



September 11, 2014

TO:

RE: Request for Proposals – Replacement of Hydraulic Freight Elevator Jack in Optics Building  
The University of Alabama in Huntsville  
**Proposal Number - P00105**

The University of Alabama in Huntsville is requesting proposals for the Replacement of Hydraulic Freight Elevator Jack in Optics Building. The performance period is December 9, 2014 through January 6, 2015.

Sealed proposals will be received subject to the Conditions cited herein until **1:30 P.M. on Friday, September 26, 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 P00105, 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 three 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No proposal may be amended or withdrawn after the scheduled closing time of receipt for a period of sixty (60) days.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](mailto:curtisj@uah.edu) subject: (Replacement of Hydraulic Freight Elevator Jack in Optics Building).

Sincerely,

Judy Curtis  
Procurement Officer II,  
Procurement Services

**REQUEST FOR PROPOSAL AND SPECIFICATIONS**

**FOR**

**Replacement of Hydraulic Freight Elevator Jack in Optics Building**

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
HUNTSVILLE, ALABAMA 35899**

**PROPOSALS TO BE RECEIVED UNTIL: 1:30 P.M. on Friday  
September 26, 2014.**

**And Delivered To:  
PROCUREMENT SERVICES  
BUSINESS SERVICES BUILDING  
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
301 SPARKMAN DRIVE  
HUNTSVILLE, ALABAMA 35899**

**(256)824-2552**

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE  
REQUEST FOR PROPOSAL AND SPECIFICATIONS  
FOR THE REPLACEMENT OF HYDRAULIC FREIGHT JACK IN THE OPTICS BUILDING

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**UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**Request for Proposals**  
**Replacement of Hydraulic Freight Elevator Jack in Optics Building**

**1.0 GENERAL SPECIFICATIONS AND SCOPE**

The University of Alabama in Huntsville is seeking competitive proposals to replace the existing elevator hydraulic jack in the freight elevator of the Optics Building. The contractor will furnish the necessary material and labor to remove and replace the existing hydraulic cylinder based on the following:

Provide and install a **new Cylinder** with Sealed PVC Protection. The cylinder shall be of a double bottom design constructed of steel pipe of sufficient thickness and suitable for the operating pressure as prescribed by the latest revision of the ASME A17.1 or CAN3-B44 codes.

The top of the cylinder shall be equipped with a new cylinder head with a drip ring to collect any oil seepage as well as an internal guide ring and self-adjusting packing. The cylinder exterior shall be covered with a protective coating to protect the cylinder from corrosion. The sealant to be used for this purpose will be identified by the contractor and only applied after approval by the Owner.

A **new plunger** will be installed. The plunger shall be constructed of selected steel tubing or pipe of proper diameter machined true and smooth with a fine polished finish. The plunger shall be provided with a stop ring electrically welded to it to prevent the plunger from leaving the cylinder. The plunger and new cylinder shall be installed plumb and shall operate freely with minimum friction.

A proposed **project completion date** must be submitted with the bid, and will be a factor in determining contract award.

**Cylinder Head Support Removal**

The contractor will remove the existing cylinder-head support for cylinder replacement. After installation of the new cylinder and sealed PVC Protection System is complete, the contractor will provide a new cylinder-head support.

**Removal of Equipment and Hole Preparation**

This contractor will remove the existing cylinder from the original well hole. Note that a fixed cost for drilling work, if necessary, is not to be included in the bids for this job. If any physical obstruction, hindrance, ground water, or cave-in is encountered below the ground, the contractor will remove the dirt or obstruction at a cost of time, materials, and equipment in accordance with a schedule to be submitted with the formal bid. Hourly labor costs, and overall projected costs, considering the possible requirement for excavation, will be used as a portion of the criteria for determining award of the job. Note that, if additional excavation is necessary, the contractor must immediately notify the Owner and can only proceed after receiving approval from the Owner. All subcontractors to be employed (or potentially employed) as a part of this contract must be identified with submittal of the formal proposal. Each contractor must be certified and licensed, in the State of Alabama, to perform this work in the State of Alabama.

### **Removal of Excavation Spoils**

All excavation spoils removed by the contractor and its agents or subcontractors, during the performance of this work, will be placed in 55 gallon drums at the site. It shall remain the contractor's responsibility to properly label and dispose of the excavation spoils and existing cylinders according to regulatory requirements. The contractor will provide protection for floors, walls and elevator entrances for normal activities associated with this work. If special drilling or excavation of contaminant material equipment is required, the contractor will be responsible for all building protection and alterations needed to bring this equipment in, use and take off of the premises. The Owner will provide electric power for lights, tools, hoists, welding, drilling rig (if necessary), etc. required for the duration of this project. The Owner is responsible for deactivating and reactivating all fire, smoke and/or combustion sensors in the work area, which may be activated by the effects of the operations, required to completion of this work. The owner will provide full access to the work area for the contractors works and their agents at all times during the agreed upon work hours for the duration of the project. Note that the building will be occupied for the duration of the project, and the contractor must maintain the area in a clean and orderly condition.

## **2.0 BONDS**

### **Bid Bond:**

Proposals must be accompanied by a certified or cashier's check or bid bond in the amount of, but not less than, five percent, (5%) of base proposal and not to exceed \$10,000.00.

### **Performance Bond:**

A Performance Bond in the **full amount** of the award will be required from the successful vendor within 10 working days from Notice of Award.

## **3.0 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

#### 4.0 PRE-BID CONFERENCE

There will be a **MANDATORY pre-bid conference and site-visit on Monday, September 22 at 10:30**, in the Business Services Conference Room in the Business Services Building, 301 Sparkman Drive, Huntsville, AL 35899. **You must have someone from your company attend this meeting or you may NOT submit a proposal. The meeting is Mandatory and any vendor that doesn't attend will NOT be accepted.**

#### 5.0 PROPOSAL PREPARATION AND DUE DATE

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. **Proposal will be accepted until 1:30 September 26, 2014** in Procurement Services in the Business Services Building, 301 Sparkman Drive, Huntsville, AL 35899.

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. (original & 3 copies)

Mail documents to:  
 Procurement Services/Proposal P00105  
 ATTN: Judy Curtis  
 Business Services Building  
 The University of Alabama in Huntsville  
 301 Sparkman Drive  
 Huntsville, Alabama 35899

#### 6.0 QUESTIONS

Any questions concerning the Replacement of Hydraulic Freight Elevator Jack in Optics Building Proposal should be submitted via email to Judy Curtis at [curtisj@uah.edu](mailto:curtisj@uah.edu) (subject: Replacement of Hydraulic Freight Elevator Jack – Proposal P00105). Written replies of general significance will be forwarded to all vendors invited under this request.

## 7.0 METHOD OF AWARD and EVALUATION CRITERIA

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/business-services/vendors/bid-awards> then scroll down and click on the proposal number.

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 two (2) weeks 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.

### Evaluation Criteria

This proposal will be awarded using the following criteria:

	<u>POINTS</u>
Completeness and compliance with the requirements of the RFP	30
Cost	30
Ability to complete project on time	30
Warranty	10
TOTAL:	100

## **8.0 GENERAL TERMS AND CONDITIONS**

### **8.1 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.

### **8.2 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.

### **8.3 Assignment**

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

### **8.4 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.

### **8.5 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.

#### **8.6 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.

#### **8.7 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.

#### **8.8 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.

#### **8.9 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.

#### **8.10 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.

#### **8.11 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.

#### **8.12 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.

### **8.13 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.

### **8.14 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.

### **8.15 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.

### **8.16 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.

### **8.17 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.

### **8.18 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.

#### **8.19 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/business-services/vendors/bid-opportunities>. Scroll down and click on 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.

#### **8.20 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.

#### **8.21 Warranty Period**

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

**Proposal P00105**  
**QUOTE SHEET**

**Be advised that this sheet must be completed and returned with your Proposal.**

Drawings included:   yes    no

Quote your earliest start date after notice of award: \_\_\_\_\_

Can you meet the performance period of December 9, 2014 through January 6, 2015?  
yes \_\_\_\_\_ or no \_\_\_\_\_

**BASE BID:**

**Without any physical obstructions, ground water, or cave-in below the ground;**

\$ \_\_\_\_\_

*\*\*\*If any physical obstruction, hindrance, ground water, or cave-in is encountered below the ground, the contractor will remove the dirt or obstruction at a cost of time, materials, and equipment in accordance with a schedule to be submitted with the formal bid. Hourly labor costs, and overall projected costs, considering the possible requirement for excavation, will be used as a portion of the criteria for determining award of the job\*\*\*.*

**Schedule for any physical obstruction, hindrance, ground water, or cave in;**

**INCIDENTAL LABOR COSTS:**

Time \_\_\_\_\_ Hours at \$ \_\_\_\_\_ per hour

Material costs       \$ \_\_\_\_\_

Equipment costs     \$ \_\_\_\_\_

**INCIDENTAL LABOR COST TOTAL \$ \_\_\_\_\_**

**TOTAL PRICE = BASE BID PLUS INCIDENTAL LABOR COST TOTAL**

\$ \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**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 UAHUNTSVILLE 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](http://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](http://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 # **P00105** \_\_\_\_\_
2. Name of Contractor/Grantee \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_
3. Nature of contract/grant  
\_\_\_\_\_ Replacement of Hydraulic Freight Elevator Jack in Optics Building \_\_\_\_\_

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.**