Invitation to Bid 877
Maritime Training Center Lifting and Material Handling Equipment

Bid Must Be Received Before: 
Date: December 1, 2010 
Time: 4:00 PM

Bid Opening: 
Date: December 2, 2010 
Time: 10:00 AM

Submit bid proposal to: 
AIDT Bid Number 877 
Attention: Janet D-Goodwin 
One Technology Court 
Montgomery, AL 36116

Table of Contents

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS ................................................................. 2
NONRESIDENT BIDDER INFORMATION ................................................................................................. 6
VENDOR CERTIFICATION BY ALABAMA DEPARTMENT OF REVENUE ........................................ 6
ACKNOWLEDGEMENT OF RECEIPT FORM REQUESTS FOR BID .................................................. 7
SPECIFICATIONS ..................................................................................................................................... 8
QUALIFICATION STATEMENT .............................................................................................................. 10
STATE BOARD POLICY – DISCLOSURE STATEMENT ......................................................................... 11
VENDOR DISCLOSURE STATEMENT INFORMATION AND INSTRUCTIONS .............................. 12
VENDOR DISCLOSURE STATEMENT .................................................................................................... 13
GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. “All bids shall be sealed when received” (The Code of Alabama 1975, Section 41-16-54) Bids delivered by the vendor, United States Postal Service, Federal Express, UPS or other delivery service must be identified on front of the envelope in the lower left corner with the bid number, opening date and time indicated. It is the responsibility of the vendor to have the bid proposal delivered to the correct addressee and location.

2. Bids must be received prior to bid receive date and time indicated on the bid. Late bids or improperly submitted bid will not be considered.

3. All information shall be entered in ink, typewritten or computer generated in the appropriate space on the forms. An authorized company representative must sign bid in ink.

4. AIDT reserves the right to reject any or all bids, or any part thereof, and to waive any technicality in the bidding in the best interest of the Institute. Bids will be awarded in the best interest of AIDT.

5. This proposal is to be made without connections with any other person, company, or parties making a bid or proposal and is to be in all respects fair and in good faith, without collusion or fraud.

6. Bid prices are not to include tax. AIDT, a state government institution, is specifically exempted by law, from paying Alabama Sales Tax. This exemption is found in Section 40-23-4 (a) (11), Code of Alabama, and it further explained in the Sales & Use Tax Rule 810-6-3-.69.02.

7. Quote F.O.B. delivered to sites listed in specifications. The successful bidder must assume all liability/responsibility for damage in transit.

8. AIDT terms and conditions and the laws of the State of Alabama shall govern any contract resulting from this bid.

9. The responsibility of determining the acceptability of any products offered rests solely with AIDT.

10. Bidder shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of the requested work or service.

11. It is the responsibility of the bidder to inspect the facilities (grounds, road access, and buildings) for delivery method, installation and/or set-up of materials, supplies and/or equipment. Failure to inspect the facilities will not relieve the bidder of responsibility to provide for delivery F.O.B. or additional costs associated with delivery, installation and set up as requested in the bid.

12. All bids must be notarized.
13. Bidders desiring further information or interpretation of plans or specifications must make requests in writing to AIDT, Attn.: Janet D-Goodwin, One Technology Court, Montgomery, Alabama 36116, or email jgoodwin@aidt.edu at least three (3) days prior to bid opening. Answers to such requests will be given to all recorded bidders, in addendum form, which will be included as part of the contract documents.

14. References in the specifications to name brands, catalog numbers, etc are for identification purposes only and in no way are intended to eliminate or discourage the offering of substitute items which exceed or equal the specifications.

15. When brand name or catalog number is not stated by the bidder, it is understood the offer exactly as specified. If bidding a substitute item bidder must provide specifications for the item (s) bidding.

SPECIAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

16. VENDOR RESPONSIBILITY: It is the responsibility of all bidding vendors to read this entire bid from beginning to end and to comply with all instructions, specifications and terms and conditions of the bid.

17. BID IDENTIFICATION: Reference Page 2, Item 1, Due to the Postal Service putting bar code labels on enveloped, it conceals the bid number and date if the vendor has written them other than the lower left corner, therefore the bid would be rejected for not being properly identified.

18. REQUESTED INFORMATION: Any additional information requested from a vendor must be furnished within (3) days from receipt of request. Failure to furnish information within time frame above will result in bid rejection. Requested documentations in Items 28-30 must be submitted with bid proposal.

19. AWARD METHOD: Award will be made “All or None” to the lowest responsible bidder meeting all specifications of bid.

20. NOTE TO VENDOR: Delivery date may be a factor in determining the award.

21. MANUFACTURER/MODEL: At the end of each item where spaces are marked "MFR" and "model", vendors must indicate the manufacturer & all stock/model numbers necessary to complete each unit as specified.

This information must be completed, even if bidding the recommended mfr/model. Failure to complete this information will result in bid rejection.

22. NEW EQUIPMENT: All equipment must be new and unused and acceptable by the original equipment manufacturer for their maintenance.
23. **WARRANTY INFORMATION:** Equipment shall be warranted for a minimum of twelve (12) months. Warranty shall cover all parts, labor & freight cost associated with repairs and/or replacement of defective equipment. The warranty shall commence on the date the equipment is put into service by AIDT. Vendor will use whatever means required to facilitate this warranty, and will insure total satisfactory performance to AIDT.

24. **SERVICE:** Upon request for services vendor must provide part(s) and labor within 12 hours of notification (Monday-Friday, 7:00 am-4:00 pm).

25. **TRAINING:** Vendor must provide training on all equipment delivered to South Alabama at AIDT Maritime Training Center.

26. **ASSIGNMENT OF CONTRACT:** To assign, sublet or transfer any contract resulting from this proposal, the vendor’s must receive written approval by AIDT Business Manager.

27. **NOTE TO VENDOR:** Failure to submit documentations in Items 28-30 with bid proposal will result in bid rejection.

28. **SUBMIT WITH BID PROPOSAL:** All vendors must submit with their bid proposal a copy of their current state, county or city business license, general contractor’s license or applicable license as required by law.

29. **SUBMIT WITH BID PROPOSAL:** All vendors will be required to complete and submit with their bid proposal a Disclosure Statement filled out in its entity as required by Act 2001-95. Act 2001-95 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. The Vendor Disclosure Statement is included in the bid proposal and can also be found on AIDT’s website: [http://aidt.edu/bids/index.html](http://aidt.edu/bids/index.html).

30. **SUBMIT WITH BID PROPOSAL:** All vendors must submit with their bid proposal a copy of their General Liability (umbrella) insurance, or the bid will be rejected. The coverage must be in effect for the contract period. The copy must show amount limits for automobile, workmen’s compensation, etc. (applicable for the delivery of materials, supplies, etc.). Vendor is responsible for all losses/damages caused by its employees.
31. **VENDOR QUALIFICATION**: If requested, vendor must provide documentation of being an authorized manufacturer's representative for the products listed. Failure to provide this information within three (3) day after receipt of request may result in rejection of bid

***********************IMPORTANT INFORMATION***********************

For specification and procedural questions, contact AIDT Purchasing Agent: Janet Goodwin @ (334) 280-4415 or jgoodwin@aidt.edu.
NONRESIDENT BIDDER INFORMATION

Act Number 2001-637 of the Alabama Legislature, and is codified as Code of Alabama, Section 39-3-5, provides as follows:

§ 39-3-5. Preference to resident contractors in letting of certain public contracts required; reciprocity.

(a) In the letting of public contracts in which any state, county or municipal funds are utilized, except those contracts funded in whole or in part with funds received from federal agency, preference shall be given to resident contractors, and a nonresident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Alabama public contracts only on the same basis as the nonresident bidder’s state awards contracts to Alabama contractors bidding under similar circumstances; and resident contractors in Alabama, as defined in Section 39-2-12, be they corporate, individuals, or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state domicile of the nonresident.

(b) Nonresident bidders must accompany any written bid documents with a written opinion of an attorney at law licensed to practice law in such nonresident bidders’ state of domicile, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that state in the letting of any or all public contracts.

(c) A summary of this law shall be made a part of the advertised specifications of all projects affected by this law. (Acts 1984, No. 84-228, p.348.)

VENDOR CERTIFICATION BY ALABAMA DEPARTMENT OF REVENUE

Certification Pursuant to Act Number 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and Local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act Number 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification in false.
ACKNOWLEDGEMENT OF RECEIPT FORM REQUESTS FOR BID

In acknowledgement of receipt of the Request for Bid, the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents and ending with the second page of the Disclosure Statement.

The acknowledgement of receipt should be signed and returned by the vendor no later that the close of business on **November 22, 2010**. Only potential vendors who elect to return this form completed with the indicated intention of submitting a bid will receive copies of all offers or written questions and written responses to those questions as well as RFB amendments and or addendums, if any are issued.

Firm __________________________________________________________

Represented by ________________________________ Title __________________

Email __________________________________________________________

Phone Number __________________ Fax Number _________________________

Address _________________________________________________________

City __________________________ State _________ Zip_________________

Signature ___________________________ Date _________________________

Firm **does** **does not** *(circle one)* intend to respond to this Request for Bid.

The following name and address must be used for all correspondence related to the Request for Bid:

AIDT ITB 877
Attention: Janet D-Goodwin
One Technology Court
Montgomery, Alabama 36116

**Form may be faxed to 334-613-9309  Attention: Janet D-Goodwin**

Or

**Emailed to jgoodwin@aidt.edu**
SPECIFICATIONS
Bid 877- Maritime Training Center Lifting and Material Handling Equipment

<table>
<thead>
<tr>
<th>LINE NO.</th>
<th>DESCRIPTION</th>
<th>QTY/UOM</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>Articulating Boom Lift</td>
<td>1 EA</td>
<td>$__________</td>
<td>$__________</td>
</tr>
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<td>MFR: __________ Model #: __________</td>
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<td></td>
<td>JLG Model-450A- Series II or Equivalent</td>
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<td>WARRANTY: __________ __________</td>
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<td>Years Hours</td>
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<tr>
<td>00002</td>
<td>Telehandler, 4-wheel drive telescopic boom 5,500 LB material handler</td>
<td>1 EA</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td>MFR: __________ Model #: __________</td>
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<tr>
<td></td>
<td>Cat TH255 Super Compact or Equivalent</td>
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<tr>
<td></td>
<td>WARRANTY: __________ __________</td>
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<td></td>
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<tr>
<td></td>
<td>Years Hours</td>
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</tr>
</tbody>
</table>

Bid Total $__________

NOTE TO BIDDERS:

Successful Vendor must furnish:
Two (2) sets of parts books, service manuals technical manuals and operator’s manuals with each unit delivered.

Warranty and Service Policy documents with equipment when delivered.

All bidders must:
Read the entire bid document from beginning to end and comply with all instructions, specifications and terms and conditions of the bid. Failure to follow all instructions and terms conditions will result in the rejection of your bid.
*ALL* bidders must be able to supply *all* the items listed in the bid specifications.

Comply with all “Bid Instructions” on pages 2-4, to include **Item 7 - Freight Charge FOB Destination** on page 2.

Failure to submit requested documentations on Page 4 in **Items 28-30** with bid proposal will result in bid rejection.

Submit manufacturer’s specifications with bid proposal.

List name of authorized company to provide service and repairs. List the company’s name, complete street address, phone number, contract person and their contact numbers where service would be performed.

Company Name

Phone __________________ Fax __________________ Email __________________

Address ___________________ City ______________ State _____ Zip _________

Contact ___________________ Job Title ____________________

Delivery: Can be made ________________ days or ____________ weeks after receipt of order.

Delivery hours: 8:00 am - 4:00 pm Monday through Friday, except on holidays.

**Deliver To:** AIDT Maritime Training Center

**Attention:** Tony Hopper or Chris Burge

**Address:** AIDT Maritime Training Center, 360 AddSCO Rd, Mobile, AL 36602

**Delivery Instructions:** Vendor must contact Chris Burge for delivery instructions and location at either (334) 280-4444 or (334) 590-0824.

Offer to AIDT, Montgomery, Alabama; I certify that I have read all the General Conditions and Instructions to Bidders of this bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for the bidder. I agree to abide by all conditions of this bid request.

Company Name __________________________ FEIN __________ Date ________

Address: ___________________________ City ______________ State _____ Zip _________

Phone __________________ Fax __________________ Email __________________

Person submitting bid typed/printed name ______________________________

Signature ___________________________ Job Title __________________________
# QUALIFICATION STATEMENT

I certify that I have read all the General Conditions and Instructions to Bidders of this bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for the bidder. I agree to abide by all conditions of this bid request.

<table>
<thead>
<tr>
<th>Name of Company (please type or print in ink)</th>
<th>Authorized Signature (sign in ink)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Address for Mailing Purchase Order and Payment</td>
<td>Typed/Printed Name of Signature Above</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Title (please type)</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td>Fax Number</td>
</tr>
</tbody>
</table>

# NOTARIZATION

Sworn and subscribed before me this the ________ day of ____________, _______

Notary Public Signature

My commission expires (date)

# MINORITY INFORMATION

If this business is minority owned please qualify status below:
STATE BOARD POLICY – DISCLOSURE STATEMENT

POLICY NAME: 205.04: Disclosure of Employment of Relatives
EFFECTIVE: 01-25-07
SUPERSEDES: 
CROSS REFERENCE: 

1. DEFINITIONS

A. Employing Authority. For the purposes of this policy, Employing Agency includes: the Chancellor of the Alabama Department of Postsecondary Education, a member of the Alabama State Board of Education, a President of an Alabama College System college or university, a System-level Director of any other Alabama College System agency, entity, or department, including CITY Program, Skills Training Consortia, Alabama Industrial Development Training Institute and Alabama Technology Network.

B. Relative. For the purposes of this policy, Relative includes the following: spouse, dependent, adult child and his or her spouse, parent, spouse’s parents, sibling and his or her spouse, of an Employing Authority.

2. EMPLOYMENT OF RELATIVE

As a part of the employment process, within 15 calendar days of the employment of an individual by the Employing Authority of an Alabama College System department, agency, entity, or institution, regardless of placement on salary schedule, position, or compensation, and regardless of whether the employment is temporary or the result of a search process, the individual shall complete a Family Relationship Disclosure Form. Such form shall contain the name of the individual; the name of the Alabama College System department, agency, entity, or institution employing the individual; the position and/or title for which the individual is employed; the salary schedule, rank, step, and annual salary of the individual; and the date on which employment commences. Such form shall also contain a statement by the individual regarding whether the individual is a relative of any Alabama College System Employing Authority and shall identify such Employing Authority and such relationship.

3. REPORTING

Upon completion of the Family Relationship Disclosure Form, it shall be forwarded immediately to the Employing Authority of the Alabama College System department, agency, entity, or institution employing such individual. The Employing Authority, within 15 calendar days of receipt of a form disclosing the employment of a relative of any Alabama College System Employing Authority, shall provide a copy to the Chancellor of the Alabama Department of Postsecondary Education. The Chancellor shall provide a notice of such disclosure to the members of the Alabama State Board of Education on a monthly basis.
VENDOR DISCLOSURE STATEMENT INFORMATION AND INSTRUCTIONS

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. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exits, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2001-955

Family Member of a Public Employee - The spouse or a dependent of the public employee.

Family Member of a Public Official - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

Family Relationship - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

Person - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

Public Official and Public Employee - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.
VENDOR DISCLOSURE STATEMENT

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

<table>
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<tr>
<th>ENTITY COMPLETING FORM</th>
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<tr>
<th>ADDRESS</th>
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<tr>
<th>CITY, STATE, ZIP</th>
<th>TELEPHONE NUMBER</th>
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<table>
<thead>
<tr>
<th>STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD</th>
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<tr>
<th>ADDRESS</th>
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<tr>
<th>CITY, STATE, ZIP</th>
<th>TELEPHONE NUMBER</th>
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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.

<table>
<thead>
<tr>
<th>STATE AGENCY/DEPARTMENT</th>
<th>TYPE OF GOODS/SERVICES</th>
<th>AMOUNT RECEIVED</th>
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<tbody>
<tr>
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</table>

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.

<table>
<thead>
<tr>
<th>STATE AGENCY/DEPARTMENT</th>
<th>DATE GRANT AWARDED</th>
<th>AMOUNT OF GRANT</th>
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<tbody>
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</table>

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.)

<table>
<thead>
<tr>
<th>NAME OF PUBLIC OFFICIAL/EMPLOYEE</th>
<th>ADDRESS</th>
<th>STATE DEPARTMENT/AGENCY</th>
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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.)

<table>
<thead>
<tr>
<th>NAME OF FAMILY MEMBER</th>
<th>ADDRESS</th>
<th>NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE</th>
<th>STATE DEPARTMENT/ AGENCY WHERE EMPLOYED</th>
</tr>
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</table>

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:

<table>
<thead>
<tr>
<th>NAME OF PAID CONSULTANT/ LOBBYIST</th>
<th>ADDRESS</th>
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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

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.
ADDENDUM #1

Invitation to Bid 877
Maritime Training Center Lifting and Material Handling

Please read all instructions carefully. The following changes are hereby added to and made a part of (Invitation to Bid 877).

Equipment Specifications

<table>
<thead>
<tr>
<th>Articulating Boom Lift</th>
<th>Telehandler</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Two wheel drive</td>
<td>1. Standard Fork length</td>
</tr>
<tr>
<td>2. Dual Fuel</td>
<td>2. Standard Carriage Width</td>
</tr>
<tr>
<td>3. Tires, Air Filled</td>
<td>3. Standard Open or enclosed cab</td>
</tr>
<tr>
<td></td>
<td>4. Air tires</td>
</tr>
</tbody>
</table>

Please fill out and return to AIDT alone with bid.

Company Name __________________________ FEIN ____________ Date __________

Address: _______________________________ City __________ State _____ Zip _______

Phone __________________ Fax __________ Email ______________________________

Person submitting bid typed/printed name ______________________________________

Signature _____________________________ Job Title ______________________________

If you have questions please contact Janet D-Goodwin at the address listed above or call 334-280-4415 between the hours of 7:00 a.m. – 4:00 p.m. Monday through Thursday and 7:00 – 1:00 p.m. Friday.