



1130 Quintard Avenue Quintard Tower, Suite 300 Anniston, AL 36201

TO: Bidders
FROM: Shane Christian, Project Director
DATE: March 4, 2025
SUBJECT: EACPA-25-02 Disaster Response/Event Supplies

Please find enclosed the Request for Bids, issued by the East Alabama Cooperative Purchasing Association, for EACPA-25-02 Disaster Response/Event Supplies. The document is available as MS Word for ease of completion. I can email you the electronic file or it can be obtained from Cooperative Purchasing Page at: www.earpdc.org/cooperative-purchasing-current-invitations-to-bid/

Sealed bids are due back before, and shall be publicly opened on, Friday March 21, 2025, 2:00 pm c.s.t. Electronic copies of the bid are not required to be included. The anticipated award date by the Executive Committee of the Board of Directors of the East Alabama Regional Planning and Development Commission is April 27, 2022, for a contract start date of May 1, 2022. This will be a 12 month contract with the option to renew for 2 additional 1 year terms.

If you have any questions, please feel free to call me or email.

Shane Christian
256-237-6741
shane.christian@earpdc.org

ATTENTION ALL BIDDERS

RETURN THE ENCLOSED BID IN A
SEALED AND MARKED ENVELOPE TO:

SHANE CHRISTIAN, PROJECT DIRECTOR
EAST ALABAMA COOPERATIVE PURCHASING
ASSOCIATION
QUINTARD TOWER
1130 QUINTARD AVENUE, SUITE 300
ANNISTON, AL 36201

THE ENVELOPE MUST BE SEALED AND MARKED:
EACPA-25-02 DISASTER RESPONSE/EVENT SUPPLIES

RETURN All REQUIRED INFORMATION WITH ONE (1)
ORIGINAL AND ONE (1) COPY BY 2:00 P.M.
FRIDAY, MARACH 21, 2025

For questions concerning this bid contact:
Shane Christian 256-237-6741
shane.christian@earpdc.org

- An electronic version of this bid is available by emailing shane.christian@earpdc.org in MS Word format. In order to decrease the evaluation time and ensure award by the award date please enter your responses in the MS Word document if possible and return it in hard copy with your bid response package. Exclusion of the electronic files in a bid response is not a basis for rejection.
- The hard copy of the invitation to bid on file in the EARPDC office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the bid may be considered grounds for rejection of the bid response.
- Bid prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the EACPA member). Prices shall be firm for ALL EACPA members and their departments and locations for term of the agreement, unless otherwise agreed upon by the vendor (s) and EACPA.
- Fax or e-mail responses to this bid will not be accepted.
- If the Bidder has 1 or more persons employed in the State of Alabama, the following Affidavit must be completed, as required of the Beason-Hammond Taxpayer and Citizen Protection Act. Bidder shall also provide documentation establishing enrollment in the E-Verify Program.

****Please note, the products listed, although not all inclusive of disaster supplies or needs of an event, are not being bid for immediate rental/purchase. This bid is designed to have contracts in place for members if they so need it and in the event of a disaster requiring these items.**

AFFIDAVIT FOR BUSINESS ENTITY/EMPLOYER /CONTRACTOR

(To be completed as 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 that employs one or more employees)

State of _____

County of _____

Before me, a notary public, personally appeared

_____ (print name) who, being duly sworn, says as follows:

As 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 that employs one or more employees, I hereby attest that in my capacity as

_____ (state position) for

_____ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program.
(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM)

_____ 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

Author: Jean Brown

Statutory Authority: Code of Alabama, sections 31-13-9 (a) and

(b); Section 31-13-9 (h). History: New Rule: Filed December 12, 2011; effective December 12, 2011

Cover Letter

Commodity: Disaster Response/Event Supplies
Bid #: EACPA-25-02
Contact: Shane Christian
Telephone: 256-237-6741

The bid award will be made by the East Alabama Regional Planning and Development Commission Board of Directors on behalf of the Cooperative in accordance with provision of the intergovernmental agreement between the East Alabama Regional Planning and Development Commission and the members of the Cooperative. Each participating entity of the Cooperative will be responsible for issuing its own purchase orders, delivery instructions, invoicing, insurance requirements, and issue its own tax exemption certificate as required by vendors.

This cover letter is considered an integral part of this Invitation to Bid document and shall be included by reference into any contract.

Note: Only current and future members of the Cooperative may place orders under this bid and subsequent Contract.

Vendor Name

Acknowledged by:

Name/Title (Printed or Typed)

Signature

Email

STATEMENT OF NON-COLLUSION

I/we agree to furnish the prices shown and guarantee that each offer will meet or exceed all specifications, terms, conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding otherwise. I have read and understand all terms and conditions of this bid.

Company Name

Authorized Signature

Mailing Address

Typed Authorized Name

City, State, Zip

Title

Telephone

Fax

Email

ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

Notice to All Vendors:

Pursuant to the State of Alabama Competitive Bid Law and the Intergovernmental Agreement of the Cooperative, members of the Cooperative may choose to use the State of Alabama Contracts, solicit bids for the same products themselves, use the EACPA Cooperative Contracts; or use the bids of other cooperatives legally available to an EACPA member. EACPA reserves to disregard all bid responses if the same or similar bid items are available on the State of Alabama contract for a price equal to or less than prices quoted for a particular bid. EACPA may choose to award or decline to make an award taking into consideration bid items and prices on the Alabama State Contracts.

By signing below, you are agreeing to EACPA's Terms and Conditions & the Special Terms and Conditions as included herein.

VENDOR _____

AUTHORIZED SIGNATURE _____

To: All Bidders

The East Alabama Cooperative Purchasing Association, hereinafter referred to as “EACPA” or the “Cooperative”, serves a ten county area in East Alabama and is comprised of the following members to date:

- Anniston City Schools
- East Alabama Regional Planning & Development Commission
- East Alabama EMS
- Blount County Commission
- Calhoun County Commission
- Calhoun County Board of Education
- Cherokee County Commission
- City of Anniston
- City of Centre
- City of Jacksonville
- City of Oxford
- City of Rainbow City
- City of Roanoke
- City of Valley
- Coosa Valley Youth Services
- Randolph County Board of Education
- St. Clair County Commission
- Talladega County 911
- Town of Ohatchee
- Town of Oak Grove
- Utilities Board of Rainbow City

Other governmental entities, school systems and non-profits within this region may elect to participate in this cooperative bid. Vendors must agree that if any additional government entity does join the Association, vendors shall honor prices on this Invitation to Bid for those additional entities that may join the Cooperative during the contract period. Potential members could include any public agency or non-profit in the following counties or cities:

Chambers County	Cedar Bluff	Kellyton	Talladega
Clay County	Centre	LaFayette	Talladega Springs
Cleburne County	Dadeville	Leesburg	Wadley
Coosa County	Daviston	Lineville	Waldo
Etowah County	Edwardsville	Munford	Waverly
Randolph County	Five Points	New Site	Weaver
Talladega County	Fruithurst	Piedmont	Wedowee
Tallapoosa County	Gaylesville	Ranburne	Woodland
Ashland	Goldville	Rockford	
Bon Air	Goodwater	Sand Rock	
Camp Hill	Jackson's Gap	Sylacauga	

Date Issued: March 5, 2025

Invitation to Bid No: EACPA-25-02

The Cooperative will accept sealed bids for the following:

EACPA-25-02 Disaster Response/Event Supplies

Bids must be received before 2:00 pm, c.s.t., March 21, 2025

Bids will be publicly opened at 2:00 pm, c.s.t., March 21, 2025

Bids will be awarded on or about March 26, 2025

Return sealed bids to:

Ground Transportation or Hand Delivered:

EACPA
c/o East Alabama Commission
Quintard Tower
1130 Quintard Avenue, Suite 300
Anniston, AL 36201

US Mail:

EACPA
P.O. Box 2186
Anniston, AL 36202

Note: Please have clearly marked on the outside of the submitted Bid:

“EACPA-25-02 Disaster Response/Event Supplies”

Terms and Conditions

IN ORDER TO SUBMIT A RESPONSIVE BID, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY, UNDERSTOOD, AND ANY QUESTIONS ASKED BEFORE THE BID DUE DATE.

Bid response envelopes must be properly identified on the front with the invitation to bid number, opening date and time. The Cooperative does not assume responsibility for late bid responses that occur due to the U.S. Postal Service or private courier service. Sufficient lead-time should be allowed to reach the Cooperative prior to the received date and time indicated on the invitation to bid.

All pages requiring a signature must be submitted on this form in ink or the bid will be rejected. Please clearly print or type any other requested information for clarity. Vendors shall submit 1 original signed copy and 1 copy of the original.

For "no-bid" response, return the signature page signed and marked **No bid**. It is required that a "no-bid" response be identified on the envelope as if it were a bid. Bidder will be removed from active bidders list after three (3) consecutive no-responses.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the Cooperative is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the bid.

Bid responses must be received by the Cooperative prior to the date and time specified. Late responses cannot be accepted.

The Cooperative will not accept facsimile or e-mail transmissions of bids.

Changes or modifications of this Invitation to Bid are allowed only by written authority of the Cooperative. This document, price sheets, and any addenda to this bid are an integral part of any contract between EACPA and EACPA members in addition to any contract further required by the vendor or vendors.

Non-appropriation of Funds: Continuation of any agreement between members of the Cooperative and a bidder beyond a fiscal year is contingent upon continued appropriation of funds for the purpose of this bid and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable, and no liquidated damages shall accrue to the Cooperative members as a result.

The Cooperative reserves the right to reject all or any portion of this Invitation to Bid when the best interest of the Cooperative is involved.

The Cooperative reserves the right to award the entire contract to one vendor or award parts of the bid to multiple vendors based on the bid responses, geographic coverage and the ability to provide adequate service for parts of the bid or parts of the region covered in this bid.

Bidders are not required to bid on every item to have been considered submitting a completed bid. All other document requirements must be met to be considered complete.

Pursuant to the State Competitive Bid Law and the Intergovernmental Agreement of the Cooperative, members of the Cooperative may choose to use the state bid list; bid the same items themselves; use the Cooperative bid; or use the bids of other cooperative arrangements legally available to each member. The Cooperative reserves the right to disregard all bid responses if the same or similar bid items are available on the state bid list for a price equal to or less than any prices in all bid responses for a particular bid. The Cooperative may choose to award or not award a bid taking into consideration bid items and prices on the state bid list.

The Members of the Cooperative are exempt from all Federal, sales and use taxes.

All bidders shall maintain such insurance as will protect bidder and the Cooperative from claims under the Workman's Compensation Act and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to Bid. Insurance shall be written by companies authorized to do business in the State of Alabama. Evidence of insurance shall be furnished to the Cooperative no later than ten days after award of this bid.

A member of the Cooperative reserves the right to terminate any Agreement for Services/Products resulting from this bid for just and reasonable cause whereby it appears to be in the best interest of the member.

The successful bidder agrees by, the submittal of a response to this bid, to defend, indemnify, and hold the Cooperative harmless from any and all causes of action or claims of damages arising out of or related to bidder's performance under this contract.

The purchase of any quantity of any one product are in no way guaranteed or implied in this Invitation to Bid. Members may or may not purchase from the awarded contract to best serve their needs and obtain the best possible savings.

Bidder certifies by bidding, that he is fully aware of the conditions of service and purpose for which item(s) included in this bid are to be purchased, and that his offering will meet these requirements of service and purpose to the satisfaction of the East Alabama Regional Planning and Development Commission, East Alabama Cooperative Purchasing Association and its Member governments/organizations.

All FEMA required clauses shall be a part of any resulting contract.

The term of the awarded contract will be from Contract execution until 12 months from date of execution, with an option to extend for two (2) additional twelve (12) month periods. EACPA reserves the right to extend the contract additional periods in accordance with the State of Alabama bid law.

The East Alabama Regional Planning and Development Commission and Bidder/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to confirm the employment eligibility of all persons employed by the East Alabama Regional Planning and Development Commission and Bidder/Contractor during the term of the Agreement to perform employment duties

within Alabama and all persons, including subcontractors, assigned by the Bidder/Contractor to perform work pursuant to the Agreement with the East Alabama Regional Planning and Development Commission.

Bidders agree to abide by all Federal, State and Local laws, ordinances, and regulations.

Bid prices shall be firm for 90 days. After the initial 90 day period an increase above the bid price for any or all products will be allowed with justification from the manufacturer. Proof of price increase above the initial bid response price shall require written justification from the manufacturer furnished to the EACPA before or at the time of the increase. The EACPA shall reserve right to terminate the contract based on price increases or lack of justification.

GENERAL REQUIREMENTS

In order to be considered for the East Alabama Cooperative Purchasing Association Disaster Response Supply/Event contract, your company must complete this document. Along with competitive prices for the products, bid award will be based on the ability to fulfill members' needs. A missing or inadequately completed bid package will be considered an incomplete, and therefore, a void submission.

The following is required of any vendor:

- The bidding vendor must be accessible for questions, complaints, and dispute resolutions. The bidding vendor or vendors will be awarded the Contract with the EACPA and is responsible for execution of the Contract in full.
- The EACPA requires it have access to the accounts of its members to analyze use of the Cooperative. This may be achieved by a "master" account for the Cooperative of which members are a part, or the Cooperative having access to the accounts of its members. The bidder will be required to keep an order history for each member. Each member is responsible for its individual charges. Any letters of credit or other information required by the bidder is a matter between the awarded vendor and the EACPA member. Any purchase orders required will be generated by the members. The East Alabama Regional Planning and Development Commission is not and will not be responsible for any member's payment except its own. Preferred are invoices to reflect, at a minimum, date of purchase, product description, work done, quantity, price per unit, total cost, and payment due date.
- Multiple site billing capability (Multiple departments within one (1) city or county government, school system, or non-profit organization)
- Ordering must be available, at a minimum, by phone using a local number or toll free number, or by fax.
- Assist the Cooperative in recruiting new member governments within the Cooperative region.
- Bid prices are **ALL INCLUSIVE**: (Shipping, Handling, Delivery, and Assembly to locations specified by the EACPA member). Prices shall be firm for ALL EACPA members and their departments and locations for term of the agreement unless otherwise agreed upon between the vendor(s) and EACPA.

Audit

Periodically EACPA may conduct an audit to verify the quoted pricing. The vendor's company should assist in providing manufacturer's invoices upon request. The Vendor is responsible for retaining all records related to any awarded contract for a period of five (5) years past the contract expiration date, and to make them available to the EACPA upon request.

SERVICES REQUIRED

The items listed below are for Disaster Response/Event Supplies. Disaster or emergency supplies must be available for “on-demand” delivery or pick up (twenty-four) 24 hours, seven (7) days a week.

The supplies will be available for special events (non-emergency) of the members of EACPA such outdoor festivals, carnivals, ground-breakings, memorials, and similar events. Supplies for this purpose will be delivered or picked up during normal business hours.

Vendors may bid on all items or any number of the items they are able to provide. Pricing shall be in the form of a rental price for a specified period of time of use.

Pricing should be presented as a fixed list price with a percentage discount off the fixed list price. The percentage discount shall remain fixed during the contract period. A master price list of the fixed list price shall be submitted with the bid response. The master price list may be updated on an annual basis unless price increases or decreases are submitted with proper justification. **If the delivered price is different from the pick-up price, list those in the table provided.**

Submit a fixed list price with applicable discount off list price for rental or lease for a specified length of use time for the following:

- Portable Toilets
- ADA-compliant Portable Toilets
- Hand Washing Stations
- Portable Showers
- Tents (event style) Various Sizes
- Dumpsters – Debris Removal (6, 12, 20, and 30 yd)
- Dumpsters – Household Refuse (6, 12, 20, and 30 yd)
- Tarpaulins
- Generators
- Forklifts

If more than one model of each item is being offered include only Percent (%) discount and rental/lease use period in the table below.

If a vendor is offering multiple models, list prices must be submitted for each model of item separately.

Award of Contract

The award of this bid will be made after a committee of EACPA members review and evaluate the submitted bid package in total and report to the EARPDC. Award will be on or about March 26, 2025. Award will be based on the lowest responsible bid. The EACPA reserves the right to award to one or more vendors based on geographic regions among other factors.

A Bid Response will be rejected if:

- Invitation to bid number not on face of envelope.
- Received after bid deadline
- Incomplete bid
- Alteration of any part of this document, attachments or addenda
- Multiple bids in same envelope not submitted or properly identified
- Bid response not in the original form
- Material alteration of the master document
- Bid not signed in ALL designated places or not original signature
- Requested information not submitted with bid
- Failure to acknowledge receipt of any addendum with bid
- Failure to provide E-Verify documentation

Questionnaire/Vendor Information

Please return filled out completely, using separate sheets if necessary.

Describe how materials will be acquired during emergency and non-emergency situations:

Describe how rental/lease agreements will be expedited during emergency situations:

Submit a Primary and Secondary point of contact for this contract:

1.) Contact's Name _____

Address _____

Telephone Number _____

24 Hour/7 Day Contact Number _____

Federal ID# _____

Contact's Email _____

2.) Contact's Name _____

Address _____

Telephone Number _____

24 Hour/7 Day Contact Number _____

Federal ID# _____

Contact's Email _____

How would small, remote locations in the region be served (if different)?

Provide a brief history of the company, emphasizing its service to the public sector:

Document Checklist

Have the following signed and/or completed and included with the bid submission:

- ✓ Affidavit For Business Entity/Employer/Contractor, if applicable (page 3)
- ✓ Cover Letter (page 4)
- ✓ Statement of Non-Collusion (page 5)
- ✓ Provide Proof of E-Verify Documentation
- ✓ Acknowledgement of Terms and Conditions (page 6)
- ✓ Questionnaire (page 14-15)
- ✓ Listing of Products to be bid on (Pages 18, 19, 20)
- ✓ 2 Copies of Bid (Original and Copy)

Supplies List/Pricing

For all products, please make clear any excluded locations with the EACPA membership area of Blount, Calhoun, Chambers, Cherokee, Clay, Cleburne, Coosa, Etowah, Randolph, Talladega, and Tallapoosa Counties

The Following is for Items for a:

☐ Disaster

☐ Event

Portable Toilets

Standard Portable Toilet, Free Standing, Outdoor

Description	Cost per Month, Each Unit
Portable Toilet	

ADA Compliant Portable Toilets

Standard ADA Compliant Portable Toilet, Free Standing, Outdoor

Description	Cost per Month, Each Unit
ADA Compliant Portable Toilet	

Portable Shower

Individual shower, cold and hot water, interior handle(s) for hot/cold water mix, free standing, 100% enclosed for privacy, vacant/occupied indicator on the door, mold/mildew resistant interior

Item	Cost per Month, Each Unit
Portable Shower	

ADA Compliant Portable Shower

Individual shower, cold and hot water, interior handle(s) for hot/cold water mix, free standing, 100% enclosed for privacy, vacant/occupied indicator on the door, mold/mildew resistant interior

Item	Cost per Month, Each Unit
ADA Compliant Portable Shower	

Handwashing Station

Product shall have twin spigots, two soap dispensers, 2 foot pumps

Item	Cost per Month
Handwashing Station	

Tents

All Tents shall have heavy duty, waterproof canopies. If with walls, Velcro shall be used to secure all seams, entrances and exits. All framing tubes shall be sturdy steel or aluminum. Ropes and stakes shall be included for stability. All tents shall be able to be erected on solid surfaces such as pavement or concrete without disturbing the surface, as well as natural ground.

Description	Cost Per Month
10' x 10', tension top, no walls	
15' x 30', no center pole, no walls	
20' x 20', tension top, enclosed	
20' x 30', tension top, no walls	
20' x 30', tension top, enclosed	

Tarps

All tarps shall be vinyl. All tarps shall be waterproof. All tarps shall be of either Light Duty (5-6 mil), Medium Duty (7-8 mil), Medium/Heavy Duty (9-10 mil), Heavy Duty (11-12 mil), or Super Heavy Duty (14 mil or greater). All shall have metal grommets in 24" intervals

Size	Cost per unit Light Duty	Cost per unit Medium Duty	Cost per unit Medium/Heavy Duty	Cost per unit Heavy Duty	Cost per unit Super Heavy Duty
8' x 10'					
10' x 12'					
10' x 20'					
12' x 12'					
16' x 20'					

Dumpsters

All dumpsters shall be transferred to and from the site by the Vendor with cost of transport and disposal of waste included in the bid rate.

Dumpsters for Household Refuse

Size by Volume	Cost per Month
6 yard	
12 yard	
20 yard	
30 yard	

Dumpsters for Debris Removal

Size by Volume	Cost per Month
6 yard	
12 yard	
20 yard	
30 yard	

Forklift

Type	Daily Rental Cost
3000 lb Electric	
5000 lb Diesel	

Generators

All generators shall be gas generated, steel construction.

Description	Rental Cost Per Week	Cost to Purchase
3100-5000 watt, at least 1 120 volt outlet		
5100-6000 watt, at least 1 120 volt and 1 240 volt outlet		
6100-7000 watt, at least 1 120 volt and 1 240 volt outlet		
7100-8000 watt, at least 1 120 volt and 1 240 volt outlet		
8000 watt and greater, at least 1 120 volt and 1 240 volt outlet		

Portable Fuel Tank

Description	Cost to Purchase
30 gallon, DOT Approved, with pump, hose no shorter than 6', available to use gasoline and diesel, volume gauge, built on wheels, safety ground wire, dolly handle.	

If Bidder submits a catalog of the items related to the above Disaster Response/Event Supplies, list the % off list price

list price: \$ _____

An electronic copy of this document can be found at:

<https://www.earpdc.org/cooperative-purchasing-current-invitations-to-bid/>

or by emailing shane.christian@earpdc.org

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