July 25, 2011

TO: All Offerors

RE: Request for Proposals – Asset Management
Alabama A&M University
Proposal No. P0009

Alabama A&M University is requesting proposals to secure a vendor to enter into a contract for providing Asset Management for the sale and/or disposal of surplus property, covering the period of October 1, 2011 through September 30, 2012.

Sealed proposals will be received subject to the Conditions cited herein until 2:00 P.M. on August 15, 2011. All Requests for Proposals must be furnished to Delores Hudson, Purchasing Department (P0009), Alabama A&M University, PO. Box 1627, Normal, AL 35762. Proposals may be express mailed to: Purchasing Department/Proposal P0009, 305 Patton Hall, Normal, AL 35762.

All proposals must be submitted in a sealed envelope bearing on the outside the name and address of the vendor, proposal number, name of the project, and date.

In the event it becomes necessary to revise any part of this Request for Proposal prior to the assigned return date, revisions will be posted in writing by Purchasing Department. The University will be the sole determinant of whether any revisions/addenda should be issued as a result of any questions or other matters, and will extend the proposal deadline if such information significantly amends this solicitation or makes compliance with the original proposal due date impractical.

In order to be considered for selection, vendors must submit a complete response to this request for proposal. One original and one copy of each proposal must be submitted to the University. The vendors shall make no other distribution of the proposals.

No proposal may be amended or withdrawn after the scheduled closing time of receipt for a period of sixty (60) days. The University reserves the right to waive any informality and to reject any and all proposals.

All questions pertaining to this Request for Proposal should be addressed to Jeffrey Robinson via email: Jeffrey.robinson1@aamu.edu (subject: Asset Management).

Sincerely,

Delores Hudson, Director
ALABAMA A&M UNIVERSITY
Request for Proposals (P0009) – Asset Management

Alabama A&M University (AAMU) periodically replaces, based on age or condition, all or part of its inventory of electronic data processing equipment (computer equipment), electronic test equipment, and laboratory equipment (all herein referred to as “equipment”); and occasionally there will be some non-equipment items. The replaced items are formally declared as surplus property. This surplus equipment is generally transferred to the University’s surplus property warehouse. Electronic data processing (EDP) equipment previously the property of AAMU departments generally has the hard drive erased of operational software and previously saved data. Some EDP equipment may have hard drives, physical memory, and/or other components removed prior to being declared surplus property. Some laboratory equipment may be cannibalized for parts. Electronic test equipment is generally physically intact. Functionality of surplus equipment is not verified or tested by the University. Currently, the University disposes of some surplus electronic equipment through a local technology recycling company. Other electronic equipment may be disposed of through periodic auction by a local auction company. This proposal will cover the period of October 1, 2011 through September 30, 2012.

The University, via this Request for Proposals, is seeking alternate methods of disposal of surplus equipment that will generate income to the University while ensuring that disposal is accomplished in the proper manner. The University is requesting proposals from vendors to establish a one year contract for the sale and removal of computer equipment and other EDP at a set cost on a regularly scheduled monthly basis. AAMU annually transfers approximately 1200 computers, monitors, and other EDP to the Inventory Control Division of the Department of Property Management over a 12 month period, but with no set schedule. Pricing for this contract must be firm for a one (1) year period beginning October 1, 2011 through September 30, 2012. Upon mutual agreement between the successful vendor and AAMU, this contract may be renewed for four (4) additional one year periods under the original terms and conditions and at the original contract price. The successful vendor should furnish in writing a request to renew the agreement to AAMU ninety (90) days before the end of the first year.

Sealed proposals will be received subject to the Conditions cited herein until 2:00 P.M. on August 15, 2011. All Requests for Proposals must be furnished to Delores Hudson, Purchasing Department (P0009), Alabama A&M University, P.O. Box 1627 Normal, AL 35762. Proposals may be express mailed to: Purchasing Department/Proposal P0009, 305 Patton Hall, Normal, AL 35762

Intended Procedure and Requirements:

- The University will periodically provide notice to the successful vendor (vendor) that a certain amount of surplus or discarded equipment at the specified location is ready for disposal activity.
- Within ten (10) working days of receipt of notice, the vendor will visit the specified storage site identified by the University for disposal activity. The University will invoice the successful vendor upon each pickup of surplus property and EDP. The vendor will be required to make payment directly to AAMU within 30 days from the date of the invoice.
- The vendor shall provide detailed documentation and certification of the process used to dispose of all items.
Although it will remain the University’s responsibility to ensure that all hard drives associated with surplus materials provided to the vendor for disposal have been properly erased or destroyed, the vendor is responsible for ensuring that such action has been completed on all surplus items received from the University, and will advise the University of any exceptions in that regard. The vendor shall not dispose of any such exceptional item until notification to do so by the University have been provided. The University will either pick up and return any such item to the vendor, or authorize the vendor to complete any required erasing or destruction activity with appropriate confirming documentation to be provided by the vendor to the University.

The University reserves the right to retain any specific surplus items at its own discretion. There may be occasions that the University’s overall disposal process may result in identification of alternate sources for the receipt of materials that would otherwise be provided to the vendor for disposal.

For the purpose of this Request for Proposal, any reference to “surplus” items refers to materials previously the property of AAMU.

Location where Surplus Material is stored:
Generally, surplus material is stored at the University’s surplus property warehouse. The address is:

Surplus Property Warehouse
Central Receiving Building
3409 Meridian Street
Huntsville, AL 35811

**Address subject to change**

Alternate locations:
Surplus material may occasionally be stored in other AAMU campus locations. Generally, equipment stored at sites other than the surplus property warehouse will be large quantity lots. Locations may vary, but specific location(s) will be provided at the time the vendor is notified of surplus materials.

Evaluation Criteria:
This proposal will be awarded to the vendor that offers the best return to the University. The University will be the sole judge of what is considered to be in the best interest and offer the best return to the University.

Proposal Preparation
Proposals shall be signed by an authorized representative of the Vendor. All information requested must be submitted. Failure to comply will result in rejection of the proposal.

Proposals should be prepared simply and economically, providing a straightforward concise description of the Vendor(s) capabilities to satisfy the requirements of the Request for Proposal. Emphasis should be completeness and clarity of content. **QUOTE PRICES ON THE PRICING SHEET PROVIDED.**
Each copy of the proposal should be bound in a single volume. All documentation submitted with the proposal should be bound in or attached to that single document. (original & one copy)

Mail documents to:

Alabama A&M University
Purchasing Department
Post Office Box 1627
Normal, AL 35762

Payment
There are no payments to be tendered by AAMU to the vendor under this agreement. Payments due to the University as a result of this agreement shall be forwarded to:

    Alabama A&M University
    Property Management
    P O Box 317
    Normal, AL 35762

All such payments are to be forwarded on a periodic basis with sufficiently detailed documentation to support the actual periodic payment tendered. The vendor shall certify that the periodic amount tendered accurately represents the full amount due to the University for the specific disposal action.

Example of Surplus Items
These items are divided into four (4) lots: Lot 1: CPUs including keyboards and mice, with or without hard drives and with various configurations of memory chips; Lot 2: color monitors, LCD, flat panel CRT, and CRT full size monitors; Lot 3: various printers and scanners; Lot 4: other types of electronic data processing equipment (EDP). Note to vendor: Lot 4 is the only lot of surplus property that is NOT included in the fixed pricing.

LOT #1: CPUs including

- Notebook/Mobile/Tablet cases
- Desktops: Tower, Mini Tower, workstations, and Small Form Factor CPUs
- Servers of various sizes and case types

May or May not include:
- Keyboard and Mouse
- Hard drive of varying sizes, speeds, and manufacturers
- Removable DRAMM chips of various speeds and capacity
- Floppy drive
- Multimedia drive(s): CD and DVD drives
- Operating System, predominately Windows, various versions without media
- Network or other adapters
- Video or graphics cards

Power cords

**LOT #2: MONITORS**

- All color displays, majority of which will be Dell or Sony branded
- CRT monitors of various sizes without speakers
- Flat panel monitors, color, various screen sizes and resolution, *may or may not include speakers or speaker bar*
- LCD flat panel displays or various screen sizes and resolution, *may or may not include stands*
- *May or may not* include cables or power cords

**LOT #3: PRINTERS & SCANNERS**

- Monochrome (black and white) laser printers
- Color laser printers
- Monochrome (black and white) thermal printers of varying sizes
- Color thermal printers
- Color ink jet printers
- Color multifunction devices
- Color photo printers
- Scanners of various sizes and capabilities without software but *may or may not* include cabling and will be various brands
- Majority of printers will be HP or Dell branded

*May or May not* include:

- Functioning toner cartridges installed
• Network adapter
• Cabling
• Extra paper trays of various sizes
• Stands
• Duplex capability

Lot #4 Other Types of Electronic Processing Equipment (EDP)

~Misc. stereo and PA equipment. Includes amplifiers, turntable, CD player, cassette player, misc. speaker cabinets.

~Oscilloscopes
~Accelerometer
~Spectrophotometer

~And other forms of test equipment that is run by computers or a computer based type of test accessory

All items are available for viewing by appointment only at the Central Receiving building. You may contact Jeffery Robinson at (256) 372-5547 to inspect the items currently on site for sale or disposal.

All items sold as-is, where-is. Successful bidder(s) responsible for pick up of items within ten (10) days of notification of proposal award.

General Terms and Conditions for This Contract

Applicable Law
This Contract, and all matters or issues collateral to it, shall be governed by and construed in accordance with the laws of the State of Alabama.

Vendor represents and warrants that all article and services covered by this proposal meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Act of 1970, No. 2006, and its regulations in effect or proposed as of the date of this proposal.
The vendor agrees that it shall not, with respect to any activity carried out on the premises of the University or relating in any way to this Contract, discriminate unlawfully against any person on the basis of race, color, national origin, religion, sex, age, handicap or disability. The equal opportunity clause required under Executive Order 11246 date September 28, 1965 issued by the President of the United States of America, and Public Law 88-352, 88th Congress, the “Civil Rights Act of 1964” and regulations issued there under are made a part of this Contract by reference.

**Assignment**
No contract may be assigned; sublet or transferred without the written consent of the University.

**Award of Contract**
The vendor deemed to be fully qualified and best suited among those submitting proposals will be identified on the basis of the cost and submittal information. Post proposal negotiations may be conducted with any or all vendors including an on-site visit. After evaluations are complete, an award will be made within a ten (10) day period after proposals have been opened. The University shall select and notify that vendor which has in the University’s opinion made the best proposal and award the contract.

To determine the overall best proposal, the University will utilize an evaluation tool known as the Evaluation Criteria. Each proposal received will be graded for their response to the proposal requirements, and given a numerical score based on the maximum assigned value. These scores will be combined and considered the numerical value of your response. The proposal with the highest numerical value will be considered the overall best response, and assuming all other requirements are met, will be awarded the contract.

The University reserves the right to request additional information to determine the responsibility of the apparent successful contractor relative to its ability to comply with the terms and conditions of this Request for Proposals.

Modifications, additions or changes to the terms and conditions of this solicitation may be a cause for rejection of your proposal; however, AAMU reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive.

Proposals are evaluated and award decisions are made in the best overall interest of Alabama A&M University. The University reserves the right to reject any and all proposals in whole or in part and to waive any informalty in the proposal.

The successful vendor will be required to execute a purchase order agreement in conformance with the provisions of this Request for Proposals. During the period of the agreement, no changes will be permitted in any of the conditions and specifications unless the vendor receives written approval from the University.

After the opening of this proposal, the results will not be available to vendors until after an award is made. Tabulations can be reviewed by accessing Procurement Services website at http://www2.aamu.edu/purchasing/current_rfps.aspx Click on “current RFPs and then click on proposal number.

**Certification Pursuant To Act No. 2006-557**
Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates
that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this proposal, the vendor 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.

**Contract Cancellation**

If the vendor fails to fulfill its contract obligations, the University may give the vendor written notice of its failure to perform, and if the vendor fails to correct the default within five (5) days, the University, by written notice, may terminate the contract after an additional five (5) days.

**Default of Contractor**

Where the University has determined the contractor to be in default, the University reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

**Disclosure Statement**

Vendors are required to file with Purchasing Department a disclosure statement of relationship between contractors/grantees and employees/officials of the University. This form must be completed and included in proposal response.

**Hold Harmless Clause**

The vendor agrees to indemnify and hold harmless the University, its trustees, officers, agents, employees, successors, and/or assigns from all liability, losses, claims, demands, actions, debts, and expenses of every name and nature for personal or bodily injury (including any resulting in death), damage to property, and/or other injury or damage arising out of or as a consequence of the Vendor’s acts or omissions in performing under this Contract, its presence on the University’s premises, or the existence of this Contract or any matter related hereto. This indemnification agreement shall include all costs, including reasonable attorney’s fees and court costs, incurred by the University in connection with the defense against any such claim of liability.

**Insurance Obligations Including Worker’s Compensation and Comprehensive General Liability**

The vendor shall maintain in force at all times during the term of this Agreement, with responsible insurance carriers, the following insurance: (a) workmen’s compensation insurance, to the extent coverage is required by law for the Contractor, in the amount of the statutory limits; (b) public liability insurance in the amount of $1 million; and (c) automobile liability insurance, if the use of an automobile by the Vendor is involved in or related to its performance under this contract. The vendor shall provide a Certificate of Insurance to the University with respect to one (1) or more of the foregoing coverage’s. The University shall be made an additional insured on any of such policies of insurance.

**Non-Collusion**

Any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise, shall render the proposals of such vendors void. Each vendor certifies that he has not been a party to such an agreement by signing this request for proposal.
Ownership of Material
Ownership of all data, material, and documentation originated and prepared for the University pursuant to the Request for Proposal shall belong exclusively to the University.

Permits, Licenses, Taxes and Certificate of Authority
The vendor shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this Contract, and it shall post or display in a prominent place such permits and/or notices as are required by law. The vendor must include with their proposal a certification of authority to conduct business in the State of Alabama. The vendor shall be responsible for and pay when due any and all taxes and assessments arising out of the operation including, but not limited to, payroll taxes (including all deductions of employees) and income taxes. The vendor shall comply with the provisions of all applicable statutes and regulations of taxing authorities to which it is subject.

Public Record
All proposals become a matter of public record at proposal award. The University accepts no responsibility for maintaining confidentiality of any information submitted with proposal whether labeled confidential or not.

Questions
Any questions concerning the Asset Management Proposal should be submitted via email to Jeffrey Robinson via email at jeffrey.robinson1@aamu.edu (subject: Asset Management Proposal). Written replies of general significance will be forwarded to all vendors invited under this request.

Rejection of Proposals
The University reserves the right to reject any and all proposals and to waive technicalities and minor irregularities in proposals at its sole discretion.

Grounds for the rejection of a proposal include, but shall not be limited to:

- Failure of a proposal to conform to the essential requirements of the solicitation.
- A proposal imposing conditions which would modify the terms and conditions of the solicitation, or limit the Contractor’s liability to the University on the contract awarded on the basis of such solicitation.
- Failure of the Contractor to sign Proposal Form in the designated signature location.
- Any proposal determined by the University to be unreasonable as to commission and/or guarantee.
- Proposals received that are determined to be from Contractors who are not responsible.

Technicalities or minor irregularities in a Contractor’s proposal which may be waived, when the University determines that it will be in the University’s best interest to do so, are mere matters of form not affecting the material substance of a proposal or some immaterial deviation from or variation in the precise requirements of this Request for Proposals and having a trivial or negligible effect on price, quality, quantity or delivery of supplies or performance of the services being procured, the correction or waiver of which will not affect the relative standing of, or be otherwise prejudicial to other Contractors. The University may either give a Contractor an opportunity to cure any deficiency resulting from a technicality or minor irregularity in its proposal, or waive such deficiency where it is advantageous to the University to do so.
Revisions to the Request for Proposal
In the event it becomes necessary to revise any part of this Request for Proposal prior to the assigned return date, written revisions will be posted by the Purchasing Department on our website at [http://www2.aamu.edu/purchasing/current_rfps.aspx](http://www2.aamu.edu/purchasing/current_rfps.aspx). Click on Asset Management proposal number P0009.

The University will be the sole determinant of whether any revisions/addenda should be issued as a result of any questions or other matters, and will extend the proposal deadline if such information significantly amends this solicitation or makes compliance with the original proposal due date impractical.

University Name – Limitations on Use
The vendor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures, or other representation of the University except on the specific written authorization of the University’s Vice President for Business & Finance. However, the vendor shall be allowed to include the University on its routine client list for matters of reference.

Note: In order for an alternate bid to be considered, bidders must supply current catalogs or brochures, including pictorials and specifications.

Please indicate your company classification by circling the appropriate initial: Small Business (SB), a Small Disadvantaged Business (SD), a Black Small Disadvantaged Business (BD), a Woman-Owned Small Business (WB), a Woman-Owned Small Disadvantaged Business (WD), a Black Woman-Owned Small Disadvantaged Business (BW), a Large Business (LB), an Individual (IN), Educational (ED), Non-Profit (NP), a Labor Surplus Area Concern (LS), Disabled Veteran-Owned Small Business (DV), Veteran-Owned Small Business (VS), Historically Underutilized Business Zone (UZ), or a Governmental Agency (GV).

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<th>F.O.B. Point</th>
<th>TERMS</th>
<th>WARRANTY</th>
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<td>AAMU DESTINATION</td>
<td>YOUR REFERENCE NO.*</td>
<td>QUOTATION EFFECTIVE UNTIL</td>
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<td>ESTIMATED DELIVERY</td>
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* Your company reference number, if applicable with this bid quotation.
Certification Pursuant To Act No. 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this proposal, the vendor 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.

_______________________________________________  ____________________________________
COMPANY NAME (TYPE OR PRINT)          TELEPHONE NUMBER

_______________________________________________  ____________________________________
SIGNER’S NAME (TYPE OR PRINT)            FAX NUMBER

_______________________________________________  ________________________________
SIGNATURE                                  DATE

Alabama A&M University prohibits the installation of asbestos on its campus. Suppliers and contractors will not supply any equipment, material, or supplies, which contain asbestos without prior written approval.

Failure to designate Bid Number and Opening Date on the outside of your sealed envelope containing your bid and more than one bid submitted in this envelope will result in a “No Bid” response in accordance with Alabama Competitive Bid Law 41-16-24 sub-part b.

Alabama A&M University will not accept faxed proposals.

Any product that fails to meet the specifications, performance requirements or compatibility requirements will be rejected and returned to the vendor at no cost to the University.
Vendor Disclosure Statement Information and Instructions

Act 2001-955 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. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exits, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2001-955

Family Member of a Public Employee - The spouse or a dependent of the public employee.

Family Member of a Public Official - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse’s parents, a sibling and his or her spouse, of the public official.

Family Relationship - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

Person - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

Public Official and Public Employee - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee’s income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent officials of each state political party as defined in Section 17-18-2, Code of Alabama 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.
State of Alabama
Disclosure Statement
(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

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 goods or services previously provided, and the amount received for the provision of such goods or services.

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<th>STATE AGENCY/DEPARTMENT</th>
<th>TYPE OF GOODS/SERVICES</th>
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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.

<table>
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<tr>
<th>STATE AGENCY/DEPARTMENT</th>
<th>DATE GRANT AWARDED</th>
<th>AMOUNT OF GRANT</th>
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1. 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.)

<table>
<thead>
<tr>
<th>NAME OF PUBLIC OFFICIAL/EMPLOYEE</th>
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<th>STATE DEPARTMENT/AGENCY</th>
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OVER
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)

<table>
<thead>
<tr>
<th>NAME OF FAMILY MEMBER</th>
<th>ADDRESS</th>
<th>NAME OF PUBLIC OFFICIAL/PUBLIC EMPLOYEE</th>
<th>STATE DEPARTMENT/AGENCY WHERE EMPLOYED</th>
</tr>
</thead>
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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)

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)

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.

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<tr>
<th>NAME OF PAID CONSULTANT/LOBBYIST</th>
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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 2001-955 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.
PRICING SHEET

All pricing should be based on a per unit basis per Lot counting the number of units picked up by the vendor for any given month. Pricing should not be based on a per pallet or per weight basis.

Lot #1:
Price offered per desktop/tower CPU: __________/ea

Price offered per Notebook/Laptop/Tablet CPU: __________/ea

Lot #2:
Price offered per CRT monitor: __________/ea
Price offered per LCD display: __________/ea

Lot #3:
Price offered per Printer (all types): __________/ea
Price offered per stand alone Scanner: __________/ea

Lot #4:
Price offered per Pound of total weight of EDP: ____________/.lb

VENDOR INFORMATION:

CONTACT NAME: ____________________________
PHONE NUMBER: ___________________________
CELL PHONE: _____________________________
FAX NUMBER: _____________________________
EMAIL ADDRESS: _________________________