PURCHASING – BIDS AND CONTRACTS

REQUEST FOR PROPOSAL

For

Installation and Maintenance of Security, Video, and Access Control Devices

RFP Number 2015P103

ISSUE DATE: November 17, 2014

PROPOSAL DUE DATE / TIME: Monday, December 8, 2014 @ 3:00 PM CST

IMPORTANT NOTICE

IF YOU ARE NOT RESPONDING: 1. CHECK THE BOX FOR “NO RESPONSE”, 2. ADD THE REASON FOR YOUR NON-RESPONSE, 3. SIGN, DATE, AND FAX BACK THIS COVER PAGE ONLY, TO 405-974-3838

1. ________ NO RESPONSE

2. COMPANY NAME: __________________________________________________________

3. OUR REASON FOR “NO RESPONSE”:
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________

If the full Request for Proposal is not included, you can pull the entire document at:
http://www.uco.edu/administration/pur-pay-trav/_current-solicitations/index.asp

DIRECT ALL QUESTIONS & INQUIRES TO:

Primary Contact
Christina Appiah
Buyer II, Purchasing & Payment Services
E-Mail: cappiah@uco.edu
Department Fax: 405-974-3838

No phone calls shall be accepted during the solicitation posting. Email or Fax communications are the only acceptable forms of communication and shall be posed during the designated and acceptable time frame according to the RFP directive.

UCO promotes sustainability. Be GREEN – change your margins to save paper!
1.0 University of Central Oklahoma (UCO)

1.1 About the University
If you are not familiar with UCO, you can find information about our University at the University’s website www.uco.edu.

1.2 UCO – A Green Campus promoting Sustainability
The University of Central Oklahoma supports Green Purchasing, upholding the philosophy of a Green Campus by assessing the environmental impacts of incoming commodities and outgoing waste. We encourage proposals to include economical and environmentally friendly products and service options which serve to minimize waste, reduce excess packaging, recycle, reduce, reuse, prevent pollution and/or offer resource efficiency. It is our goal to maximize environmental responsibility on the UCO Campus.

1.3 Campus Map
A UCO Campus Map can be located on the University’s website per the following link: http://www.uco.edu/resources/maps.asp

2.0 General Information and Instructions to Proposers

2.1 Original RFP Document
The UCO Purchasing & Payment Services Department shall retain the Request for Proposal (RFP), and all related terms and conditions, addenda, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor’s submission, is grounds for immediate disqualification.

2.2 Specific Proposal Instructions, Organization, Preparation, Submission & Opening
The UCO Purchasing Affidavit (Attachment A), Vendor Qualification/Financial Resource Statement (Attachment B) and Certificate of Compliance with Executive Order 11246 (Attachment C), all attached herewith, and any applicable addenda, are required portions of the submitted proposal. Other attachments, per RFP, may also be required portions of submitted proposals.

2.3 Schedule of Events
The following is a tentative schedule applicable to this RFP. UCO reserves the right to make changes in accordance with the University’s needs.

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFP</td>
<td>11/17/14</td>
</tr>
<tr>
<td>Pre-Proposal Conference and/or Site Visit</td>
<td>N/A</td>
</tr>
<tr>
<td>Last day for Vendor to submit written questions</td>
<td>12/01/14, 1 PM CST</td>
</tr>
<tr>
<td>Tentative Addendum Post Date</td>
<td>12/03/14</td>
</tr>
<tr>
<td>RFP Closing Date and Time</td>
<td>12/08/14, 3 PM CST</td>
</tr>
<tr>
<td>Evaluation Period</td>
<td>TBD</td>
</tr>
<tr>
<td>Vendor Presentations</td>
<td>TBD</td>
</tr>
<tr>
<td>Tentative Notice of Award</td>
<td>12/18/14</td>
</tr>
<tr>
<td>Implementation</td>
<td>01/05/15</td>
</tr>
</tbody>
</table>

All Proposers are notified of the award. Also, the award shall be posted at: http://www.uco.edu/administration/pur-pay-trav/_current-solicitations/index.asp
Select CLICK HERE to Review Current UCO Contracts and Recent Awards

We are unable to offer responses to inquiries about the solicitation after the award. Proposing Vendors can seek the following link to the UCO Legal Counsel website/Open Records/Fax Transmittal & Request for Public Record Form for any additional information sought after the award. Thank you for supporting our compliance with statute and policy. http://www.uco.edu/administration/legal/doc-form-legal/index.asp
2.4 Pre-Proposal Conference – Mandatory? N/A
If a pre-proposal conference has not been scheduled, UCO reserves the right to schedule a pre-proposal conference at a later date PRIOR to the due date of the Proposal if, in the sole judgment of UCO, there is a need for such conference.

2.5 Pre-Proposal Site Visit - Mandatory? N/A
A site visit is required if the project is such that the vendor shall have actual knowledge of the physical situation relative to the solicitation in order to submit a valid response.

2.6 Accommodations for People with Disabilities
If the vendor, or any of the vendor's employees, participating in this RFP needs or has questions about the University's accommodations for people with disabilities please contact the UCO Purchasing Office by telephone 405-974-2490, to make the necessary arrangements. Requests should be made as early as possible to allow time to arrange the accommodations.

2.7 Performance and Payment Bonds – Not Required
Vendors should read this document closely to determine whether a performance bond or similar requirements are indicated for this RFP. If project cost exceeds $50K, bond is required per Title 61 O.S. 113.B. Vendors shall ensure that complete and competent evidence of such coverage is provided to the University in their proposal package. The Bond and insurance are required to be in effect and cover 100% of the project until accepted in total by UCO.

2.8 Originals/Copies - Submission Deadline and Location
The RFP and all attachments, to also include any applicable & acknowledged addenda, are to be included within the required proposal submissions which include one (1) original signature copy, marked “ORIGINAL” along with four (4) photocopies of your proposal marked “Copy 1” through “Copy 4”. The signer of the PROPOSAL for the vendor shall be a legally authorized representative capable of binding, through contract, the vendor and vendor’s organization. The original proposal, all attachments and all required copies may be bundled in one sealed package. Any confidential or proprietary information shall be sealed in a separate envelope within the submission envelope/package and clearly marked as “CONFIDENTIAL/PROPRIETARY”. Facsimile and/or Email Proposals shall NOT be accepted. In observance of the Thanksgiving holiday, the University of Central Oklahoma shall be closed November 26-28, 2014. All Proposals shall be submitted and received by the University NO LATER THAN 3:00PM CST, Monday, December 8, 2014.

Proposals shall be addressed as follows with the “University of Central Oklahoma Request for Proposal #2015P103, Installation and Maintenance of Security, Video, and Access Control Devices” clearly marked on the outside of the sealed package to:

University of Central Oklahoma
Attention: Christina Appiah, Buyer II Purchasing & Payment Services
Bid Proposal Enclosed (RFP 2015P103 Installation and Maintenance of Security, Video, and Access Control Devices)
Lillard Administration Bldg., Room 109
100 North University Drive
Edmond, OK 73034

Office hours for receipt of proposals are: Monday through Friday, 9 A.M. through 5 P.M., Central Standard Time. Offers may be hand delivered, express mailed, or otherwise sent to arrive prior to the closing time set for receipt of offers, as determined by the clock in the UCO Purchasing & Payment Services office.
2.9 Communication, Questions, Inquires

From the date of RFP issue, to the submission closing date, the vendor shall not make available or discuss any part of their proposal with any employee or agent of the University, unless prior permission is requested in writing by the vendor and granted in writing, from the Director of Purchasing or designee. The sole contact between the University and vendor for questions, inquiries, clarifications or interpretations related to the terms and conditions, process, procedures, language, and/or specifications of the RFP is the Director of Purchasing or designee. For communication purposes all questions and inquiries regarding this document shall only be directed in writing to the attention of:

Primary Contact: Christina Appiah, Buyer II
Purchasing & Payment Services
Email: cappiah@uco.edu
Department Fax: (405) 974-3838

Questions and/or information requests may be submitted as they occur, but NOT LATER THAN 1:00 PM CST, Monday, December 1, 2014. Email questions, referencing “Questions for RFP # 2015P103” on the correspondence. Questions and answers shall be posted to the website as one addendum to the solicitation. Any applicable addenda in relation to this RFP Solicitation are required to be executed and included in the vendor submission. Proposals missing addenda shall be deemed as unresponsive and therefore, disqualified from evaluation.

Should any vendor seek to receive RFP Updates/Addenda directly to a named person in the company rather than searching for addenda on the purchasing website in accordance to Section 2.3 Schedule of Events, please contact the Director and Buyer noted above by email. The subject line of the email communication should note “Vendor Application Attached – Please add my company to the bidder list for RFP 2015P103 The Vendor Application can be found at the following link and should be completed and attached to this email directed to the Director and Buyer.
http://www.uco.edu/administration/pur-pay-trav/_info-for-vendors/index.asp

3.0 Terms and Conditions Governing the Resulting Contract

3.1 UCO Standard Terms & Conditions

Standard Terms & Conditions are available at the following link:
http://www.uco.edu/administration/pur-pay-trav/_info-for-vendors/index.asp
Select document noted as UCO Standard Terms and Conditions.
By submitting a quotation, proposal or bid, the supplier or vendor is agreeing to adopt the UCO Standard Terms and Conditions as the Terms and Conditions applicable to this transaction.

3.2 The Resulting Contract

The resulting contract shall consist of (1) UCO solicitation (whether RFQ, RFP or ITB) and any changes, additions, deletions or clarifications per addenda, (2) Negotiations rendered to writing and signed by both parties, (3) Vendors qualifying Response/Quote/Proposal/Bid, and (4) UCO Terms & Conditions. This shall also be the priority order by which any conflict in the contract shall be resolved.

3.3 Sexual and Verbal Harassment

The policies of the University, along with sections of Federal and State Laws, prohibit sexual and verbal harassment of any University employees, students, faculty or guests. Sexual harassment includes any unwelcome sexual advance, any request for sexual favor or any other verbal or physical conduct of sexual
nature that is so pervasive as to create a hostile or offensive work environment or offensive academic environment. Verbal harassment includes, but is not limited to, the use of profanity, loud or boisterous remarks, inappropriate speech, inappropriate suggestive conduct or body movements or comments that could be interpreted by the hearer as being derogatory in nature. This type of behavior and conduct is not tolerated or condoned on the campus of the University of Central Oklahoma. Vendors and contractors are required to exercise control over their employees, agents and subcontractors so as to prohibit acts of sexual and verbal harassment and agree as a term and condition that such vendor, contractor, agents, employees or subcontractors may be immediately removed from the project site and from University premises.

3.4 Vendor Restriction Against Hiring University Employees
For the duration of this project, the vendor shall agree that neither the vendor nor any subcontractors shall solicit for employment or employee any University staff member.

3.5 Specific and Unique Terms and Conditions applicable to this RFP
The following Terms and Conditions, along with the UCO Standard Terms and Conditions, incorporated by reference, shall become part of any Agreement resulting from this RFP between the University and the vendor.

A. This RFP does not contain bond requirements.
B. Vendor is responsible for cleaning the work area of all debris, providing their own clean up bins and labor. Vendor shall assume ownership for a safe and secure work area.
C. This work is time/schedule sensitive but is limited to a “not later than” date.
D. This is a firm fixed price solicitation. Please state all costs clearly and completely; UCO shall not accept hidden charges or costs not disclosed as part of this proposal.
E. Prices quoted herein shall remain effective for the entire initial term of the contract. Any price increase projected after the initial term shall be submitted by the vendor in writing to the Director of Purchasing by January 30 of each year, with sufficient documentation of the price change request. If UCO agrees to accept the price change, an acknowledgement shall be issued by UCO with an addendum to be executed by UCO and the vendor.
F. No work shall be sublet by the proposing Vendor unless the subcontractor information has been noted in the proposal and approved by UCO. Subletting after the award without written approval from UCO shall result in possible termination of the awarded contract.
G. UCO reserves the right to add or delete square footage to any applicable contract based on need for the ever-changing campus.
H. Vendors shall submit a written safety plan with their proposals. The safety plan shall reflect results of the Vendor’s detailed study of the contract plans and specifications, with careful inspection and evaluation of the work site and equipment needed to perform the services in accordance to the scope of work. The plan shall specifically identify the potential jobsite accident hazards and offer measures to protect personnel and property of the University. The Vendor is also liable and responsible for assuring the installation location has the structural integrity to support the installation. The Vendor shall offer a safety representative contact name, email address and phone number within the proposed plan.
I. Either party may terminate the awarded contract with a written 30-day notice.
J. This award shall constitute a multi-year contract, awarded for one (1) year with four (4) one-year renewal options at the discretion of the University based on appropriation of funds and successful vendor performance.

3.6 HB 1804, Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007
Pursuant to 25 O.S. 1313, effective 7/1/08, all individuals, contractors, subcontractors or vendors are prohibited by State Law from entering into a contract with a public employer for the performance of services
within the State of Oklahoma unless registered and participating in the Status Verification System to verify information of all new employees.

The Status Verification Service System is defined in 25 O.S. 1312 and includes, but is not limited to, the free Employment Verification Program (EEV) available at: www.dhs.gov/E-Verify

By accepting a purchase order from the University of Central Oklahoma or executing a contract on part of the vendor with the University, the individual, contractor or vendor warrants and attests that they are registered and participating in the Status Verification System. Vendor declares its employees and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal and State laws and regulations related to the immigration status of employees. These warranties shall remain in effect through the entire term, including all renewed periods if applicable, of the contract. The University reserves the right to request copies of documents certifying compliance with this requirement.

3.7 UCO Transportation and Parking
Effective August 18, 2008, contractors and vendors parking on the UCO Campus shall be required to purchase UCO parking passes in the student and faculty/staff lots. Please see the Transportation and Parking Services website for contractor and vendor parking rates and regulations: http://www.uco.edu/administration/safety-transportation/transportation-parking-services/index.asp

3.8 Information Technology for Individuals with Disabilities – Section 508 Federal Law
Pursuant to Title 74, Section 85.7d and OAC 580:15-6-21 electronic and information technology acquisitions, agreements and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance.

3.9 Tobacco-Free Campus
Effective 7/1/2010, UCO is a tobacco-free campus. The University appreciates compliance.

4.0 Evaluation Criteria

4.1 Proposal Evaluation
Proposals shall be evaluated by a committee designated by the UCO Purchasing Department. Evaluation criteria for this RFP shall be as follows:
A. Industry experience
B. Fee proposal
C. Overall quality and capability of solution and system
D. Ability to meet specifications
E. References
F. Value added concessions and/or incentives proposed as proprietary to UCO

5.0 Specifications

Statement of Objective
The University of Central Oklahoma is soliciting proposals for installation, repair and maintenance of security, video, and access control devices. Devices shall be low voltage.
Requirements per this awarded contract shall be as follows:

A. Furnish all labor, equipment, vehicle and tools necessary for general installation, maintenance, and/or repair of mechanical and electromechanical hardware, security and access control devices and video equipment associated with apartment, dining, dormitory and other facilities at the University of Central Oklahoma.

B. Materials may be supplied by owner or the vendor may supply materials based on cost of materials (+/-) a percent of the cost of materials, (listed below).

C. In all cases the vendor shall need to look at the work, provide a written supplies/materials list along with an estimated time for labor.

D. After a Purchase Order has been issued, the vendor shall return to perform the work.

E. Pricing for all labor cost shall include all cost associated with personnel, tools and vehicle expenses.

F. In some cases it shall be necessary for the vendor to supply materials for work that needs to be completed. Below, please indicate the percent of increase on wholesale cost for materials supplied. Material bills shall be attached to each project and an itemized invoice shall be presented for payment.

G. In some cases it shall be impossible to determine the exact cost of work to be done. In this case an amount of labor and/or materials shall be estimated with a not to exceed listed with it and the work once complete, shall be billed as to the exact cost of the work.

H. Vendor must furnish all insurance and workers compensation before work can begin. All completed work shall need to be inspected by UCO personnel and approved before payment can be made. This is an IDIQ contract on an as needed basis. For each repair call, the minimum charge of two hours shall be utilized. All chargeable time shall start at the checking in on campus and end at the completion of work on site.

I. Work tickets for labor shall be signed each day and copies given to University personnel responsible for the work being done.

J. Vendor agrees to respond to any service call within 24 hours and to an emergency call within 4 hours. Vendor agrees to supply the University with a 24 hour number for contact during nights and weekends.

Price for one vehicle and one technician per hour rate of: $________________ Per Hour
Price for each additional technician helper per hour rate: $________________ Per Hour
Price for each additional technician per hour rate: $________________ Per Hour
Percent added to wholesale cost for materials furnished. $ _______________

Vendor shall furnish actual material bills, itemized by project, attached to the invoice for payment. Each project shall be invoiced separately, or as instructed by the Purchase Order and material bills attached, to match Purchase orders issued. The percent shall be a separate line item on the invoice.

**Required Proposal Submission Format**

Vendor proposals shall include the following information, in the designated format:

**Tab 1** – Introduction to your company, including industry experience and contact information

**Tab 2** – Complete RFP 2015P103 document with all attachments to include A, B, C, D, executed, notarized where applicable, and completed in entirety. Include all applicable Addenda for RFP 2015P103, executed and completed in entirety.

**Tab 3** – Delineated cost(s) for products, installation, maintenance and warranty(s).

**Tab 4** – Workman’s compensation and Certificate(s) of Liability
6.0 Cost of Proposal – Pricing Structure

6.1 Provide
The total costs of proposed item(s), service(s), proposed solution(s), indicating whether each cost is one-time, incremental, or recurring costs for UCO after completion, should be clearly delineated within the proposal. Costs shall be line itemed.

6.2 Payment Terms, Incentives, and Penalties
If payment is required on other than a 30-day (monthly) basis, by appropriate invoicing, please identify the vendor requirements. The University issues purchase orders and therefore shall be invoiced by purchase order and pay by purchase order. Applicable vendor invoices should be billed within 30 days of completion of services and/or delivery of goods. Being the University has fiscal year funding and budgets, any disputes or payment issues shall be addressed within the current fiscal year or within 45 days of each fiscal year close. Payments made by the University shall be applied to the appropriate purchase order and applicable invoice, per the vendor’s accounting system. Payments applied to the oldest vendor balance are unacceptable. Vendors are responsible for keeping current on any payment/invoice issues to insure appropriate receipt of payments.

6.3 Other Costs
If a form for the itemized costing of your proposal is not supplied by UCO in the Specifications, Section 5.0, or by way of attachment, please list on a separate sheet, any other costs, not included in the above, necessary to provide the equipment, goods or services of your proposal. Include associated cost and the reasons therefore. UCO shall be able to clearly understand your proposal and the cost structure you propose.

6.4 Costs Proposed Based on Volume
This RFP, and any resulting contract, contemplates the possibility that UCO may wish to form purchasing partnerships or alliances with other higher education institutions to include, but not limited to, the Regional University System of Oklahoma and/or institutions in the Community College System. UCO reserves the right to re-negotiate costs and/or services on behalf of these partnerships and alliances based on the increased volume of business offered to our vendor partner. Additional savings offered by the vendor following these re-negotiations shall be deemed as an amendment to the existing contract and made available to UCO's partners and alliance members.
ATTACHMENT A

SHALL BE COMPLETED, SIGNED, NOTORIZED, AND RETURNED

STATE OF ________________________
COUNTY OF ______________________

UCO PURCHASING AFFIDAVIT

I, _______________________________, of lawful age, being first duly sworn, on oath say:

1. That I am the agent authorized by the Vendor ______________________________________
   ___________________________________________ (Company/Firm Name) to submit the attached bid, which bid/proposal is a
   legal and binding offer and that by signing below he/she has authority to make said offer and bind the offering company, with
   minor differences and informalities to be resolved by negotiation prior to acceptance of the offer by UCO.

2. That this proposal is submitted in response to Request for Proposal _____________________ issued by the University of
   Central Oklahoma. The undersigned and firm agree to be bound by the content of this proposal, any specific terms and
   conditions noted within the RFP document, any addenda thereto in the event of an award to the Vendor, exceptions to be noted
   as stated in the RFP and UCO Standard Terms and Conditions which can be found on webpage and link:
   The company’s/firm’s proposal shall remain in effect for a period of ___________(______ ) calendar days as of the Due Date for
   responses to the RFP, and that the person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this
   Request for Proposal are:

   _______________________________  _______________________________
   Print Name      Print Title

   _______________________________  _______________________________
   Print Name      Print Title

   _______________________________  _______________________________
   Print Name      Print Title

3. Business Relations Section [Check this Box if not applicable],

A. That the nature of any partnership, joint venture, or other business relationship presently in effect or which existed
   within one (1) year to the date of this statement with the architect, engineer, or other party to the project is as follows: (if none,
   please write “None”)

   (attach additional sheets as necessary)

B. That Affiant further states that any such business relationship presently in effect or which existed within one (1) year
   prior to the date of this statement between any officer or director of the proposing company and any officer or director of the
   architectural or engineering firm or other party to the project is as follows: (if none, please write “None”)

   (attach additional sheets as necessary)

C. That Affiant further states that the names of all persons having any such business relationships and the positions
   they hold with their respective companies or firms are as follows: (if none, please write “None”)

   (attach additional sheets as necessary)
4. Non-Collusion/Conflict Of Interest section, [With regard to any competitive bid for goods or services, which is issued by the State of Oklahoma or any of its agencies, Oklahoma laws require each vendor to execute and submit a notarized sworn Statement of Non-Collusion/Conflict of Interest, the following section of the Purchasing Affidavit fulfills that requirement.]

A. That by signing below, Proposer/Vendor certifies that in accordance with 74 O.S. §85.23, he/she or firm does not have any substantial conflict of interest sufficient to influence the proposal process on this proposal.

B. That (s) he is the duly authorized agent by the Proposer/Vendor to submit the attached bid for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

C. That (s)he is fully aware of the facts and circumstance surrounding the making of the bid/contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and

D. That neither Proposer/Vendor nor anyone subject to the Proposer/Vendor’s direction or control has been a party:
   1. To any collusion among proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
   2. To any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
   3. In any discussions between proposers and any state official concerning exchange of money or other thing of value for special consideration in the letting of this contract.

E. I certify, if awarded the contract, whether competitively bid or not, neither the Vendor nor anyone subject to the Vendor’s direction or control has been paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma or the University of Central Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

F. That in accordance with 74 O.S. §85.42.b, the Proposer/Vendor further certifies that no person(s) who has been involved in any manner in the development of that contract while employed by the State of Oklahoma or University of Central Oklahoma shall be employed to fulfill any of the services provided for under said contract.

G. Completed W-9 shall be attached.

Further Affiant sayeth Not.

__________________________________________
Signed

___________________________
Title: ____________________________

___________________________
Company

F.E.I.N. Number: ____________________

Subscribed and sworn to before me this _____day of _______, 20__.  
(SEAL)

_____________________________________
Notary Public
Commission Number: ___________________
My Commission Expires: __________________
ATTACHMENT B    SHALL BE COMPLETED, SIGNED, AND RETURNED

VENDOR QUALIFICATION / FINANCIAL RESOURCE STATEMENT

The undersigned agrees that the response to this bid / proposal is a legal and binding offer and that by signing below he / she has authority to make said offer, identify the contact point and those authorized to negotiate for the company / firm, the contact and other information presented is current and accurate, and the company / firm is financially responsible and capable of fulfilling its financial obligations and responsibilities under this bid / proposal.

A. Authorized negotiator(s): if different from person signing form or in addition to person signing form if any (if ‘none’ so state by initialing):    None

INITIALS

1. ____________________________________                       ______________________________
   Signature                                                                 Print / Type Name

2. ____________________________________                       ______________________________
   Signature                                                                 Print / Type Name

3. ____________________________________                       ______________________________
   Signature                                                                 Print / Type Name

B. Official Contact Address: ____________________________ Phone Number: _______________________
   ____________________________ Fax Number: _______________________

C. Type of Organization:
   If incorporated, in what year and which state(s): ____________________________
   __ Sole Proprietorship   ___Partnership
   ___ Private Corporation   ___ Public Corporation
   ___ LLC                   ___ Other (Explain): _______________________

D. Description of Business:
   Number of locations or branches: ____________________________
   Number located in the State of Oklahoma and where: ____________________________
   Number of person currently employed (company wide): _______________________
   Number located in the State of Oklahoma: _______________________
   Original date of Establishment (if not incorporated): _______________________
   Classification:  [ ] Small Business     [ ] Disadvantaged     [ ] Women-Owned
Total number of years in business: ________
Total number of years in the type of business requested by RFP: ___

Type of Work:

_____ Manufacturer
_____ Distributor
_____ Retail Dealer

_____ Service
Other: _____________________

_____ Business Enterprise

Certification / License Nos. assigned and from whom (if any): _____________________
_______________________________________________________________________

_____ Construction:
[ ] General Contractor
[ ] Design-Builder
[ ] Material Supplier
[ ] Sub-Contractor: [ ] Mechanical, [ ] Plumbing, [ ] Electrical,
[ ] Other sub: __________________

Indicate Type

Sales Contact Name: __________________________

Sales Contact Address: __________________________

Sales Contact Phone Number: ________________________

Sales Contract Fax Number: __________________________

Sales Contact Email Address: _________________________

Customer Service/Order Entry Contact Name: _______________________

Customer Service/Order Entry Phone Number: _______________________

Customer Service/Order Entry Fax Number: _________________________

Customer Service/Order Entry Email Address: _______________________

Website Address: __________________________

Accounting Contact Name: __________________________

Accounting Contact Address: __________________________

Payments remit to address, if different than the above:

____________________________________________________

____________________________________________________

Accounting Contact Phone Number: ______________________

11/18/2014
Accounting Contact Fax Number: _________________________

Accounting Contact Email: ______________________________

E. Reference Request:
Please include three (3) references for clients with whom your company has competed projects of similar size and scope. Preferred references would include those with whom you have had long term partnerships and those within the realm of higher education. Include all contact information. All shall be noted on a separate sheet, included in the proposal.

F. Financial Resource Information:
[The following information shall assist UCO in evaluating the comparative financial resources of competing Proposers/Vendors. It is understood and acknowledged that the information is requested by UCO solely as an indication of the Proposer’s fiscal responsibility.]

Dun & Bradstreet Bidder/Supplier’s Number: ______________________________

F.E.I.N. Number: ______________________________

The Vendor’s primary bank:

Name: ____________________________________________

Address: ____________________________________________

Account Manager: ___________________________________

Telephone number(s): _________________________________

Fax number(s): ______________________________________

Note: If the current bank account has existed less than one year, furnish the above information for the previous bank as well.

IF requested shall you provide a Financial Statement: ______ Yes _____ No
If ‘Yes’ shall be Audited_______ or Reviewed_______

The above and foregoing are true and correct to the best of my knowledge.
Witness, this _______day of ___________, 20____, by:

____________________________________________
Signature

____________________________________________
Typed / Printed name

____________________________________________
Title

____________________________________________
Company / Firm
ATTACHMENT C  SHALL BE READ, SIGNED, AND RETURNED
Certificate of Compliance with Executive Order 11246 (as amended)
[ ] For Contracts/ Subcontracts in excess of $10,000
[ ] For Contracts in excess of $50,000 or Contractors with over 50 employees

During the performance of this contract, the Vendor agrees as follows:

(1) The Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The Vendor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex or national origin.

(3) The Vendor shall send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Vendor shall comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Vendor shall furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and shall permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Vendor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Vendor shall include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions shall be binding upon each subcontractor or vendor. The Vendor shall take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States. [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

By signature below, I / we agree (check the box that is appropriate, date and sign):
[ ] to comply with the terms of Executive Order 11246 for the purposes of the solicitation to which this is appended. Or, [ ] that I/we (said organization) is already in substantial compliance with Executive Order 11246.
Witness my hand this ________ day of ___________, 20____.

________________________________________
Signature

________________________________________
Print Name

11/18/2014
**ATTACHMENT D**

Completed W-9 shall accompany the Vendor proposal. Blank document can be found at the following link: