



ADDENDUM

June 4, 2012

TO: ALL VENDORS

FROM: Patrick Sexton, Senior Buyer

RE: The University of Alabama Bid No. T052825 Standing Contract for Utility Cart Rentals

Concerning Item 1 in both Sections 1 and 2

Item 1 in both Sections was specified as follows:

UTILITY CART WITH all standard and safety equipment as specified. Please quote as per attached general and technical specifications or equal.

- Gasoline Engine
- Minimum 13 HP
- 800 Pound Payload Capacity
- Two Seat
- Utility Bed

The specifications have changed and it should read:

UTILITY CART WITH all standard and safety equipment as specified. Please quote as per attached general and technical specifications or equal.

- Gasoline Engine
- **Minimum 11 HP**
- 800 Pound Payload Capacity
- Two Seat
- Utility Bed

This addendum is now part of Bid No. T052825. PLEASE PRINT THIS ADDENDUM AND ATTACH IT WITH YOUR BID SUBMISSION.

Please quote ALL products on the original quote sheet in accordance with the new specification(s).

Please submit ALL with your submission.

FAILURE TO QUOTE CORRECTLY AND SUBMIT THIS ADDENDUM WITH YOUR BID SUBMISSION MAY BE GROUNDS FOR REVOCATION OF YOUR BID SUBMISSION AND/OR BID AWARD.

The bid remains due on Thursday, June 14, 2012 by 2:00PM.

Please go to www.purchasing.ua.edu – Pending Bids to view the added addendum for Bid No. T052825.

THE UNIVERSITY OF ALABAMA

INVITATION FOR BID

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

INVITATION NO.:	T052825	RETURN ALL COPIES OF BIDS TO:
Issue Date:	05/31/12	THE UNIVERSITY OF ALABAMA
Title:	Standing Contract for Utility Cart Rentals	PURCHASING DEPARTMENT
Buyer:	Patrick Sexton	(Street Address) 1101 Jackson Ave Suite 3000
Phone:	(205) 348-0064	Tuscaloosa, Alabama 35401
Email:	psexton@fa.ua.edu	OR
		(Mailing Address) Box 870130
		Tuscaloosa, Alabama 35487
		PHONE: (205)348-5230 FAX: (205) 348-8706

Bid Responses may NOT be faxed or emailed.

IMPORTANT: SEALED BIDS MUST BE RECEIVED BY 06-14-12 @ 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

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

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

Please Note New Bid Specification and Requirements Indicated Below

State of Alabama Immigration Law (Act 2011-535)

The successful bidder will be required to provide written certification they are in compliance with Section 9 of the State of Alabama Immigration Law (Act 2011-535) by submitting 1) the Certification of Compliance form included with this solicitation and, 2) successful bidder's one-page E-verify company profile document (see example included). The two required documents must be submitted prior to issuance of a University contract or purchase order. To expedite the ordering process, forms 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.

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 All bid responses, technical information and any other attachments furnished to The University of Alabama in response to this request for quotation must be submitted in duplicate (THE ORIGINAL BID AND ATTACHMENTS WITH ORIGINAL SIGNATURE AND ONE EXACT COPY OF THE ENTIRE BID RESPONSE). Bidders who fail to follow this format may be disqualified from the evaluation and award phase of this bid.
- 1.2 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.

- 1.3 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" #.)
- 1.4 Any questions concerning these specifications should be directed to the Buyer listed on the signature page.
- 1.5 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.
- 1.6 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.
- 1.7 **State of Alabama Immigration Law (Act 2011-535)**
The successful bidder will be required to provide written certification they are in compliance with Section 9 of the State of Alabama Immigration Law (Act 2011-535) by submitting 1) the Certification of Compliance form included with this solicitation and, 2) successful bidder's one-page E-verify company profile document (see example included). The two required documents must be submitted prior to issuance of a University contract or purchase order. To expedite the ordering process, forms 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.

INVITATION FOR BID

- 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.

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 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 submitted in the amount of one hundred (100 %) per cent 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 bond must be furnished to the University Purchasing Department within forty-eight (48) hours after receipt of the purchase order. 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.

INVITATION FOR BID

- 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.
- 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.

9.0 SPECIAL CONDITIONS

- 9.1 The University of Alabama is requesting sealed bids to establish a **Twelve (12) Month Standing Contract beginning upon date of award for the rental of EZGO OR CLUB CAR Gasoline Engine Golf and Utility Carts** as per attached general and technical specifications **or equal**. The total amount and type of cart to be rented will vary depending upon the University event or situation. The University of Alabama **does not guarantee** any specific quantity or type of cart will be rented during the contract period.
- 9.2 Pricing for this contract must be firm for an **initial twelve (12) month period** beginning upon date of award. However, upon mutual agreement between the successful vendor and The University of Alabama, this contract may be renewed for four (4) additional twelve (12) month periods with a negotiable price increase per twelve (12) month period to meet the challenge of providing pricing for long periods of time. The University will consider adjustment clauses necessary to assure the most aggressive pricing structure. Any proposed clause must provide for only the material costs to be passed on. There should be no adjustments for inflation, cost of living, and insurance or profit enhancements. A documentable publication or report that can be agreed upon as reliable and consistent with the market must support all proposed clauses. Adjustments can be made no more than once per year for any group of items. All other terms, conditions, delivery requirements, etc. will remain the same as the original bid document. The successful vendor should furnish a written agreement including any price adjustment clauses to renew the contract to the University sixty (60) days before the expiration date of the bid.
- 9.3 **Minority and Disadvantaged Businesses**
- The University of Alabama is committed in its efforts to ensure the opportunity for participation of minority and disadvantaged businesses in the procurement of goods and services. The University is required to report purchases under governmental contracts. The vendor may be required to provide detailed reports of all minorities, women-owned and disadvantaged business participation linked to the University's purchase orders and purchasing card purchases from Vendor. Specify in your response if your company can meet this requirement. Please see section 10.0 to respond to this question.
- 9.4 All bidders must be factory authorized dealers for the golf and utility carts being bid. All maintenance service must be provided by the successful bidder with factory trained service personnel trained on the equipment bid. A letter from the manufacturer providing proof of authorized dealership and factory trained service personnel may be required in the bid evaluation and if requested by the University must be provided within 72 hours after request.
- 9.5 **For each event requiring the rental of cart(s):** Cart(s) will be delivered to the specified campus location. The University department(s) renting will store them at a secure storage location for the duration of the rental. Once the University no longer requires the use of the cart(s), vendor will be required to pick up the cart(s) immediately to avoid further rental charges. Once the University has requested and agreed upon a pickup date, the University will not be responsible for any charges beyond the designated pickup date. **For short term rentals, if required, vendor may responsible for delivering and picking up carts on a daily basis.**
- 9.6 The University of Alabama intends to provide vendor a minimum one (1) week's notice prior to the date cart(s) are needed. In some instances, the bidder may be required to deliver within forty-eight (48) hours. A purchase order or University Visa Purchasing Card number will be issued for each required rental(s) and the vendor will be given a designated delivery date and destination for each rental order placed. **Delivery of the cart(s) is required on the agreed upon delivery date.** Delivery requirements may be a criterion of the bid award. Specify your earliest possible delivery after receipt of purchase order. When the low bidder cannot meet delivery requirements, the University reserves the right to contact the next lowest responsible bidder for availability. Failure to comply with quoted delivery commitments may be grounds for revocation of bid award and may possibly jeopardize the vendor's position on the University's list of responsible bidders.
- 9.7 The University will not to accept any golf and/or utility cart(s) older than 4 years old that has not been fully refurbished. If the vendor cannot provide NEW carts, The University requires LIKE NEW carts in EXCELLENT

INVITATION FOR BID

condition with zero body damage and cosmetic flaws. **These same standards will apply to any refurbished carts.** These units should be capable of performing the tasks they are designed to perform under the manufacturer's guidelines. Vendor is required to repair or replace any faulty equipment installed **within twenty – four (24) hours or less.** Any golf or utility cart not functioning properly or delivered with any damage as referenced above is to be repaired or replaced **within twenty – four (24) hours or less** of contact at no additional charge to the University during the rental period.

IMPORTANT: In the event carts to be delivered are not brand new, The University will require the vendor to provide service and maintenance records that detail the amount of cosmetic and mechanical restoration that has taken place on the exact vehicles to be delivered to the University upon request. Multiple, detailed, up close pictures of the exact units to be delivered must accompany these service records as well when requested. These requests should be fulfilled within 48 hours or less. Vendor will not deliver any carts deemed unacceptable based on the records and pictures.

NOTE: UA Football Game Day maintenance and repair proposals to be addressed on the quote sheet and shall be referenced as **Section 3: Football Game Day Maintenance and Repair Options.** As referenced in **Section 9.8 below, the bid will be awarded based on Sections 1 and 2 and overall compliance with the bid requirements.**

- 9.8 Based on past rental history, this bid will be split into two sections. **Section 1** represents vendor quotes for monthly rentals for the various types of carts listed. **Section 2** will represent vendor quotes for daily and weekly rentals for the same carts. **Please read Sections 1 and 2 carefully. The majority of University golf and utility cart rentals and money spent occur under Section 1.** The University of Alabama intends to award all to a single vendor all specified items **based on the overall best price for Sections 1 and 2** as long as vendor is in compliance with the general and technical specifications and within the limits of compatibility as solely determined by the University. However, vendors must quote separate prices on all items specified as the University reserves the right to **award Section by Section**, if deemed to be in the best interest of the University.

9.9 **Invitation for Bid**

No. 2.0 does not apply to this solicitation

No. 5.3 does not apply to this solicitation

No. 5.5 is amended to include: The prices quoted by the bidder are to remain firm for a period of twelve (12) months beginning upon date of award. Bids that do not guarantee pricing firm for the period of twelve (12) months beginning upon date of award may be eliminated. Failure to quote the term for which your prices will remain firm may eliminate your bid from consideration.

No. 6.0 is amended to include: See Special Conditions 9.5.

10.0 QUOTATOION SHEET

SCOPE: The University of Alabama is requesting sealed bids to establish a **Twelve (12) Month Standing Contract beginning upon date of award for the rental of EZGO OR CLUB CAR Gasoline Engine Golf and Utility Carts** as per attached general and technical specifications **or equal**. The total amount and type of cart to be rented will vary depending upon the University event or situation. The University of Alabama **does not guarantee** any specific quantity or type of cart will be rented during the contract period.

THE MANUFACTURER AND PRODUCT NUMBER FOR EACH ITEM THAT YOU ARE QUOTING **MUST** BE COMPLETED FOR YOUR BID TO RECEIVE CONSIDERATION.

IMPORTANT: The UNIT RENTAL COST OF EACH ITEM must include any rental tax, delivery and pickup charges. Do NOT list these charges as a separate charge. QUOTE FOB THE UNIVERSITY OF ALABAMA, TUSCALOOSA, AL 35487. Please provide a RENTAL PRICE PER EACH including freight FOB UA .

Please provide an answer to section 9.4 “Minority and Disadvantaged Businesses” here:

Yes _____ No _____

SAFETY EQUIPMENT. This applies to Sections 1 and 2. In addition to the standard features for each cart specified, the University requires each cart rented to have each piece of safety equipment as listed here **INSTALLED WHEN DELIVERED** to the University. These safety items are to be included in the rental prices for **Sections 1 and 2:**

- Sun Top
- LED Flashing Amber Strobe Light
- Headlights
- Rear and Side View Mirrors
- Windshield
- Parking Brake
- Caution Triangle

The University reserves the right to reject any cart that is delivered without the required safety equipment and expects a properly equipped cart be delivered **within twenty – four (24) hours or less** at no extra charge to the University. **Also refer to Section 9.7.**

IMPORTANT: In the event an ordering department requests a certain color when ordering a cart, is is the vendor’s responsibility to advise the ordering department if the color requested is available for the type of cart being ordered. If the type of cart requested is not available in the preferred color, vendor is to suggest a suitable alternate from the list of carts in this bid, if it is in the vendor’s capability to do so.

Department(s) may also require vendor to attach a golf or utility cart approved trailer hitch. Department(s) may also require the use of an **ELECTRIC** vehicle versus gasoline. Although this is rare, vendor is requested to provide this option at the same or lesser rental charge as the gasoline equivalent. Vendor is to advise the ordering department whether or not certain requests can be reasonably fulfilled.

GOLF AND UTILITY CART SPECIFICATIONS:

The University of Alabama will be specifying EZGO or CLUB CAR or EQUAL in Sections 1 and 2. Use of specific names and numbers is not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, products, service, or equipment considered best adapted to the University’s intended use.

INVITATION FOR BID

SECTION 1: Past cart rental orders indicate that the majority rental period is during the University's annual football season which goes from early August until after Thanksgiving. During this period, select cart(s) are rented on a monthly basis. For **Section 1** please quote your monthly rental rate for each type of cart specified. **Pricing for Section 1 must be firm for a twelve (12) month period beginning upon date of award in the event the University requires a monthly rental of any cart(s) specified throughout the year. All quantities specified are approximate based on past rental history. The number of carts rented may range from zero to a number in excess of the stated approximate quantity.**

ITEM 1

Approximate
Quantity

Description

32 – 40

UTILITY CART WITH all standard and safety equipment as specified. Please quote as per attached general and technical specifications or equal.

- Gasoline Engine
- Minimum 13 HP
- 800 Pound Payload Capacity
- Two Seat
- Utility Bed

Brand Being Quoted _____

Model No. _____

\$ _____ **Total Rental Price Each Per Month**

Quote earliest available delivery ARO _____

ITEM 2

Approximate
Quantity

Description

NA

SHUTTLE 2 + 2 CART WITH all standard and safety equipment as specified. Please quote as per attached general and technical specifications or equal.

- Gasoline Engine
- Two Passenger/Four Passenger
- Rear facing two passenger flip seat that converts to a flat bed

Brand Being Quoted _____

Model No. _____

\$ _____ **Total Rental Price Each Per Month**

Quote earliest available delivery ARO _____

INVITATION FOR BID

ITEM 3

**Approximate
Quantity**

Description

NA

SHUTTLE 6 SEAT CART WITH all standard and safety equipment as specified. Please quote as per attached general and technical specifications or equal.

- Gasoline Engine
- 6 Passenger Shuttle

Brand Being Quoted_____

Model No._____

\$_____ **Total Rental Price Each Per Month**

Quote earliest available delivery ARO_____

ITEM 4

**Approximate
Quantity**

Description

NA

STANDARD GOLF CART WITH all standard and safety equipment as specified. Please quote as per attached general and technical specifications or equal.

- Gasoline Engine
- 2 Seat

Brand Being Quoted_____

Model No._____

\$_____ **Total Rental Price Each Per Month**

Quote earliest available delivery ARO_____

INVITATION FOR BID

SECTION 2: Past utility cart rental orders indicate that University Athletic's as well as various University Departments rent cart(s) occasionally throughout the year for various events. During this period, select cart(s) are generally rented on either a daily or weekly basis. For **Section 2**, please quote your daily and weekly rental rate for each type of cart specified. **Pricing for Section 2 must be firm for a twelve (12) month period beginning upon date of award. All quantities specified are approximate based on past rental history. The number of carts rented may range from zero to a number in excess of the stated approximate quantity.**

ITEM 1

Approximate

Quantity Used Yearly Description

16 – 20

UTILITY CART WITH all standard and safety equipment as specified. Please quote as per attached general and technical specifications or equal.

- Gasoline Engine
- Minimum 13 HP
- 800 Pound Payload Capacity
- Two Seat
- Utility Bed

Brand Being Quoted _____

Model No. _____

\$ _____ Total Rental Price Each Per Day

\$ _____ Total Rental Price Each Per Week

Quote earliest available delivery ARO _____

ITEM 2

Approximate

Quantity Used Yearly Description

30

SHUTTLE 2 + 2 CART WITH all standard and safety equipment as specified. Please quote as per attached general and technical specifications or equal.

- Gasoline Engine
- Two Passenger/Four Passenger
- Rear facing two passenger flip seat that converts to a flat bed

Brand Being Quoted _____

Model No. _____

\$ _____ Total Rental Price Each Per Day

\$ _____ Total Rental Price Each Per Week

Quote earliest available delivery ARO _____

INVITATION FOR BID

ITEM 3

Approximate

Quantity Used Yearly Description

18

SHUTTLE 6 SEAT CART WITH all standard and safety equipment as specified. Please quote as per attached general and technical specifications or equal.

- Gasoline Engine
- 6 Passenger Shuttle

Brand Being Quoted_____

Model No._____

\$_____ **Total Rental Price Each Per Day**

\$_____ **Total Rental Price Each Per Week**

Quote earliest available delivery ARO_____

ITEM 4

Approximate

Quantity Used Yearly Description

Varies

STANDARD GOLF CART WITH all standard and safety equipment as specified. Please quote as per attached general and technical specifications or equal.

- Gasoline Engine
- 2 Seat

Brand Being Quoted_____

Model No._____

\$_____ **Total Rental Price Each Per Day**

\$_____ **Total Rental Price Each Per Week**

Quote earliest available delivery ARO_____

INVITATION FOR BID

SECTION 3: UA HOME GAMES ONLY Football Game Day Maintenance and Repair Options. **The University does not guarantee any OPTION listed below will be used NOR does it guarantee any will be used on a recurring basis throughout the course of the UA Football Season.**

OPTION 1: Vendor's proposal for providing a Golf and Utility Cart Mechanic on Campus during Game Day at a set location and during a set number of hours TBD. Provide required notice and billing rates if they apply:

Will the vendor charge for this service ☐ **YES** ☐ **NO**

If Yes what is the hourly rate for Game Day \$ **PER HOUR**

Does the vendor charge a trip charge ☐ **YES** ☐ **NO**

If Yes what is the trip charge \$ **PER GAME DAY TRIP**

OPTION 2: Vendor's proposal and requirements for providing **Preventive Maintenance** to all Rented Golf and Utility Carts on Campus a minimum 24 hours prior to Game Day. Provide required notice and billing rates if they apply:

Will the vendor charge for this service ☐ **YES** ☐ **NO**

If Yes what is the hourly rate for this PM service \$ **PER HOUR**

Does the vendor charge a trip charge ☐ **YES** ☐ **NO**

If Yes what is the trip charge \$ **PER PM TRIP**

OPTION 3: Vendors proposal for providing the University TWO additional Golf or Utility Carts of the University's choosing to be kept at a location within distance to the stadium and to be used only in the event a Golf or Utility Cart(s) malfunctions during the course of Game Day Operations. These TWO additional Carts would be included in the OPTION 2 PM if OPTION 2 is utilized.

Will the vendor charge for this service ☐ **YES** ☐ **NO**

If Yes what is the monthly rental rate for this service \$ **PER MONTH**

(If this feature is utilized the Universtiy expects a reduced monthly rental rate for each Cart due to the nature of it's intended use)

INVITATION FOR BID

IMPORTANT: Successful vendor must provide, in writing, a statement that the vendor has a complete service organization within distance of The University of Alabama campus that is able to respond within **24 hours or less** of being called for service. This service organization must be capable of performing any type of service necessary to properly service, repair, and maintain any rented utility cart located on the University campus. If necessary, vendor may be required to **replace any defective cart within 24 hours or less**. The University reserves the right to inspect this service facility if deemed necessary by University personnel. **Failure to comply with this requirement may eliminate your bid response from consideration.**

The nearest local service center to The University of Alabama, Tuscaloosa campus to service the rented utility carts: _

**CERTIFICATION OF COMPLIANCE
WITH SECTION NINE OF ACT 2011-535**

The undersigned officer of _____(Company) certifies to The Board of Trustees of the University of Alabama that the Company shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien and does attest to such by sworn affidavit signed before a notary. Furthermore, the Company certifies that it has provided its one-page E-Verify Company Profile Document to the University. During the performance of the contract, the Company shall participate in the E-Verify Program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The Company also certifies that it will obtain sworn affidavits signed by a notary from any subcontractors furnishing goods/services under this contract attesting to the fact that they do not employ, hire for employment, or continue to employ an unauthorized alien and that they participate in the E-Verify Program and verify every employee that is required to be verified according to the applicable federal rules and regulations.

PRINT COMPANY NAME

SIGNATURE OF COMPANY OFFICER

PRINT TITLE OF COMPANY OFFICER

DATE

Sworn and subscribed to before me this _____ day of _____, 20__.

NOTARY PUBLIC

My commission expires:_____

[Welcome](#)[User ID](#)[Last Login](#)[Log Out](#)

Click any  for help

[Home](#)**My Cases**[New Cases](#)[View Cases](#)[Search Cases](#)**My Profile**[Edit Profile](#)[Change Password](#)[Change Security Questions](#)**My Company**[Edit Company Profile](#)[Add New User](#)[View Existing Users](#)[Close Company Account](#)**My Reports**[View Reports](#)**My Resources**[View Essential Resources](#)[Take Tutorial](#)[View User Manual](#)[Contact Us](#)

Company Information

Company Name:[View/Edit](#)**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