



October 15, 2009

TO: INSERT VENDOR INFORMATION

RE: Request for Proposals – Asset Management  
The University of Alabama in Huntsville  
**Proposal No. P0053**

The University of Alabama in Huntsville is requesting proposals to secure a vendor to enter into a contract for providing Asset Management for the sale and/or disposal of surplus property, covering the period of November 9, 2009 through September 30, 2010.

Sealed proposals will be received subject to the Conditions cited herein until **1:30 P.M. on November 5, 2009**. All Requests for Proposals must be furnished to Terence Haley in Procurement Services (P0053), Business Services Building (John Wright Drive), The University of Alabama in Huntsville, Huntsville, Alabama 35899. Proposals may be express mailed to Procurement Services/Proposal P0053, Business Services Building, The University of Alabama in Huntsville, 301 Sparkman Drive, Huntsville, AL 35899.

All proposals must be submitted in a sealed envelope bearing on the outside the name and address of the vendor, **proposal number**, name of the project, and date.

In the event it becomes necessary to revise any part of this Request for Proposal prior to the assigned return date, revisions will be posted in writing by Procurement Services on our website <http://www.uah.edu/admin/bussvcs/bids.htm>. The University will be the sole determinant of whether any revisions/addenda should be issued as a result of any questions or other matters, and will extend the proposal deadline if such information significantly amends this solicitation or makes compliance with the original proposal due date impractical.

In order to be considered for selection, vendors must submit a complete response to this request for proposal. **One original and one copy** of each proposal must be submitted to the University. The vendors shall make no other distribution of the proposals.

No proposal may be amended or withdrawn after the scheduled closing time of receipt for a period of sixty (60) days. The University reserves the right to waive any informality and to reject any and all proposals.

All questions pertaining to this Request for Proposal should be addressed to Terence Haley via email: [haley@uah.edu](mailto:haley@uah.edu) (subject: Asset Management).

Sincerely,

Terence Haley  
Director, Procurement Services

**UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**Request for Proposals (P0053) – Asset Management**

The University of Alabama in Huntsville (UAHuntsville) periodically replaces, based on age or condition, all or part of its inventory of electronic data processing equipment (computer equipment), electronic test equipment, and laboratory equipment (all herein referred to as “equipment”); and occasionally there will be some non-equipment items. The replaced items are formally declared as surplus property. This surplus equipment is generally transferred to the University’s surplus property warehouse. Electronic data processing (EDP) equipment previously the property of UAHuntsville departments generally has the hard drive erased of operational software and previously saved data. Some EDP equipment may have hard drives, physical memory, and/or other components removed prior to being declared surplus property. Some laboratory equipment may be cannibalized for parts. Electronic test equipment is generally physically intact. Functionality of surplus equipment is not verified or tested by the University. Currently, the University disposes of some surplus electronic equipment through a local technology recycling company. Other electronic equipment may be disposed of through periodic auction by a local auction company. This proposal will cover the period of November 9, 2009 through September 30, 2010.

The University, via this Request for Proposals, is seeking alternate methods of disposal of surplus equipment that will generate income to the University while ensuring that disposal is accomplished in the proper manner. **The University is requesting proposals from vendors to establish a one year contract for the sale and removal of computer equipment and other EDP at a set cost on a regularly scheduled monthly basis. UAHuntsville annually transfers 2000 computers, monitors, and other EDP to the Inventory Control Department over a 12 month period, but with no set schedule. Pricing for this contract must be firm for the duration of the proposal (November 9, 2009 – September 30, 2010) .**

Sealed proposals will be received subject to the Conditions cited herein until **1:30 P.M. on November 5, 2009**. All Requests for Proposals must be furnished to Terence Haley in Procurement Services (P0053), Business Services Building (John Wright Drive), The University of Alabama in Huntsville, Huntsville, Alabama 35899. Proposals may be express mailed to Procurement Services/Proposal P0053, Business Services Building, The University of Alabama in Huntsville, 301 Sparkman Drive, Huntsville, AL 35899.

**Intended Procedure and Requirements:**

- The University will periodically provide notice to the successful vendor (vendor) that a certain amount of surplus or discarded equipment at the specified location is ready for disposal activity.
- **Within ten (10) working days of receipt of notice, the vendor will visit the specified storage site identified by the University for disposal activity. The vendor will be required to sign a transfer form upon pick of surplus items.**
- The vendor shall provide detailed documentation and certification of the process used to dispose of all items.
- Although it will remain the University’s responsibility to ensure that all hard drives associated with surplus materials provided to the vendor for disposal have been properly erased or destroyed, the vendor is responsible for ensuring that such action has been completed on all surplus items received from the University, and will advise the University of any exceptions in that regard. The vendor shall not dispose of any such

exceptional item until notification to do so by the University have been provided. The University will either pick up and return any such item to the vendor, or authorize the vendor to complete any required erasing or destruction activity with appropriate confirming documentation to be provided by the vendor to the University.

- The University reserves the right to retain any specific surplus items at its own discretion. There may be occasions that the University's overall disposal process may result in identification of alternate sources for the receipt of materials that would otherwise be provided to the vendor for disposal.
- For the purpose of this Request for Proposal, any reference to "surplus" items refers to materials previously the property of UAHuntsville.

**Location where Surplus Material is stored:**

Generally, surplus material is stored at the University's surplus property warehouse. The address is:

Surplus Property Warehouse  
Central Receiving Building  
The University of Alabama in Huntsville  
301 Sparkman Drive  
Huntsville, AL 35899

Alternate locations:

Surplus material may occasionally be stored in other UAHuntsville campus locations. Generally, equipment stored at sites other than the surplus property warehouse will be large quantity lots. Locations may vary, but specific location(s) will be provided at the time the vendor is notified of surplus materials.

**Evaluation Criteria:**

This proposal will be awarded to the vendor that offers the best return to the University. The University will be the sole judge of what is considered to be in the best interest and offer the best return to the University.

**Proposal Preparation**

Proposals shall be signed by an authorized representative of the Vendor. All information requested must be submitted. Failure to comply will result in rejection of the proposal.

Proposals should be prepared simply and economically, providing a straightforward concise description of the Vendor(s) capabilities to satisfy the requirements of the Request for Proposal. Emphasis should be completeness and clarity of content. **QUOTE PRICES ON THE PRICING SHEET PROVIDED.**

Each copy of the proposal should be bound in a single volume. All documentation submitted with the proposal should be bound in or attached to that single document. **(original & one copy)**

Mail documents to:  
Procurement Services/Proposal P0053  
Business Services Building  
The University of Alabama in Huntsville  
301 Sparkman Drive  
Huntsville, Alabama 35899

### **Payment**

There are no payments to be tendered by UAHuntsville to the vendor under this agreement. Payments due to the University as a result of this agreement shall be forwarded to:

Terence Haley  
Procurement Services/Proposal P0053  
Business Services Building  
The University of Alabama in Huntsville  
301 Sparkman Drive  
Huntsville, AL 35899

All such payments are to be forwarded on a periodic basis with sufficiently detailed documentation to support the actual periodic payment tendered. The vendor shall certify that the periodic amount tendered accurately represents the full amount due to the University for the specific disposal action.

### **Example of Surplus Items**

**These items are divided into four (4) lots: Lot 1: CPUs including keyboards and mice, with or without hard drives and with various configurations of memory chips; Lot 2: color monitors, LCD, flat panel CRT, and CRT full size monitors; Lot 3: various printers and scanners; Lot 4: other types of electronic data processing equipment (EDP). Note to vendor: Lot 4 is the only lot of surplus property that is NOT included in the fixed pricing.**

### **LOT #1: CPUs including**

- **Notebook/Mobile/Tablet cases**
- **Desktops: Tower, Mini Tower, workstations, and Small Form Factor CPUs**
- **Servers of various sizes and case types**

#### **May or May not include:**

- **Keyboard and Mouse**
- **Hard drive of varying sizes, speeds, and manufacturers**
- **Removable DRAMM chips of various speeds and capacity**
- **Floppy drive**

- **Multimedia drive(s): CD and DVD drives**
- **Operating System, predominately Windows, various versions without media**
- **Network or other adapters**
- **Video or graphics cards**

**Power cords**

### **LOT #2: MONITORS**

- **All color displays, majority of which will be Dell or Sony branded**
- **CRT monitors of various sizes without speakers**
- **Flat panel monitors, color, various screen sizes and resolution, *may or may not include speakers or speaker bar***
- **LCD flat panel displays or various screen sizes and resolution, *may or may not include stands***
- ***May or may not include cables or power cords***

### **LOT #3: PRINTERS & SCANNERS**

- **Monochrome (black and white) laser printers**
- **Color laser printers**
- **Monochrome (black and white) thermal printers of varying sizes**
- **Color thermal printers**
- **Color ink jet printers**
- **Color multifunction devices**
- **Color photo printers**
- **Scanners of various sizes and capabilities without software but *may or may not include cabling and will be various brands***
- **Majority of printers will be HP or Dell branded**

**May or *May not* include:**

- **Functioning toner cartridges installed**
- **Network adapter**
- **Cabling**
- **Extra paper trays of various sizes**

- **Stands**
- **Duplex capability**

**Lot #4 Other Types of Electronic Processing Equipment (EDP)**

**~Misc. stereo and PA equipment. Includes amplifiers, turntable, CD player, cassette player, misc. speaker cabinets.**

**~Oscilloscopes**

**~Accelerometer**

**~Spectrophotometer**

**~And other forms of test equipment that is run by computers or a computer based type of test accessory**

All items are available for viewing by appointment only at the Central Receiving building. You may contact Talbert Cox at (256) 824-6315 to inspect the items currently on site for sale or disposal.

All items sold as-is, where-is. Successful bidder(s) responsible for pick up of items within ten (10) days of notification.

**General Terms and Conditions**

**Access to Facilities**

The Contractor and its employees or agents shall have the right to use only those facilities of the University that are necessary to its performance of services under this Contract and shall have no right of access to any other facilities of the University. Sidewalks, entrances, passageways, stairways, and corridors shall not be obstructed by the Contractor or used for any purpose other than ingress and egress to and from the University's premises under the Contractor's control.

**Applicable Law**

This Contract, and all matters or issues collateral to it, shall be governed by and construed in accordance with the laws of the State of Alabama.

Vendor represents and warrants that all article and services covered by this proposal meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Act of 1970, No. 2006, and its regulations in effect or proposed as of the date of this proposal.

The vendor agrees that it shall not, with respect to any activity carried out on the premises of the University or relating in any way to this Contract, discriminate unlawfully against any person on the basis of race, color, national origin, religion, sex, age, handicap or disability. The equal opportunity clause required under Executive Order 11246 date September 28, 1965 issued by

the President of the United States of America, and Public Law 88-352, 88<sup>th</sup> Congress, the “Civil Rights Act of 1964” and regulations issued there under are made a part of this Contract by reference.

**Assignment**

No contract may be assigned; sublet or transferred without the written consent of the University.

**Award of Contract**

The vendor deemed to be fully qualified and best suited among those submitting proposals will be identified on the basis of the cost and submittal information. Post proposal negotiations may be conducted with any or all vendors including an on-site visit. After evaluations are complete, an award will be made within a ten (10) day period after proposals have been opened. The University shall select and notify that vendor which has in the University’s opinion made the best proposal and award the contract.

To determine the overall best proposal, the University will utilize an evaluation tool known as the Evaluation Criteria. Each proposal received will be graded for their response to the proposal requirements, and given a numerical score based on the maximum assigned value. These scores will be combined and considered the numerical value of your response. The proposal with the highest numerical value will be considered the overall best response, and assuming all other requirements are met, will be awarded the contract.

The University reserves the right to request additional information to determine the responsibility of the apparent successful contractor relative to its ability to comply with the terms and conditions of this Request for Proposals.

Modifications, additions or changes to the terms and conditions of this solicitation may be a cause for rejection of your proposal; however, UAH reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.

Proposals are evaluated and award decisions are made in the best overall interest of The University of Alabama in Huntsville. The University reserves the right to reject any and all proposals in whole or in part and to waive any informality in the proposal.

The successful vendor will be required to execute a purchase order agreement in conformance with the provisions of this Request for Proposals. During the period of the agreement, no changes will be permitted in any of the conditions and specifications unless the vendor receives written approval from the University.

After the opening of this proposal, the results will not be available to vendors until after an award is made. Tabulations can be reviewed by accessing Procurement Services website at <http://www.uah.edu/admin/bussvcs/bidawards.htm>. Click on “Vendors”, and then click on “Bid Awards”.

**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 delivery 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 into Alabama. By submitting this proposal, the vendor is hereby certifying that they are in full 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.

### **Claims**

Any alleged claim against UAHuntsville for breach of this Contract or any other liability must be submitted to the Board of Adjustment of the State of Alabama, the exclusive means provided by the law of the State of Alabama for bringing a claim against a state agency.

### **Compliance with Law**

With respect to all activities carried out under this Contract and/or on UAHuntsville premises, The Contractor shall comply with all laws, rules, and regulations of duly constituted authorities having jurisdiction over such activities.

### **Consent**

Wherever in this Contract the consent or approval of a party is required or permitted, such consent or approval shall be in writing and shall be executed by an officer or agent of the party duly authorized to take such action. If a party fails to respond within thirty (30) days to a request by the other party for a consent or approval, such consent or approval shall be deemed to have been given.

### **Conduct on Premises**

- (a) The Contractor agrees that all persons working for and on behalf of it whose duties bring them upon the University's premises shall obey all applicable rules and regulations established by the University and shall comply with the reasonable directions of the University's officers.
- (b) The Contractor shall be responsible for the acts of its employees and agents while on the University's premises and for all injury to persons and damage to property located on University premises caused by its employees and agents. Accordingly, the Contractor shall promptly repair, to the specifications of the University's Director of Building Maintenance and Construction, any damage that it, or its employees or agents may cause to the University's premises or equipment. On the Contractor's failure to do so, the University may repair such damage and the Contractor shall reimburse the University promptly for the cost of repair.
- (c) The Contractor agrees that, in the event of an accident of any kind on the University's premises involving any of its employees or agents, the Contractor will immediately notify University officials and thereafter furnish a full written report of such accident.

### **Contract Cancellation**

If the vendor fails to fulfill its contract obligations, the University may give the vendor written notice of its failure to perform, and if the vendor fails to correct the default within five (5) days, the University, by written notice, may terminate the contract after an additional five (5) days.

### **Codes and Standards**

The successful vendor must perform all work under the current codes and standards that are applicable, such as, but not limited to: American Standards Association, National Bureau of Standards, Americans with Disabilities Act, American National Standards Institute, etc. and any federal and local codes and ordinances.

### **Default of Contractor**

Where the University has determined the contractor to be in default, the University reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

### **Disclosure Statement**

Vendors are required to file with Purchasing Services a disclosure statement of relationship between contractors/grantees and employees/officials of the University. This form must be completed and included in proposal response.

### **Encumbrances**

The Contractor shall at all times keep UAHuntsville free and clear from all encumbrances and liens asserted against or on account of it or its employees and/or agents, by any person, firm, or corporation for any reason whatsoever. If any such lien shall at any time be filed against UAHuntsville's premises, and the Contractor shall fail to cause such lien to be removed or discharged (by payment or bond or otherwise) within ten (10) days after being notified of the filing of such lien, the UAHuntsville may, but shall not be obligated to, discharge the same. All costs and expenses (including attorney's fees) incurred by UAHuntsville in discharging the lien shall either be deducted from any payments due the Contractor or be paid by the Contractor directly to UAHUNTSVILLE.

### **Ethics Certification**

The Contractor hereby certifies that its entering into or performance of this Contract will not violate any provision of the Alabama Ethics Act.

### **Fiscal Funding Clause**

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide the continuation of a contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

### **Force Majeure**

The Contractor shall notify the University promptly of any material delay in the performance of the work specified and shall state in writing the revised performance date as soon as practicable after the notice of delay. Neither party shall not be liable for delays in performance unavoidably caused by circumstances beyond its control, such as labor disputes, civil disorders, acts of war, acts of god, government action, etc., but it will be liable for all other delay, including specifically that caused by its own fault or negligence.

### **Hold Harmless Clause**

The vendor agrees to indemnify and hold harmless the University, its trustees, officers, agents, employees, successors, and/or assigns from all liability, losses, claims, demands, actions, debts, and expenses of every name and nature for personal or bodily injury (including any resulting in death), damage to property, and/or other injury or damage arising out of or as a consequence of the Vendor's acts or omissions in performing under this Contract, its presence on the University's premises, or the existence of this Contract or any matter related hereto. This indemnification agreement shall include all costs, including reasonable attorney's fees and court costs, incurred by the University in connection with the defense against any such claim of liability.

**Insurance Obligations Including Worker’s Compensation and Comprehensive General Liability**

The vendor shall maintain in force at all times during the term of this Agreement, with responsible insurance carriers, the following insurance: (a) workmen’s compensation insurance, to the extent coverage is required by law for the Contractor, in the amount of the statutory limits; (b) public liability insurance in the amount of \$1 million; and (c) automobile liability insurance, if the use of an automobile by the Vendor is involved in or related to its performance under this contract. The vendor shall provide a Certificate of Insurance to the University with respect to one (1) or more of the foregoing coverage’s. The University shall be made an additional insured on any of such policies of insurance.

The successful bidder will be responsible for all insurance and benefit regulations covering the employees engaged in this project. The successful bidder shall file, with Procurement Services of the University of Alabama in Huntsville, in duplicate, a certificate or certificates issued by a company licensed to transact business within the state of Alabama, stating that policies are maintained providing the insurance protection described below. The policy must be filed within 10 working days of verbal notification by The University of Alabama in Huntsville of intent to issue a purchase order. Each policy must contain a requirement that in the event of change or cancellation, written notice be sent by mail to Purchasing Services of the University, referencing the bid number, within ten (10) days and each must contain a provision waiving any rights of subrogation against the University of Alabama in Huntsville, which might arise by reason of payment under the policies. The coverage must meet the following requirements:

The amounts of such insurance shall not be less than the following:

A. Workmen’s Compensation and Employer’s Liability:	\$ statutory
B. Comprehensive General Liability Insurance:	
General Aggregate:	\$ 2,000,000
Products Completed Operations Aggregate:	\$ 2,000,000
Personal and Advertising Injury:	\$ 1,000,000
Each Occurrence:	\$ 1,000,000
C. Automobile and Truck Liability, Bodily Injury and Property Damage:	\$ statutory

**Interest of Contractor**

The Contractor covenants that it presently has no interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants that in the performance of this Contract no such person having such interest shall be employed or engaged.

**Loss of Contractor’s Property**

The University shall have no responsibility for the loss, theft, or mysterious disappearance of or damage to equipment, tools, materials, supplies, and other personal property of the Contractor or its employees or agents.

**Non-Collusion**

Any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise, shall

render the proposals of such vendors void. Each vendor certifies that he has not been a party to such an agreement by signing this request for proposal.

### **Notices**

Any notice required under this Contract shall be in writing and shall be given by certified mail, return receipt requested, addressed as follows: if to UAHuntsville, to the attention of Terence Haley, The University of Alabama in Huntsville, Huntsville, Alabama 35899; if to the Contractor, to the address shown on the Contract for Professional Service. The name and address to which mailings shall be made may be changed from time to time by a notice mailed as set forth above.

### **Ownership of Material**

Ownership of all data, material, and documentation originated and prepared for the University pursuant to the Request for Proposal shall belong exclusively to the University.

### **Permits, Licenses, Taxes and Certificate of Authority**

The vendor shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this Contract, and it shall post or display in a prominent place such permits and/or notices as are required by law. The vendor must include with their proposal a certification of authority to conduct business in the State of Alabama. The vendor shall be responsible for and pay when due any and all taxes and assessments arising out of the operation including, but not limited to, payroll taxes (including all deductions of employees) and income taxes. The vendor shall comply with the provisions of all applicable statutes and regulations of taxing authorities to which it is subject.

### **Public Record**

All proposals become a matter of public record at proposal award. The University accepts no responsibility for maintaining confidentiality of any information submitted with proposal whether labeled confidential or not.

### **Questions**

Any questions concerning the Asset Management Proposal should be submitted via email to Terence Haley at [haley@uah.edu](mailto:haley@uah.edu) (subject: Asset Management Proposal). Written replies of general significance will be forwarded to all vendors invited under this request.

### **Rejection of Proposals**

The University reserves the right to reject any and all proposals and to waive technicalities and minor irregularities in proposals at its sole discretion.

Grounds for the rejection of a proposal include, but shall not be limited to:

- Failure of a proposal to conform to the essential requirements of the solicitation.
- A proposal imposing conditions which would modify the terms and conditions of the solicitation, or limit the Contractor's liability to the University on the contract awarded on the basis of such solicitation.
- Failure of the Contractor to sign Proposal Form in the designated signature location.
- Any proposal determined by the University to be unreasonable as to commission and/or guarantee.
- Proposals received that are determined to be from Contractors who are not responsible.

Technicalities or minor irregularities in a Contractor's proposal which may be waived, when the University determines that it will be in the University's best interest to do so, are mere matters of form not affecting the material substance of a proposal or some immaterial deviation from or variation in the precise requirements of this Request for Proposals and having a trivial or negligible effect on price, quality, quantity or delivery of supplies or performance of the services being procured, the correction or waiver of which will not affect the relative standing of, or be otherwise prejudicial to other Contractors. The University may either give a Contractor an opportunity to cure any deficiency resulting from a technicality or minor irregularity in its proposal, or waive such deficiency where it is advantageous to the University to do so.

### **Remedies**

All parties' remedies and rights contained in this Contract shall be cumulative and shall not be in limitation of any other right or remedy which the parties may have.

### **Representation and Warranties**

The Contractor covenants that all action required on its part has been taken to authorize and empower it to enter into and perform this Contract and that it has and will continue to have throughout the term of this Contract the full right to perform its obligations hereunder. The Contractor further represents that there are no prior or existing contractual commitments that would prevent it from entering into this Contract or from conducting the activities and carrying out the duties and obligations provided for hereunder.

### **Revisions to the Request for Proposal**

In the event it becomes necessary to revise any part of this Request for Proposal prior to the assigned return date, written revisions will be posted by Procurement Services on our website at <http://www.uah.edu/admin/bussvcs/bids.htm>. Scroll down to the proposal number.

The University will be the sole determinant of whether any revisions/addenda should be issued as a result of any questions or other matters, and will extend the proposal deadline if such information significantly amends this solicitation or makes compliance with the original proposal due date impractical.

### **Survival of Terms**

All covenants, representations, and warranties of the Contractor contained in this Contract shall survive the termination or expiration of this Contract whenever necessary to carry out the reasonably intended purpose thereof.

### **Unenforceable Provision**

If any provision of this Contract, as applied to any party or to any circumstance, shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this contract or the validity or enforceability of the Contract as a whole.

### **University Name – Limitations on Use**

The vendor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures, or other representation of the University except on the specific written authorization of the University's Vice President for Finance and Administration. However, the vendor shall be allowed to include the University on its routine client list for matters of reference.

**Waiver**

The failure of any party to assert a right hereunder or to insist upon compliance with any term or condition of this Contract shall not constitute a waiver of that right, term, or condition nor excuse a similar subsequent failure to perform any such term or condition.

**Warranty Period**

Include a copy of your materials warranty; clearly state the length of the warranty for both labor and materials.

## PRICING SHEET

All pricing should be based on a per unit basis per Lot counting the number of units picked up by the vendor for any given month. Pricing should not be based on a per pallet or per weight basis.

### Lot #1:

Price offered per desktop/tower CPU : \_\_\_\_\_/ea

Price offered per Notebook/Laptop/Tablet CPU: \_\_\_\_\_/ea

### Lot #2:

Price offered per CRT monitor: \_\_\_\_\_/ea

Price offered per LCD display: \_\_\_\_\_/ea

### Lot #3:

Price offered per Printer (all types): \_\_\_\_\_/ea

Price offered per stand alone Scanner: \_\_\_\_\_/ea

### VENDOR INFORMATION:

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Note:** In order for an alternate bid to be considered, bidders must supply current catalogs or brochures, including pictorials and specifications.

**Please indicate your company classification by circling the appropriate initial:** Small Business (**SB**), a Small Disadvantaged Business (**SD**), a Black Small Disadvantaged Business (**BD**), a Woman-Owned Small Business (**WB**), a Woman-Owned Small Disadvantaged Business (**WD**), a Black Woman-Owned Small Disadvantaged Business (**BW**), a Large Business (**LB**), an Individual (**IN**), Educational (**ED**), Non-Profit (**NP**), a Labor Surplus Area Concern (**LS**), Disabled Veteran-Owned Small Business (**DV**), Veteran-Owned Small Business (**VS**), Historically Underutilized Business Zone (**UZ**), or a Governmental Agency (**GV**).

F.O.B. Point	TERMS	WARRANTY
UAH DESTINATION		
ESTIMATED DELIVERY	YOUR REFERENCE NO.*	QUOTATION UNTIL      EFFECTIVE

\* Your company reference number, if applicable with this bid quotation.

**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 delivery 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 into Alabama. By submitting this proposal, the vendor is hereby certifying that they are in full 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.

\_\_\_\_\_  
COMPANY NAME (TYPE OR PRINT)

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
SIGNER'S NAME (TYPE OR PRINT)

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**The University of Alabama in Huntsville prohibits the installation of asbestos on its campus. Suppliers and contractors will not supply any equipment, material, or supplies, which contain asbestos without prior written approval.**

Failure to designate Bid Number and Opening Date on the outside of your sealed envelope containing your bid and more than one bid submitted in this envelope will result in a "No Bid" response in accordance with Alabama Competitive Bid Law 41-16-24 sub-part b.

The University of Alabama in Huntsville will not accept faxed proposals.

Any product that fails to meet the specifications, performance requirements or compatibility requirements will be rejected and returned to the vendor at no cost to the University.

**DISCLOSURE STATEMENT OF  
RELATIONSHIP BETWEEN CONTRACTORS/GRANTEES AND  
EMPLOYEES/OFFICIALS OF UA/UAB/UAHuntsville/UAS  
(THE "UNIVERSITY OF ALABAMA SYSTEM")**

1. Contract # \_\_\_\_\_
  
2. Name of Contractor/Grantee \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_
  
3. Nature of contract/grant  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
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.)

**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 delivery 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 into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full 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.

This disclosure form will be available for public inspection upon request.

The above information is true and accurate, to the best of my knowledge.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

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