



ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

December 20, 2018

Dear Vendor:

The Alabama Fire College is currently accepting bids for hotel services. Attached you will find the bid specifications and we invite your bid for this project.

The completed bid packet is due at the Alabama Fire College by 2:00pm on Tuesday, January 8, and the bids will be opened at 2:00pm on the same day.

A completed bid packet consists of:

- Bid Proposal Form (enclosed)
- Bid Certification Form (enclosed and must be notarized)
- State of Alabama Disclosure Statement Form (enclosed)

Bids are to be returned to the Alabama Fire College, attn: Cece Hubbert, in sealed envelopes with the bid number and bid opening date clearly marked on the envelope. Failure to do so could result in the bid being voided.

We appreciate you taking the time to respond to our bid invitation and we look forward to receiving your reply very soon.

Sincerely,

Matt Russell

Executive Director

ch/encls

2501 Phoenix Drive • Tuscaloosa, Alabama 35405-8546
Information: 1(800)241-2467 • Bookstore: 1(866)984-3545 • Fax: (205)391-3757
www.alabamafirecollege.org

Alabama Fire College

2501 Phoenix Drive
Tuscaloosa, Alabama 35405

BID SPECIFICATIONS

BID NUMBER: 0031- FP

BID ITEM: Hotel stays

BID SPECIFICATIONS:

Quantity	Description
See below	Double occupancy hotel rooms, each to include at no additional cost a mini-fridge, microwave, high-speed internet, cable/satellite TV, phone, functioning fire detection services, and functioning and certified fire suppression system
See below	Single occupancy hotel rooms, each to include at no additional cost a mini-fridge, microwave, high-speed internet, cable/satellite TV, phone, functioning fire detection services, and functioning and certified fire suppression system

QUANTITY INFORMATION:

- Alabama Fire College (AFC) typically conducts two (2) to three (3) recruit schools per year with accommodation requirements for up to thirty (30) students per school in double occupancy rooms (two students per room) for up to forty-five nights over the course of a nine (9) week period.
- AFC accommodates instructors in single occupancy rooms. The frequency and lodging requirements for the instructors varies depending on the length of the course (typically a week) and the course schedule.
- AFC will occasionally enter into additional contracts where lodging is to be provided. The required rooms and dates will not be known until the contract is in place.

OTHER BID REQUIREMENTS:

- Bid price should be submitted **per room, per night** and must include applicable lodging tax and **exclude local and state sales tax as AFC is a tax-exempt entity.**
- Accommodations must be within ten (10) road miles from AFC at 2501 Phoenix Drive, Tuscaloosa, AL 35405.
- AFC will be responsible for room rent only. Any additional charges such as telephone, room service, etc. are the responsibility of the occupant.
- AFC will not be responsible for student conduct and/or damages to the property.
- Bid price shall be applicable for three hundred sixty-five (365) days, (Feb. 1, 2019-Jan 31, 2020) with an option for AFC to extend for a second year. (Feb 1, 2020-Jan 31, 2021)

BID DEADLINE: All completed and sealed bid packets must be received at the Alabama Fire College by 2:00pm on Tuesday, January 8, 2019.

BID OPENING: Bids will be opened at 2:00pm, Tuesday, January 8, 2019.

NOTE: Bid number and bid opening date must be noted on the outside of the sealed bid packets. Packets with no bid number and bid opening date may be voided.

TAX REQUIREMENTS: I hereby understand that pursuant to Alabama law (section 41-4-116, code of Alabama 1975) every bid submitted and contract executed **shall contain a certification** that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama.

By submitting this bid, the bidder is hereby certifying that they are in full compliance with act no. 2006-557; they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledge that the awarding authority may declare the contract void if the certification is false.

Alabama Fire College

2501 Phoenix Drive
Tuscaloosa, Alabama 35405

BID PROPOSAL FORM

BID NUMBER: 0031 - FP

BID ITEM: Hotel Stays

Proposal from _____
(Company Name)

Of _____
(City and State)

Hereinafter, called "Bidder", a corporation, organized and existing under the laws of the State of _____, a partnership, or an individual doing business as:

_____.

RETURN TO: Alabama Fire College
2501 Phoenix Drive
Tuscaloosa, Alabama 35405
Attn: Cece Hubbert

Bid Price: _____

Federal Identification #: _____

Alabama Fire College

2501 Phoenix Drive
Tuscaloosa, Alabama 35405

BID CERTIFICATION

BID NUMBER: 0031 - FP BID ITEM: Hotel Stays

I hereby affirm I have 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.

I hereby affirm that pursuant to Alabama law (section 41-4-116, code of Alabama 1975) every bid submitted and contract executed **shall contain a certification** that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama.

By submitting this bid, the bidder is hereby certifying that they are in full compliance with act no. 2006-557; they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledge that the awarding authority may declare the contract void if the certification is false.

Firm or Company Name

Address

City, State and Zip Code

Telephone Number

Fax Number

Name of Company Representative (please print)

Signature of Company Representative

BID CERTIFICATION MUST BE NOTARIZED

Sworn and subscribed before me the _____ day of _____, 20__.

Notary Public

Commission Expiration Date



PLACE
NOTARY SEAL
HERE



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

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.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

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.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

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.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

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.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

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:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

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 2001-955 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.