



City of Hoover, Alabama INVITATION TO BID

Bid No. 23-014

Truck-Mounted LED Video Screen Rental

Sealed Bids for **Truck-Mounted LED Video Screen Rental** will be received by the City Clerk of the City of Hoover, Alabama, whose office is located in Hoover City Hall at 100 Municipal Lane, Hoover, Alabama, 35216, **no later than 2:00 p.m. CT on Wednesday, March 22, 2023**, at which time they will be publicly opened and read aloud at Hoover City Hall. **No Bids will be received or opened after the time set forth herein.**

Bid Specifications are open to public review at the office of the City Clerk of the City of Hoover, 100 Municipal Lane, Hoover, Alabama, 35216 and are also available for review and download from the city's website at <http://www.hooveralabama.gov/bids.aspx>.

NOTE: NO SPECIFICATIONS OR CONTRACT DOCUMENTS WILL BE MAILED

Questions regarding this bid should be directed, no later than March 17, 2023 at 5:00 p.m. CT, to Tina Di Clemente, Purchasing Officer, City of Hoover, Purchasing Department, 100 Municipal Lane Hoover, AL 35216; or via e-mail at bids@hooveralabama.gov. Answers to all questions, clarifications, corrections, and additions to the Bid Specifications, will be issued in the form of Addenda to the Specifications which **will not** be distributed by delivery or mail, but rather, shall only be posted on the city's website by 5:00 p.m. CT March 20, 2023. **It shall be the responsibility of the bidder to frequently visit the city's website to view or download such Addenda, if any are issued.**

This Invitation-to-Bid, the Bid Specifications, and the Bid Proposal form(s) will comprise the total bid package, and should be read very carefully. Answers to questions, clarifications, corrections, and additions to the Bid Specifications will be issued in the form of Addenda to the Specifications and shall only be posted to the city's website.

The City of Hoover hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (DBEs) will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, gender, religion, age, disability, marital status, or national origin in consideration for an award.

The attention of Bidders is called to the provisions of Section 31-13-9, Code of Alabama 1975 relating to Immigration Law compliance and documentation thereof (i.e. participation in the Federal E-Verify program). The successful Bidder will be required to sign a contract that includes the following provision related to Immigration: "By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

The Bid specifies that **Truck-Mounted LED Video Screen Rental** is for use by the City of Hoover. The Bid/Contract award, if made, will be made to the lowest responsive, responsible Bidder as evidenced by the City's receipt of a completed Bid Proposal Form and other documents that have been submitted in accordance with the Instructions to Bidders and in accordance with stipulations within other sections of the Bid Specifications.

The City reserves the right to reject any or all Bids, to waive any formality in any Bid, and to accept any Bid considered advantageous to the City. The City reserves the right to hold the Bids for a period of ninety (90) calendar days after the date of receipt of Bids.

Wendy Dickerson, City Clerk
City of Hoover, Alabama



City of Hoover, Alabama

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Bid #23-014 (rebid)



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I. INSTRUCTIONS FOR SUBMITTAL OF PROPOSALS

1. **Bid/Proposal Forms:**
All bidders must use the enclosed Bid Proposal Forms and Agreements (or copies thereof) to submit their Proposal. No alternate or substitute pricing forms will be accepted. All Proposal responses must be typed or written in ink.
2. **Submittal of Bids/Proposals:**
All Bids/Proposals must be submitted in **sealed** envelopes that are clearly marked with **Sealed Bid, Bid Number, and Bid Title**, as shown in the Invitation to Bid Notice. Bids must be delivered, no later than the specified Bid Submittal Deadline, to the following address:

City Clerk's Office
Hoover City Hall
100 Municipal Lane
Hoover, AL 35216
3. **Electronic Transmittal of Proposals is Not Acceptable:**
Proposal submittals delivered by fax, electronic mail, or other electronic transmittal methods will NOT be accepted as qualified Bids.
4. **Late Proposals are Not Acceptable:**
Late Proposals will not be opened nor accepted as qualified Bids.
5. **No Bid:**
If you choose not to bid yet desire to remain on the city's vendor/supplier list for future consideration, please submit an envelope by the Bid deadline with "**NO BID**" clearly marked on the proposal form and on the outside of the **sealed** envelope.
 - a. After receiving 3 "**NO BID**" submissions from a vendor on the City's vendor/supplier list, the vendor will be removed from the City's vendor/supplier list.
 - b. If a vendor on the City's vendor/supplier list does not respond to 3 Invitations to Bid, the vendor will be removed from the City's vendor/supplier list.
6. **Tax Exempt Pricing:**
Bid proposal prices must not include state or local sales taxes or federal excise tax. The City is exempt for such taxes and will provide documentation of such exemption upon request.
7. **Notice of Award:**
Records showing successful bidder(s) and price(s) will be placed on file within the City Clerk's Office and may be examined upon request.
8. **Bid Instructions:**
Bidders are asked to retain these instructions, conditions, and specifications for future reference. This document and its attachments will become part of your contract with the City of Hoover if you are the successful bidder.
9. **Inquiries:**
All questions regarding this Invitation to Bid should be directed to:

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Tina Di Clemente
Purchasing Officer
205-444-7504
bids@hooveralabama.gov

End of Instructions Section



II. GENERAL CONDITIONS

A. PURCHASES AND ORDERS

1. Products shall be ordered and supplied on an “as needed” basis during the life of this Bid/Proposal agreement.
2. The City of Hoover shall transmit or deliver authorized purchase orders to the winning bidder to initiate each order process.
3. The bidder/supplier will not be paid for any order placed without an authorized purchase order and, further, shall not be paid until the city has inspected delivered items and approves the quality and workmanship thereof.

B. QUANTITIES

1. Quantities are estimates only and are not a commitment to buy.
2. Commodities will be purchased on an “As-Needed” basis. The actual quantities purchased may be more or less than the estimated quantities.
3. The quantities provided within the attached Bid Proposal Form have been developed to reflect the typical frequency of purchases of each item while also reflecting the approximate annual cost of meeting the city’s needs. Bidders should complete the Bid Proposal Form to extend the total cost of each item listed at the specified quantities for each item and then summarize the extended costs of all items.
4. Approximate quantities, as provided herein, do not constitute an order, but only are provided for the purpose of comparing Proposal responses to each other to determine the lowest bidder and for the purpose of determining the impact of purchasing such items and quantities on the City’s annual expense budget.

C. COMPLIANCE WITH PRODUCT SPECIFICATIONS REQUIRED

1. All items bid upon must meet both the general specifications provided herein and the detailed specifications for that particular item as described herein.
2. If the successful bidder fails to deliver the products specified in this Proposal, the city may not accept delivery of or remit payment for such substitute items.
3. Compliance with product specifications must be indicated on your proposal.
 - a. Please indicate “YES” if your item meets or exceeds the item specifications.
 - b. Please indicate “NO” if your item does not meet or exceed the minimum specifications.
 - c. If “NO” is selected or neither “YES” nor “NO” are indicated, the Bidder must create a detailed list of each and every substitute/alternate item in the manner described in the section below entitled “EXCEPTIONS AND ALTERNATES TO SPECIFICATIONS” and must enclose such page(s) with your Bid/Proposal submittal.
 - d. Failure to indicate “YES” or “NO” or to furnish the required information may disqualify your bid.
4. Brand names and model/product names and numbers are provided for each item whenever possible. The use of specific brands, model/product names, and numbers is not intended to restrict the bidding by any supplier and/or manufacturer, but is

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provided for the purpose of indicating the quality of materials, products, and service best adapted to the City's intended use.

5. If alternate brand names, product names, or product numbers are proposed, the bidder must follow the instructions below regarding the submittal of Proposals/quotes that include such exceptions or alternates.

D. EXCEPTIONS AND ALTERNATES

1. If a price is bid/quoted for a substitute or alternate brand/product (anything other than the specified brand/product), then the bidder must create a detailed list of substitute/alternate items bid/quoted on a separate page or pages entitled "EXCEPTIONS AND ALTERNATES TO SPECIFICATIONS" and must enclose such pages with your Bid/Proposal submittal: including, at a minimum, the following information about each and every substitute/alternate items:
 - a. Bid Reference Number – this number shall be used to clearly identify which specified line items are being replaced with a substitute/alternate;
 - b. Bid/quoted Brand/Manufacturer;
 - c. Bid/quoted Make/Model;
 - d. Bid/quoted Part/Product Number;
 - e. Bid/quoted Detailed Product Specifications to the extent required to establish that the substitute or alternate item meets or exceeds the item specified;
 - f. Any additional information and/or documentation related to substitute/alternate items must be clearly referenced and cross-referenced to the corresponding items within the list of "EXCEPTIONS AND ALTERNATES TO SPECIFICATIONS".
2. Samples of alternate items must be made available for review upon request by the City of Hoover and, if requested, must be delivered promptly at the bidder's expense, for such review. If the bidder desires that the sample items should be returned, the bidder must include packaging materials and pre-paid postage for such return.
3. Samples will only be required for items marked "No" for compliance on the bid specification sheets, thus indicating that an alternate item is being bid.
4. Samples submitted as alternates may be subjected to testing at the discretion of the City of Hoover. Bidders are responsible for all costs associated with testing of their sample products.
5. The City of Hoover, in its sole discretion, will determine whether or not alternate items meet or exceed bid specifications. The Proposal will be disqualified if an alternate product does not meet or exceed all specifications for the specified brand/product.

E. DISQUALIFICATION OF PROPOSALS

1. Bids may be disqualified before the awarding of the contract for any reason including but not limited to the following:
 - a. Failure to deliver the Bid submittal as required;
 - b. Failure to sign and/or notarize the Bid documents;
 - c. Failure to include requested information or other details of the Bid;
 - d. Excessive errors in calculating prices or total;

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2. The successful bidder/supplier will be required to submit proof of compliance with the BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT, Code of Alabama, Section 31-13-9. Failure to submit any and all such documents within a reasonable period of time will constitute sufficient grounds for cancellation of the contract at the sole discretion of the City of Hoover.
3. Bids may be disqualified for any other reason that may be deemed appropriate by Hoover City officials.

F. METHOD OF AWARD

1. While the bid award may be made to the lowest bidder meeting all product specifications, the City of Hoover may not award the bid on the basis of the low bid only. Quality, conformity with specifications, terms of delivery, terms of payment, past service history, and experience are among the factors that may be considered in determining the lowest responsible bidder.
2. In the event the City's first choice of Bidding vendors refuses to accept all City terms and conditions and/or other requirements without deviation, that vendor may then be disqualified. After such disqualification, the Bid may, at the sole discretion of the City, be awarded to the City's second choice and so forth and so on.

G. BID PROPOSAL SHALL BE BINDING

1. The bidder agrees that this Invitation to Bids along with the bidder's proposal and supporting documentation will, when the Bid has been awarded, constitute a lawful and binding agreement between the City of Hoover and the successful bidder.
2. The bidder agrees that, if awarded the Bid, he/she shall furnish the products and services specified within this Invitation to Bid in compliance with all terms, scope of work, conditions, specifications, and amendments which are incorporated by reference as if fully set forth herein.

H. CONTRACT PERIOD

1. This contract is for an initial period of one (1) year from date of award.
2. The contract may be extended for one (1) additional year, renewable annually, upon mutual agreement between the City of Hoover and the successful bidder.

I. PROPOSAL PRICING

1. Each item is to be bid as a price per item multiplied by an estimated purchase quantity. The estimate quantity for each item has been provided on the Bid Proposal Form.
2. Bid prices are not to exceed four decimal places (i.e., \$1.2525).
3. Unit prices quoted must remain firm for the entire period of the contract including extensions and renewals thereof.
4. In the event of a delay in awarding the Bid, Bid prices shall remain firm for sixty (60) days from date of Bid opening.

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J. DELIVERY

1. Unless otherwise stated, prices bid/quoted shall include delivery to the location(s) stipulated on the purchase order.
2. Failure to deliver products as specified, in accordance with the terms of the Bid submitted, or failure to meet promised delivery dates will constitute sufficient grounds for cancellation of the contract/order at the sole discretion of the City of Hoover.
3. Any item needing to be exchanged or altered shall be picked up, at the bidder's expense, from any location designated by the City, within three (3) days following the date that the successful bidder was notified of a problem.

K. EXEMPTION FROM SALES TAXES

1. The City of Hoover is exempt from all sales taxes. This statement is in no way to be construed as relieving a seller or contractor of their obligation to pay appropriate taxes to each and every authorized taxing entity.
2. A copy of Hoover's Sales Tax Exemption form/documentation will be provided to you upon request.

L. PRODUCT QUALITY, GUARANTEE, AND WARRANTY

1. The bidder attests that the items offered shall be new, original brand name items that have never been refurbished, repaired, or remanufactured.
2. The City of Hoover reserves the right to make quality inspections of products by any means determined by the City.
3. The bidder certifies that, by submitting a bid, he/she is fully aware of the conditions of service and purpose for which the items included in this Bid are to be purchased and certifies that his/her offer will meet these conditions of service and purpose to the satisfaction of the City of Hoover.
4. The successful bidder shall replace all defective materials immediately upon notification except when it is clearly shown that the defects were caused by misuse and not by faulty manufacture or installation.

M. RESERVATION OF RIGHTS

1. Reservation of Rights – The City of Hoover expressly reserves the right to:
 - a. Waive minor deviations from specifications that do not impair overall functionality of the products;
 - b. Waive any defect, irregularity, or informality in any bid procedure;
 - c. Reject or cancel any or all Proposals;
 - d. Reissue the bid invitation;
 - e. Extend the bid opening time and date;
 - f. Procure any item by other means;
 - g. Increase or decrease the quantity specified in the bid invitation;
 - h. Consider and accept alternate Proposals when most advantageous to the City.
 - i. Negotiate with any bidder after proposals have been made regarding price, warranty, or any other factor being considered in this proposal.

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2. The City of Hoover reserves the right to purchase any item from any supplier who has been awarded an Alabama State bid contract, a GSA contract, or other contracts made in accordance with and/or authorized by state bid laws.
3. The City of Hoover reserves the right to award the Proposal in any manner that is in the best interest of the City.

N. LICENSES AND PERMITS

1. Prior to issuance of any purchase orders for bid items/services, the successful bidder must obtain, if applicable, a City of Hoover Business License.
2. The successful bidder must also acquire all other licenses and/or permits required by local and state law.

O. NON-COLLUSION

By signing the Bid Proposal Form, the bidder certifies that that:

1. The price(s) and amount of this Bid have been arrived at independently and without consultation, communication, or agreement with any other contractor, bidder, or potential bidder; and
2. Neither the price(s) nor the amount of this Bid, and neither the approximate prices(s) nor approximate amount of this Bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening; and
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid proposal has been made in good faith and has not been developed or submitted pursuant to any agreement or discussion with, or inducement from, any firm or person who has submitted or is/was known to be submitting a competing for these items to the City of Hoover.

**P. ALABAMA IMMIGRATION LAW COMPLIANCE REQUIREMENTS
(IF APPLICABLE)**

1. To the fullest extent permitted by law, The Bidder/Contractor shall defend, indemnify and hold harmless CITY from any and all losses, consequential damages, expense (including, but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Vendor's failure to fulfill its obligations contained in this paragraph.
2. In accordance with § 31-13-9 (k) Code of Alabama 1975, all contracts or agreements to which the state, a political subdivision, or state-funded entity are a party shall include the following clause: "By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom".

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Q. ADDITIONAL PROPOSAL REQUIREMENTS, TERMS, AND CONDITIONS

1. Each and every item listed must be included in your Bid or it may be disqualified.
2. In order to submit a responsive Bid, it is important that all terms, conditions, and specifications are read and understood thoroughly. Please, therefore, sign each and every page of the Bid Proposal portion of this document in the space provided at the bottom of each page and submit all such signed pages with your Bid Proposal submittal.
3. Failure to complete the compliance questions following each section below may result in rejection of such Proposals due to non-compliance with specifications.

End of General Conditions Section



III. DETAILED SPECIFICATIONS

A. PURPOSE OF REQUEST

This Invitation to Bid represents a solicitation by the City of Hoover, Alabama for Truck-Mounted LED Video Screen Rental and related services during the upcoming Southeastern Conference (SEC) Baseball Tournament at Hoover Metropolitan Stadium in Hoover, Alabama, during the period of May 22-28, 2023, and during the period of May 20-26, 2024, if the contract is extended a second year.

B. GUIDELINES FOR PROPOSAL REVIEW AND SELECTION

Proposals will be evaluated by a team of city staff and event professionals. Selection of the best proposal shall be based on (1) value/pricing and (2) the ability of the proposer to provide the equipment and services that are being requested. Before submitting a proposal, each bidder is encouraged to make all investigations and examinations necessary to ascertain the efforts that will be required to ensure full performance of the contract requirements. Proposal pricing must include all equipment, materials, supplies, labor, consultation, set-up, configuration, operating, delivery, and transportation costs as well as all crew-related expenses including, but not limited to, hotel rooms, rental cars, flights, per diems, etc. Bidding is open to video companies who can provide the specified equipment and services on the exact dates specified herein.

C. EQUIPMENT RENTAL AND SERVICES SCHEDULE

1. **Load-in:** Equipment must arrive on Sunday, the day before the tournament, and must be show-ready by 4:00 pm on the same day.
2. **Event Days/Schedule:** Start time will be approximately one hour before the first game of the day is scheduled to begin and will end approximately one hour after the last game of the day has been completed. Although actual game times may vary depending on weather and length of games, tournament games are scheduled to occur as follows:
 - a. Monday (start at 10:00 am; batting practice, until an hour after the last team's practice), and
 - b. Tuesday (four consecutive games), and
 - c. Wednesday (four consecutive games), and
 - d. Thursday (four consecutive games), and
 - e. Friday (two consecutive games), and
 - f. Saturday (two consecutive games), and
 - g. Sunday (one championship game).
3. **Load-out:** Sunday, approximately one hour after the final game has been completed. Equipment must be removed no later than 7:00 am on Monday.

D. EQUIPMENT AND PERSONNEL REQUIREMENTS/SPECIFICATIONS

1. Provide, set-up, configure, and operate one (1) Trailer-mounted AOTO, or equivalent brand, LED screen with viewable screen dimensions of at least 32' wide by 18' high.

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- LED pixel resolution must be 10mm or better with High-Definition processing and a minimum of 6,000nits of brightness. Bottom of screen must be able to extend to a height of sixteen (16) feet above ground level, or higher, and shall be capable of rotating 360 degrees.
2. Provide, install, and connect approximately 500' of Tac12 fiber cable for video input into LED processors.
 3. Provide, install, and connect, two (2) sets of 3G HD-SDI Telecast Rattler, or equivalent brand, video converters (1 primary set, 1 backup set).
 4. Provide, install, connect, and configure two (2) sets of Image Pro, or equivalent brand video scalars/converters/switchers (1 primary set, 1 backup set).
 5. Provide two (2) industry professional LED/video technicians who have been properly trained and/or certified in the installation, set-up, configuration, and operation of the provided equipment and who shall be trustworthy, knowledgeable, and responsible for its proper set-up and operation. At least one of the professional technicians must be on-site each day of the event during the period beginning one hour before the first game is scheduled to begin and ending one hour after the last game has finished.

NOTE: It is required that the on-site representatives must be available via cell phone on a 24-hour basis for the duration of the SEC Baseball Tournament, in case of emergency.

E. ELECTRICAL POWER SUPPLY ASSUMPTIONS

The baseball stadium will provide a 200 Amp, 208v, 3-phase power disconnect to a point within fifty (50) feet from the location of the trailer screen. This shore power shall be utilized by the vendor because diesel generator refueling is prohibited on stadium property.

F. INSURANCE REQUIREMENTS

Vendor must carry insurance on all provided equipment and must provide a Certificate of Insurance naming the City of Hoover, Alabama, as additionally insured for the event. Vendor must provide proof of Workers Compensation in the amount of \$1,000,000 per Occurrence, Liability Coverage in the amount of \$10,000,000 per Occurrence & Aggregate, and Auto Liability in the amount of \$1,000,000 per Occurrence.

End of Detailed Specifications Section



IV. SUBMITTAL CHECKLIST

A. REQUIRED FULLY COMPLETED ORIGINAL DOCUMENTS THAT MUST BE SUBMITTED IN PAPER FORM

1. Price Proposal Form
2. Bid Submittal Agreement
3. Specifications Compliance Form
4. "EXCEPTIONS AND ALTERNATES TO SPECIFICATIONS" (if needed)

B. ADDITIONAL MATERIALS THAT MAY BE INCLUDED IN YOUR BID SUBMITTAL PACKAGE

1. Specification Sheets for Products/Goods
2. Sales Brochures and Marketing Materials
3. Documentation Supporting Proof of Performance
4. Other Materials that Document the Suitability of Products/Goods in Meeting the Needs of the City of Hoover.

End of Submittal Checklist Section

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V. PRICE PROPOSAL FORM

Item #	Item Description	Bid Price
1	Rental fees for use and operation of all equipment, materials, supplies, and components for the duration of the SEC Baseball Tournament, as specified.	\$
2	Fees for Operational and Technical Support: A crew of two (2) technicians to be on-site for the duration of the SEC Baseball Tournament, as specified (all crew-related expenses including, but not limited to, hotel rooms, rental cars, flights, per diems, etc.).	\$
3	Fees for delivery and/or transportation costs, if not already included above.	\$
4	Any Other Fees Not Listed Above (Describe): _____ _____ _____	\$
TOTAL	SUM OF ALL LINES ABOVE	\$

Company Name _____

Signature _____

Authorized Official's Title _____

Date _____

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VI. BID SUBMITTAL AGREEMENT

INSTRUCTIONS: COMPLETE AND NOTARIZE THIS PAGE. PLACE IT DIRECTLY BEHIND THE PRICE PROPOSAL FORM.

AGREEMENT: The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments within this Bid which is incorporated by reference as if fully set forth herein. The undersigned further agrees to honor the prices, attached hereto, throughout the specified term of this agreement.

The following language is required by § 31-13-9 (k) Code of Alabama 1975 to be placed in all contracts covered by the Act: "By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

AGREED, BY:

BIDDER/COMPANY NAME: _____

ADDRESS: _____

TELEPHONE #: _____ MOBILE PHONE #: _____

EMAIL: _____ FAX #: _____

Name of Authorized Company Official (Print or Type)

Signature

Authorized Official's Title (Print or Type)

Date

NOTARY:

Sworn to and subscribed before me on this date, _____

Notary's Name (Print or Type)

Signature of Notary Public

NOTARY
SEAL

My commission expires on _____ (Date).

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VII. SPECIFICATIONS COMPLIANCE FORM

INSTRUCTIONS: COMPLETE AND SIGN THIS PAGE. PLACE IT DIRECTLY BEHIND THE BID SUBMITTAL AGREEMENT.

Please select the appropriate response regarding your Bid:

- Yes**, the product/system/solution for which I have submitted this Bid is in full compliance with all specifications described herein.
- No**, the product/system/solution for which I have submitted this Bid/Proposal IS NOT in full compliance with all specifications and I have attached a document entitled "EXCEPTIONS AND ALTERNATES TO SPECIFICATIONS" to describe, in detail, how the proposed product/system/solution differs from the specified product/system/solution.

Company Name _____

Signature _____

Authorized Official's Title _____

Date _____