

**MORGAN COUNTY COMMISSION  
INVITATION TO BID  
BID INVITATION NUMBER: 17-08  
Truck – Sales Tax**

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

**Thursday, January 19, 2017 , at 8:00 a.m. C.S.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 17-08  
Truck-Sales Tax  
January 19, 2017**

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 Belinda Ealey at 253.351.4735 or [bealey@co.morgan.al.us](mailto:bealey@co.morgan.al.us).

**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.
- 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.
- 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 Michelle Echols at 256-351-4618.

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

**Morgan County Commission  
BID PROPOSAL FORM  
Bid Invitation Number 17-08  
Vehicle, Sales Tax**

**Name of Your Company:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_

**Contact Person & Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Total Bid:** \_\_\_\_\_

**Exceptions/Deviations/Substitutions: (attach additional sheets if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

# MORGAN COUNTY COMMISSION

Truck specifications to furnish Morgan County Sales Tax Office, 2016 Model Chevrolet 1500 Silverado Pick Up Truck with the following specifications equivalent to or better.

Body Style: CC 15703-2WD Standard Box Reg Cab  
PEG: 1 WT-1WT Work Truck Preferred Equipment Group  
Primary Color: GAZ- Summit White  
Trim: H2Q-Vinyl Jet Black/Dark Ash Interior Trim  
Engine: LV3-Engine:4.3L, V-6, Alum, Flex Fuel, SIDI, V V T  
Transmission: MYC-6 Speed Automatic  
Options: 1 WT-1WT Work Truck Preferred Equipment Group  
A60- Tailgate Lock  
AE7- Seats: 40/20/40/ Split Front Bench  
AU3- Power Door Locks  
AY0- Airbags- Head Curtain, Side Impact  
BG9- Floor Coverings: Rubberized Vinyl, Black  
C67- Air Conditioning, Manual  
C7K- GVW Rating 6500 lbs  
E63- Body: Pick-Up Beds/Box  
FE9- Federal Emissions  
FHS- E85 Flex Fuel Capable  
GAZ- Summit White  
GU5- Rear Axle 3:23 Ratio  
H2Q- Vinyl, Jet Black/Dark Ash, Interior Trim  
IOB- Radio, 7" Color Screen, Bluetooth, w/ USB Port  
K34- Cruise Control  
KC4- Cooler, Engine Oil  
KG4- Alternator, 150 AMP  
LV3- Engine: 4.3L, V-6, Alum, Flex Fuel, SIDI, V V T  
MYC-6 Speed Automatic  
RBZ- Tires: P255/70 R17 All Season, Blackwell  
RD6- Wheels: 17" Steel  
SAF- Spare Tire Lock  
T4F- High Intensity Discharge Headlamps  
U2J- SiriusXM Satellite Radio, Delete  
UE0- OnStar Delete  
UQ3- Speaker System  
V22- Grille: Chrome, Surround  
VH6- Bumper, Front, Black  
VJG- Bumper, Rear, Black  
VQ1- Holdback, Fleet Dealer Assistance  
Zy1- Paint, Solid

Bidders Initials: \_\_\_\_\_

Warranty:

Basic: 2 Year/24000 Miles

Powertrain: 5 Year/100,000

Maintenance: 3 Year/36000 Mile Bumper to Bumper

2 Free Oil changes, safety inspections and tire rotations

Delivery Date: Available Immediately

Bidders Initials: \_\_\_\_\_

**Notice:** As a condition of a bid, contracts 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: \_\_\_\_\_

## 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.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <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) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line to avoid backup withholding. For individuals, this is 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.

Social security number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number								

### 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).

**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 4.

<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.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

**Note.** If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.