



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

Bid No. 2022 -21 For: Lafayette Hall Perimeter Hardscape

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INVITATION FOR BIDS:

Sealed Proposals for furnishing materials, equipment or services as described herein will be received at the Facilities Department, 1660 Tune Avenue, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on Thursday June 9, 2022.

Time is of the essence to this bid and if delivery is not made within the time specified, the University will not accept the submission. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 response 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
	Facilities Dept - Bid 2022-21	Facilities Department - Bid 2022-21
	UNA M/S 5018	1660 Tune Avenue
	One Harrison Plaza	Florence, AL 35630
	Florence, AL 35632-0001	

BID FOR: Lafayette Hall Perimeter Hardscape
Bid No. 2022-21

CAUTION – The above mailing address line, UNA Box 5018, 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 Facilities Department. Envelopes or packages addressed to this box number may not be received in the Facilities Department by the specified bid due date and time if not mailed well in advance. It is the bidder's responsibility to ensure that the bid is received in the Facilities 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. Overnight or next day delivery services may not be adequate for shipments made the day before bids are due. Since bids must be received in a sealed envelope, faxed or emailed bid copies cannot be accepted.

Bids received in the Facilities Department after the specified date and time set forth above will not be considered

Bids will be opened in the Training room located at 1660 Tune Avenue at 2:00 p.m. local time on Thursday, June 9, 2022.

Revised 1/30/08

_____ initial
I have read and understand the contents of this page



INSTRUCTIONS TO BIDDERS

1. All bidders are to submit bids on proposal forms furnished by the Associate Vice President of Business and Financial Affairs, 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 full scope of service specifications herein.
- 3.. The Owner reserves the right to reject any and all bids and to waive informalities. Any discrepancies observed upon opening bids shall be publicly noted at that time.
4. All prices submitted on the proposal are to be all inclusive for work performed and shall not include any state or local sales tax. **Submission of a completed DCM Form C-3A: Accounting of Sales Tax is required.**
5. Bidders should sign & return all pages of the complete bid to imply complete understanding and compliance with all bid requirements.
6. Should a bidder find discrepancies in, or omissions from the bid documents or should such bidder be in doubt as to their meaning, the bidder should at once notify the Owner who will send written instructions to all potential bidders.
7. Bids received after the bid opening date and time, or any authorized postponement thereof, will not be considered.
8. **A bid security must be furnished with all bids in excess of \$50,000.00. The bid security shall be in the form of a bid bond (executed by a surety company duly authorized and qualified to make such bonds in Alabama) or a cashier's check (drawn on an Alabama bank) payable to the Owner. The amount of the bid security must be no less than 5% of the contractor's bid, not to exceed \$10,000.00. If a bid bond is furnished in lieu of a cashier's check, DCM Form C-4, Form of Bid Bond, is to be used.**
9. **Title 34, Chapter 8, Code of Alabama, 1975, required licensing for general contracting when the cost of work exceeds an amount established by the State Licensing Board for General Contractors. All bidders must show evidence of this license before bidding. Therefore, the outside of the sealed bid must bear the bidder's name and state license number for general contracting.**
10. **Upon bid award, Contractor will provide Certificate of Insurance naming the University of North Alabama as additionally insured for the duration of the project.**
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. 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**
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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* _____

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

REQUIREMENTS/ SPECIFICATIONS

Overview:

The University of North Alabama is seeking licensed contractors to make exterior hardscape improvements to Lafayette Hall. The building is located at 151 Shelby Way, Florence, AL 35630. Time is of the essence; all work will be coordinated with the University Facilities Department with the expectation to commitment to timeline.

Scope of Work: Per Lafayette Hall Perimeter Hardscape construction documents dated May 12, 2022 prepared by Cr3ate Architects, Inc. (Project No. 22218). The work generally includes:

- Removal and replacement of front (east) sidewalk and entry stair
- Provide proper drainage with new sidewalk and entry approach meeting ADA regulations
- Provide equipment and staging necessary to complete
- Repair any peripheral areas impacted during construction back to “before construction” condition

Contractor Site Visit options:

The site is located at 151 Shelby Way, Florence, AL 35630. The site is publicly accessible for inspection any day from the hours of 7:00am-4:00pm. Please identify your company vehicle when parking, and contact the Facilities representative at the end of this document with any questions.

Proposal Requirement to include:

- Completed Bid Document with all required signatures or initials where appropriate;
- Bid Bond or Certified Check;
- Completed quote sheet (herein);
- Copy of current License

Schedule:

Bids Due and Opened: June 9, 2022
Notice of Intent to Award: June 15, 2022
Notice to Proceed: June 20, 2022
Substantial Completion Date: August 8, 2022

The notice to proceed and the completion date establish the available timeline to complete the indicated scope of work. Upon contract award all dates will be formally documented to coincide with all final contract documents to include all language within the bid document.

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QUOTE SHEET

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Contractor: _____

Total Project Cost: _____

First Available Start Date: _____

Estimated Time to Complete (in days or weeks): _____

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

For any questions regarding this project:

Contact Mr. Kevin Hudson (256)765-6871; email kchudson@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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I have read and understand the contents of this page