

## ADVERTISEMENT FOR BIDS

Elba City School Board of Education is requesting sealed bids for the following:

### HVAC PACKAGE SYSTEM

#1

- 5 Ton Split Heat Pump
- 460-volts/3 Phase Heat Pump
- Set on existing concrete slab
- Adapt to existing ductwork
- Using existing WIFI controls
- Using existing Copper

#2

- 10 Ton Split Heat Pump
- 460-volts/3 Phase Heat Pump
- Set on existing concrete slab
- Adapt to existing ductwork
- Using existing WIFI controls
- Using existing Copper

#3

- 15 Ton Split Heat Pump
- 460-volts/3 Phase Heat Pump
  - Rooftop Mounted
- Adapt to existing ductwork
- Using existing WIFI controls
- Using existing Copper

#4

- 20 Ton Package Unit
  - 460 volts/3 Phase
  - Rooftop Mounted
- Adapt to existing ductwork
- Using existing WIFI controls
- Using existing Copper

#5

- 3 Ton Split Heat Pump
  - 460 volts/3 Phase
  - Rooftop Mounted
- Adapt to existing ductwork
- Using existing WIFI controls
- Using existing Copper

Please provide discount prices available if quantity purchases are made for these units.

Bids will be received at the Elba City Board of Education, 131 Tiger Drive, Elba, AL 36323 until **10:00 a.m., Monday, March 20, 2023**, at which time and place bids will be publicly opened and read.

Bid must be submitted on the school system's **BID PROPOSAL FORM**. To adhere to the Alabama Immigration Law, the following forms must accompany all bids: E-Verify Memorandum of Understanding, Affidavit of Alabama Immigration Compliance, and Alabama Immigration Law Compliance Contract. All required documents must be placed in a sealed envelope clearly marked "**HVAC PACKAGE BID**" to be opened at **10:00 a.m., Monday, March 20, 2023**.

The accepted bid will be presented to the Elba City School Board of Education at the next meeting for consideration and any award. Notification of any award will be provided to the successful low bidder only following Board approval

If you would like more information about this bid, please call Mr. Chris Moseley, Superintendent, Elba City Schools, at 334.897.3000.

*The Elba City Board of Education reserves the right to reject any and/or all bids: to waive technicalities or informalities; and to award the bid to other than the low bidder if cause can be documented.*

**IMMIGRATION FORM**  
**ELBA CITY SCHOOLS – COMPLIANCE WITH SECTION 31-13-9 OF**  
**THE CODE OF ALABAMA**

Section 31-13-9 of the Code of Alabama, as amended (see Alabama Act no. 2012-491) (the “Act”) is applicable to all contracts entered into with the Elba City Board of Education via a competitive bidding process.

**E-Verify**

Alabama law requires that, as a condition for the award of a contract by a school board to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall 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 contractor’s E-Verify Memorandum of Understanding must be included with the bid.** If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site [www.uscis.gov/everify](http://www.uscis.gov/everify). The Alabama Department of Homeland Security (<http://immigration.alabama.gov>) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish an E-Verify employer agent account.

Be further advised that the Act requires that any subcontractor, on a project paid for by a contract that is competitively bid and awarded by the Elba City Schools Board of Education, shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama and shall also enroll in the E-Verify program prior to performing any work on the project. During the performance of the contract, the subcontractor shall 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. A business entity or employer who has been awarded a contract with Elba City Schools through a competitive bidding process should maintain records of such compliance in case verification is required by the Elba City Schools Board of Education or a law enforcement agency.

Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, termination of employees, and possibly suspension or revocation of business licenses and permits in accordance with the Act, among other things.

**All bidders must complete the following information and return this form with their bid information.**

1. Are you a business entity or employer that employs one of more employees within the State of Alabama?

NO

**YES, and I have enclosed documentation along with this form establishing that I am enrolled in the E-Verify program. If you answered “Yes”, then you must provide such documentation with this form. A copy of your E-Verify Memorandum of Understanding is acceptable documentation.**

2. Pursuant to the Act and by operation of law, the following provision shall be incorporated into any contract that is awarded by the Elba City Schools Board of Education as a result of this competitive bid process, regardless of whether or not the same is expressly set forth in the written documents relating to such contract:

*By signing this contract, 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.*

I represent and affirm that my response to #1 above is true and correct, that I fully agree and accept the statement in #2 above, and that they Elba City Schools Board of Education may fully rely on the same. I also acknowledge that I have received notice of and reviewed all of the information contained in this document.

Name of Bidding Party: \_\_\_\_\_

Name of Bidding Individual: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name of Signatory: \_\_\_\_\_

Its: \_\_\_\_\_(Position)

Date: \_\_\_\_\_

**RETURN THIS FORM WITH BID SUBMITTAL**

**Bidder Response Form**

This Bidder Response Form must be completed by the bidder, and delivered to Mr. Chris Moseley, Superintendent, no later than Monday, March 20 at 10:00 a.m. at Elba City Schools Central Office, 131 Tiger Drive, Elba, Al 36323. Bids and modifications received after the time set for bid opening will not be considered.

**Item #1**

**5 Ton Split Heat Pump**

**460-volts/3 Phase Heat Pump**

**We propose to meet or exceed the above specifications for item listed above for the unit price of:**

**Price terms: \$** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Delivery timeframe:** \_\_\_\_\_

**Item #2**

**10 Ton Split Heat Pump**

**460-volts/3 Phase Heat Pump**

**We propose to meet or exceed the above specifications for item listed above for the unit price of:**

**Price terms: \$** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Delivery timeframe:** \_\_\_\_\_

**Item #3**

**15 Ton Split Heat Pump**

**460-volts/3 Phase Heat Pump**

**We propose to meet or exceed the above specifications for item listed above for the unit price of:**

**Price terms: \$** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Delivery timeframe:** \_\_\_\_\_

**Item #4**

**20 Ton Package Unit**

**460 volts/3 Phase**

**We propose to meet or exceed the above specifications for item listed above for the unit price of:**

**Price terms: \$** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Delivery timeframe:** \_\_\_\_\_

**Item #5**

**3 Ton Split Heat Pump**

**460 volts/3 Phase**

**We propose to meet or exceed the above specifications for item listed above for the unit price of:**

**Price terms: \$** \_\_\_\_\_

**Manufacturer:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Delivery timeframe:** \_\_\_\_\_

**Bidders are required to submit bids for the above items.**

Bidders may submit bids based on products/items that do not precisely meet specifications. However, all bids must substantially conform to the specifications in order to be acceptable. If a Bidder submits a bid based on a product with exceptions to any specification, the bid response must include additional cutsheet listing each exception to the specifications. Bids that materially conflict with the specifications, or do not substantially conform to the specifications, or have excessive exceptions will not be accepted. Elba City Schools retains the sole discretion to evaluate and determine a bid's conformity with specifications.

**Return this form with bid submittal**

Each bid must give the full business address of the bidder and must be signed by him/her with his/her usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president," "Secretary," "agent," or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by Elba City Schools, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services specified above for Elba City Schools in the invitation to bid, and certifies that it will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the bid documents and specifications.

The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

**Documents required to submit with sealed bid: Bidder Response Form and Elba City Schools Immigration Form-2 pages and E-Verify Proof.**

Witness our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**If Individual**

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Name of Individual or Partnership Name of Partner – Print

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Name of Partner - Print

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Print Name of Authorized Representative

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Signature of Authorized Person

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Print Name of Authorized Representative

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Address

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**Phone Number:** \_\_\_\_\_

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**Fax Number:** \_\_\_\_\_

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

**If Corporation or LLC**

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Name of Corporation or LLC State of Incorporation– Print

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Print Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Print Name of Authorized Representative

\_\_\_\_\_  
Address

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

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