

**MORGAN COUNTY COMMISSION  
INVITATION TO BID  
BID INVITATION NUMBER: 24-17  
HVAC UNITS – ENVIRONMENTAL SERVICES**

Morgan County Commission is soliciting sealed bids for the services 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

**Friday, March 22, 2024 at 10:00 a.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 24-17  
HVAC Units  
March 22, 2024 at 10:00 a.m.**

Bids may be mailed to Morgan County Commission, P.O. Box 668, Decatur, AL 35602 or delivered to 302 Lee St NE, Decatur, AL 35601.

If there are any questions about bid procedures, please contact Jessica Smith at 253.351.4732 or [jsmith@morgancounty-al.gov](mailto:jsmith@morgancounty-al.gov).

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

## **Morgan County Commission**

### **General Terms and Conditions**

- All bids must be typed or hand-written in ink on the attached Bid Proposal Form. Please place the Bid Proposal Form in front of all other documents included in the bid packet. 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 County is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the County, or any other means of delivery employed by the bidder. Similarly, the County is not responsible for, and will not open, any bid responses which are received later than the date and time indicated above. Late bid responses will be retained in the bid file, unopened.
- 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 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.** Amount 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 must 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

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

deemed in breach of the agreement and shall be responsible for all damages resulting therefrom. Furthermore, this includes a representation that such contractor is not currently engaged in and an agreement that you 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. The County has established a local preference zone within the boundaries of Morgan County. The County may award the contract to a responsible bidder whose bid is no more than 10% greater than the bid of a foreign entity if the bidder has a place of business within the local preference zone. 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.

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

## Specifications to install HVAC units for Environmental Services

Job Details for Environmental Services Building, 1316 Industrial Dr., Hartselle, AL 35640:

- Remove existing 3-ton split unit.
- Remove existing 3.5-ton split unit.
- Furnish and install (1) new 3-ton split heat pump package unit with minimum 14 seer2 rating.
- Furnish and install (1) new 3.5-ton split heat pump package unit with minimum 14 seer2 rating.
- Inspect and reuse all ductwork, copper, electrical and drains if possible.

Job Details for Incinerator Site, 26 Old Branch Rd, Decatur, AL 35603:

- Furnish and install a new 15k btu wall mount mini split heat pump system with digital thermostat.

Contractor shall have inspected both sites prior to placing a bid. A signed Certificate of Attendance will be provided after the site inspections and must be included with each submitted bid. Bids offered without this signed certificate shall be rejected.

Use the following contact information to schedule a site visit:

Johnny Howell, Environmental Services Director (256)773-3887

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

**Morgan County Commission  
BID PROPOSAL FORM  
Bid Invitation Number 24-17  
HVAC Units- Environmental Services**

**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**

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: \_\_\_\_\_