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

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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 126, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on October 17, 2017.

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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 2018-04 UNA M/S 5025 One Harrison Plaza Florence, AL 35632-0001	(If hand carry) University of North Alabama Purchasing Department - Bid 2018-04 Bibb Graves Hall, Room 126 One Harrison Plaza Florence, AL 35632-0001
BID FOR:	Mobile Broadcast Unit Bid No. 2018-04	

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

Bids will be opened in Bibb Graves Hall, Room 126 at 2:00 p.m. local time on October 17, 2017.

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 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. **If required, a bond may be requested and must be supplied within forty-eight (48) hours after request to protect the University from any risk of loss.**

13. **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.

14. 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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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.

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UNIVERSITY OF NORTH ALABAMA
VENDOR CERTIFICATION
PURSUANT TO ACT NO 2012-491 & ACT2014-044

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. 2012-491 & Act No. 2014-044:

Date: _____

Company:_____

Authorizing Signature: _____

Printed Name: _____

Title: _____

State** of* _____County** of* _____

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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:* _____

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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

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your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

_____

_____

_____

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to 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.

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REQUIREMENTS/ SPECIFICATIONS

The University of North Alabama is seeking bids for the custom configuration and supply of a high-definition (HD) mobile broadcasting unit to support ESPN3 Network production services at each University home game. The specifications outlined within this document are minimum requirements, any reference to a specific manufacturer or brand name is with intent to set quality standards. However, any bidder offering an alternative must include evidence of performance and quality equal to, or better than, the equipment listed within this bid document. The University reserves the right to reject any proposed alternates they deem unsuitable for the intended use and purpose.

Questions regarding timeline, functionality and/or purpose may be submitted in writing, via email, to Cindy Conlon at chconlon@una.edu no later than close of business Monday September 25, 2017. Any questions received will be answered in writing as an addendum to this bid document and published by September 29, 2017. Any verbal communication shall have no force or effect on terms, conditions, or specifications as outlined within this bid package.

Bond: The winning bidder will be required to provide a bond for faithful performance worth 5% of the awarded amount to support the surety of project completion.

Only qualified bidders will be considered; qualified bidders should provide:

- A complete bid package to include all appropriate signatures;
- At least three (3) references from customers to whom a similarly sized mobile broadcast unit was designed and supplied within the last 5 years;
- Detailed, itemized quote for delivery of finished unit;
- Include full warranty details;
- Include any maintenance options beyond the warranty;
- Commitment to delivery of finished unit by March 2018.

The University will base the award decision on qualifications, delivery and overall cost of project.

Note: All ESPN3 Network productions must have a graphics system capable of supporting the ESPN Network graphics package. *Most reasonable option: Ross Xpression.*

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Final unit will be a 24 x 8 mobile trailer; fully air-conditioned and with the following detailed equipment configuration specifications:

Item	Qty	Manufacturer	Model	Description
				Equipment
1	2	Middle Atlantic	MIUFA8	UFA Shelf 1 Space - UFA-8
2	1	Middle Atlantic	LBP-4A	L-Shaped Lacing Bar w/4" offset - 10Pack
3	2	Bittree	BIT-B48T-2WTHD	2X24 1.5RU Video Patchbay (WECO)
4	24	Bittree		Patch Cables
5	1	HB Communications		3RU Custom Input Panel
6	1	HB Communications		Custom Cable Harness
7	2	SBK	1SKB-R4S	SBK 4 RU Rotocases shallow (Black)
8	1	Calzone Custom	TIB-22RU-w/side door	E3 Rolling TIB rack
9	2	Calzone Custom	SKB 3021-18, Black	SBK rolling case for HH cams
10	2	Calzone Custom	SKB 3021-21, Black	SBK rolling case for Hard cams
11	1	Calzone Custom	SKB 2217-10, Black	Fujinon Accessory Case
12	1	Calzone Custom	SKB 3021-18, Black	Annc table accessory case
13	1	Newtek	4800	Newtek 3Play 6x2 Replay System
14	1	Newtek	PT3P4800	ProTek Care for 3Play 4800 (initial 2 year coverage, includes CS)
15	2	Studio Technologies	ST-215	Announcer consoles for PxP and Analyst – m215
16	2	Studio Technologies	PS-DC-02	Power Supply for ST-215
17	2	Sennheiser	HMD26-II-600-X3K1	Announcer Headsets
18	1	Clear Com	HMS-4X	Helixnet Master Stattion
19	2	Clear Com	HRM-4X	Helixnet Remote Station
20	2	Clear Com	HKB-2X	Helixnet Freestnding Station
21	2	Clear Com	S-Mount	Helixnet Free Standing Station (Desktop)
22	6	Clear Com	HBP-2X	Helixnet Beltpacks
23	2	Clear Com	HLI-4W2	Helixnet 4-Wire to 2-Wrire Interfaces
24	1	Clear Com	HLI-ET2	Helixnet Ethernet Module
25	4	Clear Com	CC-300-X4	Helixnet Single Muff Headsets
26	1	Clear Com	CC-400-X4	Helixnet Dual Muff Headsets
27	1	Clear Com	PIC-4744	IFB Central Controller/ 1RU / 4 Talent Outputs
28	1	Clear Com	MA-704	IFB Control Panel with Mic Jack
29	1	Clear Com	PS-702	IFB 2-Channel Rack Mount Power Supply
30	1	Clear Com	IC-25-6	4 Pair Superflex Intercom Cable 25'
31	1	Clear Com	110/340	9' Gooseneck Microphone for Producer IFB
32	1	Clear Com	110/490	19" Gooseneck Microphone for Producer IFB

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Item	Qty	Manufacturer	Model	Description
33	2	Hitachi	Z-HD5000-ST 2-HH	2/3" Z-HD5000 with 1080i output only, HDTV Fiber Optic Studio Pkg
				with 20:1 with 2X HDTV lens and ENG VF. Includes: Z-HD5000
				Camera Head, TA-Z3 Tripod Adapter Plate, CU-HD500-S5 with IP
				Fiber Optic CCU, RU-1000VR Remote Control Unit with 30-ft cable,
				CA-HF1000 Optical Fiber Camera Adapter, VF-402, Fujinon
				XA20sx8.5 BERM HDTV lens with extender (NO REAR LENS
				CONTROLS INCLUDED IN HH PACKAGES).
34	1	Hitachi	Z-HD5000-ST2-STU	2/3” Z-HD5000 with 1080i only HDTV Fiber Optic Studio Pkg with
				studio VF and without lens. Includes: Z-HD5000 Camera Head, TA-Z3
				Tripod Adapter Plate, CU-HD500-S5 with IP Fiber Optic CCU, RU-
				1000VR Remote Control Unit with 30-ft cable, CA-HF1000 Optical
				Fiber Camera Adapter, VF-701HDA 7" LCD studio viewfinder with AT-
				500 mount, Fujinon XA20sx8.5 BERM HDTV lens with extender and
				MS-01 Fujinon rear lens control kit.
35	1	Hitachi	Z-HD5000-ST-42	2/3” Z-HD5000 with 1080i only HDTV Fiber Optic Studio Pkg with
				studio VF and without lens. Includes: Z-HD5000 Camera Head, TA-Z3
				Tripod Adapter Plate, CU-HD500-S5 with IP Fiber Optic CCU, RU-
				1000VR Remote Control Unit with 30-ft cable, CA-HF1000 Optical
				Fiber Camera Adapter, VF-701HDA 7" LCD studio viewfinder with AT-
				500 mount.
36	1	Hitachi/Fujinon	HA42x9.7BERD-U48	Fujinon 2/3", 42X, 2X Extender, MS-11D Semi Servo. with 2.0x
				extender and ALH-117C-01A and EA-12A-03C
37	1	Miller	3156	System Arrow X7 1-Stage AL w/Sprinter II Aluminum tripod 1589 and
				mid-level spreader 993
38	2	Miller	3093	System Arrow X5, 1-Stage AL w/Sprinter II Aluminum Tripod 1589 and

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Item	Qty	Manufacturer	Model	Description
39	3	Miller	696	Mid-Level Spreader 993 Extra Pan
40	4	Hitachi	DT-109	Beyerdynamic Headset Dual-Muff with 5 pin XLR Connector
41	1	Scorebot		Interface for non-Daktronic Scoring Systems
42	0	Microsoft		Windows Surface Tablets with Components called out below
43	3	Microsoft	H2-00001	Surface Pro4 i7 256GB Ram
44	3	Microsoft	PD9-00003	Surface Dock
45	3	Microsoft	F5U-00031	USB to Ethernet Adapter
46	3	Insignia	Insignia	6' Insignia mini display port to HDMI adapter
47	3	Microsoft	RZ01-01370100-R3U	Razor Mamba Mouse
48	3	Microsoft	RZ03-02030200-R3U1	Razor Keyboard
49	3	Lenovo	Lenovo	Lenovo Flex case Lenovo Flex 3 11 Slot-In Sleev
50	3	Microsoft	Microsoft	Windows Office 365 with Excel
51	1	Cisco	SRW2016-K9-NA	12 port rack mount switch
52	1	Netgear	GS108-400NAS	6 port switches Prosafe 8 Port Gigabit Desktop Switch
53				Carbonite Plus 16input 1 M/E switcher frame ONLY Carbonite Plus 24
	1	Ross Video	CF-116PLUS	input capable FRAME ONLY

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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 SHEET

1. **HD Mobile Broadcasting Unit, fully configured, delivered**

   QTY: 1 Price: $_____

2. **Explain Training & any costs associated with training: (may be provided as attachment)**

3. **Explain any maintenance options: (may be provided as attachment)**

****

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

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

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