

**MORGAN COUNTY COMMISSION  
INVITATION TO BID  
BID INVITATION NUMBER: 21-10  
Fire Protection Services**

Morgan County Commission is soliciting sealed bids for the items listed above. Bids will be received by the Morgan County Commission at the Morgan County Courthouse, Commission Office, 5<sup>TH</sup> Floor, 302 Lee Street, Decatur, Alabama 35602, until

**Monday, May 17, 2021, at 9:00a.m. C.D.T.**

Bids will be opened in the County Commission Chambers at the above stated time and date. Time is of the essence in submitting bids and only sealed bids received in the commission office by the time listed above shall be opened and considered. Bidders and other interested individuals are invited to attend the bid opening.

Prospective bidders are instructed to read the General Terms and Conditions and Bid Specifications very carefully. Bid addendums will be provided to all bidders, if necessary. Bids must be made in compliance with the guidelines in the sections referred to herein and *each page initialed by the bidder representative to denote understanding of such compliance and returned with the submitted bid.*

Bid envelopes should be sealed and marked as follows:

**Bid Invitation Number 21-10  
Fire Protection Services  
May 17, 2021**

Bids may be mailed to Morgan County Commission, P.O. Box 668, Decatur, AL 35602.

If there are any questions about bid procedures, please contact Jessica Smith at 256.351.4732 or [jsmith@morgancounty-al.gov](mailto:jsmith@morgancounty-al.gov).

**General Terms and Conditions**

- All bids must be typed or hand-written in ink on the attached Bid Proposal Form. Bids submitted in pencil and bids not submitted on the Bid Proposal Form will not be considered. All corrections shall be initialed and dated by the bidder representative. Bids that are submitted without being signed will automatically be rejected.
- Bid envelopes must be sealed and must indicate clearly the appropriate bid number, bid item, and bid opening date, as indicated on the cover sheet of the bid packet. Bids by Facsimiles and emails will not be accepted. The commission will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver the proposal to the Commission office by the deadline stated in the bid request.
- The Commission provides equal opportunities for all businesses and does not discriminate against any vendor regardless of race, sex, creed, age, disability, national origin or religion in consideration for an award. Bidders must abide by the provision of the American with Disabilities Act of 1990 and assure that in

Bidder Initials: \_\_\_\_\_

connection with the performance of work under this agreement that they are an equal opportunity employer and do not discriminate on the basis of race, sex, creed, age, disability, national origin or religion.

- All bidders must comply with applicable sections of the Alabama Competitive Bid Law, Code of Alabama, 1975.
- **All bid amounts shall be submitted on the attached Bid Proposal Form.** Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The Commission will assume no transportation or handling charges other than specified in the bid.
- A completed W-9 should be included with your bid package.
- A completed affidavit of compliance with E-Verify should be included with your bid package.
- The Morgan County Commission reserves the right to cancel the contract with a 30-day written notice to the contractor if the performance of the service is unsatisfactory.
- These specifications and acceptance hereof, shall constitute exclusively and entirely the agreement for the service as described within.
- The attached specifications are being provided to potential bidders as guidelines, which describe the type and quality of equipment, supply, and/or service the Commission is seeking to purchase.
- By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
- By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that such contractor is not currently engaged in, and an agreement that the contractor will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which Alabama can enjoy open trade.
- All bids will be awarded to the lowest responsive and responsible bidder. This determination may involve all or some of the following factors: price, conformity to specifications, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs and other objective and accountable factors which are reasonable. When responsive and responsible bids are equal, a local vendor shall be favored. The commission reserves the right to accept or reject any or all items covered in the request, or any portion(s) thereof, waive formalities, re-advertise and/or take such other steps deemed necessary and in the best interest of the Commission. Bidders may be disqualified and bid proposals may be rejected for any of (but not limited to) the following causes:
  1. Failure to use the bid forms furnished by the Commission
  2. Lack of signature by an authorized representative on the Bid Proposal Form.
  3. Failure to properly complete the bid form.
  4. Failure to furnish performance bond, when required.
- For information on the specifications contact Jonathan Warner by email [jwarner2@morgancounty-al.gov](mailto:jwarner2@morgancounty-al.gov).

Bidder Initials: \_\_\_\_\_

**MORGAN COUNTY COMMISSION  
INVITATION TO BID: 21-10  
FIRE PROTECTION SERVICES**

Minimum Bid Specifications

**The Morgan County Commission is soliciting sealed bids for a qualified and licensed firm to perform inspections of all fire safety systems and all County fire extinguishers. This bid will be awarded to a single vendor.**

**SCOPE OF WORK**

- Annual visit to (7) seven Morgan County facilities to inspect and test fire alarm systems to ensure compliance with current fire safety codes.
- Annual visit to (1) one Morgan County facility to inspect fire sprinkler system to ensure compliance with current fire safety codes.
- Annual visit to (2) Morgan County facilities to inspect kitchen hood fire suppression systems.
- Annual visit to (24) twenty-four Morgan County facilities to inspect all fire extinguishers within that facility as required by NFPA current standard. County has various sizes and types of fire extinguishers.
- Annual inspections of fire extinguishers located in County vehicles, equipment or other “off-site” locations. These inspections must take place on a scheduled Friday.
- In addition to the annual inspections, contractor shall service fire extinguishers providing the appropriate five-year, six-year and/or twelve-year services in accordance with NFPA standards.

Contractor will inspect approximately 350 fire extinguishers annually. Quantities indicated are estimated based on anticipated needs. This bid proposal should not in any way be considered a guarantee of minimum quantities for the life of the bid. The awarded vendor must allow the County to add additional fire extinguisher inspections during the life of the contract at the same price per unit as extinguishers in place at the time of contract commencement. The awarded vendor must allow the County to add additional fire alarm inspections during the life of the contract at pricing equitable to those in place at contract commencement.

**INSURANCE**

Contractor and any subcontractors shall maintain general liability insurance in the amount of one million dollars (\$1,000,000) and workers compensation insurance as required by law. Morgan County shall be listed as an additional insured on the Contractor’s general liability policy.

Bidder Initials: \_\_\_\_\_

### **PRE-BID MEETING**

Firms are required to attend a pre-bid meeting to be held in the Morgan County Commission Chambers at the Morgan County Courthouse, 302 Lee St NE, 5<sup>th</sup> Floor, Decatur, Alabama 35602 on May 5, 2021 at 9:00am. An optional walk through of County facilities will be offered following the meeting. If necessary, additional time can be scheduled for walk throughs on May 6, 2021 for any vendor that attended the pre-bid meeting on May 5, 2021. A signed Certificate of Attendance will be provided after the pre-bid meeting and must be included with each submitted bid. Bids offered without this signed certificate shall be rejected.

### **REPORTING REQUIREMENTS**

Contractor will provide inspection reports to the Morgan County Safety Coordinator within 30 days of inspection completion.

### **OTHER REQUIREMENTS**

All inspections must be scheduled in advance with the Morgan County Safety Coordinator. All work will be done during normal working hours (8:00am-4:30pm) unless otherwise approved. Inspections of fire extinguishers shall be performed by licensed firms having available the appropriate services manuals and the proper tools. Contractor shall keep a record on a tag or label attached to the fire extinguisher that provides permanent record of each inspection.

Contract will also include replacement fire extinguishers. Vendors shall bid on replacement cost per extinguisher. Replacement extinguishers shall be new and unused only.

### **CONTRACT PERIOD AND RENEWAL**

The initial term of this contract shall be for (1) one year. Morgan County may, at its option, renew the term of this contract up to a maximum of (2) two additional years, one year at a time. The awarded vendor shall be notified in writing by Morgan County of its intention to extend the contract term.

Please direct any questions or concerns about the specifications to Jonathan Warner, Morgan County Safety Coordinator, by email. [jwarner2@morgancounty-al.gov](mailto:jwarner2@morgancounty-al.gov)

Bidder Initials: \_\_\_\_\_

**Morgan County Commission  
 BID PROPOSAL FORM  
 Bid Invitation Number 21-10  
 Fire Protection Services**

**Name of Your Company:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**Billing Address:** \_\_\_\_\_  
**City, State & Zip Code:** \_\_\_\_\_  
**Contact Person & Phone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Bid Amounts:**

All-inclusive per-unit costs, including travel, inspection, testing and labor.

**Fire Alarm Inspections**

Location	Address	Annual Inspection
Morgan County Courthouse	302 Lee St NE, Decatur AL	\$
Old Jail	302 Lee St NE, Decatur AL	\$
Morgan County Jail	119 Lee St NE, Decatur AL	\$
Neel Senior Center	6950 Danville Rd, Hartselle AL	\$
Union Hill Senior Center	11 Union Hill Rd, Union Grove AL	\$
Somerville Senior Center	16 Senior Lane, Somerville AL	\$
Farm Services Building	3120 AL Hwy 36, Hartselle AL	\$

**Sprinkler System Inspections**

Location	Address	Annual Inspection
Morgan County Jail	119 Lee St NE, Decatur AL	\$

**Kitchen Hood Inspections**

Location		Annual Inspection
North Park - 58 North Park Dr, Decatur AL	1 tank system	\$
Morgan County Jail - 119 Lee St NE, Decatur AL	4 tank system	\$

Bidder Initials: \_\_\_\_\_

## Fire Extinguisher Inspections

Type and Class	Size	Annual Inspection	Testing		
			5 year	6 year	12 year
Water Class A	2.5 gallon	\$	\$		
K Class	2.5 gallon	\$	\$		
Carbon Dioxide Class B/C	5 lbs	\$	\$		
Carbon Dioxide Class B/C	10 lbs	\$	\$		
Carbon Dioxide Class B/C	20 lbs	\$	\$		
Dry Chemical Class A/B/C	2.5 lbs	\$		\$	\$
Dry Chemical Class A/B/C	5 lbs	\$		\$	\$
Dry Chemical Class A/B/C	10 lbs	\$		\$	\$
Dry Chemical Class A/B/C	20 lbs	\$		\$	\$
Halotron	5 lbs	\$		\$	\$
Halotron	11 lbs	\$		\$	\$
Halotron	15 lbs	\$		\$	\$

**Circle one:**

**Would Testing Services be Subcontracted?**

**YES      NO**

## Replacement Fire Extinguishers - New and unused only

Type and Class	Size	Brand Name	Cost per Extinguisher
Water Class A	2.5 gallon		\$
K Class	2.5 gallon		\$
Carbon Dioxide Class B/C	5 lbs		\$
Carbon Dioxide Class B/C	10 lbs		\$
Carbon Dioxide Class B/C	20 lbs		\$
Dry Chemical Class A/B/C	2.5 lbs		\$
Dry Chemical Class A/B/C	5 lbs		\$
Dry Chemical Class A/B/C	10 lbs		\$
Dry Chemical Class A/B/C	20 lbs		\$
Halotron	5 lbs		\$
Halotron	11 lbs		\$
Halotron	15 lbs		\$

\_\_\_\_\_  
**Bidder Representative Signature**

\_\_\_\_\_  
**Date**

Bidder Initials: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> 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) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

<b>Social security number</b>						
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	-		-			
<b>or</b>						
<b>Employer identification number</b>						
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### Part II Certification

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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## General Instructions

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

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

### Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

**Notice:** As a condition of a bid, contract or grant with Morgan County, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

**BUSINESS ENTITY:** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

## **E-VERIFY AFFIDAVIT**

I \_\_\_\_\_ (name), on behalf of \_\_\_\_\_ (business entity), and with lawful authority to act in its behalf, hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of this contract with Morgan County 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 applicable provisions of Alabama's Immigration Law. The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the County, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification to the County.

\_\_\_\_\_  
E-Verify Employment Eligibility Verification User ID Number

\_\_\_\_\_  
Applicant Signature

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

\_\_\_\_\_  
Notary

My Commission expires: \_\_\_\_\_