**Elba City Schools**

**131 Tiger Drive**

**Elba, AL 36323**

**INVITATION TO BID**

**Virus Reduction Air Filtration Purifiers**

**This is an Invitation to Bid, and should be reviewed carefully by all bidders.**

Elba City Schools will receive sealed bids for the attached specifications. All proposals must be delivered or mailed to Chris Moseley, Superintendent, no later than October 22, 2021 at 2:00 p.m. at the Elba City Schools Board of Education, 131 Tiger Drive, Elba, AL 36323. Bids and modifications received after the time set for the bid opening will not be considered.

The bid opening will be held at 2:00 p.m. at the Elba City Schools Central Office, 131 Tiger Drive, Elba, Al 36323. No oral, telegraphic, email or telephone proposal modifications will be accepted. Bids may be withdrawn prior to the time set for the bid opening.

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

**SEALED ENVELOPE SHOULD BE PLAINLY MARKED “BID FOR VIRUS REDUCTION AIR FILTRATION PURIFIER” WITH “October 22, 2021 at 2:00 p.m.”**

Questions concerning this bid should be directed to Chris Moseley, cmoseley@elbaed.com.

1. **METHOD OF AWARD**

A. The award will be made in accordance with §§ 16-13 B-1. Et. Seq. of the Code of Alabama.

B. The award will be made to the lowest responsible bidder(s) meeting requirements and specifications, provided that the bid is reasonable, and that it is in the interest of Elba City Schools to accept it.

C. Elba City Schools will select the lowest responsible bidder by taking into consideration the qualities of the commodities proposed to be supplied, their conformity with specifications, the purposes for which required, the terms of delivery, transportation charges, and the dates of delivery. Elba City Schools may also consider the bidder’s past service history, past performance, serviceability of product, total cost of ownership, and experience and longevity of bidder.

D. Elba City Schools provides notice that the lowest responsible bid may be determined by using life cycle costs.

E. Elba City Schools reserves the right to accept or reject any bids,

F. Bids which show any omission, irregularity, alteration of forms, additions not called for, conditional or unresponsive bids may be rejected.

G. Elba City Schools reserves the right to waive minor irregularities and/or informalities in bids.

H. The decision of Elba City Schools is final.

I. Where bids are solicited for more than one type of item/good, Elba City Schools reserves the right to select the lowest responsible bidder(s) with respect to each type of item/good, rather than with respect to the overall total for all items.

 **II. PRICING**

A. All prices submitted on this bid are to be delivered prices and shall not include any state or local taxes

B. The bidder offers and agrees to furnish any or all items written in specifications and quantity stated on the bid and delivered with specification included.

**III. QUANTITY**

A. The quantities of items specified are based upon a minimum of fifty (50) small virus reduction air purifiers and three (3) large virus reduction air purifiers.

**IV. BACK ORDERS**

If items are out of stock, Elba City Schools will be notified as early as possible, preferably in writing. Excessive backorders may be cause for cancellation of the contract.

**V. CANCELLATION**

No item in this bid is to be cancelled without prior consent of Elba City Schools.

**VI. DEFAULT**

A. If at any time the vendor makes a delivery that is not in accordance with bid specification without consent of Elba City Schools, such delivery shall constitute grounds for the cancellation of the contract.

B. Elba City Schools reserves the right to cancel and void any contract of delivery, without penalty to Elba City Schools, if the delivery cannot be made on the specified delivery date.

C. In case of default by the successful bidder, Elba City Schools may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

**D. ANY VENDOR ISSUING ANY TYPE OF GIFT, PREMIUMS, OR OTHER TYPE OF FAVOR TO ANY EMPLOYEE OF ELBA CITY SCHOOLS SHALL CONSTITUTE GROUNDS FOR THE CANCELLATION OF THE CONTRACT AND SHALL BE EXCLUDED FROM THE MAILING LIST OF ALL PURCHASES MADE BY ELBA CITY SCHOOLS.**

**VII. SUBSTITUTIONS**

 Any bidder wishing to supply alternate equipment other than specified shall submit a request for substitution detailing the alternate equipment to Elba City Schools on the day of the bid.

**VIII. CHOICE OF LAW AND FORUM SELECTION CLAUSE**

All bidders must agree that this contract is made and entered into in Coffee County, Alabama and that all services, materials and equipment to be rendered pursuant to any resulting contract are to be delivered to the Elba City Schools Board of Education in Elba, Alabama. The interpretation and enforcement of this Agreement will be governed by the laws of the State of Alabama. The parties agree that jurisdiction and venue over all disputes arising under this Agreement shall be the Circuit Court of Coffee County, Alabama.

**SPECIFICATIONS**

The successful Bidder must provide:

**Virus Reduction Air Filtration System Specifications**

**Item 1**

**Fifty (50) Required**

**Aerus Pure & Clean air purifier or equivalent**

1. 3 Year Warranty
2. Coverage: 500 sq. ft. to 3,000 sq. ft.
3. Electrical: 43 Watts

 Input voltage: 100-240 VAC; 50/60 Hz external power supply

 4. Universal power supply with cord

 5. Airflow rate: 40-60 CFM Fan

 6. Size: no larger than 12” H x 10” W x 10” D

 7. HEPA and Activated Carbon filters

**Must include the following or equivalent:**

* **Reduces airborne contaminants and allergens that can trigger asthma and allergy symptoms**
* **Destroys over 99% of all surface and airborne contaminants faster**
* **Purifies surfaces and air, removes VOCS, smoke and odors**
* **Must be portable**

**Item 2**

**Three (3) Required**

**Aerus Hydroxyl Blaster air purifier or equivalent**

 1. 3 Year Warranty

 2. Coverage: Up to 20,000 sq. ft.

 3. Electrical: Input voltage: 100-240 VAC

 4. Universal power supply with cords

 5. Size: no larger than 24” H x 14” W x 14” D

**Must include the following or equivalent:**

* **Reduces airborne contaminants and allergens that can trigger asthma and allergy symptoms**
* **Designed to destroy MRSA, E. Coli, molds and fungi**
* **Purifies surfaces and air, removes VOCS, smoke and odors**
* **Must be portable**

**PRICE TERMS**

**Paid in a timely manner after completed delivery**

**PRODUCT LITERATURE**

Bidders shall submit with the bid, the latest printed literature and detailed specifications on the goods/equipment they propose to furnish to Elba City Schools. The literature is for informational purposes only, and shall be used to help determine a product’s conformity with the specifications and the purpose for which the goods/equipment are required.

**WARRANTY DATA**

Bidders should submit a warranty information with their bid. The products must have at least a three (3) year warranty, with reasonable and customary terms. A discount on future routine maintenance supplies is required.

***All prior specifications are intended and provided solely as a general and non-exhaustive expression of the intent and purpose of Elba City Schools regarding this bid; said specifications should be so considered by the bidders. Any use of specific names or brands is not intended to restrict the bidder or any seller or manufacturer, but is solely for the purpose of indicating the type, size, and quality of materials, product services, or equipment best suited for Elba City Schools, and bidders may submit bids on products equal to or better than any brand name or equipment specified. Accordingly, the bidder admits and agrees that said specifications are not complete in every detail and that the work and materials not indicated or expressly mentioned in said specifications, but which are reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work by the bidder and at the bidder’s sole expense, same as if indicated and specified.***

**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 October 22, 2012 at 2:00 p.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: Aerus Pure & Clean air purifier or equivalent**

**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: Aerus Hydroxyl Blaster air purifier or equivalent**

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021.

**If Individual**

Name of Individual or Partnership Name of Partner – Print

Name of Partner - Print

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print Name of Authorized Representative

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

Signature of Authorized Person

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

Print Name of Authorized Representative

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address

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

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

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

**If Corporation or LLC**

Name of Corporation or LLC State of Incorporation– Print

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print Name of Authorized Representative

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

Signature of Authorized Person

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

Print Name of Authorized Representative

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address

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

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

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