



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

Bid No. 2009-09 For: Laundry Vending Services

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INVITATION FOR BIDS:

Sealed Proposals for the lease of card operated laundry facilities 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 March 10, 2009.

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 the order. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof. This bid will abide by the schedule of events as outlined.

DIRECTIONS FOR MAILING BIDS:

Supply one original and two(2) copies of proposal.

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 2009-09 UNA Box 5025 Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2009-09 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Laundry Vending Services
Bid No. 2009-09

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.

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.

Bid Preparation Costs: The University of North Alabama shall not be liable for any costs incurred in the preparation and presentation of proposals.

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 March 10, 2009

Revised 1/30/08

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



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Schedule of Events

Release of Bid.....February 12, 2009
Deadline for Requests for Changes / Clarifications..... 3:00PM February 24, 2009
Bid Due Date & Opening Event..... 2:00PM March 10, 2009
Posting of Selected Contractor..... Estimated to occur no later than March 13, 2009
Target Contract Execution Date..... April 1, 2009

Note: All dates listed above are anticipated and not fixed. All times are central time. UNA may change any dates or time shown above, at its sole discretion.

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, no later than the date and time listed in the Schedule of Events to the same address posted above for submission of the final proposal. No information obtained in any conversation with any University of North Alabama personnel will serve to change the requirements and/or scope of the Bid.

If you have an exception or a concern with anything in this Bid, including any of the proposed Agreement terms and conditions, it is important to raise that issue, in writing, by the deadline date for Request for Changes/Clarifications, listed in the Schedule of Events. By doing so, you afford yourself the maximum opportunity to discuss and potentially change that language. Any change made by The University of North Alabama in response to a Request for Changes/Clarifications shall be communicated to all parties who received this Bid, and posted on the procurement website; however any formal change shall not extend the Bid Due Date as listed in the Schedule of Events.

General Information

The University of North Alabama Housing System currently has 1,173 students living on campus with a capacity of approximately 1,681 students. Revenue reported over the last three years has averaged at least \$20,000.00 per year. Bids are expected to provide creative, insightful, and no hassle ideas for the operation of onsite laundry, while maintaining affordability for students.

Laundry equipment and maintenance will be required in 16 laundry rooms supporting eight University Residence Hall facilities and two University Apartment complexes. One location supporting disability access will provide coin operation for one washer and one dryer all other facilities must support the University Debit Card system, known as the UNA Mane Card. The University uses Odyssey CBORD access readers so all equipment must be compatible.

Site visits may be arranged by contacting the Director of Housing, Audrey Mitchell at 256-765-4124.

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



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INSTRUCTIONS TO BIDDERS

1. All bidders are to submit one original and two (2) copies of their bid to the Director of Purchasing, University of North Alabama (address noted above). 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 criteria identified herein.
3. Demonstrations may be required in order to make the final decision of bid award and, if so, shall be furnished free of cost to the Owner.
4. The purpose of the Request for Changes/Clarifications is to permit corrections, prior to the opening of proposals, technical or contractual requirements that may be unlawful, improvident, or which unjustifiably may restrict competition. This will allow UNA to make needed corrections through the issuance of an addendum, prior to the Bid Due Date and help eliminate the waste of time which is inherent in protests and in the possible rejection of all proposals
5. The Owner reserves the right to reject any and all bids and to waive informalities.
6. 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. The University of North Alabama is exempt from State Sales Tax and Federal Excise Tax.
7. All questions should be directed to the Purchasing Office, University of North Alabama, UNA Box 5025, Florence, AL 35632-0001, phone 256/765-4206.
8. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.
9. **In addition, Proposers must be aware that, with the exception of trade secrets, all information submitted by them in response to this RFP may be subject to open review under Alabama Law**
10. **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:** _____
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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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**DISCLOSURE STATEMENT OF
RELATIONSHIP BETWEEN CONTRACTORS/GRANTEES AND
EMPLOYEES/OFFICIALS OF UNIVERSITY OF NORTH ALABAMA
(THE "UNIVERSITY")**

1. Contract or Bid Number 2009-09
2. Name of Contractor _____
Address _____

Phone _____

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☒ Invitation to Bid ☐ Grant Proposal

3. Nature of contract/grant
Laundry Vending Services on Campus
4. Does the contractor/grantee have any relationship with an employee or official of the University, or a family member of such employee or official, that will enable such employee or official, or his/her family member, to benefit from this contract/grant? If so, please state the names, relationships, and nature of the benefit.

(For employees of the University, family members include spouse and dependants. For members of the Board of Trustees (officials), family members include spouse, dependants, adult children or their spouses, parents, in-laws, siblings, and their spouses.)

This form will be available for public inspection upon request.

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the University of North Alabama in excess of \$5,000.

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.

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



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Evaluation of Bids

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 evaluation will determine if the bid meets the needs and goals of the University of North Alabama laundry vending services. 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 technical 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 their comprehensive value to the University as well as the ability to meet all requirements. At the option of the University, bidders may be asked to provide a demonstration or additional information before an award is made.
- D. The University of North Alabama will negotiate and select for contract the bidder with the overall best proposal.

Terms and Conditions

Contract Documents: The contract between the University of North Alabama and the Supplier shall consist of (1) the Request for Bid (BID), and any amendments thereto; (2) the Supplier's response to the BID; and (3) a contract signed by both parties addressing matters not contained in either (1) or (2). In the event of conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the Request for Bid shall govern. However, the University reserves the right to clarify any contractual relationship in writing with the concurrence of the Supplier, and such written clarification shall govern in case of conflict with the applicable requirements stated in the BID or the Supplier's response. In all other matters not affected by the written clarification, if any, the Request for Bid shall govern.

Verbal communication shall have no force or affect whatsoever toward the entire agreement. All parties represent that no promises, representations, or inducements have been made with respect to the subject matter of the contract, except as specifically set forth herein. The 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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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.

Governing Law

The contract shall be governed by the laws of the State of Alabama.

Proposal Commitment

No modification of pricing will be allowed after bid opening. Each bidder is responsible for full inclusion of their proposed terms and conditions with full understanding that such criteria will be evaluated as a part of the overall bid award function. The University will consider pricing, discounts, and all other cost related items in conjunction with the terms and conditions as a total package to determine the best overall offer.

Insurance Requirements

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. Limits: \$1M per person; \$3M per Occurance.

In addition, the contractor must have a Business Automobile Liability Insurance Policy with liability limits not less than \$1M per person and \$3M per occurrence.

Proof of Worker's Compensation Insurance is required to insure the statutory limits as established by 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.

The contractor is responsible for reimbursement to customer for damage to clothing due to malfunction of equipment. Details for reporting incidents must be clearly communicated by the contractor and publicly posted allowing students to file their individual claims. University Housing would only get involved in case of dispute.

Term of Contract

It is the desire of the University to establish a 5 year agreement beginning April 1, 2009, with the ability to extend annually up to 10 years, based on satisfactory performance. Business reviews should occur annually on the UNA campus. If contractor does not elect to extend this contract, notification must be received by the procurement office at least 90 days prior to contract expiration date.

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Minimum Contractor Responsibilities

- Contractor assumes all risk and responsibility for theft of machines, merchandise, and money.
- The Contractor is responsible for all maintenance of contractor owned equipment and is responsible for ensuring full service operation as long as residents are on campus. Maintenance is required within 24 hours of notification to ensure availability of service.
- All Contractor employees must be identifiable by contractor picture ID to include the employee name. This ID must be prominently displayed while on campus for appropriate visual identification of the role and intent of the individual on site.
- Contractor employees must conduct themselves in an appropriate professional manner at all times. The University reserves the right to request campus removal of any employee who does not conduct themselves in a respectful, proper manner.
- The Contractor is responsible for any damage to University property resulting from work performed by the contractor. Damage shall be repaired to the satisfaction of the University.
- The Contractor will provide timely reporting of all activity in an agreed format.
- Marketing promotions should be initiated and worked by the contractor to promote use of services.
- Commissions will be paid directly to the University by the 8th of every month.
- Laundry prices must stay stagnant and may not change without written authorization from the University.

Minimum University Responsibilities

- The University will furnish all utilities necessary for operation.
- The University shall maintain facilities where contractors' equipment is located.
- Access to laundry facilities will be made available by the University as needed.
- All trash receptacles will be furnished by the University. Trash removal, janitorial and pest services are the responsibility of the University.
- Shall take reasonable precautions to protect the contractors' installed equipment from damage while on University premises without liability for loss or pilferage.

Minimum Equipment Specifications

- Contractor will furnish, install and maintain commercial grade washers and dryers with any necessary peripheral equipment at all locations outlined by the University. Ownership of equipment shall remain with the contractor.
- All equipment must be new at time of placement on campus for this agreement.
- ADA accessible equipment must be made available in one location (1 washer & 1 Dryer)
- Equipment must match in color and type within each laundry facility.
- All machines must have a minimum capacity of 18 pounds and the ability to record and report use.
- Instructions for use and prices must be clearly visible on each machine.
- Folding tables and chairs should be positioned where needed and space allows.
- All equipment must be clearly tagged and numbered for identification of ownership by the contractor.

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			Equipment			
Residence Hall	Current Occup.	Landry Loc.	Washers	Type	Dryers	Type
Lagrange	169	2nd Fl.	1	ADA Front Load / Coin	1	ADA / Coin
		1st Fl.	4	Top Load / Card Reader	2 Stacks	Card Reader / Stacked (total of 4 Dryers)
Lafayette	47	1st Fl.	2	Top Load / Card Reader	2 Stacks	Card Reader / Stacked (total of 4 Dryers)
Rice	268	1 Loc.	6	Top Load / Card Reader	3 Stacks	Card Reader / Stacked (total of 6 Dryers)
Rivers	272	1 Loc.	6	Top Load / Card Reader	3 Stacks	Card Reader / Stacked (total of 6 Dryers)
Covington	80	1st Fl.	1	Top Load / Card Reader	1 Stack	Card Reader / Stacked (total of 2 Dryers)
			1	Front Load / Card Reader	1	Card Reader
		2nd Fl.	2	Top Load / Card Reader	2	Card Reader
Hawthorne	75	1st Fl.	1	Top Load / Card Reader	1 Stack	Card Reader / Stacked (total of 2 Dryers)
			1	Front Load / Card Reader	1	Card Reader
		2nd Fl.	2	Top Load / Card Reader	2	Card Reader
Appleby East	60	1st Fl.	1	Top Load / Card Reader	1	Card Reader
			1	Front Load / Card Reader		
		2nd Fl.	2	Top Load / Card Reader	1	Card Reader
		3rd Fl.	2	Top Load / Card Reader	1	Card Reader

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Appleby West	63	1st Fl.	1	Top Load / Card Reader	1	Card Reader
			1	Front Load / Card Reader		
		2nd Fl.	2	Top Load / Card Reader	1	Card Reader
		3rd Fl.	2	Top Load / Card Reader	1	Card Reader
Family Housing	69	1 Loc.	5	Top Load / Coin	5	Coin
Twin Oaks	46	1 Loc.	3	Top Load / Coin	3	Coin

Each laundry location, other than those designated as coin only, must support the University debit card system and must contain 1 Controller (Card Reader) allowing choice of machine and each machine must have an interface module. All equipment must be Odyssey compatible. To accomplish the appropriate compatibility all product must be procured from CBORD. The Controller (or Card Reader) part number needed is 4VEN0204 and the laundry Interface Module is part number 4VEN0211. If supplier does not already have a contact within CBORD, it will be allowable to contact UNA's sales representative; Martin Rasberry @ 607-257-2410. It is the responsibility of the provider to work with CBORD for procurement and installation of all necessary equipment to facilitate UNA Debit Card utilization. UNA will ensure the placement of IP Network lines in all facilities.

Proposal should, at a minimum, include:

- **Equipment Specifications (Demonstrations may be required prior to award)**
- **Commission Proposal**
- **Creative Marketing Plan**
- **Timeline for installation and initiation**
- **Warranty and Maintenance plan**

All questions should be coordinated through the University Procurement Office, Director of Procurement, Cindy Conlon, 256-765-4293. Any clarity or concessions must follow the Change Request process outlined in this bid document and follow the schedule of events.

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