



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

Bid No. 2010-33 For: Master Lock System

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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 June 15, 2010.

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 This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof.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 U.S. Mail) University of North Alabama Purchasing Department - Bid 2010-33 UNA Box 5025 615 N Pine Street Florence, AL 35632-0001	(If via commercial package delivery service) University of North Alabama Purchasing Department - Bid 2010-33 Bibb Graves Hall, Room 21 One Harrison Plaza Florence, AL 35632-0001
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BID FOR: Master Lock System
 Bid No. 2010-33

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.

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 June 15, 2010

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. 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. **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.

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



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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:** _____

Signed by Company Representative



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UNIVERSITY OF NORTH ALABAMA

CONTRACTOR 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 CONTRACTOR, 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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**State of Alabama
Disclosure Statement
(Required by Act 2001-955)**

ENTITY COMPLETING FORM

Agreement Number

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

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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.)

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

Signed by Company Representative



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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 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.

BIDDER'S NAME: _____ **BY:** _____
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 of North Alabama

SPECIFICATIONS / REQUIREMENTS

PART 1 – DOOR HARDWARE SCHEDULE

SECTION A – DESCRIPTION/SPECIFICATIONS /WORK STATEMENT

A.1 STATEMENT OF WORK

- A.1.1 The Contractor shall provide lock cylinders with interchangeable cores and non-interchangeable cores for doors located at Keller Hall per Material Schedule/ Section B.
- A.1.2 It is the Contractor's responsibility to furnish and deliver all items needed to complete the installation as required.
- A.1.4 **Installation shall not be a part of this contract.**

A.2 QUALIFICATIONS

- A.2.1 It is preferred that the Contractor be a Medeco direct distributor with its primary place of business located within 200 miles of Florence, Alabama. Equivalent alternates will be evaluated based on the specifications herein.
- A.2.2 Personnel who will be responsible for scheduling, detailing, ordering and coordinating hardware for this contract shall be an experienced hardware consultant/technician. This person shall be knowledgeable in all areas of institutional hardware and shall have been active in institutional hardware for a minimum of five (5) years prior to the proposal date. It is preferred that the Contractor also be Medeco Certified. **Evidence of such experience/certification must accompany bid submission.**
- A.2.3 If required, the successful Contractor shall provide consulting services in the form of a jobsite survey to determine cylinder quantity and type necessary to complete this contract. **Master Key layout consulting should also be included.**

A.3 SUBMITTALS

- A.3.1 Within seven (7) days of contract award, Contractor shall furnish and coordinate a keying conference with Mr. Russ Wilson, Lead Locksmith for UNA, for the purpose of establishing the parameters of the complete system and for submittal to the manufacturers' factory. Contractor shall prepare and submit an acceptable finish hardware schedule to Mr. Michael B. Gautney, Director of Facilities Administration and Planning for approval. mbgautney@una.edu

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



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PART 1 – DOOR HARDWARE SCHEDULE

SECTION A – DESCRIPTION/SPECIFICATION/WORK STATEMENT

A.3 **SUBMITTALS** (Continued)

- A.3.2 Bidders may be required to supply a sample of each hardware item to be retained by Mr. Russ Wilson Lead Locksmith for the UNA, for comparison with hardware furnished. Samples will be returned after final award. Bidders will be notified after bid submission if this becomes a requirement.
- A.3.3 All Key combinations and system generations shall be by manufacturer's factory. A complete progression list shall be furnished to Mr. Russ Wilson. Said list shall be originally generated as required by Mr. Russ Wilson to allow for all future changes, additions, and expansions of UNA facilities.
- A.3.4 Contractor shall furnish with offer, documents indicating the employment of an experienced hardware/consultant technician. This person shall be knowledgeable in all areas of hardware and factory (Medeco) certified. Holders of A.H.C.,C.P.L., or C.M.L. designations shall be deemed as qualified without need for additional proof of qualifications other than factory certification. If alternate manufacturer is suggested provide same certification per manufactures' requirements,
- A.3.5 A complete company profile which list years of continuous service, experience reliability, management, and a reference list with names and phone numbers of customers with similar lock systems will be required as a part of the submittal package.

A.4 **PRODUCT HANDLING**

- A.4.1 Hardware shall be ordered so that it will be available on time for job requirements. **Accurate delivery expectation should accompany bid submission.**

A.5 **GENERAL REQUIREMENTS**

- A.5.1 The locking system established for this contract shall be **Keymark X4** or approved equal; Mr. Michael B. Gautney, Director of Facilities Administration and Planning for UNA will furnish to the Contractor a list of those persons and their signatures who will be authorized to order additional materials or duplicate keys. Orders not bearing a duly authorized signature must not be filled by the Contractor.

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



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PART 1 – DOOR HARDWARE SCHEDULE

SECTION A – DESCRIPTION/SPECIFICATION/WORK STATEMENT (Continued)

GENERAL REQUIREMENTS (Continued)

A.5.2 All master keys for this contract shall be hand delivered, sent by Registered Mail or United Parcel Service (UPS) and Accepted on Delivery (AOD) from the Contractor directly to the Facilities Department located at 615 North Pine Street, Florence, Alabama 35632. Prior to delivery or shipment of keys, owner will verify in writing the preferred method of receiving keys.

A.6 CYLINDERS

A.6.1 The cylinders shall meet the following requirements and shall be Keymark X4 or approved equal.

A.6.2 Cylinders shall be as specified on the materials list. All cylinder components (excluding tumbler pins) shall be constructed of machined extruded brass. All cylinders, cores and housings shall be available in all standard architectural finishes and shall match the cylinder housing and lock and door hardware. Further, cylinders and housings shall be plated, not scalped with the appropriate finish.

A.6.3 Cylinders to be of the 7 pin tumbler type, providing the maximum unique, non-interchangeable key combinations respectively. All cylinders shall incorporate two locking elements consisting of pin tumbler elevation and a slider mechanism. Further expansion of a master key system shall be available by use of additional multiplex keyways. Cylinders shall not lose any combinations due to MACs (maximum adjacent cut) loss.

A.6.4 All cylinders shall use a .150" space dimension between tumbler pin chambers and shall be capable of using industry standard tumbler pins. Cylinder shall contain standard pins, a portion of which (both bottom and top pins) shall be spooled to resist pick attacks.

A.6.5 All non-I/C rim and mortise cylinders shall be so constructed to use threaded set screws, not staked covers or caps, to cover each individual tumbler pin chamber.

A.6.6 Cylinders of all types, including knob, lever, rim, mortise, small format interchangeable core and large format interchangeable core, shall all be capable of operating within a single master key system.

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



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PART 1 – DOOR HARDWARE SCHEDULE

SECTION A – DESCRIPTION/SPECIFICATION/WORK STATEMENT (Continued)

GENERAL REQUIREMENTS (Continued)

- A.6.7 All cut keys, key blanks and cylinders (knob, rim, mortise, and interchangeable core-type) shall be so constructed to be capable of being keyed in the same system, allowing the convenience of one master key to operate all types of listed cylinders. Further, the key or key blank's tip shall be so constructed to correctly locate the bits of the key beneath the proper chamber of an interchangeable core cylinder by locating against a key stop on the rear core. Additionally, the key or key blank's shoulder shall serve as a stop to correctly locate the bits of the key beneath the proper plug chamber of rim, mortise and knob-type cylinders by locating against the front face of the cylinder.
- A.6.8 The locking system is to be furnished in a restricted key section (Key Mark) for which keys are not made available from the manufacturer's factory or any other source by normal distribution methods. The key and cylinder must have patent protection to insure against unlawful duplication. The Utility Patent must have protection of NO less than through year 2026.
- A.6.9 All cut keys and key blanks shall be utility patented and controlled by a contract between the end user and the manufacturer. Key blanks for this project shall be delivered directly from the factory to the end user unless otherwise requested in writing by the end user.
- A.6.10 The key shall incorporate the capacity to include eight possible side bittings along the key blade located on two different planes or surfaces of the key.
- A.6.11 All key blanks shall be custom coined with the end user's name or other unique identification mark. All cut keys and key blanks are to be constructed from nickel silver.
- A.6.12 All keys shall be cut by a punch machine that originates the exact cut in the key from the code sheet, instead of using patterns and is to be supplied to UNA under this contract.
- A.6.13 All keys must be capable of being configured to allow an upgrade to a dual mechanical/electronic credential by the simple exchange of a field removable key bow.
- A.6.14 Cylinders shall be immediately rekeyable to new combinations or a new system at any time desired and shall be serviceable on location in the field. Installation of the cylinders shall require no modifications to U.S. manufactured commercial grade locksets.

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



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PART 1 – DOOR HARDWARE SCHEDULE

SECTION A – DESCRIPTION/SPECIFICATION/WORK STATEMENT (Continued)

GENERAL REQUIREMENTS (Continued)

A.6.15 The locking system established for this project shall be proprietary and the owner will furnish the manufacturer a list of those persons and their signatures that will be authorized and required to order additional pinned materials or duplicate keys. Orders not bearing authorized signatures must not be filled.

A.6.16 All cylinders, cores, housings, keys and key blanks shall be made in the USA.

A.7 KEYING AND KEYS

A.7.1 Within ten (10) days of contract, the Contractor shall furnish and coordinate a keying conference with Mr. Russ Wilson for the purpose of determining a master-keying system. This conference will be separate from the meeting described in Section C.3.1. Exact quantities for GGМК, GMK, MK and change keys will be discussed at the meeting. Contractor will be required to provide an organized binder containing all reference material and worksheets related to the master-key bitting chart.

A.7.2 All keys provided by the manufacturer will be stamped by means of a custom coining die. The coining die shall remain the property of the manufacturer and shall only be used for coining of keys for the University of North Alabama. The coining label will be determined during the keying conference.

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



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QUOTE

Unit prices should reflect single purchase or packaged price to allow for additional orders if necessary.

ITEM 1 QTY: 162 UNIT PRICE:\$ _____ EXT. PRICE: \$ _____
MORTIS CYLINDER 1-1/4" 7 PIN (MEDICO KEYMARK X4)

ITEM 2 QTY: 1 UNIT PRICE:\$ _____ EXT. PRICE: \$ _____
COINING DIE (MEDICO KEYMARK X4)

ITEM 3 QTY: 500 UNIT PRICE:\$ _____ EXT. PRICE: \$ _____
CUSTOM COINED KEY BLANKS 7 PIN (MEDICO KEYMARK X4)

ITEM 4 QTY: 1 UNIT PRICE:\$ _____ EXT. PRICE: \$ _____
PINNING KIT (MEDICO KEYMARK X4)

ITEM 5 QTY: 1 UNIT PRICE:\$ _____ EXT. PRICE: \$ _____
PUNCK KEY MACHINE (MEDICO KEYMARK X4)

ITEM 6 QTY: 20 UNIT PRICE: \$ _____ EXT.PRICE: \$ _____
SFIC RIM HOUSING 7 PIN (MEDICO KEYMARK X4)

ITEM 7 QTY: 20 UNIT PRICE: \$ _____ EXT.PRICE: \$ _____
SFIC CORE 7 PIN (MEDICO KEYMARK X4)

Estimated Delivery after Receipt of Order: _____

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

For any questions regarding use or needed performance of this equipment

Contact Michael Gautney (256)765-4354; email mbgautney@una.edu

For questions regarding bid submission

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

BIDDER'S NAME: _____ BY: _____

Signed by Company Representative