



300 North Beaty Street, Athens, AL 35611

Bid Number: 62019

Opening Date/Time: April 9, 2019, 2:00 PM

Opening Location: Founders Hall, Room 109

Contact Person: kerry.warren@athens.edu

March 19, 2019

To Whom It May Concern:

Athens State University will receive sealed bids for custom millwork for a reception desk for Sandridge Hall as described and specified on the enclosed attachments. All responses to this Invitation-to-Bid (ITB) are to adhere to the format outlined in this document.

1. Bid is to be mailed in a **sealed envelope** with ITB which bears the above bid number and opening date on the outside of the envelope.
2. Bid must be typed or printed in ink. Bid must be signed by a responsible representative of your company. Bid must indicate unit prices, extensions and total prices.
3. In bidding substitute items from brand names specified on the ITB, the bidder must so indicate the substitution and must include complete specifications with their responses.
4. Bidder must quote all prices FOB Athens State University.
5. Athens State University is exempt from Federal Excise and State Taxes. Code of Alabama 40-23-4.
6. Athens State University reserves the right to reject any and/or all bids and, unless otherwise specified by the bidder, to accept any or all items in the bid and may elect to award a bid on "all or none" basis. Athens State University reserves the right to purchase according to the availability of funds.

7. Before a purchase order will be issued, the awarded vendor may be required to submit to Athens State University the following documents, completed and properly executed:

- State of Alabama Vendor Disclosure
- Athens State University Vendor Form W-9
- Alabama Immigration Law Certificate of Compliance
- E-Verify Memorandum of Understanding

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT 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 ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE

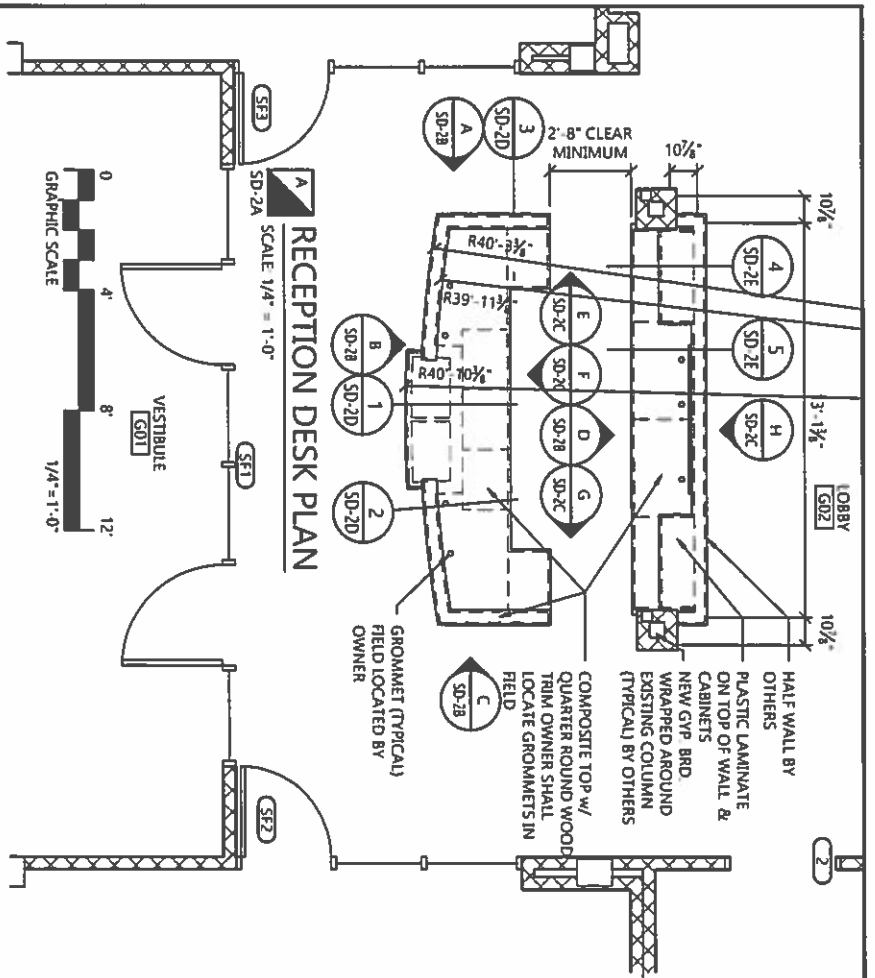
Sincerely,



Mike McCoy, CPA
Vice-President of Financial Affairs

Total Price	\$ _____
Time needed to complete project	_____
*NOTE – this project must be completed and installed before June 1. *	

Firm: _____
Name of Representative (Print) _____
Signature: _____ Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Date: _____ Phone Nr.: _____ Fax Nr.: _____
Email Address: _____



HALF WALL BY OTHERS
PLASTIC LAMINATE ON TOP OF WALL & CABINETS
NEW GYP BRD WRAPPED AROUND EXISTING COLUMN (TYPICAL) BY OTHERS
COMPOSITE TOP w/ QUARTER ROUND WOOD TRIM OWNER SHALL LOCATE GROMMETS IN FIELD
GROMMET (TYPICAL) FIELD LOCATED BY OWNER

CABINET NOTES:

- PROVIDE KV #1300 DRAWER SLIDS FOR ALL DRAWERS, SIZED FOR MAXIMUM DRAWER DEPTH.
- PULLS SHALL BE STANLEY #4484 (BRASS WIRE PULLS) SOLID BRASS WITH US 108 FINISH TYPICAL.
- HINGES SHALL BE EQUAL TO HAFEL K-K27D, FINISH TO MATCH PULLS.
- PROVIDE KV 255 AL STANDARDS WITH MATCHING 256R (RUBBER CUSHION) BRACKETS FOR ADJUSTABLE SHELVING IN ZINC PLATED FINISH, APPLY IN RABBETED GROOVE AND EXTEND TO STANDARDS TO FULL HEIGHT OF UPRIGHTS. EQUAL HARDWARE BY GRANT OR STANLEY WILL BE ACCEPTED.
- PLASTIC (LPU) SURFACING (TYPICAL): FORMICA GENERAL-PURPOSE GRADE-10, .050" THICK OF COLOR SELECTED (MATE FINISH UNLESS OTHERWISE SELECTED), JOB MOUNTED WITH FLEXIBLE CONTACT ADHESIVE ON 1/2" PLYWOOD WITH MINIMUM JOINTS AND JOINTS ONLY ON BEARING. FORM INTERIOR CORNERS OF CUTOUTS AND TURNS WITH PRE DRILLED 1/8" HOLE. INSURE THAT NO CHIPS OR DENTS OCCUR AT EDGES. FIT JOINTS TO HARLINE ACCURACY, AND STAGGER JOINTS IN PLASTIC STRIPS CAREFULLY ROUTE OFF ANY PLASTIC WHICH PROJECTS PAST BACKING. PROVIDE END SPLASH MEMBERS WHERE CONDITIONS REQUIRE.

VERTICAL SURFACES (SPLASH, DOORS, FRONTS, PANELS, ETC) MAY BE AS ABOVE OR .028" VERTICAL SURFACING GRADE-24, BALANCING SHEETS SHALL BE .020" BACKING SHEET GRADE 91. FOR CABINET INTERIORS, NON-EXPOSED SHELVING, ETC, EMPLOY .020" CABINET UNDER GRADE-72 IN STANDARD COLOR AS SELECTED BY OWNER.

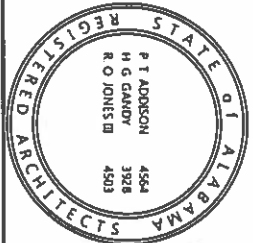
WHERE NOTED FOR COMPLETE MILLWORK UNITS, COVERAGE SHALL INCLUDE ALL VISIBLE EXTERIOR SURFACES INCLUDING TOP AND SIDE RETURN EDGES OF DOORS AND DRAWERS, AND 4 SIDES OF ADJUSTABLE SHELVES. PROVIDE BALANCING SHEETS ON ALL COVERED MEMBERS NOT HAVING ALL EDGES SECURED AT BEARING (SUCH AS DOORS).

GRAPHIC NOTES:

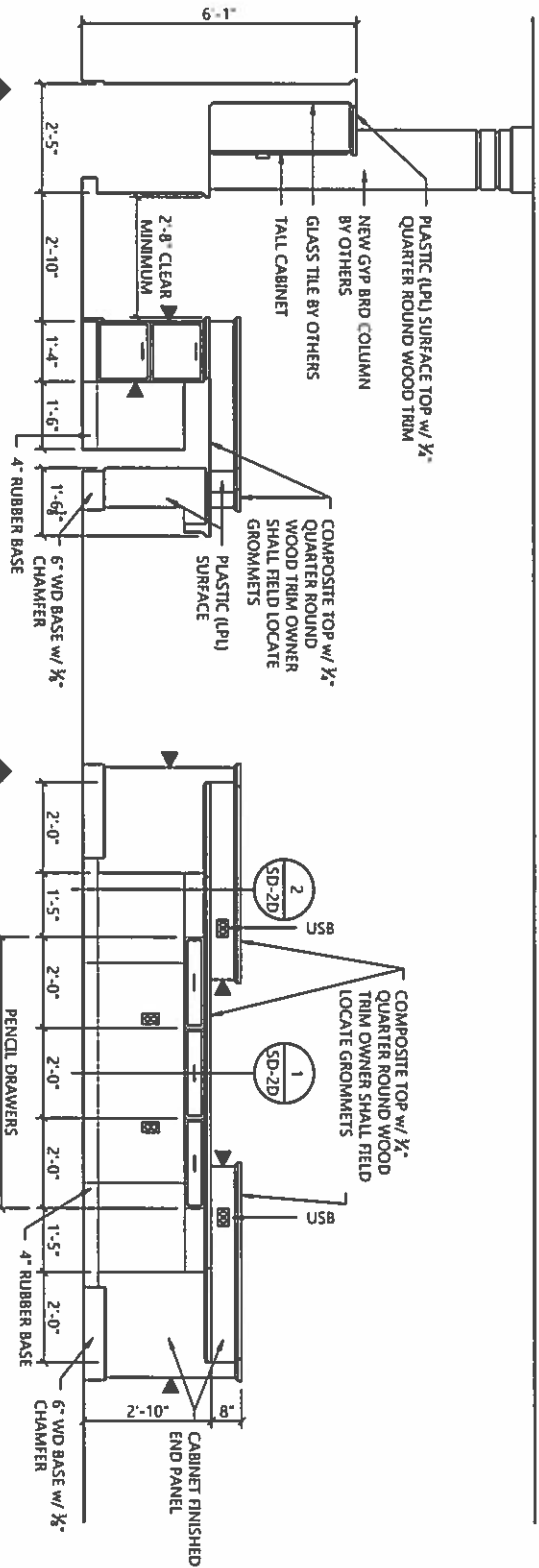
- STAINLESS STEEL WALL GRAPHIC SHALL BE BY OTHERS

POWER/DATA NOTES:

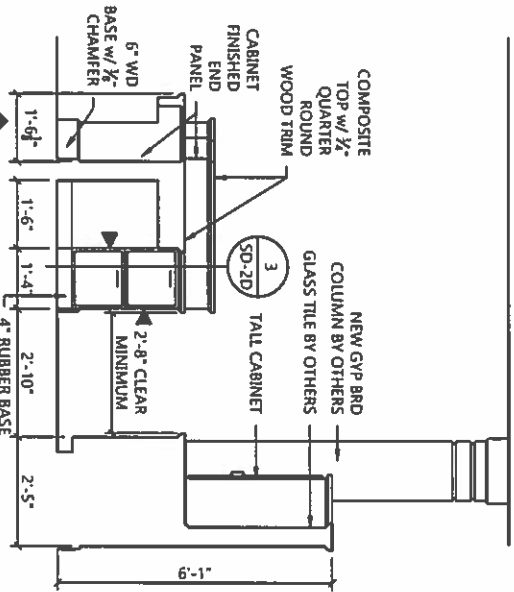
- BY OTHERS COORDINATE WITH ELECTRICAL SUB-CONTRACTOR AND OWNER FOR LOCATION OF ALL ELECTRICAL DEVICES AND CONDUIT



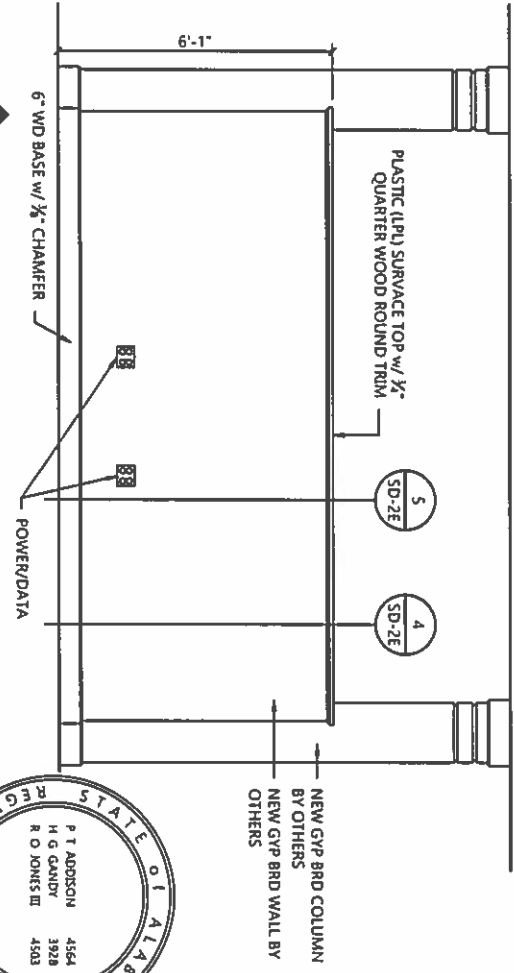
<p>PH&J Architects ARCHITECTS & INTERIOR DESIGN Founded 1957 • Pearson, Humphries, & Jones Architects</p>	<p>INTERIOR RENOVATIONS at SANDRIDGE HALL for ATHENS STATE UNIVERISTY ATHENS, ALABAMA</p>	<p>RECEPTION DESK PLAN</p>
	<p>SD-2A</p>	<p>PH&J No. 1804CU ABC No. 2018179 1 - 5</p>



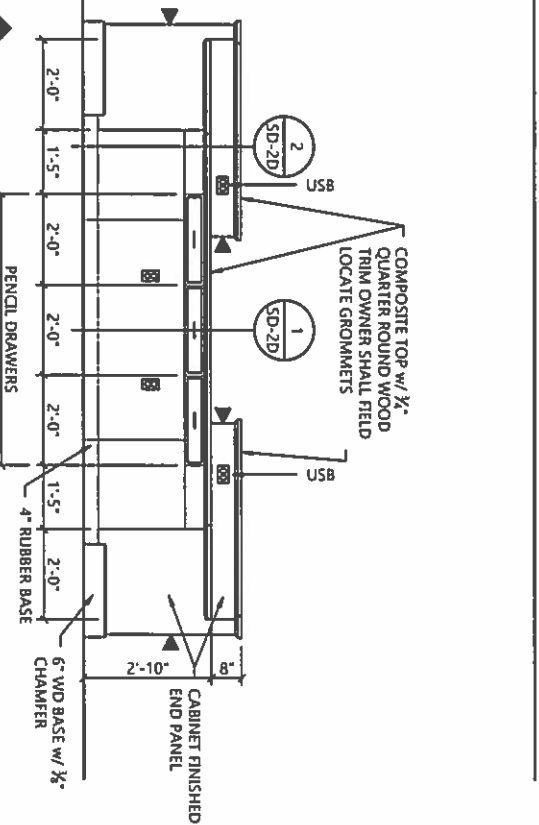
E ELEVATION
SCALE: 3/8" = 1'-0"



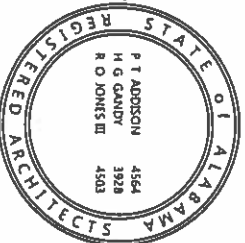
G ELEVATION
SCALE: 3/8" = 1'-0"



H ELEVATION
SCALE: 3/8" = 1'-0"



F ELEVATION
SCALE: 3/8" = 1'-0"

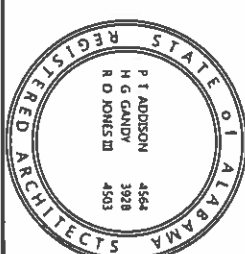
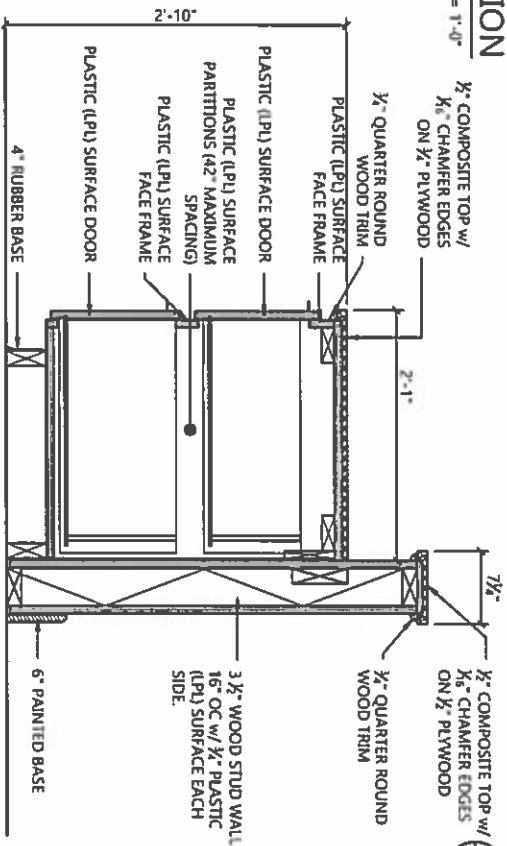
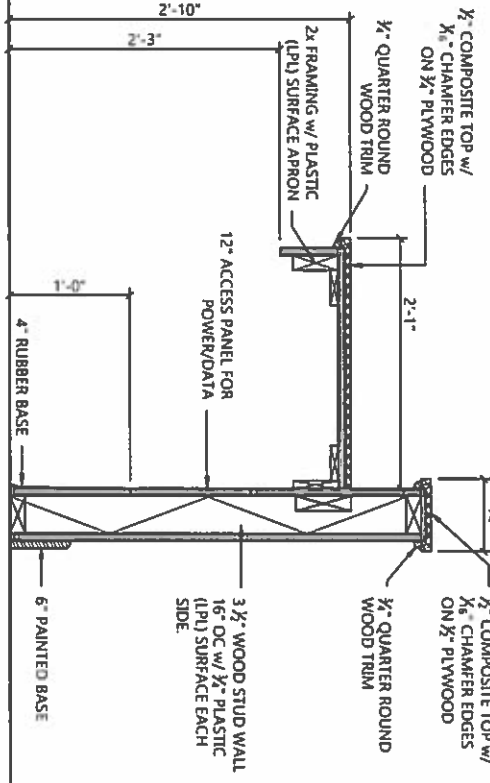
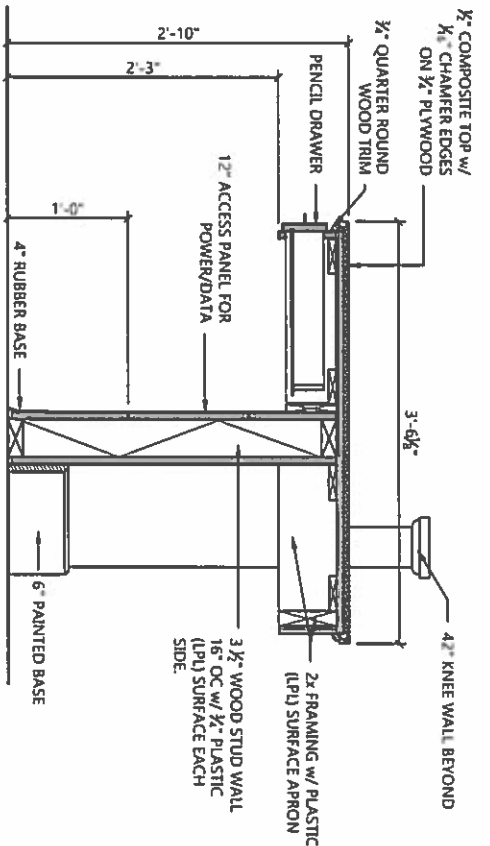


P.T. ADDISON
H.G. GANNBY
R.O. JONES III
4564
3928
4503

RECEPTION
DATE: 03/07/19
DESIGNER: H.G.
DRAWN BY: S.R.H.
PROJECT: INTERIOR RENOVATIONS at SANDRIDGE HALL for ATHENS STATE UNIVERISTY ATHENS, ALABAMA



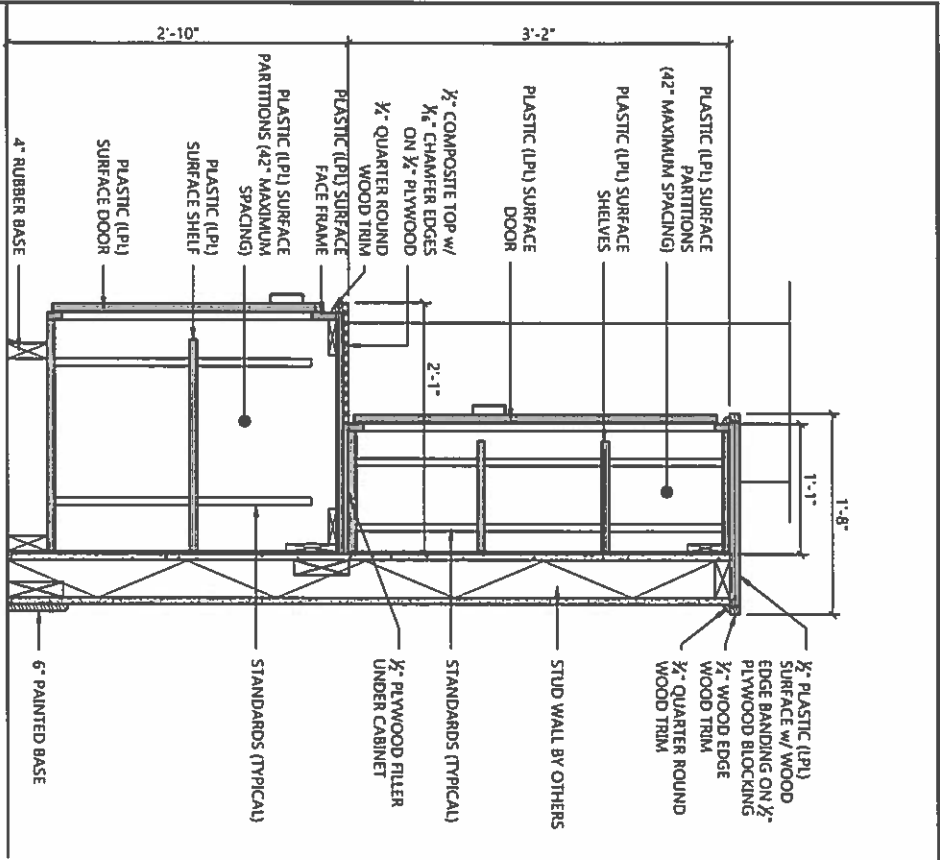
SD-2C



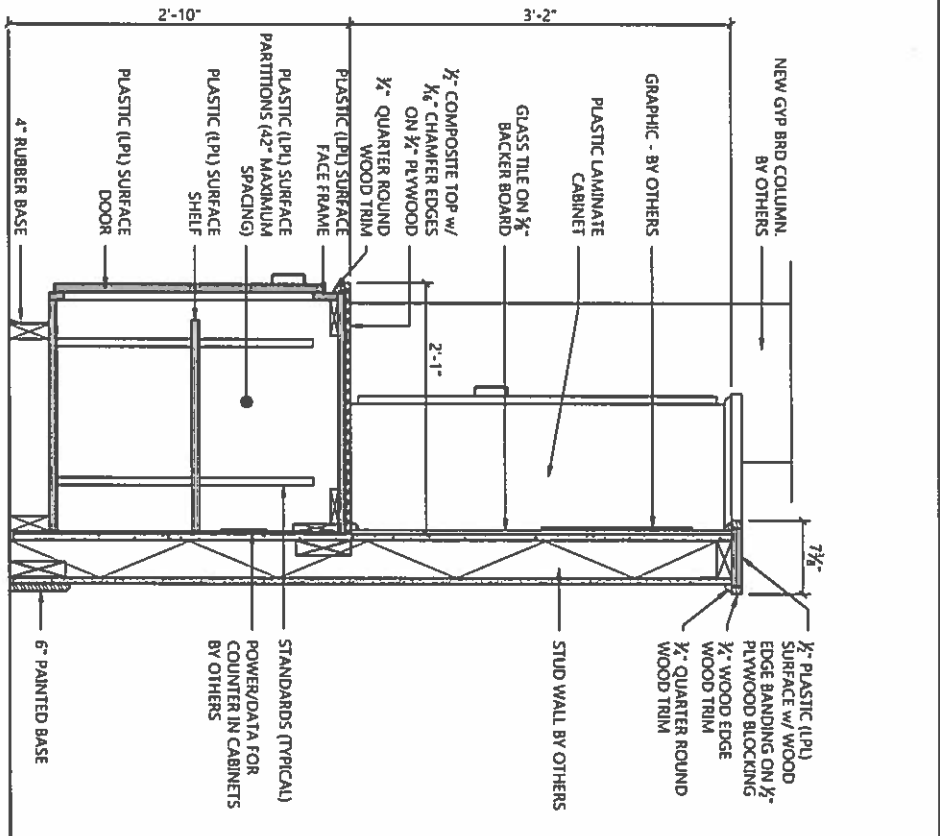
RECEPTION	4-5
DESK	
SECTIONS	
SRH	
HG	03.07.19
PHBL/No	1806/ICU
ARC/No	2018179

INTERIOR RENOVATIONS at SANDRIDGE HALL for ATHENS STATE UNIVERISTY
ATHENS, ALABAMA





4 SECTION
SD-2E SCALE: 1" = 1'-0"



5 SECTION
SD-2E SCALE: 1" = 1'-0"



SD-2E
5 - 5
PH&I No. 1804CU
ARC No. 2018179
03.07.19

RECEPTION
DESK
SECTIONS

INTERIOR RENOVATIONS at
SANDRIDGE HALL for
ATHENS STATE UNIVERISTY
ATHENS, ALABAMA



ATHENS STATE UNIVERSITY – 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 Athens State University via a competitive bidding process.

Be advised that as a condition for the award of any contract that is competitively bid and awarded by Athens State University to a business entity or employer that employs one or more employees, the Act requires that the business entity or employer shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

Be further advised that as a condition for the award of any contract that is competitively bid and awarded by Athens State University to a business entity or employer that employs one or more employees within the State of Alabama, the Act requires that the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled 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.

Information about "E-verify" can be found at web address: <https://e-verify.uscis.gov/enroll> and the program is operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

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 Athens State University, 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 Athens State University through a competitive bidding process should maintain records of such compliance in case verification is required by Athens State University 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 or 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 Athens State University 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 Athens State University 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.

If Bidder is a Business Entity

Name of Bidding Party: _____

Signature: _____

Printed Name of Signatory: _____

Its: _____ (Position)

Date: _____

If Bidder is an Individual

Name of Individual: _____

Signature: _____

Date: _____



Dear Vendor;

We are requiring the following information:

Company Name _____

Organization Type Corporation Partnership LLC
 Individual Other (explain _____)

Mailing Address _____

Phone # _____ Fax # _____

Contact Person _____ Email _____

Taxpayer ID# _____ Minority Owned Yes No

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number.
- Neither I nor a direct family member has a conflict of interest with the University.
- Purchase order must be received prior to purchasing materials or providing service or payment will not be made.
- Purchase order number must be referenced on invoice sent to Athens State University.
- I understand payment terms are 30 days. (Unless otherwise agreed upon or negotiated)
- I am licensed to conduct business in Alabama.
- I have reviewed the Vendor Disclosure Act 2001-955 requiring disclosure statement for proposals, bids, and contracts in excess of \$5,000. I understand all required documents must be submitted before payment can be made.

Signed _____ Date _____

Printed Name _____ Title _____

Please Fax completed form to 256.216.3306 or email to business.office@athens.edu

BUSINESS OFFICE USE ONLY

GOAMTCH

Match Found

New Vendor

Banner Vendor ID Number: _____