

# Alabama A&M University



## **Signage & Graphic Design Services**

**Invitation to Bid (ITB) SGD-1-2020**

**Bid Submission Deadline: 2 P.M. CST, September 2, 2020**

## PURPOSE

The Alabama A&M University is seeking qualified firms to submit proposals to provide graphic design and signage services, for campus signage. Graphic design services are responsible for creating a positive and professional image for AAMU materials including the creation of publicity materials for special events. Signage services shall be used in a wide range of uses throughout the year.

Although there is no guarantee of the number of Services that AAMU will purchase during the term of the contract. Orders shall be placed when needed. AAMU's goal is to select one or more providers who can assist us with providing consistent appearance and quality for all materials in a timely manner as-needed, while coordinating these efforts under the guidance of AAMU staff.

## SCOPE OF SERVICES

### A. Signage Products

Signage shall include the following:

- Paper / Plastic Wall Signage
- Pylon Signs
- Outdoor Light Boxes
- Monument Signs
- Outdoor Fabric Signs
- Outdoor Fabric Banners
- Outdoor Fabric Banners
- ADA Signs
- Post & Panel Signs
- Feather Banners / Pole Banners / Fabric Banners
- Metal Signs
- Vinyl Banners
- Outdoor Floor Graphics
- Wall Graphics
- Murals
- Engraved Signs and Plaques
- Cast Metal Plaques
- Dimensional Lettering
- Parking Signs / Street Signs

### 1) Pickup/Delivery Services

Supplier shall offer pickup or delivery service to end users, including overnight delivery of all proofs and finished products, within two (2) business days of completion, requiring it for free or for a fixed delivery fee.

## **2) Service Standards**

Standard turn-around time is dependent on the size and scope of each particular request with a mutually agreed upon delivery date provided for each project. All work developed by the Proposer must be approved by the AAMU before production. The design colors that are originally approved must be representative of what the artwork displays.

## **3) Customer Service**

The successful Proposer is required to provide the AAMU with the highest degree of customer service. This will include, but not be limited to, communication directly with representatives for each publication at the AAMU's request and providing full color proofs prior to job completion.

## **B. Graphic Design**

The successful Proposer will be responsible for a range of original graphic design layouts and creative design services.

### **1) Electronic Submission of Jobs**

The designs must be submitted electronically. The AAMU primarily utilizes Windows based programs and would like the successful Proposer to be able to receive, edit and enhance graphic design requests from AAMU employees. Proposer is required to own and use up to date graphic design software. All projects are subject to the final approval of the AAMU staff member designated to that particular project. The successful Proposer will provide the AAMU staff member with PDF files of each project upon completion.

### **2) Ownership of Designs**

In addition, the AAMU shall own all designs, photographs and any other product which is part of the design, artwork, electronic or otherwise, produced by the graphic design firms. If purchasing stock graphics/photos, awarded Proposer must pass on the purchasing rights, without additional cost, to the AAMU for reuse. All AAMU documents stored at or reproduced by the awarded Proposer shall remain the property of the AAMU, and shall be returned to the AAMU with each job's invoice or upon conclusion of the contract term.

## **3. POST AWARD**

Vendor shall assign an Account Manager to the AAMU's account who is able to maintain open and timely communication with AAMU staff at all times and who can be reached during normal business hours. The Account Manager will be solely responsible and accountable for the quality of work. The Account Manager must be directly reachable by telephone or email.

### **GRAPHIC DESIGN SERVICES COST PROPOSAL**

Please state set-up fee rates on the Proposal Form included in the bid packet. Future annual price increases for paper and plastic after the base term of the Agreement period, if any, will be capped at 3.0%, to be determined by the U.S. Bureau of Labor Statistics, Employment Cost Index. Each graphic design service shall be assigned by written Job Order/Quote.

**Bid Tabulation**

Alabama A&M University

Date: 9/2/200

Bid Number: ITB SGD-1-2020

**Bidders**

**Base Bid**

The BAD LLC dba Signs by Tommorow	see attachments
PRoject Graphic, Inc	see attachments



ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY  
 PURCHASING DEPARTMENT  
 POST OFFICE BOX 1627  
 305 PATTON HALL  
 NORMAL, ALABAMA 35762  
 TELEPHONE: (256) 372-5227

DATE  
 8/13/2020

BID NUMBER  
 ITB SGD-1-2020

ALL BIDS WILL BE PUBLICLY OPENED ON THE OPENING DATE DESIGNATED AT ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY, PURCHASING DEPARTMENT, PATTON HALL, NORMAL, ALABAMA 35762. BIDS RECEIVED AFTER THE SPECIFIED TIME ON THE OPENING DATE WILL NOT BE CONSIDERED.

RESPONSE DUE BY

9/2/2020,  
 2:00 P.M.

WHEN USING FEDEX, UPS, OR ANY EXPRESS PACKAGING/SHIPPING, THE BID NUMBER MUST BE CLEARLY PRINTED ON THE AIR BILL.

**REQUEST FOR FORMAL BID**

CONTACT Jeffrey Robinson PHONE 256-372-5227

VENDOR NO.

V The B.A.D. LLC dba Signs By Tomorrow  
 E  
 N 1035 A Putman Drive  
 D  
 O Huntsville, AL 25816  
 R

ALL BIDS MUST BE SIGNED, SEALED, AND RETURNED IN AN ENVELOPE WITH THE BID NUMBER AND OPENING DATE NOTED ON FRONT. FORWARD ALL BIDS TO THE ADDRESS INDICATED ABOVE. FAILURE TO COMPLY WILL RESULT IN A "NO BID" RESPONSE IN ACCORDANCE WITH ALABAMA COMPETITIVE BID LAW 41-16-24 sub-part b.

THE ABOVE BID NUMBER MUST APPEAR ON ALL BIDS AND RELATED CORRESPONDENCE

NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
			See Proposal Form		

SHOULD A PURCHASE ORDER BE ISSUED, THE FOREGOING AND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET SHALL BE APPLICABLE AND BINDING UPON THE VENDOR.  
 I ACKNOWLEDGE THAT I HAVE SIGNATURE AUTHORITY TO SIGN ON BEHALF OF THE COMPANY AND HEREBY AGREE TO ALL GENERAL CONDITIONS OF THIS BID REQUEST.

**TOTAL**

SIGNATURE Jessica W. Clark  
 COMPANY REPRESENTATIVE

DATE 8/25/2020  
 An affirmative action/equal opportunity institution

**PROPOSAL FORM**

To: Alabama A&M University in Normal AL

Date: 8/25/2020

In compliance with your Advertisement for Bids and subject to all the conditions thereof, the undersigned

The B.A.D. LLC dba Signs By Tomorrow

(Legal Name of Bidder)

hereby proposes to furnish and perform all work required for the services of

**WORK:** Graphic Design and Signage Services

in accordance with Specifications, prepared by Alabama A&M University.

**BIDDER'S REPRESENTATION:** The Bidder declares that it has examined the scope of the Work, having become fully informed, and that it has examined the Specifications (including all Addenda received) for the Work and the other Bid and Contract Documents relative thereto, and that it has satisfied itself relative to the Work to be performed.

**ADDENDA:** The Bidder acknowledges receipt of Addenda Nos. I through I inclusively.

**BASE BID:** For moving services complete as shown and specified:

Item	Set-up Cost (\$)
Paper / Plastic Wall Signage	\$ 20
Pylon Signs	\$ 20
Outdoor Light Boxes	\$ 20
Monument Signs	\$ 20
Outdoor Fabric Signs	\$ 20
Outdoor Fabric Banners	\$ 20
ADA Signs	\$ 20
Post & Panel Signs	\$ 20
Feather Banners / Pole Banners / Fabric Banners	\$ 20
Metal Signs	\$ 20
Vinyl Banners	\$ 20
Outdoor Floor Graphics	\$ 20
Wall Graphics	\$ 20
Murals	\$ 20
Engraved Signs and Plaques	\$ 20
Cast Metal Plaques	\$ 20
Dimensional Lettering	\$ 20
Parking Signs / Street Signs	\$ 20
Delivery Fee	

**ALTERNATES:** If alternates as set forth in the Bid Documents are accepted, the following adjustments are to be made to the Base Bid: None

Item #	Quantity	Unit	Description	Unit Price	Total Price
			See Proposal Form		

Grand Total:

FOB Point: <u>Signs By Tomorrow</u>	Terms:	Warranty:
Estimated Delivery: <u>N/A</u>	Your Reference No.:	Quotation Effective Until:

If we receive your order to furnish items listed hereon at the prices and under the conditions indicated. Pricing on this page reflects the pricing for the associated specifications.

Signed The B.A.D. LLC dba Signs By Tomorrow  
 Vendor Name Date

By Jessica L. Clark 8/25/20



# State of Alabama Disclosure Statement

(Required by Act 2001-955)

**ENTITY COMPLETING FORM**

**Signs By Tomorrow Huntsville**

**ADDRESS**

1035 A Putman Drive

**CITY, STATE, ZIP**

Huntsville, AL 35816

**TELEPHONE NUMBER**

(256 ) 722-8522

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

Alabama Agricultural & Mechanical University (AAMU)

**ADDRESS**

4900 Meridian Street

**CITY, STATE, ZIP**

Normal, AL 35762

**TELEPHONE NUMBER**

( )

This form is provided with:

- Contract   
  Proposal   
  Request for Proposal   
  Invitation to Bid   
  Grant Proposal

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

- Yes   
  No

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

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
Alabama A&M University	Signs & Graphics	\$39576
Calhoun Community College	Signs & Graphics	\$45
UAB Health Center	Signs & Graphics	\$344
UAH	Signs & Graphics	\$26573

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

- Yes   
  No

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

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
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N/A

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.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
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None



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).

F.O.B. Point <b>Signs By Tomorrow</b> AAMU DESTINATION ESTIMATED DELIVERY <b>N/A</b>	TERMS	WARRANTY
	YOUR REFERENCE NO.*	QUOTATION EFFECTIVE UNTIL

\*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 bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

Signs By Tomorrow  
COMPANY NAME (TYPE OR PRINT)

(256) 722-8522  
TELEPHONE NUMBER

Jessica L. Clark  
SIGNER'S NAME (TYPE OR PRINT)

FAX NUMBER

Jessica L. Clark  
SIGNATURE

8/25/2020  
DATE

Alabama Agricultural and Mechanical 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 subpart b.

Alabama Agricultural and Mechanical University will not accept faxed bids.

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.

The University reserves the right to award this contract, in whole, in part, or to reject any and all quotations.

Alabama A& M University is an instrumentality of the State and is federal, state and local tax exempt.

**SPECIAL NOTE:**

Manufacturer's published product data must be included with your bid response for any alternate offerings. Any exception taken to any portion of this Request for Price Quotation must be stated on the bid response sheets or Alabama A&M University will assume compliance with all requirements as stated. The successful bidder will be responsible and accountable for providing those items as specified in its bid response.

# Signage & Graphic Design Services



## OFFICE OF FACILITIES & CAPITAL PROJECTS

A L A B A M A   A G R I C U L T U R A L   &   M E C H A N I C A L   U N I V E R S I T Y

### Bid No. SGD-1-2020

#### Addendum I

### Questions / Answers

1. The setup fees:
  - Setup cost does not include design cost
  - Design cost shall be a separate cost per project
  
2. Delivery fee:
  - On the Proposal Form "omit" Delivery Fee

End of Addendum 1

**PROPOSAL FORM**

To: Alabama A&M University in Normal AL

Date: 08/21/20

In compliance with your Advertisement for Bids and subject to all the conditions thereof, the undersigned  
**PROJECT GRAPHICS, INC.**

(Legal Name of Bidder)

hereby proposes to furnish and perform all work required for the services of

**WORK:**           Graphic Design and Signage Services

in accordance with Specifications, prepared by Alabama A&M University.

**BIDDER'S REPRESENTATION:** The Bidder declares that it has examined the scope of the Work, having become fully informed, and that it has examined the Specifications (including all Addenda received) for the Work and the other Bid and Contract Documents relative thereto, and that it has satisfied itself relative to the Work to be performed.

**ADDENDA:** The Bidder acknowledges receipt of Addenda Nos. \_\_\_\_\_ through \_\_\_\_\_ inclusively.

**BASE BID:** For moving services complete as shown and specified:

Item	Set-up Cost (\$)
Paper / Plastic Wall Signage	
Pylon Signs	
Outdoor Light Boxes	NO CHARGE FOR ART DESIGNS & LAYOUTS. PG WOULD LIKE TO BID ON PRODUCTION OF THE FINAL PRODUCTS ONCE SIZES AND QUANTITIES ARE DETERMINED.
Monument Signs	
Outdoor Fabric Signs	
Outdoor Fabric Banners	
ADA Signs	
Post & Panel Signs	
Feather Banners / Pole Banners / Fabric Banners	
Metal Signs	
Vinyl Banners	
Outdoor Floor Graphics	
Wall Graphics	
Murals	
Engraved Signs and Plaques	
Cast Metal Plaques	
Dimensional Lettering	
Parking Signs / Street Signs	
Delivery Fee	

**ALTERNATES:** If alternates as set forth in the Bid Documents are accepted, the following adjustments are to be made to the Base Bid: None

**UNIT PRICES - none**


**CERTIFICATIONS:** The undersigned certifies that he or she is authorized to execute contracts on behalf of the Bidder as legally named, that this proposal is submitted in good faith without fraud or collusion with any other bidder, that the information indicated in this document is true and complete, and that the bid is made in full accord with State law. Notice of acceptance may be sent to the undersigned at the address set forth below.

By submitting this bid, the bidder is hereby certifying that they are in full compliance with ACT No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the authority may declare the contract void if the certification is false.

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Legal Name of Bidder PROJECT GRAPHICS, INC.

Mailing Address 41 STONE PIT RD., PO BOX 370, WOODBURY, CT 06798-0370

\* By (Legal Signature) 

\* Name (type or print) GREGORY MCKIM (Seal)

\* Title VP

Telephone Number 802-488-8945

\* If other than the individual proprietor, or an above named member of the Partnership, or the above named president, vice-president, or secretary of the Corporation, attach written authority to bind the Bidder. Any modification to a bid shall be over the initials of the person signing the bid, or of an authorized representative.



ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY  
 PURCHASING DEPARTMENT  
 POST OFFICE BOX 1627  
 305 PATTON HALL  
 NORMAL, ALABAMA 35762  
 TELEPHONE: (256) 372-5227

DATE 8/13/2020 BID NUMBER ITB SGD-1-2020

RESPONSE DUE BY

9/2/2020,  
 2:00 P.M.

ALL BIDS WILL BE PUBLICLY OPENED ON THE OPENING DATE DESIGNATED AT ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY, PURCHASING DEPARTMENT, PATTON HALL, NORMAL, ALABAMA 35762. BIDS RECEIVED AFTER THE SPECIFIED TIME ON THE OPENING DATE WILL NOT BE CONSIDERED.

WHEN USING FEDEX, UPS, OR ANY EXPRESS PACKAGING/SHIPPING, THE BID NUMBER MUST BE CLEARLY PRINTED ON THE AIR BILL.

**REQUEST FOR FORMAL BID**

CONTACT **Jeffrey Robinson** PHONE **256-372-5227**

VENDOR NO.

V  
E  
N  
D  
O  
R

PROJECT GRAPHICS, INC.  
 41 STONE PIT RD., PO BOX 370  
 WOODBURY, CT 06798-0370

ALL BIDS MUST BE SIGNED, SEALED, AND RETURNED IN AN ENVELOPE WITH THE BID NUMBER AND OPENING DATE NOTED ON FRONT. FORWARD ALL BIDS TO THE ADDRESS INDICATED ABOVE. FAILURE TO COMPLY WILL RESULT IN A "NO BID" RESPONSE IN ACCORDANCE WITH ALABAMA COMPETITIVE BID LAW 41-16-24 sub-part b.

THE ABOVE BID NUMBER MUST APPEAR ON ALL BIDS AND RELATED CORRESPONDENCE

NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
			NO CHARGE FOR ART DESIGNS & LAYOUTS. PG WOULD LIKE TO BID ON PRODUCTION OF THE FINAL PRODUCTS ONCE SIZES AND QUANTITIES ARE DETERMINED.		
				<b>TOTAL</b>	<b>0.00</b>

SHOULD A PURCHASE ORDER BE ISSUED, THE FOREGOING AND THE TERMS AND CONDITIONS ON THE ATTACHED SHEET SHALL BE APPLICABLE AND BINDING UPON THE VENDOR.  
 I ACKNOWLEDGE THAT I HAVE SIGNATURE AUTHORITY TO SIGN ON BEHALF OF THE COMPANY AND HEREBY AGREE TO ALL GENERAL CONDITIONS OF THIS BID REQUEST.

SIGNATURE *MyC. m k*  
 COMPANY REPRESENTATIVE

DATE 08/21/20  
 An affirmative action/equal opportunity institution

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

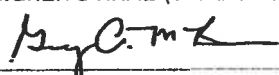
Please indicate your company classification by circling the appropriate initial: Small Business (SB), a Small Disadvantaged Business (SD), a Black Small Disadvantaged Business (BD), a Woman-Owned Small Business (WB), a Woman-Owned Small Disadvantaged Business (WD), a Black Woman-Owned Small Disadvantaged 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).

F.O.B. Point	TERMS <b>NET 30 / 2% NET 10</b>	WARRANTY <b>VARIES BY PRODUCT</b>
AAMU DESTINATION ESTIMATED DELIVERY <b>3 WEEKS OR LESS</b>	YOUR REFERENCE NO.* <b>N/A</b>	QUOTATION EFFECTIVE UNTIL <b>12/31/21</b>

\*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 bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

<b>PROJECT GRAPHICS, INC.</b>	<b>802-488-8945</b>
----- COMPANY NAME (TYPE OR PRINT)	----- TELEPHONE NUMBER
<b>GREGORY MCKIM</b>	<b>802-488-8945</b>
----- SIGNER'S NAME (TYPE OR PRINT)	----- FAX NUMBER
	<b>08/21/20</b>
----- SIGNATURE	----- DATE

Alabama Agricultural and Mechanical 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.

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The University reserves the right to award this contract, in whole, in part, or to reject any and all quotations.

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**SPECIAL NOTE:**

Manufacturer's published product data must be included with your bid response for any alternate offerings. Any exception taken to any portion of this Request for Price Quotation must be stated on the bid response sheets or Alabama A&M University will assume compliance with all requirements as stated. The successful bidder will be responsible and accountable for providing those items as specified in its bid response.

Bid Number: ITB SGD 1-2020

Page 1 of 2

Item #	Quantity	Unit	Description	Unit Price	Total Price
			NO CHARGE FOR ART DESIGNS & LAYOUTS. PG WOULD LIKE TO BID ON PRODUCTION OF THE FINAL PRODUCTS ONCE SIZES AND QUANTITIES ARE DETERMINED.		

**Grand Total: 0.00**

FOB Point: <b>AAMU DESTINATION</b>	Terms: <b>NET 30 / 2% NET 10</b>	Warranty: <b>VARIES BY PRODUCT</b>
Estimated Delivery: <b>3 WEEKS OR LESS</b>	Your Reference No.: <b>N/A</b>	Quotation Effective Until: <b>12/31/21</b>

**If we receive your order to furnish items listed hereon at the prices and under the conditions indicated. Pricing on this page reflects the pricing for the associated specifications.**

Signed 

**08/21/20**

Vendor Name

Date

**PROJECT GRAPHICS / GREGORY MCKIM**

By \_\_\_\_\_



# State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM  
**PROJECT GRAPHICS, INC.**

ADDRESS  
**41 STONE PIT RD., PO BOX 370**

CITY, STATE, ZIP  
**WOODBURY, CT 06798-0370**

TELEPHONE NUMBER  
**( 802-488)8945**

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD  
**ALABAMA A&M UNIVERSITY**

ADDRESS  
**PO BOX 1627**

CITY, STATE, ZIP  
**NORMAL, AL 35762**

TELEPHONE NUMBER  
**( 256-372)5227**

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.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

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

Yes     No

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

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

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.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

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.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

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

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

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

**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.**

*[Handwritten Signature]* \_\_\_\_\_  
 Signature 08/21/20  
Date

*Vincent Bondi* \_\_\_\_\_  
 Notary's Signature 08/21/20  
Date 10-31-2024  
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.

