



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

**Bid No. 2011-47 For: Chartered Air Travel**

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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 1:00 p.m. local time on August 26, 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 any postal service University of North Alabama Purchasing Department - Bid 2011-47 UNA M/S 5025 1 Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - Bid 2011-47 Bibb Graves Hall, Room 21 1 Harrison Plaza Florence, AL 35632-0001
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BID FOR: Chartered Air Travel  
Bid No. 2011-47

**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 1:00 p.m. local time on August 26, 2011**

Revised 1/30/08

**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:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_

**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:** \_\_\_\_\_  
**Signed by Company Representative**



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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.)

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of

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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:** \_\_\_\_\_  
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**GENERAL TERMS AND CONDITIONS**

**Acceptance/ Rejection of BIDS/PROPOSALS:** The University reserves the right to accept or reject any or all bids or proposals, wholly or in part, and in any manner deemed in the best interest of the University. All bids and proposals will be firm for 30 days, unless otherwise stated in the text of the invitation for bid or request for proposal.

**Alteration of Solicitation Document:** In the event of inconsistencies or contradictions between language contained in the University's solicitation document and a vendor's response, the language contained in the University's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible disbarment.

**Assignment, Transfer and Subcontracting:** The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the University.

**Bid Responses:** All bid forms are to be signed in all designated spaces by an authorized officer or employee of the contractor. Telephone, Email, or Facsimile "Faxed" bids will not be accepted. All bids are to be mailed or hand delivered in a sealed envelope.

**Compliance with Laws:** The contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations

**Venue:** This solicitation is governed by the laws of Alabama. (Code of Alabama 1975 41-16-20)

**SCHEDULE OF NEEDED CHARTER**

The University of North Alabama is seeking bids for round trip chartered air travel transporting the UNA Lion Football Team, Coaches and Staff from Florence, Alabama to Dallas Stadium per the following itinerary:

**DEPARTURE: After 7PM September 15, 2011**

**FROM: Muscle Shoals Airport / NW Alabama Regional**

**TO: One of the following: Dallas / Fort Worth Airport**

**Dallas Love Field**

*(Prefer closest to Arlington, Dallas Cowboy Stadium)*

**RETURN: September 17, 2011 Immediately After Game / ~9PM (Kick off @ 4PM in Dallas Stadium)**

**PASSENGERS QTY: Up to 130 maximum**

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**AIR CHARTER SPECIFICATIONS AND REQUIREMENTS**

**Aircraft: Minimum Specifications (not meant to be all inclusive of general Commercial FAA regulations) it is the responsibility of the carrier to be familiar and in compliance with all applicable regulations.**

- Must Meet all U.S. Department of Transportation, Federal Aviation Administration and safety regulations.
- Must accommodate up to 130 passengers comfortably.
- Air-conditioning and heat systems in excellent working condition
- Clean restroom facilities to be completely functional
- Exterior and Interior of aircraft to be clean and in excellent condition
- Certified for flight in all weather conditions
- Equipped with weather radar

**Flight Crew:**

**Captain**

- valid FAA Class 1 Medical Certificate
- Airline Transport Pilot (ATP) Certificate in appropriate category, class and type
- Employed as a full time pilot
- Up to date and current on required flight hours

**First Officer**

- Valid FAA Class II Medical Certificate
- Commercial Pilot Certificate in appropriate category, class and an instrument rating
- Employed as a full time pilot
- Up to date and current on required flight hours

**BIDDER / CONTRACTOR TERMS AND CONDITIONS**

Safety is priority, arriving at the target destination and back is a second priority. Sufficient care should be taken to ensure all safety procedures are followed while providing efficient and timely travel accommodations.

**PRICES / SERVICE COST**

- The bid response must contain all costs to the University of North Alabama should the bid be accepted; including all applicable costs and taxes, the current price structure for air travel fares and any supplementary services for which there may be an additional charge.
- Any bid submitted shall be firm and not subject to change or withdrawal for a period of 30 days except by mutual consent.
- Bidders may submit more than one (1) bid. At least one of the bid responses must be complete and comply with all stated instructions. However, additional bids may be in an abbreviated form following the same format, but providing only that information which differs in any way from that contained in the complete bid.
- In the event of mechanical malfunctions or breakdown, the contractor will be responsible for providing

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replacement aircraft within two to four hours from the discovery of problems for the University of North Alabama Team and Staff, so that they arrive at the scheduled event on time and return as scheduled with all services of this bid provided. The cost of the replacement transportation, all mechanical repairs and any other expenses due to the breakdown will be the contractors' responsibility.

- E. Any meals and lodging required for contractor personnel will be the responsibility of the contractor and should be covered within the total price quote. The University Team and Staff will not require meals.

### **INVOICES AND PAYMENT**

- A. Upon bid award the University will issue a Purchase Order acknowledging the commitment of funds to the successful bidder.
- B. An invoice should be issued upon completion of travel referring the University Purchase Order for immediate payment. If payment is required prior to flight, approval must be granted by the Director of Procurement.
- C. In the event of contractor cancellation for any reason then the successful bidder must refund any monies previously paid by the University for the charter and further shall reimburse the University for any unnecessary expenses which exceed the charter price and are incurred to secure an alternative charter.

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### **BID SUBMISSION REQUIREMENTS:**

To be considered a responsible bidder, a complete bid must include:

- Signed Bid Document agreeing to the minimum Terms and Conditions
- Full Price Quote (should be complete – no additional fees will be approved after bid award)
- Flight Details
- Evidence of Comprehensive General Liability Insurance
- Identify type of aircraft to be provided
- Identify qualifications of flight personnel and experience with team travel
- Identify Contractor experience with collegiate team travel

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For any questions regarding services to be performed  
Contact Mark Linder (256)765-4397; email [mdlinder@una.edu](mailto:mdlinder@una.edu)

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

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