



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

**Bid No. 2012-34 For: Biology Supplies**

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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 25, 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 University of North Alabama Purchasing Department - Bid 2012-34 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - Bid 2012-34 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
BID FOR:	Biology Supplies Bid No. 2012-34	

**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 April 25, 2012**

\_\_\_\_\_

Revised 1/30/08

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



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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.

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

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

If Bidder is a Corporation, write the State of Incorporation, and if a Partnership, give full name of partners, using space below.

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



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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

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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.*

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



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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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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

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





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**Example of E-Verify Company Profile Document:**

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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:

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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I have read and understand the contents of this page



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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 (UNA) is seeking bids for Biology supplies per the descriptions below. The supplier listed at the top of each section represents the exact catalog the desired item was chosen from as an example of need. Any and all references to manufacturers, suppliers, catalog numbers, etc., are intended to set quality standards and for convenience and descriptive purposes; ***However, if any bidder is proposing a substitute, the proposed substitute must be clearly identified and sufficient documentation must be included with the bid response to enable the University to determine if the item is acceptable for the purpose for which it is intended.*** All items are to be used for instructional purposes and UNA reserves the right to reject any item that UNA deems unsuitable for such instruction. UNA is a member of the E&I Cooperative and US Communities and is entitled to receive any discounts offered to these organizations.

The specified quantities are estimates and UNA reserves the right to purchase more or less than the specified quantity or none at all, depending upon available funding.

All Unit Prices should reflect a delivered price – No additional Freight charges will be approved.

**QUOTE**

***Items from Carolina Biologica Supplies Catalog:***

Itm	Cat. Num.	Description	UOM	Qty	Unit Price	Ext. Price	Notes
1	841481	Acetone, laboratory grade, 500ml	EA	4			
2	847113	Benedict's solution, qualitative, lab grade, 4 L	EA	2			
3	857430	Dextrose, 500 g, anhydrous, granular	EA	6			
4	861283	Ethyl alcohol, 95% laboratory grade, 3.8 L	EA	4			
5	868093	Hydrogen peroxide, 3% laboratory grade, 500 ml	EA	1			
6	872795	Lugol Solution, 10% potassium iodide, 5% iodine, 500 mL, lab grade	EA	3			
7	871750	Lactose, monohydrate, 500 g	EA	2			
8	888880	Sodium chloride, crystal, ACS grade, 500 g	EA	5			
9	625920	Disposable scalpel, nonsterile	EA	200			

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Itm	Cat. Num.	Description	UOM	Qty	Unit Price	Ext. Price	Notes
10	706240	Aprons, disposable, 28" x 46", 100/bx	BX	5			
11	684226	Dialysis tubing, 1-3/4" x 100 ft., 44 mm	EA	4			
12	745396	Thermometers, dual scale, 20-110 C & 0-230 F, both, 12", 76 mm	EA	20			
13	745461	Thermometers, dual scale, 20-110 C & 0-230 F, both, 6", 76 mm	EA	10			
14	700532	Alcohol preps, box of 1,000	BX	4			
15	626941	Razor blades, stainless steel, single edged, 100/pack	PK	3			
16	632900	Coverslips, plastic, 22 x 22 mm, 100/box	BX	100			
17	632010	Standard glass microscope slides, 25 x 75 mm, 0.96-1.06 mm thickness, 72 slides per box	BX	60			
18	731051	Carolina standard grade glass test tubes, 14 x 130 mm, 48 per pack	PK	1			
19	731437	Disposable culture tubes with plain end, 13 x 100mm, without lip, 250 per pack	PK	50			
20	712803	Filter paper, 12.5 cm, 100 circles/pack	PK	10			
21	712690	Cheesecloth, 5 sq yd pack	PK	12			
22	702620	Meter Sticks	EA	24			
23	721136	Pyrex Vista Petri Dishes, 150 x 20 mm, glass	PK	2			
24	721206	Pyrex, Griffin Glass Beakers, low form, measuring, 50mL	EA	24			
25	721740	Graduated Cylinder, glass, 10 mL (1.0-mL grad)	EA	10			
26	721742	Graduated Cylinder, glass, 25 mL (1.0-mL grad)	EA	10			

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Itm	Cat. Num.	Description	UOM	Qty	Unit Price	Ext. Price	Notes
27	721744	Graduated Cylinder, glass, 50 mL (1.0-mL grad)	EA	10			
28	721746	Graduated Cylinder, glass, 100 mL (1.0-mL grad)	EA	10			
29	711146	Glass Tubing, Pyrex, hardglass, 6 mm x 4 ft, 11 pcs, 1 lb	EA	2			
30	895110	Hydriion Regular pH Strips, Range: 1.0 to 12.0, Size: 1/4 x 2" Strip, 100 strips per vial; 10 vials per package	PK	2			
31	647163	Broken Glass Disposal Boxes, floor model (12 x 12 x 28"), 3 per pack	PK	5			
32	647161	Broken Glass Disposal Boxes, benchtop model (8 x 8 x 10"), 3 per pack	PK	5			
33	311126	Starfish Embryology Development Microscope Slides, w.m.	EA	24			
34	228704	Sheep Brain, dura mater removed, optic chiasma intact, plain, one per bag	EA	50			
35	228901	Cow Eye, plain, 1 per bag	EA	50			
36	228301	Rats, 7-9", plain, one per bag	EA	50			
37	736986	Plastic Pipets, graduated, large (Grad: 0.25 mL, Length: 6", Capacity: 5.0 mL, Drops per mL: 25), 100 per pack	PK	30			
38	308952	Fish Blastodisc, sec 7 µm H&E	EA	30			
39	228431	Pigs, preserved, 7-10 inch, plain, 1 per bag, (NEED 25 MALE AND 5 FEMALE)	EA	30			

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**Items from Cole-Parmer Catalog:**

Item	Cat. Num.	Description	UOM	Qty	Unit Price	Ext. Price	Notes
40	S-35614-80	Oakton pH 11 pH Meter Kit with ATC probe and Temperature read-out	EA	4			
41	S-86988-25	Sulfuric Acid 0.020 N (N/50)	EA	1			
42	S-59980-09	Testing Sieves, 8 inch diameter, full height, brass frame/brass wire, sieve opening: 0.500 mm, U.S. standard No. 35, Tyler standard 32 mesh	EA	2			
43	S-88010-20	Formaldehyde, 37% by weight, poly bottle, 1 gal.	EA	1			
44	EW-37952-00	Digital Psychrometer, RH & Temperature, $\pm$ 4% RH accuracy	EA	4			
45	EW-01588-20	Dual-scale Light Meter with silicon light sensor, 40-400,000 Lux range	EA	4			

**Items from Fisher Scientific Co. Catalog:**

Item	Cat. Num.	Description	UOM	Qty	Unit Price	Ext. Price	Notes
46	08-757-13	Petri Dish with Clear Lid, beveled ridge, 100 O.D. x 15mm H, 500 per case	CSE	4			
47	10-039K	Erlenmeyer Flasks 1,000 ml, 6 per pack	PK	2			
48	08-757-100D	Sterile Petri Dishes, 100 x 15mm, 500 per case	CSE	10			
49	14-932B	Pyrex Glass Test Tubes with Black Phenolic Caps, 16 x 150 mm, 288 per case	CSE	2			
50	12-544-1	Plain Glass Precleaned Microscope Slides, 3 x 1", 1,440 per case	CSE	1			
51	01-828C	Red Polypropylene Biohazard Autoclave Bags, 19 x 23", 200 per pack	PK	3			
52	15-511-6	pH 7.00 Buffer, Reference Standard, $\pm$ 0.01 at 25 deg C (Color Coded Yellow), Poly Bottle, 500mL	EA	5			

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*Item(s) from Ward's Natural Science Catalog:*

Itm	Cat. Num.	Description	UOM	Qty	Unit Price	Ext. Price	Notes
53	15V3705	Chromatography Paper Roll, 2.0cm width, 100m roll	Roll	2			

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**Estimated Delivery after Receipt of Order:** \_\_\_\_\_

\*\*\*\*\*

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

For any questions regarding use or needed performance of this equipment

Contact XXXXX

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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I have read and understand the contents of this page