

## INVITATION TO BID

STATE OF ALABAMA

COUNTY OF BALDWIN

**NOTICE IS HEREBY GIVEN** that the County Commission of Baldwin County, Alabama, will receive bids in the Purchasing Office on January 6, 2025, at 1:00 P.M., for the Purchase of Three (3) Animal Transport Body Units for the Baldwin County Commission. Bids will be opened on January 6, 2025, at 1:30 P.M., in the Purchasing Conference Room located in the Annex III Building at 257 Hand Ave., Bay Minette, Alabama. Bids received after the January 6, 2025, at 1:00 P.M., deadline will not be considered. All times to be determined solely by the clock on the wall of Purchasing Conference Room. For all purposes and uses herein, a bid and all required paperwork is “received” at the time and date indicated on the Purchasing Office file stamp which shall be impressed on the face of all such documents when and as presented at the Purchasing Office.

### **SEE ATTACHED SPECIFICATIONS**

This invitation package consists of **TEN (10)** pages. Bidders shall verify they have received all pages as indicated. If all pages have not been received, then it is the responsibility of the bidder to contact the Purchasing Director, Wanda Gautney at (251) 580-2520 phone, (251) 580-2536 fax.

### **GENERAL BID INFORMATION**

**Bidders shall carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Bidders shall direct all requests for explanation or additional information concerning the meaning or interpretation of the conditions or attached specifications of this invitation to Wanda Gautney in writing or e-mail (wgautney@baldwincountyal.gov) in sufficient time for a reply before submission date of bids. The Commission cannot, and does not, guarantee that such inquiries sent by mail or e-mail will be received timely or prior to the required submission date and time. It is the responsibility of the bidder to contact the Purchasing Director, Wanda Gautney at (251) 580-2520 if a reply is not received.**

The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment considered best suited for Baldwin County.

Contact initiated by a potential bidder with a county official will be only as specifically set out in this invitation. Any other contact with a county official initiated by a potential bidder or bidder regarding this bid, **between the date of this invitation to the date of bid award**, shall be deemed and treated as an attempt to unduly influence the bid award, and may be grounds for rejection of the bid submitted by the bidder initiating such other contact, at the discretion of the Baldwin County Commission.

## **BIDDER QUALIFICATIONS**

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular, and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non-confidential evidence or documentation demonstrating that the fact they are presently licensed and permitted under Alabama law. Such non-confidential evidence or documentation is encouraged to be submitted with the Bid Package.

The bidder expressly acknowledges, to and for the benefit of the Baldwin County Commission, that this Agreement may be funded with **federal grant monies** and, therefore, bidder expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. For more information about the Federal regulations visit the website <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200> Code of Federal Regulations.

**The Certification Regarding Lobbying form must be completed and submitted in your response package.**

**All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.**

**All vendors, contractors and grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at [www.baldwincountyal.gov](http://www.baldwincountyal.gov). Please complete and submit with your Bid Response the E-Verify package.**

**All bidders that qualify as a Disadvantaged Business Enterprise (DBE) must provide supporting documentation in their bid response along with the completed DBE Registration form that may be downloaded from the County website [www.baldwincountyal.gov](http://www.baldwincountyal.gov). A Disadvantaged Business Enterprise or DBE means a for-profit small business that (1) is at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.**

### **PREPARING THE BID**

Bids must be typed or handwritten in ink. A bid submitted in pencil is unacceptable. The Bid Guarantee and Bid Response Form must be the original paperwork; copies are not acceptable. All required paperwork must be received in the sealed Bid Package.

These specifications exhibit the general intent and purpose of Baldwin County regarding this bid; and they shall be so considered by the bidders. Accordingly, the bidder admits and agrees that said specifications are not complete in every detail. The bidder also agrees that the work and materials not indicated, or expressly mentioned in these specifications, but which are reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work the same as if fully and expressly indicated and specified.

The Bidders shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. The exceptions shall be labeled “**EXCEPTION(S) TO BID CONDITIONS AND SPECIFICATIONS,**” and shall be attached to the front of the bid inside the Bid Package. Additional features and/or capabilities not included in the specifications may be included in the bid.

To facilitate the bid evaluation and tabulation, bids should be submitted with specifications identified in the order in which they appear in this document. If applicable, the bidder will provide cost in two (2) categories:

(1) Cost using material as specified.

(2) Cost using material as specified of at least 25% recycled material, if available.

It is the intent of the Commission to award bids which include recycled material when not prohibitive in cost and when in compliance with all other terms and conditions of the Alabama Competitive Bid Law.

**IF THE TOTAL PROPOSED BID AMOUNT EXCEEDS \$10,000.00, A BID GUARANTEE OF AT LEAST 5% OF THE PROPOSED BID AMOUNT, NOT TO EXCEED \$10,000.00, WILL BE INCLUDED WITH THE BID.** Such bid guarantee shall be a bid bond (individual or annual, provided, that bonding is available for such services, equipment or materials), postal money order, certified check, cashier’s check, Letter of Credit, or certain bonds or note of the United States. This is required by the Alabama Competitive Bid Law, Title 41, Chapter 16, **Code of Alabama 1975**, as amended; **no exceptions will be allowed.**

### **SUBMITTING THE BID**

In the event that a bidder is financing the product(s) through another agency other than itself, the financing agency must sign the Bid Response Form along with the bidder. A copy of the financing agreement and all conditions must be included with the Bid Response Form. The bidder and the Financing Agency will be held to the requirements stated in the Invitation to Bid. Any assignment of the financing agreement must be approved by the financing agency and the County Commission. Failure to disclose the financing information and all conditions will disqualify the Bidder at the County’s discretion.

Bidders that are returning a **NO BID** statement shall write on the outside of the Bid Package, the **Bid Number (i.e. WG25-05) with “NO BID”** written underneath. The Bid Package will not be opened in public, but it will be noted that the bidder did respond.

Bids may be hand delivered at any time prior to the bid opening date and time to the Baldwin County Purchasing Office, Annex III Building, 257 Hand Avenue, ATTN.: Wanda Gautney, **(mailing) 312 Courthouse Square-Suite 15, Bay Minette, Alabama 36507**. The Commission cannot guarantee that bids sent by mail or courier will be received will be received on or before the bid opening day and time as required. Bids received after the deadline shall not be accepted and shall be returned.

All bids received must be in a sealed envelope plainly marked, **“WG25-05” “PURCHASE OF THREE (3) ANIMAL TRANSPORT BODY UNITS.”** Bids submitted by “Express/Overnight” services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Bidders and any other interested individuals are invited to attend the bid opening.

### **BID AWARD**

The Baldwin County Commission, at its discretion, may offer an extension of the Contract awarded to the successful bidder for an additional period not to exceed twelve (12) months or until such time that a new contract can be bid and awarded. Any extension will be at the same prices, terms and conditions. Any extension must have the written approval of both the County and Awarded Bidder within sixty (60) days prior to the expiration of the original contract.

All factors stated in this invitation package will be considered in determining the successful bidder, and any omission(s) of the stated requirements may be cause for rejection of the bid (s), all as determined solely by the Baldwin County Commission.

The County Commission reserves the right to study bids as to their correctness and may award the bid within a thirty (30) day period, but the County Commission reserves the right to extend the bid award for an additional thirty (30) days until an award decision can be made.

The Baldwin County Commission reserves the right to reject any, and all bids, to waive any informality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

### **TITLE 39/CODE OF AL COMPLIANCE**

As a condition of any Bid Award and the respective contract(s) pursuant thereto, the County places full reliance upon the fact that it is the sole responsibility of any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works, to ensure that they and/or any of their respective agents comply with all applicable provisions of Title 39-1-1 et seq. Code of AL 1975.

More specifically, any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works shall be in compliance with, and have full knowledge of, the following provisions of Title 39:

“(f) The Contractor shall, immediately after the completion of the contract give notice of the completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done, for a period of four successive weeks. A final settlement shall not be made upon the contract until the expiration of 30 days after the completion of the notice. Proof of publication of the notice shall be made by the contractor to the authority by whom the contract was made by affidavit of the publisher and a printed copy of the notice published . . .” §39-1-1(f) Code of AL 1975.

“(g) Subsection (f) shall not apply to contractors performing contracts of less than fifty thousand (\$50,000) in amount. In such cases, the governing body of the contracting agency, to expedite final payment, shall cause notice of final completion of the contract to be published one time in a newspaper of general circulation, published in the county of the contracting agency and shall post notice of final completion on the agency’s bulletin board for one week, and shall require the contractor to certify under oath that all bills have been paid in full. Final settlement with the contractor may be made at any time after the notice has been posted for one entire week.” §39-1-1 (g) Code of AL 1975.

**NOTE: Any failure to fully comply with this section or any applicable laws of the State of Alabama shall be deemed a material breach of the terms of both the Bid Award and the respective contracts resulting there from. Furthermore, Baldwin County takes no responsibility for resulting delayed payments, penalties, or damages as a result of any failure to strictly comply with Alabama Law.**

Done this 9<sup>th</sup> day of December 2024.



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ROGER H. RENDLEMEN, County Administrator  
Baldwin County Commission

**Bid #WG25-05 Specifications**

These specifications shall be construed as minimum. Should manufacturer’s published data or specifications exceed these, such standards shall be considered minimum and furnished. All integral parts not specifically mentioned in the scope of these specifications that are necessary to provide a complete working unit shall be furnished.

Bidder shall give a unit prices as indicated on the Bid Response Form. The price shall include all applicable charges, to include but not limited to delivery, etc.

**The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer’s but is solely for the purpose of indicating the type, size and quality of equipment considered best adapted to Baldwin County.**

Award will be to the lowest responsible bidder meeting specifications. It is not the policy of the Baldwin County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purchase for which required, terms of delivery, finance package, resale value of equipment, and fast service and experience are among the factors that will be considered in determining the responsive bidder.

**BID RESPONSE FORM**

Each supplier should use the Response Form provided for their bid. **Exceptions are to be attached to the back of the Response Form.** The Bid Guarantee should be attached to the front of the Response Form.

**DELIVERY**

Delivery shall be as soon as possible but not more than **NINETY (90) days** after receipt of order from the Baldwin County Commission. **Delivery location shall be the Baldwin County Animal Shelter located at 15240 County Road 49, Summerdale, AL 36580.** A Purchase Order will be issued for the equipment listed.

**PRICE BID**

Destination charges, delivery charges, title fees, rebates and any other similar costs and refunds on the equipment shall be included in the purchase price. The purchase price shall not include extended warranty cost, these costs shall be stated separately as provided in these specifications.

**SPECIFICATIONS FOR THREE (3) MODEL C-100 ANIMAL TRANSPORT BODY UNITS OR EQUIVALENT**

The following specifications are provided in order to describe and specify the design, construction, materials and equipment to be utilized and installed in the fabrication of a Model C-100 Animal Transport Unit or equivalent.

**Description:** A fiberglass one-piece molded animal transportation unit with (6) six animal compartments and (1) storage compartment with the access door in the back of the unit. Standard features include a fresh air ventilation system vented to each compartment, a pass-through swing door in the front compartment, bright white LED lighting in each compartment, solid partitions creating 6 individual compartments, sloped floor drainage system, back up alarm, high-low brake lights and flashers, gel coated fiberglass doors with five molded louver vents in the exterior door panel and a vent on the interior door to control airflow.

**Construction:** Reinforced One-Piece Molded Fiberglass Construction with a bright white gel coat high gloss exterior finish. Steel tube frame lines interior around the entire bottom of the unit with cross members to provide a solid mounting structure. All the steel under structure is completely sealed in fiberglass.

**Body Dimensions:** 80" Wide x 45" High x 100" Long

**Weight:** Approximately 900 lbs.

**Truck Chassis:** Provided by Baldwin County. Standard long bed truck chassis with a 56" cab-to-axle (CA) measurement and single rear wheels.

**Animal Compartment Sizes:**

Street Side: Front 35 1/2" Wide x 36" High x 38 5/8" Deep (or through body 78")  
Center 28 1/8" Wide x 36" High x 30" Deep  
Rear 32 1/2" Wide x 36" High x 30" Deep

Curb Side: Front 35 1/2" Wide x 36" High x 38 5/8" Deep (or through body 78")  
Center 28 1/8" Wide x 36" High x 30" Deep  
Rear 32 1/2" Wide x 36" High x 30" Deep

Rear Center Storage: 16" Wide x 32" High x 61 5/8" Deep

**Under Structure:** Framed with 1.5" x 2" 14 gauge high strength tubular steel on all sides with two 2" x 3" 11 gauge high strength tubular cross members. Four 5" x 4" x .375" solid steel angle mounts are installed for easy mounting on the vehicle frame using grade 8 bolts. All steel is completely sealed in fiberglass to minimize exposure to the elements and reduce rust and deterioration.

**Floor:** Constructed using a .75" foam composite board molded and sealed into the unit with three layers of fiberglass. The top layer thickness is .1875" and the bottom layers are .15625" and .1875" in thickness. Floors have a .75" recess creating a trough under the unit with individual drain capabilities. The floor is sloped to the center, so drainage flow is directed to the drain holes and into the trough under the unit keeping compartment floors dry and clean. The undercarriage is sealed with fiberglass which provides maximum insulation preventing heat from rising through the floor.

**Compartments:** Walls and ceilings are gel coat sealed and webbed to provide a smooth, easy to clean finish in the compartments. (Note: Bodies can be made to your specifications and partitions can be made with wire)

**Doors:** Doors are constructed of fiberglass with a bright white gel coat finish on the interior and exterior panels. The outside dimensions of the door are 31 7/8" high x 27 5/16" wide. The exterior panel of the door has (5) five large louver style vents molded into the fiberglass. The louver openings provide ample air flow to exchange air inside the compartments when operating with forced air ventilation. Interior door panel has a stainless steel circular vent that can be opened and closed to control air flow. A stainless steel continuous hinge (1.5") (20 Gauge) connects the door to the fiberglass body and doors are hinged toward the front. Aluminum drip shields are placed over all doors. A keyed alike stainless steel recessed folding 'T' latch locking handle is used.

**Interior Safety Door:** Heavy duty wire interior safety door with an arm and catch pole opening on the latch side. Door is constructed of 3/8" frame and 3/8" horizontal rods with 1/4" vertical rods welded at all intersections. A heavy duty 1/2" spring loaded bolt latch is used to provide a positive latching system and the door is mounted with stainless steel hinges. The interior safety door is installed inside the outer door to keep the animal secured in the compartment when the outer door is opened protecting the operator and allowing full vision of the compartment. Stainless Steel finish.

**Ventilation:** Forced fresh air ventilation system provides 580 CFM airflow with a dual fan blower and is vented to each of the individual compartments. A 4" high x 18" wide fiberglass air duct is installed in the ceiling of the unit and runs down the center the full length of the unit. The blower is installed inside the rear of the unit in the housing at the end of the air duct and forces air through the duct. Fresh air is drawn in from outside and is vented to each of the individual compartments blowing stale air from the compartments and providing fresh air. The forced air is distributed equally to all compartments and does not circulate from one compartment to another. The blower is operated with a switch and indicator light in the cab.

**Roof:** Roof is backed by .5" high density composite board with a .15625" layer of fiberglass applied to the ceiling of the unit. The composite board is completely glassed in providing maximum insulation and strength. Roof of the compartments are gel coat sealed and webbed.

**Roof Rack:** Stainless steel tube and stanchions.

**Lights:** All LED bright white lights in individual compartments minimizes power draw on vehicle. Rubber mounted LED running, stop, turn and back up lights. Side mounted clearance lights installed away from gas tank filling areas in accordance with FMVSS.

**Back Up Alarm:** 105 D.B. back up alarm mounted under the unit in the rear.

**Bumper:** Steel step bumper with tread plate top, powdercoated black.

**Ground Effects:** Molded fiberglass skirting is installed along the bottom of the unit with openings centered over rear tires and sized large enough for easy tire removal when necessary. Ground effects are constructed of fiberglass and have a bright white gel coat high gloss finish.

**Installation:** Mounts easily to the truck frame with bolts using 5" mounting plates welded to the cross members of the unit. Unit is easily transferred from one vehicle to another. If the bid is awarded to a vendor outside of the state of Alabama, installation will be provided by Baldwin County.

**Color:** Bright white gel coat high gloss finish.

**Fuel Cap:** Recessed.

**Rust Proofing:** Unit is manufactured from fiberglass which will not rust or corrode and steel components are glassed in minimizing exposure to the elements.

**Wiring:** All wiring is color coded, run in conduit and glassed in so the wiring is not exposed to the animals. Wiring is easily accessed in junction boxes for future modifications or add on optional equipment installations.

**Includes:** Roof rack, all L.E.D. Lighted compartments, forced air ventilation system, back-up alarm, Hi-Lo brake lights, bumper extensions, Fiberglass doors with molded louvers, stainless steel T- Lock Handles, keyed alike locks, ground effects, solid partitions gel coat sealed and webbed interior, LED clearance lights, pass through swing door in front compartment, floor drainage trough, catch pole holder in storage, step bumper with tread plate top.

High Capacity Air Conditioning Tie-In System w/ temp display

Heavy duty interior safety doors - stainless steel (set of 6)

Mud Flaps

LED Beacon Light - Amber - Roof Mount

Aluminum Wear Strips – Roof

Pull-Out Ramp - front passenger compartment

LED Work Light - 1 Left - 1 Right

