



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

**Bid No. 2013-04 For: Athletic Trainer Supplies**

**Page 1 of 12**

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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 October 15, 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2013-04 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - Bid 2013-04 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Athletic Training Supplies  
Bid No. 2013-04

**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. Since bids must be received in a sealed envelope, faxed or emailed bid copies cannot be accepted.

**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 October 15, 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 before or while Bid is open shall have no force or affect whatsoever toward this bid as written, 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, agreement, or order, can only be changed, altered, modified or amended by written agreement from both parties.

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**UNIVERSITY OF NORTH ALABAMA**  
**VENDOR CERTIFICATION**  
**PURSUANT TO ACT NO 2006-557 and ACT NO 2012-491**

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.

ALABAMA LAW (SECTION 31-13-9 , CODE OF ALABAMA 1975: By signing a contract resulting from this proposal, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom. For full compliance the Awarding contractor must provide documentation establishing that the business entity or employer is enrolled in the E-Verify program. During the performance of the contract, the business entity or employer 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.

Bidder hereby certifies full compliance with Act No. 2006-557 and Act No. 2012-491:

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.)  
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\_\_\_\_\_  
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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.)**  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
**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.*

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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 seeking bids for the supply of Athletic Training Supplies during the period between October 1, 2012 and September 30, 2013. Purchases will be made on an as needed basis to satisfy the demand for such products during this period of time.

Bids will be accepted only for those products that meet all specifications as outlined.

UNA is a member of US Communities and the E&I Cooperative Agreements and is entitled to receive any discounts offered under these consortiums. The University is also eligible to utilize any GSA option that may be applicable.

The specified quantities are estimates and UNA reserves the right to purchase more or less than the specified quantity, depending upon available funding.

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<b>ITM</b>	<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>Unit Price</b>	<b>Ext. Price</b>	<b>COMMENTS</b>
1	225	cases	2010 Johnson & Johnson Coach White Athletic Tape, 1 1/2" x 15 yard rolls, 32 rolls per case <i>*Must be 2011 tape, will not accept anything else.</i>			
2	10	cases	2010 J&J Elastikon Elastic Tape, 3" x 5yds., 16 rolls/case <i>*Must be 2011 tape, will not accept anything else.</i>			
3	10	cases	2010 J&J Elastikon Elastic Tape, 2" x 5 yds, 24 rolls/case <i>*Must be 2011 tape, will not accept anything else.</i>			
4	45	cases	Pro-Trainer Elastic Tape 2" x 7.5 yd - 24 rolls /case			
5	25	cases	Pre-taping Underwrap, Purple, 3" x 30 yd/roll, 48 rolls/case			
6	25	cases	Medi-Rip 2" x 5yd - 12 rolls/case Tan			
7	5	packs	Mueller Pro Strips - 4"x8" Elbow Strips 24/box			
8	10	boxes	Deluxe Rubber Reinforced Elastic Bandage, Double Length, 6" x 11 yds., 6 rolls/box			
9	3	boxes	Rubber Elastic Bandages 4" x 5 yd Elastic Bandage, 10 rolls/box, rubber reinforced			
10	3	boxes	Medco Pro-Trainer 140 Tape 1" x 15 yd 48 rolls/case			
11	10	boxes	Elastikon Elastic Tape 4" x 5" yrd 6 rolls per box			

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<i>ITM</i>	<i>QTY</i>	<i>UNIT</i>	<i>DESCRIPTION</i>	<i>Unit Price</i>	<i>Ext. Price</i>	<i>COMMENTS</i>
12	5	case	Zonas Porous Tape 1/2" x 10 yrd 12 boxes/case			
13	25	boxes	Cramer Flexi-Wrap Roll / 6 with handle			
14	5	jars	2nd Skin Barrier, 1" squares, 200/jar			
15	20	cans	QDA Taping Base, Colorless, 8 ounce spray			
16	5	boxes	Tegaderm - 2 3/8" x 2 3/4" 100/box			
17	1	case	4" x 4" 12 ply Sterile Gauze, 100/box, 12 boxes/case			
18	5	bags	Dukal Conforming Stretch Gauze Bandage Sterile 2"x4.1yd 12 per bag			
19	10	boxes	Tuli's Heel cups, 2/box, 4-regular and 4-large			
20	10	each	Heavy Duty Bandage Shears 9"			
21	10	each	Economy steam hydrocollator packs, standard, 10" x 12"			
22	2	each	Sam Splint, 4 14" x 36"			
23	3	bags	1/4" Foam Oval Pad - Pre Cut Hole / 100 bag			
24	40	each	Zip-Cut Tape Cutter			
25	3	rolls	Moleskin, 2" x 25yds rolls			
26	1	each	Medi Kit Trekker 27"L x 18"W x 14"H			
27	8	rolls	Cramer Heavy Duty Ice Bags 9 3/4" X 18" 1500/roll			
28	1	each	Closed Patella Knee Sleeves, 5-small, 10-Medium, 10-large			
29	1	each	Open Patella Knee sleeves, 5-small, 10-medium, 10-large			
30	25	boxes	Mueller Blister Pads box of 25 - 2 3/4" x 1 3/4"			
31	4	boxes	Skinstich Topical Skin Adhesive - Box of 10 vials			

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<i>ITM</i>	<i>QTY</i>	<i>UNIT</i>	<i>DESCRIPTION</i>	<i>Unit Price</i>	<i>Ext. Price</i>	<i>COMMENTS</i>
32	5	boxes	Adaptic Non-Adherent Dressing 50 per/box			
33	28	boxes	Generic Ibuprofen, 200mg, 500 tablets/box in packages of 2's with expiration date of 2012 or later			
34	2	boxes	Generic Decongestant, individually packaged, 2 tablets/package, 250 packages/box with expiration date of 2012 or later			
35	3	boxes	Mediques Sepasoothe 250/2's expiration date of 2012 or later			
36	8	boxes	Heel and Lace Pads 2000 per roll			
37	3	boxes	Triple Antibiotic Ointment USP Foil Packs, 144/box with expiration date of 2012 or later			
38	2	boxes	Guiacon DMS 50 Dose units of 10 mL with expiration date of 2012 or later			
39	4	bottles	Basch and Lomb Fresh eyes Eye wash			
40	5	bottles	Basch and Lomb Sensitive eyes Saline solution			
41	3	boxes	Medique Medi-First Sinus Decongestant 250/2's expiration date of 2012 or later			
42	3	boxes	Medique Diphen 200/1's expiration date of 2012 or later			
43	3	bottles	Vicks Chloraseptic Spray 6 oz			
44	7	boxes	Medi-Lyte Heat Relief Tablets, sodium free, sugar-free, and lactose free: 100/box in packages of 2, with expiration date of 2012 or later			
45	3	boxes	Medique Sinus Decongestant 250/2's expiration date of 2012 or later			
46	3	boxes	Medi- phenyl 250/2's expiration date of 2012 or later			
47	3	boxes	Medique Diotame 250/2's expiration date of 2012 or later			
48	5	boxes	Generic Alka-Seltzer Cold plus, 36 pkgs/box, with expiration date of 2012 or later			

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<i>ITM</i>	<i>QTY</i>	<i>UNIT</i>	<i>DESCRIPTION</i>	<i>Unit Price</i>	<i>Ext. Price</i>	<i>COMMENTS</i>
49	2	boxes	Medique Alamag Plus 200 (100/2's) per box, with expiration date of 2012 or later			
50	1	each	Dental kit			
51	5	each	Johnson's Baby Powder 15oz. Bottle			
52	5	each	Avant Original Instant Hand Sanitizer 1000ml Refill			
53	15	bottles	Hibiclens Antiseptic/Antimicrobial Skin Cleanser - 8 oz. btl			
54	3	bottles	Hibiclens Antiseptic/Antimicrobial Skin Cleanser - Gallon			
55	2	cases	AC-tape 2" x 5" 24/case			
56	1	each	Cando Hand Exercise Web 1 Light/Red, 1 Heavy/Blue			
57	2	each	Tape Measure			
58	3	each	60 min Bell Timer			
59	1	each	The Original Body Stick 24"			
60	4	each	Thera-gesic 8 lb. with pump			
61	12	each	Cramer Sports Rub 1 lb. dispenser			
62	12	bottles	Hydrogen Peroxide			
63	12	bottles	Alcohol			
64	4	each	Nose Guard (2 regular, 2 large)			
65	6	boxes	Ambra Le Roy Valuelastic Elastic Bandage 6"x 5yd 10rolls/box			
66	7	boxes	Ambra Le Roy Valuelastic Elastic Bandage 6"x 10yd 10rolls/box			
67	5	boxes	Ambra Le Roy Valuelastic Elastic Bandage 3"x 5yd 10rolls/box			
68	5	boxes	Ambra Le Roy Valuelastic Elastic Bandage 4"x 5yd 10rolls/box			
69	5	boxes	Cramer Wrap and Go Black 10rolls/box			
70	1	cases	Biohazard Bags 7-10 gallon capacity 25 bags/case			
71	1	boxes	Red Zip Lock Biohazard Bag 100/box			
72	7	each	Iris Scissors 4 1/2" Straight			

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<i>ITM</i>	<i>QTY</i>	<i>UNIT</i>	<i>DESCRIPTION</i>	<i>Unit Price</i>	<i>Ext. Price</i>	<i>COMMENTS</i>
73	7	each	Iris Scissors 4 1/2" Curved			
74	3	each	Cramer Felt Variety Kit Non Adhesive			
75	6	each	Deluxe Arm Sling with Pad 3 Medium, 3 Large			
76	7	boxes	Hartman Flex-Band Latex Free fabric Adhesive bandage knuckle 1.5"x3" 100 per box			
77	12	boxes	Hartman Flex-Band Latex Free fabric Adhesive bandage 4 wing 3"x3" 50 per box			
78	15	boxes	Hartman Flex-Band Latex Free fabric Adhesive bandage Strips 1"x3" 100 per box			
79	3	boxes	Secure Strip Adhesive Skin Closures 1/8"x3" 250 per box			
80	6	tubes	Zinc Oxide 1 oz tubes			
81	2	quarts	Betadine Solution			
82	2	boxes	Opti Free Disinfecting solution 10 ounces.			
83	1	box	Theraband Extra heavy blue 25 yards			
84	10	boxes	Fougera Hydrocortizone cream 1.5 gm' 1 percent 48 packs per box			
85	1	kit	Cramer foam cast cover kit			
86	5	boxes	Medique APAP Regular Non-Aspirin Pain Reliever 500 (250/2's) Expiration date 2012 or later			
87	3	boxes	MEDI-FIRST Cramp Tabs 500 (250/2's) Expiration date 2012 or later			
88	3	boxes	Medique Decorel Forte Plus 500 (250/2's) Expiration date 2012 or later			
89	3	boxes	Medique CCP Caffeine-Free cold, caught & Flu Relief Expiration date of 2012 or later			
90	15	boxes	Aloetouch 3G Exam Latex Free, Powder-Free Gloves 100 Gloves/box Medium			
91	15	boxes	Aloetouch 3G Exam Latex Free, Powder-Free Gloves 100 Gloves/box Large			
92	10	boxes	Dukal Alcohol Prep Pads 200/box Sterile			
93	5	boxes	Benzoin Tincture .6ml swabpoules 100/box			

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<b>ITM</b>	<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>Unit Price</b>	<b>Ext. Price</b>	<b>COMMENTS</b>
94	5	boxes	Povidone-Iodine Box of 100 Prep Pads			
95	1	box	Pro Tubular Knit Compression Bandage 4"x11yd, 5"x11yd			
96	1	each	Pro-Tec High Density Foam Roller 6"x35 Blue			
97	1	each	Airex Professional Balance Beam 64"x9.4"x2.5"			
98	1	each	Bodyblade Starter Package (includes 1 each:Bodyblad Pro, Classic and Lite)			
99	3	boxes	BSN Cover-Roll Stretch Adhesive Bandage 4"x10yd, 6"x10yd			
100	1	box	Thera-Band Exercise Tubing 25 foot length Silver XXX-Heavy			
101	1	box	Thera-Band Exercise Bands 50 yd Silver XXX-Heavy, Gold-Max			
102	1	box	Thera-Band Exercise Bands 6 yd Yellow-Thin, Red-Medium			
103	2	each	Thera-Band Stretch Strap			
104	15	each	Neoprene Thigh Sleeve S, M, L, XL			
105	5	each	Super Shears 9"			
106	5	each	Tissue Forceps with Teeth 5 1/2"			
107	5	each	Splinter Forceps 4 1/2"			
108	1	each	Game Ready Dual Connector Hose			
109	1	each	Six 6-lb. Paraffin Blocks Lavender Scented			
110	10	each	Medium Crutch Tips			
111	10	each	Large Crutch Tips			
112	1	each	Econocuff Cuff Weights 5 lb			
113	5	each	Cryocup			
114	15	each	Mueller Jumpers Knee Strap Black			
115	1	each	Power Training Rope 1.5" Diameter, 30" Length			
116	1	each	Cramergesic 5lb jar.			
117	1	each	Atomic Balm 5lb jar.			

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118	1	each	Red Hot 5lb jar.			
119	3	each	Digital Thermometer			
120	3	each	Moist Heat Pack Cervical 24"x6"			
121	1	each	Washable Hot Pack Covers 2 Cervical 2 Standard			
122	1	each	ASO Ankle Stabilizing Orthosis 3 Small, 5 Medium, 5 Large, 3 XL			
123	7	each	Heavy-Duty Bandage Shears 9"			
124	1	each	Safety Callus Shaver			
125	1	pack	Callus Replacement Blades 20/pk			
126	2	pack	High-Internisty Penlight Pack			
127	10	each	Gelocast Unna's Boot 3"x10yd			
128	2	each	Medco Courtside Bag			

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For any questions regarding scope of work  
Contact Josh Penny (256)765-4563; email [jdpenny@una.edu](mailto:jdpenny@una.edu)  
For questions regarding bid submission  
Contact the Office of Procurement, Cindy Conlon (256)765-4293; email [chconlon@una.edu](mailto:chconlon@una.edu)

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I have read and understand the contents of this page