Wallace Community College Selma
3000 Earl Goodwin Parkway
Selma, Alabama 36701

Invitation to Bid

Janitorial Services for:

THE HEALTH SCIENCE BUILDING
THE HANK SANDERS TECHNOLOGY CENTER
THE NEW STUDENT CENTER
CLASSROOM BUILDING
CHARLES BYRD SCIENCE BUILDING

Bid Number:

2027-3

Bid Opening Date and Time
November 5, 2026 at 10:00am

Bids received after this date and time will not be accepted

Submit Sealed Bids To:

The Office of Business and Finance
3000 Earl Goodwin Parkway
Hank Sanders Technology Center
P. O. Box 2530
Selma AL 36702

Jada Harrison
RCFO

Dr. Donitha Griffin
President

BID AWARD

No errors in bids may be corrected after bids are opened.

Bid prices must be good for at least sixty (60) days after bid opening.

Length of time involving delivery and/or installation of items may be a determining factor in awarding the bid. Specify delivery and installation time involved. If applicable, installation costs are to be listed separate from equipment costs.

All factors stated in this invitation package will be evaluated in determining the

successful bidder. Any omissions of the herein stated requirements may be cause for rejection for the bids submitted, solely as determined by Wallace Community College Selma.

The College reserves the right to study bids as to their correctness and to award the bid at a later date of not more than thirty (30) days.

Contractual services awarded to vendors may not be subcontracted to other vendors without the College express approval.

Wallace Community College Selma reserves the right to reject any or all bids, to waive any informality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

SEE ATTACHED SPECIFICATION

GENERAL BID INFORMATION

Bidders should carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Any explanation or additional information desired on the meaning or interpretation of the conditions or specifications of this invitation shall be referred to Keith Jackson at (334) 876-9381 in sufficient time for reply before submission date of bids. Contact initiated by potential bidder with a College official will be as specifically set out in this invitation. Any other contact with a College official initiated by a potential bidder regarding this bid, between the date of this bid and to the date of the bid award, shall be deemed as an attempt to unduly influence the bid award, and may be grounds for rejection of the bid submitted by the bidder initiating such contact, at the discretion of Wallace Community College Selma.

BIDDER QUALIFICATIONS

All bidders, to the best of their knowledge and belief, must be in compliance with all applicable federal, Alabama State, county and municipal laws, regulations, resolutions and ordinances. In particular, if applicable, Title 34, Chapter 8 (dealing with general contractor licensing for businesses which construct or superintend the construction of any building, highway, sewer, grading, or any improvement or structure costing $20,000.00 or more), Title 40, Chapter 14 (dealing with permitting, franchise tax and other taxation of corporations conducting business in the state), Title 40 Chapter 23 (dealing with sales and use tax), Title 39, Chapter 1 (dealing with submission of performance bonds, payment bonds and advertising the completion of public works contracts), Title 39, Chapter 3 (dealing with use of domestic products and workmen and labors who have actually resided in Alabama for two years next preceding such employment on public works contacts), Code of Alabama 1975, as amended; provided, the bidder is not exempted from the above mentioned code sections elsewhere in the code. All bidders bidding should be prepared to timely submit non-confidential evidence or documentation supporting the fact that they are presently licensed under the applicable code sections, suitable to, and upon request by, Wallace Community College Selma. Such non-confidential evidence or documentation may be submitted with the bid.

ACT NO. 2006-557

Each vendor, contractor, or affiliate of a vendor or contractor that is offered a contract to do business with Wallace Community College-Selma shall be required to certify that the vendor or affiliate is appropriately registered to collect and remit sales, use, and lease tax as required by this section and submit to the state department or agency certification required by the Alabama Department of Revenue.

Every bid submitted and contract executed by Wallace Community College-Selma contain a certification by bidder or contractor that the bidder or contractor is not barred from bidding for or entering into a contract under this section and that the bidder or contractor acknowledges that Wallace Community College-Selma may declare the contract void if the certification completed is false.

PREPARING THE BID

Bids must be typed or hand written in ink. A bid submitted in pencil is unacceptable.

No prices shall include state or federal excise taxes; tax exemption certificates are furnished upon request.

Quote prices delivered FOB destination and any discounts or terms available to the College.

Specify all terms and conditions of the warranties associated with equipment, materials, supplies and labor when applicable.

SUBMITTING THE BID

Bids are to be submitted on forms provided, completed fully, and notarized.

Bids may be hand delivered to the office of Business and Finance, Wallace Community College Selma, 3000 Earl Goodwin Parkway Selma, Alabama 36701 or may be mailed to the same address. The College cannot guarantee that bids sent by mail or carrier will be received on or before the bid-opening day and time. No bids will be accepted via a fax.

All bids received must be in a sealed envelope plainly marked:

Sealed Bid No.2027-3 Wallace Community College Selma for bid on Janitorial Services for the Health Science Building, the Hank Sanders Technology Center, New Student Center, Classroom Building and Charles Byrd Science Building.

Bidders and any other interested individuals are invited to attend the bid opening.

All Potential bidders must attend a pre-bid conference.
The College reserves the right to reject any bid where the vendor failed to attend the pre-bid Conference.

Pre-Bid Conference Information:
Contact person: Keith Jackson (334) 876-9381
keith.jackson@wccs.edu

Location: WCCS – Hank Sanders Technology Center
1st Floor Conference Room
3000 Earl Goodwin Parkway
Selma, AL 36703

Time: **10:00am**
Date: **October 27, 2026**

CERTIFICATION

We are in a position to furnish services at prices shown below and within stated terms. I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Company: _____ **Print Name** _____

Signature _____

Title _____

Address: _____ **Sworn to and subscribed before me on this ____ day _____20____.**

Phone: _____ _____

Notary Public

Total Bid Amounts:

$ _____ **THE HEALTH SCIENCE BUILDING**

$ _____ **THE HANK SANDERS TECHNOLOGY CENTER**

$ _____ **THE NEW STUDENT CENTER**

$ _____ **CLASSROOM BUILDING**

$ _____ **CHARLES BYRD SCIENCE BUILDING**

$_____**TOTAL BID**

Date: _____

SCOPE OF WORK
(General Conditions)

DAMAGE TO COLLEGE PROPERTY

The contractor shall be responsible for the repair or replacement of any damage to college property caused by the use, misuse, or negligence of the contractor's employees.

The contractor is responsible for reporting, in writing, within 72 hours the occurrence of damage to college property. Failure to report the damage within the specified time may be cause for termination of this contract.

CONTRACT CANCELLATION

The contract term shall begin on December 1, 2026 or as soon thereafter as practical, and terminate November 30, 2028.

The contract may be canceled at any time at the option of the College for nonperformance of the contract. Such cancellation shall be accomplished by the giving of notice not less than 15 days prior to such cancellation and if no objection is filed in writing by the Contractor with the Dean of Business and Finance of WCCS within such 15 day period, then the contract will be deemed fully canceled as though a formal document of cancellation had been entered into between the parties. The college reserves the right to renew the contract for two additional one-year periods.

UTILITIES

The College will furnish all utilities to the contractor at existing outlets. Any modifications to existing outlets for the contractor's convenience will be at the contractor's expense. Prior approval for any alteration must be obtained from the Dean of Business and Finance. Arrangements must be made for the work to be performed and the cost charged to the contractor.

CONTRACT PAYMENT

Payment to be made on a monthly basis: Invoice to be submitted to the Office Business and Finance, P. O. Box 2530, Selma, AL 36702-2530. Invoice should be submitted by the 10th day of each month following contracted service. Payment will be issued within 15 days of invoice. The total contract amount shall be divided into twenty four (24) equal payments and shall be paid each month.

INSURANCE

The contractor shall carry adequate Property Damage and Public Liability Insurance, also Worker's Compensation and Employers Liability Insurance in statutory amounts. You must submit proof of insurance in the amount of $1,000,000.00 if selected winning bidder. Minimum coverage is listed below:

	BODILY INJURY		PROPERTY DAMAGE		
Hazard	Each Person	Each Accident	Each Accident	Aggregate	
Public Liability	$200,000.00		$1,000,000.00	$1,000,000.00	$1,000,000.00
Auto Liability	$200,000.00		$1,000,000.00	$1,000,000.00	$1,000,000.00

BONDED EMPLOYEES

All of the contractor's employees working on this contract shall be bonded, or contractor accepts all responsibility.

SECURITY

The contractor is responsible for training his employees in the security requirements of the college, and he is responsible for enforcing the security rules of the college as they apply to his employees.

In addition to any other security rules and regulations, the contractor shall inform his employees of the following:

a. No guns, knives, or other dangerous weapons are allowed on the campus.
b. No illegal drugs, or other prohibited substances, including alcohol, are allowed on campus.
c. Access to the buildings will be furnished by Police Department to the contractor.

CUSTODIAL SERVICE SPECIFICATIONS
SCOPE

Furnish all labor, equipment and supplies to perform the custodial services as outlined in the specifications listed in this document. Labor, equipment and supplies shall be used at the following locations: Health Science Building, Hank Sanders Technology Center, the New Student Center, Classroom Building and Charles Byrd Science Building all located at 3000 Earl Goodwin Parkway, Selma, AL 36701.

GENERAL

It is the intent of these specifications that the contractor is to provide the labor, equipment and supplies needed to perform the work as scheduled.

SCHEDULE OF WORK

The contractor shall furnish sufficient labor, equipment and supplies to perform the custodial work as scheduled, using the methods, materials, and equipment as further outlined in these specifications.

The contractor shall provide uniforms for employees assigned to the contract. The uniforms must be approved by the College.

Prior to starting the work the contractor will be required to furnish a man- hour schedule showing the number of man-hours that will be furnished each day to perform the work.

The contractor shall have a supervisor in charge of the scheduled work who shall represent the contractor and coordinate the work with the physical plant director or his designee.

The supervisor shall be approved by college administration and shall not be replaced without written consent. This supervisor must be replaced if at any time the college gives a written request.

The contractor shall maintain control of his employees while on the college campus. Any employee whose work performance or conduct is objectionable shall be immediately removed from the college premises at the request or college administration (persons to be named to the contractor awarded the contract).

The contractor shall maintain a work force of sufficient size to do the work as scheduled. The contractor shall correct scheduled work that is performed unsatisfactorily within sixteen hours after notification by the college, at no additional cost to the college.

The contractor shall supply the college a list of employees and hours worked per day on this contract. These records are to be supplied to college administration monthly.

The contractor shall not remove employees from one job location to perform other assignments that are not a part of the WCCS custodial contract. The contractor shall adhere to established work schedules.

When possible, the contractor should schedule work to be performed during college holidays or semester breaks.

The college is not liable and will not pay for work not performed during college closing due to weather or other forces beyond the college control. The contractor agrees to reduce the cost of the contract on a pro-rated square footage, or services basis, if the college puts the building to a use not requiring custodial services, or if the college hires additional personnel to assume certain custodial duties.

PHYSICAL PLANT BUILDINGS

Location	#of Stories	Building Completed	Gross Area	Occupied Area	Hours Occupied
Hank Sanders Technology Center	3	2008	33,587 sq.ft.	31,387 sq. ft.	6am -9:30am
Health Science Bldg.	2	2009	36,624 sq.ft	27,108 sq.ft.	6am -9:30am
New Student Center	2	2012	39,624 sq.ft	33,982 sq.ft.	6am -9:30am
Classroom Bldg.	1	1963	19,928sq. ft.		6am -9:30am
Charles Byrd Bldg.	2	1980	19,921 sq.ft		6am -9:30am

CUSTODIAL SERVICES DEFINED

Entrances & Lobbies

Daily

1. Clean glass doors, inside and out.
2. Spot clean door facings to remove fingerprints.
3. Dust furniture and ledges.
4. Empty and clean cigarette receptacles and remove trash.
5. Sweep floor.
6. Damp mop daily with all-purpose cleaner, making sure to leave completely dry.
7. Clean 30 ft area outside of entranceways for cigarette butts.
8. Vacuum all carpet.
9. Remove gum from floor at entrance ways.
10. Vacuum or sweep entry mats.
11. Report burned out lights.
12. Damp mop tile floor

General Offices

Daily

1. Empty wastebaskets.
2. Dust all furniture and accessories.
3. Dust all exposed filing cabinets, bookcases and shelves.
4. Spot clean desktops.
5. Clean and sanitize break room areas.
6. Clean and sanitize water fountains.
7. Vacuum all carpet.
8. Spot clean tile floors.
9. Dust mop tile floors.
10. Spot clean glass in windows, doors, and partitions.
11. Clean doors and door facings.
12. Spot clean walls.
13. Spot clean carpet.
14. Put furniture back to original placement.

Weekly

1. Clean glass, inside and outside, at entrances.
2. Spray buff tile floors where applicable.
3. Report any burned out lights for replacement.

Classrooms, Workrooms, and Labs

Daily

1. Empty wastebaskets.
2. Clean dry erase boards.
3. Dust all furniture and accessories.
4. Dust all exposed filling cabinets, bookcases and shelves.
5. Spot clean desktops and tables.
6. Vacuum all carpet.
7. Spot clean tile floors.
8. Dust mop tile floors.
9. Spot clean all glass in windows, doors, and partitions.
10. Clean doors and door facings.
11. Spot clean walls.
12. Spot clean carpet.
13. Neatly arrange furniture.

Weekly

1. Clean all glass, inside and out, at entrances.
2. Damp mop tile floors.
3. Spray buff tile floors where applicable.
4. Report any burned out lights for replacement.

Restrooms

Daily

1. Spot clean tile walls and doors.
2. Clean and disinfect all fixtures, including toilet bowls, urinals, and hand basins.
3. Clean and sanitize all flush rings, drains, and overflow outlets.
4. Cleans and sanitize all toilet seats on both sides.
5. Clean and polish all mirrors/glass and bright work.
6. Empty and spot clean all trash containers and disposals.
7. Refill all dispensers to normal limits: soap, tissue, and towels.
8. Mop floors with germicidal disinfectant.
9. Dust and spot clean partitions.
10. Report any plumbing irregularities as soon as possible.

Weekly

1. Wash and sanitize partitions.
2. Scour and disinfect tile walls.
3. Wash all trash containers.

Conference Rooms

1. Empty wastebaskets.
2. Dust all furniture and accessories.
3. Spot clean desktops and tables.
4. Spot clean tile floors.
5. Dust mop tile floors.
6. Clean doors and door facings.
7. Spot clean walls.
8. Neatly arrange furniture.

Break Room

Daily

1. Dust furniture and ledges.
2. Wipe all eating surfaces with disinfected cloth.
3. Empty and spot clean trash cans.
4. Sweep floors.
5. Damp mop floor with all-purpose cleaner.
6. Spot clean all doors and window glass.

Weekly

1. Wash all doors and window glass.
2. Wash trash containers.

Miscellaneous Areas

Daily

1. Water Fountains
    a. Clean water fountains.
    b. Clean 3 ft. area (walls, floors) around water fountains.
2. Smoking Areas
    a. Empty urns and ashtrays.
    b. Clean urns and ashtrays.
    c. Sweep and mop floor area.
3. Stairwells/Entranceways and Elevator
    a. Sweep/dust mop area daily and spot mop.
    b. Collect and remove trash daily.
    c. Mop weekly.
    d. Vacuum carpet and spot clean to remove spills and stains.
    e. Clean elevator walls and doors of spots/finger prints with approved stainless cleaner.

Annual/Semester Services

Floor Care

1. Strip/wax floors one time a year, with 4 coats wax with at least 25% solids.
2. During each semester break, as determined by the Supervisor of buildings and Grounds, floors should be top scrubbed and a coat of wax applied. These services should be performed, as needed, when determined excessive wear or damage to the tile may be occurring.
3. Clean carpeting one time per year, as determined by the Supervisor of buildings and Grounds.

During One of Semester Breaks

1. Clean chairs upholstered in cloth, vinyl, leather, etc.
2. Wash interior of all windows. This should be done in the month of May.
3. Wash all ceramic tile and partitions in all restrooms with approved disinfectant. Complete in month of March.

NOTE: The contractor shall provide a schedule for annual/semester services to be approved by the college at the beginning of each fiscal year.

Monthly Services

1. Dust upper ceiling vents and ledges.
2. Vacuum upholstered furniture using proper attachments.
3. Dust vertical blinds on both sides.
4. Wipe telephones with disinfectant solution.
5. Dust or wipe clean baseboards.
6. Spot clean wall surfaces around light switches and door frames. Any other spots or marks should be cleaned.
7. Clean elevator walls, interior/exterior doors, and trim.
8. Clean steps and landings.

Special Instructions

1. Do not use any college equipment, office machines, or supplies other than custodial.
2. Do not remove any material, equipment, supplies, office machines, books, papers, or furniture from any location without a work order. This excludes material in wastepaper baskets.
3. Report to campus police any material found in wastepaper baskets such as books, office equipment, office machines, or unused supplies.

4. Report any broken furniture, missing or burned out lamps, or broken window glass to the Supervisor of Buildings and Grounds at WCCS.
5. All annual services will be scheduled between fall and spring semesters.
6. All trash containers will be kept in clean and sanitary condition at all times by using plastic liners.
7. Chewing gum, tar, and other substances to be removed while cleaning.
8. All scheduled work to be done by scheduled employees of contractor.

Vendor must include completed Schedules A-D with this bid.

The bidder in compliance with your invitation for bids on Custodial Service for Wallace Community College Selma, having examined the Specifications and being familiar with all conditions in connection with the proposed project hereby proposes to furnish all labor and equipment required in accordance with the Bid Documents at the price stated hereinafter.

Bidder understands that Wallace Community College Selma reserves the right to reject any or all bids and to waive any informality in the bidding.

Upon receipt of written notice of acceptance of this bid, bidder will execute and deliver certificate of insurance, vendor disclosure statement, and E-Verify enrollment documentation within ten days as required.

Respectfully Submitted,
Bidder:

SCHEDULE A
CONTRACTOR INFORMATION

INSTRUCTIONS: Please fill in the appropriate section below. Completing all blanks within the section. This information is necessary to insure that the contract and bonds are in the correct form.

SECTION 1: If the Contractor is a SOLE PROPRIETOR. Fill In This Section Only:

Name:

(first) (middle) (last)

Name under which you are engaged in business (if operating under an assumed name):

Place of Residence: _____

(county) (state)

SECTION 2: If the Contractor is a PARTNERSHIP. Fill In This Section Only:

Name of Partner(s) Place of Residence

_____ _____

_____ _____

Name under which you are engaged in business (if operating under an assumed name):

Principal Place of Business: _____

(County) (State)

SECTION 3: If the Contractor is a CORPORATION. Fill In This Section Only:

Name of Corporation: _____

State of Incorporation: _____ County: _____

Location of Principal Office: _____

Person executing on behalf of Corporation:

Name: _____ Title: _____

Complete Address: _____

SCHEDULE B
CONTRACTOR'S QUALIFICATION STATEMENT

Submitted to: _____

_____

Submitted by: _____
(name)

_____
(address)

_____
(principal office)

[ ] Corporation [ ] Partnership [ ] Individual
[ ] Joint Venture [ ] Other _____

1. How many years has your organization been in business as a _____ service contractor?
2. How many years has your organization been in business under its present business name? _____
3. If a corporation, answer the following:
   Date of incorporation: _____ State of incorporation: _____

   Please list the following names:

   President: _____

   Vice President(s): _____

   _____

   _____

   Secretary: _____

   Treasurer: _____
4. If a partnership, answer the following:

   Date of organization: _____ Type of partnership: _____
   (such as general or limited)

   Name and address of all partners: (attach separate sheets as necessary:

   _____

5. If other than a corporation or partnership, describe organization and principals:

_____

_____

6. Have you ever failed to complete any work awarded to you? If so, indicate When, where, and why?

_____

_____

7. Has any officer or partner of your organization ever been an officer or Partner of another organization that failed to complete a service contract? _____ If so, state circumstances:

_____

_____

8. List major service contracts your organization has under contract on this date:

1. _____ _____
(company name) (date employment)
_____ _____
(address) (amount contract)
_____ _____
(city, state, zip) (length contract)

2. _____ _____
(company name) (date employment)
_____ _____
(address) (amount contract)
_____ _____
(city, state, zip) (length contract)

3. _____ _____
(company name) (date employment)
_____ _____
(address) (amount contract)
_____ _____
(city, state, zip) (length contract)

9. List major service contracts your organization has had in the last five years.
Company name Amount of contract Length of contract

_____

_____

_____

(attach additional sheet if necessary)

10. Name of bonding and insurance companies and name and address of agents; Maximum bonding capacity.

_____

_____

_____

11. Contractor certifies that qualified workers are available and will be used to do the work.

Dated at _____ this _____ day of _____,20 _____.

NOTARIZATION

SCHEDULE C
CURRENT REFERENCES

REFERENCE #1

Business Name

Address

City, State and Zip

Administrator of Contract

Amount of Contract

Length of Contract

Square Feet

Telephone Number

REFERENCE #2

Business Name

Address

City, State and Zip

Administrator of Contract

Amount of Contract

Length of Contract

Square Feet

Telephone Number

REFERENCE #3

Business Name

Address

City, State and Zip

Administrator of Contract

Amount of Contract

Length of Contract

Square Feet

Telephone Number

REFERENCE #4

Business Name

Address

City, State and Zip

Amount of Contract

Length of Contract

Square Feet

Administrator of Contract

Telephone Numb

SCHEDULE D
EQUIPMENT LIST

List below all janitorial equipment (buffers, commercial vacuum cleaners, sweepers, etc.) you currently own. Attach additional sheets if necessary.

Equipment Description	Manufacturer, Model Number

Wallace Community College Selma

MEMORANDUM

TO: Vendors, Contractors, and Grantees

FROM: Wallace Community College Selma

RE: H.B. 56 Alabama Immigration Law Compliance Requirements

The purpose of this memorandum is to direct your immediate attention to Alabama Immigration Law Compliance requirements that became effective January 1, 2012. Vendors are directed to provide the following:

1. **Provide Wallace Community College Selma proof that you are in compliance with the immigration law** by submitting a completed and notarized Affidavit of Alabama Immigration Law Compliance and an E-Verify Memorandum of Understanding.
2. **Provide Wallace Community College Selma a signed Alabama Immigration Law Compliance Contract.**
3. **Obtain from any subcontractors retained for the project a notarized Affidavit of Alabama Immigration Law Compliance (Subcontractor).**

The requirements above are a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer doing business within the State of Alabama. As a contractor or grantee, you must comply with Section 31-13-9 of the Alabama Immigration Law.

For your convenience, we have included a sample **Affidavit of Alabama Immigration Law Compliance for Contractors and Grantees**. Please complete, notarize, and return it to Wallace Community College Selma along with your attached **E-Verify Memorandum of Understanding**. See Alabama Code §31-13-9.

You are also required to obtain from your subcontractors a notarized **Affidavit of Alabama Immigration Law Compliance for Subcontractors**. These documents must be maintained and a copy provided, upon request, to Wallace Community College Selma or your authorized representative.

Finally, you will find a **Notice of Alabama Immigration Law Compliance Requirements to All Contractors of ACCS Institutions** for execution by contractors and return to Wallace Community College Selma

WALLACE COMMUNITY COLLEGE SELMA

DR. DONTICHA GRIFFIN
PRESIDENT

OFFICE OF BUSINESS AND FINANCE

JADA HARRISON
DIRECTOR OF
BUSINESS AND FINANCE

ALABAMA IMMIGRATION LAW COMPLIANCE

As you may know, the State of Alabama passed new legislation effective January 1, 2012 requiring anyone receiving state monies to verify they are in compliance with the new immigration law. This legislation required us to hold payment of services rendered on or after January 1, 2012 until proper verification has been obtained.

- If you are a business that is paid directly by Wallace Community College Selma, please complete the Affidavit of Alabama Immigration Law Compliance, and an E-Verify, Memorandum of Understanding (www.uscis.gov/everify), and s signed Alabama Immigration Law Compliance contract and return to us.

- If you have subcontractors that you employ, you are also required to obtain an Affidavit of Alabama Immigration Law Compliance from them and keep on file at your establishment.

There are several pages including in this packet, including a memorandum further explain the law. Please take a few moments and look over this information completely, if you have any questions regrading this, please feel free to contact (334) 876-9246. Otherwise, please fill out the appropriate information and return to us as soon as possible in order to ensure no disruption in payment. You may return the information by mail to Wallace Community College Selma c/o Business Office, P.O. Box 2530, Selma, AL 36702-2530.

P.O. BOX 2530
3000 EARL GOODWIN PARKWAY
SELMA, ALABAMA 36702-2530
[P] (334) 876-9227 http://www.wccs.edu

WALLACE COMMUNITY COLLEGE SELMA

DR. DONTHA GRIFFIN
PRESIDENT

OFFICE OF BUSINESS AND FINANCE

JADA HARRISON
DIRECTOR OF
BUSINESS AND FINANCE

Notice of Alabama Immigration Law Compliance Requirements to all Contractors of ACCS INSTITUTIONS

As a Contractor, as defined in the Act, to an ACCS Institution, it is critical to your relationship (future or continuing) with the Institution that you comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Accordingly, please provide your Affidavit of Alabama Immigration Law Compliance with attached E-Verify Memorandum of Understanding, as requested in the attached memorandum. If you do not believe these obligations apply to you, please notify the Institution immediately.

Every contract entered into by an ACCS Institution from this point forward with a contractor will contain the following clause or one substantially similar:

> **Alabama Immigration Law Compliance Contract:** Contractor agrees that it will fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, which makes it unlawful for an employer in Alabama to *knowingly* hire or continue to employ an alien who is or has become unauthorized with respect to such employment or to fail to comply with the I-9 requirements or fails to use E-Verify to verify the eligibility to legally work in the United States for all of its new hires who are employed to work in the State of Alabama. Without limiting the foregoing, Contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien, and shall have an officer or other managerial employee who is personally familiar with the Contractor's hiring practices to execute an affidavit to this effect on the form supplied by the Institution and return the same to the Institution. Contractor shall also enroll in the E-Verify Program prior to performing any work, or continuing to perform any ongoing work, and shall remain enrolled throughout the entire course of its performance hereunder, and shall attach to its affidavit the E-Verify Program for Employment Verification and Memorandum of Understanding and such other documentation as the Institution may require to confirm Contractor's enrollment in the E-Verify Program. Contractor agrees not to knowingly allow any of its subcontractors, or any other party with whom it has a contract, to employ in the State of Alabama any illegal or undocumented aliens

[illegible]
[illegible]
SELMA, ALABAMA [illegible]
[P] [illegible] http [illegible]

To perform any work in connection with the project, and shall include in all of its contracts a prevision substantially Similar to this paragraph. If Contractors receives actual knowledge of the unauthorized status of one of its employees in the State of Alabama, it will remove that employee from the project, jobsite or premises of the Institution and shall comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason Hammon Alabama Taxpayer and Citizen Protection Act. Contractors shall require each of its subcontractors, or other parties with whom it has a Contract, to act in similar fashion. If Contractors violates any term of this provision, this Agreement will be subject to immediate termination by the Intuition. To the fullest extent permitted by law, Contractors shall defend, indemnify and hold harmless the Institutions from any and all losses, consequential damages, expenses(including but not limited to, attorneys fees), claims, suits, liabilities, fines, penalties, and any other cost arising out of or in any way related to Contractor's fulfill its obligations contained in this paragraph.

To the extent that there is no formal written contract between WCCS and the contractor, such as where business is conducted by purchase and/or, this document shall serve as the Alabama Immigration Law Compliance Contract.

Alabama Immigration Law Compliance Contract Notice Acknowledgeed and Agreed by Contractior whose name appear below:

Contractor Officer or Owner Signature _____ Date _____

Print Name _____ Title _____ Company _____

Please execute and return to Wallace Community College Selma within the next 10 days.

P.O. Box 2530
3000 Earl Goodwin Parkway
Selma, Alabama 36702-2530
[P] (334) 876-9227 http://www.wccs.edu

AFFIDAVIT OF ALABAMA IMMIGRATION LAW COMPLIANCE BY A CONTRACTOR OR GRANTEE TO ACCS INSTITUTIONS AND/ OR THE STATE BOARD OF EDUCATION

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the "Act"); CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b), this Affidavit of Alabama Immigration Law Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract by an ACCS Institution or by the Alabama Department of Postsecondary Education (ADPE) to an employer that employs one or more employees in the State of Alabama and is a recipient of funds from the Alabama Department of Postsecondary Education, or funds from any political subdivision of the State of Alabama, or any public-funded entity (including an ACCS Institution). Contractors and Grantees are to provide notice to their Subcontractors of their Alabama Immigration Law Compliance obligations.

State of Alabama:
County of _____:

Before me, a notary public, personally appeared _____ (print name) who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:

As a condition for being a contractor or grantee on a project paid for by contract, grant, or incentive by the State of Alabama, or any political subdivision thereof, or any state-funded entity, I hereby attest that in my capacity as _____ (your position) for _____ (name of contractor or grantee), said Contractor or Grantee does not knowingly employ, hire for employment, or continue to employ an unauthorized alien. Further, Contractor or Grantee affirms that it is providing notice to its subcontractors of their Alabama Immigration Law Compliance obligations.

I further attest that said Contractor or Grantee is enrolled in the E-Verify program and attached to this Affidavit is our E-Verify Memorandum of Understanding confirming such program enrollment. I have read this Affidavit and swear and affirm that it is true and correct.

_____
Signature of Affiant

Sworn to and subscribed before me this _____day of _____, 2____.
I certify that the affiant is known (or made known) to me to be the identical party he or she claims to be.

_____
Signature and Seal of Notary Public

To be returned to the Wallace Community College Selma

State of Alabama
Disclosure Statement
(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER ( )

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

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER ( )

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

OVER

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

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

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

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

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

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

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

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

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

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. See also *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:

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); and
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 (defined below); 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. 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*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they