



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

RFP No. 2012-31 For: Athletic Apparel

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Request for Proposals:

Sealed Proposals for the supply of Exclusive Athletic Apparel 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 24, 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 Proposal 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 Proposal. This Proposal may be withdrawn at any time prior to the scheduled time for the opening of Proposals, or any authorized postponement thereof.

DIRECTIONS FOR MAILING PROPOSALS:

Bidders are asked to submit ONE (1) ORIGINAL AND TWO (2) COPIES of their Proposal. The original copy shall contain original signatures.

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

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

ADDRESSED TO:	(If via any postal service University of North Alabama Purchasing Department - RFP 2012-31 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department – RFP 2012-31 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
PROPOSAL FOR:	Athletic Apparel RFP 2012-31	

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 Proposal due date and time. It is the Bidders responsibility to ensure that the Proposal 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 Proposals 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.

Proposals 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

Proposals will be opened in Bibb Graves Hall, Room 21 at 2:00 p.m. local time on April 24, 2012

Revised 1/30/08

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



INSTRUCTIONS TO BIDDERS

1. All Bidders are to submit Proposals on proposal forms furnished by the Director of Purchasing, University of North Alabama (forms enclosed). All Proposal forms are to be signed in all designated spaces by an authorized officer or employee of the Bidder. Telephone Proposals will not be accepted. Proposals submitted by "fax" machine will not be accepted. All Proposals 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 Proposals 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 Proposals 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 Proposal. 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 Bidders' proposal at the unit price submitted. The Owner reserves the right to reject any and all Proposals 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 Proposal to imply complete understanding and compliance with all Proposal 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 Proposal 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. Proposals received after the Proposal 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 Proposal or the entire agreement. All parties represent that no promises, representations, or inducements have been made with respect to the subject matter of the Proposal nor a contract, except as specifically set forth herein. The Proposal or final contract can only be changed, altered, modified or amended by written agreement from both parties.

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PROPOSAL FORM

In compliance with the University of North Alabama **INVITATION FOR PROPOSALS** 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 Proposal/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 PROPOSAL 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 PROPOSAL, THE BIDDER IS HEREBY CERTIFYING THEIR COMPLIANCE WITH ACT NO 2006-557. THEY ARE NOT BARRED FROM PROPOSALDING 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 Proposal ☐ 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 Proposal, 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 Proposal, 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 Proposal, 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, Proposals, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

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I have read and understand the contents of this page



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 Proposal 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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I have read and understand the contents of this page



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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:



WelcomeUser IDLast LoginLog 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:

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:

View/Edit

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INTRODUCTION AND GENERAL INFORMATION

The University of North Alabama (UNA) Athletics Department is interested in partnering with an athletic apparel (and if possible footwear) sponsor & supplier for a three to five year period starting FY2013, which begins October 1, 2012. If footwear is not a part of this agreement, the University will create an independent bid for footwear.

A rich athletic tradition exists at UNA located in Florence, Alabama supporting football, baseball, softball, volleyball, women's soccer, men and women's basketball, cross country, women's indoor track, women's outdoor track, and tennis. As a member of the Gulf South Conference, UNA has a winning tradition which includes six (6) National Championships, forty-six (46) conference championships, and ninety-eight (98) NCAA post-season appearances. This history of success has brought excellent broadcast and other media exposure locally, regionally, and nationally.

In June 2011, our Board of Trustees made the decision to transition into NCAA Division I. As we become DI ready, we are experiencing tremendous support from the region and our local community. We are currently in communication with DI conferences in an effort to secure an invitation to join a conference. Once an invitation is secured, our intent is to enter the transition phase (4-year process) no earlier than Fall 2013. This transition has already and will continue to enhance our region, community and our university through local revenue and enrollment growth. As evidence of the positive support for the university our enrollment numbers of new students for Fall 2012 are at an all-time high.

Schedule of Events

Publication of Proposal Invitation:	April 4, 2012
Proposal Due Date & Opening	2:00PM April 24, 2012
Anticipated Award Announcement <i>(no later than)</i>	April 27, 2012

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

Evaluation of RFP's and Selected Supplier Meetings: Proposals 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 RFP. Service commitment and contract management is a very critical factor and will be considered a large portion of the evaluation process.

Award: An award decision will follow the proposal opening as soon as a clear partner can be identified. No oral communication will be construed as closure of the RFP event or commitment of an award. A Formal Announcement will be published via email to all participants and posted outside the Office of Procurement for a period of 1 week after the decision is made.

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I have read and understand the contents of this page



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RFP Closure and Contract Completion: Upon announcement of the award a complete agreement will be signed by all parties for immediate implementation. All final terms and conditions must include the basic terms as noted within this RFP document.

General Terms and Conditions of Contract

Contract Documents: The contract between the University Athletic Department and the Supplier shall consist of (1) the Request for Proposal (RFP), and any amendments thereto; (2) the Supplier's response to the RFP; 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 Proposal 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 Proposal or the Supplier's response. In all other matters not affected by the written clarification, if any, the Request for Proposal shall govern.

Amendments to Contract: Any change in the contract, whether by modification and or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the Supplier and the University Athletic Department. The Supplier expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment to the contract.

Applicable State Laws: The contract shall be construed according to the laws of the State of Alabama. The Supplier 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 Supplier 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.

University Trademarks: The Supplier shall understand that the University names and logos are trademarks of the University. Any use of such trademarks must be approved by an appropriate University representative.

Cancellation for Breach: The University may cancel the contract at any time for a breach of any contractual obligation by providing the Supplier with a written notice of such cancellation. Prior to issuing such a notice, the University will, if appropriate, provide the Supplier with an opportunity to cure the breach within a reasonable period of time.

Should the University exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the Supplier.

Right to Terminate Contract: The University reserves the right to terminate the contract, with or without cause, for the convenience of the University without penalty or recourse by giving written notice to the Supplier at least ninety (90) days prior to the effective date of such termination. The Supplier may terminate the contract by giving the Director of Procurement written notice of such termination at least 90 days prior to termination.

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I have read and understand the contents of this page



Proposal Details

Length of Contract: 3 years with the option to extend annually for 2 additional years.

UNA Commitments:

- The University of North Alabama Athletic Department will endorse through available signage and recognition opportunities and wear only the Supplier Brand uniforms, game day shirts, and athletic footwear (exclusion of general hats and t-shirts). This would be required for football, baseball, softball, volleyball, women's soccer, men and women's basketball, cross country and tennis.
- The University of North Alabama Athletic Teams will procure new uniforms and apparel, as needed, from the exclusive Supplier through the length of the contract at the awarded discount from this contract.

Exclusive Supplier Commitments: *Attach Proposal to include these minimum expectations:*

- Provide the University of North Alabama Athletics with sponsored apparel (& footwear if available) items annually. It is preferred that this be presented in the form of an annual gift to provide flexibility in the support across programs, but in-kind offers will be considered.
- Provide a Discount off retail for all apparel, footwear and equipment purchased by the University during the term of this contract.
- Service agreement to manage all sales on a personal level with the coaches involved to ensure accuracy of ordering and management of delivery. All purchases require a University Purchase Order. Orders shipped without a UNA Purchase Order or some written acknowledgement from the Director of Procurement regarding the validity of the order is at risk of nonpayment.
- Delivery terms should be F.O.B. University of North Alabama, Florence AL 35632-0001

All Proposal submissions will be considered; the overall best offer for the University will be taken.

FOB UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001

For any questions regarding use or needed performance of this equipment

Contact Mark Linder (256)765-4397; email mdlinder@una.edu

For questions regarding Proposal submission

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

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