ATHENS STATE UNIVERSITY

300 North Beaty Street, Athens, AL 35611

Bid Number: 32027

Opening Date/Time: December 3, 2026, 2:00 p.m.
Opening Location: Founders Hall, Room 109
Contact Person: ben.dumas@athens.edu technical
barbara.ferguson@athens.edu administrative

November 13, 2026

To Whom It May Concern:

Athens State University will receive sealed bids for an IP Paging System purchase and installation for the campus as described and specified on the enclosed attachments. All responses to this Invitation-to-Bid (ITB) are to adhere to the format outlined in this document, as well as the enclosed **General Conditions for Purchasing Solicitations**.

1. Bid is to be mailed in a **sealed envelope** with ITB which bears the above bid number and opening date on the outside of the envelope.

2. Bid must be typed or printed in ink. Bid must be signed by a responsible representative for your company. Bid must indicate unit prices, extensions, and total prices.

3. **In bidding substitute items from brand names specified on the ITB, the bidder must indicate the substitution and must include complete specifications with their responses**.

4. Bidder must quote all prices FOB Athens State University.

5. Athens State University is exempt from Federal Excise and State Taxes. Code of Alabama 40-23-4.

6. Athens State University reserves the right to reject any and/or all bids and, unless otherwise specified by the bidder, to accept any or all items in the bid and may elect to award a bid on "all or none" basis. Athens State University reserves the right to purchase according to the availability of funds.

7. Before a purchase order will be issued, the awarded vendor will be required to submit to Athens State University the following documents, completed and properly executed:

   - State of Alabama Vendor Disclosure – only from the awarded vendor
   - Athens State University Vendor Form W-9 - enclosed

- Alabama Immigration Law Certificate of Compliance – only from the awarded vendor
- E-Verify Memorandum of Understanding – submit with the enclosed bid compliance form.

CERTIFICATION PURSUANT TO ACT NO. 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 ALABMA 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 NO. 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 IS FALSE

Sincerely,

Jonathan Craft, CPA
Vice-President of Financial Affairs

Bid #32027
Total Price $_____

Time needed to complete project _____

Number of days after receipt of purchase order to begin project _____

Firm: _____

Name of Representative (Print) _____

Signature: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Date: _____ **Phone Nr.:** _____

Email Address: _____

Bid #32027 IP Paging System

Athens State University is soliciting fixed prices for procurement and installation of a Valcom IP Paging System.

Scope of Work

The contractor shall submit a base bid for a single contract for equipment and work as specified herein, except as specifically excluded. The contractor shall execute the work in accordance with the true intent, which is to affect a complete, coordinated, operational, usable first-class job without additional cost to Athens State University.

General Description

The contractor shall provide all labor, supervision, parts, tools, and equipment to design, procure, install program, and configure an upgraded network-centric IP Paging system. The system will utilize a software-driven mass notification platform to orchestrate distributed IP zoning across the University's network. They system must support three primary logical operational partitions as follows:

- Zone 1 (interior) – Designated academic, administrative and common corridor locations
- Zone 2 (exterior) – Campus grounds, walkways, courtyard spaces, and structural perimeters
- Zone 3 (all call) – Synchronized campus-wide emergency override taking immediate software priority over all local zone activity.

The contractor may visit the job site to understand the conditions prior to submitting a bid. Contact john.green@athens.edu to schedule a visit.

Coordination and Administration

1. General Coordination: The contractor shall phase the work as necessary to maintain safety at all times around the work site. The contractor will be required to coordinate work with Athens State University.

2. Safety: The contractor shall maintain a clean and safe work area. The contractor is expected to follow safety regulations and safe work practices. The contractor must have a **Registered Communications Distribution Designer** (RCDD) on staff. The contractor shall remove the old equipment that is being replaced and all scrap material from the work site.

Material Specifications – Based on Valcom System

Qty	Part Number	Description	Function
1	VEIP6K-1	IP6000 Advanced Software/Hardware	Central communication server
25	VE8001AR-V4	SIP Compliant Network Audio Port (rack mount)	Distributed network edge interface providing SIP access, voice outputs and system relays
26	VP-6124	6 Amp/24 VDC Switching Power Supply	Local operational power distribution supplying filtered 24VDC across endpoints & line-level matching gear

- Central communication server configuration: Set up the server suite within the designated primary campus datacenter or MDF. Coordinate with University IT to allocate static IP structures and configure the graphical user control interface
- Network Auditing & Multicast: Map all 25 network audio ports across campus layer 2/3 topology. Configure active IGMP snooping and multicast handling rules across University network switches to support simultaneous multi-zone routing without data collisions.
- SIP Provisioning: Configure the individual SIP nodes to cleanly register with the university's active PBX/VoIP phone platform, ensuring dedicated internal dial extensions tie directly to Interior, Exterior, and All-Call rules.
- MDF/IDF Equipment Racking: Rack-mount the 25 Network Page Zone Extenders inside designated IT enclosures across campus infrastructure.
- Power Supply Distribution: Securely mount the 26 Power Supplies. Balance current distribution by terminating low-voltage lines across the three independent 2-Amp outputs on each power supply unit to maintain circuit isolation.
- Analog Legacy Integration: Terminate field station speaker low-voltage paths directly to the audio outputs and Form C relays of the newly deployed network audio ports to successfully activate analog audio arrays across the network.
- Software Customization: Program calendar scheduling rules, daily bells, automated messages, and point-and-click notification parameters directly within the system environment.
- Override & Relay Logic Execution: Configure software-driven priority steering rules so that an emergency All-Call command issued from the platform triggers the Form C relays on all network extenders. This must automatically mute background audio lines or local lower-tier voice traffic.
- Acoustic Tuning: Conduct step-by-step physical volume checks throughout interior classrooms, public corridors, and open outdoor environments. Optimize digital attenuation settings across the web management layer to establish clear intelligibility.
- System Handover: Run administrative and operational training workshops for Athens State University facility managers, safety coordinators, and telecom engineers.
- Closeout Deliverables: Furnish structured as-built blueprints detailing server layouts, an updated master spreadsheet recording the MAC address, IP assignment, and SIP line for all 25 network audio extenders, and a localized physical backup of the approved database profile.

Submittals

The following items shall be submitted with the bid:

1. Copy of Contractor's License: The contractor shall provide a copy of contractor's license to perform work within the City of Athens.

2. Athens State University Bid Compliance Form and E-Verify Memorandum of Understanding and Athens State University Vendor Form W-9

3. **Evidence of Insurance**: The **awarded** Contractor shall submit a Certification of Insurance indicating named insured, operations to which the policies apply, expiration dates and the required cancellation clause. The insurance certificate(s) shall name Athens State University, its agents, consultants, and employees as additional insureds and state that this coverage shall be primary insurance for the additional insureds and contain no exclusions of the additional insureds relative to job accidents.
   - Commercial General Liability – minimum $1,000,000 each occurrence
   - Commercial Business Automobile Liability – minimum $1,000,000 combined single limits
   - Workers Compensation and Employer's Liability – in accordance with the statutory coverage required in Alabama.

Indemnification Agreement: By submitting this bid, the **awarded** Contractor is agreeing, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Athens State University, including its respective affiliates, owners, directors, sponsors, officers, volunteers, employees, and agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of, related to, or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom, and is caused in whole or in part by negligent acts or omissions of the awarded Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether such claim, damage, loss or expense is caused in part, or is alleged but not legally established to have been caused in whole or in part by the negligence or other fault of a party indemnified hereunder. This indemnification shall extend to all claims, damages, losses and expenses for injury or damage to adjacent or neighboring property, or persons injured thereon, that arise out of, relate to, or result from performance of the work.

ATHENS STATE UNIVERSITY

GENERAL CONDITIONS FOR PURCHASING SOLICITATIONS

Bidder: To ensure responsiveness and acceptance of bid, please follow these instructions. (The use of the words: bid/bidder, proposal/proposer, vendor, contractor, and supplier for the context of this solicitation all have the same meaning for the company/firm submitting a bid or a request for proposal.)

1. Bid Opening: Sealed bids or proposals must be received in the Office of Financial Affairs by the bid opening time and date specified in this invitation to bid unless changed by addendum. Sealed bids or proposals shall be mailed to Athens State University, Office of Financial Affairs, 300 N. Beaty Street, Athens, AL 35611 and must be marked with the bid/proposal number and opening date/time. All courier delivered bids/proposals MUST have the bid/proposal number and opening date/time on the outside of the courier packet. All bids delivered after the specified time will not be considered. At the bid opening, no discussion will be entered into with any vendor as to the quality or provisions of the specifications, and no award will be made either stated or implied.

2. Preparation of Bid: Bid shall contain a manual signature of an authorized representative in the space provided. Responses must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and correction printed in ink or typewritten adjacent, and must be initialed in ink by person authorized to sign the bid.

3. Submittal of Bid: ***The bid submission form included in the request should be completed and returned as requested.*** Modifications and corrections received after the closing time specified will not be considered. It is the bidder's responsibility to examine any drawings, specifications, and instructions.

4. Prices and Delivery: Firm prices shall be quoted, typed, or printed in ink, to include all packing, handling, shipping, and delivery charges FOB Athens State University. Unless otherwise specified, bid prices are assumed firm for a minimum period of 120 days after the date of the opening. Athens State University is exempt from Federal Excise and State Taxes. Code of Alabama 40-23-4.

5. Installation: Where installation is required, the successful bidder shall be responsible for placing and installing the product in the required location(s). Authorized product and price list shall clearly and separately identify any additional installation charges. All materials used in the installation shall be of good quality and shall be free of defects that would diminish the appearance of the product or render it structurally or operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the product in the proper location. The successful bidder shall protect the site from damage and shall repair damages or injury caused during installation by the vendor, its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the vendor shall promptly restore the structure or site to its original condition. The successful bidder shall perform installation work so as to cause the least inconvenience and interference with the University and with proper consideration of others on site. Upon completion of the installation, the location and surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.

6. Acceptance and Rejection: Inspection and testing, if any, and acceptance will be at the destination unless otherwise provided, but all materials and workmanship shall be subject to inspection and test at all times and places, and where practicable. Title to risk or loss or damage to all items shall be the responsibility of the supplier until acceptance by the University unless loss or damage results from negligence by the University. During manufacture, the right is reserved to reject articles that contain defective material and workmanship. Rejected material shall be removed by and at the expense of the bidder promptly after notification of rejection. Final inspection and acceptance or rejection of material or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose

liability on the University thereof for such materials or supplies as not in accordance with the specifications. In the event necessity requires the use of materials or supplies not conforming to the specification, payment may be made with a proper reduction in price.

7. Brand Name Reference: Unless specified "no substitute," any catalog brand name or manufacturer's reference used in the ITB is descriptive only, not restrictive, and used to indicate the type and quality desired. If bidding on other than referenced specifications, the bid must show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete description of the product offered. The University reserves the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the University may require the bidder to supply additional descriptive material, samples, or demonstrations. The bidder guaranties that the product offered will meet or exceed the referenced product and or specifications identified in the ITB. If the bidder takes no exception to the specifications, bidder will be required to furnish the product exactly as specified in the solicitation.

8. Samples: Samples or demonstrations, when requested, must be furnished free of expense to the University. Samples not destroyed during reasonable examination will become the property of the University unless bidder states otherwise. Each sample should be marked with the bidder's name address, bid number and item number.

9. Interpretation: Any questions concerning specifications and conditions shall be directed to Jonathan Craft, VP for Financial Affairs, jonathan.craft@athens.edu, 256-216-3310, unless otherwise specified.

10. Disputes: In case of any doubt or differences of opinion as to the items to be furnished under a contract resulting from this bid, the decision of the VP for Financial Affairs shall be final and binding on both parties.

11. Time of Performance: The number of calendar days in which delivery will be made after receipt of order shall be stated in the bid, if applicable.

12. Acceptance of Bid/Award: The University reserves the right to accept or reject all or any part of a bid or any and all bids, to waive any informality, general condition, special condition, or minor specification deviation when considered to be in its best interest, and to award the bid that best serves the interest of the University. The University may elect to award a bid on "all or none" basis. Athens State University reserves the right to purchase according to the availability of funds. The award will be made to lowest responsive and responsible bidder meeting specifications. Documents contained herein are considered part of the binding contract. It is understood and agreed that the University shall have 120 days for bid acceptance.

13. Default: Backorders default in promised delivery or failure to meet specifications, authorize the University to cancel this contract to the defaulting bidder. The bidder must give written notice to the University of the reason and the expected delivery date.

14. Addenda: An addendum may be issued as an addition or supplement or clarification to the bid document. Only written addenda are part of the bid packet and should be considered.

15. Alternate Bids: Unless specifically requested, alternate bids will not be considered.

16. Insurance and Indemnification: The bidder agrees to indemnify and hold harmless the University, its officers, agents, and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the bidder, its agents, employees, or representatives, or arise from any bidder furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the University. The bidder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the University. The bidder will, at the request of the University, supply certificates evidencing such coverage.

17. Risk of Loss: The bidder assumes the following risks: (1) all risks of loss or damage to all goods, work in process, material, and equipment until the delivery thereof as herein provided; (2) all risks of loss or damage to

third persons and their property until delivery of all goods as herein provided; (3) all risks of loss or damage to any property received by the bidder or held by the bidder or its suppliers for the account of the University, until such property has been delivered to the University; (4) all risks of loss or damage to any of the goods or part thereof rejected by the University, from the time of shipment thereof to bidder until redelivery thereof to the University.

18. Non-Discrimination: The University provides equal opportunity for all businesses and does not discriminate against any vendor regardless of race, color, creed, sex, national origin, or disability in consideration for an award.

19. Assignment: Assignment of any rights or obligations under award or any portion of this bid is not allowed without the express written consent of the University.

20. Tobacco and Drug Policy: Athens State University is a tobacco and drug free campus. All vendors, employees, and agents shall abide by the tobacco and drug free policy while on any property owned/leased by the University.

21. Warranty: The bidder expressly warrants that all articles, material, and work offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the University, and that it will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. The bidder further warrants all items for a period of one year, unless otherwise stated, from the date of acceptance of the items delivered and installed or work completed. All repairs, replacements, or adjustments during the warranty period shall be at the bidder's sole expense.

22. Hazardous and Toxic Substances: Bidder must comply with all applicable federal, state, county, and city laws ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances, and regulations pertaining to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the University with a "Material Safety Data Sheet" if required.

23. Patents: Bidder guarantees that the sale and/or use of goods will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect, and save harmless, the University and its employees on any claims arising out of the purchase of goods or services.

24. Domestic Products: In public works projects, the contractor agrees to use in the execution of the contract materials, supplies, and products manufactured, mined, processed, or otherwise produced in the United States or its territories, if the same are available at reasonable and competitive prices and are not contrary to any sole source specification.

25. Required Submissions: Before a purchase order will be issued, the awarded vendor may be required to submit to the University the following documents (if applicable) completed and properly executed:

* State of Alabama Vendor Disclosure
* Athens State University Vendor Form W-9 - enclosed
* Alabama Immigration Law Certificate of Compliance
* E-Verify Memorandum of Understanding – submit with the enclosed bid compliance form

26. Certification Pursuant to Act No. 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 a bid, the bidder is hereby certifying that the bidder is in full compliance with Act 2006-557, not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges the awarding authority may declare the contract void if the certification is false.

Any and all general information, special terms and conditions, or scope of work, etc., attached hereto which vary from these general conditions shall have precedence

ATHENS STATE UNIVERSITY

Office of Financial Affairs
300 North Beaty Street
Athens, AL 35611
256-233-8100

Substitute W-9 **Request for Taxpayer Identification Number and Certification** **Give Form to the Athens State University. Do not send to the IRS.**

Part I: Taxpayer Information

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank

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

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. *(Check only one)*

○ Individual/sole proprietors ○ C Corporation ○ S Corporation ○ Partnership ○ Trust/Estate
○ LLC Single Member ○ LLC C Corporation ○ LLC S Corporation ○ LLC Partnership
○ Other _____

4. Exemptions (codes apply only to certain entities, not individuals)

Exempt code (if any) _____ Exemption from FATCA reporting code (if any) _____

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

City, state, and ZIP code

6. Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding.

Social security number _____ **Or** Employer identification number _____

Part II: Remittance Information

1. Accounts Receivable Contact Person _____

2. Accounts Receivable Email Address _____

3. Accounts Receivable Phone Number _____

4. Accounts Receivable Fax Number _____

5. Purchase Order Address (if different from legal address.)	**6.** Remittance Address (if different from legal address)

Part III: Entity Type (Attach Certification)

Business Type: ☐ Disadvantaged-Owed ☐ Minority-Owned ☐ Veteran-Owned ☐ Woman-Owned ☐ Small Business

Part IV: 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.

Sign Here ▶ Signature of U.S. Person Date

ATHENS STATE UNIVERSITY – COMPLIANCE WITH SECTION 31-13-9 OF THE *CODE OF ALABAMA*

Section 31-13-9 of the *Code of Alabama*, as amended (see Alabama Act No. 2012-491) (the "Act") is applicable to all contracts entered into with Athens State University via a competitive bidding process.

Be advised that as a condition for the award of any contract that is competitively bid and awarded by Athens State University to a business entity or employer that employs one or more employees, the Act requires that the business entity or employer shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

Be further advised that as a condition for the award of any contract that is competitively bid and awarded by Athens State University to a business entity or employer that employs one or more employees within the State of Alabama, the Act requires that the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

Information about "E-verify" can be found at web address: https://e-verify.uscis.gov/enroll and the program is operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

Be further advised that the Act requires that any subcontractor, on a project paid for by a contract that is competitively bid and awarded by Athens State University, shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama and shall also enroll in the E-Verify program prior to performing any work on the project. During the performance of the contract, the subcontractor shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. A business entity or employer who has been awarded a contract with Athens State University through a competitive bidding process should maintain records of such compliance in case verification is required by Athens State University or a law enforcement agency.

Failure to comply with these requirements may result in breach of contract, termination of the contract or subcontract, termination of employees, and possibly suspension or revocation of business licenses and permits in accordance with the Act, among other things.

All bidders must complete the following information and return this form with their bid information.

1. Are you a business entity or employer that employs one or more employees within the State of Alabama?

☐No

☐Yes, and I have enclosed documentation along with this form establishing that I am enrolled in the E-Verify program. If you answered "Yes," then you must provide such documentation with this form. A copy of your E-Verify Memorandum of Understanding is acceptable documentation.

2. Pursuant to the Act and by operation of law, the following provision shall be incorporated into any contract that is awarded by Athens State University as a result of this competitive bid process, regardless of whether or not the same is expressly set forth in the written documents relating to such contract:

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.

I represent and affirm that my response to #1 above is true and correct, that I fully agree and accept the statement in #2 above, and that Athens State University may fully rely on the same. I also acknowledge that I have received notice of and reviewed all of the information contained in this document.

If Bidder is a Business Entity
Name of Bidding Party:_____

Signature: _____

Printed Name of Signatory: _____
Its: _____(Position)
Date: _____

If Bidder is an Individual
Name of Individual: _____

Signature: _____

Date: _____