September 4, 2014

This is your invitation to bid on the purchase of Fabricated Welding Booths for our Welding Facility located at Bishop State Community College, Carver Campus. Specifications are enclosed.

The bid opening will be held on Tuesday, September 16, 2014 at 2:00 p.m. in the Business Office Conference Room on the Main Campus located in the Administration Building at 351 North Broad Street, Mobile, Alabama.

Certificate of Liability Insurance must be submitted with bids along with your Business License.

Bids must be sealed and identified on the envelope as "Sealed Bid, (Fabricated Welding Booths for Welding Department, Carver Campus), Open, Tuesday, September 16, 2014 at 2:00 p.m." Bids must be submitted to:

Ms. Bonita Allen  
Dean of Business/Finance  
Bishop State Community College  
Administration Building  
351 North Broad Street  
Mobile, AL  36603-5898

Please complete and sign all attached documents as part of your bid package along with the Alabama Immigration Law Compliance, E-Verify Memorandum. Any questions may be directed to Mr. Rick Everett, at (251) 662-5386.

Sincerely,

Bonita Allen, MSCE  
Dean of Business/Finance

BA: tb

Enclosures
Invitation to Bid

I. INTRODUCTION

Bishop State Community College plans to purchase and install twenty (20) fabricated Welding Booths for the Welding Program, located in the Welding facility on the Carver Campus located at 414 Stanton Rd Mobile, AL 36617.

II. GENERAL REQUIREMENTS

All vendors must be able to demonstrate that the specifications, as outlined below, are met. Any variations from specifications must be thoroughly described. Inferior products or lesser quality merchandise will not be accepted.

Bishop State Community College reserves the right to reject any or all bids, or parts thereof.

Prices

Bidder must supply unit prices (where applicable) to include shipping and assembly.

No prices shall include State or Federal Excise Taxes; tax exemption certificates are furnished upon request.

Where all, or of the planned Work is bid on a unit price basis, both the unit prices and the extensions of the unit prices constitute a basis of determining the lowest responsible and
responsive bidder. In cases of error in the extension of prices of bids, the unit price will
govern. In case of discrepancy between the prices shown in the figures and in words, the
words will govern. A bid may be rejected if any of the

Insurance

Certificate of Liability Insurance must be submitted with bids.

Business License

Business License must be submitted with bids.

Bid Form

All information requested of the bidder must be filled in. The bid must be completed in ink.
Bids will be opened and read publicly at the time and place indicated in this Invitation to
Bid. Bidders or their authorized representatives are invited to be present.

After the bids are opened and read publicly, the bid prices will be compared and the
results of this comparison will be available to the public. Until the final award of the
contract, however, the College shall have the right to reject any or all bids, and it shall
have the right to waive technical errors and irregularities if, in its judgment, the bidder will
not have obtained a competitive advantage and the best interests of the college will be
promoted.
Award of Contract

The contract shall be awarded to the lowest responsible and responsive bidder unless the College finds that all the bids are unreasonable or that it is not in the best interest of the College to accept any of the bids. A responsible bidder is one who, among other qualities determined necessary for performance, is competent, experienced, and financially able to perform the contract. A responsible bidder is one who submits a bid that complies with the terms and conditions of the Invitation for Bid and the Bid Documents. Minor irregularities in the bid shall not defeat responsiveness.

The contract will be awarded on in whole, or part, based on unit prices.

Other

All bidders, to the best of their knowledge and belief, must be in compliance with all applicable Federal, state, county and municipal laws, regulations, resolutions. In particular, if applicable, all bidders must be licensed and permitted in accordance with the Code of Alabama 1975, as amended; provided, the bidder is not exempted from the below mentioned Code Sections elsewhere in the Code.

<table>
<thead>
<tr>
<th>Code of Alabama</th>
<th>General Description</th>
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</thead>
<tbody>
<tr>
<td>Title 10, Chapter 8A</td>
<td>Out-of-State corporations doing business within Alabama</td>
</tr>
<tr>
<td>Title 34, Chapter 8</td>
<td>General contractor licensing for businesses which construct or superintend the construction of any building, highway, sewer, grading or any improvement or structure costing $50,000.00 or more</td>
</tr>
<tr>
<td>Title 39, Chapter 3</td>
<td>Use of domestic products and workmen and laborers who</td>
</tr>
</tbody>
</table>
III. CONTRACT PROVISION

Statement of Disclosure

A vendor disclosure form (attached) must be completed, signed and submitted to Bishop State Community College within ten (10) days of the bid award if the total bid is $5,000.00 or more.

Other Contract Provisions

IV. SPECIFIC INSTRUCTIONS AND SPECIFICATIONS

Twenty (20) Fabricated Welding Booths

Each welding booth will be mounted back to back, 39"W x 48"D x 84" high with a coupon tree in each booth. Vent hoods should be 6" high on the sides and 12' high in the middle. An 18"x21" common duct mounted on top with eight fans installed to remove fumes from the booth.

Each booth should be equipped with ONE each flow meters for argon CO2 gas, GFI out. Each booth should be equipped with a welding coupon holder.

The welding ductwork, electrical panels, welder outlets, gas manifolds, flow meter regulators, should be installed prior to delivery. Bishop State will furnish power from main disconnect to electrical panels on end of welding booths.
Form W-9

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return):

Business name, if different from above:

Check appropriate box: □ Individual/ Sole Proprietor □ Corporation □ Partnership □ Trust/estate □ Government □ Tax-exempt organization (501(c)(3)) □ Other (specify):

Address (number, street, and apt. or suite no.):

City, state, and ZIP code:

Social security number:

Or

Employer Identification number:

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see Part I Instructions on page 2. 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 2.

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

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or if I am waiting for a number to be issued, is:

2. I am not subject to backup withholding because:
   □ I am exempt from backup withholding, or □ I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends on my tax return, or □ the IRS has notified me that I am no longer subject to backup withholding.

3. I am a U.S. citizen or other U.S. person (as 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.

Signature of person:

Date:

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, for:

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, or

Claim exemption from backup withholding if you are a U.S. exempt payer. 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, or
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
• 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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

• The U.S. owner of a disregarded entity and not the entity,
State of Alabama
Disclosure Statement
(Required by Act 2001-955)

This form is provided with:
☐ Contract  ☐ Proposal  ☐ Request for Proposal  ☐ Invitation to Bid  ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?
☐ Yes  ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

<table>
<thead>
<tr>
<th>STATE AGENCY/DEPARTMENT</th>
<th>TYPE OF GOODS/SERVICES</th>
<th>AMOUNT RECEIVED</th>
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Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?
☐ Yes  ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

<table>
<thead>
<tr>
<th>STATE AGENCY/DEPARTMENT</th>
<th>DATE GRANT AWARDED</th>
<th>AMOUNT OF GRANT</th>
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1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

<table>
<thead>
<tr>
<th>NAME OF PUBLIC OFFICIAL/EMPLOYEE</th>
<th>ADDRESS</th>
<th>STATE DEPARTMENT/AGENCY</th>
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OVER
2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

<table>
<thead>
<tr>
<th>NAME OF FAMILY MEMBER</th>
<th>ADDRESS</th>
<th>NAME OF PUBLIC OFFICIAL/PUBLIC EMPLOYEE</th>
<th>STATE DEPARTMENT/AGENCY WHERE EMPLOYED</th>
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

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<tr>
<th>NAME OF PAID CONSULTANT/LOYIST</th>
<th>ADDRESS</th>
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature __________________________ Date ____________

Notary’s Signature ______________________ Date ____________ Date Notary Expires ____________

Act 2001-935 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000.
April 17, 2012

RE: Information Required by HB 56

To Whom It May Concern:

As you may know, the State of Alabama has passed a new legislation effective January 1, 2012 requiring anyone receiving state monies to verify they are in compliance with the new immigration law. The legislation requires us to hold payment of services rendered on or after January 1, 2012 until proper verification has been obtained.

- If you are a business that is paid directly by Bishop State Community College, please complete an Affidavit of Alabama Immigration Law Compliance, an E-verify Memorandum of Understanding (www.uscis.gov/everify), and a signed Alabama Immigration Law Compliance contract and return to us.
- If you have already completed this information for another institution, please forward a copy of that to us.
- If you have subcontractors that you employ, you are also required to obtain an Affidavit of Alabama Immigration Law Compliance from them and keep on file at your establishment.

There are several pages included in this packet-including a memorandum further explaining this new law. Please take a few moments and look over this information completely. If you have any questions regarding this, please feel free to contact us at directly at (251) 405-7047 or (251) 405-7048. Otherwise, please fill out the appropriate information and return it to us as soon as possible in order to insure no disruption in payment. You may return the information by mail – Bishop State Community College, C/O Business Office, 351 N Broad St. Mobile, AL 36603.

Thank you,

Accounts Payable
Bishop State Community College
TO: Contractors and Grantees
FROM: Bishop State Community College
DATE: April 17, 2012
RE: H.B. 56-Alabama Immigration Law Compliance

The purpose of this Memorandum is to direct your prompt attention to Alabama Immigration Law Compliance flow-down requirements that will be in effect on January 1, 2012. Those are discussed herein and can be summarized as follows:

1. Provide the Alabama Community College System (ACCS) Institution proof that you are in compliance with the immigration law by timely submitting a notarized Affidavit of Alabama Immigration Law Compliance and an E-Verify Memorandum of Understanding;
2. Provide the ACCS Institution a signed Alabama Immigration Law Compliance Contract in the attached Notice from provided;
3. Provide your subcontractors notice of their compliance obligations and Obtain from each a notarized Affidavit of Alabama Immigration Law Compliance-Subcontractor.

The requirements above, imposed by H.B. 56, are “a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees working in the State of Alabama. As a Contractor of Grantee, if you believe these obligations do not apply to you, please notify the Institution immediately.

For your convenience, we have included for your use a sample Affidavit of Alabama Immigration Law Compliance- Contractor and Grantees. Please complete, notarize, and return a copy to the Institution along with your attached E-Verify Memorandum of Understanding. See ALA. CODE 31-31-9 (c).

In turn, you are to obtain from your subcontractors a notarized Affidavit of Alabama Immigration Law Compliance-Subcontractor.
If you contract with more than one ACCS Institution, you will only need to have one affidavit completed and notarized, and then provide a copy to the requesting institution. You are required to maintain your subcontractors’ affidavits at your offices. These documents will be subject to audit. You may provide a copy of this Memorandum with your notification memorandum to your subcontractors as an explanation for this mandatory requirement.

Finally, you will find a NOTICE OF ALABAMA IMMIGRATION LAW COMPLIANCE REQUIREMENTS TO ALL CONTRACTS (“CONTRACTORS”) OF ACCS Institutions for execution by contractors and to be returned to the Institution. To the extent that there is no formal written contract between a contractor and the Institutions, such as where business is conducted by purchase order, this document shall serve as your Alabama Immigration Law Compliance Contract. Similar language will also be in contractual agreements or grant documents with the Institution.
AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE BY A
CONTRACTOR OR GRANTEE TO ACCS INSTITUTIONS
AND/OR THE STATE BOARD OF EDUCATION

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER
AND CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9
(a) and (b), this Affidavit of Alabama Immigration Law Compliance is to be completed and
signed by an officer or owner of a contractor or grantee and notarized, as a condition for the
award of any contract by an ACCS Institution or by the Alabama Department of Postsecondary
Education (ADPE) to an employer that employs one or more employees in the State of Alabama
and is a recipient of funds from the Alabama Department of Postsecondary Education, or funds
from any political subdivision of the State of Alabama, or any publicly-funded entity (including an
ACCS Institution). Contractors and Grantees are to provide notice to their Subcontractors of
their Alabama Immigration Law Compliance obligations.

State of Alabama:
County of __________________________:

Before me, a notary public, personally appeared __________________________ (print name)
who, is duly authorized by the business entity/employer which appears below, being sworn, says
as follows:

As a condition for being a contractor or grantee on a project paid for by contract, grant, or
incentive by the State of Alabama, or any political subdivision thereof, or any state-funded
entity, I hereby attest that in my capacity as __________________________ (your position) for
_________________________ (name of contractor or grantee), said Contractor or
Grantee does not knowingly employ, hire for employment, or continue to employ an
unauthorized alien. Further, Contractor or Grantee affirms that it is providing notice to its
subcontractors of their Alabama Immigration Law Compliance obligations.

I further attest that said Contractor or Grantee is enrolled in the E-Verify program and attached to
this Affidavit is our E-Verify Memorandum of Understanding confirming such program
enrollment. I have read this Affidavit and swear and affirm that it is true and correct.

Signature of Affiant

Sworn to and subscribed before me this ______ day of ______________________, 20__.
I certify that the affiant is known (or made known) to me to be the identical party he or she
claims to be.

Signature and Seal of Notary Public

To be returned to the ACCS INSTITUTION.
Note of ACHMA Information Law Compliance Requirements

STATE

BISHOP
fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the institution from any and all losses, consequential damages, expenses (including, but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor's failure to fulfill its obligations contained in this paragraph.

To the extent that there is no formal written contract between the Institution and the Contractor, such as where business is conducted by purchase order, this document shall serve as the Alabama Immigration Law Compliance Contract.

Alabama Immigration Law Compliance Contract Notice Acknowledged and Agreed by Contractor whose name appears below:

__________________________________________________________
Contractor Officer or Owner Signature/Date

__________________________________________________________
Print Name/Title/Company

Please execute and return to the ACCS INSTITUTION within the next 10 days
AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE BY A
SUBCONTRACTOR OR GRANTEE TO ACCS INSTITUTIONS
AND/OR THE STATE BOARD OF EDUCATION

In compliance with SECTIONS 9(a) and (b) REASON-HAMMON ALABAMA TAXPAYER AND
CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b), this
Affidavit of Alabama Immigration Law Compliance is to be completed and signed by an officer or owner
of a subcontractor and notarized, as a condition for the award of any contract by an ACCS Institution
("the Institution") or by the Alabama Department of Postsecondary Education (ADPE) to a Contractor
that employs one or more employees in the State of Alabama and is a recipient of funds from the
Alabama Department of Postsecondary Education, or funds from any political subdivision of the State of
Alabama, or any public-funded entity. As determined by Chancellor of the Alabama Department of
Postsecondary Education, a notarized Subcontractor Affidavit in this format shall be acceptable by all
Contractors to all ACCS Institutions in the State of Alabama and the ADPE in compliance with the Act.
Subcontractors are to provide notice to their Subcontractors of their Alabama Immigration Law
Compliance obligations.

State of Alabama:
County of

Before me, a notary public, personally appeared ____________________________ (print name) who, is
duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a subcontractor to a contractor or grantee on a project paid for by contract, grant,
or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I
hereby attest that in my capacity as ____________________________ (your position) for
__________________________ (name of subcontractor), said subcontractor does not
knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further,
subcontractor affirms that it is providing notice to its subcontractors of their Alabama Immigration Law
Compliance obligations.

I further attest that said subcontractor is enrolled in the E-Verify program and attached to this Affidavit is
our E-Verify Memorandum of Understanding confirming such program enrollment. Further, as a direct
subcontractor, for those current employees for whom the E-Verify system may not be used in accordance
with applicable federal rules and regulations, subcontractor has reviewed, or had reviewed, the Form I-9s
for each of its current employees and has a good faith belief that it has complied with ALA. CODE § 31-
13-9(e) and (d).

I have read this Affidavit and swear and affirm that it is true and correct.

__________________________
Signature of Affiant

Sworn to and subscribed before me this ___ day of ____________________________, 20__.
I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

__________________________
Signature and Seal of Notary Public

To be returned to the Contractor or Grantee of an ACCS INSTITUTION.