

GUIDELINES FOR REQUESTING A FORMAL BID

The request for bid must be in the form of a signed memorandum addressed to Dr. Patricia Thomas, Director of Contracts and Acquisitions, and approved by Area Vice President. In addition, **verification of funding is required.**

Include the following information:

- A. Complete Specifications providing a description of the product or service including manufacturer's name, stock number, catalog number, size, color, finish, configuration, dimensions, quantity, etc. It is extremely important to accurately describe and provide as much detail as possible
- B. Estimated Cost (if a Public Works Project)
- C. List of Preferred Vendors
- D. Special Requirements:
 - 1. Are all parties involved in planning/coordination/developing of specs?
 - 2. Are there required delivery dates
 - 3. Is installation required?
 - 4. Is maintenance service/warranty required?
 - 5. Is training to be provided by the vendor?
 - 6. Are samples required for evaluation or preview?
 - 7. Are there compatibility requirements with existing equipment?
 - 8. Is a Pre-Bid Conference or Site Visit necessary?
 - 9. Are references/similar job experience/company profile required?
 - 10. Should the bid cover multiple years?
 - 11. *Printed and promotional products – send through University Relations for approval
 - 12. Electronically submit bid specifications to pthomas@alasu.edu

Final specifications will be sent back to requestor prior to release to vendors; please read thoroughly to avoid ambiguity and the need to issue addenda.

General Bids: Allow a minimum of 2 weeks to prepare, solicit and open bids.

(Section 41-16-24) Procurement shall advertise for sealed bids on all purchases in excess of the competitive bid limit as established in Section 41-16-20 by posting notice thereof on a bulletin board maintained outside the office door **OR** by publication of notice thereof, one time, in a newspaper published in Montgomery County, Alabama, **OR** in any other manner, for such lengths of time not less than seven days.

Public Works Bids: Allow a minimum of 3 weeks to prepare, solicit/advertise and open bids. (Additional time is necessary if pre-bid conference or site visit is required)

\$500,000 and less: Advertise for sealed bids at least once each week for three consecutive weeks in a newspaper of general circulation

Excess of \$500,000: Advertise for sealed bids at least once in three newspapers of general circulation throughout the state.

Guidelines for Public Work Project

PUBLIC WORKS: The construction, installation, repair, renovation, or maintenance of public buildings, structures, sewers, waterworks, roads, curbs, gutters, side walls, bridges, docks, underpasses, and viaducts as well as any other improvement to be constructed, installed, repaired, renovated, or maintained on public property and to be paid, in

whole or in part, with public funds or with financing to be retired with public funds in the form of lease payments or otherwise.

1. ___ Projects over \$50,000 require bidding-contact Procurement Department)
2. ___ Review/Execute Contract
3. ___ Input Requisition; Indicate Public Works on Requisition
4. ___ Forward Contract to the Procurement Office; Indicate Requisition #), along with
___ Performance & Payment Bonds (if applicable)
___ Certificates of Insurance (if applicable)
5. ___ Process Notice of Completion as follows:

Upon Completion of Public Works Projects over \$50,000 (Bids) – the Contractor shall:

1. ___ Give Notice of Completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done for (4) four successive weeks.
2. ___ Provide Proof of Publication to the University by affidavit of the publisher and a printed copy of the published notice.

Final settlement shall not be made until the expiration of 30 (thirty) days after the completion of the notice.

(Payments must be certified by Requesting Department and Procurement Department)

Documents Required for Public Works Bid Projects

ASU Assigned Bid # _____ Bid Project: _____

Architect: _____ Contact: _____ Ph# _____

Ad Dates _____ Pre-bid Date: _____ Open Date: _____

To avoid conflicts in scheduling -Confirm all scheduled dates prior to releasing any info with:

- Dr. Patricia Thomas, ASU Director of Contracts & Purchasing, 229-6997
- JeTaun Knight, Physical Plant Conference Room, 229-4199

The following documents must be submitted to Procurement Department:

1. _____ **Bid Advertisement Affidavit or Tear Sheet** (Advertise in Montgomery Advertiser - 3 consecutive weeks) **and if over \$500,000**
_____ Advertise on ASU Procurement Website
<https://www.alasu.edu/administration/procurement-department>
2. _____ **Bid Specifications/Project Manual/Drawings, etc.-PDF Format for Posting on State Web**
2. _____ **Bid Specifications/Project Manual/Drawings - Hardcopy**
3. _____ **Addendum # 1 2 3 4 5 6 7 8**
4. _____ **Pre-Bid Conference Sign-in Sheet** (If Mandatory)
5. _____ **Original Bid Proposals w/Envelopes & Copy of All Bid Bonds**
(GC License # Indicated on Outside of Envelope)
6. _____ **Bid Tabulation**(Certified)
7. _____ **Bid Acceptance Signed by VP Buildings & Grounds**
8. _____ **Title 39 Compliance Certificate Signed by VP Buildings & Grounds**
9. _____ **Bid Award Notification Letters**
10. _____ **Proof of Bid Bond Return** (To Unsuccessful Bidders)
11. _____ **Other** _____

Required of Successful Bidder:

12. _____ **Signed Contract with** _____ **for \$** _____
 13. _____ **Payment & Performance Bonds**
 14. _____ **Insurance Certificates**
 15. _____ **Vendor Update/W9** (if new vendor)
 16. _____ **Vendor Disclosure Statement**
- _____ *File remains incomplete as of today* _____
- _____ *File is Complete* Signature _____ Date _____

Any questions/concerns, please contact pthomas@alasu.edu, phone 334-229-6997, fax 229-4954.

**ALABAMA STATE UNIVERSITY
P O BOX 271
MONTGOMERY, ALABAMA 36101-0271**

OWNER'S CERTIFICATION FOR PAYMENT

In accordance with Contract Documents, **Purchase Order #/** _____ **ASU Bid #** _____, if applicable, _____
_____ **to** _____ has completed the contract for _____ and on the
basis of on-site observations and the information in the application/invoice, the Owner's representative hereby certifies to the
Owner that to the best of the representative's knowledge, information and belief:

- 1) Work has progressed as indicated on **Invoice #** _____ **Dated:** _____
- 2) The quality of work is in accordance with Contract Documents.
- 3) The Contractor: _____ is entitled to

√ Final payment of the amount certified.

AMOUNT CERTIFIED: \$ _____ **DUE: ASAP**

APPROVED BY: _____ **Date:** _____
Requesting Department
(Certifies work is completed to University's satisfaction)

APPROVED BY: _____ **Date:** _____
Dr. Patricia Thomas, Director of Contracts and Acquisitions
(Certifies invoice is in agreement with bid proposal/purchase order/contract and completion requirements)

**UPON FINAL APPROVAL:
FORWARD WITH ATTACHED INVOICE TO ACCOUNTS PAYABLE**

This Certificate is not negotiable. The Amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Checklist: > \$50,000
Newspaper Notice (4 weeks) by Contractor
Proof of Publication

**PROCUREMENT DEPARTMENT
SUPPORTING DOCUMENTS FOR PURCHASE ORDERS**

- Purchases in Excess of \$5,000, State of Alabama Vendor Disclosure Statement (VDS)
- VDS not required for State of Alabama Agencies and Departments
- If applicable, After the Fact Approval
- Contract Services 5,000 or less require quotes, except All Professional Services
- Contact Procurement Department to obtain Preferred Vendors

Competitive Bids: Code of Alabama 1975, Title 41

All contracts of whatever nature for labor, services, work, or for the purchase or lease of materials, equipment, supplies, other personal property or other nonprofessional services, involving \$15,000 or more, complete Request for Formal Bid

Public Works Bids: Code of Alabama 1975, Title 39

Any contract for a public works involving an amount in excess of \$50,000, complete Request for Formal Bid

All Professional Services

Regardless of amount, contract, legal memorandum, vendor disclosure statement and if applicable, determination letter

Contracted Services \$5,000 or Greater

Contract, legal memorandum, vendor disclosure statement and if applicable, determination letter

Professional Dues/Fees/Subscriptions

Current Fiscal Year

Legal/Insurance

Vendor Disclosure Statement

Stipends/Scholarships/Need Base (Student Purpose)

No Contract/No VDS/No After-the-Fact Approval

Aramark Food Services

Date of Service and Menu Items

Medical Services

Contract, legal memorandum, vendor disclosure statement and if applicable, determination letter

Refer to CODE OF FEDERAL REGULATIONS's Procurement Standards for Federal Purchases