



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

Bid No. 2010-02 For: Athletic Annual Training Supplies

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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 21, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on October 8, 2009.

It is understood that the owner may accept any or all items at the prices listed in this proposal within a **period of 12 months** 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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 Purchasing Department - Bid 20010-02 UNA Box 5025 Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2010-02 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Athletic Training Supplies
Bid No. 2010-02

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.

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.

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 21 at 2:00 p.m. local time on October 8, 2009

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Revised 1/30/08

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



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INSTRUCTIONS TO BIDDERS

1. All bidders are to submit bids on proposal forms furnished by the Director of Purchasing, 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. 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. **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 Purchasing 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.

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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: _____

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:** _____

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

1. Contract or Bid Number 2010-02
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 Athletic Training Supplies
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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Signed by Company Representative



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

SPECIFICATIONS /REQUIREMENTS:

The University of North Alabama is seeking bids for the supply of Athletic Training Supplies during the period between October 1, 2009 and September 30, 2010. Purchases will be made on an as needed basis to satisfy the demand for such products during this period of time.

Bids will be accepted only for those products that meet all specifications as outlined.

UNA is a member of the E&I Cooperative and is entitled to receive any discounts offered to this organization.

The specified quantities are estimates and UNA reserves the right to purchase more or less than the specified quantity, depending upon available funding.

All Items must be quoted FOB UNA, Florence AL 35632-0001

Itm	QTY	UNIT	DESCRIPTION	COST	COMMENTS
1	140	cases	2009 Johnson & Johnson Coach White Athletic Tape, 1 1/2" x 15 yard rolls, 32 rolls per case <i>*Must be 2009 tape, will not accept anything else.</i>		
2	5	cases	2009 J&J Elastikon Elastic Tape, 3" x 5yds., 16 rolls/case <i>*Must be 2009 tape, will not accept anything else.</i>		
3	5	cases	2009 J&J Elastikon Elastic Tape, 2" x 5 yds, 24 rolls/case <i>*Must be 2009 tape, will not accept anything else.</i>		
4	30	cases	Elastic Tape 2" x 7.5 yd - 24 rolls /case		
5	25	cases	Pre-taping Underwrap, Purple, 3" x 30 yd/roll, 48 rolls/case		
6	20	cases	Medi-Rip 2" x 5yd - 12 rolls/case Tan		
7	10	boxes	Mueller Pro Strips - 4"x8" Elbow Strips 24/box		
8	10	boxes	Deluxe Rubber Reinforced Elastic Bandage, Double Length, 6" x 11 yds., 6 rolls/box		
9	3	boxes	Rubber Elastic Bandages 4" x 5 yd Elastic Bandage, 10 rolls/box, rubber reinforced		
10	5	boxes	Cramer Flexi-Wrap Roll / 6 with handle		
11	10	jars	2nd Skin Barrier, 1" squares, 200/jar		
12	12	each	the original Cho-pat knee strap: 4 small; 4 medium; 4 large		
13	30	cans	QDA Taping Base, Colorless, 8 ounce spray		
14	2	each	Cramer Soft-sided Kit, #19840, Non-Stocked, 21" x 12" x11"		
15	10	boxes	First Aid Non-Stick Adhesive Pads - 2"x3"		
16	10	boxes	First Aid Non-Stick Adhesive Pads - 3"x4"		
17	2	boxes	Tegaderm - 2 3/8" x 2 3/4" 100/box		

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Item	QTY	UNIT	DESCRIPTION	COST	COMMENTS
18	1	case	4" x 4" 12 ply Sterile Gauze, 100/box, 12 boxes/case		
19	8	each	Tuli's Heel cups, 2/box, 4-regular and 4-large		
20	5	each	toenail clippers 3-3/4", large pocket size		
21	10	each	Bandage and Utility Scissors - 7 1/2" Stainless		
22	5	each	Economy steam hydrocollator packs, standard, 10" x 12"		
23	2	each	Sam Splint, 4 14" x 36"		
24	3	bags	1/4" Foam Oval Pad - Pre Cut Hole / 100 bag		
25	20	each	Kobra Tape Cutter with Blades		
26	2	rolls	moleskin, 2" x 25yds rolls		
27	5	boxes	Refresh Artificial Tears 30 per box unit dose		
28	5	each	Fingernail Clippers, 2 1/2", Small Pocket Size		
29	2	rolls	Cramer Heavy Duty Ice Bags 9 3/4" X 18" 1500/roll		
30	40	each	Open Patella Knee sleeves, 5-small, 10-medium, 5-large		
31	30	boxes	Mueller Blister Pads box of 25 - 2 3/4" x 1 3/4"		
32	2	boxes	Skinstich Topical Skin Adhesive - Box of 10 vials		
33	10	each	Dukal Eye Patch - Black with Elastic Band		
34	2	each	Cramer Universal Sling		
35	25	boxes	Generic Ibuprofen, 200mg, 500 tablets/box in packages of 2's with expiration date of 2010 or later		
36	2	boxes	Generic Decongestant, individually packaged, 2 tablets/package, 250 packages/box with expiration date of 2010 or later		
37	10	boxes	Pepto Bismal Caplets unit dose nob Of 100 (50/2's) with expiration date of 2010 or later		
38	10	boxes	Triple Antibiotic Ointment USP Foil Packs, 144/box with expiration date of 2010 or later		
39	2	boxes	Guiacon DMS 50 Dose units of 10 mL with expiration date of 2010 or later		
40	2	boxes	Diamode / 100 x 1 expiration date of 2010 or later		
41	10	boxes	Medi-Lyte Heat Relief Tablets, sodium free, sugar-free, and lactose free: 100/box in packages of 2, with expiration date of 2010 or later		
42	5	boxes	Generic Alka-Seltzer Cold plus, 36 pkgs/box, with expiration date of 2010 or later		
43	5	boxes	Medique Alamag Plus 200 (100/2's) per box, with expiration date of 2010 or later		
44	5	boxes	Medifirst Antifungal Cream Unit dose of 144 - 1/32 oz. packets, with expiration date of 2010 or later		
45	5	tubes	Orajel .33 oz tube		
46	3	each	Dental kit		
47	5	each	Johnson's Baby Powder 15oz. Bottle		
48	2	each	Avant Original Instant Hand Sanitizer 1000ml Dispenser		

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Itm	QTY	UNIT	DESCRIPTION	COST	COMMENTS
49	20	each	Avant Original Instant Hand Sanitizer 1000ml Refill		
50	10	bottles	Hibiclens Antiseptic/Antimicrobial Skin Cleanser - 8 oz. btl		
51	4	bottles	Hibiclens Antiseptic/Antimicrobial Skin Cleanser - Gallon		
52	15	boxes	Aloetouch Powder Free Latex Exam Gloves Medium 100/box		
53	20	boxes	Aloetouch Powder Free Latex Exam Gloves Large 100/box		
54	5	each	Digital Thermometer		
55	2	boxes	Oral Thermometer Sheaths		
56	2	each	Tape Measure		
57	2	each	8" Goniometer		
58	1	each	Medical Tuning Fork 5 5/8" with C512 Vibration, no weights		
59	5	each	60 min Bell Timer		
60	2	each	High Density Foam Roller - 6" in diameter x 36" in length - Black		
61	1	each	Theraband Professional Exercise Station		
62	1	each	Deluxe Dumbell and Weight Rack with Weights and Dumbbells		
63	2	pair	Stroops Slide Booties		
64	1	each	The Original Body Stick 24"		
65	2	each	Versa Loops (Light-Green)		
66	2	each	Versa Loops (Medium-Red)		
67	2	each	Versa Loops (Heavy-Blue)		
68	2	each	Versa Loops (Extra Heavy-Black)		
69	1	each	Medi-Kit on Wheels - 30 1/2"L x 14 1/2" W x 13" H		
70	10	boxes	Blood Stop		

For questions regarding the specifications of the items, contact Josh Penny (256)765-4563, email address: jdpenny@una.edu. NOTE: No verbal communication can alter the specifications as noted in this bid document, only a formal change from the procurement office to all participants can communicate a change.

For questions regarding the bid process contact the Procurement Office: (256)765-4206 email address: chconlon@una.edu

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