



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

**Bid No. 2014-15A For: Emergency Power Equipment**

**Page 1 of 12**

**INVITATION FOR BIDS:**

**\*\*7/24/14 AMENDMENT TO ADD ADDENDUM and EXTEND DUE DATE TO AUGUST 1, 2014;**

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 **August 1, 2014**.

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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2014-15 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - Bid 2014-15 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Power Equip  
Bid No. 2014-xx

**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 August 1, 2014**

Revised 1/30/08

\_\_\_\_ initial  
**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 Assistant Vice President of Business Services, 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.

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

*This address will be used to publish the bid tabulation & any other communication regarding bid results*

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, ACT NO 2012-491 & ACT2014-044

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.

ALABAMA LAW SECTION 16-25-26C , CODE OF ALABAMA 1975; Legislation requiring the University of North Alabama to report to Retirement Systems of Alabama individuals paid for personal services who are currently receiving benefits from TRSA or ESA became effective October 1, 2013. No minimum level of compensation was defined. **Any individual receiving direct or indirect compensation from this contract who is a retiree receiving benefits from the State of Alabama Retirement System MUST NOTIFY UNA of this status along with Bid/RFP Submission.**

Bidder hereby certifies full compliance with Act No. 2006-557; Act No. 2012-491 & Act No. 2014-044:

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

\_\_\_\_ initial

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**CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)**

**DATE:** \_\_\_\_\_ **RE: Contract/Grant/ Incentive (describe by number or subject): BID/RFP** \_\_\_\_\_

\_\_\_\_\_ by and between

\_\_\_\_\_ (Contractor/Grantee) and

\_\_\_\_\_ (State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 201 1-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure. **BUSINESS ENTITY.** Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:
  - a) Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
  - b) Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

**EMPLOYER.:** Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer.

This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

\_\_\_\_\_(a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

\_\_\_\_\_(b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Name of Contractor/Grantee/Recipient

By: \_\_\_\_\_

Its: \_\_\_\_\_

The above Certification was signed in my presence by the person whose name appears above, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

WITNESS: \_\_\_\_\_ Printed name of Witness: \_\_\_\_\_

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



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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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**REQUIREMENTS/ SPECIFICATIONS**

The University of North Alabama is seeking bids for the following for use at the UNA Computer Center:

**Item #1 Quantity: 1**

Description: diesel generator set, 175 kW [see below for further specifications]

**Item #2 Quantity: 1**

Description: transfer switch, 480 volt, 400 amp [see below for further specifications]

**Item #3 Quantity: 1**

Description: uninterruptable power source (UPS) with battery pack [see below for further specifications]

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 qualification of supplier, equivalence, and possibility of the unit(s) physically fitting into the necessary equipment location. Listed specifications are minimum requirements. The university reserves the right to reject any item it deems unsuitable for the intended use and purpose. No guarantee is made that any quantity will be purchased as a result of this bid.

Qualified bidders must be factory authorized dealers. Bidders must include WARRANTY INFORMATION with Bid Submission. No Installation Required. UNA is a member of the E&I Cooperative, US Communities, TCPN and other collaborative agreements and is entitled to receive any discounts they may offer.

**Item #1 Quantity: 1 Description: diesel generator set, 175 kW**

- Manufacturer / Model Numbers:
  - Caterpillar / Model D175-2 (equipped with Generator Set P2694A)
  - Other approved equivalent
- Standby rating: 175 kW, 219 kVA
- Output: 480 Volts, 60 Hz
- Fuel: diesel
- Integrated fuel tank
- Fuel tank capacity (useable): 335 gallons
- Run-time at 100% load: 24 hours
- Weather protective and sound attenuation enclosures
- Integrated control panel with status/alarm displays
- Enclosure sound level: SA Level 2 (example: 71 dBA sound level at 50 feet at 100% load)
- Quote should include Delivery to UNA Facilities, 1660 Tune Avenue, Florence, AL 35630
- Installation by others (no need to quote)

\_\_\_\_ initial  
**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

**QUOTE**

Bidder to provide a cut/spec sheet for the unit you are proposing. This cut/spec sheet should clearly note all standard features and any optional features which are included in the bid price. Additionally, this cut/spec sheet should include the physical dimensions of the unit.\*

**Item #1: Generator, 175 kw                      Quantity: 1                      Unit price:\$\_\_\_\_\_**

Additional cost, if any, for capability of remote control/monitoring via a LAN connection:  
\$\_\_\_\_\_

Standard Parts and Labor Warranty Period:  
\$\_\_\_\_\_

Additional cost, if any, for extending the Parts and Labor Warranty Period to 10 years:  
\$\_\_\_\_\_

**Delivery commitment after receipt of order:\_\_\_\_\_**

\*\*\*\*\*

**Item #2                      Quantity: 1                      Description: automatic transfer switch, 480 volt, 400 amp**

- Manufacturer / Model Numbers:
  - Caterpillar EXL
  - Other approved equivalent
- Rating: 400 amp (at 480 volts AC, 60 Hz)
- System capacity: 1 generator feed and 1 utility feed
- Compatible with a 175 kW emergency generator
- Integrated control panel with status/alarm displays.
- Transfer switch must be compatible with the generator included in this bid request.
- Transfer switch must be capable of a pre-programmable auto-start mode for regular, automatic testing of the generator.
- Quote should include Delivery to UNA Facilities, 1660 Tune Avenue, Florence, AL 35630
- Installation by others

\_\_\_\_ initial

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



**Bid No. 2014-15A For: Emergency Power Equipment**

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This form must be completed and returned before any contract(s) will be issued by the University of North Alabama

**QUOTE**

Bidder to provide a cut/spec sheet for the unit you are proposing. This cut/spec sheet should clearly note all standard features and any optional features which are included in the bid price. Additionally, this cut/spec sheet should include the physical dimensions of the unit.\*

**Item #2: automatic transfer switch, 480 volt, 400 amp Quantity: 1 Unit price:\$\_\_\_\_\_**

Additional cost, if any, for capability of remote control/monitoring via a LAN connection:

\$\_\_\_\_\_

Standard Parts and Labor Warranty Period:

\$\_\_\_\_\_

Additional cost, if any, for extending the Parts and Labor Warranty Period to 10 years:

\$\_\_\_\_\_

Delivery commitment after receipt of order: \_\_\_\_\_

\*\*\*\*\*

**Item #3 Quantity: 1 Description: uninterruptable power source (UPS) with battery pack**

- Manufacturer / Model Numbers:
  - UPS: Tripp-Lite, SmartOnline 60 kVA system, Model: SU60K
  - Battery Pack: Tripp-Lite external batterypack, Model: BP480V26B
  - UPS: other approved equivalent
  - Battery Pack: other approved equivalent
- UPS:
  - Rating: 60 kVA with (3) hot-swappable power modules
  - 3-phase UPS system
  - Input voltage: 120/208V AC (3 phase wye)
  - Output voltage: 120/208V AC (3 phase wye)
  - Rated input current (at maximum load): 125 amps (per phase, online)
  - Integrated control panel with status/alarm displays.
  - Dimensions (Height x Width x Depth, all in inches): 66.9 x 20.5 x 37.7
- Battery Pack:
  - Battery pack unit voltage: +/- 240 volts DC
  - Dimensions (Height x Width x Depth, all in inches): 45.7 x 20.5 x 33.7
- Quote should include Delivery to UNA Facilities, 1660 Tune Avenue, Florence, AL 35630
- Installation by others

\_\_\_\_ initial  
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**QUOTE**

Bidder to provide a cut/spec sheet for the unit you are proposing. This cut/spec sheet should clearly note all standard features and any optional features which are included in the bid price. Additionally, this cut/spec sheet should include the physical dimensions of the unit.\*

**Item #3**                                      **Quantity: 1**                                      **Unit price: \$ \_\_\_\_\_**  
**Description: uninterruptable power source (UPS) and battery pack**

Additional cost, if any, for capability of remote control/monitoring via a LAN connection:  
\$ \_\_\_\_\_

Standard Parts and Labor Warranty Period:  
\$ \_\_\_\_\_

Additional cost, if any, for extending the Parts and Labor Warranty Period to 10 years:  
\$ \_\_\_\_\_

Delivery commitment after receipt of order: \_\_\_\_\_

**All Bid Prices must include delivery terms: F.O.B. UNIVERSITY OF NORTH ALABAMA, FLORENCE, AL 35632-0001 (no additional freight or delivery expenses will be approved)**

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For any questions regarding *use or needed performance of this equipment*:

Contact Mike Thompson (256)765-4871; email [mthompson@una.edu](mailto:mthompson@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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**ADDENDUM**

**Additional items are required with bid submission:**

**Requirement:** Unit quoted must be equipped with an integrated maintenance bypass feature to allow for battery replacement and/or same-brand UPS component repair / replacement with no interruption to load.

**ITEM 4: P/N \_\_\_\_\_ QTY: 1 UNIT PRICE: \$ \_\_\_\_\_**

One (1) external maintenance bypass switch system to allow complete UPS and/or battery system replacement (even to a different vendor / make/ model) with no interruption to load.

**ITEM 5:** What, if any, are the requirements for installer licensing and/or factory certification to ensure warranty coverage?

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