



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

**Bid No. 2015-19 For: Aluminum-Framed Greenhouse**

**Page 1 of 10**

**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 126, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on April 9, 2015.

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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2015-19 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - Bid 2015-19 Bibb Graves Hall, Room 126 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Aluminum-Framed Greenhouse  
Bid No. 2015-19

**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 126 at 2:00 p.m. local time on April 9, 2015**

Revised 1/30/08

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

*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

\_\_\_\_ initial  
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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**

**1. GENERAL**

- 1.0 **INTRODUCTION** - The University of North Alabama (hereinafter referred to as University or UNA) requests bid pricing to provide materials and installation of an aluminum-framed greenhouse in accordance with the attached specifications and drawings.
- 1.1 **PURPOSE** - It is the intent of the University of North Alabama to select a Vendor to provide a 26' x 41' (nominal size) aluminum-framed greenhouse.
- 1.2 **SCOPE** – The Vendor shall design a complete aluminum-framed greenhouse system, provide all parts, materials, supervision, labor, equipment, permits and licenses, and insurance to accomplish the installation of the aluminum-framed greenhouse on the UNA furnished foundation and wing-walls in accordance with the attached specifications and drawings
- 1.3 **SITE INSPECTIONS** - All potential Bidders are strongly encouraged to visit the site to verify dimensions and existing conditions. Visits are to take place during normal business hours and all Vendors are asked to contact the UNA Facilities Administration and Planning Department, telephone 256-765-4274, to schedule a site visit. At this time Bidders should familiarize themselves with the site and with any conditions affecting Bid prices and performance according to the requirements of this BID. Submittal of a Bid will serve as representation that the Bidder is aware of these conditions, and **failure to inspect the site shall not relieve the awarded Vendor of any requirements of the contract.**
- 1.4 **CODE COMPLIANCE** Materials and construction must comply with codes applicable to the State of Alabama. Structural Snow and Wind loading will comply with the 2009 International Building Code for the region referenced for Florence Alabama.

**2. INSTRUCTIONS TO BIDDERS**

- 2.1 **BID SUBMITTAL** - It shall be the responsibility of the Bidder to assure that Bids as described in the BID REQUIREMENTS section are received as follows:

Bids must be received at the UNA Purchasing Office, Bibb Graves Hall, Room 21, Florence, AL 35630, no later than 2:00 p.m., **April 9, 2015.**

Bids received after this time and date shall not be considered and will be returned unopened. Bids will be opened after the hour at: the UNA Purchasing Office, Bibb Graves Hall, Room 21, Florence, AL, and the prices read aloud and recorded; no award will be made at this time. The contracts will be awarded only after review of the bid results by UNA.

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



**Bid No. 2015-19 For: Aluminum-Framed Greenhouse**

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The bid must be delivered sealed with the following information clearly visible on the Packaging: **BID FOR: ALUMINUM-FRAMED GREENHOUSE, BID NO. 2015-19**

2.2 QUESTIONS - All questions regarding this Invitation for Bid should be directed to: Cindy Conlon, Director of Purchasing, the phone number is 256/765-4206 and the fax number is 256/765-4329.

2.3 SITE VISITS - See Section 1.3

2.4 BID EVALUATION - This Invitation for Bid does not constitute a commitment by the University to award a contract. The University reserves the right to waive any informality and to reject any or all Bids and/or to cancel this BID when UNA determines it is in the best interest of the University to do so. UNA shall have the right to reject a Bid not accompanied by any data required by the BID. Bids which are in any way incomplete or irregular as well as conditional Bids may not be accepted. No contract shall exist until executed in writing.

2.5 BID FORM - All Bids must be submitted in writing. No oral or telephone Bids, modifications, or amendments will be considered. Facsimile (fax machine) or computer data transfer submittals will not be accepted. A Bidder by submitting a Bid represents that the BID has been read and understood and that the Bid is made in accordance therewith. All documents submitted with the Bid which require a signature must be signed by an individual authorized to submit a formal bid. Bids that are not signed may be rejected.

It is agreed that the discovery of any significant inaccuracy in information given by the Bidder may constitute good and sufficient cause for rejection of the bid.

2.6 AWARD - UNA reserves the right to make a contract award without further discussion of the bids received. It is therefore critical that all bids be submitted initially in the most favorable terms possible, both economically and technically. The award will be made to the responsible bidder whose submittal is determined to be most advantageous to UNA based on the Selection Criteria in this document.

2.7 MODIFICATION OR WITHDRAWAL OF A BID - Prior to the time and date designated for receipt of Bids, Bids may be modified or withdrawn only by notice to UNA. Modification or withdrawal must be in writing, signed and received by UNA prior to the time designated for receipt of bids by UNA at the address provided herein. Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are fully in conformance with Bid Requirements.

2.8 UNA MODIFICATION TO BID - Any interpretation, correction, or change of this Invitation for Bid will be made by written Amendment issued by UNA. Interpretations, corrections, or changes made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections, and changes. Amendments will be forwarded to all Bidders.

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





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- 2.9 **NON-COLLUSION** - UNA encourages free and open competition. Whenever possible, specifications, Bid or Proposal invitations and conditions are designed to accomplish this objective, consistent with the necessity to satisfy UNA's needs and the accomplishment of a sound economical operation. By signing this document, the Bidder guarantees that the prices offered have been established without collusion with other eligible Bidders and without effort to preclude UNA from obtaining the lowest possible competitive price.
- 2.10 **COST OF PREPARING BIDS** - Any and all costs associated with the preparation of responses to this BID including site visits, oral presentations or any other costs shall be entirely the responsibility of the Bidder and shall not be reimbursable in any manner by UNA.
- 2.11 **BID REQUIREMENTS** - Bidders must submit a bid for a complete installation in accordance with the attached specifications and below requirements. **Please note that UNA will furnish the foundation, flooring, and wingwall as shown on the attached drawings.**
- 2.12 **Materials and Equipment (refer to attached specifications section 13135 and all attached drawings including drawings of the existing owner provided foundation and wingwall).**

Reference Florian Greenhouse Geneva System Model BWS-SG26b

Dimensions: 26'-8 3/4" x 41'-3 1/2" – 16 bays.  
Height: 14'-4 3/8" on 3' wall.  
Roof Glazing: Heat Repellent tempered solarban60 low-e over tempered safety glass 7/8" O.A.  
Walls: Tempered over tempered safety glass, 7/8" O.A.  
Frame Finish: Bronze Polycron.  
Frame Type: Manufacturer's standard extruded aluminum 6063-T5/T6, galvanized steel pipe column support.  
Gaskets and Hardware: All gaskets to be manufacturer's standard E.P.D.M. – Frame Hardware to be manufacturer's standard stainless steel, zink plated.  
Gables: 2 full gable ends.  
Partition: 1 Partition sitting on 3' wall.  
Doors: (2) 3' x 7' & (1) 6' x 7' commercial grade narrow-style aluminum doors with push-pull hardware, closures and locksets. Locksets to be compatible with existing UNA locksets, rim cylinder by Corbin Russwin to match current master keying system.  
Controllers: (2) 4-stage LCD digital temperature controller with remote sensor. Simplifies heating and cooling stages for the greenhouse user.  
Roof Vent: (1) 10 bay, (1) 6 bay motorized roof vent.  
Side Vent: (2) 10 bay, (2) 6 bay motorized side vent.  
Evaporative Coolers: (3) Self-contained 120vac 1/3HP 4000 evaporative coolers with duct and gravity damper.  
Heat: Reznor gas fired unit heaters: UDHB60, UBHD30 (flues not Included).

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



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Air Circulation: (4) HAF Circulation fans 115vac 1/8HP.  
Plant Benches: (18) 3'x8' & (1) 3'x4' plant benches: Poleresin tops with aluminum frames.  
Irrigation: (5) Zones of Thru bench misting systems with timer solenoid, filters, regulators, and misting heads.  
Drawings: Detailed drawings, standard installation manual, and unlimited technical support.  
Warranty: Provide manufacturer's warranty information for all materials supplied as requested in the specification. The Laws of the State of Alabama take precedence over any other laws as applicable to the roofing warranty.

\*\*\*\*\*

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

## 2.13 Quote

**Item 1: Total price to furnish and deliver a complete Aluminum-Framed Greenhouse, equipment, and accessories as specified herein:**

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

**Item 2: Total price for Installation of Item 1:**

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

Any additional Notes:

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