



University of North Alabama
Office of Procurement
UNA Box 5025
Florence, AL 35632
Phone: (256)765-4206
Fax: (256)765-4329

Bid No. 2011-19 For: Renovation – Lobby of Bibb Graves

Page 1 of 10

=====

INVITATION FOR BIDS:

Sealed Proposals for furnishing materials, equipment or services as described herein will be received at the Purchasing Department, Bibb Graves Hall, Room 21, University of North Alabama, Florence, Alabama, until 10:00 a.m. local time on March 23, 2011.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a noted timeframes on the specification page. Time is of the essence to this bid and if delivery is not made within the time specified, the University reserves the right to cancel any order placed as a result of this bid. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.

DIRECTIONS FOR MAILING BIDS:

Do not place more than one bid in an envelope. Envelopes containing more than one bid may not be opened in time for a bid to be considered.

Envelopes containing bids must be sealed, marked and addressed as follows:

ADDRESSED TO:	(If via U.S. Mail)	(If via commercial package delivery service)
	University of North Alabama	University of North Alabama
	Purchasing Department - Bid 2011-19	Purchasing Department - Bid 2011-19
	UNA Box 5025	Bibb Graves Hall, Room 21
	615 N Pine Street	One Harrison Plaza
	Florence, AL 35632-0001	Florence, AL 35632-0001

BID FOR: Renovations – Lobby of Bibb Graves
Bid No. 2011-19

CAUTION – The above mailing address line, UNA Box 5025, is the address for the University of North Alabama Central Mail Room and is not part of the physical address for the University of North Alabama Purchasing Department. Envelopes or packages addressed to this box number may not be received in the Purchasing Department by the specified bid due date and time. It is the bidder's responsibility to ensure that the bid is received in the Purchasing Department by the date and time specified; no assumptions should be made in regard to an extension due to unforeseen circumstances of any kind, no due date or time will change without advance written notice from the Procurement Office.

Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt in the Purchasing Department, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate.

Bids received in the Purchasing Department after the specified date and time set forth above will not be considered and will be returned to the bidder

Bids will be opened in Bibb Graves Hall, Room 21 at 10:00 AM local time on March 23, 2011

=====

Revised 1/30/08

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



Bid No. 2011-19 For: Renovation – Lobby of Bibb Graves

Page 2 of 10

INSTRUCTIONS TO BIDDERS

1. All bidders are to submit bids on proposal forms furnished by the Director of Purchasing, University of North Alabama (forms enclosed). All bid forms are to be signed in all designated spaces by an authorized officer or employee of the bidder. Telephone bids will not be accepted. Bids submitted by "fax" machine will not be accepted. All bids are to be mailed or delivered in a sealed envelope.
2. All bidders shall base their proposals on the exact schedule of equipment, material or service specifications herein.
3. Pictures, descriptions, and specifications should accompany all bids when required or desirable. Samples may be required and, if so, shall be furnished free of cost to the Owner.
4. Reference to manufacturers, suppliers, catalog numbers, etc., is intended to set quality standards and does not preclude bids from others as long as quality standards are met. Offers of equal items shall state the brand and number or level of quality. Alternates will not be considered unless they conform to the specifications.
5. All bidders are required to submit unit prices and extended prices, where applicable, for each item bid. Where the unit price and the extended total price do not agree, the unit price shall prevail.
6. The Owner reserves the right to accept any or all items on any bidder's proposal at the unit price submitted. The Owner reserves the right to reject any and all bids and to waive informalities.
7. All prices submitted on the proposal are to be delivered prices to the University of North Alabama and shall not include any state or local sales tax.
8. Bidders should sign & return all pages of the complete bid to imply complete understanding and compliance with all bid requirements.
9. All questions should be directed to the Purchasing Office, University of North Alabama, UNA Box 5025, Florence, AL 35632-0001, phone 256/765-4206.
10. Should a bidder find discrepancies in, or omissions from the bid documents or should he be in doubt as to their meaning, he should at once notify the Owner who will send written instructions to all bidders.
11. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.
12. **EQUAL EMPLOYMENT OPPORTUNITY/U.S. FAIR LABOR STANDARDS ACT:** By signing this proposal, bidder certifies that bidder is in compliance with the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and the rules and regulations prescribed by the Secretary of Labor, Veteran's Act 38USC4212, Section 503 - Rehabilitation act of 1973 Title I of the Americans with Disabilities Act of 1990 42USC12101, and that any and all goods were produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



University of North Alabama
Office of Procurement
UNA Box 5025
Florence, AL 35632
Phone: (256)765-4206
Fax: (256)765-4329

Bid No. 2011-19 For: Renovation – Lobby of Bibb Graves

Page 3 of 10

PROPOSAL FORM

In compliance with the University of North Alabama **INVITATION FOR BIDS** and **INSTRUCTIONS TO BIDDERS**, the undersigned hereby proposes to furnish and supply items to the University of North Alabama, Florence, Alabama, in strict accordance with the **SCHEDULE** and **SPECIFICATIONS**.

The undersigned bidder/proposer hereby certifies that it, its officers, partners, owners, providers, representatives, employees, and parties in interest, including the affiant, has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder/proposer, potential bidder/proposer, firm or person, in connection with this solicitation, to submit a collusive or sham bid/proposal, to refrain from bidding/proposing, to manipulate or ascertain the price(s) of other bidders/proposers or potential bidders/proposers, or to secure through any unlawful act an advantage over other bidders/proposers or the university.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the bidder/proposer without consultation with other bidders/proposers or potential bidders/proposers or foreknowledge of the prices to be submitted in response to this solicitation by other bidders/proposers or potential bidders/proposers on the part of the bidder/proposer, its officers, partners, owners, providers, representatives, employees, or parties in interest, including the affiant.

DATED: _____

COMPANY NAME: _____

BY: _____

(Signature)

(Typed or Printed Name)

(Title)

BUSINESS ADDRESS: _____

TELEPHONE: _____

Email Address: _____

NUMBER OF DAYS TO DELIVER AFTER ORDER IS RECEIVED: _____

TERMS: _____

If Bidder is a Corporation, write the State of Incorporation, and if a Partnership, give full name of partners, using space below.

BIDDER'S NAME: _____ **BY:** _____

Signed by Company Representative



University of North Alabama
Office of Procurement
UNA Box 5025
Florence, AL 35632
Phone: (256)765-4206
Fax: (256)765-4329

Bid No. 2011-19 For: Renovation – Lobby of Bibb Graves

Page 4 of 10

UNIVERSITY OF NORTH ALABAMA

VENDOR 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 DELIVER 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 IN ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THEIR 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.

Bidder here certifies full compliance with Act No. 2006-557:

Date: _____

Company: _____

Authorizing Signature: _____

Printed Name: _____

Title: _____

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



University of North Alabama
Office of Procurement
UNA Box 5025
Florence, AL 35632
Phone: (256)765-4206
Fax: (256)765-4329

Bid No. 2011-19 For: Renovation – Lobby of Bibb Graves

Page 5 of 10

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

ENTITY COMPLETING FORM

Agreement Number

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

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

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

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 good or services previously provided, and the amount received for the provision of such goods or services.

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.

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.)

BIDDER'S NAME: _____ **BY:** _____

Signed by Company Representative



University of North Alabama
Office of Procurement
UNA Box 5025
Florence, AL 35632
Phone: (256)765-4206
Fax: (256)765-4329

Bid No. 2011-19 For: Renovation – Lobby of Bibb Graves

Page 6 of 10

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature

Date

Notary's Signature

Date

Date Notary Expires

Act 2001-995 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.

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



Bid No. 2011-19 For: Renovation – Lobby of Bibb Graves

Page 7 of 10

This form must be completed and returned before any contract(s) will be issued by the University of North Alabama

SPECIFICATIONS / REQUIREMENTS

The University of North Alabama is seeking bids for the renovation of Bibb Graves Lobby per the specifications shown as Attachment A. All bids should include an itemized statement of materials and labor showing all components utilized to establish the total cost.

All bids will be evaluated by representatives of the University of North Alabama. The University has the discretion to evaluate the qualitative as well as financial aspects of each proposal and make its selection based on what it considers to be in the best interest of the University as a whole, or to make no contract award at all from this Bid.

The following evaluation process will be used:

- A. Bids will be evaluated for completeness and compliance with the requirements of this Bid Invitation. Bids that are incomplete or do not specifically address the requested information may be rejected. *The University of North Alabama reserves the right to waive what are, in the University's opinion, minor informalities.*
- B. Bids considered complete will be evaluated to determine if they comply with the administrative, contractual, and possess all quality requirements of the Bid Invitation. If any part is unclear, bidders may be asked to provide written clarification.
- C. Bids that meet all requirements will be evaluated on ability to meet quality standards, protection needs, construction timeline and provide the most cost effective solution.

Verbal communication shall have no force or affect whatsoever toward this bid nor the entire agreement. All parties represent that no promises, representations, or inducements have been made with respect to the subject matter of the bid nor a contract, except as specifically set forth herein. The bid or final contract can only be changed, altered, modified or amended by written agreement from both parties.

Required for bid to be considered complete:

- Complete bid document, signed and notarized.
- Cost proposal for complete job and with a breakdown of fees, material costs, and labor as it applies to the job. This document should be as detailed as possible providing clarity and full understanding of costs as well as any assumptions made.
- Names and short resume' or bio of individual(s) employed by lead contractor and who will actually be working on campus to oversee daily work.
- (Optional) Copy of Quality Control and Safety Manual

DRAWINGS /SPECIFICATIONS – file named: *DWG-BIBB GRAVES HALL LOBBY.pdf* (separate document)

Schedule of events:

Site Meeting / Pre-Bid Discussion	March 15, 2011	Bibb Graves Conf Room (Main Floor)	10AM
Bid Closing	March 23, 2011	Bibb Graves Rm 21 / Procurement Office	10AM

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



Bid No. 2011-19 For: Renovation – Lobby of Bibb Graves

Page 8 of 10

=====

General Contracting Requirements

Compliance with laws

All proposals must be in full compliance with any and all applicable federal, state and local laws, regulations, ordinances, rules and orders of the appropriate government authorities, including without limitation, those relating to proper maintenance of licenses and permits.

Insurance

For considerations as an approved contractor, said contractor must have a Commercial General Liability Insurance, or GCL, Policy, including products and completed operations liability, and contractual liability coverage covering bodily injury, property damage and personal injury. The CGL policy must be issued by a company authorized to conduct business in the State of Alabama.

The contractor shall require all contractors and subcontractors performing work under this contract to obtain an insurance certificate showing proof of Worker's Compensation Coverage.

Personnel

Contractor is to provide sufficient personnel to timely job completion and efficient job performance. All staff shall be employees of the Contractor, whom shall be solely responsible for their actions and payment of their wages and benefits. Contractor employees must strictly adhere to campus regulations regarding personal behavior and all other rules and regulations of the University.

Change Orders: Change orders must be approved by the Director of Facilities or the assigned University Project Manager.

Workmanship and Job Site Maintenance

The Contractor shall provide experienced capable personnel to direct and complete work in a manner satisfactory to the University. All buildings, appurtenances and finishing shall be protected by the Contractor from damage that might be done or caused by work performed under this contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the Contractor. The Contractor shall be entirely responsible for any loss or damage to its own materials, supplies and equipment, and to the personal property of his employees while they are maintained on the work site. The Contractor shall supervise all workmanship, including that of sub-contractors, to ensure that it be of the highest grade and according to best standard practice. For every trade and for every product, the installation and application techniques shall be in strict accordance with the highest quality prescribed by the applicable trade standards and by such recommendations as are called for by the manufacturer. The Contractor shall at all times, keep the premises and adjacent areas free from accumulations of waste material or rubbish. At the completion of work, he shall remove from and about the premises all rubbish, tools and surplus materials and shall leave the work area clean and ready for use. All cleanup of any equipment used on each project shall be done in accordance with local and state codes and guidelines.

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



Bid No. 2011-19 For: Renovation – Lobby of Bibb Graves

Page 9 of 10

Work Schedule

All work shall be scheduled through the Director of Facilities. The Contractor shall be responsible for any and all additional costs associated with irregular or after-hours work. The Contractor shall be responsible for notifying the Facilities department when they arrive on campus to commence work and communicate expected completion times each day.

It is desirable that work be completed during spring break March 26 – April 2. If this is impossible concessions must be made to accommodate student, personnel and visitor traffic.

QUOTE

Total Estimated Cost of Renovation: \$ _____

Estimated time to complete: _____

Attach details of total cost to include all assumptions and itemized costs.

Alternates:

To enable the owner to compare total costs where alternate materials and methods or alternate scope of work items might be accepted, alternates numbers 1, 2, 3, and 4 have been established as described on the drawings. Alternates other than those described in drawings, modifications to the work required in furnishing and installing the selected alternate(s) shall be subject to the approval of the architect and at no additional cost to the owner other than as proposed on this bid form.

Evaluation and Selection of Proposed Alternates:

If and when the architect and the owner deem it necessary to use alternate bids in order to obtain prices for the addition of items as described herein and the lowest base bid is less than the amount of funds available for the project, the additive alternates shall constitute cumulative additions to the base bid and in determining the lowest bidder, the owner will proceed to consider bids upon the basis of the base bids of all bidders plus the addition for the alternates if the lowest bid so determined remains less than the amount of funds available for the project, the owner will proceed to consider the base bid plus alternates no. 1, 2, 3 and 4 together to determine the lowest bidder. The owner reserves all right to accept or reject any or all alternatives.

ALTERNATE 1: Install carpet extending to the third floor landing: \$ _____

ALTERNATE 2: Install carpet extending to the basement
in stair landing 001, stair B002, stair C 003 and stair A 004. \$ _____

ALTERNATE 3: Install carpet on the stairs and stair landings of the
central stair extending to the third floor landing. \$ _____

ALTERNATE 4: Install VCT in the basement vending area 005 and
carpet in stair 006 and landing 007 \$ _____

BIDDER'S NAME: _____ **BY:** _____

Signed by Company Representative



University of North Alabama
Office of Procurement
UNA Box 5025
Florence, AL 35632
Phone: (256)765-4206
Fax: (256)765-4329

Bid No. 2011-19 For: Renovation – Lobby of Bibb Graves

Page 10 of 10

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative