

# THE UNIVERSITY OF ALABAMA

## INVITATION FOR BID

**ATTENTION: This is not an order. Read all instructions and terms and conditions carefully.**

<b>INVITATION NO.:</b>	<b>RETURN ALL COPIES OF BIDS TO:</b>
<b>Issue Date:</b>	<b>THE UNIVERSITY OF ALABAMA</b>
<b>Title:</b>	<b>PURCHASING DEPARTMENT</b>
<b>Buyer:</b>	<b>(Street Address) 1101 Jackson Ave Suite 3000</b>
<b>Phone:</b>	<b>Tuscaloosa, Alabama 35401</b>
<b>Email:</b>	<b>OR</b>
	<b>(Mailing Address) Box 870130</b>
	<b>Tuscaloosa, Alabama 35487</b>
	<b>PHONE: (205)348-5230 FAX: (205) 348-8706</b>

**Bid Responses may NOT be faxed or emailed.**

**IMPORTANT: SEALED BIDS MUST BE RECEIVED BY 08/14/2015 @ 2:00 P.M. CST TIME**

**Bid number and opening date must be clearly marked on the outside of all bid packages.**

1. Pursuant to the provisions of the State of Alabama Competitive Bid Law, Section 41-16-20 and/or 39-2, rules and regulations adopted there under sealed bids will be received on the items noted herein by The University of Alabama Purchasing Department until the date and time stated above. In accordance with Alabama State Bid Law Section 41-16-27, where applicable, the University reserves the right to enter into negotiations within thirty (30) days of the bid opening.
2. The University's [General Terms and Conditions](#) and [Instructions to Bidders](#), apply to this Solicitation and shall become a part of any contract issued hereunder.
3. For purposes of this Solicitation, the Solicitation documents shall consist of the following components:  
a) Invitation for Bid and any Addenda; b) [General Terms and Conditions](#); c) [Instructions to Bidders](#)  
In the event that any provision of the component parts of the Solicitation conflicts with any provision of any other component parts, the component part first enumerated shall govern.
4. This Agreement and any disputes hereunder shall be governed by the laws of the State of Alabama without regard to conflict of law principles.

### 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 in Alabama. **By submitting a response to this solicitation, 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 University of Alabama may declare the contract void if the certification is false.

### DISCLOSURE STATEMENT

1. If you or any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of your firm or any member of their households is an employee of The University of Alabama, this information must be included in your solicitation response. Failure to disclose this information in your response may result in the elimination of your proposal from evaluation.
2. If you or any owner, officer, partner, board or director member, employee, or holder of more than 5% of the fair market value of your firm or any member of their households is an employee of The University of Alabama; and you or your firm is awarded a contract as a result of this solicitation, then within ten (10) days after the contract is entered into, you agree to file a copy of that contract with the State of Alabama Ethics Commission in accordance with Code of Alabama, Section 36-25-11 and upon request by the University furnish evidence of such filing.
3. By accepting payments agreed to in any purchase order resulting from this bid, Contractor certifies that to its knowledge no University employee or official, and no family members of a University employee or official, will receive a benefit from these payments, except as has been previously disclosed, in writing, to the University on the Disclosure Statement of Relationship Between Contractors/Grantees and Employees/Officials of The University of Alabama.

### AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided in Code of Alabama 6-5-180 that

1. In accordance with Code of Alabama Section 41-16-25, amended 1975 that the attached response has been arrived at independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Invitation for Bids, designed to limit independent bidding or competition;
2. The contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids.
3. The bidder is legally entitled to enter into contracts with The University of Alabama and is not in violation of any prohibited conflict of interest, including those prohibited by the Code of Alabama 13A-10-62, as amended 1975.
4. I have fully informed myself regarding the accuracy of the statement made above.

### THIS AREA MUST BE COMPLETED

<b>DELIVERY AFTER RECEIPT OF ORDER:</b>	<b>NAME OF COMPANY:</b>	<b>PHONE:</b>
<b>FEDERAL EMPLOYER ID NO.:</b>	<b>ADDRESS:</b>	<b>FAX:</b>
<b>PAYMENT TERMS:</b>	<b>ADDRESS:</b>	<b>E-MAIL:</b>
<b>SHIPPING TERMS:</b>	<b>CITY, STATE &amp; ZIP CODE:</b>	<b>DATE:</b>
<b>F.O.B. DESTINATION-PREPAID AND ALLOWED</b>		
<b>QUOTE VALID UNTIL:</b>	<b>SIGNATURE:</b>	<b>Typed/Printed Name of Signor</b>

**SIGNATURE REQUIRED: This bid cannot be considered valid unless signed and dated by an authorized agent of the bidder. Type or print the information requested in the spaces provided.**

## INVITATION FOR BID

The University of Alabama requests sealed bids as per attached general and technical specifications or equal unless otherwise specified in the Special Conditions.

*All Bidders submitting a bid must read all specifications carefully and respond accordingly.* Failure to do so may eliminate your bid from consideration due to non-compliance.

### 1.0 GENERAL SPECIFICATIONS

- 1.1 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 in Huntsville, Huntsville, 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.

- 1.2 All bid responses, technical information and any other attachments furnished to The University of Alabama in response to this request shall be submitted sealed in two formats, as an original copy (WITH SIGNATURE) and an electronic (PDF preferred) copy on a USB flash drive, unless otherwise stated.
- 1.3 The stated requirements appearing elsewhere in this solicitation shall become a part of the terms and conditions of any resulting contract. Any deviations there from must be specifically defined. If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this solicitation.

**Note: Bidders shall not submit their standard terms and conditions or purchase order terms as exceptions to or modification of the terms and conditions of this solicitation. Each exception to or modification of a University term and condition shall be individually listed by the bidder. Failure to follow this instruction may result in the determination that a bid submission is non-responsive to a solicitation and the rejection of that bid.**

- 1.4 The issuance of a University Purchase Order (P#) or a signed Contract document is required to constitute a contract between the successful Bidder and the University which shall bind the successful Bidder to furnish and deliver the commodities ordered at the prices, terms and conditions quoted and in accordance with the specifications of this Solicitation as well as the terms and conditions of the University's Purchase Order or Contract. No shipments are to be made to The University of Alabama without the issuance of a Purchase Order (P#). (Bidders are not to accept or ship items against a requisition number "R" #.)
- 1.5 Any questions concerning these specifications should be directed to the Buyer listed on the signature page.
- 1.6 No department, school or office at the University has the authority to solicit or receive official Solicitations nor authorize Solicitation or Contract changes other than the Purchasing Department. All solicitations are issued under the direct supervision of the Associate Director for Purchasing and in complete accordance with the State of Alabama Bid Law, Section 41-16-20 and University policies and procedures.
- 1.7 The terms and conditions included in this Solicitation along with any addenda, any University contract and/or University purchase order(s) issued referencing this Solicitation, the University's [General Terms and Conditions](#), [Instructions to Bidders](#) shall constitute the entire and exclusive Contract between the University and the successful Bidder.

1.8 **State of Alabama Immigration Law Compliance****Compliance Notice.**

By submitting a proposal to this RFP, a Respondent agrees that it will fully comply with the State of Alabama Immigration Law (Act 2011-535), as amended. A Respondent also shall enroll in the E-Verify Program prior to performing any work, or continuing to perform any on-going work, and shall remain enrolled throughout the entire course of its performance of the contract awarded pursuant to this RFP. 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." To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the University from any and all losses, consequential damages, expenses (including but not limited to, attorneys' fees), claims, suits, liabilities, fines, penalties, and any other costs arising out of or in any way related to Contractor's failure to fulfill its obligations contained in this paragraph or contained in the Alabama Immigration Law (Act 2011-535), as amended.

**State of Alabama Immigration Law (Act 2011-535)**

The successful contractor will be required to provide written certification they are in compliance with Section 9 of the State of Alabama Immigration Law (Act 2011-535). *One of the two required documents must be submitted prior to issuance of a University contract or purchase order. . Please complete and submit the form or document that applies to your company.*

**Complete this document only, if your company is not located in Alabama and your company does not have employees or subcontractors that work in the State of Alabama.**

- Certification of Compliance and affidavit forms included with this solicitation (*see Appendix – Certification of Compliance*)

**Complete the E-Verify document online, if your company is located in Alabama or your company has employees working in Alabama**

- Contractor's one-page E-verify Employment Eligibility Verification form (*see example included in Appendix - E-Verify*).

**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.

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

- Log onto [www.uscis.gov/everify](http://www.uscis.gov/everify)
- Click "Enroll in E-Verify" and follow the directions to 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](#)

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### 2.0 QUALIFICATIONS AND STANDARDS

Due to the importance of maintaining a safe University environment, it is imperative that the successful bidder meet certain qualifications that will guarantee The University of Alabama the successful Bidder is qualified to furnish and deliver products, equipment and services or furnish, deliver, install, service and/or repair equipment whichever is applicable as required in this Solicitation. In order for Bidders to qualify, the following requirements must be fulfilled:

- 2.1 The Bidder, if requested, must provide in writing, a statement that the Bidder has been regularly engaged in business for a minimum three (3) years engaging in furnishing, delivering, servicing, repairing and installing, equipment, goods, or services required in this Solicitation. In lieu of the minimum number of years in business, a performance bond may be required in the amount of one hundred (100%) percent of the contract price. This bond will be used to secure the completion of the project should the successful Bidder default for any reason. Failure to comply with this requirement may eliminate your bid response from consideration.
- 2.2 Each bidder required to provide a bond, shall submit a letter from a bonding agent licensed to do business in the State of Alabama stating that if the bidding company is the successful bidder, said bonding agent will furnish a 100% performance and payment bond covering and including products and service for the duration of the contract period. Said bond shall be subject to the approval and acceptance of The University of Alabama. The Letter and Bond shall be submitted to the University Purchasing Department and must be furnished within forty-eight (48) hours after request. The premium of the bond shall be paid by the successful bidder. Failure to provide the bond letter or bond will eliminate your bid from consideration in the bid award.

### 3.0 REFERENCES

References must include at least three (3) other universities, institutions or businesses, which the bidder has successfully provided products, services or installation of equipment similar to those required in this Solicitation in terms of manufacturer, size, features, service or type of installation. The references must include company name, address, project/delivery date, contact name, phone number, and email address.

### 4.0 PRODUCT SPECIFICATIONS

Specify all terms and conditions of the warranties associated with your products with your bid response.

### 5.0 PRICE QUOTATION

- 5.1 **IMPORTANT:** It is required that the PRICE QUOTATION SHEET(S) furnished with this Request for Price Quotation be completed and submitted with your proposal. **DO NOT** send generated price lists as your bid. Failure to comply with this request may eliminate your bid from consideration in the bid award.
- 5.2 All prices shall be quoted furnish and install (if applicable) FOB The University of Alabama, Tuscaloosa, AL 35487 prepay and allowed. Unit prices quoted must include any and all shipping and handling charges. Any freight claims will be the responsibility of the Bidder. The successful Bidder must transport at the time of set-up, the equipment and supplies necessary for this installation to campus. No direct shipments will be accepted.
- 5.3 It is the Bidder's responsibility to verify any information, measurements and obtain any clarifications prior to submitting the bid response. The University is not liable for any errors or misinterpretations made by the Bidder in response to this Solicitation.
- 5.4 The successful Bidder under the specifications required in this Solicitation shall furnish at its expense all equipment, labor, tools, supplies, transportation, insurance and other expenses necessary to fully perform any phase of the requirements of this Solicitation.
- 5.5 Quote prices firm for a period of ninety (90) days following the bid opening date unless otherwise stated in the Special Conditions. Bids that do not guarantee pricing firm for this period may be eliminated. Failure to quote the term for which your prices will remain firm may eliminate your bid from consideration.

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- 5.6 The quoted price must include but not be limited to all cables, wires, connectors, etc. to make a complete functioning unit unless specifically stated in the special conditions.
- 5.7 Include with your bid response complete details of your company's Return Merchandise policy, including, but not limited to, amount of any restocking fee required, procedures, limitations, contact person and phone number. While the University does not enter into any purchase with the intent to return items ordered, we do require this information be included with your bid response. Failure to include this information may be grounds for elimination of your bid from consideration.

### **6.0 DELIVERY, INSTALLATION AND TRAINING REQUIREMENTS**

- 6.1 Proposed delivery dates shall be stated in number of calendar days after receipt of order.
- 6.2 All items must be delivered directly to the University by the successful Bidder and placed according to the instructions supplied by the University.

### **7.0 INSURANCE**

- 7.1 See [General Terms and Conditions](#) for general Insurance Requirements, Additional Insurance requirements may be listed in the Special Conditions Section.
- 7.2 The successful Bidder shall provide the University Purchasing Department a certificate of insurance listing the required types of insurance and minimum liabilities specified in the [General Terms and Conditions](#) unless otherwise modified in the Special Conditions.
- 7.3 The certificate must be received by The University of Alabama Purchasing Department within three (3) days of request. Failure to comply with this request may eliminate your bid from consideration in the bid award.
- 7.4 The University reserves the right to terminate any resulting contract, if the Bidder fails to keep these policies in force for the above amounts or for the duration of the contract period.
- 7.5 The umbrella policy must be listed on the insurance certificate with an explanation of the coverage.

### **8.0 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 IFB with any University administrator faculty, staff, or members of the Board of Trustees except:

- The Purchasing Department representative, any University Purchasing Official representing the University administration, or others authorized in writing by the Purchasing 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.

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### 9.0 SPECIAL CONDITIONS

- 9.1 The University of Alabama is requesting sealed bids for Charter Aircraft Service for the Men's and Women's Basketball Teams 2015-2016 Season. All charter aircraft service must be in accordance with all Department of Transportation, Federal Aviation Administration rules, regulations and guidelines.
- 9.2 All respondents must meet the minimum requirements contained within the specifications of this request to be considered for a bid award.
- 9.3 The contractor guarantees that if any health-related information is obtained by any method or manner of delivery and in any form or medium, this information will not be shared with other persons causing a violation of the individual's privacy. The contractor further agrees that the University is authorized to terminate this contract without penalty or liability to the contractor if the University, in its sole discretion, reasonably suspects that the contractor has violated this requirement. If the contractor is required to access, use, or disclose individually identifiable health information from any HIPAA-covered department within the University in order to perform the agreed upon services under the contract with the University, then the contractor agrees to sign a Business Associate Agreement that complies fully with the HIPAA Privacy Regulations. (A copy of the standard Business Associate Agreement is available upon request).

#### 9.4 Contractor Qualification and Service Requirements:

- 9.4.1 All charter aircraft provided for University trips MUST be in excellent condition and meet all Department of Transportation (DOT), Federal Aviation Administration (FAA), State of Alabama and any other federal and state Rules, regulations and requirements regarding the airworthiness and safe air travel. It is the responsibility of the Air Carrier/Operator to be familiar with and in compliance with any of these regulations.
- 9.4.2 The charter operator and aircraft including passenger size and type of aircraft MUST be included with your bid responses.
- 9.4.3 A copy of the Contractor's operating certificate must be provided for review within five (5) working days after notification by the University. Failure to provide this certificate may eliminate your bid from consideration.
- 9.4.4 The University of Alabama personnel must arrive at the scheduled event on time. All penalties, fines, or charges incurred by The University because of mechanical malfunctions, breakdowns, or due to the negligence of the pilot(s), the charter company, its agents, employees or subcontractors, will be the responsibility of Contractor, with the exception of acts of God, or other events or circumstances beyond the control of Contractor. However, Contractor should always take into consideration weather conditions that may affect transportation and communicate this information to the appropriate University personnel in charge of the trip.
- 9.4.5 In the event of mechanical malfunctions or breakdowns, Contractor should supply a replacement aircraft within two (2) to four (4) hours from the time the problem is discovered for The University of Alabama Team and personnel, so that they arrive at the scheduled event on time and return to the University as scheduled with all services of this bid provided. However, cost of the replacement transportation, mechanical repairs, or service will be the responsibility of the Contractor. The University will pay only the original contracted bid price for the scheduled charter.
- 9.4.6 Pilot service is critical to this bid. The pilots must remain with the aircraft until The University of Alabama Team and personnel are completely boarded or deplaned from the aircraft.
- 9.4.7 The dates of usage and city where the event will be held are listed on the quote sheet enclosed in this bid package. Game Times are not available at this time but the team anticipates departing out of Tuscaloosa between 3:00pm and 5:00pm CST except where noted on the quote sheet. All dates and times of departure are subject to change due to a change in game time and date. The University of Alabama reserves the right to make time changes in flight schedules within one (1) day of departure date. Established schedules must be strictly adhered to and will be criteria in the bid award. A record of repeated delays may eliminate a bidder from the bid award and may result in their removal from the University's list of responsible Contractors.

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- 9.4.8 The point of origin for Team Charters will be the Tuscaloosa Municipal Airport, Tuscaloosa, Alabama.
- 9.4.9 The successful bidder is responsible for communicating the bid requirements to their air carrier and pilot(s) prior to each trip.
- 9.4.10 The University of Alabama requires direct contact with the company representative in charge of chartered flights to notify them of any changes and to confirm schedule status.
- 9.4.11 Direct Boarding:  
When possible, The University of Alabama requests to board and deplane directly.
- 9.4.12 Flight Scheduling  
The successful bidder and/or operator will be responsible for all flight scheduling, airport arrangements required, and to be familiar with all runway restrictions/codes of the indicated destinations. All confirmed carrier scheduling must be furnished to the University at least thirty (30) days prior to each departure.
- 9.4.13 The aircraft must be on-site for boarding one (1) hour prior to flight time.
- 9.4.14 Contractor will furnish The University of Alabama with manifest forms for each trip.
- 9.4.15 The University of Alabama will furnish the Contractor with the number of passengers and the weight of passengers and cargo.
- 9.4.16 The University of Alabama may request flight changes within one (1) day of departure
- 9.4.17 Any backup aircraft used must meet the same criteria as originally required within the bid specifications.
- 9.4.18 If the Contractor or Contractor's Service Provider is unable to provide aircraft for any of the charter flights listed in the Contract by the scheduled flight time due to mechanical malfunction or breakdown of the aircraft and Contractor is unable to cure such non-performance within four (4) hours of the scheduled flight time, then The University of Alabama at its election may secure air services or another mode of transportation from other transportation providers. In such event The University of Alabama shall have no liability to Contractor for any damages, loss of profit, or any other costs or expenses. Contractor agrees to refund to The University of Alabama the whole or a prorated portion of the charter price paid for either the entire charter flight or that portion of it which was not provided and shall reimburse The University of Alabama for all cost and expense incurred by The University of Alabama to secure substitute air services or other transportation which exceeds the cost for either the entire charter or that portion of the scheduled charter flight which did not occur.
- 9.4.19 If the Contractor's Service Provider cancels a charter flight, then the Contractor agrees to refund to The University of Alabama the total charter price paid for the canceled charter flight. If the Contractor's Service Provider cancels only a portion of the charter flight, then the Contractor agrees to refund to the University that portion of a charter flight allocable to the canceled portion of the charter flight.
- 9.4.20 If the Contractor or its Service Provider cancels a charter flight due to aircraft availability, then Contractor shall refund to the University all monies previously paid by the University for that charter flight and further shall reimburse the University for expense and cost of securing substitute transportation which exceed the charter price of the canceled charter flight.
- 9.4.21 If a charter flight is canceled due to Contractor's failure to make payment for a charter flight by the due date specified in its contract with its Service Provider, then Contractor shall refund to University 100% of the total charter price previously paid to Contractor for that charter flight and further shall reimburse the University for all expenses and costs of securing substitute transportation which exceed the charter flight price of the canceled charter flight.

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### 9.5 Subcontractor:

- 9.5.1 Contractor(s) must list any service provider they are using as a subcontractor.
- 9.5.2 If you are using another company to provide charter aircraft for any trip on this bid, this Service Provider will be a subcontractor and must meet all the requirements of this bid and must be approved by The University of Alabama Athletic Department and Purchasing Department prior to the bid award. If you are using a subcontractor, then you must identify on the bid response the Air Carrier that your company is subcontracting. The Air Carrier Certificate and Insurance Certificate for the subcontractor must be provide within five (5) working days of notification by the University Purchasing Dept. **FAILURE TO PROVIDE ALL REQUIRED INFORMATION AND DOCUMENTS MAY ELIMINATE YOUR BID FROM CONSIDERATION.**
- 9.5.3 The University's contract will be with the contractor who is submitting this bid and the execution of this contract will be the responsibility of the Contractor. Therefore, it is NOT necessary for the contract between the Contractor and the Service Provider to be included with the bid.
- 9.5.4 Contractor/ Air Carrier agrees to notify Ms. Tara Fuhrman, Purchasing Department, [tfuhrman@fa.ua.edu](mailto:tfuhrman@fa.ua.edu) or 205-348-5035 of any incident within twenty-four (24) hours of the incident.
- 9.5.5 Contractor must act as a contractual agent for the air carrier it is quoting and act on their behalf in the sale of air transportation to The Board of Trustees of The University of Alabama, for and on behalf of The University of Alabama

### 9.6 Field Demonstration:

Upon request from the University, a field demonstration/ inspection of the equipment/service you are bidding may be required for evaluation purposes. Such demonstration/ inspection will be at the bidder's expense and shall be at a site mutually agreed upon by the University and Contractor where the equipment is available for demonstration/ inspection. The demonstration/ inspection will be given within ten (10) working days of request. The maintenance and flight records for the aircraft **MUST BE WITH THE AIRCRAFT AT THE TIME OF INSPECTION.** Failure to provide these records or to comply with this request for a demonstration/ inspection may be grounds for elimination of your bid response from consideration in the bid award.

### 9.7 Price Quotation:

- 9.7.1 Special Notes: The items listed on the price quotation sheet(s) identify the specified charter service. Bid responses must be submitted on the quotation sheet provided. Do not send generated price lists as your bid. Failure to comply with this request may eliminate your bid from consideration.
- 9.7.2 Bid prices must include all equipment, pilots, services, insurance, fuel, taxes, fees, gratuity and any other expense for each trip. The University will not incur any additional cost above the Contractor's stated bid price.
- 9.7.3 If a fuel surcharge is submitted by the Contractor, the Contractor must provide public documentation of the fuel price that the Contractor paid per gallon. The University will not pay fuel surcharge(s) for positioning and repositioning the aircraft. Bid prices must include all positioning and re-positioning fees.
- 9.7.4 All services must be confirmed by a University representative. The University will not be responsible for any charter service provide without obtaining a University purchase order and the confirmation by a University representative upon completion of the charter service.

### 9.8 Confirmation Policy:

Contractor(s) are required to confirm a charter upon receipt of a University purchase order for the charter trip(s) indicated on the purchase order. All charters must be confirmed within twenty-four (24) hours of receipt of a University purchase order. Please fax confirmation or notice to decline charter to (205) 348-8706 or e-mail [tfuhrman@fa.ua.edu](mailto:tfuhrman@fa.ua.edu). Failure to notify the University of the unavailability of a charter aircraft will result in the Contractor reimbursing the University any additional expense(s) incurred in



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obtaining an aircraft from another Contractor. This may also result in the removal of the Contractor from the University's list of responsible Contractors.

**9.9 The aircraft is to be as follows:**

- Turbo prop plane or jet plane, 30 pax First Class Seats; 50 pax Regular Seats; 50 pax First Class Seats; and 64 pax Regular Seats.
- Restroom facilities must be completely functioning and clean
- Air-conditioning and Heating - in excellent working condition
- Underneath and inside of the aircraft storage/baggage compartments for luggage and equipment.
- The exterior of the aircraft should be in excellent condition.
- The interior of the aircraft should be clean with upholstery & flooring in excellent condition.

**9.10 Invitation for Bid**

**No. 5.5 is amended to:** Prices firm for a period of 12 months following the bid opening date.

**9.11 General Terms and Conditions**

**No. 3, Contract Provisions by Reference, is modified to include:**

All services must be confirmed by a University representative. The University will not be responsible for any charter service provided without obtaining a University purchase order and the confirmation by a University representative upon completion of the charter service.

**No. 6, Insurance, is modified to include the following:**

<b>TYPES OF INSURANCE</b>	<b>BASIC INSURANCE POLICY MINIMUM LIMITS OF LIABILITY</b>
Worker's Compensation (Coverage A)	Statutory – Alabama (or state of residence)
Employers Liability (Coverage B) – Per Occurrence	\$ 500,000
Commercial General Liability: Each Occurrence – Premise/Operation Personal and Advertising Injury General Aggregate	\$1,000,000 \$1,000,000 \$2,000,000
Commercial Business Automobile Liability	Not Required
<b>Aviation Liability:</b> <b>Charter Aircraft:</b> Under 10 Passengers 11-20 Passengers 21-30 Passengers 31-40 Passengers 41-50 Passengers Over 50 Passengers	\$20,000,000 Per Accident \$30,000,000 Per Accident \$40,000,000 Per Accident \$50,000,000 Per Accident \$60,000,000 Per Accident \$60,000,000 Per Accident Plus \$1,000,000 Per Passenger Above 50 Subject to a Maximum of \$250,000,000
<b>Aviation Liability:</b> <b>Leased/Rented or Owned Aircraft</b> Under 2 Passengers 3-4 Passengers 5-6 Passengers 7-8 Passengers 9-10 Passengers Over 10 Passengers	\$5,000,000 Per Accident \$10,000,000 Per Accident \$15,000,000 Per Accident \$20,000,000 Per Accident \$25,000,000 Per Accident \$25,000,000 Per Accident Plus \$2,500,000 Per Passenger Above 10

All other insurance requirements remain as stated in the General Terms and Conditions.

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### 9.12 Instructions to Bidders

#### **No. 7, Payment and Taxes, is modified to include:**

Itemized invoice(s) showing net pricing for each trip contracted must be submitted to the University in order for payment to be made. Delivery tickets and statements will not substitute as an invoice. Credit cards cannot be used as payment for an air charter. Payment for all trips contracted will be made according to a mutually agreed upon schedule.

THE UNIVERSITY OF ALABAMA  
PRICE QUOTATION SHEET  
CHARTER AIRCRAFT SERVICE FOR THE UA MEN'S AND WOMEN'S BASKETBALL  
2015 - 2016 SEASON

PLEASE QUOTE YOUR PRICE FOR AVAILABLE 30 PAX, 50 PAX AND 64-70 PAX JET OR TURBO PROP AIRCRAFTS FOR THE UA BASKETBALL TEAMS AS PER THE TRIPS LISTED BELOW.

The team will travel together in one (1) aircraft.

The University of Alabama intends to award this contract to the single vendor offering the overall best proposal. However, the University reserves the right to award on a trip by trip basis if determined that is in the best interest of the University.

**THE AIR CARRIER MUST BE IDENTIFIED ON THE BID RESPONSE.**

PLEASE NOTE: Upon request, the successful bidder must furnish an official letter to the University from the Air Carrier named in their bid, that states the successful bidder has access to and/or a contract with the Air Carrier for the below listed aircraft and the aircraft listed is available to The University of Alabama for all trips bid. Failure to provide this information within forty-eight (48) hours after the request is made may eliminate your bid from consideration.

PLEASE QUOTE YOUR PRICES ON A ROUND TRIP BASIS UNLESS OTHERWISE STATED. PLEASE QUOTE YOUR PRICE FOR EACH TRIP THAT YOU HAVE AIRCRAFT AVAILABLE.

IF THE SPECIFIED AIRCRAFT IS PROHIBITED FROM FLYING INTO AND OUT OF THE AIRPORT LOCATION LISTED IN THE BID DUE TO THE SIZE OF THE AIRCRAFT, THE VENDOR IS RESPONSIBLE FOR BRINGING THIS TO THE ATTENTION OF THE UNIVERSITY OF ALABAMA PURCHASING DEPARTMENT.

YOU MUST USE THE UNIVERSITY'S PRICE QUOTATION SHEETS BELOW. ALL THE INFORMATION REQUESTED MUST BE COMPLETED OR YOUR BID MAY BE ELIMINATED. THIS DOES NOT EXEMPT YOUR COMPANY FROM COMPLETION OF THE OTHER REQUIRED INFORMATION.

Bid prices must include all equipment, pilots, services, insurance, flight personnel, fuel, taxes, fees, gratuity and any other expense for each trip. The University will not incur any additional cost above the vendor's stated bid price. If a fuel surcharge is submitted by the contract vendor, the contract vendor must provide public documentation of the fuel price that the vendor paid per gallon.

Bid prices must be based on a \$4.00 fuel base. If fuel prices exceed \$4.00, contractor must provide published documentation that the air carrier paid more for the fuel and can only bill for fuel surcharge for the trip from Tuscaloosa to destination and return to Tuscaloosa. The University will not pay fuel surcharge for positioning and repositioning the aircraft. Bid prices must include all positioning and re-positioning fees.

Flights will depart from Tuscaloosa, AL between 3:00pm and 5:00pm unless otherwise stated. Flights will return following the game, all return times are TBA.

**UA WOMEN'S BASKETBALL TEAM**

ALL THE INFORMATION REQUESTED MUST BE COMPLETED OR YOUR BID MAY BE ELIMINATED.

	30 PAX REGULAR SEATS	30 PAX FIRST CLASS SEATS	50 PAX REGULAR SEATS	50 PAX FIRST CLASS SEATS	64-70 PAX REGULAR SEATS
Type of Aircraft (Turbo Prop or Jet):					
Air Carrier Name:					
Model & Type of Aircraft:					
No. of Passengers:					
Does aircraft have 1st Class seats?					
Cabin Dimensions:					
Cabin Height:					
Seat Pitch:					
Total Maximum Payload (lbs.):					
<b>Fuel Rate: Quote prices based on \$4.00 per gallon.</b>					
Fuel burn rate per hour for the aircraft quoted:					
	Passengers + cargo	Passengers + cargo	Passengers + cargo	Passengers + cargo	Passengers + cargo
TRIP DESCRIPTION	30 PAX REGULAR SEATS	30 PAX FIRST CLASS SEATS	50 PAX REGULAR SEATS	50 PAX FIRST CLASS SEATS	64-70 PAX REGULAR SEATS
<b>Trip 1:</b>					
<b>Game: AL @ KENTUCKY</b>					
<b>Destination: LEXINGTON, KY</b>					
Depart: Wednesday, 1/6/2016; Between 3pm and 5pm	\$	\$	\$	\$	\$
Return: Thursday, 1/7/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 2:</b>					
<b>Game: AL @ FLORIDA</b>					
<b>Destination: GAINESVILLE, FL</b>					
Depart: Wednesday, 1/20/2016; Between 3pm and 5pm	\$	\$	\$	\$	\$
Return: Thursday, 1/21/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 3:</b>					
<b>GAME: AL @ VANDERBILT - ONE WAY</b>					
<b>Destination: TUSCALOOSA, AL</b>					
Depart: NO DEPART	\$	\$	\$	\$	\$
Return: Monday, 1/25/2016; After Game					
**Fly from Nashville, TN to Tuscaloosa, AL					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					

**UA WOMEN'S BASKETBALL TEAM**

TRIP DESCRIPTION	30 PAX REGULAR SEATS	30 PAX FIRST CLASS SEATS	50 PAX REGULAR SEATS	50 PAX FIRST CLASS SEATS	64-70 PAX REGULAR SEATS
<b>Trip 4:</b>					
<b>GAME: AL @ TENNESSEE</b>					
<b>Destination: KNOXVILLE, TN</b>					
Depart: Saturday, 1/30/2016; <b>Time will be determined by game start time</b>	\$	\$	\$	\$	\$
Return: Sunday, 1/31/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 5:</b>					
<b>GAME: AL @ MISSOURI</b>					
<b>Destination: COLUMBIA, MO</b>					
Depart: Wednesday, 2/10/2016; Between 3pm and 5pm	\$	\$	\$	\$	\$
Return: Thursday, 2/11/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 6:</b>					
<b>GAME: AL @ ARKANSAS</b>					
<b>Destination: FAYETTEVILLE, AR</b>					
Depart: Wednesday, 2/17/2016; Between 3pm and 5pm	\$	\$	\$	\$	\$
Return: Thursday, 2/18/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					

**Total price for the charter must include: charter cost, domestic segment fee and Federal Excise Tax and any other charges per trip.**

**UA MEN'S BASKETBALL TEAM**

ALL THE INFORMATION REQUESTED MUST BE COMPLETED OR YOUR BID MAY BE ELIMINATED.

	30 PAX REGULAR SEATS	30 PAX FIRST CLASS SEATS	50 PAX REGULAR SEATS	50 PAX FIRST CLASS SEATS	64-70 PAX REGULAR SEATS
Type of Aircraft (Turbo Prop or Jet):					
Air Carrier Name:					
Model & Type of Aircraft:					
No. of Passengers:					
Does aircraft have 1st Class seats?					
Cabin Dimensions:					
Cabin Height:					
Seat Pitch:					
Total Maximum Payload (lbs.):					
<b>Fuel Rate: Quote prices based on \$4.00 per gallon.</b>					
Fuel burn rate per hour for the aircraft quoted:					
	Passengers + cargo	Passengers + cargo	Passengers + cargo	Passengers + cargo	Passengers + cargo
TRIP DESCRIPTION	30 PAX REGULAR SEATS	30 PAX FIRST CLASS SEATS	50 PAX REGULAR SEATS	50 PAX FIRST CLASS SEATS	64-70 PAX REGULAR SEATS
<b>Trip 1:</b>					
<b>Game: AL @ DAYTON</b>					
<b>Destination: DAYTON, OH</b>					
Depart: Monday, 11/16/2015; <b>Time will be determined by game start time</b>	\$	\$	\$	\$	\$
Return: Tuesday, 11/17/2015; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 2: Option 1</b>					
<b>Game: AL @ ADVOCARE CLASSIC</b>					
<b>Destination: ORLANDO, FL</b>					
Depart: Wednesday, 11/25/2015; <b>Time will be determined by game start time</b>	\$	\$	\$	\$	\$
Return: Sunday, 11/29/2015; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 2: Option 2</b>					
<b>Game: AL @ ADVOCARE CLASSIC - ONE WAY</b>					
<b>Destination: TUSCALOOSA, AL</b>					
Depart: NO DEPART	\$	\$	\$	\$	\$
Return: Sunday, 11/29/2015; After Game					
**Fly from Orlando, FL to Tuscaloosa, AL					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 3:</b>					
<b>GAME: AL @ CLEMSON</b>					
<b>Destination: CLEMSON, SC</b>					
Depart: Saturday, 12/12/2015; <b>Time will be determined by game start time</b>	\$	\$	\$	\$	\$
Return: Sunday, 12/13/2015; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					

**UA MEN'S BASKETBALL TEAM**

TRIP DESCRIPTION	30 PAX REGULAR SEATS	30 PAX FIRST CLASS SEATS	50 PAX REGULAR SEATS	50 PAX FIRST CLASS SEATS	64-70 PAX REGULAR SEATS
<b>Trip 4: Option 1</b>					
<b>GAME: AL @ OLE MISS</b>					
<b>Destination: OXFORD, MS</b>					
Depart: Tuesday, 1/5/2016; Between 3pm and 5pm	\$	\$	\$	\$	\$
Return: Wednesday, 1/6/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 4: Option 2</b>					
<b>GAME: AL @ OLE MISS</b>					
<b>Destination: OXFORD, MS</b>					
Depart: Wednesday, 1/6/2016; Between 3pm and 5pm	\$	\$	\$	\$	\$
Return: Thursday, 1/7/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 5:</b>					
<b>GAME: AL @ VANDERBILT</b>					
<b>Destination: NASHVILLE, TN</b>					
Depart: Friday, 1/15/2016; Between 3pm and 5pm	\$	\$	\$	\$	\$
Return: Saturday, 1/16/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 6:</b>					
<b>GAME: AL @ SOUTH CAROLINA</b>					
<b>Destination: COLUMBIA, SC</b>					
Depart: Friday, 1/29/2016; <b>Time will be determined by game start time</b>	\$	\$	\$	\$	\$
Return: Saturday, 1/30/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 7:</b>					
<b>GAME: AL @ FLORIDA</b>					
<b>Destination: GAINESVILLE, FL</b>					
Depart: Friday, 2/12/2016; <b>Time will be determined by game start time</b>	\$	\$	\$	\$	\$
Return: Saturday, 2/13/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					

**UA MEN'S BASKETBALL TEAM**

TRIP DESCRIPTION	30 PAX REGULAR SEATS	30 PAX FIRST CLASS SEATS	50 PAX REGULAR SEATS	50 PAX FIRST CLASS SEATS	64-70 PAX REGULAR SEATS
<b>Trip 8:</b>					
<b>GAME: AL @ LSU</b>					
<b>Destination: BATON ROUGE, LA</b>					
Depart: Tuesday, 2/16/2016; Between 3pm and 5pm	\$	\$	\$	\$	\$
Return: Wednesday, 2/17/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 9:</b>					
<b>GAME: AL @ KENTUCKY</b>					
<b>Destination: LEXINGTON, KY</b>					
Depart: Tuesday, 2/23/2016; Between 3pm and 5pm	\$	\$	\$	\$	\$
Return: Wednesday, 2/24/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 10:</b>					
<b>GAME: AL @ GEORGIA</b>					
<b>Destination: ATHENS, GA</b>					
Depart: Friday, 3/4/2016; <b>Time will be determined by game start time</b>	\$	\$	\$	\$	\$
Return: Saturday, 3/5/2016; After Game					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 11: Option 1</b>					
<b>GAME: AL @ SEC TOURNAMENT</b>					
<b>Destination: NASHVILLE, TN</b>					
Depart: Tuesday, 3/8/2016; <b>Time will be determined by game start time</b>	\$	\$	\$	\$	\$
Return: TBD, 3/10/2016, 3/11/2016, 3/12/2016 or 3/13/2016; TBD Time					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					
<b>Trip 11: Option 2</b>					
<b>GAME: AL @ SEC TOURNAMENT - ONE WAY</b>					
<b>Destination: TUSCALOOSA, AL</b>					
Depart: NO DEPART	\$	\$	\$	\$	\$
Return: Sunday, 3/13/2016; After game **Fly from Nashville, TN to Tuscaloosa, AL					
Fuel Stop required?					
If yes, where is Fuel Stop?					
List complete flight time including fuel stop if applicable:					

**Total price for the charter must include: charter cost, domestic segment fee and Federal Excise Tax and any other charges per trip.**



**O. OPTIONAL FOOD SERVICE:**

If this service is accepted, the charter aircraft company will provide a box meal for each person for the flights to and from the destination to include the following food items. The boxes will be distributed by University personnel. Each box will contain: Two (2) large sandwiches - choices should include ham, turkey, or roast beef; Two (2) lettuce and sliced tomato wrapped separately; Three (3) packets of mustard; Three (3) packets of mayonnaise; One (1) apple; A package of chips; A package of cookies: Large quantities of fruit juices, soft drinks and bottled water are to be available.

**NO ALCOHOLIC BEVERAGES ARE TO BE SERVED.**

Quote your price per person for the food service: \$\_\_\_\_\_/per person

**P.** In the event of mechanical malfunctions or breakdown, The University of Alabama will expect a backup aircraft within two to four hours of scheduled flight time. State the minimum time in which a replacement aircraft can be provided.

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**Q.** If there is a change in origin scheduled departure time , quote your charge and state what time period this charge will cover (per hour, per change, etc.)

\$ \_\_\_\_\_ (2 to 4 hours change)

\$ \_\_\_\_\_ (5 to 23 hours change)

\$ \_\_\_\_\_ (24 hours to 48 hours change)

**R. PREPAYMENT:**

The University of Alabama does not typically provide prepayments, however, it is agreed that in some instances it is necessary. In the event a deposit is required, The University prefers the following schedule: a 50% deposit (50% of the total amount for all scheduled air charters) paid thirty (30) days or less prior to the first air charter; the balance of each scheduled trip will be paid ten (10) days prior to each individual air charter.

**Bidders who require deposits must submit a statement below stating the requirement for any prepayments and a schedule of payments including exact amounts and dates due.**

Preference may be given to vendor(s) that waive prepayment or accept the University's prepayment schedule.

DO YOU REQUIRE PREPAYMENT? \_\_\_\_\_ YES \_\_\_\_\_ NO

STATE YOUR DEPOSIT OR PREPAYMENT SCHEDULE BELOW:

PERCENTAGE REQUIRED	DUE DATE
_____ per cent	_____
_____ per cent	_____
_____ per cent	_____
_____ per cent	_____

S. State your company's cancellation policy

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**T. YOU MUST PROVIDE ALL THE REQUESTED INFORMATION AND DOCUMENTS IN THIS REQUEST FOR PRICE QUOTATION FOR YOUR BID TO BE CONSIDERED IN THE BID AWARD. FAILURE TO PROVIDE ALL REQUIRED INFORMATION AND DOCUMENTS MAY ELIMINATE YOUR BID FROM CONSIDERATION.**

**U.** If you are using another company to provide charter aircraft for any trip on this bid, this Service Provider will be a subcontractor and must meet all the requirements of this bid and must be approved by The University of Alabama Athletic Department and Purchasing Department prior to the bid award.

**If you are using a subcontractor, then you must identify on the bid the Air Carrier that your company is subcontracting. The Air Carrier Certificate and Insurance Certificate for the subcontractor must be provide within five(5) working days of notification by the University Purchasing Dept. FAILURE TO PROVIDE ALL REQUIRED INFORMATION AND DOCUMENTS MAY ELIMINATE YOUR BID FROM CONSIDERATION.**

**V. THE FOLLOWING INFORMATION WILL BE REQUIRED TO BE ON FILE WITH THE UNIVERSITY OF ALABAMA PURCHASING DEPARTMENT FOR THE COMPANY SUBMITTING THE BID AND ANY AIR CARRIER THAT IS BEING SUBCONTRACTED PRIOR TO THE BID AWARD AND WITHIN FIVE (5) WORKING DAYS OF NOTIFICATION BY THE UNIVERSITY PURCHASING DEPT.**

**Vendors will be asked to complete the forms yearly or on an as needed basis.**

1. No. of years company has been in business
2. No. of office locations and location that will provide service to The University of Alabama
3. Toll-free number
4. Telephone business hours
5. Insurance coverage: Insurance Co. Name, Address,
6. Telephone No., Amount of Liability Coverage Air Carrier Certificate/Operating Number (You are required to provide a copy of the Air-Carrier Certificate and Insurance Certificate within five (5) working days of notification by the University Purchasing. FAILURE TO PROVIDE THE AIRCRAFT OPERATOR'S INFORMATION AND CERTIFICATES WILL ELIMINATE YOUR BID.

**W. VERY IMPORTANT....**

**Include with your bid response your company's charter agreement or charter application that must be signed by The University of Alabama. DOCUMENTS PRODUCED FOR SIGNATURE AFTER THE AWARD OF THIS CONTRACT THAT WERE NOT INCLUDED WITH THE ORIGINAL BID RESPONSE MAY NOT BE CONSIDERED.**

If the original terms of acceptance are revised by the successful bidder after the University has awarded any resulting contract, and The University of Alabama cannot accept the terms as altered, the University reserves the right to revoke and cancel the contract by written notice to the successful bidder within thirty (30) days of becoming aware of such revision without any penalty to The University of Alabama.

**YOU MUST IDENTIFY ON THE BID RESPONSE THE AIR CARRIER(S) THAT YOU PLAN TO USE FOR THE UNIVERSITY TRIPS,**

**DID YOU COMPLETE THE REQUIRED INFORMATION ON THE BID FORM AND SIGN YOUR BID?**

**DID YOU ENCLOSE ALL REQUIRED DOCUMENTS?**

**DID YOU ENCLOSE SAMPLE OF CHARTER AGREEMENT, IF REQUIRED?**

**HOW LONG DOES THE UNIVERSITY HAVE TO PLACE AN ORDER FOR THESE CHARTER AIRCRAFT BASED ON AVAILABILITY?**

**ARE YOUR PRICES FIRM?\_\_\_\_\_ FOR HOW LONG?\_\_\_\_\_**

**PLEASE LIST THE E-MAIL ADDRESS OF THE PERSON THAT IS COMPLETING THIS BID:\_\_\_\_\_**

**PLEASE LIST YOUR COMPANY'S WEB SITE ADDRESS:\_\_\_\_\_**

# THE UNIVERSITY OF ALABAMA

## 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  
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

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## Company Information

Company Name:

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Company ID Number:

Doing Business As (DBA)

Name:

DUNS Number:

### Physical Location:

Address 1:

Address 2:

City:

State:

Zip Code:

County:

### Mailing Address:

Address 1:

Address 2:

City:

State:

Zip Code:

### Additional Information:

Employer Identification Number:

Total Number of Employees:

Parent Organization:

Administrator:

### Organization Designation:

Employer Category:

Federal Contractor Category:

Employees being verified:

NAICS Code:

[View/Edit](#)

Total Hiring Sites:

[View/Edit](#)

Total Points of Contact:

[View/Edit](#)

[View MOU](#)



**DISCLOSURE STATEMENT**

1. Contract/Purchase Order No. \_\_\_\_\_

2. Name of Contract/Grantee: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

3. Nature of Contract/Grant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Does the contractor/grantee have any relationships with any 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? 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 and their spouses, parents, in-laws, siblings and their spouses.)

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 of Contractor/Grantee

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

RETURN FORM TO: The University of Alabama  
Purchasing Dept.  
Box 870130  
Tuscaloosa, AL 35487-0130  
Ph: (205) 348-5230  
Fax: (205) 348-8706  
www.purchasing.ua.edu