PURCHASING – BIDS AND CONTRACTS

REQUEST FOR PROPOSAL

Handicap Door Repair
RFP Number 2021P104

ISSUE DATE: February 24, 2021

PROPOSAL DUE DATE / TIME: March 16, 2021 @ 3:00 PM CST

If the full Request for Proposal is not included, you can pull the entire document at:
https://www.uco.edu/offices/financial-services/procurement/purchasing

DIRECT ALL QUESTIONS & INQUIRES TO:

Primary Contact
Chuck Adams
Buyer III, Procurement Services
E-Mail: cadams38@uco.edu
Department Fax: 405-974-3838

Secondary Contact
David B Young I
Director, Procurement Services
E-Mail: dyoung28@uco.edu

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 The 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 Procurement 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>02/24/21</td>
</tr>
<tr>
<td>Last day for Vendor to email questions to <a href="mailto:cadams38@uco.edu">cadams38@uco.edu</a></td>
<td>03/04/21, 1:00 PM, CST</td>
</tr>
<tr>
<td>Tentative Addendum Post Date</td>
<td>03/09/21</td>
</tr>
<tr>
<td><strong>RFP Closing Date and Time</strong></td>
<td><strong>03/16/21, 3:00 PM, CST</strong></td>
</tr>
<tr>
<td>Evaluation Period</td>
<td>TBD</td>
</tr>
<tr>
<td>Tentative Notice of Award</td>
<td>TBD</td>
</tr>
<tr>
<td>Implementation</td>
<td>04/01/2021</td>
</tr>
</tbody>
</table>

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.

https://www.uco.edu/offices/ucomm/open-records-request
2.4 Pre-Proposal Conference – 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 – 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 Procurement Office by telephone 405-974-3340, 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 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 Procurement Services 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 Procurement Services or designee. For communication purposes all questions and inquiries regarding this document shall only be directed in writing to the attention of:

Primary Contact: Chuck Adams, Buyer III
Procurement Services
E-mail: cadams38@uco.edu
Department Fax: (405) 974-3838

Secondary Contact: David B Young I, Director
Procurement Services
Email: dyoung28@uco.edu

Questions and/or information requests may be submitted as they occur, but NOT LATER THAN 1:00 PM CST, Thursday, March 4, 2021. Email questions, referencing “Questions for RFP# 2021P104” 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 20231P104”.

2/24/2021
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.

https://www.uco.edu/offices/financial-services/assets/vendor-application.pdf

2.9 *Deadline - Proposal Submission by Email or USB*

The RFP and all attachments, to also include any applicable & acknowledged addenda, are to be included within the required proposal submissions which include 5 (five) secure USB/thumb drive presentation copies, by Fed Ex to the below address, or one (1) secure electronic copy sent to cadams38@uco.edu. Signer of the vendor’s proposal, shall be a legally authorized representative capable of binding, through contract, the vendor and vendor’s organization. The original proposal, addenda, and all attachments must be submitted by email. **All proposals shall be submitted and received by the University, no later than 3:00 PM CT, Tuesday March 16, 2021.**

Secure electronic proposals shall be emailed with “RFP2021P104 Handicap Door Repair” stated in the email subject line. Secure USB/thumb drives may be FEDEX shipped to:

University of Central Oklahoma
100 N. University Drive
Admin Bldg., Box 161, Room 109
Attention: Chuck Adams, Buyer III, Procurement Services
Bid for RFP2021P104 Handicap Door Repair

2.10 The University reserves the right not to notify Suppliers whose RFP Responses are not selected for further consideration or notice of award. If the University decides to notify such Suppliers in writing, it will send the notifications to the address, or email address, indicated in each such Supplier’s Proposal.

3.0 Terms and Conditions Governing the Resulting Contract

3.1 **UCO Standard Terms & Conditions**

Standard Terms & Conditions are available at the following link:

https://www.uco.edu/offices/financial-services/assets/uco-standard-terms-and-conditions.pdf

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 to be determined by UCO designated personnel.
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 31 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. Equipment shall be provided in new condition; no refurbished or used equipment shall be accepted.
H. A multiple vendor contract can occur with the award.
I. The term of the resulting contract shall be for one (1) year with four (4), 1-year renewal options which may be exercised at the discretion of the University based on the appropriation of funds and the positive evaluation on the vendor’s performance.
J. The resulting contract may be terminated by either party with 60 days written notice.

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://wwwuco.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.

3.10 Requirement for Criminal Background Checks
The vendor awarded this RFP shall be fully responsible for the provision and support of goods and services required hereunder. Any subcontractors shall be approved in writing and in advance by UCO; all vendors and sub-contractors shall adhere to the resulting original RFP and the terms of any resulting Agreement(s). Vendors and any subcontractors and all visitors on campus related to such contract shall conduct themselves in a professional and courteous manner at all times with UCO faculty, staff, and/or students, as well as any other customers, contractors or individuals with whom the vendor comes in contact as a result of this contract or in the course of providing goods or services hereunder while working or visiting the campus.

A. If UCO, in its sole discretion, reasonably believes that an employee, agent or subcontractor of the Vendor assigned to provide goods or services to UCO pursuant to this Agreement has engaged in conduct inconsistent with the requirements herein, UCO may so notify the Vendor and the Vendor shall promptly reassign said employee, agent or subcontractor so that they will no longer provide goods or services pursuant to this Agreement.

B. The Vendor shall warrant that they will only assign employees who have passed a criminal background check to perform work under this contract. The background checks shall demonstrate the worker has no convictions or pending criminal charges that would render the worker unsuitable. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.

C. The Vendor warrants they are supplying employees who have passed a background check(s). Vendor agrees to defend, indemnify and hold harmless UCO, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.

D. The most common minimum background check does the following:
- Social Security Trace
- County Level Criminal Search (in all counties as found by the Trace)
- National Sex Offender Search Statewide Criminal
- National Criminal Database Federal Criminal
- State Sexual Offender Search
- Motor Vehicle Report

2/24/2021
4.0 Evaluation Criteria

4.1 Proposal Evaluation
Proposals shall be evaluated by a committee designated by the UCO Procurement Services Department. Evaluation criteria for this RFP shall be as follows:
A. Ability to meet specifications
B. Cost
C. Value added concessions
D. References

5.0 Specifications

Statement of Objective

The University of Central Oklahoma seeks a qualified vendor to provide material and/or labor to repair and/or replace handicap door operators and associated equipment, and provide semi-annual preventative maintenance as required. Vendor must have handicap door operator repaired within 24 hours of call. Vendor must provide a 24 hour emergency contact number and be able to respond within 3 hours of emergency calls including after-hours and on weekends. Vendor must maintain a parts inventory of all major brands of handicap door operators. If the operator is not repairable or parts are unavailable, the cost of a new operator or the time line to acquire the parts must be communicated to the UCO Supply department within 24 hours. List below all of the different brands you can repair and give pricing for new operators you can supply. Three line items are listed below, if you need more space attach a separate piece of paper. Please provide all brands available and the cost of each.

All project work done pursuant to this contract shall be reviewed and verified by the UCO Office of Access Control. Vendor shall contact Will McCormick from that office before leaving campus to have the work approved. Will can be reached at wmmccormick@uco.edu. Invoices shall not be paid until all work has been approved.

<table>
<thead>
<tr>
<th>Price per Door for Semi Annual Preventative Maintenance</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor rate per hour to install new handicap door operator and associated accessories. Normal working hours.</td>
<td>$</td>
</tr>
<tr>
<td>Materials to install new handicap door operator to include brand and model number of door operator that you are proposing.</td>
<td>$</td>
</tr>
<tr>
<td>Brand /Model Number :</td>
<td></td>
</tr>
<tr>
<td>Materials to install new handicap door operator to include brand and model number of door operator that you are proposing.</td>
<td>$</td>
</tr>
<tr>
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<td>Materials to install new handicap door operator to include brand and model number of door operator that you are proposing.</td>
<td>$</td>
</tr>
<tr>
<td>Brand /Model Number :</td>
<td></td>
</tr>
<tr>
<td>Cost for Wireless Remote for operator</td>
<td>$</td>
</tr>
<tr>
<td>Cost for wired remote for operator</td>
<td>$</td>
</tr>
<tr>
<td>Labor rate per hour to repair/remove or replace handicap door operator and associated equipment after hours or weekends.</td>
<td>$</td>
</tr>
<tr>
<td>Materials cost to furnish key only access point for operator</td>
<td>$</td>
</tr>
</tbody>
</table>
Please list manufacturer’s warranty on new door operators to be installed: ______________________________

Please list percentage of cost above your wholesale cost for miscellaneous parts and supplies you may need that are not listed above. Wholesale cost +______________%. This percent will be added to all parts cost not listed above.

Please list any value added concessions your company has offered in the proposal costs and best value. These concessions clearly indicate reasons your company stands out against the competition.
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 45-day 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 ______________________

ss

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: http://www.uco.edu/administration/pur-pay-trav/info-for-vendors/index.asp?services=Suppliers/Solicitation Documentation
   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 OMES Vendor Payee Form 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: _____________________

2/24/2021
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
- [ ] Material Supplier

Indicate Type

- [ ] 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: ______________________________

____________________________________________________

Payment remit to address, if different than the above:

____________________________________________________

____________________________________________________

Accounting Contact Phone Number: ______________________

2/24/2021
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
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

2/24/2021

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**ATTACHMENTS D:**

1. Completed OMES Vendor Payee Form shall accompany the Vendor’s proposal. Blank document can be found at the following link:
   [https://www.uco.edu/offices/financial-services/documents-forms#purchasing](https://www.uco.edu/offices/financial-services/documents-forms#purchasing)

2. Completed vendor application shall accompany the Vendor’s proposal. Blank document can be found at the following link:
   [https://www.uco.edu/offices/financial-services/documents-forms#purchasing](https://www.uco.edu/offices/financial-services/documents-forms#purchasing)

**ATTACHMENTS E:**

1. All posted Addenda must be acknowledged, by signature and submitted along with the Vendor’s proposal.