



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

Bid No. 2009-50 For: Welcome Week 2009 T-Shirts

Page 1 of 6

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INVITATION FOR BIDS:

Sealed Proposals for furnishing materials, equipment or services as described herein will be received at the Procurement Department, Bibb Graves Hall, Room 21, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on June 25, 2009.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a period of 60 days after the bid date for these items. 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 the order. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 U.S. Mail) University of North Alabama Procurement Department - Bid 2009-50 UNA Box 5025 Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Procurement Department - Bid 2009-50 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Welcome Week T-Shirts
Bid No. 2009-50

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 Procurement Department. Envelopes or packages addressed to this box number may not be received in the Procurement Department by the specified bid due date and time. It is the bidder's responsibility to ensure that the bid is received in the Procurement Department by the date and time specified.

Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt in the Procurement Department, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate.

Bids received in the Procurement Department after the specified date and time set forth above will not be considered and will be returned to the bidder

Bid Preparation Costs: The University of North Alabama shall not be liable for any costs incurred in the preparation and presentation of proposals.

Call the Office of Student Engagement (256)765-4248 for clarification of ANY questions about design.
Call the UNA Procurement Office (256) 765-4206 for clarification on the bid process.

Bids will be opened in Bibb Graves Hall, Room 21 at 2:00 p.m. local time on June 25, 2009

Revised 1/30/08

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



Bid No. 2009-50 For: Welcome Week 2009 T-Shirts

Page 2 of 6

INSTRUCTIONS TO BIDDERS

1. All bidders are to submit bids on proposal forms furnished by the Director of Procurement, 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 or email will not be accepted. All bids are to be mailed or delivered in a sealed envelope. Multiple or alternate bids may be submitted independently sealed inside of one large envelope for mailing convenience.
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. All questions should be directed to the Procurement 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. **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.
12. **DISCLOSURE STATEMENT:** The successful bidder will be required to file with the Procurement Office a disclosure statement of relationship between contractors/grantees and employees/officials of the University. This form must be completed prior to issuance of the Purchase Order by the University of North Alabama. See Attachment A.

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



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Page 3 of 6

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: _____

NUMBER OF DAYS TO DELIVER AFTER ORDER IS RECEIVED: _____

TERMS: _____

If Bidder is a Corporation, write the State of Incorporation, and if a Partnership, give full name of partners, using space below.

BIDDER'S NAME: _____ **BY:** _____

Signed by Company Representative



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Page 4 of 6

UNIVERSITY OF NORTH ALABAMA

VENDOR CERTIFICATION

PURSUANT TO ACT NO 2006-557

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.

Bidder here certifies full compliance with Act No. 2006-557:

Date: _____

Company: _____

Authorizing Signature: _____

Printed Name: _____

Title: _____

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative



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Page 5 of 6

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**DISCLOSURE STATEMENT OF
RELATIONSHIP BETWEEN CONTRACTORS/GRANTEES AND
EMPLOYEES/OFFICIALS OF UNIVERSITY OF NORTH ALABAMA
(THE "UNIVERSITY")**

1. Contract or Bid Number 2009-50
2. Name of Contractor _____
- Address _____
- _____
- _____
- Phone _____

This form is provided with:

☐Contract ☐Proposal ☐Request for Proposal ☒Invitation to Bid ☐Grant Proposal

3. Nature of contract/grant
 Supply of Custom Designed T-Shirts
4. Does the contractor/grantee have any relationship with an employee or official of the University, or a family member of such employee or official, that will enable such employee or official, or his/her family member, to benefit from this contract/grant? If so, please state the names, relationships, and nature of the benefit.

(For employees of the University, family members include spouse and dependants. For members of the Board of Trustees (officials), family members include spouse, dependants, adult children or their spouses, parents, in-laws, siblings, and their spouses.)

This form will be available for public inspection upon request.

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.

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the University of North Alabama in excess of \$5,000.

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Page 6 of 6

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

SPECIFICATIONS / REQUIREMENTS:

The University of North Alabama (UNA) is seeking bids for someone to *design and supply* the 2009 Welcome Week T-shirts. Welcome Week is an event in the fall to “kick off” a new academic year. This year’s theme is Welcome to the Jungle!

Those interested in responding to this bid **must provide ideas for the design on a separate attachment and fill in the price quote below.** The bid award will be based on originality as well as price. A committee will vote on the design before knowing the price of the shirts. Design preference will be 70% of the award factor and price will be the other 30%. The University reserves the right to choose the most suitable supplier based on both factors. Shirt Samples may be required prior to bid award. Quantities are estimates and may change +/- 10%. If there is a price break for a higher volume, provide details of the minimum quantity, the unit price, and extended price at that volume.

Shirts must be delivered by August 18, 2009.

QUOTE

Description: Crew Neck, Short Sleeved T-Shirts 100% Cotton (6.1oz weight)

Shirt Color: BROWN (not as dark as espresso, but definitely darker than tan)

Theme: Welcome to the Jungle

Design: Looking for cartoon theme using Leo & Una (UNA lion mascots) dressed as Tarzan & Jane

Silkscreen: Large picture on back creatively using Design idea

Welcome to the Jungle: Welcome Week 2009 on the front left chest of shirt

No more than 4 colors

Quantity: 800

Shirt Brand/Style Quoting: _____

Cost per Shirt: \$ _____ **Extended Cost Total:** \$ _____

Delivery Commitment (ARO): _____

All Prices must reflect F.O.B. University of North Alabama, Florence, AL 35632-0001

Verbal communication shall have no force or affect whatsoever toward the entire agreement. The terms of this bid can only be changed, altered, modified or amended by written agreement from both parties in an amended bid document.

BIDDER'S NAME: _____ **BY:** _____
Signed by Company Representative