

**THE UNIVERSITY OF MONTEVALLO**  
**REQUEST FOR PRICE QUOTATION**

**Bid 23002**

TO: <<Contact>>  
<<Company>>  
<<Address1>>  
<<Address2>>

**SPECIAL NOTICE TO VENDOR**

We reserve the right to purchase all or part of material listed and to reject any and all bids or any portion thereof. Brand names, catalog numbers, etc., are used to indicate levels of quality only and are not intended to restrict bids or bidders. To receive consideration, the second copy of this inquiry with your bid filled in, must be signed and returned **06/15/2023**. Bids made out in pencil will not be accepted. Attach complete specifications for any substitutions offered or when amplification is desirable or necessary. Any attachments become a part of this inquiry and must be signed by the bidder. If you cannot furnish any of the items listed, please return this inquiry marked **NO BID** and give any information to update your listing in our records. Please furnish us with your quotation on the items enumerated.

THE UNIVERSITY OF MONTEVALLO IS AN INSTRUMENTALITY OF THE STATE AND IS FEDERAL, STATE, AND LOCAL TAX EXEMPT

Quantity

1

DESCRIPTION OF ARTICLE

**Recycle Surplus Computer Equipment**

- ✓ See attached for schedules, specifications, and terms.
- ✓ Please use attached schedule for your price quotation.

If you have any questions regarding specifications, please contact Steven Boydston at 205-626-0044.

**NOTE: Bid must be notarized prior to submission in order to be considered valid.**

**Bid should be returned in duplicate.**

All bids must comply with the State Bid Law. The successful bidder may be required to furnish a performance bond in the amount of 100% and not less than 50% of the contract price.

The furnishing of materials, supplies, equipment, or services to the University of Montevallo under this purchase order, contract, solicitation for bids, or construction specification constitutes assurance by the vendor or contractor of his compliance with applicable provisions of and pertinent regulations promulgated under Executive Order 11246, issued by the President of the United States of America, and Public Law 88-352, 88th Congress, the "Civil Rights Act of 1964."

**CERTIFICATION PURSUANT TO ACT**

Alabama law (section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with act no. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

The University of Montevallo is an Affirmative Action - Equal Opportunity Institution.  
Individuals with disabilities who require a reasonable accommodation in order to respond to this request for price quotation and/or attend the bid opening are encouraged to contact the Purchasing Office at (205) 626-0044 for assistance.

**INSTRUCTIONS TO BIDDER:**

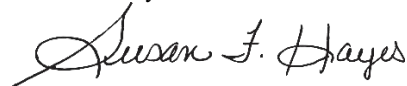
All bids will be sealed with notation on front of envelope  
Sealed Bid # **23002** due **06/15/2023**, at 4:00 pm

**Keep this copy for your files.**

Forward to: The University of Montevallo  
Purchasing Office, Calkins Hall  
Station #0044  
Montevallo, AL 35115

**Return the second copy as your quotation.**

The University of Montevallo



Susan F. Hayes, CFO/Treasurer

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<u>Quantity</u>	<u>DESCRIPTION OF ARTICLE</u>
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**THIS BID MUST BE NOTARIZED BELOW**  
**Bid should be returned in duplicate**

If we receive your order, we agree to furnish the items listed hereon at the price and under the conditions and terms listed.

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

Company: <<Contact>>  
<<Company>>  
<<Address1>>  
<<Address2>>

Sworn to and subscribed before me this \_\_\_\_\_ day

Signed: \_\_\_\_\_  
Name

of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Title

( SEAL )

\_\_\_\_\_  
Company Phone Number

\_\_\_\_\_  
Notary Public

# State of Alabama

## Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM	
ADDRESS	
CITY, STATE, ZIP	TELEPHONE NUMBER (   )
STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD	
ADDRESS	
CITY, STATE, ZIP	TELEPHONE NUMBER (   )

This form is provided with:

- Contract     
  Proposal     
  Request for Proposal     
  Invitation to Bid     
  Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes     
  No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of good or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes     
  No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

- List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Notary's Signature Date Date Notary Expires

*Act 2001-995 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*



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

The undersigned officer of \_\_\_\_\_ (Company) certifies to the University of Montevallo 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: \_\_\_\_\_

University of Montevallo  
Recycle Surplus Computer Equipment  
Bid 23002 – Specifications

**See attached spreadsheet for item specifications.**

**Special instructions: Bid only on items that the vendor feels has value.**

Provide all packing, palletizing, and logistics. Items must be picked up on-site with pickup charges included in the bid. Pickup will be coordinated by Connie Wyatt, [wyattce@montevallo.edu](mailto:wyattce@montevallo.edu).

The University of Montevallo reserves the right to accept or reject any or all bids and not to be bound to the highest bid should that bid not be in the best interests of the University.

The University and individuals or agencies signing contracts with the University agree not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, gender, age, disability, or veteran status and agree to take affirmative action to ensure that applicants and employees are treated without regard to their race, color, national origin, gender, age, disability, or veteran status.

If requested, upon award of the bid, the successful vendor will be required to present a certificate of insurance from companies authorized to do business in the state of Alabama, naming the University of Montevallo as an additional insured, with a limit of not less than \$1,000,000 by an insurance company holding an AM Best rating no less than A-.

The successful vendor will maintain such insurance as will protect the vendor and the University of Montevallo from claim under Workmen’s Compensation Acts, and from claims for damage and/or personal injury, including death, which may arise from operations under this contract. Evidence of insurance should be submitted with the bid.

If you have any questions regarding these specifications, please contact Steven Boydston at [sboydstu@montevallo.edu](mailto:sboydstu@montevallo.edu).

Please include in your response full specifications of the model to include, but not limited to, dimensions, safety features and comfort/convenience features.

The requirements and preferences will be provided as listed above.

**Vendor should submit bid response in duplicate.**

\_\_\_\_\_  
Signature

*for*

\_\_\_\_\_  
Company