

Date Issued: September 13<sup>th</sup>, 2024

Bid No.: 24-036

The City of Decatur will accept sealed bids for the following material, equipment or services for the City Hall 7<sup>th</sup> Floor office renovation.

**Description:** 7<sup>th</sup> Floor Glass Office Walls Install

**Bids must be received before 2:30 pm, September 26<sup>th</sup>, 2024. Bids will be publically opened at that time at the Purchasing Office located at 701 Railroad Street NW, Decatur AL, 30601**

Return the original and (1) copy of your sealed and marked bid to:

Regular Mail  
City of Decatur  
Purchasing Department  
P.O. Box 488  
Decatur, AL 35602

Courier  
City of Decatur  
Purchasing Department  
701 Railroad Street NW  
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise. I have read and understand all terms and conditions of this bid.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Typed/Printed Authorized Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Telephone

PRICE SHEET

Opening Date: September 26<sup>th</sup>, 2024

Invitation to Bid No.: 24-036

Opening Time: 2:30 PM

<b>Provide Glass Walls, Doors, and Installation</b>	1	\$ _____
<b>Estimated # of Days to Complete Installation</b>		_____ Days

**See specifications on page 3.**  
**To schedule a site visit, contact Kurt Johnson at (256) 345-8825 or kcjohnson@decatur-al.gov.**

Prices quoted above in all bids for goods and services shall be total delivered price. Your bid price, if accepted, will be the only cost incurred by the city. No additional cost/charges will be accepted by the city.

- **A bid bond IS NOT required for this Bid**
- Evidence of insurance IS required for this Bid
- Delivery can be made \_\_\_\_\_ days or \_\_\_\_\_ weeks after receipt of order.
- Terms: \_\_\_\_\_ (Discounts offered in payment terms will be considered in the bid evaluation)
- Prices valid for acceptance within \_\_\_\_\_ days (not to be less than 30 days)
- Contracts for services are for a period of one year and may be renewed for up to two additional years, provided the terms of the contract do not materially change.
- This bid shall not be subcontracted to different business entities.

**NOTE: FOR THIS BID TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE BID MAY BE DISQUALIFIED. BID RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.**

\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Company

**Bid 24-036 | City of Decatur AL | Glass Office Walls Installed  
Specifications**

<b>QTY</b>	<b>DESCRIPTION</b>
1	(A) Frame sized 190" x 110" attaching to knee wall with 150" x 76" on top
1	(B) Frame sized 150" x 78" on countertop
1	(C) Frame sized 64" x 110" with (1) one door 3'0" x 7'0" with transom
1	(D) Frame sized 54" x 110" with (1) one door 3'0" x 7'0" with transom
1	(E) Frame (breakroom) 150" x 110" with (1) one door 3'0" x 7'0" with transom
1	(F) Frame (breakroom) 120" x 110"
1	(G) Frame (offices) 336" x 110" with (3) three doors 3'0" x 7'0" with transom(s)
2	(H) Frames 54" x 110:
2	(I) Frames 150" x 110"
1	(J) Frame 144" x 110"

- All storefronts will be dark bronze finish with clear ¼" tempered glass
- Doors are standard 190 style with MS1850 locks
- Frame (A) to have 2 speak hole glasses on the knee wall top
- Frame (B) to have 1 speak hole glass on countertop
- \*No controlled access. Standard doors

**Exclusions**

- Excludes work or items not listed above
- Excludes any sheetrock, wood, or carpentry work
- Excludes prep of storefront opening



## STANDARD TERMS AND CONDITIONS

**IN ORDER TO SUBMIT A RESPONSIVE BID, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.**

Bid response envelopes shall be properly identified on the front with the invitation to bid number, opening date and time. Each individual invitation to bid shall be submitted in a separate sealed envelope. Multiple bid responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late bid responses that occur due to the U.S. Postal Service or private courier service.

Bid responses and signature page must be submitted on this form in ink or typewritten or the bid will be rejected.

For a "no-bid" response, return the signature page signed and marked "no bid". Non-response may result in removal from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.

Bid responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department will not accept e-mail or facsimile (fax) transmissions of bids.

Changes or modifications of this Invitation to Bid are allowed only by written authority of the Purchasing Agent.

**Non Appropriation of Funds:** Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

**Descriptive Literature:** Reference to brand names and numbers is not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality indicated will be considered, providing the bid clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the bid or the Purchasing Agent may reject the bid for that item. Reference to literature submitted with a previous bid, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to Bid when the best interest of the City is involved.

The City of Decatur is exempt from all Federal, sales and use taxes.

**There IS NO Bid Bond required for this bid.**

All bidders shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to Bid. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted bids when requested.

The City of Decatur reserves the right to terminate any contract resulting from this bid for just and reasonable cause whereby it appears to be in the best interest of the City.

The successful bidder agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to bidder's performance under this contract.

An electronic version of this document is available from the City's website at [www.decaturalabamausa.com](http://www.decaturalabamausa.com)

The hard copy of the invitation to bid on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the bid could be considered grounds for rejection of the bid response.

Exclusion of the electronic files in a bid response is not a basis for rejection.

**A BID RESPONSE MAY BE REJECTED IF:**

- Bids improperly submitted or identified
- Bid not signed or not original signature
- Requested information, or documentation not submitted with bid
- Failure to acknowledge receipt of addendum with bid
- Material alteration of the master document
- Invitation to bid number not on face of envelope
- Received late
- Bid response not on original form
- Bid not in ink or typed
- Proper licensing not included

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, 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 NAME: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

### **E-VERIFY AFFIDAVIT**

I am the applicant listed above. In my capacity as \_\_\_\_\_ of the business entity listed above, I do 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 any contract with the City 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 City, 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 on request of the City.

\_\_\_\_\_  
E-verify Employment Eligibility Verification User Identification Number

\_\_\_\_\_  
Applicant

Sworn to and subscribed before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**CITY OF DECATUR, ALABAMA**

**Contractor Pre-qualification Form (PQF)**

**This form must returned in your sealed bid submission**

**Safety Health and Environmental  
(FOR CONTRACTORS AND MAJOR SUPPLIERS)**

**GENERAL INFORMATION**

1. Company Name:		Telephone:	
Street Address:		Mailing Address:	
2. Contact for Insurance Information (Name):			
Title:		Telephone:	Fax:
3. PQF Completed By (Name):			
Title:		Telephone:	Fax:

**ORGANIZATION**

4. Project Description:

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**SAFETY, HEALTH & ENVIRONMENTAL PERFORMANCE**

5. Injury & Illness Stats (previous 3 years)	(Year)	(Year)	(Year)
Total Recordable Incidents:	_____	_____	_____
Fatalities:	_____	_____	_____

6. Has your company received any Citations, Notice of Violations, or other penalties relative to safety, health, or environmental within the last three years?  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 If Yes, please provide detailed explanation.

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7. Does your organization have a “Drug Free Workplace Policy” and/or Program?

Yes  No

8. Does your organization have an Accident/Incident Reporting and Investigation procedure?

Yes  No

9. Do you have a Safety Orientation Program?

Yes  No

10. Do you conduct field safety inspections?

Yes  No

11. Do you conduct Safety Meetings?

Yes  No

12. Company Safety Health and Environmental contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Mobile \_\_\_\_\_

Office \_\_\_\_\_

Email Address: \_\_\_\_\_

13. Company Representative:

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Bid Document Checklist

Items Required with Bid	Submission Requirements Check Sheet X = REQUIRED; BLANK=NOT REQUIRED	Items Submitted (Bidders Initials)
X	Envelope Sealed and Marked w/bid # on front	
X	Statement of Non-Collusion Enclosed	
X	Original Signatures (in ink)	
	Bid Bond or Check	
	Addendum	
X	E-Verify form	
X	Proof of Insurance	
	References	
	Catalog	
X	Send in on or before given time	
	Business License required when bid awarded	
X	Contractor Safety Pre-qualification Form	

**PLEASE CALL OR EMAIL THE PURCHASING DEPT IF YOU HAVE ANY QUESTIONS ABOUT THE BID REQUIREMENTS (256) 341-4520 OR PURCHASING@DECATUR-AL.GOV.**

**FOR QUESTIONS CONCERNING THE BID SPECIFICATIONS OR TO VIEW PROJECT LOCATION, CONTACT Kurt Johnson, (256) 345-8825 OR KCJOHNSON@DECATUR-AL.GOV.**

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