



November 4, 2014

TO:

RE: Request for Proposals – Electronic Waste Recycling
The University of Alabama in Huntsville
Proposal No. P00106

The University of Alabama in Huntsville is requesting proposals for Electronic Waste Recycling. To obtain a copy of this proposal go to <http://www.uah.edu/business-services/vendors/bid-opportunities>, scroll down and click on the proposal number.

Sealed proposals will be received subject to the Conditions cited herein until **1:30 P.M. on Tuesday, November 25, 2014**. All Requests for Proposals must be furnished to Judy Curtis in Procurement Services, Business Services Building (John Wright Drive), The University of Alabama in Huntsville, Huntsville, Alabama 35899. Proposals may be express mailed to Procurement Services/Proposal P0081, 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/business-services/vendors/bid-opportunities>. 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 two copies 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No proposal may be amended or withdrawn after the scheduled closing time of receipt for a period of sixty (60) days.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 Judy Curtis via email: curtisj@uah.edu subject: (Electronic Waste Recycling).

Sincerely,

Judy L. Curtis
Procurement Officer II,
Procurement Services

UNIVERSITY OF ALABAMA IN HUNTSVILLE
Request for Proposals (P00106) – Electronic Waste Recycling

The University of Alabama in Huntsville (The University of Alabama in Huntsville) 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 The University of Alabama in Huntsville 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 December 1, 2014 through November 30, 2015 with the options to renew for an additional one year term for up to five years.

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 contract for the sale and removal of computer equipment and other EDP at a set cost on a regularly scheduled monthly basis. The University of Alabama in Huntsville annually transfers 2000 computers, monitors, and other EDP to the Inventory Control Division of the Department of Business Services over a 12 month period, but with no set schedule. Pricing for this contract must be firm for a one (1) year period beginning December 1, 2014 through November 30, 2015. (with the option to renew for an additional 5, one year periods).**

Sealed proposals will be received subject to the Conditions cited herein until **1:30 P.M. on November 25, 2014**. All Requests for Proposals must be furnished to Judy L. Curtis in Procurement Services (256-824-2552), Business Services Building (John Wright Drive), The University of Alabama in Huntsville, Huntsville, Alabama 35899. Proposals may be express mailed to Procurement Services/Proposal P00106, 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 University will invoice the successful vendor upon each pickup of surplus property and EDP. The vendor will be required to make payment directly to The University of Alabama in Huntsville within 30 days from the date of the invoice.**

- 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 The University of Alabama in Huntsville.
- On some occasions there will be a need for the use of a large 53' trailer to be used at the University's Surplus Warehouse. The vendor must be able to have a trailer dropped at the location and picked up within a specified time.

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 University 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 on the 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. **(The original & two copies)**

Mail documents to:
Procurement Services/Proposal P00106
Business Services Building
The University of Alabama in Huntsville
301 Sparkman Drive
Huntsville, Alabama 35899

Payment

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

Procurement Services/Proposal P00106
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 should be priced on a cost per pound scale.

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 brand**
- **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 graphic plotters**
- **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, turntables, CD players, cassette players and 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 Donald Thompson at (256) 824-6491 to inspect the items currently on site for sale or disposal.

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

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 per pallet or per weight basis with the exception of Lot #4.

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

Lot #4:

Price offered per pound (lb.) of total weight of EDP: _____/lb.

VENDOR INFORMATION:

CONTACT NAME: _____

PHONE NUMBER: _____

CELL PHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

Request for Proposal P00106

Purpose

The University of Alabama in Huntsville, hereafter referred to as "University" is requesting proposals to secure a vendor to enter into a purchase order agreement for the pickup, recycling and sale of Electronic Waste Recycling.

Event Dates

Sealed proposals will be received subject to the Conditions cited herein until **1:30 PM on Tuesday, November 25, 2014**. All Requests for Proposals must be furnished to Judy Curtis in Procurement Services, Business Services Building, located on John Wright Drive. Proposals may be express mailed to The University of Alabama in Huntsville, Procurement Services, Proposal No. P00106, 301 Sparkman Drive, Huntsville, AL 35899.

Each proposal will be stamped with the time and date of receipt. Any proposal received after 1:30 PM will not be considered for an award of a contract.

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, revisions will be posted in writing by Procurement Services on our website: <http://www.uah.edu/business-services/vendors/bid-opportunities>. Scroll down, and select "Proposal P00106". 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.

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.

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.

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. Please respond with the original & two (2) copies of this proposal.

If there are any questions or concerns, that are not included in this proposal, must be submitted in writing to Judy Curtis curtisi@uah.edu. Any question needing an addendum will be addressed at that time and posted to the website. No verbal questions will be addressed.

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 one (1) week 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>. Scroll down to Proposal P00106.

Evaluation Criteria

This proposal will be awarded using the following criteria:

	<u>POINTS</u>
Compliance with the requirements of the RFP	15
Ability to pick up and dispose of waste in an appropriate manner	15
Complete pickups on time and when requested	30
Compliance with sending checks to UAH in a timely manner for recycled materials	30
References for previous work done	10
 TOTAL:	 100

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.

General Terms and Conditions for This Proposal

Hold Harmless Clause

The vendor must agree "To hold harmless" the State of Alabama, Board of Trustees of the University of Alabama System, and employees of the University of Alabama in Huntsville, against claims arising out of the actions of any person in the use or administration of this project.

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 agreement, and it shall post or display in a prominent place such permits and/or notices as are required by law.

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.

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, 88th 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.

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.

Warranty Period

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

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 two (2) days, the University, by written notice, may terminate the contract after an additional two (2) 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, ADA, American National Standards Institute, etc. and any federal and local codes and ordinances.

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.

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.

Proposals are 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.

Disclosure Statement

Vendors are required to file with Procurement 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.

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

F.O.B. Point THE UNIVERSITY OF ALABAMA IN HUNTSVILLE DESTINATION	TERMS	WARRANTY
ESTIMATED DELIVERY	YOUR REFERENCE NO.*	QUOTATION EFFECTIVE UNTIL
BUSINESS CLASSIFICATION (see note below):	EMAIL ADDRESS:	

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

NOTE: Please indicate your company classification in the appropriate box above: 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**).

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.

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 bids.

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.

State of Alabama Immigration Law

If the successful bidder is located in Alabama or employs an individual or individuals within the State of Alabama, the successful bidder shall provide a copy of its Employment Eligibility Verification (E-Verify) company profile. To expedite the ordering process, this document may be submitted with the bid response.

If the successful bidder is not located in the State of Alabama and does not employ an individual or individuals within the State of Alabama, the successful bidder shall complete and return the Certification of Compliance form included with this Request for Price Quotation (E-Verify company profile is not required). To expedite the ordering process, this document may be submitted with the bid response.

If you are not currently enrolled in E-Verify, follow these instructions:

- Log onto www.uscis.gov/everify
- Click “Getting Started” for information about the program, requirements, and enrollment process.
- Click “Enroll in E-Verify” and begin enrollment process.
- When enrollment process is complete, click “Edit Company Profile” and print this one-page document.
- This one-page document must be submitted prior to a contract or purchase order being issued.
- For further assistance please consult the [E-Verify Quick Reference Guide](#).

If you have previously enrolled in E-Verify, follow these instructions:

- Log onto www.uscis.gov/everify
- Click “Edit Company Profile” and print this one-page document.
- This one-page document must be submitted prior to a contract or purchase order being issued.



CERTIFICATION OF COMPLIANCE WITH THE STATE OF ALABAMA IMMIGRATION LAW

The undersigned officer of _____ (Company)
certifies to the Board of Trustees of the University of Alabama that the Company is
not located in Alabama and that the Company does not employ an individual or
individuals within the State of Alabama.

SIGNATURE OF COMPANY OFFICER

PRINT COMPANY NAME

PRINT NAME OF COMPANY OFFICER

PRINT TITLE OF COMPANY OFFICER

DATE

REV. 6/12

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

1. Proposal # **P00106** _____
2. Name of Contractor/Grantee _____
Address _____

Phone _____
3. Nature of contract/grant _____
_____ Electronic Waste Recycling _____

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 dependents. For members of the Board of Trustees (officials), family members include spouse, dependents, 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.