



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

Bid No. 2012-25 For: Sale – Architectural Salvage

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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 April 11, 2012.

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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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)	(If hand carry)
	University of North Alabama	University of North Alabama
	Purchasing Department - Bid 2012-25	Purchasing Department - Bid 2012-25
	UNA M/S 5025	Bibb Graves Hall, Room 21
	One Harrison Plaza	One Harrison Plaza
	Florence, AL 35632-0001	Florence, AL 35632-0001

BID FOR: Sale – Architectural Salvage
Bid No. 2012-25

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 April 11, 2012

Revised 1/30/08

_____ initial
I have read and understand the contents of this page



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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 purchase items from 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.

_____ initial
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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: _____

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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 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.)

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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.

_____ initial
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State of Alabama Immigration Law (Act 2011-535)

To be eligible for an award of a contract, grant, or incentive of the State of Alabama, any political subdivision of the state, or any state-funded entity: all businesses will be required to provide written certification of their compliance with Section 9 of the State of Alabama Immigration Law, identified as §31-13-9 of the Code of Alabama, 1975; Act 2011-535; by submitting 1) the Affidavit of Alabama Immigration Compliance and, 2) a copy of the one-page E-verify company profile document (see example included).

To satisfy this requirement for the University of North Alabama: The two required documents must be submitted prior to issuance of a University contract or purchase order; or any other commitment of University funds. To expedite the ordering process, forms may be submitted with a bid response, an RFP, or prior to new contract signature.

If you are not currently enrolled in E-Verify, follow these instructions:

- Log onto <http://www.uscis.gov/everify>
- Click “Getting Started” for information about the program, requirements, and enrollment process.
- Click “Enroll in E-Verify” and begin enrollment process.
- A copy of the one-page Employment Eligibility Verification form is the required document that must be submitted prior to a contract or purchase order being issued.



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AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE

In compliance with SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (the “Act”); CODE OF ALABAMA, SECTIONS 31-13-9(a) and (b), this Affidavit of Alabama Immigration Compliance is to be completed and signed by an officer or owner of a contractor or grantee and notarized, as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees.

State of _____

County of _____:

Before me, a notary public, personally appeared _____ (print name)
who, is duly authorized by the business entity/employer which appears below, being sworn, says as follows:
As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political
subdivision thereof, or any state funded entity to a business entity or employer that employs one or more
employees;

I hereby attest that in my capacity as _____ (your position) for

_____ (name of business) certifies to The Board of Trustees of the
University of North Alabama that the business shall not knowingly employ, hire for employment, or continue to
employ an unauthorized alien and does attest to such by sworn affidavit signed before a notary. Furthermore,
the Company certifies that it has provided its one-page E-Verify Company Profile Document to the University.
During the performance of the contract, the Company 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. The
Company also certifies that it will obtain sworn affidavits signed by a notary from any subcontractor(s)
furnishing goods/services under this contract attesting to the fact that they do not employ, hire for employment,
or continue to employ an unauthorized alien and that they participate in the E-Verify Program and verify every
employee that is required to be verified according to the applicable federal rules and regulations.

I have read this Affidavit and swear and affirm that it is true and correct.

Signature of Affiant

Sworn to and subscribed before me this _____ day of _____, 2_____.

I certify that the affiant is known (or made known) to me to be the identical party he or she
claims to be.

Signature and Seal of Notary Public

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Example of E-Verify Company Profile Document:



Welcome User ID Last Login [Log Out](#)

Click any  for help
[Home](#)

My Cases
[New Cases](#)
[View Cases](#)
[Search Cases](#)

My Profile
[Edit Profile](#)
[Change Password](#)
[Change Security Questions](#)

My Company
[Edit Company Profile](#)
[Add New User](#)
[View Existing Users](#)
[Close Company Account](#)

My Reports
[View Reports](#)

My Resources
[View Essential Resources](#)
[Take Tutorial](#)
[View User Manual](#)
[Contact Us](#)

Company Information

Company Name:

[View/Edit](#)

Company ID Number:

Doing Business As (DBA) Name:

DUNS Number:

Physical Location:
Address 1:
Address 2:
City:
State:
Zip Code:
County:

Mailing Address:
Address 1:
Address 2:
City:
State:
Zip Code:

Additional Information:
Employer Identification Number:
Total Number of Employees:
Parent Organization:
Administrator:
Organization Designation:
Employer Category:
Federal Contractor Category:
Employees being verified:

_____ initial
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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 announcing the intention to demolish the buildings (small houses) identified by the following adjacent addresses located on University Property:

110 East Irvine Avenue; Florence, AL
114 East Irvine Avenue; Florence, AL
116 East Irvine Avenue; Florence, AL

Bids will be received from entities interested in the architectural salvage that may be removed from these buildings prior to the destruction process. Only qualified bidders will be considered in the bid award process.

Qualified bidders will be identified as bidders who have met the following requirements:

- Supply a complete bid document, prior to the close date and time, with all necessary signatures, notary, and memorandum of understanding (MOU) from e-Verify providing the necessary evidence of registration.
- Provide evidence of liability insurance containing a minimum of \$1,000,000 per occurrence.
- Provide a simple Statement of Work (SOW); explaining tools, equipment, methods of extraction and desired dates and time of work. *The SOW document may be altered slightly after award; however, all changes require University approval.*

SCHEDULE OF EVENTS:

Bid Release:	March 13, 2012
Open- House Inspections	March 22, 2012 / 1PM – 3PM
	April 5, 2012/ 1PM – 3PM
Bid Close:	April 11, 2012 / 2:00PM

Open –House Inspection: Houses will be open for inspection of property and salvage potential on Thursday March 13, 2012 and Thursday April 5, 2012 from 1PM – 3PM. The UNA Facilities Department will be on site to answer questions and discuss acceptable removal strategies.

Bid Close: All bids must be received in the Procurement Office by 2:00PM. All bids will be read aloud in a public forum. Formal results to include tabulation and award announcement will be published within 72 hours to all bidders through an email notification. All files will remain on open record for inspection within the Office of Procurement.

Bid Award: The award will go to the highest qualified bidder. The University reserves the right to reject bids that do not satisfy all qualifications or do not meet the set minimum bid price. Furthermore, the University reserves the right to reject any bid that in its opinion does not meet satisfactory safety requirements for a removal process.

Payment: The winning contractor will pay 100% of bid award price to the University of North Alabama by cashier's check, bank draft, certified check or in U.S. Currency prior to the removal of any property.

_____ **initial**
I have read and understand the contents of this page



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Removal Process: The winning contractor must remove all materials they have listed from UNA's property within 15 calendar days after the bid due date. All activity related to the removal (preparation, fabrication, demolition, packaging, transporting, etc.) will only be allowed on weekdays from 7:30 a.m. – 5:00 p.m.

Only pre-approved items may be removed

Salvage Items available for bid: Doors, door hardware, door frames, interior trim, exterior trim, mantles, cabinets, sinks, bathroom/kitchen plumbing fixtures, furnaces, heating & cooling equipment, light fixtures, electrical switches/receptacles, flooring, windows, masonry trim. This list may be reviewed and modified as necessary at the open-house inspection. Please notify UNA if you would like to bid on any items that are not on this list or any additions made during the open-house inspection.

Salvage Items not available for bid: Major structural components of houses such as roof and floor beams, load bearing walls, floor support columns/pedestals.

If awarded contractor is found removing unapproved salvage items, the contractor will be asked to leave the premises immediately and no other salvage will be removed. Safety must be first priority.

Statement of Work (SOW): Winning bidder must provide a list of all salvage items they are planning to remove from the houses. Please provide a brief description of how you intend to remove items from houses. Prior notification is required if you intend to use any heavy equipment (dump trucks, bulldozers, tractors, etc.) and must be approved. If minor structural components such as porch columns are going to be removed, the winning bidder must provide a new means of support that is pre-approved by the UNA Facilities Department.

Insurance: All parties doing any work related to the removal or transport of removed items must have liability coverage for a minimum of \$1,000,000.00. Certificate of Liability insurance is required prior to any work on campus. The University will have no liability or responsibility to contractor personnel injury.

Exclusions:

UNA personnel will not perform any removal work.

General:

Contractor is to provide sufficient personnel for 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. The University reserves the right to stop work and have contractor removed from the premises for any misconduct or actions taken outside the scope of work approved.

Verbal Communication:

Verbal communication shall have no force or affect whatsoever toward neither 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 authorized individuals of both parties.

_____ initial
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CONTRACTOR BID SUBMISSION

Total BID Offered: \$_____ (All three houses)
(Bid Minimum: \$800)

Desired Date to begin work: _____

Expected Completion Date: _____

For any questions regarding use or needed performance of this equipment
Contact Mike Thompson (256)765-4871; email mthompson@una.edu
For questions regarding bid submission
Contact the Office of Procurement, Jack Belew (256)765-4335; email jabelew@una.edu

_____ initial
I have read and understand the contents of this page