Invitation to Bid # 956
USED LIKE NEW STAND-UP COUNTERBALANCED LIFT TRUCK

Mandatory Walk-through: No
Walk-through Scheduled for: N/A Date: 
Bid must be received BY: Date: September 3, 2021 Time: 4:00 PM CST
Bid Opening: Date: September 7, 2021 Time: 10:00 AM CST
Submit Bid Proposal to: AIDT Bid Number 956
Attention: Gilmer Turner
One Technology Court
Montgomery, AL 36116

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NOTES TO BIDDERS

1. Read the entire document from beginning to end and comply with all instructions, specifications, terms and conditions of the bid. Failure to follow all instructions, terms and conditions will result in the rejection of a submitted bid.

2. Bids for goods are requested using specific manufacturer, make and model information in order to establish a standard for that good based upon the need of AIDT. Vendors may bid alternative products considered to be of “equivalent” or greater quality. At the end of the item description where spaces are marked “MFR” and “Model #,” vendors must indicate the brand and all mfr/model numbers necessary to complete good/unit as specified. This information must be completed ONLY if bidding an alternate item.

3. Vendors bidding an alternate item must submit manufacturer’s specifications with bid response.

4. Bidders must comply with all Bid Instructions (see pages 4 - 8, including Item 7 – Freight Charge FOB Destination on page 4).

5. Special programs offered for educational training should be submitted on a separate form.

6. Contact the AIDT Purchasing Agent with questions concerning this bid and/or specifications: Gilmer Turner @ 334-280-4459 or gtturner@aidt.edu
# CHECKLIST FOR BID SUBMISSION

*Vendor does not have to return this form with bid response*

## SUBMIT WITH BID PROPOSAL:

- Bid Contact Sheet (p. 9)
- Vendor Agreement Sheet (p. 10)
- Qualification Statement (p. 11)
- Current W-9 (August 2013, issued by IRS):
- Vendor Disclosure:
- E-Verify or Alabama Immigration Compliance Form
- Bid Proposal – RESPONSE

## SUBMIT WITH BID PROPOSAL, as applicable

- Copy of current state, county or city business license, general contractor’s license or applicable license as required by law
- Copy of General Liability (umbrella) insurance - **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.
- Descriptive/technical literature with bid proposal when bidding alternate items. The brands and model numbers referenced in bid provides a level of quality, and unless otherwise specified, are not restrictive. **Reference to a website or literature with a previous bid will not satisfy this requirement.** (If Applicable)
- Descriptive/technical literature package must include a full description of the items to including a minimum of manufacturer’s name, model number and full descriptive literature. Please note company name, FEIN, complete mailing address, bid number and opening date in the upper left corner of substitute specifications. (If Applicable)

*Failure to include descriptive literature with the bid proposal could result in bid rejection. Physical inspection and operational evaluation of equipment may also be required without cost or obligation to AIDT before award is made.*

## Bonds Required for Various Bid Solicitations:

1. Requirement for bonds, other than those projects covered by Title 39 of the *Code of Alabama, 1975*, as amended, will be specifically stated in the bid solicitation.
2. Bid bonds, when required, must be submitted with the bid proposal.
3. Performance bonds, when required, must be submitted within five (5) working days after notification of a bid award. Bond amount will be specifically stated in the bid solicitation.
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 no later than date and time indicated on the bid solicitation. Late bids or improperly submitted bids 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 the 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 connection 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 exempt 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. An exemption letter will be furnished upon request.

7. Bid is F.O.B. delivered to sites listed in specifications and additional training sites added during the contract period. Additional charges are not allowed (i.e. small order charges, fuel surcharges) and will not be paid. The successful bidder must assume all liability/responsibility for damage in transit.

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

9. 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.

10. 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.
11. All bids must be notarized.

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

13. Bidders desiring further information or interpretation of plans or specifications must make requests in writing to AIDT, Attn: Gilmer Turner, One Technology Court, Montgomery, Alabama 36116, or e-mail gturner@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 the bidder does not state a brand name or catalog number it is understood the offer is exactly as specified.

16. VENDOR RESPONSIBILITY: It is the responsibility of all bidding vendors to read this document in its entirety and to comply with all instructions, specifications and terms and conditions of the bid.

17. BID RESPONSES:

   BID INFORMATION: All information shall be entered in ink or type written in the appropriate space on the form. Bids must be signed in ink by an authorized individual on the Qualification Statement and returned to AIDT. Mistakes may be crossed out and corrections inserted before submission of the bid. The person signing the bid must initial corrections, in ink.

   BID SUBMITTED: Bids must be submitted on the forms provided to ensure complete uniformity of wording of all proposals. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

   IDENTIFICATION: Reference Page 4, Item 1: The U.S. Postal Service may apply bar code labels on envelopes which may be conceal bid identification if shown other than the lower left corner. As a result, bids can be rejected if not properly identified.

   CLARIFICATION OF RESPONSE: All responses will be reviewed for compliance with the mandatory requirements stated within the bid. AIDT Purchasing Agent may contact the vendor for clarification of any response.
18. **REQUESTED INFORMATION:** Any additional information requested from a vendor must be furnished within (3) working days from receipt of request or as specified in the bid. Failure to furnish information within time frame above will result in bid rejection. See Checklist, page 3 regarding items that must be submitted with bid proposal.

19. **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.

20. **CHANGES/MODIFICATIONS:** Changes/modifications are allowed only by written change order approved by AIDT Purchasing Agent.

21. **DELIVERY DATE:** Delivery date(s) may be a factor in determining the award.

22. **DELIVERY/FREIGHT:** All items must be delivered to the “Ship To” address shown on the P.O. No deliveries are accepted on weekends or AIDT Holidays. The bid price must include delivery/freight as well as disposal of shipping/packaging materials.

23. **USED EQUIPMENT:** All equipment must be like new and acceptable by the original equipment manufacturer for their maintenance.

24. **MANUFACTURER/MODEL:** At the end of the item where marked “MFR” and “model”, vendors must indicate the manufacturer & all stock/model numbers necessary to complete the unit as specified. This information must be completed unless bidding the recommended MFR/Model.

25. **WARRANTY INFORMATION:** Equipment shall be warranted. Vendor must specify warranty terms and conditions. The warranty shall commence on the date the equipment is delivered. Vendor will use whatever means required to facilitate this warranty, and will insure total satisfactory performance to AIDT.

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

27. **FIRM PRICING:** All prices quoted must be firm for the duration of the contract.

28. **AWARD METHOD:** Award will be made in writing to the single, lowest bidder meeting all specifications of bid. AIDT reserves the right multi-awarded any bid, if it is in the best interest of AIDT to do so. AIDT is seeking to award this bid for one year, with the option to roll over for up to two additional years.
29. CANCELLATION OF AWARD:

➤ AIDT reserves the right, for its convenience and without cause and without a penalty, to terminate the contract upon a thirty-(30) day written notice.

➤ The Contractor may terminate services upon delivery of a written thirty-(30) day notice to AIDT, Attention: Gilmer Turner, One Technology Court, Montgomery, AL 36116.

30. ORDERING PROCESS: Purchases from this contract will be made by purchase orders showing specific shipping information.

31. QUALITY OF MATERIALS AND LABOR:

➤ Materials used that are not otherwise specified shall be the kind and quality consistent with the trade practice for such work and shall comply with all local codes.

➤ All labor shall be well experienced in this type work and it shall be completed in a professional manner.

32. INVOICES: Invoice(s) are to be billed in arrears in the name of AIDT to the ‘BILL TO’ address on the Purchase Order. Invoices may also be submitted to AIDT Finance: invoices@aidt.edu.

33. PAYMENT METHOD: Payment will be made to the successful bidder when the equipment is completely built, delivered and operational or the service has been rendered.

34. NOTE TO VENDOR: Failure to submit required documentation with bid proposal may result in bid rejection.
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.)

SALES TAX 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.
BID CONTACTS

ALL BIDDERS MUST:

• Provide the names and numbers for the contact person within your organization who will be responsible for handling customer's telephone calls, faxes, e-mails, and purchase orders. Print or type the information in the spaces below if you have only one location. If you have more than one business within the State of Alabama you must furnish a list of the current locations of each of your business in the format below.

Printed Name: ________________________________  Job Title: ________________________________

Address: __________________________________________

Phone: ________________________________  Fax: ________________________________

Toll Free Number ________________________________  Email ________________________________

• List name of nearest authorized company in Alabama to provide service/repairs. List the company name, complete street address, phone number, contract person and their contact numbers. The service dealer must be within 50 miles of desired location.

Company Name ________________________________

Phone ________________________________  Fax ________________________________  Email ________________________________

Address ________________________________  City ________________________________  State _____  Zip ____________

Contact ________________________________  Job Title ________________________________

• List name and address of providers within 50 miles of desired location if different from above.

Company Name ________________________________

Phone ________________________________  Fax ________________________________  Email ________________________________

Address ________________________________  City ________________________________  State _____  Zip ____________

Contact ________________________________  Job Title ________________________________
VENDOR AGREEMENT

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 __________________________

Address: __________________________ City: ______________ State: __________ Zip: ______

Signature: ________________________________ Date: __________________________

Printed Name: ____________________________ Toll Free Number: __________________

Phone: __________________________ Fax: __________________ Email: ___________________
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.

________________________________________  __________________________________________
Name of Company (please type or print in ink)  Authorized Signature (sign in ink)

________________________________________  __________________________________________
Complete Address for Mailing Purchase Order and Payment  Typed/Printed Name of Signature Above

________________________________________
City  State  Zip Code  Title (please type)

________________________________________  __________________________________________
Telephone Number  Fax Number

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:

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

DATE: __________________________

RE Contract/Grant/Incentive (describe by number or subject):
__________________________________________________________ by and between
__________________________________________________________ (Contractor/Grantee) and
__________________________________________________________ (State Agency, Department or Public Entity)

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

1. The undersigned holds the position of ________________________ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by ACT 2012-491) which is described herein as the Act.

2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee’s business structure.

   BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit.
   a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, and foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
   b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

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

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

3. As of the date of this Certificate, the Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

4. The Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this ___________ day of _____________ 20____.

________________________________________________________________________________________

Name of Contractor/Grantee/Recipient

By: __________________________________________________________________________________

Its __________________________ Title

The above Certification was signed in my presence by the person whose name appears above. on
This ___________ day of _____________ 20____.

WITNESS: __________________________________________________________________________

Signature

Printed Name of Witness
Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)

Business name disregarded entity name, if different from above

Social security number

Exemption(s) (see instructions): Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

Other (see instructions)

City, state, and ZIP code

Requestor's name and address (optional)

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your Social Security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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 on page 3.

General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment (and third party network transactions, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an IRA). Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,

• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

• An estate (other than a foreign estate), or

• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partner's share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.
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 DISCLOSURE STATEMENT MUST BE SIGNED, DATED, AND NOTARIZED PRIOR TO SUBMISSION.

State of Alabama
Disclosure Statement
Required by Article 3B of Title 41, Code of Alabama 1975

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

AIDT

ADDRESS

One Technology Court

CITY, STATE, ZIP

MONTGOMERY, AL, 36116

TELEPHONE NUMBER

334-242-0299

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.

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<tr>
<th>STATE AGENCY/DEPARTMENT</th>
<th>TYPE OF GOODS/SERVICES</th>
<th>AMOUNT RECEIVED</th>
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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.

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<tr>
<th>STATE AGENCY/DEPARTMENT</th>
<th>DATE GRANT AWARDED</th>
<th>AMOUNT OF GRANT</th>
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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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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 or personally benefit financially from the proposed transaction. Identify the public official/public employee 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>
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public official, public employee, 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>
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<th>NAME OF PAID CONSULTANT/ LOBBYIST</th>
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</table>

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

Article 3B of Title 41, Code of Alabama 1975 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.

Page 2 of 2

AIDT Request for Bid#956
Used Like New Stand-Up Counterbalanced
Lift Truck

Background

The Mission of AIDT is to provide quality workforce development for Alabama’s new and expanding businesses, and to expand the opportunities of its citizens through the jobs these businesses create.

AIDT, an independent agency under the supervision and oversight of the Secretary of Commerce, encourages economic development through job-specific training. Training services are offered in many areas, at no cost, to new and expanding businesses throughout the State.

AIDT Quality Policy states “AIDT is committed to meeting customer requirements and increasing customer satisfaction through continuous improvement of all our services, with emphasis on our pre-employment and on-the-job training and our quality management system.”

AIDT’s Total Workforce Delivery System has provided thousands of skilled, motivated employees to Alabama businesses since 1971. A quality workforce for Alabama businesses requires a quick and complete response. AIDT provides on-the-spot training even before you have a place to provide on-the-job training.

PURPOSE

AIDT is seeking sealed proposals for the item listed below. Companies responding to this request for bid should include all relevant material, warranties, documentation, etc. regarding the bid item. Vendor should clearly state the responsibilities of the vendor and the anticipated responsibilities of AIDT. Response should include all associated costs, etc.

Delivery is to the AIDT Robotics Training Park located at 6505 US Highway 31, Tanner, AL 35671

Awarded vendor should be able to provide local point of contact/representative to service the Lift Truck after the sale.
Bid # 956-Used Like New Stand-Up Lift Truck

Description

(1) Used Like New 3,000 lb. Capacity, 36 Volt - AC Hydraulics, Stand-Up Counterbalanced Truck basic rated capacity @ 24" load center. Price includes Battery and Charger

The following is a non-inclusive list of features preferred by AIDT-RTP. Vendors should provide details of item features that are included/excluded for their products in addition to any features not listed that are standard to the product. Any reference to a known marketed product is designed to provide a standard of product and service required for this project and does not reflect an opinion of AIDT as to the quality of goods and service of any similar product being offered in response to this bid. It is anticipated that the product will be equal to or better than the stated standard. Bid responses will be reviewed by AIDT personnel. Bids are awarded to the lowest responsible bidder per the Code of Alabama (1975), Title 41 Chapter 16 for the purchase of goods and services by state agencies. Review of the award includes consideration of the product, details regarding installation, terms and conditions of the vendor to provide the product and installation, product warranty, and the ability of the vendor to meet the deadline for installation.

Quantity of one (1) Used Like New Stand-Up Counterbalanced Lift Truck with features similar to or equivalent to the following standard:

Crown RC5515-30 Stand-Up Lift Truck
Bid # 956-Used Like New Stand-Up Lift Truck

Product Requirements:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mast</td>
<td>Full Freelifit Triple LH 190.0&quot; FLH 32.2&quot; OAH-C 83.3&quot; OAI EX 238.0&quot;</td>
</tr>
<tr>
<td>Carriage</td>
<td>38&quot; Wide Class II</td>
</tr>
<tr>
<td>Sideshifter</td>
<td>Crown Integral 38&quot; Wide</td>
</tr>
<tr>
<td>Forks</td>
<td>Standard Length 48&quot; Width 4&quot; Thick 1.75&quot;</td>
</tr>
<tr>
<td>Power Source Type</td>
<td>Lead Acid</td>
</tr>
<tr>
<td>Battery Dimensions</td>
<td>Code E1 - 38.56&quot; x 20.24&quot; x 31.00&quot;</td>
</tr>
<tr>
<td>Battery Connector</td>
<td>SB350 Gray</td>
</tr>
<tr>
<td>Auxiliary Hydraulics</td>
<td>Single Function - Low Pressure</td>
</tr>
<tr>
<td>Overhead Guard Height</td>
<td>88&quot; High - Standard</td>
</tr>
<tr>
<td>Overhead Guard Configuration</td>
<td>Standard</td>
</tr>
<tr>
<td>Load Backrest</td>
<td>39&quot; Wide x 48&quot; High</td>
</tr>
<tr>
<td>Tilt Restriction</td>
<td>5° Forward Tilt</td>
</tr>
<tr>
<td>Steering</td>
<td>Forward</td>
</tr>
<tr>
<td>Steering Tiller</td>
<td>Steer Tiller with 4-1/8&quot; Radius</td>
</tr>
<tr>
<td>Drive Tires</td>
<td>Rubber Smooth - High Density</td>
</tr>
<tr>
<td>Steer Tires</td>
<td>Rubber Smooth - High Density</td>
</tr>
<tr>
<td>Floorboard</td>
<td>FlexRide Suspension Floorboard</td>
</tr>
<tr>
<td>Lights</td>
<td>Two Front Halogen Worklights - OHG Mounted</td>
</tr>
<tr>
<td>Travel Alarm</td>
<td>Smart Alarm - Reverse (Power Unit First)</td>
</tr>
<tr>
<td>Key Switch</td>
<td>Standard</td>
</tr>
<tr>
<td>Warning Device Light</td>
<td>LED Flashing Light - Amber</td>
</tr>
<tr>
<td>Flashing Light Shield</td>
<td>Partial</td>
</tr>
<tr>
<td>Floor Spot Light</td>
<td>Blue Light Forward and Reverse (Activated at Key On)</td>
</tr>
<tr>
<td>Paint</td>
<td>Crown Beige/Gray</td>
</tr>
<tr>
<td>Language</td>
<td>U.S. English</td>
</tr>
<tr>
<td>Warranty</td>
<td>AS IS WITH 30 DAY WARRANTY</td>
</tr>
<tr>
<td>Condition</td>
<td>Delivered in Excellent Condition</td>
</tr>
</tbody>
</table>

Standard Equipment:

- Exclusive Access 1 2 3® Comprehensive System Control
- Fully Featured Display with 3 Selectable Performance Modes and Service Diagnostics
- AC Traction with Crown Manufactured Drive Units and Motors
- Crown's AC Lift System with Crown Manufactured Motor
- eGen Braking
- Flex Ride Suspension – Revolutionary Ride Control
- Intrinsic Stability System
- Unmatched Visibility
- Ultimate Ergonomics
- Entry Bar Safety Switch
- Optimal Step Height
- Contoured Backrest and Hip Pad
- Postural Relief Footrest
- InfoPoint Troubleshooting
Bid # 956-Used Like New Stand-Up Lift Truck

Bid response should include:

○ Marketing tear sheet of product(s) being quoted
○ Quote, inclusive of all costs associated, including freight, and licenses/permits
○ Contact information of vendor’s dedicated sales representative
○ Company’s standard terms and conditions (AIDT Finance must review and approve before a purchase order can be issued to the awarded vendor)
○ Product Cut-sheet with technical specifications

Bid Process Responsibilities:

✓ Vendors should make every effort to include all inquiries at the time scheduled, as all responses must be shared among participating vendors.
✓ Vendors will not be able to contact the RTP facility for responses to additional questions. If a vendor deems that a potential follow-up question is inevitable, that inquiry must be directed to AIDT Finance personnel responsible for the bid process (see instructions to vendor).
✓ No inquiries will be accepted after Wednesday, September 1st at 1:00pm CST.
✓ Response must include all items as listed per the Instructions to Bidder packet