THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
PROCUREMENT SERVICES
301 SPARKMAN DRIVE
HUNTSVILLE, ALABAMA 35899
PHONE (256) 824-6484

RESPONSE DUE BY:
3/14/2018
1:30 PM

WHEN USING FEDEX, UPS, OR ANY EXPRESS
PACKAGING/SHIPPING, THE BID NUMBER
MUST BE CLEARLY PRINTED ON THE AIR BILL.

REQUEST FOR FORMAL BID

CONTACT            PHONE            VENDOR NO.
PAMELA HURLEY      256-824-6675        «vendornum»

<table>
<thead>
<tr>
<th>NO</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
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<td>THE UNIVERSITY OF ALABAMA IN HUNTSVILLE REQUESTS BIDS FOR A COLUMN TABLETOP TESTING SYSTEM AS PER THE SPECIFICATIONS.</td>
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<td>AWARD: NO AWARD INFORMATION WILL BE MADE AVAILABLE BY TELEPHONE, FAX, MAIL, OR EMAIL. ONCE THE BID IS AWARDED, THE AWARD INFORMATION AND TABULATION WILL BE POSTED TO OUR WEBSITE: <a href="HTTP://WWW.UAH.EDU/BUSINESS-SERVICES/VENDORS/BID-OPPORTUNITIES">HTTP://WWW.UAH.EDU/BUSINESS-SERVICES/VENDORS/BID-OPPORTUNITIES</a></td>
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<td>ONE COPY OF THE PAPER BID IS REQUIRED</td>
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<td>ONE ELECTRONIC COPY ON A FLASH DRIVE IS REQUIRED</td>
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</tbody>
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THE ABOVE BID NUMBER MUST APPEAR ON ALL BIDS AND RELATED CORRESPONDENCE

SIGNATURE ________________________________________________
COMPANY REPRESENTATIVE
DATE __________________________
PAGE 1

An Affirmative Action/Equal Opportunity Institution
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE requests bids for a Column Tabletop Testing Systems per the specification below:

**Bid Prices are to include all shipping charges.** (FOB: Destination)

Delivery may be a factor in determining the award of this bid. Quote earliest possible delivery after receipt of purchase order:

____________________

In the event of a manufacturer price increase, proof of price change from the manufacturer must be submitted in writing to Procurement Services including the effective date of price change.

Any item found to be of inferior quality will be returned to the vendor.

The University is not obligated to purchase the items listed, but will purchase them on an as needed basis.

The successful bidder shall not substitute any ordered item without the prior approval of the University. Unauthorized substitutions shall not be acceptable.

The University reserves the right to accept or reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the University. (See GENERAL CONDITIONS 1. AWARD)

**NOTE:** For information regarding bid responses, it is the bidder's responsibility to provide in detail clear proof that the products they are bidding on are equal to or better than the requirements of the invitation. The bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts, and technical details to enable UAH to determine if the product offered meets the requirement of the invitation. Normally as in competitive sealed bidding only, the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an “EQUAL” product, such bid will be considered to offer the brand name product referenced in the invitation. The University of Alabama in Huntsville will be sole judge of “EQUAL” items submitted for bid.

"Any contract resulting from this request will be made available to other eligible entities. This may include but is not limited to; The University of Alabama System, comprised of The University of Alabama; The UAB Enterprise, consisting of The University of Alabama at Birmingham, the UAB Health System and their related foundations and affiliates, and The University of Alabama, Tuscaloosa, AL; and other state entities. Contracts resulting from the award of this request cover shipments by any entity listed above. Each entity will generate its own purchase orders, payments, etc. and delivery must be made according to the instructions on the purchase order.

The thrust of the contract is to obtain greater volume price discounts by combining the volume of purchases from participating entities within the State of Alabama.”

**QUESTIONS: ALL QUESTIONS ARE TO BE DIRECTED TO PAMELA HURLEY VIA EMAIL pkh0002@uah.edu, UNLESS OTHERWISE STATED IN THE SPECIFICATION.**
Single Column Tabletop Testing Systems Requirements

- 1kN (225 lb.) Load Capacity Universal Test System
- Frames with 100N Load Cell
- Bodycoat base cover minimizing the effects of liquid spillage on the system base.
- Temperature-controlled bath
- Waterproof Pneumatic Grips with rubber-coated faces
- Footswitch
- Variable Angle Peel Fixture
- 3 Point Bend Fixture
- Standard Video Extensometer w/attachment allowing the Extensometer to be used with WaterBath
- Software w/ Side mount Touch Dashboard - NO additional PC required
- Onsite Installation services, and Training Services

1x Materials Testing System,

Single column table top electromechanical testing system including:
- Integrated digital closed-loop control and data acquisition electronics including crosshead extension and load measurement channels
- Test control panel with two softkeys, with display, start, stop and return functions, programmable function keys, test status indicators, variable speed jog and specimen protection.
- Testing speed range: 0.05 to 2500 mm/min (0.002 in/min to 100 in/min).
- Crosshead return speed: 2500 mm/min (100 in/min)
- Base adapters: Type O female fitting (6 mm diameter clevis pin) and Type D female fitting (0.5 in clevis pin).

1 English language option
1 Voltage option 240 V

1 BioCoat Liquid and dust resistant cover for Materials testing Systems

~ Load Cell ~

1x Load Cell Capacity 100 N (10 kg, 22 lb.) - Type OO of Tension/Compression Type OO female fitting (2.5 mm diameter clevis pin) Includes adapter to Type O female fitting (6 mm diameter clevis pin).

~ Water Bath ~

1x Water Bath Standard features include:
- Bath designed for use with distilled water or saline solution for testing biomedical test specimens
- Includes an upper and lower pull rod for mounting of grips or testing fixtures
- Cable for 0-10V analog output to a 25 pin cable to connect to a Signal Conditioner Module
- Pneumatically powered lifting mechanism smoothly raises and lowers the bath, preventing spillage
- Allows accurate close loop control of bath temperature at 37 °C ±1 °C
- Upper pull-rod designed to minimize buoyancy changes during low force testing
- Pull rods have M6 female connections with two 3 mm pins for fixture/grip mounting and alignment.
- Upper pull rod fitting: 2.5 mm clevis pin, male
- Includes a 6 mm clevis pin, male to a 2.5 mm clevis, female coupling.
- Lower pull rod: Connects to the base of the bath.
- Compatible with Advanced & Standard Video Extensometer 2 (AVE2 & SVE2) for axial strain measurements

- Strain measurement verification possible for axial strain only
- Maximum travel with SVE: 100 mm
- Vertical bath travel: 200 mm
- Bath volume: 3.1 L
- Bath inner diameter: 140 mm
- Easy drainage through one-way tubing
- Temperature range: Ambient to 40 °C
- Protective cover provided to shield machine from fluid spillage
- Controller supply power: 120 VAC to 240 VAC 50/60Hz
- Mounts to base holes in test frame

1x Single Column Mounting

~ Submersible Grips w/ faces and footswitch ~

1x Submersible Pneumatic Side Action Grips Standard features include:
- Designed specifically for use with BioPuls bath
- Rated capacity: 250 N (25 kg, 50 lb.)
- Maximum jaw face opening: 10mm
- Manufactured out of Teflon sealed, hard-coated aluminum to prevent corrosion
- Extremely light-weight for compatibility with 5.0 N load cell
- Open front design to facilitate specimen loading
- Single cylinder pneumatic clamping with follow-up action to reduce specimen slippage
- Interchangeable faces to accommodate a variety of faces
- Adjustable gripping force when used with pressure gage
- Upper and lower fittings: M6 screw (Type Om optional)
- Catalog number includes set of two grips
- Pneumatic footswitch for operation of grips

1x 25 mm x 25 mm Surfalloy faces. For use with Submersible Pneumatic Grips only.
Minimum grip separation: 14 mm

1x Pneumatic Footswitch Includes a foot-operated (single pedal) switch to open and close grips, 2 air lines with quick disconnect fittings for grips and 3rd air line for air supply. Not suitable for pretension grip control. Includes air distribution kit, connects directly to grips.

~ Variable Angle Peel Fixture ~

1x Variable Angle Peel Fixture. 30/45/60/90/120/135, 150 degree angles possible using supplied pulleys.
Lower connection: Type Dm (1.25 in connection with 1/2 in clevis pin).
*Mounts to the base of Single column frames using 4 X M6 holes. Upper connection:
Use appropriate grip.

~ 3 Point Bend Fixture ~

1x Flexure Fixture, 3-Point Bend, Capacity: 5 kN (1000 lb., 500 kg). ASTM D790, ISO 178, ISO 14125
Maximum Span: 194 mm (7.64 in). Minimum Span (4 mm anvil): 4 mm (0.16 in) Minimum Span (10 mm anvil):
10 mm (0.39 in) Temperature Range: -100 °C to +350 °C Upper fitting: Type Om (12 mm connection with 6
mm clevis pin). Lower: Type Dm (1.25 in connection with 1/2 in clevis pin). Upper Anvil: 10 mm diameter.
Lower anvil supplied, select either 2810-400A1 or 2810-400A2. 1 2810-400A2 Lower Support Anvils, diameter:
4 mm. 4 mm minimum span.
~ Video Extensometer ~

1x Standard Video Extensometer 2 (SVE 2)
Includes the extensometer, electronics, 2D calibration fixture, gauge mark template, and marker pens. Requires the selection of one mounting, one system interface, one or more lenses, and one illumination bar.

1x Single Column mounting for a single column EM system. Mounts directly to t-slot on side of column. Extensometer is positioned at 90 degrees to loadstring.

1x Interface and cables for systems.

1x Standard Field of View Lens - 16 mm Focal Length 240 mm FOV on Table (standard width) models, Single columns, 310 mm FOV

1x Standard - Illumination kit for FOVs less than or equal to 250 mm

1x North America, Taiwan NEMA 5-15P

1x Single Column Mount For AVE/SVE to be used on a Single Column Frame with water Bath.

~ Software (allowing you to migrate Test Methods from any other system ~

1x Testing Software,

Applications including plastics, composites, metals, elastomers, biomedical, adhesives, textiles, components and others. Module provides the capability for tension, compression, flexure, stress-relaxation, creep, peel, tear and friction testing and test control based off of displacement, force, or strain. Complete calculation library with hundreds of different calculations such as modulus and ultimate tensile strength, as well as user-defined calculations. Report generator to create customized report templates that can be linked with test methods and used to export test results via email or save as HTML, Word or PDF. Raw data and result export files are completely customizable for enhanced compatibility with Laboratory Information Management Systems. Options for advanced test control, such as block loading, and data analysis, such as web camera recording. For Windows 7 Professional (32 or 64 Bit) or Windows 10 Professional (64 Bit only) operating systems (Win 10).

1x English language option.


1x Operator Dashboard for the Systems Operator Dashboard Includes:
- Flat screen, industrial touch monitor
- Full support for Universal Materials Testing software
- Cables and connectors
- Standard VESA 100 mm interface to allow use of third party TV/monitor mountings if desired Options:
  - Integrated controller (B1 or B2 select)
  - Pedestal desk mount or T-slot mounted adjustable arm mount (M Select)
  - Integration with 5934 Handset (G1 or H1 select)
  - USB 3 to Ethernet Adapter for network connectivity (J1 Select)

1x 21.5 inch Touch Monitor with integrated controller.
Includes 1 Ethernet port and wireless network adapter.
1x Frame Handset (Productivity Panel) Extended Mount Integrates handset with optional Operator Dashboard support arm.

1x Operator Dashboard arm mounting for single column systems with extruded column covers and T-slots. Features include: Height adjustable along column T-slot Rotation and tilt towards/away from operator Portrait/landscape orientation

1x US and Canadian Power Cord Set (NEMA).

~ On Site Installation Service and Training services are included.

- Testing customer supplied specimens to validate/verify developed test methods Integration of system supplied All-in-one Controller or computer including mountings and loading of software if required.

1. Travel time for training with a system or system retrofit with instructions at the delivered and time of installation.
2. Is delivered separately
3. Instruction for advanced software features like advanced strain products software elements, user-defined transducers, virtual measurements, Expression Builder, or Test Profiler.
4. Advanced Onsite software Familiarization and Consultancy

1x System Warranty Services includes the following services during the first year of system ownership Technical Support:
- Priority telephone support during normal business hours.
- All software updates, and upgrades, during the warranty period
- Damaged CD replacement on warranted software
- FAQ and literature access at vendor Web Support Agreement (WSA), includes the following:
  - Access to a secure website under one user log-in
  - Priority support web based help desk
  - Access to scheduled Webinars, application and product information (English)
  - On-line access to calibration certificates
  - E-mail notifications of software update availability
  - Software updates available via internet download On-site Support:
  - Parts, labor and travel for repair and replacement for items that are covered under the Warranty
# QUOTATION SHEET

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<td>Single Column Mount</td>
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<td>Testing Software English Biomedical Materials and Medical Devices Application Module, Operator Dashboard, Touch Monitor</td>
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<td>Frame Handset</td>
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<td>17</td>
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<td>Operator Dashboard arm mounting, US and Canadian Power Cord Set (NEMA)</td>
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<td>On Site Installation Service and Training services including test method development</td>
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GENERAL CONDITIONS

1. **Award:** The University of Alabama in Huntsville reserves the right to accept or to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the University. In making an award, intangible factors such as bidder’s service, integrity, facilities, equipment, reputation, and past performance will be weighed along with the quality displayed in the samples submitted. Bids may be awarded either item by item, in products groups, or all or none, whichever appears to be in the best interest of the University. The University reserves the right to waive any or all formalities.

2. **Bid Withdrawal:** No bids may be withdrawn without approval from The University of Alabama in Huntsville Procurement Services. Any requests for withdrawal must be in writing to Procurement Services within five (5) days after opening date with justification for reason of withdrawal. More than two (2) such requests could result in removal from our bid list. No bid may be withdrawn after the issuance of purchase order. If a withdrawal is made after the purchase order is issued, the vendor will be considered in default. Refer to “Default of Contractor”.

3. **Prices and Payment Terms:** Bidders should quote applicable cash discounts. The University will not take into consideration in bid evaluation any cash discount of less than thirty (30) days duration. However, we will take advantage of all discounts for which we are eligible. Identify these discounts in your bid response. Bids containing “payment in advance” or “COD” requirements may be rejected.

4. **Applicable Law:** It is agreed this quotation is valid to the extent that it does not violate the constitution or the laws of the State of Alabama.

Bidder represents and warrants that all article and services covered by this bid 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 bid.

The furnishing of materials, supplies, equipment or service to The University of Alabama in Huntsville under this purchase order, contract, solicitation for bids, or construction specification constitutes assurance by the vendor or contractor of his compliance with applicable provisions of and pertinent regulations promulgated 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”.

5. **Non-Collusion:** Any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise, shall render the bids of such bidders void. Each bidder certifies that he has not been a party to such an agreement by signing this bid.

6. **New Products:** Unless specifically called for in the bid, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used, or irregular product will be considered for purchase unless otherwise specified in the bid. The manufacturer’s standard warranty will apply unless otherwise specified in the bid. All requests should be supplied complete, ready to be installed, including all cabling and connectors where applicable.

7. **Bonds:** Bid and performance security bond, when required will be indicated.

8. **Bid Submission:** Failure to submit a bid on the official UAH form provided for that purpose shall be a cause for rejection of the bid. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the bid; however, UAH reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

All information shall be entered in ink or typewritten in the appropriate space on the form. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.

All bids must be signed. Failure to do so will result in rejection of bid.
9. **Delivery:** Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor, to receipt of the goods by The University of Alabama in Huntsville.

Delivery time may be a criterion in awarding bids. Specify earliest possible delivery after receipt of order.

Failure to deliver within the time vendor specified in the bid will constitute a default and may cause cancellation of the contract. Refer to “Default of Contractor”.

All prices quoted are to be F.O.B. delivered to The University of Alabama in Huntsville, Central Receiving Building, 301 Sparkman Drive, Huntsville, Alabama, 35899 (unless another F.O.B. point is stated by the University on bid form). The successful bidder must assume all responsibility for damage in transit. When installation is required, it will be stated. If you are not quoting a delivered price, indicate your shipping point, and provide shipping cost for evaluation purposes.

10. **Bid Terms:** Show unit prices, extensions, and total price. In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Bids shall remain firm for minimum thirty (30) days from date of bid opening and any exception must be clearly stated.

11. **Bid Opening:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate award will be given at the bid opening or during the evaluation process. After the public opening of this bid, the results will not be available to bidders not attending the opening until after an award is made. Bid tabulations can be reviewed by accessing Procurement Services website at [http://uah.edu/business-services](http://uah.edu/business-services). Click on “Vendors” then “Bid Awards”.

12. **Bids are Public Record:** All bids become a matter of public record at bid award. The University accepts no responsibility for maintaining confidentiality of any information submitted with bid whether labeled confidential or not.

13. **Standards of Quality:** When a material, article or piece of equipment is identified in these specifications by reference to manufacturer’s or vendor’s name, trade name, catalog and stock numbers, etc., it is intended merely to establish a standard; and, any material, article or equipment of other manufacturer and vendor which will perform equally the duties imposed by the general design, provided the material, article, or equipment proposed, is in the opinion of the Purchasing Agent of equal substance and function. It shall not be purchased or installed by the contractor without the Purchasing Agents’ written approval.

The bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable UAH to determine if the product offered meets the requirements of the invitation. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an “Equal” product, such bid will be considered to offer the brand name product referenced in the invitation. The University of Alabama in Huntsville will be sole judge of EQUAL items bid.

14. **Vendor Authorization:** Vendor must be an authorized distributor/agent to sell products proposed in this bid request. When it is deemed to be in the best interest of the University, Procurement Services may request an on-site premise visit to examine the facility.

15. **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.

16. **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.
17. **Contract Cancellation:** Procurement Services has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including, but not limited to, the following: (1) failure to deliver within the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; and (6) any other breach of contract.

18. **Warranties:** Should merchandise described on this bid contain a manufacturer’s warranty, bidders must state the warranty terms in the space provided on the bid. Bids offered for merchandise when no warranty applies must clearly state: “NO WARRANTY COVERAGE”. Warranty information may be criteria in making this award. Failure of bidders to furnish this data may cause rejection of the complete bid as being non-responsive.

19. **Disclosure Statement:** The successful bidder will be 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 prior to issuance of the Purchase Order by The University of Alabama in Huntsville.

20. **State of Alabama Immigration Law:** Pursuant to the State of Alabama Immigration Law, by signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

21. **Restrictions On Communications with University Staff:** From the issue date of this Solicitation until a Contractor is selected and a contract award is made, Bidders are not allowed to communicate about the subject of the bid with any University administrator faculty, staff, or members of the Board of Trustees except:

- The Procurement Services representative, any University Procurement Official representing the University administration, or others authorized in writing by the Procurement Office and
- University Representatives during Bidder presentations.

If violation of this provision occurs, the University reserves the right to reject the Bidder’s response to this Solicitation.
Note: In order for an alternate bid to be considered, bidders must supply current catalogs or brochures, including pictorials and specifications.

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* 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.

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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
In compliance with the policies of The Board of Trustees of the University of Alabama, The University of Alabama System Office, this University, and with Alabama state law, this Disclosure Statement shall be completed for all contracts, such as proposals, bids, and contracts, including consulting/professional service contracts unless otherwise exempted ("Agreements"). The Board of Trustees of The University of Alabama reserves the right to refuse to enter into or to cancel, without penalty, any contract or agreement with any entity or individual who does not provide all of the information requested below, or who makes false or incomplete disclosures.

Definitions
For the purposes of this form, the following terms shall have the following meanings:

- **"Agreement."** Any agreement, contract, memorandum of understanding, or grant document under which goods or services are to be provided by You.
- **"Family Member."** Your spouse, dependent, an adult child and his or her spouse, a parent, a spouse’s parents, and a sibling and his or her spouse. The term "Dependent" shall include any person, regardless of his or her legal residence or domicile, who receives more than 50 percent of his or her support from the public official or employee or his or her spouse, or who resides with the public official or employee for more than 100 days during the reporting period.
- **"Public Official."** Any person elected to public office, whether or not that person has taken office, by vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to take a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations.
- **"Relationship."** Limited to familial or business in nature, or a personal relationship that the existence of which creates a Conflict of Interest or the appearance of a Conflict of Interest that would require disclosure under Board Rule 106.
- **"UAS."** The Board of Trustees of The University of Alabama, and its constituent divisions including The University of Alabama System Office, The University of Alabama, The University of Alabama at Birmingham, and The University of Alabama in Huntsville.
- **"You."** Includes, (1) the entity or individual who would be a party to the Agreement, (2) any partner, division or related business, (3) any member of your immediate family or any individual employed by You (that You know to have a direct familial relationship with a UAS employee or official or family member of a UAS employee or official).

1. **Name of Entity or Individual Completing this Form (proposed contracting party)**
   - Entity Name:
   - Individual Name:
   - Title:
   - Address Line 1:
   - Address Line 2:
   - City, State, Zip: Telephone:

2. **UAS Entity with which you propose an Agreement? (i.e. University, College, Department, etc.)**

3. **Describe the proposed Agreement:**
   - Goods and services to be provided:
   - Grant or proposal number (if applicable):
   - Amount or anticipated amount:
   - Term:

   Is the proposed Agreement the result of a competitive or bid process? □ Yes □ No
4. Have "You" (See definition above) previously provided goods and/or services to UAS within the current or last fiscal year? □ Yes □ No

If yes, please provide the following information for each other agreement for such goods and/or services.

Entity Providing Goods or Services:
Campus and Department:
Type of Goods/Services:
Amount Received:

Entity Providing Goods or Services:
Campus and Department:
Type of Goods/Services:
Amount Received:

If you need to provide further details on goods or services provided to UAS within the current or last fiscal year, please attach an addendum to this Disclosure Statement.

5. Did the amount of goods and/or services identified in response to Question 4 total $1,000,000 or more?
□ Yes □ No

6. Do you have a relationship with a UAS employee, UAS Trustee, or Public Official who may directly or indirectly receive any benefit from the proposed Agreement or whose family member may directly or indirectly benefit?
□ Yes □ No

If yes, please provide the following information for each UAS employee, Trustee, or Public Official with whom You have a Relationship.

Name of UAS employee, Trustee, or Public Official:
Campus/department where employed or position held:
Nature of relationship:
Potential Benefit:

Name of UAS employee, Trustee, or Public Official:
Campus/department where employed or position held:
Nature of relationship:
Potential Benefit:

If you need to provide further information regarding UAS employees, Trustees, or Public Officials with whom You have a Relationship, and who may directly or indirectly benefit from this Agreement, please attach an addendum to this Disclosure Statement.
7. Have any paid consultants and/or lobbyists assisted in obtaining the proposed Agreement? □ Yes □ No
If yes, please provide the following information for each consultant or lobbyist:
Name:
Address:
Name:
Address:

If you need to provide further information regarding paid consultants and/or lobbyists utilized to obtain the proposed Agreement, please attach an addendum to this Disclosure Statement.

8. List any current litigation or administrative action that has been filed within the last 3 years, either state or federal, related to public or higher education construction or finance that the contractor or others associated with the firm may have against them.

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. By proposing or entering into an Agreement with UAS, I certify that no employee or official of UAS, nor any of their family members or any business with which they may be associated, will receive a benefit from this contract, except as has been disclosed, in writing herein. I will promptly disclose any Relationship which may arise in the future, or any existing Relationship which may become known to me, and update this statement to disclose the same.

Signature Date