



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

Bid No. 2011-34 For: Audio/ Visual Upgrades / GUC

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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 2:00 p.m. local time on June 24, 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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) University of North Alabama Purchasing Department - Bid 2011-34 UNA Box 5025 615 N Pine Street Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2011-34 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Audio/ Visual Upgrades
Bid No. 2011-34

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 2:00 p.m. local time on June 24, 2011

Revised 1/30/08

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



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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.
13. Verbal communication shall have no force or affect whatsoever toward this bid or 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.

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



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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



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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:** _____

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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.)

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2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly 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.

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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 **new** audio and visual equipment and the installation of such equipment within the Guillot University Center Banquet Halls to better support the function of this area on campus. Bidders should provide a proposal for a complete audio visual solution. Proposals should include a schematic, itemized pricing (including product part numbers, manufacturers and warranty), and a commitment date for completion. UNA is a member of the E&I Cooperative and is entitled to receive any discounts offered to this organization as well as any applicable GSA contract

Bids will be evaluated for completeness and compliance with the requirements of this 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.*

All bids will be evaluated by representatives of the University of North Alabama. The University will consider quality, availability and total 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.

A Pre-BID meeting is scheduled to provide all bidders an opportunity to ask questions, take measurements, and gain an overall assessment of the space needing equipment. While this meeting is not mandatory, it is important to note that bid results will be final, the University will not accept price increases because of a bidder's inaccurate assumptions. Bidders who are unable to attend may arrange another time or date, by contacting Ben Flipppo (256)765-4991 or Cindy Conlon (256)765-4293.

PRE-BID Meeting

Location: GUC Banquet Hall A

Date: June 8, 2011

Time: 10:00 AM

Questions and Request For Clarification/Change: All clarifications or requests for change regarding technical information, procedural or contractual requirements, or other issues must be submitted, in writing (in hard copy or by email), ***no later than 3:00PM June 14, 2011***; send emails to chconlon@una.edu. No information obtained in any conversation with any University of North Alabama personnel will serve to change the requirements and/or scope of the RFP.

Alternate Proposals: Proposers may submit more than one (1) proposal. All proposals must comply with the requirements of the RFP except that additional proposals may incorporate, by reference, repetitive information which is provided in the complete proposal. Each should be labeled such as Alternate 1, Alternate 2, etc.

Proposal Opening Procedure: All proposals received in response to this RFP shall be opened at the scheduled time and date. Proposers who attend the opening will be informed only of the names of Proposers submitting proposals. No other information will be available. Proposals will be available for public inspection only after an award has officially been made.

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Applicable State Laws: The contract shall be construed according to the laws of the State of Alabama. The Contractor shall comply with all local, state and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable. Violation of any local, state or federal law and/or regulation shall be considered a material breach of this contract. The Contractor must be registered with and maintain good standing with the Secretary of State of the State of Alabama and other regulatory agencies, as may be required by law or regulation.

Contractor Status/Relationship: The Contractor represents himself or herself to be an independent Contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the University. Therefore, the Contractor shall assume all legal and financial responsibility for employee payroll, taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, permits, licenses, etc. The Contractor is solely responsible for employee recruitment, promotion, transfer, lay off and termination. The Contractor agrees to indemnify, save and hold the University its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

Contractor Liability: The Contractor shall be responsible for any and all injury or damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions of the contract. In addition to the liability imposed upon the Contractor on account of personal injury, bodily injury (including death) or property damage suffered as a result of the Contractor's negligence, or its failure to promptly notify the University of a defective or unsafe condition, the Contractor assumes the obligation to save the University, including its employees and assigns, harmless and to indemnify the University, including its employees and assigns, from every expense, liability or payment arising out of such negligent act. The Contractor also agrees to hold the University, including its employees and assigns, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Contractor under the terms of the contract.

Insurance: The Contractor shall understand and agree that the University cannot save and hold harmless and/or indemnify the Contractor, employees, or its agents against any liability incurred or arising as a result of any activity of the Contractor's employees, or its agents related to the Contractor's performance under the contract.

Therefore, the Contractor must acquire and maintain adequate automobile liability, comprehensive fire and theft, and collision insurance sufficient to protect the University, its agencies, its employees, its clients and the general public against any such loss, damage and/or expense. The insurance coverage shall include general liability.

Written evidence of the insurance shall be provided by the Contractor to the University.

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To maintain consistency on campus all projectors should be Panasonic; mounts are standardized to Chief systems; and screens should Dalite.

Scope of Work:

All product is to be mounted in the Guillot Center Banquet Hall area

- Digital networkable system
 - compatible with Windows, Mac, and Android devices
 - operable from tablet or smart phone
- 6x4 matrix video system
 - Banquet Hall A (2 inputs/ 1 output)
 - Banquet Hall B (2 inputs/ 1 output)
 - Banquet Hall C (2 inputs/ 1 output)
 - Spill over feed for Performance Center (both directions) and 2nd floor corridor
- Screens and projectors hung and recessed
 - (3) HD projectors capable of producing 10k lumens
 - (3) motorized projector lifts
 - (3) motorized screens
- 5 zone audio system (2 or more audio inputs per zone excluding the 2nd floor corridor)
 - Banquet Hall A
 - Banquet Hall B
 - Banquet Hall C
 - Performance Center (both directions)
 - 2nd floor corridor
- inputs patchable to any zone individually and all zones together
 - 3 wireless microphones
 - CD Player
 - Analog audio input (Ipod, laptop, etc.)
 - rack mount iPod dock/control/playback system

NOTES:

Space dimensional info:

Complete Space (Banquet Halls A,B,C as a single open area): 100' L x 65' W x 18' H*

Banquet Hall A: 30' L x 65' W x 13' H

Banquet Hall B: 40' L x 65' W x 18' H

Banquet Hall C: 30' L x 65' W x 13' H

*Individual Banquet Hall heights vary.

Distance from the Banquet Hall audio control system to the Performance Center audio control system is approximately 240 feet.

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Speakers: (Bidders are encouraged to quote both options)

Option 1: remove and replace ceiling speakers

Notes concerning speaker replacements: some speakers are mounted on drop-in ceiling panels, others in sheetrock ceilings. Vendor must include all necessary modifications/repairs to ceilings to return them to normal after speakers are replaced.

Option 2: utilize existing ceiling speakers

Power: Please include in your bid the power requirements for your proposed system. Just let us know if you have any questions about the power supplied to the existing system.

Complete proposal must include:

- Full BID copy signed and notarized
- Proposal(s) for total cost of project w/ options
- Itemized listing of products; warranty information and power requirements
- Evidence of appropriate insurance
- Price to remove existing wiring
- Commitment for a date of completion

It is preferred that the contractor have this work completely finished no later than August 20, 2011; before students return for Fall classes.

For any questions regarding use or needed performance of this equipment
Contact Mike Thompson (256) 443-6544; email mthompson@una.edu

For questions regarding bid submission
Contact the Office of Procurement, Cindy Conlon (256)765-4293; email chconlon@una.edu

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