



# **WALLACE COMMUNITY COLLEGE - DOTHAN**

**Bid #: 1632**

**Custodial Services Dothan Campus**

**Issue Date: Wednesday, November 20, 2024**

**Due Date: Tuesday, December 10, 2024, at 2:00 pm CST**

**Mail or Submit to:**

Wallace Community College – Dothan  
Business Affairs Office  
1141 Wallace Drive  
Dothan, AL 36303

**Direct all bid inquiries to:**

Lauren Tidwell  
Administrative Assistant to the Dean of Business Affairs  
Phone: 334-556-2288  
Email: [ltidwell@wallace.edu](mailto:ltidwell@wallace.edu)



## BID INSTRUCTIONS

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ADMINISTERED BY:

Mr. G. Keith Phillips, Interim President  
Marc Nicholas, Dean of Business Affairs

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1. The price(s) submitted should include any associated costs such as any labor, equipment, transport/delivery charges, training materials, etc.
2. No price shall include state tax or federal excise tax. Exemption letter furnished upon request.
3. All forms must be completed in ink and signed/initialed/notarized/witnessed where required. Pencil will not be accepted.
4. Must be submitted in a sealed envelope using the forms provided and clearly indicate the bid number, bid name, and opening date on the outside of the return envelope.
5. If a requested item or service cannot be furnished as specified, a substitute may be made by giving full description of the item or service being bid.
6. Correction of errors in evaluation factors will not be allowed after bid opening. However, the College reserves the right to waive or allow correction of technical errors in accordance with Alabama Code, Section 41-4-132.
7. The Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act 2011-535) requires that, as a condition for the award of a contract by a government agency 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. 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 website [www.e-verify.gov](http://www.e-verify.gov). 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 Employee 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. **The contractor's E-Verify Memorandum of Understanding must be supplied before contract award.**



## BID AGREEMENT

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ADMINISTERED BY:

Mr. G. Keith Phillips, Interim President  
Marc Nicholas, Dean of Business Affairs

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### A. OBJECTIVE

Wallace Community College – Dothan (WCCD) is seeking bids/proposals from fully qualified firms to provide Custodial Services on the Wallace Dothan Campus. These services are for 31 specific, different buildings at 1 location and are detailed on the following pages.

### B. GENERAL VENDOR REQUIREMENTS

The successful bidder must:

- 1) Have sufficient capability and capacity to provide the full scope of services requested herein.
- 2) Provide all materials, labor, equipment, and supplies necessary to perform the Contract.
- 3) Attend meetings as needed with College representatives, which may include a pre-bid meeting, pre-contract meeting, and occasional job progress meetings. The date, time, and location of these meetings will be provided as scheduled.
- 4) Provide a list of current subcontractors, if any, to be used during the Contract for the College's review and approval.

### C. BID SPECIFICATIONS / SCOPE OF WORK

1) General:

These services are for 31 specific, different buildings at 1 location and are detailed on the following pages. The buildings consist of classrooms, restrooms, locker rooms, hallways, offices, laboratories, lecture rooms, auditoriums, storage areas, and offices. Technical building industrial shop areas are not included in this contract. Offices, classrooms, restrooms, break rooms, etc. in the technical buildings are included. Services must be performed at times and in a manner that will not interfere with the instructional process or administrative functions. The College currently operates both day and evening programs at both locations Monday through Thursday (generally 8:00 am to 10:00 pm), and abbreviated program on Fridays (8:00 am to 2:00 pm, mostly administrative functions) and some weekend classes. The closed dates can be found on the College calendar. The contractor is responsible for providing the appropriate level of service and staffing during all operating hours to meet service demands. The successful contractor will furnish all materials, equipment, supplies and labor necessary for the performance of this contract except for toilet paper, paper towels, hand soap and trash bags, which will be provided by the College. The contractor will be required to submit samples of products to be furnished for approval by the College prior to the startup of the contract. Standard quality educational, commercial, or institutional use products, of a quality level similar to those acquired by the College are required.

The contractor will use environmentally safe cleaning supplies and maintain Material Safety Data Sheets (MSDS) on-site for all items.

2) Specifics:

A. The successful bidder must:

1. Have sufficient capability to ensure professional quality and uninterrupted service for the life of the contract.
2. Provide all materials, labor, equipment, and supplies necessary to perform this contract as awarded. The College will provide toilet paper, paper towels, and trash bags.
3. Provide a performance bond, valid through the life of the contract, equivalent to the annual cost of the contract. If awarded, the bond must be in place for the entire base and option periods so that each calendar year is fully bonded.
4. Provide liability insurance coverage in the amount of one million dollars. The contractor is required to include the College as "an additional insured" for the full value of the policy.
5. Provide Workmen's Compensation coverage for all employees working under this contract.
6. Agree to hold Wallace College harmless to all claims, loss, or liability with regard to the destruction of property or the injury of persons in the service area.
7. Provide adequate employee supervision and management personnel including a contract manager to ensure compliance with proper conduct, appearance, performance, health, and safety precautions. The contract manager must be readily accessible during all College operating hours and should be on-site during normal business hours (7:30 am to 4:30 pm, Monday through Thursday & 7:30 am to 2:00 pm on Fridays).
8. Provide, as a minimum, a company identification badge with both the Company and employee name and the employee's photograph and readily identifiable uniforms with Company identification.
9. Have an acceptable work history providing educational facility and/or institutional custodial services of a similar scope and complexity.
10. Provide a list of references, 3 minimum, and a description of the work performed including the number, size, and functions of buildings serviced. References shall be for work performed within the last 3 years.
11. Provide a staffing plan which details the number and functional category of employees the contractor will have at the Dothan Campus, to perform the required services and the hours they will be on site. A current staffing plan shall be included with the bid package. This plan shall become part of the contract and enforceable as a contract provision. An updated staffing plan shall be submitted when staffing levels are changed or monthly as a minimum. The College may require the submission of certified payrolls with hours worked to substantiate staffing levels. The College retains the right to approve staffing levels using accepted commercial standards such as the APPA Custodial Staffing Standards and to object to any employee prior to award or during the life of the contract. Labor staffing effort is directly contributable to the quality of performance and will be measured accordingly.
12. Certify and provide documentation that the firm has in place and operating a method of verifying the immigration status of any employee offered the College, regardless of level or length of employment for every employee that confirms to current Alabama Immigration Law as described in paragraph 8 of the Bid Instructions above.
13. Certify that the firm has in place a system of background checks that substantially meet the requirements of State Board of Education policy 623.01, December 13, 2007. This policy is available at the Alabama Community College System website, [www.accs.cc/BoardPolicies.aspx#600](http://www.accs.cc/BoardPolicies.aspx#600). Every employee provided, regardless of level or length of employment shall be certified as meeting these requirements, and a copy of the report furnished the College. An employee not meeting these requirements will not be employed by the contractor.
14. Provide a quality control plan detailing how the contractor intends to deliver quality service at the levels required, provide correction of deficient work, respond to changing workloads and instructional hours, deal with special events, and manage the multi-function, multi-location activities required under this contract. The plan will include a minimum weekly report of quality control inspections performed by Contractor personnel to the College. This plan shall also include a description of start-up services (those listed in item 1 of the "Services to be Provided" page) and a schedule for the College's approval of all periodic work (such as stripping, cleaning,

and coating floors) that creates the minimum interference with instructional activities. This plan will become a part of the contract and enforceable as a contract provision.

15. Attend meetings as required with College representatives, including a pre-bid meeting on December 5, 2024 at 10:00 am CST, a pre-contract start meeting where the contractor will explain his plans for providing services, quality control and staffing, and additional meetings during the contract period to discuss service levels and contract performance.

- B. The College will offer the successful bidder a 3-year firm fixed price contract for a period beginning January 2, 2025 and ending December 31, 2027. The successful bidder may be offered an additional contract option period for 2 years January 3, 2027, through December 31, 2029. The option period will be exercised independently of any other action. The College will inform the contractor of their intent regarding the option period by October 15, 2027. The contractor agrees to respond by November 15, 2027, accepting or declining the option period. If either the College declines to exercise the option or the contractor declines to accept the option, services shall continue at the stated price until December 31, 2023. The successful bidder and the College reserve the right to terminate the contract upon a 90-day written notice to the other party without penalty or cost. The contractor is expected to perform services at the contracted level through this period.

3) **Equipment:**

All bidders will submit a list of equipment and vehicles that will be used on this contract with an equipment description including brand name, size, age, power type, condition, and replacement cycle. This list will become a part of the contract and enforceable as a contract provision. Equipment includes floor machines, buffers, strippers, and cleaners that will be dedicated to this contract. The successful contractor will be required to transport equipment and personnel to listed facilities and remove accumulations of trash to central collection points.

**D. SPECIFICATION VARIATION**

Please list below any variations from the stated specifications:

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**E. EVALUATION FACTORS**

- 1) Pricing: Bidders should submit pricing that fully considers all specifications in Section C. The pricing each bidder lists below should not include sales tax and should include all applicable costs such as labor, equipment, materials, transport/delivery charges, fuel cost, training materials, etc. Bidders should consider any possible fluctuation of these applicable costs.

**Custodial Services as Specified:**

Base Bid: January 2, 2025 to December 31, 2027                                \$ \_\_\_\_\_  
Option Period: January 3, 2027 to December 31, 2028                                \$ \_\_\_\_\_

Bidders are required to submit a price for specified services per square foot for any additional space that the College may need to add to the contract during the contract period. Additional space may be new construction, renovations, temporary facilities, or acquired facilities. Prices should be given per square foot per month regardless of quantity. Additional space is not expected to exceed 45% of the gross provided in the following pages during the entire contract period.

**Additional Building Space per square foot per month**

Base Bid: January 2, 2025 to December 31, 2027 \$ \_\_\_\_\_ per sf per month  
Option Period: January 3, 2027 to December 31, 2028 \$ \_\_\_\_\_ per sf per month

Bidders are also required to submit a price for specified services per square foot for any space that the College may need to delete from the contract during the contract period. Deleted space may be caused by demolition, inactivation or sale of facilities. Prices should be given per square foot per month regardless of quantity. Deleted space is not expected to exceed 30% of the gross provided in the following pages during the entire contract period.

**Deleted Building Space per square foot per month.**

Base Bid: January 2, 2025 to December 31, 2027 \$ \_\_\_\_\_ per sf per month  
Option Period: January 3, 2027 to December 31, 2028 \$ \_\_\_\_\_ per sf per month

Bidders are also required to submit an hourly cost for normal custodial services outside the contract area definitions such Tornado Shelter Custodial Services, Special services outside of normal College activities, etc. This cost should include performing these services at irregular, extended hours but all within the confines of the Dothan Campus.

**Services Outside the Normal Contract**

Base Bid: January 2, 2025 to December 31, 2027 \$ \_\_\_\_\_ per man hour  
Option Period: January 3, 2027 to December 31, 2028 \$ \_\_\_\_\_ per man hour

- 2) Condition and functionality of vehicles: Provide a Vehicle Inventory List that includes, at a minimum, the year, make and model of all available vehicles.
- 3) Experience and references: Vendor shall demonstrate experience with public and/or private sector clients of similar scope and size to the College by providing at least three (3) references using the enclosed Vendor Reference Form.
- 4) Service and flexibility: Bid response must include details of the standard reservation procedures and lead time required to make vehicle reservations. The contractor must also include any requirements or fees associated with reservation alterations or cancellations as well as any penalties that would be imposed.

**Failure to provide responses to the Evaluation Factors above may result in a bid package being declared nonresponsive.**

**F. EVALUATION SCALE**

The bid providing the best overall service and cost to the College will be awarded the contract using the following evaluation criteria:

1) Pricing of specified services	25%
2) Condition and functionality of vehicles and equipment	25%
3) Experience and references	25%
4) Service and flexibility	25%
Total:	100%

Proposals will be ranked in order from least cost/most beneficial to the College to the highest cost/least beneficial to the College in each attribute. Review for item (1) will be numerical and based solely on proposed prices. Review for item (2) and (3) will be subjective and based on the information provided by the bidder.

**G. BID SCHEDULE**

The table below shows the intended schedule for this bid, which the College will make every effort to adhere to.

<b>Event</b>	<b>Responsibility</b>	<b>Day, Date and Time</b>
Issue Bid/RFP	The College	Wednesday, November 20, 2024
Submit Written Questions	Vendor	Monday, December 2, 2024
Response to Written Questions	The College	Wednesday, December 4, 2024
Pre-bid Meeting	Vendor	Thursday, December 5, 2024 at 10:00 am CST
Submit Bid/Proposal	Vendor	Tuesday, December 10, 2024 at 2:00 CST
Contract Award	The College	TBD
Contract Effective Date	The College	January 2, 2025

**H. BID QUESTIONS**

Upon review of the bid documents, Vendors may have questions to clarify or interpret the bid in order to submit the best bid possible. Vendors should submit any such questions by the above due date.

Written questions should be emailed to [ltidwell@wallace.edu](mailto:ltidwell@wallace.edu) by the date/time specified above. Vendors should enter “Bid #1632: Questions” as the subject of the email. Questions should include a reference to the applicable bid section.

Questions received prior to the submission date, the College’s response(s), and any additional terms deemed necessary by the College will be posted in the form of an addendum to the College’s Bid Solicitation webpage <https://www.wallace.edu/about/bid-solicitation/> and shall become an Addendum to this bid. No information, instruction or advice provided orally or informally by any College personnel, whether made in response to a question or otherwise in connection with the bid, should be considered authoritative or binding. Vendors should rely only on written material contained in an Addendum to this bid.

**I. BID SUBMITTAL**

Vendors shall bear the risk for late submission due to unintended or unanticipated delay, or technical issue. It is the Vendor’s sole responsibility to ensure its proposal has been received by the College by the specified date and time of opening. Any bid received or attempted to be submitted after the deadline will be rejected.

All bids should be submitted in a **sealed** envelope with the bid number, bid name, and opening date clearly marked on the outside of the envelope. Bids can be submitted by mail or in person at Wallace Community College – Dothan, Business Office, 1141 Wallace Drive, Dothan, AL 36303.

Critical updates may be included in Addenda to this bid. It is important that all participating Vendors periodically check the College’s Bid Solicitation webpage <https://www.wallace.edu/about/bid-solicitation/> for any Addenda that may be issued prior to the proposal due date. All Vendors shall be deemed to have read and understood all information in this bid and all Addenda thereto. Bid submissions shall be in accordance with the terms and conditions herein and any addenda issued hereafter.

## **J. BID SUBMITTAL CONTENTS**

Below are the requirements necessary for a complete bid packet. These requirements include any authorized signatures where requested. Vendor submissions should include the following items and should be arranged in the following order.

- 1) Bid Agreement: The Bid Agreement must include all pages of this bid document with completion of Specification Variation in Section D if any, Evaluation Factors in Section E, and Acknowledgement/ Certification in Section O that requires authorized signature and notary.
- 2) Subcontractor List: Provide a list of current subcontractors, if any, to be used during the Contract for the College's review and approval.
- 3) Vendor Reference Form (Enclosure A): At least three (3) references from clients with similar or greater size and complexity to the College.
- 4) Vendor's Vehicle Inventory List: Provide a vehicle list that addresses all components in Section E.2.
- 5) Vendor's Standard Reservation Procedures: Provide details of the standard reservation procedures.
- 6) Compliance and Training Documentation: Provide documentation of policies that validate compliance with the driver requirements. A copy of certification and training procedures must also be provided.
- 7) Drug & Alcohol Policy: Provide a complete and current copy.
- 8) Accident Ratio Report: Provide accident ratio per 100,000 miles including details.
- 9) Vendor Contact Form (Enclosure B): Include company name, physical address, mailing address, company phone number, the authorized representative's name, title, direct phone number, and email address.
- 10) Disclosure Statement (Enclosure C): Completed, signed, and notarized
- 11) Beason-Hammon (Enclosure D): Completed, signed, and witnessed
- 12) W9 Tax Form (Enclosure E): Completed and signed
- 13) Vendor's E-Verify MOU: Provide a copy of the E-Verify Memorandum of Understanding as detailed on pg. 2.
- 14) Vendor's Certificate of Insurance: The copy should list Wallace Community College – Dothan as Additional Insured.

## **K. CONTRACT ADMINISTRATION/TERM**

The terms of the Contract shall begin at the time of contract award. The Contract shall have an initial term of three (3) years, beginning on the date of contract award (the "Effective Date"). At the end of the Contract's initial term, the College shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for two (2) additional years. The College will notify the Vendor of its intent to exercise the option to renew by the end of the then-current term. The Vendor can choose to reject any of the option periods, in which case the College will solicit new bids. If the Vendor chooses not to enter into an option period, the services shall continue at the stated terms until the end of the then-current term.

## **L. FINANCIAL TERMS**

- 1) Payment to the Vendor will be made after the completion of each service and after submission of an invoice by the Vendor. The Vendor shall provide any administrative documentation required such as disclosure statements, tax identification forms, etc. necessary for the successful processing of payment.
- 2) The standard arrangement for invoicing shall be single invoices, meaning the Vendor shall provide the College with an invoice for each scheduled trip. Invoices must include detailed line item information, which includes separate line items for each charge associated with the scheduled trip, to allow the College to verify that invoiced pricing matches the pricing established through this bid.



## **M. TERMINATION**

The College reserves the right to terminate the Contract for non-performance should the Vendor not meet the criteria of the Contract. If the Vendor does not meet the Contract requirements, the College will issue a cure notice specifying the deficiencies and allowing a time for correction (normally 10 days). If the deficiencies are not corrected in the time frame specified, the College may terminate the Contract. Either party reserves the right to terminate this contract with a 90-day written notice. If either party chooses to terminate this contract, the agreed upon services should continue at the terms specified herein throughout the termination period.

## **N. RIGHT TO AWARD**

The College reserves the right to award this contract or any portion of this contract to a successful bidder, to negotiate with any or all bidders, to reject, accept and/or reconcile technical errors and to make any other decision which is considered in the best interest of the College in accordance with the provisions of The Code of Alabama 1975, Section 41-4-132. This contract will not be awarded solely on the basis of lowest price offered, but on the best overall value, quality and timeliness for the College.

## **O. ACKNOWLEDGMENT/CERTIFICATION**

By executing this bid, the undersigned certifies to all of the following and acknowledges the contract may be declared void if it is discovered these certifications are false:

- 1) In compliance with Alabama Code 41-16-5, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person of an entity based in, or doing business with, a jurisdiction with which this State can enjoy open trade.
- 2) As required by Alabama Code 41-4-142, the undersigned certifies to the best of the vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.
- 3) As required by Alabama Code 41-4-142, the undersigned certifies that it, its contractors, or affiliates are appropriately registered to collect and remit sales and use tax, or simplified sellers use tax and lease tax.
- 4) As required by the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act 2011-535), the undersigned vendor certifies that it, and each of its sub-contractors for any contract awarded as a result of this bid/proposal, complies with the requirements of Act 2011-535, including the requirement for each employer in Alabama to verify the work authorization of its employees through the federal E-Verify system.
- 5) I 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.

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Terms: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

<p>Sworn to and subscribed before me this</p> <p>_____ day of _____ 20 _____</p> <hr/> <p>Notary Public</p> <p>My Commission Expires: _____ / _____ / _____</p>
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## DESCRIPTION OF SERVICES TO BE PROVIDED

The purpose of this section is to define the service level expected of the contractor and to list some but not all of the salient services necessary for the efficient operation of the College. The goal of this specification is to enter into a firm fixed price contract for custodial services with a fully qualified, professionally competent firm capable of providing full scope custodial and cleaning services to 31 buildings at 1 specific location with a gross building area with 388,689 square feet. The contractor selected shall be solely responsible for establishing staffing levels and service frequencies to maintain these 9 buildings in a clean, sanitary, healthful, well-kept manner commensurate an excellent institution of post-secondary higher education. The level of service desired is equivalent to that described as "Level 2 – Ordinary Tidiness" in the "Operational Guidelines for Educational Facilities Custodial", 3<sup>rd</sup> Edition published by APPA Alexandria, VA, in 2011. This level desired is characterized in the referenced APPA publication as having "bright and clean" floors and base cove moldings, restroom fixtures and tile that "gleam and are odor-free", vertical and horizontal surfaces are "clean but marks, dust smudges and fingerprints are noticeable upon close observation" and trash containers with only one day's waste. The contractor is also solely responsible for selecting equipment, cleaning supplies, staff and processes to support this goal. The selected contractor is expected to be a professional in the higher educational custodial services field and fully capable of performing with minimum supervision, quality assurance verification and oversight.

The following are some but not all of the salient functions required to attain the goal stated in the above paragraph. Where frequencies of performance are stated, they are required based on previous College practices and experience. When daily service is specified, that service must be completed by 8:00 am daily to accommodate early morning classes.

1. Thoroughly clean all areas within the first 30 days of the contract period. This cleaning should include stripping, cleaning, waxing and buffing hard surfaced flooring and shampooing carpeted floor coverings. It should also include a thorough cleaning of all assigned buildings including high and low dusting and high glass work, interior and entrance way cleaning and fixed appurtenances such as auditorium seating. This cleaning provides the benchmark for measuring future service levels.
2. Sweep all tiled floors daily to present a clean and uncluttered appearance
3. Damp mop all tiled floors weekly as to present a clean and uncluttered appearance.
4. Damp mop all restroom and bathroom floors using an appropriate disinfectant cleaner daily as to present a clean and uncluttered appearance. Remove trash, stains and other deleterious material daily.
5. Dust mop all halls daily as to present a clean and uncluttered appearance
6. Machine scrub, strip, clean and re-coat all traffic areas (hallways, entrances, stairwells, reception areas, etc.) tiled floors quarterly or as needed. Four (4) coats of high luster, non-skid wax shall be applied each time after floors are scrubbed and stripped. **Strippers, wax and any other chemicals shall be used full strength or in accordance with the manufacturer's instructions. Diluting of products is not acceptable.** Wax build up and overflow shall be removed from walls, cove base and other surfaces. The contractor is required to submit a material sample specifications and MSDS for approval at the start of the contract for approval and in the event any changes are made to the wax used. Contractor is to provide an annual schedule of this work and update it monthly as work is accomplished.
7. Machine shampoo, remove spots and clean all traffic area (hallways, entrances, stairwells, reception areas, library areas, etc.) carpeted floors at least twice annually. Contractor is to provide an annual schedule of this work and update it monthly as work is accomplished.
8. Machine shampoo, remove spots and clean all carpeted classroom and office floors at least semi-annually. Contractor to provide an annual schedule of this work and update it monthly as work is accomplished.
9. Spray buff all tiled hall floors with a powered buffer and approved top coat cleaner with on a weekly basis to provide a clean appearing glossy floor.
10. Fully vacuum all carpeted traffic areas (hallways, entrances, stairwells, reception areas, etc.) daily to eliminate dirt, deleterious material and unkempt appearance.
11. Spot clean carpeted areas as needed to remove spots and stains on a daily basis.

12. Fully vacuum other carpeted areas such as classrooms, offices etc. weekly to eliminate dirt, deleterious material and unkempt appearance.
13. Horizontally dust all classrooms, offices, laboratories, offices and other areas on a daily basis, including furnishings, fixtures, window sills, doors and casings, and classroom furniture and equipment.
14. Wash all classroom marker boards and dry erase boards on a daily basis. Areas marked as "Do Not Erase" by instructors should not be cleaned but the remainder of the board should be cleaned as specified.
15. Low dust and high dust all classrooms, offices laboratories and other areas, including HVAC registers and outlets, display cases, appurtenances on a weekly basis.
16. Empty all trash to exterior collection bins at least daily to avoid unsanitary accumulation of trash. Remove trash to outside containers for pickup. Sanitize containers and replace liners as needed if soiled.
17. Clean all restrooms and fixtures including lavatories, toilets, urinals, toilet partitions soap dishes, toilet paper and paper towel holders, etc. and other bathroom fixtures to avoid unsanitary and dangerous conditions. Restrooms shall be cleaned with an appropriate disinfecting cleaner. Restock supplies such as paper towels, toilet paper, soap, etc. when restroom is serviced. Report plumbing leaks or malfunctioning bathroom equipment as soon as discovered. Major academic and administrative buildings (Wallace Hall, the Science Building, Cunningham Hall, Cherry Hall, the Gary Health Building, Rane Hall, Grimsley Hall, Health Science Building and the Center for Academic Success) shall have the restrooms serviced and ready prior to morning classes, at mid-day prior to afternoon classes and in the late afternoon prior to evening classes. Other buildings shall be serviced at least daily to provide supplies and cleanliness required.
18. Clean all glass doors, windows in interior doors, partitions, and entranceways daily to eliminate dirty streaked entrance glass.
19. Clean entrances, exterior doors, walk off mats and pitch-in trash receptacles to ensure cleanliness and a pleasing appearance. Place accumulated trash in collection receptacles away from entrances.
20. Respond immediately during all College instructional hours to emergency spills and other cleaning requirements with available staff. Maintain communication with College personnel for the communication of emergency issues.
21. Provide cleaning and custodial services for special events using the available staff while maintaining the appearance and quality of the area served. These events include Groundwater Festivals, Orientation, plays & concerts, the Math Olympiad, Scholars Bowls, College Preview Days, the Science Decathlon and Student Government Association events which are normally centered in the College quad, etc. Many of these events are held in Cherry Hall on the Dothan campus, but other buildings may be involved with events extending past the normal instructional day or Dothan campus.
22. Maintain custodial closets and storage areas in a clean, hazard free manner.

## DOTHAN CAMPUS - DOTHAN, ALABAMA

Buildings	YR Built	Gross SQ FT	Comments
Adult Education	1999	5,491	Includes the whole building.
Automotive Tech	1964	4,700	Offices/classrooms/restrooms only.
Baseball Field Press Box/Concession	2006	480	Offices/classrooms/restrooms only. 2x/week
Bus Barn	1977	500	Offices/classrooms/restrooms only. 2x/week
Center for Academic Success	2012	15,843	Includes the whole building.
Cherry Hall	1974	34,658	Includes the whole building.
Community Enrichment Center	1964	6,252	Includes the whole building.
Cosmetology	1977	6,768	Includes the whole building.
Criminal Justice	1964	6,252	Includes the whole building.
CTC Computer Technology Center	1986	26,586	Includes the whole building.
Cunningham Hall	1969	11,622	Includes the whole building.
Diesel Mechanics	1964	735	Classrooms/offices/restrooms only.
Electrical & Refrigeration	1977	6,400	Classrooms/offices/restrooms only.
Esthetics	1963	4,556	Includes the whole building.
Field House	2006	5,333	Includes the whole building.
Gary Hall	1980	24,400	Includes the whole building.
Grimsley Hall	1978	22,708	Includes the whole building.
Heersink Family Health Science Building	2016	95,992	Includes the whole building.
Industrial Systems Tech	1964	4,148	Classrooms/offices/tech room/restrooms only
Library	1966	14,342	Includes the whole building.
Line Worker Training	1964	621	Offices/restrooms only.
Maintenance	1956	1500	Classrooms/offices/restrooms only. (2x per week)
Police Station	2008	707	Includes the whole building.
Print Shop	1956	1,200	Classrooms/offices/restrooms only. (2x per week)
Rane Hall	1990	16,827	Includes the whole building.
Science Building	1966	39,598	Includes the whole building.
Sheet Metal	1957	1500	Classrooms/offices/restrooms only. (2x per week)
Softball Field Press Box/Concession	2001	480	Restrooms (2x per week)
Wallace Hall	1966	25190	Includes the whole building.
Warehouse/Shipping & Receiving	2022	800	Offices and restrooms only. (2x per week)
Welding Shop	2013	2500	Classrooms/offices/hallway/restrooms only. (2x per week)

**Total Workload**

**388,689**



WALLACE  
COMMUNITY  
COLLEGE  
WALLACE CAMPUS  
1141 WALLACE DRIVE  
DOTHAN, AL 36303

Adult Education, Cosmetology	77	Hamm Library (LRC)	113
Air Conditioning and Refrigeration (ACH)	177	Heesman Family Health Science Building	671
Industrial Systems Technology (INT)	230	Associate Degree Nursing (ADN), Emergency Medical Services (EMS), Medical Assisting Technology (MAT), Physical Therapist Assistant (PTA), Practical Nursing (PN), Radiologic Technology (RAD), Respiratory Therapist (RT), Surgical Technology (SUR)	
Automotive Technology (AT)	14	Lineworker Program	60
Automotive Technology Annex	206	Maintenance	610
Campus Police Station	100	Printing and Duplication	537
Center for Academic Success (CAS)	110	Rare Book (RB)	371
Mathematics Lab, The Writing Center		Business, Humanities, Wheelock Auditorium	
Cherry Hall (CH)	400	Records Storage	515
Benace Theatre, Art, Music, Speech		Sheet Metal	473
Coach Johnny Dapert Athletic Development Facility	418	Shipping and Receiving	310
Community Enrichment Center, Wallace Foundation	502	Storage	503
Computer Technology Center (CTC)	73	Transportation	188
Computer Information Science (CIS), Information Technology Services (ITS), Mathematics		Wallace Hall (WH)	25
Cosmetology (COS)	125	Child Development, English, Institutional Effectiveness, Human Resources, Office of the President, Office of the Vice President	
Criminal Justice (CRJ)	36	Wolton Family Science Building (S)	101
Cunningham Hall (CH)	81	Welding Technology (WOT)	125
Bookstore, Dietetics, Public Relations & Marketing, Student Center, Student Life			
Electrical Technology (ELT)	177		
Fathelia	354		
Field House	181		
Gary Hall	401		
Engineering Graphics, Workforce Development			
Grimsley Hall (GH)	55		
ADA Services, Admissions and Records, Advising Center, Business Office, Campus Devn, Counseling, Financial Aid, Instructional Affairs, Physical Plant, Testing Services, TRIO Student Support Services			



**ENCLOSURE B: VENDOR CONTACT FORM**



**VENDOR CONTACT FORM**

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Phone Number: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE'S INFORMATION**

Authorized Representative's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Phone Number: \_\_\_\_\_

Direct Email Address: \_\_\_\_\_

**ENCLOSURE C: DISCLOSURE STATEMENT**



# 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 of 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
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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.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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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 family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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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.)

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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
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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
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Notary's Signature	Date	Date Notary Expires
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*Act 2001-995 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.*

**ENCLOSURE D: BEASON-HAMMON**

State of \_\_\_\_\_  
County of \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)**

**RE Contract/Grant/Incentive (describe by number or subject):** \_\_\_\_\_ **by and between** \_\_\_\_\_ **(Contractor/Grantee)**  
**and** \_\_\_\_\_ **(State Agency or Department or other Public Entity)**

The undersigned hereby certifies to the State of Alabama as follows:

- The undersigned holds the position of \_\_\_\_\_ with the Contractor/Grantee named above, is authorized to provide the representations that are set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
- Applying the following definitions from the Section 3 of the Act, the Contractor/Grantee business structure is as indicated by my initials.

**BUSINESS ENTITY.** Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

- Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

**EMPLOYER.** Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

- \_\_\_\_\_ a. The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.
- \_\_\_\_\_ b. The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

- As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien, as that term is defined in Section 3 of the Act, within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

*{Alien is any person who is not a citizen or national of the United States, as described in 8 U.S.C. § 1101, et seq., and any amendments thereto.}*

*{Unauthorized Alien is an alien who is not authorized to work in the United States as defined in 8 U.S.C. § 1324a(h)(3).}*

- Contractor/Grantee is enrolled in E-Verify unless *{initial the following selections which apply}*:

- \_\_\_\_\_ (a) it is not eligible to enroll because of the rules of that program or other factors beyond its control.
- \_\_\_\_\_ (b) it is excused from the requirement of enrollment in E-Verify because it does not have an employee in the State of Alabama.

Certified this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Name of Contractor/Grantee/Recipient

By: \_\_\_\_\_

Its \_\_\_\_\_

The above Certification was signed in my presence by the person whose name appears above, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

WITNESS \_\_\_\_\_

\_\_\_\_\_  
Print Name of Witness

ENCLOSURE E: W-9 TAX FORM

Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► \_\_\_\_\_

C Corporation

S Corporation

Partnership

Trust/estate

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

Requester's name and address (optional)

*Print or type.  
See Specific Instructions on page 3.*

**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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

**or**

**Employer identification number**

				-								
--	--	--	--	---	--	--	--	--	--	--	--	--

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ► \_\_\_\_\_

Date ► \_\_\_\_\_

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

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 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.

Company Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_