, and insuring additional resistance to wear by abrasion. Spraying treatment not acceptable.
4. Treated with nationally known and recognized process insuring COMPLETE GUARANTEE against moth or silverfish damage. This process must be applied by the immersion method and no spray-on treatments will be acceptable.

B. DACRON-WOOL MATERIALS: Mill, Mill-Weight and specific shades are found in the Uniform Specifications. This material, when specified, refers to material containing 55% Dacron Polyester and 45% Wool. As with all woolen materials, this will be first quality with no flaws or imperfections allowed. This material must be finished with S.E.T. or Zepel scientifically engineered Crease Retention and Stain Resistant treatments, thus protecting the material against both oil and water-based stains, as well as assuring the best possible crease retention. The material is to be permanently moth-proofed and guaranteed in the same manner as the all-wool material above. Water repellency to be insured by proper treatment.

C. POLYESTER MATERIALS: Specific shades are found in the Uniform Specifications and as with all-wool and dacron wool materials, will be first quality with no flaws or imperfections. The material is, by its nature, a water and stain repellent fabric, thus eliminating the need for a special treatment. Because there is no wool content, moth-proofing this fabric is not necessary.

IMPORTANT: ALL BIDDERS are to submit, along with their bids, a certificate stating that the fabrics used in the manufacture of the uniforms will be exact

materials called for in the specifications and will be FIRST QUALITY. This certificate must be signed by an official of the Company. BIDDERS NOT FURNISHING THIS CERTIFICATE WILL BE DISQUALIFIED. NO FABRIC DEVIATIONS ACCEPTABLE.

DEVIATION FORM

NOTE: The Buyer will not accept the general statement:

“ALL UNIFORMS WILL BE CONSTRUCTED USING OUR STANDARD MANUFACTURING PROCEDURES WHICH ARE EQUAL TO, IF NOT BETTER THAN THOSE CALLED FOR IN THE SPECIFICATIONS.”

Any, and all, deviations in construction **MUST** be documented below. Any bid submitted without the detailed deviation documentation will be rejected.

Does your uniform deviate from attached specifications?

YES

NO

If yes, indicate below any and all deviations from the specifications:

AUTHORIZED SIGNATURE

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

- A. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor;
- B. This bid or proposal has not be knowingly disclosed and will not be knowingly disclosed, prior to the opening of the bids, or proposals for this project, to any other bidder, competitor or potential competitor;
- C. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- D. The person signing this bid or proposal certifies that he has full informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.

COMPANY SUBMITTING BID

AUTHORIZED SIGNATURE

TITLE

LITIGATION DISCLOSURE FORM

If your company is currently involved in any litigation, or has been involved in any litigation over the past twenty-four (24) months, with a customer or supplier, it must be documented below. Any bid submitted without the detailed litigation documentation will be rejected.

Has your company been involved in litigation with a customer or supplier over the last twenty-four (24) months?

_____ YES

_____ NO

If "yes", complete the below information for each such litigation:

CUSTOMER LITIGATION:

Customer Name	City	State	Reason for Litigation

SUPPLIER LITIGATION:

Supplier Name	City	State	Reason for Litigation

The person signing this bid certifies the accuracy of the statements contained in the Litigation Disclosure Form:

COMPANY SUBMITTING BID

AUTHORIZED SIGNATURE

TITLE

BID FORM

TO: Alabama A&M University, Purchasing Department

ATTN: Jeffrey L. Robinson, Director of Purchasing

We have reviewed the attached specifications and unless deviations are listed, will supply uniforms and accessories, as specified.

Quantity	Item	Unit Price	Extended Price
280	Band Maroon Uniforms		
5	Black Drum majors		
5	White Drum major		
5	Band Director		

TOTAL

_____ % Prepayment Discount

F.O.B. Destination

Freight Included

Net After Discount

(To receive prepayment discount, payment MUST be submitted with order)

TERMS:

If awarded the contract, we agree to ship a sample uniform within ____ days and to ship the entire order within approximately ____ calendar days after approval of sample and receipt of necessary details and measurements.

Company:

Address:

DATE:

Telephone:

Signed By/Title

**The uniform herein specified is considered
"FULLY CONSTRUCTED".**

**Unconstructed or lightly constructed
uniforms that do not include a FULL coat
lining (including the back, sleeves and
front) AND complete inner construction
(including two layers of hair canvas, one
layer of mono-flex and a chest piece) are
NOT ACCEPTABLE and will result in
**disqualification as the specifications
clearly require FULL CONSTRUCTION. The
uniform specified herein must also be dry
cleanable AND machine washable for
customer flexibility.****

By signing below, bidder acknowledges compliance with above specification requirements:

COMPANY SUBMITTING BID

AUTHORIZED SIGNATURE

TITLE



Fabric Specifications

The fabric "Xtreme Dri" employs today's most innovative fabric technology. This fabric is designed for high performance wear and **NO SUBSTITUTIONS ARE PERMITTED**. Performance wear fabrics are available to all manufacturers, but Xtreme Dri is exclusive to Stanbury Uniforms, Inc. Xtreme Dri allows fabric breathability, thermal insulation, moisture management and odor neutralization. Xtreme Dri has the ability to wick moisture away from the wearer so that it can quickly evaporate, which allows the wearer to stay comfortable through climate control in any temperature. Wicking properties move moisture away from the body and result in quick evaporation time, enabling the garment to dry faster. Performance apparel fabrics, including Xtreme Dri, are different than the standard polyesters that have been available to the band uniform industry, including, but not limited to 1933, 420, 960, 6248, 4030 and 460. Performance apparel is not just a generic term and should not be a "catch all" name for any and all polyesters standardly used in the band uniform industry.

Using Xtreme Dri means that the garment will be dryer, lighter, cooler and/or warmer, more comfortable and perform better over the lifetime of the garment. Xtreme Dri is temperature moderating, therefore keeping the body cooler in hot weather and warmer in cool weather. It is important to realize that all performance wear products are not the same. It is difficult to know the differences because the performance features cannot necessarily be seen or felt. Many fabric mills use topically applied chemicals to enhance wicking that washes out after five to ten washings. This is unacceptable and not true of Xtreme Dri fabric.

These specifications encompass methods and materials yielding only the highest quality garment, through specifying only the highest quality materials, components, accouterments and designating only time-proven tailoring of the highest standard. Make note that some methods and materials have been judged inferior and unacceptable and are so noted herein. These standards are so stated to insure a garment having a functional lifetime retention period of at least eight to ten years, with normal care and maintenance being exercised.

Specific fabric colors/shades (for example-Raven Black) are found in the Uniform Specifications and will be first quality with no flaws or imperfections. The material is a water and stain repellent fabric, thus eliminating the need for a special treatment. Because there is **NO** wool content, moth-proofing this fabric is not necessary.

Xtreme Dri fabric must have the following characteristics:

- **Performance for the Life of the Garment** - The qualities in Xtreme Dri fabric are inherent in the fiber structure itself; there are no treatments or additions of other materials, thereby providing consistent performance wash after wash.

- **Evaporative Cooling by Lifting Moisture Away from Wearer** - Moisture is lifted away from the wearer which keeps the body cooler in warm weather and warmer in cold weather.
- **Stain Resistant** – No chemical treatment of fabric to prevent stains is acceptable. Once again, this is a natural occurrence with Xtreme Dri fabric. Most stains come as liquids and Xtreme Dri resists those stains through the special weave and type of monofilament used in its construction. By keeping the liquid from being sucked up, you prevent the stain from happening. Hydrophobic polymers are pressed into the fabric and then baked to make tiny whiskers, of which about 1,000 can fit across a thread of fabric (about 1,000 nanometers across). These whiskers make the fabric hydrophobic, so it is part of the fabric and makes the fabric stain repellent.
- **Wrinkle Resistant** – Xtreme Dri does not use a finishing agent to enhance its wrinkle resistance. It is a natural characteristic of this particular fabric. Problems are associated with wrinkle resistant finishes such as attracting grease and oil stains, fabric degradation and environmental concerns. Fabrics with wrinkle resistant finishes are not acceptable.
- **Quick Drying** - Xtreme Dri fabric doesn't absorb moisture into the fiber, so drying time is minimal. It is HYDROPHOBIC – which means “water hating”.
- **Mechanical Stretch** - Xtreme Dri fabric has more expandability without the use of chemicals and additives, such as spandex filament yarns, commonly known as Lycra. Therefore, the stretch factor is inherent in the fabric and permanent for the life of the fabric. Spandex yarn fabrics cannot be submitted to high temperatures because it will melt and, therefore, will not be acceptable.
- **Odor Management** - Bacteria, mold and mildew cannot grow on Xtreme Dri fabric, and will not damage the fiber. A garment that is washed regularly under supervised guidelines will not retain body odors because the moisture is drawn to the top of the fabric, where it will then evaporate without residual odor.
- **Washable and Dry Cleanable** – Xtreme Dri offers significant savings in dry cleaning expense, and is environmentally friendly.
- **Color Fast** - Xtreme Dri fabric has the color introduced into the fiber itself in the liquid stage. Xtreme Dri fabric will hold its color indefinitely.
- **Durable** – Xtreme Dri has superior “tear strength” to all other fabrics available for band uniform applications. There is virtually no pilling, and it is resistant to snagging.

STYLING SPECIFICATIONS

Alabama A & M University – Huntsville, AL

BANDSMAN COAT

FABRIC: Xtreme Dri (XD) Fine Wine Maroon – 100% Synthetic

STYLE: Fully Constructed hip length coat with a center insert in front and back.

CLOSURE: Center front butted with maroon nylon zipper.

SPECIAL DETAILS: Full construction utilizing the Xtreme Dri performance-wear fabric. Xtreme Dri fabric provides enhanced air permeability that differentiates it from generic polyester fabrics. Xtreme Dri fabric lifts moisture away from the wearer, which keeps the body cooler in warm weather and warmer in cold weather. It is stain resistant, tear resistant, odor resistant, quick drying, colorfast and will not pill. Since Xtreme Dri is a proprietary exclusive fabric, any vendor may bid on what they consider their best available polyester for the project. However, any and all deviations must be thoroughly documented.

The coat has performance-wear “Aerocool” lining for maximum breathability and comfort for the wearer. “Aerocool” lining is woven to absorb and evaporate moisture rapidly by capillary effect. The absorption, diffusion and evaporation system of this lining is designed to maintain cool body temperature and excellent comfort for the wearer. The coat also utilizes performance-wear canvas.

The coat is sleeveless with 1 ½” wide shoulder caps Coat has SPECIAL PREMOLDED (3/4" THICK) FIRM FOAM **BLACK** shoulder pads that come with nylon tricot covering, and will not need any additional covering.

FRONT TRIM: Center panel and side panel to be XD Fine Wine Maroon. Set on the right side from the right shoulder to the right coat bottom is a 3 1/2" vertical stripe of XD Divine white. Butted to both sides of white stripe is a 1/4" stripe of Gold Glamourous. Centered vertically on the white stripe, 3" "AAMU" of XD Fine Wine Maroon attached with Gold metallic satin stitch. Set on left chest 3" wide bulldog of Madeira 1040 Grey, Madeira 1035 Maroon, Black and White direct swiss. Edge the body seams with a 1/4" stripe of Gold Glamourous.

BACK TRIM: Fabric of XD Fine Wine Maroon. Edge body seams with a 1/2" stripe of Gold glamorous with a 1/4" stripe of XD Divine White centered on top. Lower Back - Set on Each side of tail, three chevrons of W.P. spearpoint trim of gold metallic braid with 1/2" XD Divine White center fill.

COLLAR: Fabric of XD Fine Wine Maroon. Set down 1/4" is a 1/2" stripe of Gold Glamourous with a 1/4" stripe of XD Divine White centered on top.

SHOULDER STRAPS: Fabric of XD Fine Wine Maroon. Set in 1/4" is a 1/2" stripe of Gold Glamourous with a 1/4" stripe of XD Divine White centered on top.

SLEEVES: Both: XD Divine White. Set in arc, 3/4" p.b. "ALABAMA", set straight, 3/4" p.b. "A & M", set in reverse arc 3/4" p.b. "UNIVERSITY", all of maroon direct swiss.

CUFFS: Fabric of XD Fine Wine Maroon. Each: Set up 4"x 6" is a 1" stripe of XD Divine White with a 1/4" stripe of Gold Glamourous butted to each side. Set up 1/2" from white stripe is one row of gold metallic braid extending into a 3-loop trefoil. Set on cuff 3/4" "MMW" of Metallic gold direct swiss.

_____ *Deviation*

_____ *No Deviation*

STYLING SPECIFICATIONS

Alabama A & M University – Huntsville, AL

BANDSMAN JUMPSUIT:

FABRIC: XD Raven Black (100% Synthetic)

<u>OPTIONS:</u>	Snap Tape Cuffs	<u>XXXX</u>	One-Half (1/2) Lined	_____
	Front Zipper	<u>XXXX</u>	Back Zipper	_____

STRIPE: 2" with a 1/4" stripe of Gold Glamorous butted to each side. Spaced evenly down each stripe, 2" tall merrowed edge patch of XD Divine White with White merrowed edge. Set on patch special school logo of Madiera 1035 Maroon direct swiss with Gold Metallic outline.

POCKETS: Yes – two as part of inside fly

SPECIAL FEATURES AND DETAILS: Each jumpsuit has barcodes and identification numbers. The shoulder straps are 1 ¼" wide with elastic for wearers comfort, set in a racer-back style and a four-way reinforced crotch. Three inch (3") let-out center back, inseam sewn with 5/8" seams for let out, and special snap tape hems that are set 1" apart for ease in adjustment. Stitched permanent crease down the front of each 16" tapered leg with dateable elastic snap in stirrups.

BANDSMAN HEADGEAR:

STYLE: C-51

PLUMEHOLDER: Center front

VISOR: White

TOP MATERIAL: XD Divine White

SIDE MATERIAL: XD Fine Wine Maroon

BANDS: Top/Bottom of XD Divine White, piped with gold fabric

ORNAMENT: S-500

CHINSTRAP: Clear with Gilt buckle

FRONT STRAP: Gold Chain

SIDE BUTTONS: 45L Gilt Dome

SPECIAL TRIM DETAILS: Metal hook in back of shako for chinstrap. Plume socket secured with nut and bolt attachment.

BANDSMAN ACCESSORIES

PLUME: 8" Turkey Upright, Three Color - Gilt cup.

SIDE CAPE: Two buttonholes each shoulder. Maroon machine snap to secure turnbacks. Lined with XD Fine Wine Maroon. Set on upper back, 8" tall special school logo of Madiera 1035 Maroon direct swiss with Gold Metallic outline.

SHAKO BOX: Shako-Mate

GARMENT BAG: 200 Denier Black Nylon with one color imprint and shoe pouch. There is a Clear vinyl ID window, sewn onto front.

_____ *Deviation*

_____ *No Deviation*

STYLING SPECIFICATIONS

Alabama A & M University – Huntsville, AL

DRUM MAJOR COAT

FABRIC: Xtreme Dri (XD) Raven Black – 100% Synthetic

STYLE: Fully Constructed waist length coat with a center insert in front and back.

CLOSURE: Center front butted with maroon nylon zipper.

SPECIAL DETAILS: Full construction utilizing the Xtreme Dri performance-wear fabric. Xtreme Dri fabric provides enhanced air permeability that differentiates it from generic polyester fabrics. Xtreme Dri fabric lifts moisture away from the wearer, which keeps the body cooler in warm weather and warmer in cold weather. It is stain resistant, tear resistant, odor resistant, quick drying, colorfast and will not pill. Since Xtreme Dri is a proprietary exclusive fabric, any vendor may bid on what they consider their best available polyester for the project. However, any and all deviations must be thoroughly documented.

The coat has performance-wear “Aerocool” lining for maximum breathability and comfort for the wearer. “Aerocool” lining is woven to absorb and evaporate moisture rapidly by capillary effect. The absorption, diffusion and evaporation system of this lining is designed to maintain cool body temperature and excellent comfort for the wearer. The coat also utilizes performance-wear canvas.

The coat is sleeveless with 1 ½” wide shoulder caps Coat has SPECIAL PREMOLDED (3/4" THICK) FIRM FOAM **BLACK** shoulder pads that come with nylon tricot covering, and will not need any additional covering.

FRONT TRIM: Center panel and side panel to be XD Raven Black. Set on the right side from the right shoulder to the right coat bottom is a 3 1/2" vertical stripe of XD Divine white. Butted to both sides of white stripe is a 1/4" stripe of Gold Glamourous. Centered vertically on the white stripe, 3" "AAMU" of XD Fine Wine Maroon attached with Gold metallic satin stitch. Set on left chest 3" wide bulldog of Madiera 1040 Grey, Madeira 1035 Maroon, Black and White direct swiss. Edge the body seams with a 1/4" stripe of Gold Glamourous.

BACK TRIM: Fabric of XD Raven Black. Edge body seams with a 1/2" stripe of Gold glamorous with a 1/4" stripe of XD Fine Wine Maroon centered on top. Lower Back - Set on Each side of tail, three chevrons of W.P. spearpoint trim of gold metallic braid with 1/2" XD Fine Wine Maroon center fill. Set on upper back, 8" tall special school logo of Madiera 1035 Maroon direct swiss with Gold Metallic outline.

COLLAR: Fabric of XD Raven Black. Set down 1/4" is a 1/2" stripe of Gold Glamourous with a 1/4" stripe of XD Fine Wine Maroon centered on top.

SHOULDER STRAPS: Fabric of XD Fine Wine Maroon. Set in 1/4" is a 1/2" stripe of Gold Glamourous with a 1/4" stripe of XD Divine White centered on top.

SLEEVES: Both: XD Fine Wine Maroon. Set in arc, 3/4" p.b. "ALABAMA", set straight, 3/4" p.b. "A & M", set in reverse arc 3/4" p.b. "UNIVERSITY", all of white direct swiss.

CUFFS: Fabric of XD Fine Wine Maroon. Each: Set up 4"x 6" is a 1" stripe of XD Fine Wine Maroon with a 1/4" stripe of Gold Glamourous butted to each side. Set up 1/2" from maroon stripe is one row of gold metallic braid extending into a 3-loop trefoil. Set on cuff 3/4" "MMW" of maroon direct swiss.

_____ *Deviation*

_____ *No Deviation*

STYLING SPECIFICATIONS

Alabama A & M University – Huntsville, AL

DRUM MAJOR JUMPSUIT:

FABRIC: XD Raven Black (100% Synthetic)

OPTIONS:

Snap Tape Cuffs	<u>XXXX</u>	One-Half (1/2) Lined	_____
Front Zipper	<u>XXXX</u>	Back Zipper	_____

STRIPE: 2"XD Fine Wine Maroon with a 1/4" stripe of Gold Glamorous butted to each side. Spaced evenly down each stripe, 2" tall patch special school logo of white direct swiss with Maroon outline.

POCKETS: Yes – two as part of inside fly

SPECIAL FEATURES AND DETAILS: Each jumpsuit has barcodes and identification numbers. The shoulder straps are 1 ¼" wide with elastic for wearers comfort, set in a racer-back style and a four-way reinforced crotch. Three inch (3") let-out center back, inseam sewn with 5/8" seams for let out, and special snap tape hems that are set 1" apart for ease in adjustment. Stitched permanent crease down the front of each 16" tapered leg with durable elastic snap in stirrups.

BANDSMAN HEADGEAR:

STYLE: Fur Busby

PLUMEHOLDER: None

VISOR: Black

TOP MATERIAL: XD Raven Black

SIDE MATERIAL: XD Raven Black

BANDS: None

ORNAMENT: 4" patch special school logo of white direct swiss with Gold Metallic outline.

CHINSTRAP: Clear with Gilt buckle

FRONT STRAP: ¾" stripe of Gold Glamorous with ½" stripe of XD Fine Wine Maroon.

SIDE BUTTONS: 45L Gilt Lyre Dome

SPECIAL TRIM DETAILS: None

BANDSMAN ACCESSORIES

SIDE CAPE: Knee Length. Two buttonholes each shoulder. XD Fine Wine Maroon with ½" stripe of gold glamorous set ¼" in, around outside edge. Set on upper back, 8" tall special school logo of Madiera 1035 Maroon direct swiss with Gold Metallic outline.

SHAKO BOX: Cardboard Box

GARMENT BAG: 200 Denier Black Nylon with one color imprint and shoe pouch. There is a Clear vinyl ID window, sewn onto front.

_____ *Deviation*

_____ *No Deviation*

STYLING SPECIFICATIONS

Alabama A & M University – Huntsville, AL

DIRECTOR COAT

FABRIC: Xtreme Raven Black (Synthetic blend)

STYLE: Full length coat.

FRONT CLOSURE: Center Front button up.

SPECIAL DETAILS:

FRONT TRIM: Fabric to be Xtreme Dri with belt attachment with plate, embroidery on left and right chest and (8) 36L Gilt Lyre buttons attached with disc and ring.

BACK TRIM: Fabric to be XD Raven Black.

CUFF: BOTH - one row of gold metallic braid extending into a 3-loop trefoil.

_____ *Deviation*

_____ *No Deviation*

STYLING SPECIFICATIONS

Alabama A & M University – Huntsville, AL

DIRECTOR TROUSER:

FABRIC: Xtreme Dri Raven Black (Synthetic blend)

<u>OPTIONS:</u>	Fully Lined	_____	One-Half (1/2) Lined	_____
	Adjustable Zipper	_____	Hemmed	<u>XXXX</u>
	Side Pockets	_____	Welt pocket	_____
	Flair Legs	_____	Heel Guards	_____
	Suspender Buttons	<u>XXXX</u>	French Fly	_____
	Front Zipper	<u>XXXX</u>	Back Zipper	_____

STRIPE: NONE

POCKETS: One on each hip.

STYLING SPECIFICATIONS

Alabama A & M University – Huntsville, AL

DIRECTOR CAP:

CAP: Director Cap of XD Raven Black White Oak leaf design with gold chain. Black visor with gold edge. Gilt lyre side buttons. S-800 Gold Lyre Signet ornament.

_____ *Deviation*

_____ *No Deviation*

JUMPSUIT SPECIFICATIONS – AQUABILITY

1. GENERAL

Jumpsuits are special marching band construction and design. They shall not employ fashion tailoring techniques, materials and patterns that will not withstand the rigorous end use of band uniforms. Fashion pocketing, waistband material and construction, lightweight snaps and hooks are not acceptable.

2. PATTERNS

- A. The patterns and style must be in keeping with the end use of marching, with maximum capability to be adjusted for fitting a variety of wearers from year to year.
- B. They must have ample room for movement and be nonrestrictive for marching, in the seat, thigh and ankle area. The dimensions of a jumpsuit for a 38 regular male, shall not be less than 18” circumference at cuff and 23” at thigh.

3. FRONT CLOSURE

- A. The fly zipper is brass “Y.K.K.” with a double locking slide. There is a metal stop at the base of the fly zipper. The fly teeth will extend completely up to the top of the waistband.
- B. The outside fly consists of the outer shell fabric and an inner layer of shell fabric.
- C. The inside fly is constructed with the zipper tape sewn flush to the edge

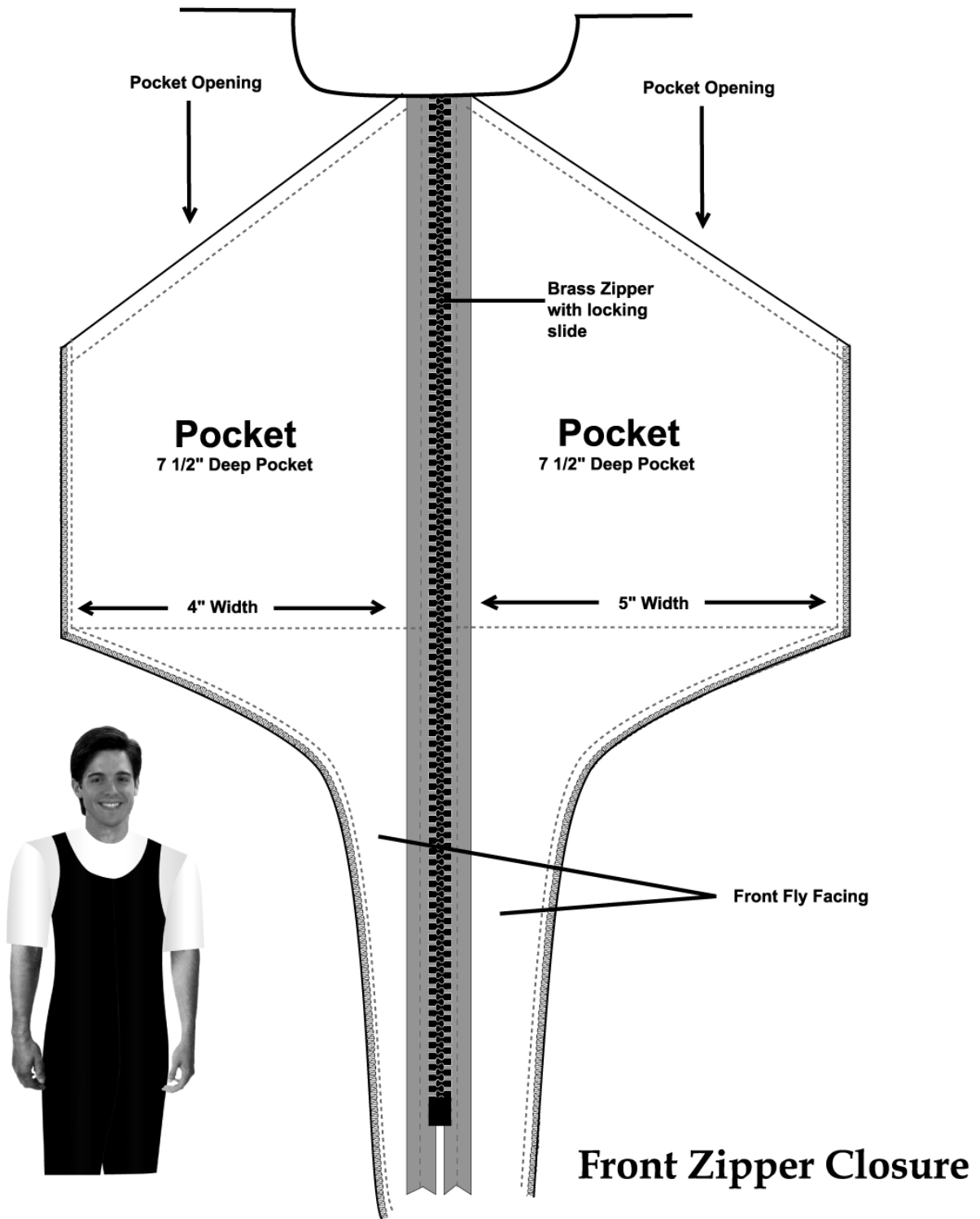
4. CROTCH REINFORCEMENT

- A. There is a “four-way “ crotch reinforcement consisting of 80/20 poly cotton, 10% poly fill, 3.5 yard per pound, pre-cured finish fabric.
- B. There are four, two ply sections, one on each side of the intersection of the fly, seat seam and inseams.
- C. Crotch area is clean finished with no pieces extending from top of inseams.

5. POCKETS

- A. Pockets are made of the outer shell fabric, and are a lateral extension of the zipper fly facings on both sides of the front fly. There are two front pockets in each jumpsuit/bibber trouser.
- B. The pockets are 4” – 5” wide. The pocket depth is 7 ½” along the front fly edge, with a diagonal opening of 5 ½”. The lateral pocket depth is 4”.

Utility Jumpsuit/Bibber Inside View



6. INSEAM

- A. The trouser is unhemmed, with the bottom edge finished all around in a serge stitch.
- B. The inseam will allow ample length for a cuff hem, and is constructed with a flat seam having a 1" outlet.

7. **SEAMS**

- A. The center back (seat) seam is finished using two rows of locked chain stitching for seam strength and durability. It is a flat seam with a 2” outlet.
- B. The outseam is secured with a safety double seam stitch.

8. **PERMANENT SUSPENDERS**

- A. Suspenders are made of whipcord fabric. Color shall match jumpsuits. Nylon webbing shall not be used because the adjusting slide will not remain in set position under tension from movement.
- B. Suspenders are two-ply, topstitched, and have interlining for body. This will insure the adjustable slide remaining in set position; suspenders will launder or dry clean as well as the jumpsuit.
- C. All hardware is unbreakable nylon as used in parachutes and life vests; unbreakable, unbendable and not subject to tarnishing or rusting. It will not cause undue abrasion on jumpsuit during dry clean tumbling.
- D. Suspenders are self faced and interlined with pella. Lining of belting or pocketing is not acceptable.

9. **PERIMETER SERGING**

- A. All exposed “raw” edges are finished with a serging stitch of no less than 10 per inch, tight to edge, to prevent fraying.
- B. Serging thread is polyester.

COAT SPECIFICATIONS

1. GENERAL

Due to the unique requirements of a band coat (relative to the number of different wearers, minimum care received, wearing conditions and life expectancy), special patterns, materials, design and construction methods must be applied. These specifications speak directly to the requirements of construction, which allow for professional washing OR dry cleaning of the garment.

2. PATTERNS

- A. Coat patterns are special band uniform patterns with additional “ease” to allow for freedom of movement, wearing of clothing underneath and the convenient re-issue from year-to-year. Fashion or standard patterns do not allow enough room. Merely up-grading to oversized patterns will result in an unsightly and cumbersome fit.
- B. Computer generated patterns will provide proper fit for all male and female band members, with no restrictions or limitations as to chest size. Likewise, sizes will be assigned in needed “lengths” from XXS through XXXL. Coats will be patterned for EACH even numbered chest size (ex. 38, 40, 42, etc.), rather than just generic S, M, L, etc.
- C. Patterns are to be marked and graded using a computerized system to insure accuracy and updated patterns.

3. SIZING

- A. Measurements will be taken under the direction of a factory-trained representative.
- B. Sizes are analyzed by a sizing computer system assigning the closest standard proportion size to each wearer in order to permit re-issuing in subsequent years and to provide a reasonable fit for the initial wearer.

4. FABRIC

- A. The shell fabric is Xtreme Dri polyester/synthetic, providing enhanced air permeability that differentiates it from generic polyester fabrics.
- B. Xtreme Dri lifts moisture away from the wearer, which keeps the body cooler in warm weather and warmer in cold weather. It is ***stain resistant, tear resistant, odor resistant, quick drying, colorfast, and will not pill.*** Xtreme Dri is different than the standard polyesters that have been available to the band uniform industry, including, but not limited to 1933 (a.k.a. 4892), 420, 960, 6248, 4030 and 460. Standard polyester fabrics are not acceptable substitutes for Xtreme Dri.
- C. Since Xtreme Dri is a proprietary exclusive fabric, any vendor may bid on what they consider their best available polyester for the project. However, any and all deviations must be thoroughly documented.

5. LINING

- A. Coat linings are cut from a separate set of patterns designed to fit each specific coat size and style. Linings are not cut from coat shell patterns then cut down to try and fit.
- B. Linings are “FIRST” quality Aerocool polyester/taffeta 97GR/Yd, woven to absorb and evaporate moisture rapidly by capillary effect. The absorption, diffusion and evaporation system of this lining is designed to

maintain cool body temperature and excellent comfort for the wearer.

- C. In coat styles that do not utilize a back zipper, the coat lining has a vertical pleat running up the center back. This allows fullness, fit and comfort to the overall performance of the coat.
- D. In the armhole area, the coat lining is machine stitched to an ensemble including the outer coat fabric, shoulder pad and sleevehead. Hand sewing or felling does not provide the durability required for armhole construction.
- E. Linings are sewn to the coat bottom edge, and reinforced with pre-shrunk tailoring tape. Straight cut long coats will have an additional ½” lining pleat all around the coat bottom.

6. **BRAID** (see #25-B)

Only first quality washable braid shall be used for trim. Braid trim ¼” or wider, is sewn down with two rows of stitching on looped trims as well as straight line. In addition, looped trim is reinforced with a layer of non-woven fabric, permanently bonded to the inside coat fabric surface to inhibit puckering tendencies.

7. **BUTTONS**

High-quality, rust resistant metal buttons shall be used where specified and they shall be attached by sewing, ring and washer or toggle and washer or tack-back. The buttons shall not alter the washable capabilities of the garment.

8. **BUTTONHOLES**

All coat buttonholes are made with a CUT-FIRST automatic buttonhole machine. The hole is cut first, the edges covered with gimp, then completely sewn to “close” the buttonhole. The buttonhole back is secured and closed with bartack reinforcement.



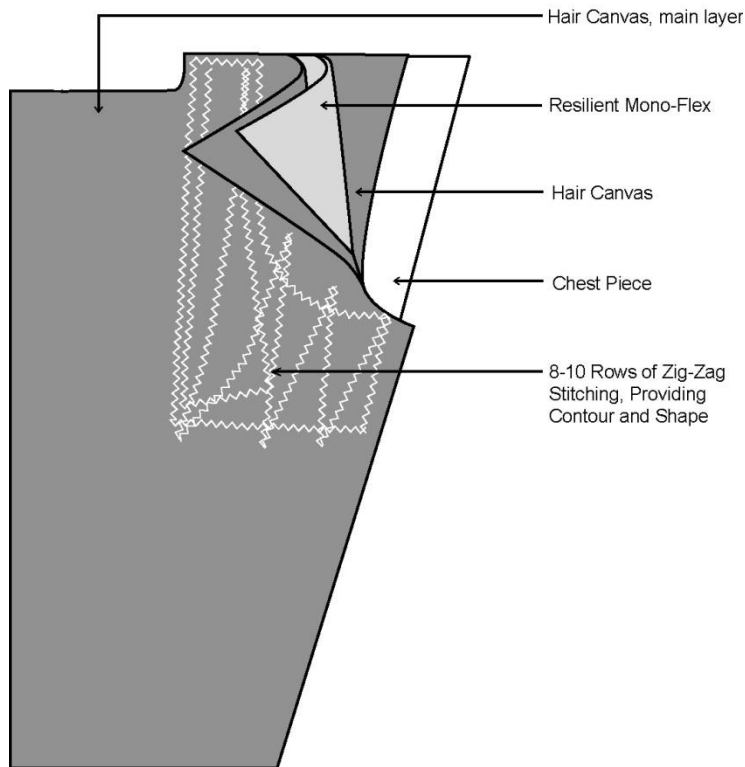
9. **ZIPPERS**

- A. The style is YKK, heavy duty of color matching VISLON. The zipper is auto-locking and has a “separating” feature for maintenance and durability.
- B. Zipper tapes are standard 9/16” width, sewn down with locked safety stitching and bar tacked at each end.

10. **INTERLINING**

A. The interlining has optimum four-layer construction. More than four layers create stiffness in the coat fronts, resulting in difficult and uncomfortable arm lift maneuvers in marching bands. Less than four layers results in flimsy construction and therefore a rumpled appearance and reduced durability. In keeping with individual patterns for coat shell fabrics and the linings, higher quality control and an elevated level of haircloth quality is obtained by these multi-layered interlinings being patterned, cut and assembled “IN HOUSE” at the uniform manufacturer’s facility. This basic construction practice enhances the fit and comfort of the individual uniform (as opposed to “making do” by purchasing these multilayered ensembles and cutting them down to fit the “hundreds” of patterns required for each coat style and chest size).

Coat Front Interlining



Coat Diagram 1

- B. The main layer of the interlining is a Hymo haircloth. This “hair canvas” is a blend of polyester, viscose rayon and genuine natural hair, which gives it soft resilience. This canvas is 100% washable with no shrinkage or loss of rigidity. The layer extends the complete length of the coat front, from shoulder seam down to the coat bottom.
- C. The second layer is a resilient 27.6% rayon/72.4% polyester canvas “MONO-FLEX” chest piece 4.2 oz in weight. Its dimensions are 6” wide x 6 ¾” long and extends downward from the upper chest area.
- D. The third layer is another piece of hair canvas (as per “B” above) 8” wide and 12” long, extending downward from the upper chest area, and completely covering the MONO-FLEX.
- E. The fourth layer is a ¼” thick padding of 3.6 ounce 100% polyester non-woven material that is soakable and non-shrinkable. This white chestpiece pad extends approximately 6” below the armhole.

NOTE: In white coats and other light color fabric shades, a piece of thin Poly-sil white curtain is added to prevent “shadowing” of the haircloth interlining through the outer coat fabric.

- F. This entire multilayered interliner shall be sewn together with a series of eight to ten rows (depending on chest size) of zig zag stitching spaced approximately 1” apart. This is the optimum number of rows as recommended by the garment industry standards. Too many rows will reduce the flexibility, comfort and fit. Too few rows will limit durability and lifetime.

- G. The interliner is then secured to the coat shell fabric and coat lining, in the neckhole, armhole, bottom front and along the coat closure edge. A tailoring tape of 100% PIMA cotton, triple cold water shrunk, is included in these seams for added durability. The interlining is NOT sewn into the shoulder seam, nor the side of the coat. This allows flexibility and “give” to the entire coat front construction.

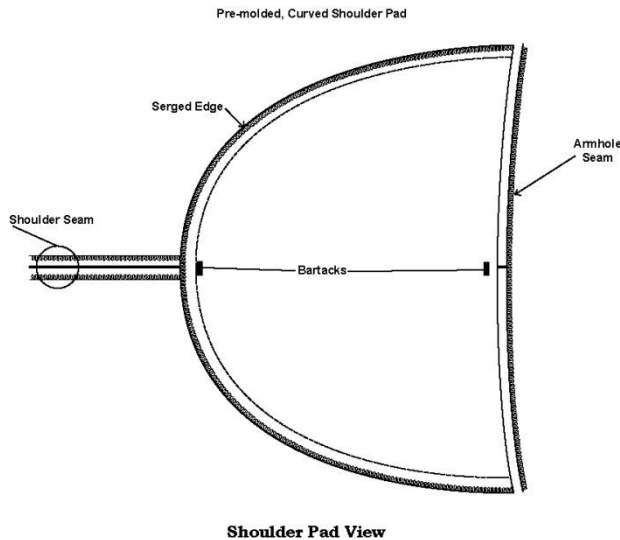
NOTE: The above construction is a time proven procedure. Under no circumstances are the haircloth and sewing operations to be substituted with a fusing or gluing operation.

11. ARMHOLES

- A. Armholes shall be oval shaped and allow sleeve to be pitched forward 3-4 degrees to maximize comfort and ease of movement with minimum distortion to the coat.
- B. The armhole shall be reinforced with ¼” pre-shrunk cotton tape all around to prevent stretching in the armhole.
- C. The entire armhole shall employ machine lock stitching. Hand or machine “felling” will not be accepted.
- D. The underarm portion of the armhole will have a bi-swing gusset allowance that allows freedom of movement.

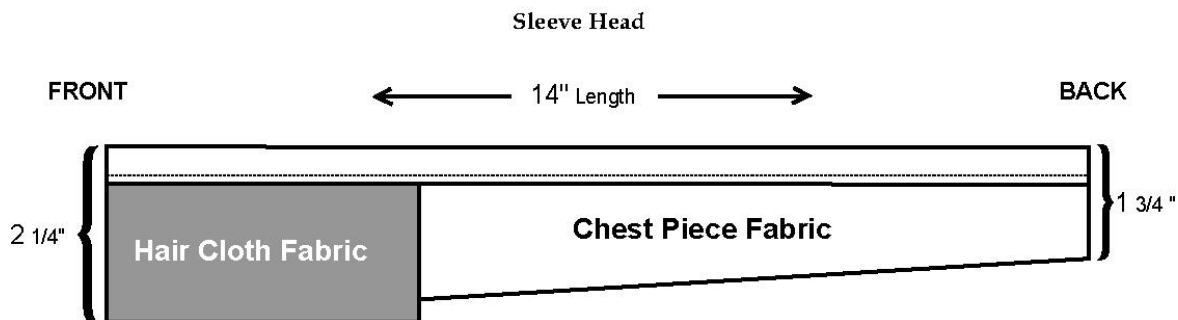
12. SHOULDER PADS

- A. Shoulder pads shall be high quality foam, covered all around with a lightweight polyester lining, serge stitched around the curvature of the pad and are washable or dry cleanable.
- B. Shoulder pad size shall be minimum of 5" x 9" on regular width coat styles.



13. SLEEVE HEADS

The sleevehead provides fullness and shape to the top of the sleeve as it is sewn to the coat body. It consists of a separate strip of material used for the white chest piece pad in the interlining (10E). The sleeve head has a length of 14" and is equally positioned over the shoulder, to the front and back of the upper sleeve seam. The finished width is 2 1/4" at lower front, and tapers to a 1 3/4" width at lower back. The construction consists of a 3/4" turnback on the armhole edge, and has a seam spaced 1/2" from the edge. Sewn into the lower front portion of the white pad strip, is a 2 1/2" x 4 1/2" piece of "haircloth" as described in the Interlining section (10B). The result of this "IN HOUSE" manufactured sleeve head is a substantially improved "body" in the entire sleeve/shoulder area, particularly when lettering or other embroidery trim is specified.



14. SLEEVE STITCHING

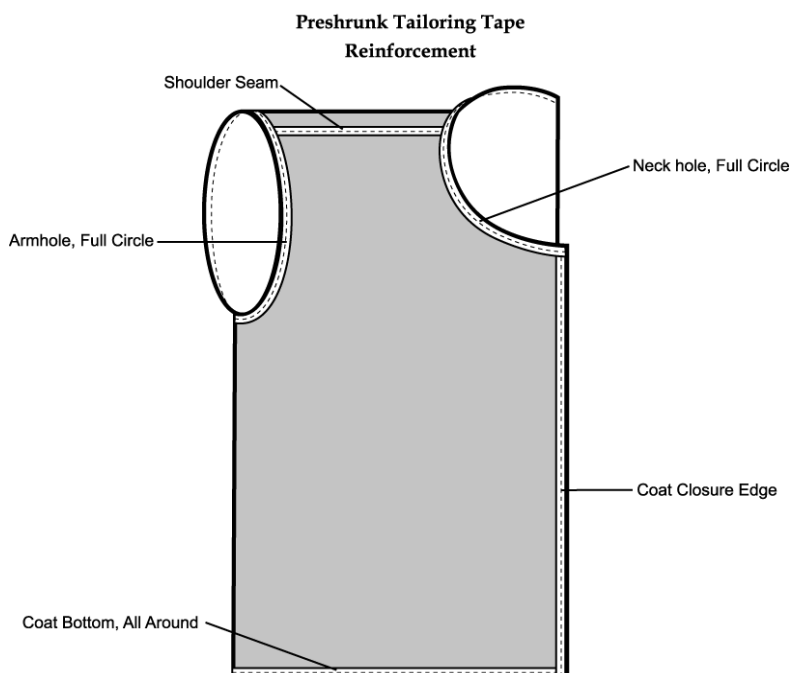
- A. Sleeves shall be set with machine lock stitch to insure proper distribution of fullness and durability.
- B. Fullness shall be sheered in by top-feed sewing machines.

15. ARMHOLE LINING FINISH

- A. The bottom of the sleeve armhole shall be lock-stitched through two layers of lining, two layers of fabric and armshield.
- B. The top shall be sewn through the coat lining, sleeve fabric, sleeve head, shoulder pad and shoulder strap with lock stitching.
- C. The entire armhole has tailoring tape all around.
- D. “Felling” by hand or machine is not acceptable when closing the armhole.

16. TAPING

- A. All seams in high stress areas are reinforced with tailoring tape to prevent stretching, and add durability to the seam. These tapes are pre-shrunk.
- B. Areas of this taping procedure include the following:
 - 1. All around the neck opening where collar joins the coat.
 - 2. Coat closure edges and completely around the bottom.
 - 3. Complete circumference of the armhole.
 - 4. Shoulder seams from collar (neck opening) to sleeve seam - except canopy coats.



17. POCKETS

- A. All inside pockets shall be constructed with a pocket welter and shall be reinforced with a non-woven fabric.
- B. Pocketing material shall be 80/20 poly cotton, 100% poly fill, pre-cured finish, 3.05 YPP, 78/54 twill weave.
- C. Upper and lower welts of the inside breast pocket are to be 100% polyester material and pellon backed.
- D. Pocket bag shall be constructed on one piece of pocketing with no open seams at the bottom.
- E. There shall be a tack at each end of pocket opening through all layers of pocketing. Tacks shall be concealed.
- F. Pockets made of lining or lightweight material shall not be acceptable.

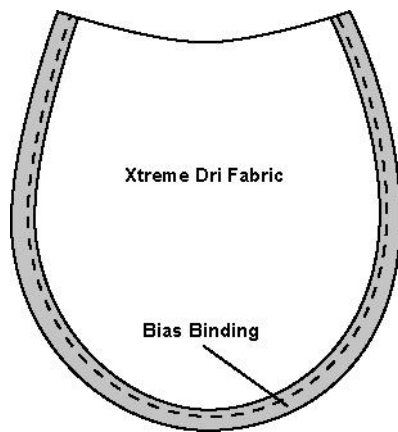
18. SLEEVES

- A. Sleeves cuffs will have an approximate 4” turn up, which incorporates both the coat sleeve fabric and lining. This turn back includes a 3/8” binding at lower cuff edge.
- B. The forward and trailing sleeve seams in the 50/50 sleeve pattern are equipped with a series of gripper snap rings and post hardware. Two posts, spaced 1” apart, are applied to the lower sleeve cuff edge, at both seams in each sleeve. Six ring style fasteners are positioned starting 2 ½” up from the cuff edge and are spaced 1” apart. Coats are shipped fully steam pressed, but without a crease at sleeve cuff bottoms.
- C. Sleeve cuffs with extensive cuff trim (appliques, inserts, looped braid designs, embroidery) are reinforced with non-woven material, bonded permanently to the inside of the coat fabric extending up toward the elbow area. This addition prevents puckering tendencies created by use of fabrics, braids, etc. which each have a different coefficient of stretching.
- D. Shoulder lettering and embroidered logo trim have a reinforced backing layer on the inside of the sleeve.

19. ARMSHIELDS

- A. The armshield is engineered to minimize the long-term effects of perspiration over the lifetime of the garment. Perspiration consists of moisture, salts, weak organic acids and body oils. Xtreme Dri fabric having WICKING properties is specified for use as the armshield. (“Felt-like” fabrics that retain perspiration are not in the best interest of the garment). In addition to the wicking property, this Xtreme Dri shield has soil release, high permeability for airflow, and exhibits rapid evaporation.
- B. The armshield is approximately 4” x 4” in dimension, bound with double folded bias rayon on both sides and the bottom, then machine sewn into the armhole.

- C. Tensile strength of Xtreme Dri The minimum test.



and resistance to abrasion are additional advantages armshields as compared to a “felt-like” material. abrasion quality is 10,000 on the STROLL FLAT

20. SHOULDER STRAPS

A. Both the upper and lower layers of the shoulder strap are interlined with permanently bonded, non-woven material. This four layer ensemble is secured with an inside hidden stitch then top-stitched all around the edge, set in approximately $\frac{1}{4}$ ". These layers are die-cut to insure exact conformity in shape and size, throughout the lifetime of the garment.

B. Buttonholes are the CUT-FIRST style, having all raw edges reinforced with gimp, then solid stitching as described earlier in the Buttonhole section (item 8).



21. STANDING COMFORT COLLAR

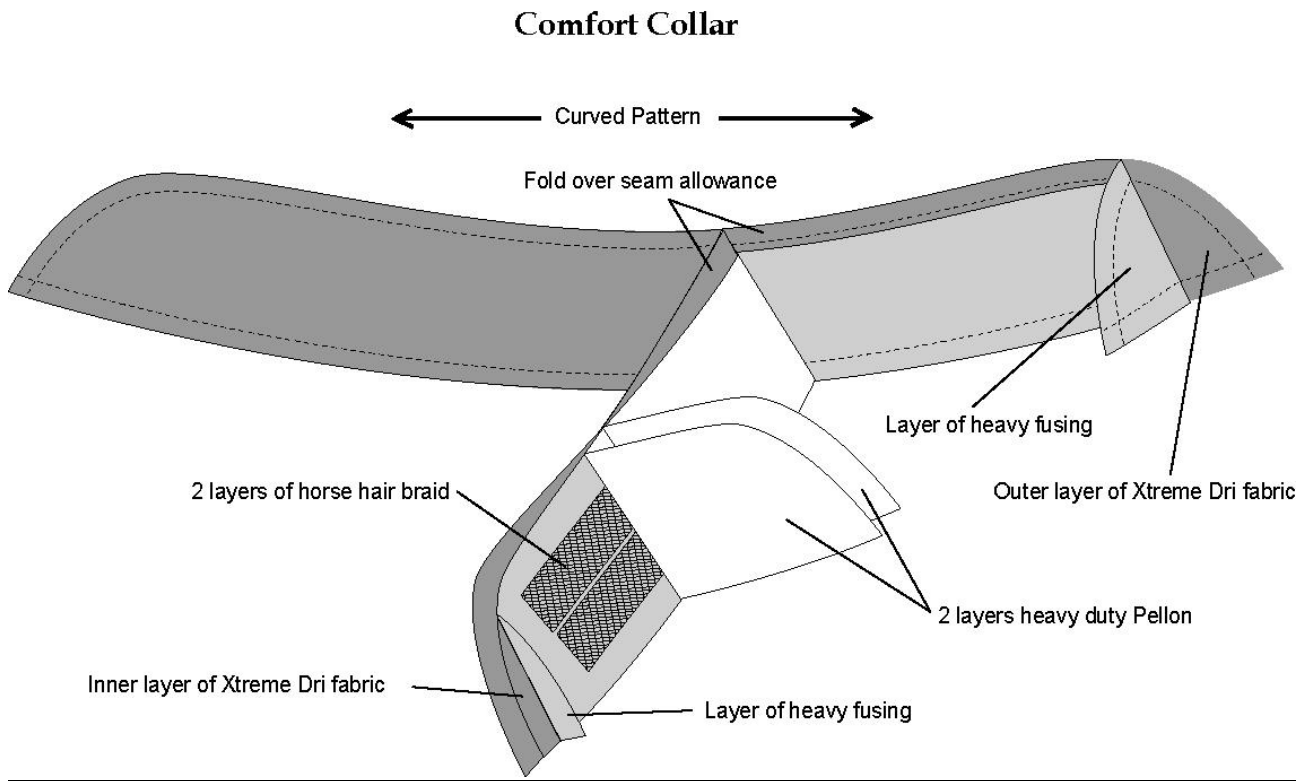
A. The collar is one of the highest stress areas in the coat. The collar is cut from a curved pattern. This allows a front “drop” to fit the downward front slope of the natural human body configuration. This item is NOT to be cut in a straight pattern.

B. There are a total of eight layers in this comfort collar construction.

1. The collar lining of Xtreme Dri fabric, as described in the fabric section (item 4), has a non-woven material, permanently sewn and bonded to the inside.
2. Sewn directly to the inboard surface of this tandem collar lining construction, centered on the lining and running the circumference of the collar are two layers of $\frac{3}{8}$ " horse hair braid reinforcement.
3. The outer collar shell, also made of Xtreme Dri, has a non-woven material permanently sewn and bonded to the inside.

- Both the collar lining construction and the outer collar shell construction are sewn to two base layers of heavy duty Pellon forming the finished comfort collar.

NOTE: The entire sewing operation in the construction of the collar is “machine-sewn”. Hand sewing simply cannot insure the required durability.



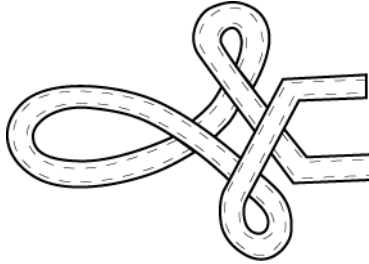
22. “WRAP” COAT COLLAR

The standing collar on the wrap style coat is “soft”, in that there is no inner layer of stiff mylar. This collar generally measures 1 ¾” finished width. The inside lining is Xtreme Dri fabric having a permanently bonded layer of non-woven fabric to reinforce the collar. The outer layer of the collar is also Xtreme Dri fabric having a reinforcing layer of monoflex (resilient canvas of 27.6% rayon/72.4% polyester – 4.2 oz. weight) stitched in. This results in a reinforced “soft” collar having four layers. All exposed edges are turned inward with an invisible row of stitching. A visible row of topstitching is added all around the edge. There are no exposed, rough edges.



23. COAT TRIM

- A. All trim must be sewn to the outer coat fabric before the lining and interlining are joined to the coat. Trim sewn through the interlining and lining is not acceptable.
- B. Washable braid trim of ¼” or wider is sewn down with two rows of stitching. This includes looped trims as well as straight line. In addition, looped trim is reinforced with a layer of non-woven fabric, permanently bonded to the inside coat fabric surface, to inhibit puckering tendencies.



24. SPECIAL COAT STYLES

- A. Seamless canopy coat styles will require a “Memory Recovery” system across the upper back and shoulders due to the under construction across each shoulder.
- B. The Memory Recovery system is a 2 ½” wide panel of heavy duty light weight elastic, made of 90% (70 denier) nylon and 10% (140 denier) Spandex. It is sewn into each sleeve seam in the coat back area, and extends fully across the coat back. When the wearer of this coat style is in an arms down position, the system is relaxed. During an arm lift maneuver the entire coat back experiences stress and pulling across the shoulders. The Memory Recovery system brings the various fabrics, folds and coat parts, back to the original “EASE” position when arms return downward. This entire process prevents unsightly bulging. The durable elastic panel is included in the manufacturer’s warranty.

25. SEAMS

The center back seam and side body seams shall be 5/8”. Seams are to be plain with a minimum of 1 ¼” - 1 ½” total outlet in the side body seams and ¾” in the back seams. Coat is to be completely machine stitched except in areas where tailoring or appearance necessitates other methods. The ends of all seams and stitching shall be back-stitched not less than ¼”. Thread breaks of all stitch types must be secured by stitching back from break ½” to 1”. Coat is to be tailored with a four-piece back, comprised of a center back seam and two additional back body seams curving from sleeve seam downward and running out the coat bottom.

26. THREAD

Threads used throughout the garment will be TEX 40 size, 29/2 gauge and 4.56 lb. tensile strength. All threads used are to be heat resistant, vat dyed, sunfast, dry cleanable pre-shrunk and moisture proof. In areas of multiple color trim panels, a monofilament thread may be indicated. This thread is a 330 denier and has a .008 diameter rating. The manufacturer’s warranty includes all threads used throughout the uniform construction.

SHAKO, HELMET AND BAND ACCESSORY CARRY CASE SPECIFICATIONS

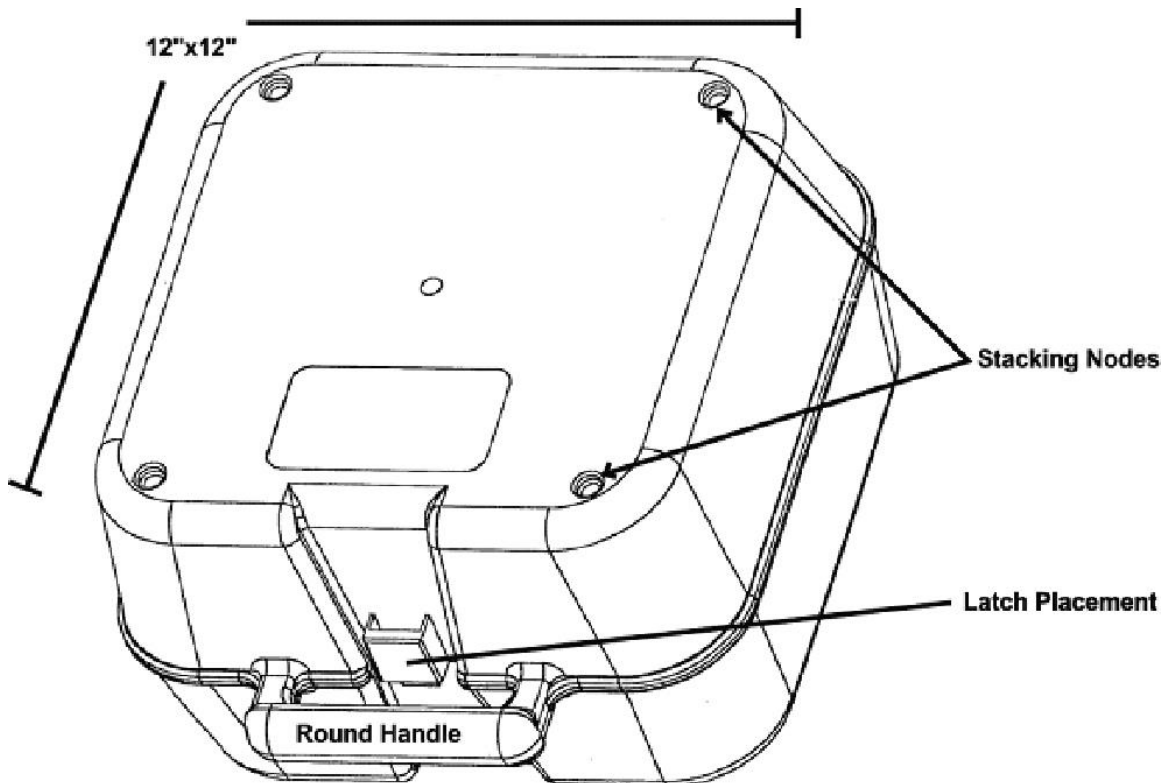
Headwear carry case is “Shako-Mate” or equivalent.

MATERIAL: High Impact Polystyrene. This material is heat resistant, which prevents melting, and cold resistant, which resists breakage due to the material becoming brittle.

SIZE: 12” by 12” to accommodate headgear and plume as well as various accessory items. Smaller boxes that prevent plume and accessories from being stored are not acceptable.

HANDLE: The handle is rounded with the latch placed behind the handle. Boxes with the handle on top, preventing ease in removal from stacked position, are unacceptable.

- A) Carry case has a pebble grain finish to compliment appearance and prevent scratching.
- B) Inside of box has reinforcement flanges to allow for stability, and aid in stacking when containers are stacked in open position.
- C) Carry case is stackable to allow for storage. Stacking nodes are to be on underside of container with receiving units on top.



Images

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Note: In order for an alternate bid to be considered, bidders must supply current catalogs or brochures, including pictures and specifications.

Please indicate your company classification by circling the appropriate initial: Small Business (SB), a Small Disadvantaged Business (SD), a Black Small Disadvantaged Business (SD), a Woman-Owned Small Business (WB), a Woman-Owned Small Disadvantaged Business (WD), a Black Woman-Owned Small Disadvantaged Business (BW), a Large Business (LB), an Individual (IN), Educational (ED), Non-Profit (NP), a Labor Surplus Area Concern (LS), Disabled Veteran-Owned Small Business (DV), Veteran-Owned Small Business (VS), Historically Underutilized Business Zone (UZ), or a Governmental Agency (GV).

F.O.B. Point	TERMS	WARRANTY
AMU DESTINATION		
ESTIMATED DELIVERY	YOUR REFERENCE No.	QUOTATION EFFECTIVE UNTIL

"Your company reference number, if applicable with this bid quotation.

Certification Pursuant To Act No. 2006-557

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 or 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 the certification is false.

COMPANY NAME (TYPE OR PRINT)

TELEPHONE NUMBER

SIGNER'S NAME (TYPE OR PRINT)

FAX NUMBER

SIGNATURE

DATE

Alabama Agricultural and Mechanical University prohibits the installation of asbestos on its campus. Suppliers and contractors will not supply any equipment, material, or supplies, which contain asbestos without prior written approval.

Failure to designate Bid Number and Opening Date on the outside of your sealed envelope containing your bid and more than one bid submitted in this envelope will result in a "No Bid" response in accordance with Alabama Competitive Bid Law 41-16-24 subpart b.

Alabama Agricultural and Mechanical University will not accept faxed bids.

Any product that fails to meet the specifications, performance requirements or compatibility requirements will be rejected and returned to the vendor at no cost to the University.

The University reserves the right to award this contract, in whole, in part, or to reject any and all quotations.

Alabama A&M University is an instrumentality of the State and is federal, state and local tax exempt.

SPECIAL NOTE:

Manufacturer's published product data must be included with your bid response for any alternate offerings. Any exception taken to any portion of this Request for Price Quotation must be stated on the bid response sheets or Alabama A&M University will assume compliance with all requirements as stated. The successful bidder will be responsible and accountable for providing those items as specified in its bid response.

Vendor Disclosure Statement Information and Instructions

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. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2001-955

Family Member of a Public Employee - The spouse or a dependent of the public employee.

Family Member of a Public Official - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

Family Relationship - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

Person - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

Public Official and Public Employee - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote NIA (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.



State of Alabama Disclosure Statement

(Required by Act 2001-955)

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:

Ocontract

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?

DYes **nNo**

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?

DYes **nNo**

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

OVER

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	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

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.

Request for Taxpayer Identification Number and Certification

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

Print or type
 See Specific Instructions on page 2.

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; 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. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other(seeinstructions)▶	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.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 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="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center; font-size: 10px;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></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 on page 3.

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. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a) 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—

A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.
² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.
***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Purchasing Department
P. O. Box 1627
Normal, Alabama 35762
(256) 372-5227 Office
(256) 372-5223 Fax

INSTRUCTIONS UNIQUE TO THIS INVITATION TO BID (ITB)

1. The sealed bid package submission deadline is March 30th, 2021 at 2:00 P.M. Central Standard Time (CST). Bids not received by that time will be ineligible from further consideration. It shall not be sufficient to show that a bid was postmarked by or before the bid submission deadline.
2. Bidders must submit all provided documents with each bid response.
3. Please type Invitation to Bid responses directly into the PDF you have been provided. Handwritten responses are accepted but not preferred.
4. This bid is being advertised using Vendor Registry.