



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

Bid No. 2018-15 For: Air Travel Football 2018

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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 February 27, 2018.

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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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)	(If hand carry)
	University of North Alabama	University of North Alabama
	Purchasing Department - Bid 2018-15	Purchasing Department - Bid 2018-15
	UNA M/S 5025	Bibb Graves Hall, Room 126
	One Harrison Plaza	One Harrison Plaza
	Florence, AL 35632-0001	Florence, AL 35632-0001
BID FOR:	Air Travel	
	Bid No. 2018-15	

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 February 27, 2018.

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. 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.
5. 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.
6. 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.
7. Bidders should sign & return all pages of the complete bid to imply complete understanding and compliance with all bid requirements.
8. All questions should be directed to the Purchasing Office, University of North Alabama, UNA Box 5025, Florence, AL 35632-0001, phone 256/765-4206.
9. 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.
10. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.
11. **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.**
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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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**
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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 _____

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN

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I have read and understand the contents of this page



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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 your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from

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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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I have read and understand the contents of this page



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REQUIREMENTS/ SPECIFICATIONS

Acceptance/ Rejection of BIDS/PROPOSALS: The University reserves the right to accept or reject any or all bids or proposals, wholly or in part, and in any manner deemed in the best interest of the University. All bids and proposals will be firm. A purchase order will secure the flight arrangements.

Alteration of Solicitation Document: In the event of inconsistencies or contradictions between language contained in the University's solicitation document and a vendor's response, the language contained in the University's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible disbarment.

Assignment, Transfer and Subcontracting: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the University.

Compliance with Laws: The contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations

Venue: This solicitation is governed by the laws of Alabama. (Code of Alabama 1975 41-16-20)

AIR CHARTER SPECIFICATIONS AND REQUIREMENTS

Aircraft: Minimum Specifications (not meant to be all inclusive of general Commercial FAA regulations) it is the responsibility of the carrier to be familiar and in compliance with all applicable regulations.

- Must meet all U.S. Department of Transportation, Federal Aviation Administration and safety regulations.
- Must accommodate up to minimum passenger count comfortably.
- Air-conditioning and heat systems in excellent working condition
- Clean restroom facilities to be completely functional
- Exterior and Interior of aircraft to be clean and in excellent condition
- Certified for flight in all weather conditions
- Equipped with weather radar

Flight Crew:

Captain

- valid FAA Class 1 Medical Certificate
- Airline Transport Pilot (ATP) Certificate in appropriate category, class and type
- Employed as a full time pilot
- Up to date and current on required flight hours

First Officer

- Valid FAA Class II Medical Certificate
- Commercial Pilot Certificate in appropriate category, class and an instrument rating
- Employed as a full time pilot
- Up to date and current on required flight hours

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BIDDER / CONTRACTOR TERMS AND CONDITIONS

Safety is priority, arriving at the target destination and back is a second priority. Sufficient care should be taken to ensure all safety procedures are followed while providing efficient and timely travel accommodations.

PRICES / SERVICE COST

- A. The bid response must contain **all costs** to the University of North Alabama should the bid be accepted; including all applicable costs and taxes, the current price structure for air travel fares and any supplementary services for which there may be an additional charge.
- B. Any bid submitted shall be firm and not subject to change or withdrawal for a period of 60 days except by mutual consent.
- C. Pricing shall be all-inclusive round trip. No additional costs will be approved for equipment, pilots, services, insurance, taxes, fuel, gratuity, or any other expenses required for trip. Changes to fuel costs may be noted and will be communicated and confirmed before final payment after trip.
- D. Prices will be quoted using an average fuel base figure. Clearly notate fuel base rate in all submitted quotes. UNA reserves the right to validate / confirm prices quotes.
- E. Bidders may submit more than one (1) bid. At least one of the bid responses must be complete and comply with all stated instructions. However, additional bids may be in an abbreviated form following the same format, but providing only that information which differs in any way from that contained in the complete bid.
- F. In the event of mechanical malfunctions or breakdown, the contractor will be responsible for providing replacement aircraft within two to four hours from the discovery of problems for the University of North Alabama Team and Staff, so that they arrive at the scheduled event on time and return as scheduled with all services of this bid provided. The cost of the replacement transportation, all mechanical repairs and any other expenses due to the breakdown will be the contractors' responsibility.
- G. Any meals and lodging required for contractor personnel will be the responsibility of the contractor and should be covered within the total price quote. The University Team and Staff will not require meals on board.
- H. Established schedules are to be adhered to strictly and will be criteria in the bid award. A record of repeated delays will eliminate a bidder from the bid award and remove them from the University's list of responsible vendors.
- I. ALL TIMES AND DAYS OF DEPARTURE COULD BE ALTERED DUE TO CHANGES IN GAME OR PRACTICE TIME SCHEDULES. All details of flights will be secured within 2 weeks of the flight or sooner.

INVOICES AND PAYMENT

- A. Upon bid award the University will issue a Purchase Order acknowledging the commitment of funds to the successful bidder.
- B. An invoice should be issued upon completion of travel referring the University Purchase Order for immediate payment. If payment is required prior to flight, approval must be granted by the Director of Procurement.
- C. In the event of contractor cancellation for any reason then the successful bidder must refund any monies previously paid by the University for the charter and further shall reimburse the University for any unnecessary expenses which exceed the charter price and are incurred to secure an alternative charter.

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BID SUBMISSION REQUIREMENTS:

To be considered a responsible bidder, a complete bid must include:

- Signed Bid Document agreeing to the minimum Terms and Conditions
- All required forms within bid document
- **Fully itemized custom quote (should be all inclusive – no additional fees will be approved after bid award)**
- Evidence of Comprehensive General Liability Insurance
- Identity of type of aircraft to be provided
- Identify qualifications of flight personnel and experience with team travel
- Identify Contractor experience with collegiate team travel

SCHEDULE OF NEEDED CHARTERS

TRIP 1:

OPPONENT: SOUTHERN UTAH UNIVERSITY

DEPARTURE: FRIDAY, AUGUST 31, 2018

- *MUSCLE SHOALS, AL OR HUNTSVILLE, AL TO CEDAR CITY, UT*

RETURNING: SATURDAY, SEPTEMBER 1, 2018 FOLLOWING THE GAME

- *CEDAR CITY, UT TO MUSCLE SHOALS, AL OR HUNTSVILLE, AL*

PASSENGERS: 120 – 140

TRIP 2:

OPPONENT: NORTH DAKOTA STATE UNIVERSITY

DEPARTURE: FRIDAY, SEPTEMBER 14, 2018

- *MUSCLE SHOALS, AL OR HUNTSVILLE, AL TO FARGO, ND*

RETURNING: SATURDAY, SEPTEMBER 15, 2018 FOLLOWING THE GAME

- *FARGO, ND TO MUSCLE SHOALS, AL OR HUNTSVILLE, AL*

PASSENGERS: 120 – 140

TRIP 3:

OPPONENT: INCARNATE WORD UNIVERSITY

DEPARTURE: WEDNESDAY, NOVEMBER 14, 2018 IN THE EVENING

- *MUSCLE SHOALS, AL OR HUNTSVILLE, AL TO SAN ANTONIO, TX*

RETURNING: SATURDAY, NOVEMBER 17, 2018 FOLLOWING THE GAME

- *SAN ANTONIO, TX TO MUSCLE SHOALS, AL OR HUNTSVILLE, AL*

PASSENGERS: 120 – 140

NOTE: Departure times to be established with the bid winner once game times have been set. Once set they must be firm. Late departures may be cause to terminate contract and restrict future bid participation.

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

PRICE SHEET

TOTAL COST OF ITEM 1: \$ _____

TOTAL COST OF ITEM 2: \$ _____

TOTAL COST OF ITEM 3: \$ _____

Fuel Base Rate used: \$ _____

Reminder: Attach a fully itemized quote

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

For any questions regarding performance or scheduling

Contact Josh Penny (256) 765-4563; email jdpenny@una.edu

For questions regarding bid submission

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

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