Bid Number: 72020

Opening Date/Time: April 24, 2020, 2:00 P.M.
Opening Location: Virtual Zoom Session:
https://zoom.us/j/141832252?pwd=NWNmN21KYUxVblkFxQ1AvL2RUZv9aZz09
Meeting ID: 141 832 252
Password: 030439

Contact Person: Chris.Latham@athens.edu

April 10, 2020

To Whom It May Concern:

Athens State University will receive sealed bids for printing of The Column Newsletter as described and specified on Attachment A. All responses to this Invitation-to-Bid (ITB) are to adhere to the format outlined in this document.

Instructions to Bidders

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. Because our campus is closed due to the COVID-19 quarantine, there will not be an in person bid opening. We are offering the option to participate in a virtual Zoom session to hear the recording of the bids. Participation in the session is not necessary. As usual, we only need your bid received in the mail prior to the start of the bid opening at 2:00 p.m. on April 24, 2020.

2. Bid must be typed or printed in ink. Bid must be signed by a responsible representative of your company. Bidder must indicate in the space provided on the bid form the number of calendar days in which delivery will be made after receipt of the purchase order.

3. Preference will be given to Forest Stewardship Council (FSC) active members using FSC certified products.

4. Bidder must quote all prices FOB Athens State University (as noted).


6. 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.

7. 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.

8. 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,

[Signature]

Mike McCoy, CPA
Vice-President for Financial Affairs
**NEWSLETTER SPECIFICATIONS**

- Trim size Minimum 8.375" x 10.875"; Maximum 8.5" x 11"
- 16 pages self-cover
- Ink - Four (4) color process
- Stock 80# white #2 gloss text or better
- Collate, fold, saddle stitch, and trim
- Print #9 remittance (fold-over with flap) envelope (black/white) and insert — folded, free-floating between stitches
- Process provided mailing list; Inkjet addresses on back cover
- Deliver finished product to postal service for distribution
- Postage to be provided directly by the University to Postmaster in coordination with publication delivery for approximately 38,200 newsletters
- Balance to be shipped to:
  Athens State University
  Attn: Chris Latham
  300 N. Beaty Street
  Athens, AL 35611

**BID WITH INSERTED REMITTANCE ENVELOPE**

<table>
<thead>
<tr>
<th>QTY</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>38,500</td>
<td>$___________</td>
</tr>
</tbody>
</table>

# of days after receipt of PO for delivery

Firm:

Name of Representative (Print)

Signature: ____________________ Title: ____________________

Address:

City: ____________________ State: _______ Zip Code: __________

Date: __________ Phone Nr.: ______________ Fax Nr.: ______________

E-mail Address: ____________________
# Athens State University Vendor Form

## Part I  Taxpayer Information

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
<th>Exemptions (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Exempt payee code</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doing Business As (if different from above)</th>
<th>Exemption from FATCA reporting code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City, State, ZIP Code</th>
<th></th>
</tr>
</thead>
</table>

Check only one appropriate box for federal tax classification:

- [ ] Individual/Sole Proprietor
- [ ] C Corporation
- [ ] S Corporation
- [ ] Partnership
- [ ] Trust/Estate
- [ ] LLC Single Member
- [ ] LLC C Corporation
- [ ] LLC S Corporation
- [ ] LLC Partnership
- [ ] Government
- [ ] Other

**Taxpayer Identification Number**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me);
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person; and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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.

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## Part II  Vendor Information

Check appropriate business type (if any):

- [ ] Woman-Owned
- [ ] Minority-Owned
- [ ] Veteran-Owned
- [ ] Disadvantaged-Owned

Check appropriate Alabama Retirement System Status (if any):

- [ ] I am currently an active employee in the ERS or TRS
- [ ] I am currently a retired employee in the ERS or TRS

**Contact Person**

**Email Address**

**Phone Number**

**Fax Number**

**Purchase Order Address**

**Remittance Address**

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I have read, certify, and agree to the following:

- Neither I nor a direct family member has a conflict of interest with Athens State 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 Net 30 days (unless otherwise agreed upon or negotiated).
- I have reviewed the Vendor Disclosure Act of 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.

**Signature**  
**Date**

Fax completed form to 256-216-3312 or email to [business.office@athens.edu](mailto:business.office@athens.edu)
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: _______________________

Date: _______________________

If Bidder is an Individual
Name of Individual: _______________________

Signature: _______________________

Date: _______________________
